Kadoka Area School District Policies

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The Kadoka Area School District #35-2

Policy Handbook

Chapter 1 INTRODUCTION

In addition to the State of South Dakota, statutory provisions allowing by-laws are part of the Kadoka Area School District policy.

No policy in these by-laws shall be operative if it is found to be in conflict with any laws of the State of South Dakota.

There is no such thing as maximum standards or policy, at its best, only the minimum needs to be a sufficient guide. The policies and regulations of the Board of Education of the Kadoka Area School District #35-2 need to be thoroughly understood so that the tenure of all school persons can be a happy and profitable one. This Board Policy was officially adopted July 10, 2007, and became effective immediately.

Continuation Policy: First Reading: December 12, 2011; Adoption January 11, 2012.

The School Board, representing the people of the District, is the legislative body which determines policy for the Kadoka Area School District 35-2. It is the intent of the board to develop policies and put them into writing so that they may serve as guidelines for the superintendent, all district employees, parents and student, in the day-to-day operation of the district. The School board may take action on matters based upon recommendations presented to the board from the superintendent or board committees. Final actions on proposals will be taken by the School board.

A policy or regulation may be withdrawn or repealed by school board action if the policy or regulation is no longer necessary due to change in statute, has become obsolete, or the materials is covered by another policy or regulation. If a policy contains provisions that are in conflict with another policy, the provisions in the policy most recently adopted or amended will govern. The school board shall pass a motion to adopt all policies of the previous board at the annual meeting. If no such action occurs at the annual meeting the existing policies of the Kadoka Area School District will continue without such motion.

The MISSION of the Kadoka Area School District is:

To prepare all students to reach their full potential in an ever changing world.

The VISION of the Kadoka Area School District is:

The Board of Education, Administration and Staff of the Kadoka Area Schools will be responsible for making our school a place where students become lifelong learners. Our students, with the support of their parents and community, will become active and productive members of society.

Chapter 2 PHILOSOPHY AND PURPOSE

The Philosophy and Goals of the Kadoka Area School District

It is the philosophy of the Kadoka Area School District:

To provide the best possible education that our resources will allow for all students.

Quality education can best be achieved through the cooperation and concern of a well-informed school board, administration, faculty, support staff, parents and community.

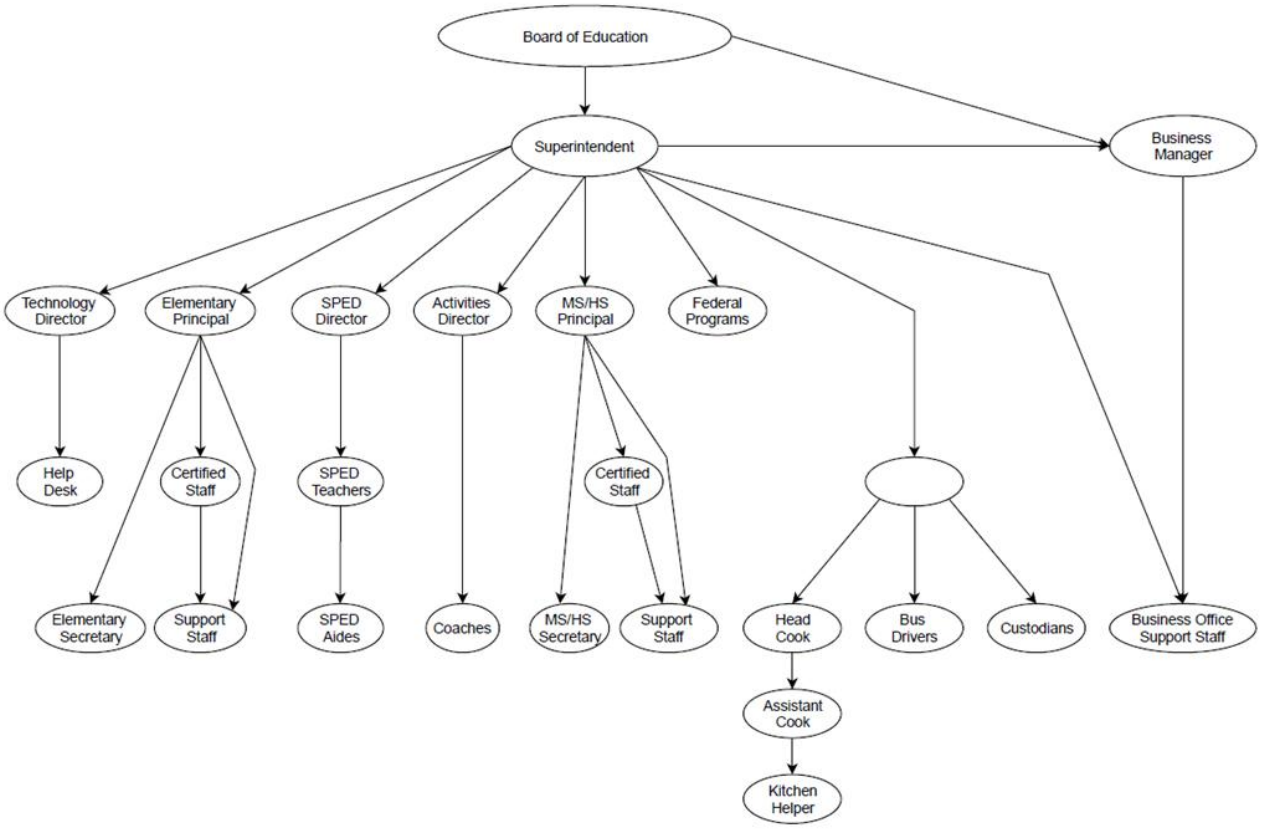
It is the policy of the Kadoka Area School to welcome visits, questions, comments and concerns from the patrons of the Kadoka Area School District.

The goals of the Kadoka Area School District reflect the philosophy. The following goals were formulated through the cooperative efforts of parents, staff and administration.

It is the goal of the Kadoka Area School District:

- That every student receives a high-quality education and completes the coursework required for graduation.
- To stress teaching styles that are adjusted to student learning styles.
- To offer a curriculum geared to students' educational needs.
- To offer extracurricular programs to reflect the lifelong pursuit of physical fitness and the arts.
- To have periodic reviews and assessments of the curriculum, school policies, and extracurricular activities.
- To improve test scores though high-quality instruction.
- To involve parents in early education and all through the educational process.
- To provide safe, attractive, and structurally sound school plant and facilities.
- To encourage community-school dialog to foster a positive attitude toward education.
- To foster positive intra-staff dialog/communication.
- To provide accessibility of the school to parents.
- To promote lifelong learning.
- To strive to improve equipment and education for keeping up with the increasing changes in world technology.
- To have a drug-free school.

Organizational Chart



*For inclement weather or emergency closings: In the event of the superintendent's absence – chain of command goes to the principals and then to the Business Manager. In the event all the above are absent, the activities director, superintendent's secretary, elementary secretary, and high school secretary will collaborate to make the decision. In all cases of the superintendent's absence, he/she will be contacted by telephone, if possible, to assist and be informed of the situation.

**Superintendent will be responsible for determining performance evaluation responsibilities for faculty and support staff.

Chapter 3 THE BOARD OF EDUCATION

1. LEGAL DESIGNATION: The District is designated as the Kadoka Area School District #35-2, State of South Dakota.
2. FUNCTIONS OF THE SCHOOL BOARD
    a. The chief function of the school board is to provide for the progress and welfare of the schools under its control, and to adopt the policies which govern its organization and operation.
    b. The school board is responsible for formulating policies for the general management of the schools in the district. It delegates administrative authority to the superintendent but is responsible to the people for the results produced.
3. RETENTION AND DELEGATION OF AUTHORITY: The Board of Education retains full legislative and judicial authority over the school in accordance with the school laws and expressed will of the electorate, but delegates all executive, supervisor and instructional authority to its employees as herein after specified. Legislative service under the law implies the power and obligation to contract for service and materials, the power to inspect, the power to pass judgment upon employees and their work, and the power to veto acts of any or all employees when such are deemed contrary to the legal rights or obligations of the District, or inconsistent with established Board Policies.
4. DELEGATION OF AUTHORITY: In fulfilling its obligations, the Board acts similarly in its relationships to the schools as do Boards of Directors to successful business organizations, that is: through the powers of legislation, by the determination of policies and the evaluation of results. The direct administration of the school system is delegated to the Superintendent of Schools whom the Board appoints to act as an executive officer of the Board. The Superintendent is held individually and directly responsible to the Board for the execution of all its policies and its legislation and for other duties assigned to him by the Board. Individual members have status as Board Members ONLY when acting formally as members of the Board, while it is in executive session, or when specifically entrusted by the Board to carry out definite assignments.
5. BUSINESS MUST BE TRANSACTED DURING REGULAR SESSION OF THE BOARD: The Board of Education can transact business which is legally binding on the District only in regular session with a quorum present and its proceedings recorded in the minutes of the meeting.
6. COMPLAINTS: Patrons should be encouraged to discuss their problems with the teacher, Principal, Superintendent, and Kadoka Area Board of Education in that order.
7. EQUAL OPPORTUNITY EMPLOYMENT: The Board subscribes to the fullest extent to the principle of dignity of all people and of their labors and will take action to ensure that applicants are employed, assigned and promoted without regard to their age, race, creed, color, sex and marital status, political affiliation, or national origin. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualification, merit and ability.

8. NONDISCRIMINATION: The Board is committed to a policy of nondiscrimination in relation to race, sex, religion, national background, handicap and other human differences. Respect for the dignity and worth of each individual will be paramount in the establishment of all policies by the Board and in the administration of those policies. The constitutions of our nation and state, pertinent legislation enacted at those two levels of government, as well as court interpretations regarding citizens' rights, support this statement. (Title IX and Section 504 Coordinator shall be appointed annually.)

9. DUTIES OF THE PRESIDENT: It shall be the duty of the President to preside at all meetings of the Board of Education and to sign all vouchers and checks approved by the Board of Education. The president should discuss and vote on all matters coming before the board. A tie vote does not gain a majority and means that the motion is defeated.

10. DUTIES OF THE VICE PRESIDENT: The vice-president of the board will assume the duties and responsibilities of the president in their absence and perform such other duties as may be assigned by the school board.

11. MEETINGS OF THE BOARD: The day and time for regular board meetings is determined by the board at the annual meeting but may be changed if the need arises at the previous monthly meeting. All meetings of the school board shall be open to the public.

    a. Any legal meeting may be recessed to a specific time and place. The items remaining on the agenda of the meeting recessed should be acted upon first at the recessed meeting. Other items of business are to be discussed and acted upon by a majority vote of the members.

    b. Special meetings of the board may be called by the president or in his absence by the vice-president. No business shall be transacted at the special meeting except that specified in the call for the same unless a quorum of the board is present and agrees to the consideration of additional items.

    c. In the event that a board member(s) must recues themselves from voting due to conflict of interest, board action may be taken by the majority of the remaining members.

    d. To expedite the Board's proceeding and provide a framework for the orderly conduct of business, non-action items on the agenda will be heard but no action will be taken at that particular meeting. The board will determine the course of action in regards to such items for a future meeting.

12. MINUTES OF BOARD MEETINGS: A complete and accurate set of minutes of each Board meeting shall be kept to comply with all legal requirements. Minutes shall be kept in an official record book specified for that purpose, and shall be kept on file as the official record of the District and shall be open to public inspection. Minutes shall be published as required by law.

13. CONDUCT OF BUSINESS OF THE SCHOOL BOARD:

    a. For the general transaction of business, the adopted parliamentary rules will be observed.

    b. Any rule of the school board may be suspended by a majority vote of the entire board, taken by roll call and entered in the minutes of the meeting.

c. The rules and regulations of the school board may be amended by a majority vote of the entire board at any meeting, provided that each member was furnished by the Business Manager with a copy of the proposed amendment at least one week in advance.

14. EXPULSION OF STUDENTS: Students shall be expelled from school only through actions of the School Board.

15. CONTINUATION OF SERVICES AND PROGRAMS: Services and programs under the jurisdiction of the school district may be reviewed on an annual basis to determine the feasibility and/or continuation of such services. Final determination will be made by the board of education.

Capitalization of Fixed Assets

Equipment items will be capitalized as fixed assets, recorded as fixed assets and properly marked with property ID tags if they meet the following criteria:

1. Purchase value of at least $5,000.00. (General School District)
2. Purchase value of at least $1,000.00. (School lunch fund equipment)
3. Useful value of one year or more.

Buildings will be capitalized @ $50,000

Policy for use of Gymnasiums

The gymnasiums of the Kadoka Area Schools will be made available in compliance with the facilities use agreement. Adult supervision will be required. Prior approval will be required from school administration. Adults will obtain keys from the principals.

It is the policy of the Kadoka Area School that all individuals other than school officials with keys/key fobs to the gymnasiums are required to return same to the principals.

Facility Use and Equipment Agreement

The School Board of the _____ School District has determined that allowing _____ to use the facilities listed below would constitute a community service, as that term is used is SDCL 13-24-20.

Please list the specific facility and equipment to be used:

The use of the facility listed above is for use _____ between the hours of _____. The fee for the use of the facility shall be _____. Rules for use of the facility and equipment have been prepared by the administration and are attached hereto as Exhibit 1 and incorporated herein by this reference.

NEITHER THE SCHOOL DISTRICT, THE SCHOOL BOARD, NOR ANY OFFICER OR EMPLOYEE OF THE SCHOOL DISTRICT IS LIABLE FOR ANY INJURY THAT OCCURS AS A RESULT OF THE USE OF THIS FACILITY, REGARDLESS OF THE CAUSE OF INJURY, INCLUDING THE DESIGN, MAINTENANCE OF AND CONDITION OF THE FACILITY AND EQUIPMENT USED UNDER THIS AGREEMENT.

THE _____ AND ITS MEMBERS, OFFICERS, AND EMPLOYEES ARE LIABLE FOR DAMAGE TO PROPERTY AND PERSON THAT MAY ARISE AS A RESULT OF THE USE OF THIS FACILITY, AS PROVIDED IN SDCL 13-24-20, AND ARE LIABLE FOR REPLACEMENT COSTS TO RESTORE THE FACILITY OR EQUIPMENT UTILIZED PURSUANT TO THIS AGREEMENT.

SDCL 13-24-20 provides:

> The school board may rent or grant the use of school facilities, motor vehicles or land belonging to the school district for any purposes, which it considers advisable as a community service for such compensation as it determines. The use may not interfere with school activities. Any person or persons or public body using such school facilities motor vehicles or land is responsible to the school district for any and all damages that may be caused by reason of the use or occupancy. The school district is not liable for any suit for damage, which might arise as the result of such use or occupancy.

Pursuant to this agreement, “any and all damages” stated in the statute above shall mean replacement costs.

This agreement is not valid and the facility may not be used unless this Agreement is signed by the person or organization submitting the request prior to the facility use. In addition to the liability

undertaken herein by the person or organization using the facility, such person or organization is responsible to leave the facility in the manner in which it was found, without exception, including without limitation that any areas used be left clean and neat and all equipment be returned in the same condition it was when the use was granted.

_____ _____

Board Chairman, Superintendent or Business Manager Date

I have read the foregoing Agreement and agree with its terms. I understand that I, individually, and the organization I represent are liable for any damages, as above defined as replacement costs, caused to the facility, and any damages or injuries that may occur to any person as a result of the use of the facility.

_____

NAME OF ORGANIZATION

_____ _____

Signature of individual or representative Date

GYMNASIUM & KITCHEN:
SCDL provides:

The school board may rent or grant the use of school facilities, motor vehicles or land belonging to the school district for any purposes, which it considers advisable as a community service for such compensation as it determines. The use may not interfere with school activities. Any person or persons or public body using such school facilities motor vehicles or land is responsible to the school district for any and all damages that may be caused by reason of the use or occupancy. The school district is not liable for any suite for damage, which might arise as the result of such use or occupancy. Pursuant to this agreement, "any and all damages" stated in the statue above shall mean replacement costs.

This agreement is not valid, and the facility may not be used, unless this Agreement is signed by the person or organization submitting the request prior to the facility use. In addition to the liability undertaken herein by the person or organization using the facility, such person or organization is responsible to leave the facility in the manner in which it was found, without exception, including without limitation that any areas used be left clean and neat and all equipment be returned in the same condition it was when the use was granted.

FEES:
Fees for use of facilities at Kadoka, Long Valley, Midland and Interior schools for community use are established at $50.00 per date of use, and the Kadoka Area School Gymnasium at $200.00 per date of use. Educational youth groups and community service groups may be excluded from this fee.

Use of kitchen facilities is established at $50.00 per date of use.

The Board of Education shall consider requests for use of facilities by "for profit" individuals and/or groups on a case-by-case basis with rental rates to be established by the superintendent or Board of Education.

DEPOSITS:
A damage deposit in the amount of $100.00 is required to be paid in advance of facility use. The deposit will be returned at the end of the period of usage of the facility upon inspection of the building and return of key. In the event that there is damage to the building or equipment as result of usage of the same, the renter shall agree to pay the cost of repair of the building and repair or replacement of equipment.

RENTER RESPONSIBILITIES:
The renter of gym and/or kitchen facilities shall provide necessary custodial services for cleanup of facilities and trash removal.

No alcoholic beverages or smoking shall be allowed in school facilities.

INDEMNITY:
The District assumes no responsibility for any injury incurred during any activity over which the District has no control.

Indian Policies and Procedures

It is the intent of the Kadoka Area School District that all Indian children of school age have equal access to all programs, services and activities offered within the school district. To this end, the Kadoka Area School District will consult with local tribal officials and parents of Indian children in the planning and development of Indian Policies and Procedures (IPPs), general education programs, and activities. These policies and procedures will be reviewed annually, and revisions will be made within 90 days of the determination that requirements are not being adequately met.

ATTESTATIONS

The Kadoka Area School District attests that it has established Indian Policies and Procedures (IPPs) as required in section 7004 of the Impact Aid law for any children claimed who reside on eligible Indian lands. The IPPs have been adequately disseminated to the tribes and parents of children residing on eligible Indian lands. A copy of the current policies and procedures will be attached to the Impact Aid application.

The Kadoka Area School District attests that it has provided a copy of written responses to comments, concerns and recommendations received from tribal leaders and parents of Indian children through the Indian policies and procedures consultation process and disseminated these responses to tribal leaders and parents of Indian children prior to the submission of their FY 2021-2022 Impact Aid application.

Indian Policies and Procedures

The tribe's preferred method of communication with the tribe and the dissemination of information is in person communication; however, when in person communication is not possible, information will be disseminated via the Kadoka Area School website and email. The Kadoka Area School District send letters home to parents with instructions how to obtain the complete documents.

Policy 1: The LEA will disseminate relevant applications, evaluations, program plans, and information related to the LEA's education program and activities with sufficient advance notice to allow tribes and parents of Indian children the opportunity to review and make recommendations. [34CFR222.94(a)(1)]

Procedure 1:

The Kadoka Area School District will provide copies of all documents listed below to the tribe via in person communication or Kadoka school website and email. The Kadoka Area School District will send home a notice to parents that the documents are available for their review and will provide instructions on how to obtain the documents at least one week in advance of any meeting on the documents.

- The current year Impact Aid application
- Equal participation analysis
- Educational plans noting any programs or activities the district intends to initiate or eliminate
- Indian Policies and Procedures

Parents of Indian children, tribal officials and the public will be given notice of any and all meetings related to equal participation, the content of the educational program, the Impact Aid application,

and the Indian Policy and Procedures via multiple communications methods which may include, but are not limited to: including information about meeting times and locations in the student handbook, school calendar, local newspaper, school website, SMS notification, etc.

The location, date and time of any meeting described above shall also be posted in the same manner as a legally posted Board meeting.

POLICY (2): The Kadoka Area School District will provide an opportunity for the Oglala Sioux Tribe and parents of Indian children to provide their views on the District's educational program and activities, including recommendations on the needs of their children and on how the District may help those children realize the benefits of the educational programs and activities. [34CFR222 .94(a)(2)]

Procedure 2:

2.1 Describe *how* the parents of Indian children and members of the tribe can provide input on the educational program and activities

The Kadoka Area School District will hold an annual meeting with the tribe and the parents of Indian children every December to share the district's curriculum programs that are in use for the education of their children.

2.2 Describe *how and when* the LEA will notify tribe and parents of Indian lands of the opportunities to submit recommendations and comments

The meeting date is posted in the same manner as other school board meetings at least one week in advance of the December meeting. The tribe will receive notification via in person communication or Kadoka Area School website and email. The parents are notified of all district meeting dates in the school calendar disseminated to parents at the beginning of the year. The district also posts that calendar on its website.

2.3 State how the LEA will consider the tribe's preferred method of communication

The LEA will, to the extent possible, take the tribe's preferred method of communication into consideration for all correspondence with the tribe and the parents of Indian children for consultation on these IPPs, the educational program and activities, the equal participation analysis, and the Impact Aid application.

2.4 State *how* the LEA will modify the method of communication and time of meetings to ensure maximum participation

The Kadoka Area School District will continue to keep open lines of communication with the Oglala Sioux Tribe through their preferred method and maintain the flexibility in changing their preferred methods upon request.

POLICY (3): The Kadoka Area School District will annually assess the extent to which Indian children participate on an equal basis with non-Indian children in the District's education program and activities. [34CFR222.94(a)(3)]

(i) Share relevant information related to Indian children's participation in the LEA's education program and activities with tribes and parents of Indian children; and

(ii) Allow tribes and parents of Indian children the opportunity and time to review and comment on whether Indian children participate on an equal basis with non-Indian children.

Procedure 3:

3.1 The Kadoka Area School District shall annually calculate from its records the ratio of Indian children compared to non-Indian children participating in all academic and co-curricular programs.

3.2 The Kadoka Area School District will disseminate its assessment of Indian children participation compared to non-Indian children and any other related data with the parents of Indian children and tribes by in person communication with the tribe or USPS and a notice will be sent home to parents letting them know the analysis is complete and how they can obtain the full analysis.

3.3 This information will be shared at least 1 weeks in advance of any meeting to discuss the extent to which Indian children participate with non-Indian children.

3.4 Parents of Indian children, tribes and other interested parties may express their views on equal participation through attending the Indian Policies and Procedures meeting held in December or by contacting the superintendent of schools.

D. If it is determined that there are gaps in Indian participation in the educational program or activities, the Kadoka Area School District in consultation with tribes and the parents of Indian children, will modify its education program in such a way as to improve Indian participation.

POLICY (4): The Kadoka Area School District will modify the IPPs if necessary, based upon the results of any assessment or input described in this document. [34CRF222.94(a)(4)]

Procedure 4:

4.1 Describe how and when the tribes or parents of Indian children can make recommendations for changes to the IPPs

Parents of Indian children, tribes and other interested parties may express their views on equal participation through the following ways: through attending the Indian Policies and Procedures meeting held in December or by contacting the superintendent of schools.

4.2 Describe who evaluates the recommendations

The Kadoka Area School Board will evaluate all recommendations for changes to these IPPs.

4.3 Describe *who* decides if the IPPs will be revised to accommodate these recommendations

The Kadoka Area School Board will decide on all recommended revisions to these IPPs.

4.4 Describe *when* the changes will be implemented

Any changes by the Kadoka Area County School Board will become effective immediately upon adoption.

4.5 Describe how the tribes and parents of Indian children will be made aware of the changes

The Kadoka Area School District will disseminate copies of the revised IPPs to the tribe and a notification sent home to the parents of Indian children with instructions on how obtain a full copy.

POLICY (5): The Kadoka Area School District will respond at least annually in writing to comments and recommendations made by tribes or parents of Indian children, and disseminate the responses to the tribe and parents of Indian children prior to the submission of the IPPs by the LEA. [34CRF222 .94(a)(5)]

Procedure 5:

5.1 Describe *how and when* the LEA will respond to the comments received through the IPP consultation process on issues related to the educational program, the Indian Policies and Procedures, the Impact Aid application, and the equal participation analysis.

The Kadoka Area School District will annually keep track of and assemble all comments and suggestions received through capturing the comments in the meeting minutes from school board meetings, along with the comments and suggestions the superintendent receives.

5.2 Describe *how and when* the LEA will disseminate responses to comments and recommendations.

The Kadoka Area School District will at least annually respond in writing to comments and recommendations made by tribes, or parents of Indian children, and disseminate the responses to all parties by in person communication with the tribe or Kadoka Area School website and email. A notification will be sent home to parents of Indian children with instructions on how to obtain the written responses prior to the submission of the IPPs by the District.

POLICY (6): The Kadoka Area School District will provide a copy of the IPPs annually to the affected tribe or tribes. [34CR F222.94 (a)(6)]

Procedure 6:

The Kadoka Area School District will annually provide a copy of the current Indian Policies and Procedures to the Oglala Sioux Tribe by mail, or face to face meetings with the tribe.

Board Approval Date _____

Date

Managing Public Records

The Kadoka Area School District #35-2 adopts the MANAGING PUBLIC RECORDS, RECORDS RETENTION AND DESTRUCTION SCHEDULES, published by the Bureau of Administration Records Management Program, as the guide for records retention and destruction guide for school records.

Board Member Compensation

All board members may receive a per diem of up to seventy-five dollars as established by the State Board of Education, for attendance of each meeting of the board. A board member may receive the per diem only for each meeting actually attended, and also for each day the member was actually engaged in the service of the Board when authorized by the Board. Per Diem rates for Kadoka Area School Board will be established at the annual meeting.

In addition to the per diem, Board members will receive a travel allowance as authorized by the State Board of Finance and school policy.

Family Educational Rights and Privacy Act of 1974

Kadoka Area School District #35-2 will comply with the Family Educational Rights and Privacy Act of 1974, as amended, enacted as section 438 of the General Education Provisions Act as in effect April 11, 1988; that parents or students may view the contents of the student's accumulative record by arrangement and appointment with the superintendent, special education director, or building principal. A request for a hearing on the contents of the accumulative record may be made through the office of the Superintendent.

Federal Programs Internal Controls

The Kadoka Area School District #35-2, as a recipient of federal financial assistance, hereby adopts as policy the General and Specific requirements set forth in the "OMB Compliance Supplement for Single Audits of State and Local Governments":

The Board recognizes the following in managing and accounting for Federal Program.

General Requirements:

POLITICAL ACTIVITY: Federal Funds will not be used for partisan political purposes of any kind by any person or organization involved in the administration of district federally assisted programs.

DAVIS-BACON ACT: When required by Federal grant programs legislation, all laborers and mechanics employed by contractors or subcontractors to work on construction projects financed by Federal Assistance must be paid wages not less than those established for the locality of the project by the Secretary of Labor.

CIVIL RIGHTS: No person shall, on the grounds of race, color, national origin, sex, religion, age or handicap, be excluded from participation in or be subjected to discrimination in any program or activity funded, in whole or in part, by Federal funds.

CASH MANAGEMENT: The District will apply for funds in a manner to minimize the time elapsed between the transfer of funds from the U.S. Treasury and the actual disbursement of these funds.

FEDERAL FINANCIAL REPORTS: The board appoints the Superintendent at the annual meeting held in July each year as the authorized representative for Federal Programs.

The Business Manager is responsible to keep adequate records on file to account for all revenue and expenditures relating to the district. Federal Funds, when appropriate, should be isolated from other funding sources and specific functions and sub functions established for identification of expenditures. The business manager will file claims for financial reimbursement and assistance on behalf of the district, relative to the provisions and requirements of Federal Programs (moved this section from the superintendent responsibilities to business mgr. responsibilities.

DRUG FREE WORK PLACE: The Kadoka Area School District commits itself to a continuing good faith effort to maintain a drug free work place.

ALLOWABLE COSTS AND COST PRINCIPLES: The Board recognizes the Office of Management and Budget Circular A-87 as the regulations applicable to the cost principles by which the District shall abide concerning federal funded programs.

Specific Requirements:

The Kadoka Area School District recognizes the specific requirements as set forth by the individual grant/award programs including the following:

- Types of services allowed and eligibility for services
- Matching effort requirements
- Reporting requirements

Open Enrollment Policy

Admissions of Nonresident Students/Assignment of Resident Students

This policy is enacted to fairly allow admission and assignment of both resident and non-resident students in the Kadoka Area School District. For the purposes of this policy, the term "resident district" means the district in which a student has legal residence as determined by SDCL. The term "non-resident district" means any district in which a non-resident student seeks to enroll. The term "assigned school" means an attendance center within a resident student's district to which the student has been assigned.

The board will accept all students from other districts wishing to enroll, provided the non-resident district's facilities can accommodate the students without adversely affecting the quality of the educational program. This determination will be based upon criteria adopted by the board, see Section C below, and is subject to the following conditions.

- GENERAL PRINCIPLES
    - A student who is a legal resident of another South Dakota district seeking to transfer to Kadoka Area School District must make application to both the resident and non-resident districts. The application must be on forms provided by the Department of Education (available through the business office or on line). The application must be made by an unemancipated student's parent or guardian or by the emancipated student. (The parent with the authority to request enrollment is the resident custodial parent.)
    - The application will be approved or disapproved if the transfer does not result in an inability to provide a quality educational program by the Kadoka Area School Board, and the applicant and resident district must be notified of the decision within five days of the decision. Applications will be reviewed in the order received.
        - In-district transfer applications to move to a non-assigned school can be accepted and acted upon by the board at any time; however, decisions regarding transfers among attendance centers within a district will be based upon policies consistent with resident/non-resident transfers.
        - The application may be withdrawn by the applicant through notification to the affected school boards
        - Once approved by the non-resident district, the applicant's intent to enroll obligates the student to attend school in the receiving non-resident district or non-assigned school for the next school year, unless the two boards agree in writing to allow a student to return to the original district or assigned school or if the parent, guardian or student changes residence to another district.
    - Once enrolled in a non-resident district or non-assigned school, the enrollment will continue unless a bona fide change of residence occurs or a subsequent transfer application is received.
    - A non-resident district will accept credits granted for any course successfully completed in another accredited district. The non-resident district may award a diploma to a non-resident only if the student satisfactorily meets the non-resident district's graduation requirements.

- Transportation of non-resident students to school is the responsibility of the applicant. Both the resident and non-resident district may provide transportation to non-resident students if approved.

- CRITERIA FOR MAKING TRANSFER DETERMINATION

Requests for transfer will be considered on a case by case basis in accordance with SDCL.

The standards will be available to any individual so requesting. Discrimination based upon race, gender, religious affiliation or disability is prohibited.

Although standards can be established based on capacities of programs, classes, grade levels and buildings, the Kadoka Area School District has decided not to set any capacity restrictions/limitations but will review this issue annually.

- The Department of Education and Cultural Affairs' has authority to promulgate rules setting forth procedural and administrative requirements of the open enrollment program. The school district will follow any and all such rules and procedures.
- The board may deny applications for any of the following reasons:
    - The standards established in paragraph B-1 above are violated;
    - The applicant is under suspension or expulsion, pursuant to SDCL 13-32-43;
    - The applicant has been convicted of possession, use, or distribution of any controlled substance, including marijuana and is under suspension pursuant to SDCL 13-32-43;
    - The applicant has been convicted of a weapons charge relating to the schools and is under suspension pursuant to SDCL 13-32-43.
    - If misrepresentation of information by the applicant for transfer is determined to exist, before, or after the acceptance process of while the student is in attendance. If the student has previously been accepted, misrepresentation of information will result in revocation of the acceptance

- ACCEPTING NON-RESIDENT STUDENTS IN NEED OF SPECIAL EDUCATION

A request to transfer a student in need of special education or special education and related services may be granted only if, after a review of all relevant student education records and direct communication with the student's parent or guardian and representatives of the resident district, the Kadoka Area School District special education administration determines that the District can provide an appropriate instructional program and facilities, including transportation, to meet the student's needs. If the request to transfer is granted, the Kadoka Area School District is responsible for the provision of a free appropriate public education for the student in need of special education or special education and related services. If the student requires transportation as a related service, the Kadoka Area School District shall provide or ensure the provision of transportation within the boundaries of the District.

A request to transfer a student in need of special education or special education and related services may be denied only if the Kadoka Area School District cannot provide an appropriate instructional program and facilities, including transportation, to meet the student's needs.

If the Kadoka Area School District confirms, based upon the records review and communications with the student's parent or guardian and representatives of the Kadoka Area School District, that it can provide an appropriate instructional program and facilities, including transportation, if necessary , to meet the needs of the student, it may proceed with the open enrollment process.

If the Kadoka Area School District is not able to make confirmation of an appropriate instructional program and facilities to meet the needs of the student, the Kadoka Area School District shall initiate an individual education program team meeting consisting of representatives from both the resident and nonresident districts to determine whether the Kadoka Area School District can provide an appropriate instructional program, facilities, and transportation, if necessary. After the determination is made, the Kadoka Area School District will proceed accordingly with regards to accepting or declining the student for open enrollment.

If the Kadoka Area School District cannot meet the provisions of the law for the child in need of special education or special education and related services, the Kadoka Area School District may deny that child's application for open enrollment. If two or more children from a family residing in the same household, one of which needs special education and/or related services and both of which are eligible for kindergarten through 12th grade, may open enroll only if pursuant to SDCL, the Kadoka Area School District can provide an appropriate instructional program and facilities, including transportation, for the child in need of special education or special education and related services.

- MISCELLANEOUS PROVISIONS

    - The board will assign all students among the schools within the district, pursuant to SDCL.
    - The district will make relevant information about the district, schools, programs, policies and procedures available to all interested people.
    - Appeals from board action under the 1997 Open Enrollment Act can be made under SDCL and the court will conduct a *de novo* review (make a new decision).

The time for appeal under SDCL is within ninety days from the date of the decision.

Complaints – Policy and Procedure

INFORMAL PROCEDURES – when no action is being requested:
If a patron wishes to express a concern to any school employee or school board member they may express those concerns freely to whomever they want. Parents and patrons are encouraged to express their concerns to the person closest to the origin as possible. The informal complaint policy may not be used to bring complaints to the Board of Education in open or executive session when the issue is about students or personnel.

FORMAL PROCEDURES – when action or change is being requested:

The formal process must be followed. The purpose of this policy is to provide the school district a fair chance to improve its practices and policies and strengthen personnel through face to face negotiations with students, employees, and the public. All complaints must give the staff member closest to the problem a fair chance to resolve the issue before the complaint is taken to the next level. We believe that circumventing the staff member closest to the problem weakens and discredits our school by obscuring: (1) the nature of complaints, (2) pertinent details, and (3) potential improvements in our rules and processes.

This policy explains in detail how to voice a complaint in a way that protects everyone's rights and ensures the potential for improvement. It does not guarantee that the school or Board of Education will change the rules or their application. Formal complaints must be filed within 5 working days after the occurrence the event leading to the complaint. Steps a. through c must be completed in 10 working days. The Board will hear the complaint at the first Board meeting following the 10 day process if needed.

A. **A complaint about a teacher, coaches, supervisors, or their procedures.** The complainant must make a good faith effort to resolve the complaint with the staff member. The complainant must:
    1. Identify the problem
    2. Provide pertinent information
    3. Suggest a solution in writing

    If a resolution cannot be reached, the complaint will be referred to the principal. A report of good faith effort to find a resolution should accompany the referral by the staff member to the principal.
B. **Complaints about a principal, school policy, or the application of policy**. The principal will try to resolve the complaint with an explanation of their application of policy referencing the student handbook, district policy, or state law as needed. The principal may not change policy, but may negotiate application changes with the patron as long as changes in application do not change the policy. If the complainant is not satisfied, the principal will refer the complaint to the superintendent in writing.

C. **Complaints unresolved by the principal are referred to the Superintendent**. All complaints must be accompanied by a written record from the principal. The record must include: clear identification of:

1. The problem or complaint,
2. All critical information and references to policy
3. Identify the positions of the principal and the complainant.

The superintendent will conduct a meeting with the principal and the complainant ... either individually or together before rendering a judgment. Superintendents cannot change policy but can suggest or order changes in the application of policy as long as the policy remains unchanged. Unresolved complaints may go to the BOE for their review.

D. **The BOE deals with all complaints unresolved with the superintendent**: All complaints must be accompanied by a written record from the superintendent of attempts to resolve the conflict with all appropriate individuals as outlined in this policy.

The report must include clear identification of:

1. The problem or complaint
2. All critical information and references to policy
3. The positions of the school and the complainant.

The superintendent will arrange a meeting with the parties and the BOE before a judgment is rendered.

The BOE's purpose will be to:

1. Ensure that responsibility for changes in rules or application of rules resides with the most appropriate individuals
2. Offer one BOE member to accompany patrons to see the principal or superintendent as needed and consult with the principal and superintendent to ensure that all possible efforts have been made prior to hearing a complaint at the BOE level
3. Ensure that the school has met the legal responsibility of functional and procedural due process
4. Provide judgments on all complaints unresolved by the superintendent.

Complaint Report

Clearly define the complaint:

On what evidence is this complaint based? List all pertinent information regarding your complaint.

Date and place of meeting

Who attended?

What was discussed?

On what facts did you agree?

On what facts did you not agree?

List any attachments:

What is your mutual resolution?

If you agree that is complaint has been resolved, sign and date here:

Signature	Date
Signature	Date
Signature	Date

Federal Programs Complaint Procedures

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal NCLB funds and is unable to solve the issue, may address the complaint in writing to the district's superintendent.

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the school they choose, as well as at the district or district's homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

- The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.
- The superintendent will notify the complainant of the decision in writing.
- The complainant will be allowed one week to react to the decision before it becomes final.
- The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the district superintendent.
- If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision.

Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review.

Homeless Policy

ENROLLMENT, TRANSPORTATION, SCHOOL OF ORIGIN, AND THE ELIMNATION OF BARRIERS FOR CHILDREN OR YOUTH EXPERIENCING HOMELESSNESS INCLUDING UNACCOMPANIED YOUTH

The Kadoka Area School District Policy is to:

- Ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured, i.e. academic records, medical records, proof of residency, or other documentation.
- Keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child's or youth's parent or guardian.
- Ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.
- Provide children or youth experiencing homelessness with services comparable to services offered to other students in the school including the following:
    - Transportation services.
    - Educational services for which the child or youth meets the eligibility criteria, such as services provided under Title 1 of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
    - Programs in vocational and technical education.
    - Programs for gifted and talented students.
    - School nutrition programs.

Policy Development

POLICY ADOPTION:

Adoption of new policies or changing existing policies is solely the responsibility of the Board. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the Board when such action has been scheduled on the agenda or a regular or special meeting.

To permit time for study of all new policies or amendments to policies and to provide an opportunity for others to react, proposed policies or amendments will be presented as an agenda item to the Board in the following sequence:

1. Discussion item first reading of proposed policy or policies; response from superintendent; report from any Board or advisory committee assigned responsibility in the area; Board discussion and directions for any redrafting.
2. Action item discussion, adoption or rejection.

Amendments to the policy at the action stage will not require repetition of the sequence, unless the Board so directs.

In emergency situations, the Board may dispense with the above sequence. Except in an emergency situation, policies should not be adopted at the meeting at which they are initially introduced.

Policies will be effective upon adoption by the Board. Once adopted, policies will be available to the public.

The Board will annually re-adopt its collection of written policies.

Agenda Master Guidelines – Board Meetings

JULY

- Board Organizational Meeting
- Administer Oath of Office to new board members
- Election of board President and Vice President
- Setting of date, time and place for regular meeting.
- Designation of official legal newspaper.
- Designation of District's attorney.
- Authorization of administrator to institute school lunch agreement.
- Designation of parliamentary procedure (based on Parliamentary Procedure at a Glance by Garfield- except that chairman has the right to offer resolutions, make or second motions, discuss questions, and to vote) for Board meetings.
- Setting of admission charges for the year.
- Setting of food services prices.
- Setting of board member compensation.
- Designation of official depository or depositories.
- Designation of business manager as custodian of all accounts.
- Authorization of continuation of existing funds or accounts and the establishment of any new accounts, if necessary.
- Authorize bids.
- Appointment of business manager as administrator of trust and custodial funds.
- Authorization of funds to be paid out of Imprest Fund.
- Authorization of business manager to invest and reinvest funds in institution which serves greatest advantage to the school district.
- Appointment of superintendent to direct all federal programs.
- Designation of the superintendent as the District truancy officer.
- Authorization of superintendent to close school in emergency situations and in case of inclement weather and setting chain of command in event superintendent is absent.
- Re-adopt all written policies.
- Designate Title IX Coordinator.
- Designate Section 504 Coordinator.
- Establish committees: 3-Rivers; Buildings & Grounds; Transportation & Technology; Policy; Finance; and Negotiations.
- Set substitute compensation (9-10).
- Set extracurricular bus driving compensation (10-21).

AUGUST

- Consider bids.
- Board Goals & Objectives for the year are discussed.
- Approve Handbooks: Student, Certified, Support Staff, Special Education, Parent, etc.
- Review in-service plans: board and employees.

SEPTEMBER

- Finalize Goals & Objectives.
- Approve final budget.
- Review Policy Book (Chapter 1).

OCTOBER

- Review Policy Book (Chapter 2).
- Naming of ASBSD Convention Delegate.
- Plan District Tour

NOVEMBER

- Administrators report on evaluation progress, and how things look for reemployment recommendations.
- District Tour
- Review budget process.
- Review Policy Book (Chapter 3).

DECEMBER

- Plan superintendent's evaluation.
- Board self-evaluation.
- Review 5-year Capital Outlay Plan.
- Review Policy Book (Chapter 4-5).

JANUARY

- Administrative evaluations.
- Plan for negotiations
- Review number and type of staff needed for next school year.
- Review Policy Book (Chapter 6-7)

FEBRUARY

- Administrators report on teacher evaluations
- Rehire administrators
- Review Negotiated Agreement
- Provide new staffing positions for next school year.
- Review administrator salary and benefits.
- Review Policy Book (Chapter 8-9)

MARCH

- Recommend teachers for reemployment. Tenured and non-tenured teachers must be notified by April 15 of intent not to employ. (13-43-6.3)
- Negotiations end should be in sight.
- Provide board with master student schedule and pre-enrollment figures for next year.
- Appoint board of equalization member.
- Review Policy Book (Chapter 10).
- Tribal Parent Involvement Meeting

APRIL

- Issue contracts to administrators.
- Final recommendations for renewal or non-renewal of teacher contracts.
- Draft budget for next fiscal year.
- Negotiations and/or school calendar should be complete for next year.

MAY

- Consider preliminary budget for next fiscal year.
- Recommend support staff for reemployment.
- Consider last day for seniors and/or amending calendar.
- Administrative evaluations.
- Graduation Ceremony.
- Review Policies not addressed during prior months.

JUNE

- Set date for Budget Hearing. (Pub. by July 15 & have before August)
- Set date for annual meeting.
- Review handbooks for summer revisions.

Criminal Background Check – Employees

It is the policy of the board to only employ individuals who do not have a "disqualifying record". Each offer of employment is subject to the provisions of SDCL, et seq., relating to criminal background investigations. This policy shall apply to all individuals employed for the 2000/2001 school year and thereafter, who were not employed by the district during the preceding school year. An employee is any person the district lists on its payroll and makes payroll deductions pursuant to state or federal law.

Each person considered a final applicant for employment shall take fingerprint cards to a law enforcement agency and present these materials and a photo ID to complete the fingerprinting process. The applicant will return fingerprinting materials to the school district business office for submission to the DCI.

The person granted employment subject to this policy is employed on a temporary basis until a report is returned that is not a "disqualifying record". Any "disqualifying record" will result in immediate termination of employment without further notice or hearing. A "disqualifying record" means any conviction of a crime of violence as defined in SDCL, a sex offense as defined in SDCL, or trafficking in narcotics. Conviction of any crime of moral turpitude as defined by SDCL may constitute a disqualifying record as determined by the board on a case-by-case basis.

Any criminal conviction not disclosed by an applicant may be treated as a disqualifying record.

Any criminal conviction may be considered in making a hiring decision.

Background checks will be maintained in the office of the Superintendent.

This policy shall not apply to persons performing services for the district under the authority of the SDHSAA.

This policy applies to all other employment agreements, whether written or oral.

Grant Submission Policy

The Kadoka Area School District recognizes that from time to time grants from government or private sources become available to help support specific programs and operations of the school district.

While grant funding sources may be a valuable supplement to the district or its programs, they may require monetary or in kind contributions by the district. Therefore, prior to submitting application for any new grant, the grant writer shall complete the attached grant approval form. The form shall be submitted to the business office and approved by the board of education. Board approval of any grant through this process verifies the board's commitment to accept and implement the terms of the grant.

Ongoing grants, consolidated application for Title programs and Federal Impact Aid, are excluded from this approval process requirement.

Grant Approval Form

Grant Name:_____

What is the source of grant funding? _____

Name, Address and Phone # of State or Federal Contact Person: _____

_____

What is the purpose of the Grant?

What information (data or needs assessment) was gathered from teachers, students and parents that justifies the need for the grant?

List the names of the individuals who helped gather information that justifies the need for the grant.

Who will be responsible for implementation and evaluation of the grant? (give names and roles)

Please attach an abbreviated budget that indicates the total of each budget item and an adjacent column that indicates Kadoka Area School's monetary or in-kind obligations.

Are there any obligations for the school or community to continue providing the services outlines in the grant or to continue to keep employees hired after the grant money is gone?

Has the BOE been surveyed regarding their need for information about this grant, and how they want to be kept informed throughout the major phases of the grant?

Submitted to the BOE: _____ by:_____
(Date) (Name)

Approved by the BOE: _____ by:_____
(Date) (Board President)

_____ _____
(Business Manager) (Superintendent)

Sportsmanship at Public School Events

Competitive events will always include controversy regarding calls made by referees and, judgments made by coaches. Disputes also arise when teachers and administrators make decisions. The real issue is not if these calls meet everyone's approval, but what we teach our students to do about calls that are not made in their favor. Do we teach students to blame the outcomes of an event on someone else, or do we teach students how to overcome adversity? One way we act alone to teach the blame game and defeatism, the other way we team up with the school staff to teach our students to work harder and smarter.

Below are ETHICS we expect those in attendance to follow:

All attendees are expected to:

1. Provide positive support to the teams and players for outstanding performances.
2. Never be abusive with language or actions toward any player, official, team, or fellow spectator.
3. Never interrupt the play or endanger others by throwing any object out on to the floor on in the stands.
4. Realize that the officials assigned are trained neutral people trying to do the best job possible of enforcing the rules of the game and assuring that no team gains an unfair advantage.
5. Realize that the main purpose of the contest is the play of the game and the role of the spectator is one of support.

Legalities:

1. It is illegal to bring alcoholic beverages to any public school event.
2. It is illegal to threaten or verbally assault any one at public school events.
3. It is illegal to bring firearms or any other weapons on any school property at any time except by law enforcement officers.
4. Schools have a right and an obligation to provide a safe place for all to participate in school events.

Therefore: The Kadoka Area School Board authorizes the school administration to ask the local law enforcement officer to provide law enforcement at school events and to hire additional off duty law enforcement to assist as needed. Additional law enforcement officers will be compensated.

Anyone who is removed from a school event for any violations of law or poor sportsmanship will be referred to the BOE for possible exclusion from future events for a period of time to be determined by the BOE. The BOE will require the Superintendent, Principal, and or Activities Director to inform the patron regarding their exclusion from school events. Law enforcement will also be provided a list of individuals who are excluded.

Volunteerism

Parent and community support and volunteerism at public events is welcomed and is considered a vital part of all public school events. The Kadoka Area School District recognizes and appreciates this vital contribution by the community and parents and believes that:

- Students need to feel the support by their parents and community for their effort in school events.
- Students need to learn how to model positive support for future students when they become parents and members of the community.

The Kadoka Area School Board recognizes the vital role volunteers play in the organizations and classrooms of our school. Individuals wishing to volunteer at the school district will be required to gain approval from the administrative offices (principal and superintendent) before volunteering in a classroom or at an activity/event. Volunteers are expected to adhere to school district policies while working with students and staff.

School Day Make Up Policy

In the event that a scheduled school day is cancelled by the administration, that day will be made up on Friday of the following week or first available Friday as deemed available by the administration.

Purchasing and Bidding Requirements

PURCHASING

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment and services.

The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended.

The Board will abide by the letter and the spirit of all laws and regulations relating to purchases by the school district and the control of its finances and property.

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

The business office will serve as the purchasing agent and will develop and administer the purchasing program for the schools within the legal requirements and the adopted school budget.

School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the superintendent or business manager, with such exceptions as may be made by the latter for emergency purchases and those made with petty cash funds.

BIDDING REQUIREMENTS

Bids for materials, supplies or equipment involving a purchase price of $25,000 or more will be advertised and printed in the official newspaper of the district for at least ten days prior to the opening of bids. The advertisement will state the time and place the bids will be opened and passed upon by the Board. In the notice, the Board will reserve the right to reject any and all bids.

Bids are required on all construction for public improvements (including repairs and alterations) of $50,000 or more. When the contract is for the construction of a public improvement, the advertisement must state where the plans and specifications may be examined. In specifying or purchasing goods, merchandise, supplies or equipment, the Board will not specify any trademark or copyrighted brand on any product or any patented product, apparatus, device or equipment where proper competition will be prevented unless bidders also are asked for bids or offers upon other articles of like nature, utility and merit, and naming the make or brand to indicate the type or quality specified. The sealed bids will be publicly opened and read at the time and place stated in the advertisement.

Any bid may be withdrawn or modified before the time of opening as specified in the advertisement. Unless all bids presented are rejected, the lowest responsible bid, in all cases must be accepted.

If after advertising for bids no bids are received, the Board may negotiate a contract for the purchase of the materials, supplies or equipment at the most advantageous price. However, such materials, supplies or equipment will meet the specifications of the original advertisement for bids.

When supplies or equipment, or construction or remodeling services are to be purchased, the Board may require a reasonable deposit or bid bond by the bidders and reserves the right to reject any and all bids. The deposit or bonds must be returned to unsuccessful bidders immediately. No more than 30 days will elapse between opening of bids and acceptance of the lowest responsible bidder or rejection of all bids.

When supplies and equipment are received, they will be opened and inspected by the purchasing agent and compared with the written order to see that they were received as ordered and in acceptable condition for payment. If someone other than the purchasing agent receives such supplies or equipment for the school district, this person will be required to sign the voucher for payment to the effect that they were received as ordered. The purchasing agent of the school district will review all vouchers before the Board authorizes payment.

Adopted: 09/16/2024

Wellness Policy

Preamble

Kadoka Area School District (hereto referred to as the District) is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture's (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism and better performance on cognitive tasks. Conversely, less-than-adequate consumption of specific foods including fruits, vegetables and dairy products, is associated with lower grades among students. In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education and extracurricular activities – do better academically. Finally, there is evidence that adequate hydration is associated with better cognitive performance.

This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. **Specifically, this policy establishes goals and procedures to ensure that:**

- Students in the District have **access to healthy foods throughout the school day** – both through reimbursable school meals and other foods available throughout the school campus – in accordance with Federal and state nutrition standards;
- Students receive quality **nutrition education** that helps them develop lifelong healthy eating behaviors;
- Students have **opportunities to be physically active** before, during and after school;
- Schools engage in **nutrition and physical activity promotion** and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The District establishes and maintains an infrastructure for **management, oversight, implementation, communication** about and monitoring of the policy and its established goals and objectives.

This policy applies to all students, staff and schools in the District. Specific measurable goals and outcomes are identified within each section below.

I. School Wellness Committee

Committee Role and Membership

The District will convene a representative district wellness committee (hereto referred to as the local wellness committee or work within an existing school health committee) periodically to establish goals for

and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this district-level wellness policy (heretofore referred as “wellness policy”).

The local wellness committee membership will represent all school levels (elementary and secondary schools) and include (to the extent possible), but not be limited to: *parents and caregivers; students; representatives of the school nutrition program (e.g., school nutrition director); physical education teachers; health education teachers; school health professionals (e.g., health education teachers, school health services staff [e.g., nurses, physicians, dentists, health educators, and other allied health personnel who provide school health services], school administrators (e.g.., superintendent, principal, vice principal), school board members; health professionals (e.g., dietitians, doctors, nurses, dentists); and the general public.*

Leadership

The Superintendent or designee(s) will convene the local wellness committee and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy.

The designated officials for oversight are Jo Beth Eisenbraun and Jamie Hermann 605-837-2171

Name	**Title / Relationship to the School or District**	**Email address**	**Role on Committee**
Jamie Hermann	Superintendent	Jamie.hermann@k12.sd.us	School wellness policy coordinator
Jo Beth Eisenbraun	Business Manager	Jobeth.eisenbraun@k12.sd.us	School wellness policy coordinator
Richard Ireland	Head Cook		Assists in the evaluation of the wellness policy implementation
Kim Lechette	Assistant Cook		Assists in the evaluation of the wellness policy implementation
Chris Byrd	Elem PE Teacher		Assists in the evaluation of the wellness policy implementation
Mark Reiman	MS/HS PE Teacher		Assists in the evaluation of the wellness policy implementation

Colby Shuck	MS/HS Dean of Students		Assists in the evaluation of the wellness policy implementation
Jeff Nemecek	Elem Principal		Assists in the evaluation of the wellness policy implementation
Paul Roghair	School Board Member		Assists in the evaluation of the wellness policy implementation
Dawn Rasmussen	School Board Member		Assists in the evaluation of the wellness policy implementation

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

II. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation Plan

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about responsibilities, specific goals, and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports/policy updates can be found at: https://www.kadoka.k12.sd.us

Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at the business office and for three years past the current year. Documentation maintained in this location will include but will not be limited to:

- **The written wellness policy;**
- **Documentation demonstrating that the policy has been made available to the public;**

- **Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware annually of their ability to participate on the local wellness committee;**
- **Documentation to demonstrate compliance with the annual public notification requirements;**
- **The most recent assessment on the implementation of the local school wellness policy;**
- **Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.**

Annual Notification of Policy

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the district website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District/school officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy for all sites under district jurisdiction and include:

- The extent to which schools under the jurisdiction of the District are in compliance with the local wellness policy;
- The extent to which the District's wellness policy compares to a model policy (like the Alliance for a Healthier Generation's model wellness policy or the State Model Wellness Policy); and
- A description of the progress made in attaining the goals of the District's wellness policy.
    - Assessment will identify how the policy will be updated to add areas as needed, improve progress toward goals, etc.
    - Documentation of when and how the policy was evaluated will be maintained.

The persons responsible for managing the triennial assessment and contact information are Jo Beth Eisenbraun and Jamie Hermann 605-837-2171

The local wellness committee, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The District will actively notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The local wellness committee will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. **The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment. Documentation of update will be maintained, such as attendance sheet, meeting minutes, etc.**

Community Involvement, Outreach and Communications

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of local wellness committee and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

III. Nutrition

School Meals

Our school district is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

Schools within the District participate in all or some of the following USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and *Fresh Fruit & Vegetable Program (FFVP), Special Milk Program (SMP), Summer Food Service Program (SFSP).* Schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet USDA nutrition standards.)
- Promote healthy food and beverage choices, such as one or more of the following:
  - Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans).
  - Sliced or cut fruit is available daily.
  - Daily fruit options are displayed in a location in the line of sight and reach of students.
  - All available vegetable options have been given creative or descriptive names.

- Daily vegetable options are bundled into all grab-and-go meals available to students.
- All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
- White milk is placed in front of other beverages in all coolers.
- Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas.
- A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.).
- Student surveys and taste testing opportunities are used to inform menu development, dining space decor and promotional ideas.
- Student artwork is displayed in the service and/or dining areas.
- Daily announcements are used to promote and market menu options.

Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals. These school nutrition personnel will refer to USDA's Professional Standards for School Nutrition Standards website to search for training that meets their learning needs.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day* and throughout every school campus* ("school campus" and "school day" are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages

The District is committed to ensuring that all foods and beverages available to students on the school campus* during the school day* support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at www.foodplanner.healthiergeneration.org.

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent

nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

- Review and consider evidence-based healthy food promotion techniques through the school meal programs using Smarter Lunchroom techniques; and
- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that the District and individual schools may use are available at http://www.foodplanner.healthiergeneration.org/.

Nutrition Education

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Links with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods and nutrition-related community services;
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

Essential Healthy Eating Topics in Health Education

The District will include a health education curriculum; examples of topics below:

- Relationship between healthy eating and personal health and disease prevention
- Food guidance from MyPlate
- Reading and using FDA's nutrition fact labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices

- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- The Dietary Guidelines for Americans
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers and culture
- How to find valid information or services related to nutrition and dietary behavior
- How to develop a plan and track progress toward achieving a personal goal to eat healthfully
- Resisting peer pressure related to unhealthy dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

Food and Beverage Marketing in Schools

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

Any foods and beverages marketed or promoted to students on the school campus* during the school day* will meet or exceed the USDA Smart Snacks in School nutrition standards such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.

- Displays, such as on vending machine exteriors

- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is in financially possible over time so that items are in compliance with the marketing policy.)

- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

IV. Physical Activity

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and the district is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection). All schools in the district will be encouraged to participate in *Let's Move!* Active Schools (www.letsmoveschools.org) in order to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) **will not be withheld** as punishment for any reason "This does not include participation on sports teams that have specific academic requirements. The district will provide teachers and other school staff with a list of ideas for alternative ways to discipline students.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

Physical Education

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the "*Essential Physical Activity Topics in Health Education*" subsection). The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All **elementary students** in each grade will receive physical education for at least 60 minutes per week throughout the school year.

All **secondary students** (middle and high school) are required to take the equivalent of one academic year of physical education, and meeting minimum state PE/Health Education requirements

Examples of Physical Activity Topics in Health Education

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise and fitness
- Phases of an exercise session, that is, warm up, workout and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity.

V. Other Activities that Promote Student Wellness

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the local wellness committee.

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

Glossary:

Extended School Day – the time during, before and afterschool that includes activities such as clubs, intramural sports, band and choir practice, drama rehearsals and more.

School Campus - areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

School Day – the time between midnight the night before to 30 minutes after the end of the instructional day.

Triennial – recurring every three years.

References: South Dakota Department of Education Model Wellness Policy, April 2017

Adopted: 04/14/2025

Criminal Background Check

KADOKA AREA SCHOOL DISTRICT 35-2
Policy Governing Fingerprint-Based Criminal History Record Information (CHRI) Checks Made for Non-Criminal Justice Purposes

Definitions

Criminal History Record Information (CHRI): A criminal history of an individual obtained through the South Dakota Division of Criminal Investigation (SD DCI) and/or the Federal Bureau of Investigation (FBI) using the individual's fingerprints. CHRI includes information on the arrest, detention, complaint, indictment or former criminal charge of an individual as well as the disposition of any charges. The FBI rules differ from the DCI rules regarding the disclosure of criminal history record information.

Criminal Justice Information Services (CJIS): The FBI's Criminal Justice Information Services Division, or CJIS, provides a range of state-of-the-art tools and services to law enforcement, national security and intelligence community partners, and the general public. Its purpose is to equip law enforcement, national security, and intelligence community partners with the criminal justice information needed to protect the United States and the public. The CJIS Division was established in 1992 to serve as the focal point and central repository for criminal justice information services in the FBI. It is the largest division in the FBI.

I. Policy Statement

The District is committed to providing a safe learning and working environment. The District will require each person over eighteen years of age hired by the district, or who is a volunteer two or more times during the school year, to submit to a criminal background investigation, by means of fingerprint checks by the SD DCI and the FBI. Also, any person who is employed by an entity which provides the District with student services shall be required to submit to a criminal background investigation. The district and its employees, officers and agents will only obtain CHRI when authorized by law and will only use CHRI, or the personally identifiable information first obtained by the district in CHRI, for the purposes of determining whether a person should be employed by the district.

In accordance with law and to protect the district's students, criminal background checks on persons who are employed in the district, who volunteer two or more times during the school year, or are employed by an entity which provides the District with student services shall be required. Examples of non-school entities which provide student services include but are not limited to food service and bus service contractors. The criminal background investigation shall be done by means of fingerprint checks by the SD DCI. If no disqualifying record is identified at the state level, the fingerprints shall be forwarded by the SD DCI to the FBI for a national criminal history record check. The district and district employees will comply with state and federal law, rules, procedures and policies regarding the receipt, use and dissemination of criminal history record information of any individual.

This policy is applicable to any fingerprint-based state and national criminal history record checks made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorized such checks for school employment under SDCL 13-10-12. Where such checks are allowable by law, the following practices and procedures will be followed.

II. Access to CHRI

All CHRI is subject to strict state and federal rules and regulations. CHRI is used only for the official purpose for which it was requested, and CHRI cannot be shared with other entities for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the SD DCI and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Furthermore, an entity can be charged with federal and state crimes for the willful, unauthorized disclosure of CHRI.

Each person over eighteen years of age hired by the district, who is a volunteer two or more times during the school year, or is employed by an entity which provides the District with student services shall be required to submit to a criminal background investigation in accordance with SDCL 13-10-12 for school employment purposes.

Background Check Procedures

When applicable, the following steps will be taken:

1. The District shall provide applicants with the FBI Privacy Statement outlining the authority for collecting the applicant's information, that the applicant's fingerprints will be used to check the national criminal history records of the FBI and how that information will be used, retained and shared.
2. The school district shall transmit completed fingerprints to the SD DCI before the prospective new employee or volunteer enters into service.
3. The prospective employee whose employment with the District is subject to the requirements of this section may be required to pay any fees charged for the cost of fingerprinting or the criminal background investigation.
4. The District shall pay any fees charged for the cost of fingerprinting or the criminal background investigation for their status as a volunteer is subject to the requirements of this section.
5. Any person hired to officiate, judge, adjudicate, or referee a public event sponsored by a school district is not required to submit to a criminal background investigation.
6. Any person whose employment or status as a volunteer is subject to the requirements of this section may enter into service on a temporary basis pending receipt of results of the criminal background investigation. The District may, without liability, withdraw its offer of employment or terminate the temporary employment or status as a volunteer without notice if the report reveals a disqualifying record.
7. The District shall run a background check on employees of contractors that provide the district with student services. Examples of contractors which provide student services include but are not limited

to food service and bus service contractors. The contractor shall be responsible for the cost of the criminal background check.

- If the District runs a background check on employees of a contractor that does business with the district, the district will not provide the CHRI to the contractor. Instead, the district will provide a clearance letter notifying the contractor whether the employee is cleared to provide services in the district.

The criminal investigation required by this section with respect to a student teacher completing requirements for teacher certification shall be conducted by the District, and the District may rely upon the results of that investigation for employment of that person as an employee of the district. Results of a criminal background investigation conducted by another South Dakota public school district of a student teacher, hired by the District, may be relied upon by the District in accordance with SDCL 13-10-12.1.

A District employee who is employed simultaneously with another school district is only required to obtain one criminal background investigation, if the background investigation was conducted less than five years before the person was first employed by the District.

The results of the background investigation done by the District shall be transferred to another South Dakota public school district if the other public school district, or current District employee, submits a written request to the District that the results be transferred to the other public school district. The District employee who was the subject of the criminal background investigation must sign a written release authorizing the transfer. The information will be sent by U.S. Mail. The District shall also execute an Information Exchange Agreement with each School District it disseminates CHRI to prior to dissemination occurring.

When disseminating CHRI to another District, a Dissemination Log shall be maintained. The following shall be recorded in the District's Secondary Dissemination Log:

1. The name of the subject of record (last, first, middle initial)
2. The date of birth of the subject of record
3. The social security number of the subject of record (Optional)
4. The District releasing the record
5. The date released
6. The name of the person at the District requesting the record
7. The requesting District's name and address
8. The purpose of the District disseminating the record to the requesting District
9. The date a written request was signed by the subject authorizing the release of CHRI
    - *The signed authorized form must be retained by the District*
10. How the CHRI was sent
    - *Must be via U.S. Postal Service physical paper dissemination*
11. Signature of District employee disseminating the CHRI pursuant to a valid request

The Secondary Dissemination Log shall be maintained until the onsite audit is complete and the District receives from the SD Division of Criminal Investigation written notice of a successful Policy Compliance Review, unless the log is needed or required for other purposes.

III. Adverse Decisions Based on CHRI

No person may be employed by the District, either directly or by contract, and no person employed by a contract provider and who would have direct student responsibilities may provide direct student services, if the person has been convicted of a crime of violence (murder, manslaughter, rape, aggravated assault, riot, robbery, burglary in the first degree, arson, kidnapping, felony sexual contact, felony child abuse, or any other felony in the commission of which the perpetrator used force, or was armed with a dangerous weapon, or used any explosive or destructive device), sex crimes (including but are not limited to, rape, felony sexual contact with a minor under sixteen, sexual contact with a person incapable of consenting, possessing, manufacturing, or distributing child pornography, and sexual exploitation of a minor), or distribution or trafficking in controlled substances or distribution of marijuana.

a. The District may also refuse to employ a person who has been convicted of a crime involving moral turpitude. "Moral turpitude" is defined "an act done contrary to justice, honesty, principle, or good morals, as well as an act of baseness, vileness, or depravity in the private and social duties which a person owes to his fellow man or to society in general.
b. The District may consider any criminal conviction in making a hiring decision. The District has the sole and absolute discretion to determine whether the results of a criminal background investigation disqualify a person from employment within the District.
c. For purposes of this policy, the term conviction means a plea or verdict of guilty or a conviction
d. following a plea of nolo contendere (no contest) in this state or any other state.

Should an applicant be disqualified from employment due to the results of a criminal background check, the District shall inform the applicant that the criminal background check results prohibit the District from employing the person. The District will not delay the employment hiring decision solely because the applicant seeks to correct his or her FBI criminal history record information (CHRI).

Before a person's conditional employment is terminated as a result of the person's CHRI, the District shall inform the person whose conditional employment is subject to termination that the criminal background report reveals a conviction which prohibits the District from employing the person, and inform the person of his or her right to appeal the accuracy or completeness of the CHRI to the SD DCI or FBI. Employees shall be afforded procedural due process consistent with their employment status (i.e., whether the person is an employee-at-will, a school-year employee, or a ten month or twelve month employee) should termination of conditional employment be a possibility following the District's receipt of the CHRI. A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time of 30 days to correct or complete the CHRI.

Upon request the district will provide a copy of the CHRI to the person who is the subject of the background check for challenging purposes upon providing a valid photo identification. The CHRI will only be released to the individual and not to relatives, spouses or friends. The District will note in the dissemination log that a copy was provided to the individual.

All employees and other persons required to submit to a criminal background check pursuant to this policy must notify the district in writing if they are convicted of any offense of domestic violence, child abuse, sex offense, drug (including marijuana) or any felony offense. This notification must be made as soon as possible, but no later than five business days after the event.

The District reserves the right to require any employee or volunteer to submit to additional criminal background checks at the district's expense. The district reserves the right to require any employee of an entity which provides the District with student services to submit to additional criminal background checks which shall be at the entity's or person's expense.

As required by state law, SDCL 13-10-15, if, as the result of a criminal conviction the school board suspends an employee without pay, or an employee resigns, or an employee is terminated, the superintendent shall within ten days of the date of the suspension or the date the employment is severed report the circumstances and the name of the employee to the S.D. Department of Education.

IV. Designations

The Superintendent, as the Agency Head, is responsible for signing the SD Division of Criminal Investigation (SDDCI) User Agreement on behalf of the District alongside the designated Non-Criminal Agency Coordinator (NAC) and Local Agency Security Officer (LASO).

The District's designated NAC is responsible for the following:

1. Maintaining an authorized personnel list on file with the SD DCI
    - Ensuring everyone included on this list must undergo the appropriate level of CJIS Security Awareness Training
    - Ensuring everyone included on this list signs a Acknowledgement Statement of Misuse and the SD DCI Misuse Notification
2. Inform the SD DCI of changes in the agency head or any relevant business information (agency name changes, mailing/physical address changes, etc.)
    - Contact the SD DCI immediately to update the User Agreement and, if necessary, submit the new authorization to the SD DCI
3. Complete a triennial audit conducted by the SD DCI

The District's designated LASO is responsible for the following:

a. Identifying who is using or accessing CHRI and/or systems with access to CHRI
b. Ensuring that personnel security screening procedures are being followed as stated in this policy
c. Ensuring the approved and appropriate security measures are in place and working as expected

d. Terminating access to CHRI immediately upon notification of an individual's termination of employment
e. Reporting any incidents or misuse of CHRI to the SD DCI

V. Training

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI at the District will review and become familiar with the educational and relevant training materials regarding CHRI laws and regulations made available by the appropriate agencies. The District will ensure that all employees who have access to CHRI complete Security Awareness Training provided by the SD DCI on an annual basis through CJIS Online. The District shall email dci.idbackgroundchecks@state.sd.us for more information or to get personnel set up with training as needed.

Once the individual has completed the CJIS online training and has taken the test each individual will receive and acknowledge in writing the receipt of the following: (1) User Rules of Behavior Acknowledgement form,
(2) CHRI Disciplinary Policy, and (3) Acknowledgment Statement of Misuse. The District will keep a copy of the signed documents in each individual's personnel file.

VI. Storage of CHRI

Information received by the District pursuant to a criminal background check is confidential. Administrative, technical, and physical safeguards, which are in compliance with the most recent FBI security Policy, have been implemented to ensure the security and confidentiality of CHRI. Only authorized persons within the district may access, view or use CHRI. Authorized persons may not share or otherwise disclose information contained in CHRI to unauthorized persons. Each individual involved in the handling of CHRI is to familiarize himself/herself with these safeguards. Each individual involved in the handling of CHRI will strictly adhere to the policy on the storage and destruction of CHRI.

VII. Media/Physical Protection

All media containing CHRI is to be protected and secured at all times. The following is established and to be implemented to ensure the appropriate security, handling, transporting, and storing of CHRI media in all its forms.

Physical Storage and Access

Physical CHRI media shall be securely stored within physically secured locations or controlled areas. Access to such media is restricted to authorized personnel only and shall be secured at all times when not in use or under the supervision of an authorized individual.

Physical CHRI media:

- Is to be stored within employee records when feasible or by itself when necessary
- Is to be maintained within a lockable filing cabinet, drawer, closet, office, safe, vault, or other secure container

Based on guidance from SD DCI, the District will not routinely maintain electronic copies of CHRI; however, in the rare instance where the district has electronic copies of CHRI, the district will restrict access to authorized persons only. Electronic data will be protected with encryption as designated by the state or federal government or will only be accessible by individual password. Computers, printers and monitors used to access CHRI must be situated to prevent unauthorized viewing of the information. CHRI cannot be accessed using computers available to the general public or personal devices. CHRI will not be stored on a server that is unprotected or accessible by an unauthorized entity.

CHRI will not be relocated, transmitted or transported outside a secure location unless encrypted according to FBI standards or transported in a locked container or in folders where the information is not visible to the public. A log must be kept if electronic information systems, such as a laptop, flash drive or CD with CHRI information on it, leaves a secured area.

VII. Retention and Destruction of CHRI

Retention

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once an individual's CHRI is received, it will be securely retained in internal agency documents for the following purposes only:

- Historical reference and/or comparison with future CHRI requests
- Dispute of the accuracy of the record
- Evidence for any subsequent proceedings based on information contained in the CHRI.

CHRI will be kept for the above purposes in:

- Hard copy form in personnel files located in the locked filing cabinet located in the locked filing room
- CHRI will be retained for a minimum of five (5) years. At the end of this term, the CHRI will be disposed of according to the Disposal of Physical Media policy

Disposal of Physical Media

Once physical CHRI media (paper/hard copies) is determined to be no longer needed after a minimum of 5 years by the District, it shall be destroyed and disposed of appropriately. Physical CHRI media shall be destroyed by shredding, cross-cut shredding, or incineration. The District will ensure such destruction is witnessed or carried out by authorized personnel.

IX. Incident Response

The security of CHRI is a top priority for the District. It is each individual's responsibility to adhere to established security guidelines and policies and to be attentive to situations and incidents which pose risks to security. Furthermore, it is each individual's responsibility to immediately report potential or actual security

incidents to minimize any breach of security or loss of information. The following security incident handling procedures must be followed by each individual:

1. All incidents will be reported directly to the District LASO
2. If any records were stolen, the incident will also be reported to appropriate authorities
3. Once the cause of the breach has been determined, disciplinary measures will be taken in accordance with the disciplinary policy.

In addition to the above, the LASO shall report all security-related incidents to the SD DCI within 24 hours and submit an incident response form.

All agency personnel with access to FBI and/or SD DCI CHRI have a duty to protect the system and related systems from physical and environmental damage and are responsible for correct use, operation, care and maintenance of the information. All existing laws and District regulations and policies apply, including those that may apply to personal conduct. Misuse or failure to secure any information resources may result in temporary or permanent restriction of all privileges up to employment termination.

X. Disciplinary

Using CHRI for any purpose other than what is allowed by state statute is considered misuse. Employees who fail to keep background check results confidential or fail to follow this policy or any laws or rules regarding the access, receipt, use or dissemination of CHRI as required by law will be subject to disciplinary action up to and including termination. Unauthorized requests, receipts, release, interception, dissemination or discussion of CHRI may also result in criminal prosecution.

XI. Legal References:

SD DCI (Non-Criminal Justice Agency User Agreement) SDCL 13-10-12 (Criminal background investigation)
SDCL 13-10-13 (Criminal conviction as factor in hiring decision) SDCL 13-10-14 (Persons continuously employed exempt)
SDCL 13-10-15 (Suspension or resignation for criminal conviction) SDCL 13-10-16 (Conviction defined)
SDCL 22-1-2 (19) (Definition of "Immediate family") SDCL 22-1-2 (25) (Definition of "Moral turpitude")
SDCL 22-1-2(9) ("Crime of violence" defined)
SDCL 22-24B-1 ("Sex crimes" defined)
CFR Title 28 §16.34 (Procedure to obtain, change, correction or updating identification record) CFR Title 28 §50.12 (Exchange of FBI identification records)
FBI Privacy Statement (Outlines authority for collecting fingerprints and that they will be used to check the national FBI database)
CJIS Security Policy (Requirements for maintaining, storing, destroying, and dissemination CHRI)

ACKNOWLEDGEMENT STATEMENT OF MISUSE

All authorized personnel are made aware of the guidelines, consequences and liabilities that could occur from unauthorized use of CJI and CHRI. Employees are advised of the following:

- Never give CHRI to someone who is not authorized to receive it
- Never allow unauthorized access to CHRI
- Using CHRI for any other purpose other than stated in the approved South Dakota statute or approved Federal authority
- Access to CJI and CHRI via submitted fingerprints could be suspended or canceled for violation of security and/or violation of the terms and conditions in the User Agreement
- Misuse of the CHRI can be a misdemeanor or felony depending on the circumstances of the release
- Penalties for Misuse of CHRI

I acknowledge that I have been advised of the consequences of misuse of CJI and CHRI.

_____

Employee Name (Print)

_____

Employee Signature

_____

Date

Misuse Notification

Due to the increase in the number of accidental or malicious computer attacks against both government and private agencies, SD DCI shall: (i) establish an operational incident handling capability for all information systems with access to FBI CJIS systems and data. This includes adequate preparation, detection, analysis, containment, recovery, and user response activities; (ii) track, document, and report incidents to appropriate agency officials and/or authorities. ISOs have been identified as the POC on security-related issues for their respective agencies and shall ensure LASOs institute the CSA incident response reporting procedures at the local level.
All SD DCI and agency personnel are responsible to report misuse of SD DCI technology resources to appropriate SD DCI officials.

Local contact-LASO: kimberly.ripley@state.sd.us Phone: 605-773-3331
State contact-CSA ISO: kelli.erickson@state.sd.us Phone: 605-773-4636

I have read the policy and rules above and I will abide in the SD DCI's Disciplinary policy.

Print Name: _____

Signature: _____

Date: _____

South Dakota Division of Criminal Investigation Information Security Officer (ISO) Security Incident Reporting Form

Name of Person reporting the incident: _____

Date of Report: _____(mm/dd/yyyy)

Date of Incident: _____(mm/dd/yyyy)

Point of Contact (Include Phone/Extension/Email): _____

Location of Incident:

_____

_____

Incident Description:

_____

_____

System(s) affected (e.g. CAD, RMS, file server, etc.):

_____

_____

Method of Detection:

_____

_____

Actions Taken/Resolution:

_____

_____

Email copy to:
kelli.erickson@state.sd.us

Interagency Agreement between the KADOKA AREA SCHOOL DISTRICT and the SECOND NON-CRIMINAL JUSTICE AGENCY for Criminal History Record Information (CHRI) Exchange

WITNESSETH

WHEREAS, The **KADOKA AREA SCHOOL DISTRICT** and the **SECOND NON-CRIMINAL JUSTICE AGENCY** are non-criminal justice agencies, formally recognized by the Federal Bureau of Investigations (FBI) and the South Dakota Division of Criminal Investigation (SD DCI); and

WHEREAS, The Kadoka Area School District maintains Criminal History Record Information (CHRI) in response to fingerprint-based background checks under SDCL 13-10-12 for school employment. SDCL 13-10-12.1 states that any school district employee who is employed by more than one school district is only required to obtain one criminal background investigation if it were conducted no more than five years before being employed by an additional school district. In such cases, the results of the background investigation and the CHRI may be transferred to an additional school district if the school district or the employee requests the CHRI to be transferred.

WHEREAS, The Kadoka Area School District and Second NCJA Agency wish to share CHRI for school employment;

NOW THEREFORE, The parties agree as follows,

1. The Kadoka Area School District will provide Second NCJA Agency employee CHRI for school employment if the employee's last criminal background investigation was no more than five years before employment at Second NCJA Agency.

2. CHRI may only be disseminated to the Second NCJA Agency if the employee provides a written release authorizing the transfer to the Kadoka Area School District.

3. The Kadoka Area School District will disseminate CHRI to the Second NCJA Agency via U.S Postal Service physical paper dissemination.

4. The Kadoka Area School District shall maintain a dissemination log outlining the following:
    - The name of the subject of record (last, first, middle initial)
    - The date of birth of the subject of record
    - The social security number of the subject of record (Optional)
    - The agency name releasing the record
    - The date released
    - The name of the person at the Second NCJA Agency requesting the record
    - The requesting agency and address of the requesting agency
    - The purpose of Kadoka Area School District disseminating the record to Second NCJA Agency

- The date a written request was signed by the subject authorizing the release of CHRI
- How the CHRI was sent (via U.S. Postal Service)
- Signature of Kadoka Area School District employee disseminating the CHRI pursuant to a valid request

5. Both Kadoka Area School District and Second NCJA Agency will utilize the CHRI records for the purpose requested of school employment.

6. The Kadoka Area School District and the Second NCJA Agency agree to abide by all applicable local, state, and federal laws, rules and regulations, with regards to the dissemination and security of CHRI.

7. Both parties agree to abide by all the terms and conditions of the Non-Criminal Justice User Agreement executed between the SD DCI and each party, to include but not be limited to the FBI CJIS Security Policy.

8. To the extent provided by the laws of South Dakota, the parties agree to be responsible for the violations, negligent acts or omissions of their agency's personnel arising out of or involving any information contained in, received from, entered into or through the receipt of the records.

9. The Kadoka Area School District and Second NCJA Agency have an obligation to report instances of misuse to the SD DCI for follow up of applicable investigation and applicable discipline in compliance with the
FBI CJIS Security Policy.

10. The Kadoka Area School District reserves the right to deny CHRI to the Second NCJA Agency based on valid, articulable concerns for the security and integrity of CJIS and related programs/systems information.

11. Either party may terminate this agreement upon thirty (30) days written notice.

This agreement constitutes the entire agreement of the parties and may not be modified as amended without written agreement executed by both parties. In witness whereof, the parties hereto caused this agreement to be executed by the proper officers and officials.

Kadoka Area School District

Signature of Agency Head	Title and Printed Name	Date

Second NCJA Agency

Signature of Agency Head	Title and Printed Name	Date

Adopted: 01/13/2025

Federal Programs

Conflict of Interest Requirements

Standards of Conduct

In accordance with 2 C.F.R. §200.18(c)(1), the District maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her business or romantic partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Where an employee perceives a conflict exists or is unsure as to whether or not a conflict of interest exists, the employee should discuss the matter with and receive permission from his/her supervisor and Superintendent and Business Manager.

The District defines “immediate family” to include a father, mother, sister, brother, spouse, son, daughter, or daughter-, son-, sister-, or brother-in-law.

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value. Any employee receiving a gift from a vendor, contractor, or supplier with an estimated value in excess of $50 shall report such gift to the Business Manager.

Disciplinary Actions

Any violation of the District’s conflict of interest policy will result in a conference review by appropriate District officials who will determine the required disciplinary action up to and including termination. Violations are also subject to prosecution by the States Attorney.

Mandatory Disclosure

Upon discovery of any potential conflict, the District will disclose in writing the potential conflict to the federal awarding agency, or the State, in accordance with applicable federal awarding agency policy.

Internal Controls

Effective control and accountability must be maintained for all funds, real and personal property, and other assets. The District must adequately safeguard all such property and must assure that it is used solely for authorized purposes.

“Internal controls” are tools to help program and financial managers achieve results and safeguard the integrity of their program. Internal controls should be designed to provide reasonable assurance that the following objectives are achieved:

A. Effectiveness and efficiency of operations;

B. Adequate safeguarding of property;

C. Assurance property and money is spent in accordance with grant program and to further the Selected objectives; and

D. Compliance with applicable laws and regulations.

Cash Management

The District must maintain written procedures to implement the cash management requirements found in EDGAR.

Federal Cash Management Policy/Procedures

The District will comply with applicable methods and procedures for payment that minimizes the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the South Dakota Department of Education on a reimbursement basis. 2 CFR § 200.305.

However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to $500 per year for administrative expenses. 2 CFR § 200.305(b)(9). According to guidance from the U.S. Department of Education (ED), when calculating the interest earned on ED grant funds, regardless of the date of obligation, interest is calculated from the date that the federal funds are drawn down from the G5 system until the date on which those funds are disbursed by the LEA.

Interest would not accrue if the LEA uses nonfederal funds to pay the vendor and/or employees prior to the funds being drawn down from the G5 system, commonly known as a reimbursement.

Payment Methods

Reimbursements: The District will initially charge federal grant expenditures to nonfederal funds.

All reimbursements are based on actual disbursements, not on obligations. Reimbursement claims are submitted through the State’s GMS online system. The District ensures all claims are allowable and conform with the approved budget. GMS does not allow the District to submit a claim for more than what is approved in the District’s budget. The State will process reimbursement requests within a timely manner, though certain cost reimbursement may be expedited if necessary.

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the State to review upon request. Reimbursements of actual expenditures

do not require interest calculations. All claims for payment from school funds will be processed by the business office. Payment will be authorized by the Board against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the Board.

The Business Manager is responsible for assuring that budget allocations are observed and that total expenditures in a function do not exceed the amount allocated in the budget.

Procurement System

The District maintains the following purchasing procedures.

Responsibility for Purchasing

The District shall abide by all statutory requirements and State regulations that pertain to the purchasing of supplies, equipment or services. The acquisition of supplies, equipment and services will be centralized in the business office under the supervision of the business manager. The business manager bears the responsibility for the quality and quantity of all purchases. The prime guidelines governing this responsibility are that all purchases fall within the framework of budgetary and statutory limitations, and that they be consistent with the approved educational goals and programs of the district. Purchases are initiated by school personnel. The school will select the preferred vendor from the list of qualified vendors maintained by District staff. All orders must include the name and address of the supplier as well as the purchase price. If the exact price is unavailable, an estimate of the cost should be given. If any person orders materials other than through the established process, they will be responsible for payment of the materials. Purchases that are not within the approved school budget must be approved by the superintendent, and will include an amendment to the school budget. School employees will complete the requisition process.

Purchase Methods

The type of purchase procedures required depends on the cost of the item(s) being purchased.

Purchases up to $4,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services, the aggregate amount of which does not exceed $4,000. The micro-purchase method is used in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost.

Micro-purchases may be awarded without soliciting competitive quotations if the District considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all micro-purchases.

Spending Grant Funds

Allowability Checklist

When determining how the District will spend its grant funds, District personnel, including school personnel if the purchase originates from a school, will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. When performing an allowability analysis, personnel can refer to the following checklist.

As a practical matter, this policy cannot contain guidance on the allowability of specific examples.

Is the proposed cost allowable under the relevant program?

As a practical matter, personnel must first consider whether the proposed cost is consistent with the underlying needs of the program. For example, program funds must benefit the appropriate population of students for which they are allocated. This means that, for instance, funds allocated under the Individuals with Disabilities Education Act governing the instruction of students with disabilities must generally be spent on providing services to students with disabilities and, except in rare circumstances, cannot be used to benefit non-disabled students.

Further, under certain federal programs, recipients may use federal funds only to supplement the amount of funds available from nonfederal sources for the education of students participating in the program. The recipients cannot use federal funds to supplant nonfederal funds that would otherwise have been used for the expenditure in question. District personnel must be aware of these rules and consider whether the purchase supplements, rather than supplants, nonfederal funds.

Is the proposed cost consistent with an approved program plan and budget?

If the proposed cost is allowable under the relevant program, the District personnel must then check the relevant program plan and budget. Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval from the District and state.

Is the proposed cost consistent with the cost principles?

All costs supported by federal education funds must meet the standards outlined in 2 CFR Part 200, Subpart E, which are provided in the bulleted list below. All District personnel with purchasing authority must consider the following factors when making an allowability determination.

Be Necessary and Reasonable for the performance of the federal award. District staff must consider these elements when determining the reasonableness of a cost. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, reasonable means that sound business practices were followed, and purchases were comparable to market prices.

When determining reasonableness of a cost, consideration must be given to:

Whether the cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the federal award.

The restraints or requirements imposed by factors, such as: sound business practices; arm's-length bargaining; federal, state and other laws and regulations; and terms and conditions of the federal award.

Market prices for comparable goods or services for the geographic area.

Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the District, its employees, its students, the public at large, and the federal government.

Whether the district significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the federal award's cost. 2 C.F.R. §200.404. While 2 C.F.R. §200.404 does not provide specific descriptions of what satisfies the "necessary" element beyond its inclusion in the reasonableness analysis above, necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the district can demonstrate that the cost addresses an existing need, and can prove it.

This decision should be supported by data if at all possible. To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District's business office will be responsible for determining if micro-purchases are equitably distributed based on the number of micro-purchase contracts awarded and the type of good or service procured. When school officials initiate the requisition process, they will select a vendor from the list of district provided vendors.

Purchases between $4,000 - $25,000 for Services and Supplies and between $4,000 - $50,000 for Equipment (Small Purchase Procedures)

Small purchase procedures are those relatively simple and informal procurement methods for securing services or supplies that do not cost more than $25,000, or other property that does not cost more than $50,000. If small purchase procedures are used, price or rate quotations are obtained from an adequate number of qualified sources. School administrators are responsible for soliciting quotes prior to submitting a requisition, but the District's business office will be required to ensure that all small purchases receive quotations from no less than two qualified vendors.

Purchases Over $25,000 for Services and Supplies and Over $50,000 for Equipment Sealed Bids (Formal Advertising): For purchases over $25,000 for services and supplies or over $50,000 for equipment, bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the following conditions apply:

A complete, adequate, and realistic specification or purchase description is available; Two or more responsible bidders are willing and able to compete effectively for the business; and The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

If sealed bids are used, the following requirements apply:

Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publicly advertised;

Bids will be advertised and printed in the official newspaper of the District at least twice, the first publication at least ten business days prior to the opening of bids.

The advertisement will state the time and place the bids will be opened;

The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

Bids will also include any dispute procedures available to vendors.

All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

The sealed bids will be publicly opened and read at the time and place stated in the advertisement;

Any bid may be withdrawn or modified before the time of opening as specified in the advertisement;

A firm fixed price contract award must be made in writing to the lowest responsive and responsible bidder;

Unless all bids presented are rejected, the lowest responsible bid, in all cases must be accepted;

No more than 30 days will elapse between opening of bids and acceptance of the lowest responsible bidder or rejection of all bids.

Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of. Any or all bids may be rejected if there is a sound documented reason.

Contract/Price Analysis: The District performs a cost or price analysis in connection with every procurement action in excess of $150,000, including contract modifications. 2 C.F.R. §200.323(a). A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the business office must come to an independent estimate prior to receiving bids or proposals. 2 C.F.R. § 200.323(a). The District will review similar prior procurements, as well as procurements conducted by similar local education agencies for similar goods or services, to the extent practicable.

When performing a cost analysis, the business office negotiates profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting,

the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. 2 C.F.R. § 200.323(b).

Construction Projects

Construction costs funded by federal grants are also subject to prior written approval and applicable UG requirements, Davis-Bacon prevailing wage requirements and all of the Department's applicable regulations regarding construction at 2 C.F.R. § 200.439 prior approval, 34 C.F.R. 76.600-618 construction, safety and health standards and energy conservation.

Noncompetitive Proposals (Sole Sourcing)

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

The item is available only from a single source;

If such an instance arises, the District will maintain appropriate documentation regarding the availability of the good or service in question;

The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

In this particular circumstance, the Board must approve sole-sourcing a contract.

The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a separate written request from the District; or After solicitation of a number of sources, competition is determined inadequate;

The District will maintain documentation showing attempts to solicit bids or quotes from other qualified vendors.

A cost or price analysis will be performed for noncompetitive proposals when the price exceeds $25,000.

Full and Open Competition

All procurement transactions must be conducted in a manner providing full and open competition consistent with 2 C.F.R § 200.319. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

Placing unreasonable requirements on firms in order for them to qualify to do business;

Requiring unnecessary experience and excessive bonding;

Noncompetitive pricing practices between firms or between affiliated companies;

Noncompetitive contracts to consultants that are on retainer contracts;

Organizational conflicts of interest;

Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and Any arbitrary action in the procurement process. EDGAR further requires the following to ensure adequate competition.

Geographical Preferences Prohibited

The District must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Solicitation Language

The District must ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features that unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals. 2 C.F.R §200.319(c).

Federal Procurement System Standards

Avoiding Acquisition of Unnecessary or Duplicative Items

The District must avoid the acquisition of unnecessary or duplicative items. Additionally, consideration is given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis must be made of leases versus purchase alternatives, and another other appropriate analysis to determine the most economical approach.

These considerations are given as part of the process to determine the allowability of each purchase made with federal funds.

Use of Intergovernmental Agreements

To foster greater economy and efficiency, the District enters into state and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Use of Federal Excess and Surplus Property

The District considers the use of federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts of $25,000 or more, the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The Superintendent checks the excluded parties list on Sam.gov for any new vendor or any contract or bid of $25,000 or more.

Maintenance of Procurement Records

The District must maintain records sufficient to detail the history of all procurements, in accordance with the record retention guidelines set forth by the State of South Dakota. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

The District has adopted the State of South Dakota Record Retention Guidelines as their record policies.

Time and Materials Contracts

The District may use a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of: the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the District must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

Protest Procedures to Resolve Dispute

The District maintains the following protest procedures to handle and resolve disputes relating to procurements:

The District provides to all bidders who have submitted a bid in response to a District request for proposals, a notice when the bid tabulation is posted on the district website. If upon receipt of notice of bid tabulation posting, the bidder desires additional information regarding the decision, the bidder may contact the Business Manager for an informal discussion. If still dissatisfied with the decision, the bidder shall within 10 calendar days of receipt of the notice of bid tabulation posting notify the Business Manager in writing of his or her intent to protest the award decision. This notification must include the reason why the bidder believed he or she should have been awarded the bid.

The Business Manager shall review the case and, if necessary, refer the protest to the Board of Education. If the protest is referred to the Board of Education, the Board will make a decision on the written appeal. All decisions by the Board are final.

Time and Effort Policies

Time and Effort Standards

Federal grants management rules require all employees who are paid in full or in part with federal funds to keep specific documents to demonstrate the amount of time they spent on grant activities.

This includes an employee whose salary is paid with state or local funds but is used to meet a required “match” in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants.

Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;

Be incorporated into official records;

Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;

Encompass both federally assisted and all other activities compensated by the District on an integrated basis;

Comply with the established accounting policies and practices of the District and Support the distribution of the employee's salary or wages among specific activities or costs objectives.

Time and Effort Documentation

District Employees that are working on a single federal program cost objective are required to complete a Semi-Annual Certification shown as DDA-E4. Semi-Annual Certifications must be completed at least every six months.

A cost objective means a program, function, activity, award, organizational subdivision, contract, or work unit for which cost data are desired and for which provision is made to accumulate and measure the cost of processes, products, jobs, capital projects, etc. A cost objective may be a major function of the non-federal entity, a particular service or project, a federal award, or an indirect cost activity.

U.S. Department of Education guidance has stated that it is possible to work on a single cost objective even if an employee works on more than one federal award or on a federal award and a non-federal award. The key to determining whether an employee is working on a single cost objective is whether the employee's salary and wages can be supported in full from each of the federal awards on which the employee is working, or from the federal award alone if the employee's salary is also paid with non-federal funds.

District Employees that are working on multiple federal program cost objectives are required to complete the Personnel Activity Report (PAR) shown as DDA-E3. Unless the work performed by the employee meets the circumstances described by the U.S. Department of Education guidance, multiple cost objectives means more than one federal award; a federal award and non-federal award; specific earmarking (set-asides) or matching requirements within on federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Any questions regarding the documentation should be directed to the Business Manager.

Property Management Systems

To ensure compliance with statute and provide a reasonable measure of control whereby district assets are properly safeguarded, an inventory control system shall be implemented with the following guidelines:

A. Property Classifications and Responsibility

Assets will consist of five classifications as follows:

1. Land: a capital asset account which reflects the acquisition value of land and land rights owned by a school district. If land is purchased, this account includes the purchase price and costs such as legal fees, filling and excavation costs, and other associated improvement costs which are incurred to put the land in condition for its intended use. If land is acquired by gift, the account reflects its appraised value at time of acquisition.

2. Buildings: a capital asset account which reflects the acquisition value of permanent structures owned by the school district. If buildings are purchased or constructed, this account includes the purchase or contract price of all permanent buildings and fixtures attached to and forming a permanent part of such buildings. If buildings are acquired by gift, the account reflects their appraised value at time of acquisition.

3. Improvements other than buildings: a capital asset account which reflects the acquisition value of permanent improvements, other than buildings, which add value to land. The Improvements Other than Buildings also include Infrastructure assets which are tangible property that is normally both stationary in nature and can be preserved for significantly greater number of years than other types of tangible property. Examples of such improvements are fences, retaining walls, sidewalks, pavements, gutters, tunnels, roads and bridges. If the improvements are purchased or constructed, this account contains the purchase or contract price. If improvements are obtained by gift, it reflects the appraised value at time of acquisition.

4. Construction in progress: the cost of construction work undertaken but not yet completed.

5. Equipment. For the purpose of inventory policy, the definition of equipment as presented in the South Dakota School Accounting Manual will be used.

A. Equipment is a material unit which meets the following conditions:

1. Retains its original shape and appearance with use.

2. Is nonexpendable, that is, if the article is damaged or some of its parts are lost or worn, it is usually more feasible to repair it rather than replace it with an entirely new unit.

3. Represents an investment of money which makes it advisable to capitalize the item.

4. Does not lose its identity through incorporation into a different or more complex unit or substance.

B. While the above may be used as a guideline in determining whether an item is equipment, all tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds $5,000 is considered equipment. New items will be recorded at cost; however, for items already on inventory estimated current value will be used.

Proper asset accounting dictates stewardship for a particular group of assets be assigned to an individual.

A sixth category of property is supplies. Supplies means all tangible personal property not meeting the definition of equipment. Supplies would include computing devices if the acquisition cost is less than $5,000.

Inventory Receipt Procedure

All property purchased by the District is received at the business office, regardless of its ultimate destination. Upon receipt of any item, Staff inspects the property to make sure it is in good condition; and reviews the purchase order and invoice to ensure they accurately describe the received property.

Once this review is complete, the item receives an inventory tag. If it was purchased with federal funds an F proceeds the number.

The business manager enters the following information into the Grant Assets Inventory Record:

Brief description;

Serial number, if applicable;

The location (such as building), use and condition of the property;

Acquisition date

Funding source if federal

C. Maintenance

In accordance with 2 C.F.R.313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition. The District's maintenance procedures for damaged or malfunctioning property vary depending on the nature of the item. If the item is a technology device, the responsible personnel must contact the technology director. If the item is a non-computing device piece of equipment, the responsible personnel must contact maintenance. In the event an item cannot be fixed, the District follows its disposal policies below.

D. Physical Inventory

South Dakota Codified Law 5-24-1 requires that an inventory be taken annually of all personal property of the district with an acquisition value as stated in SD Administration Rule 10:02:01:01. ($5,000.00 as of January 2000). For all non-equipment items listed on the District's inventory, such as computing devices, the District will ensure that a physical inventory is completed at least once every two years.

Principals are responsible for performing the annual inventory in their buildings. The inventory typically starts in April and concludes by the end of the school year. In the event that an item has been lost, stolen, or sold or otherwise disposed, the principal will indicate this on the physical inventory spreadsheet. Grant Asset Inventory Records are saved in the business office.

Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

All employees of the District are responsible for the proper accounting of all property used by them either in the course of regular instruction of classes or in any other situation where the District is responsible or where any activity is conducted in the name of the District. Employees are responsible for reporting damage, loss or theft of any type of equipment or computing device to the building principal. If appropriate, the responsible individual shall contact the appropriate police department to conduct an investigation into any damage, loss or theft of any equipment or computing device. The police report and any documentation resulting from the investigation are maintained. If the property is not

recovered, the responsible personnel must complete a Transfer/Loss/Disposal form (TLD). If a TLD form is not used at the time an equipment item leaves the building, it will be necessary for the principal to complete the form at the time of the next annual inventory when a shortage is determined.

F. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the property without prior approval of the federal awarding agency and the pass-through entity.

During the time equipment is used on the project or program for which it was acquired, the equipment will also be made available for use on other projects or programs currently or previously supported by the federal government, provided that such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use must be given to other programs or projects supported by the federal awarding agency that financed the equipment. Second preference is given to programs or projects under federal awards from other federal awarding agencies. Use for non-federally funded programs or projects is also permissible.

G. Disposal of Surplus Property

District personnel use the following procedures to identify and dispose of surplus property:

1. Property to be declared surplus is identified by building staff. Those assets will be reviewed by the building administrator and approved to be added to a building surplus property list.

2. Approved surplus property will be disposed of in the manner most beneficial to the School.

District and in accordance with all South Dakota Codified Laws.

If the item has a current FMV of $5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency. If the item has a current FMV of more than $5,000, the federal awarding agency is entitled to the federal share of the current market value or sales proceeds.

When considering an inter-governmental transfer of equipment that is no longer needed for the original program or project, the District will make the equipment available in the following order of priority: (1) activities under a federal award from the federal awarding agency which funded the original program or project; then (2) activities under federal awards from other federal awarding agencies.

Adopted: 06/24/2026

Chapter 4 SUPERINTENDENT

1. EXECUTIVE OFFICER OF THE BOARD: The Superintendent is the chief executive officer of the Board. He/she shall exercise general supervision over all school employees.
2. ATTENDS ALL BOARD MEETINGS: The Superintendent shall attend all meetings of the Board except when their own salary or re-election is being considered or during emergency conditions determined by the Board. He/she shall keep the Board informed of conditions of the schools under their supervision.
3. RECOMMENDS APPOINTMENTS OF ALL EMPLOYEES: Shall upon School Board request or voluntarily make recommendations for appointment, promotion, demotion and discharge of recommendation.
4. SUSPENSION OF EMPLOYEE: May recommend suspension of employees to the Board for cause after consultation with the employee concerned. No employee shall be recommended for discharge until the Superintendent is convinced that efficiency of said employee cannot be improved. Employees may be discharged as per SDCL.
5. ASSIGNMENT OF PERSONNEL: The superintendent shall make such assignments, reassignments and transfers as are in his professional judgment necessary to secure the highest efficiency of the entire staff.
6. MAY REQUIRE REPORTS: Shall have authority to require reports from all employees as may be desired from time to time.
7. INSERVICE GROWTH OF TEACHERS: Shall be charged with the responsibility of all measures for the improvement of teachers in-service.
8. SUSPENSION OF STUDENTS: The Superintendent shall have the power to suspend, from the privileges of the schools, any pupil guilty of gross misconduct of continual insubordination to school organization and/or regulations.
9. CHANNELS OF COMMUNICATION: Shall transmit communications from the Board of Education or its committees to members of the instructional staff, administration, supervision and custodial staff and shall transmit communication from them to the Board of Education.
10. BUSINESS AGENT FOR BOARD: Shall receive communication relative to school affairs and consult with individuals having business with the Board of Education.
11. CLASSIFICATION AND PROMOTION OF PUPIL: Superintendent shall be responsible for the proper classification and promotion of students.
12. OPERATION AND MAINTENANCE OF BUILDINGS: Superintendent shall have charge of the operation and the maintenance of the buildings and equipment of the schools.
13. PREPARATION OF THE BUDGET: The Business Manager, in cooperation with the Superintendent, shall prepare an annual budget for the consideration of the Board. Superintendent shall administer the budget as enacted by the Board, acting at all times in accordance with legal requirements and adopted policies of the Board.
14. PURCHASING AGENT: Superintendent shall be the purchasing agent of the Board and has the authority to purchase supplies and equipment under Board regulations. He/she may delegate to employees the purchasing of supplies.
15. PROPOSED POLICIES: Superintendent shall propose new policies to the Board of Education for adoption.

16. RULES AND REGULATIONS: Superintendent shall administer reasonable and prudent rules and regulations regarding matters which have not been specifically provided in the rules and regulations of the Board.
17. SCHOOL BUILDING CONSULTANT: As new buildings are to be erected or old ones remodeled or discontinued in use, he shall be responsible to bring to the Board of Education plans adequate for meeting these needs.
18. EMERGENCY AUTHORITY: In the absence of specific rules and advice of the Board, the superintendent shall assume any authority and perform any duty which any particular situation, unforeseen and suddenly arising, may demand, subject to later consideration of and action by the Board.
19. INTERPRETATION OF SCHOOL TO COMMUNITY: It shall be a responsibility of the Superintendent to interpret the philosophy, aims and objectives of the teaching programs of the school to the community.
20. APPRAISAL OF TEACHERS: It shall be a duty of the superintendent to appraise the quality of teaching of the instructional staff with a view of increasing its effectiveness. (This duty may be delegated to the Principal.)
21. ATTEND PROFESSIONAL MEETINGS: The Superintendent shall attend State, National and Regional Conferences as directed by the School Board as part of their official duties.
22. INFORMATION TO EMPLOYEES: Superintendent shall see that all employees are familiar with the School Board policies which govern their activities while employees of the Kadoka School District.
23. OTHER DUTIES: Superintendent shall perform such other duties as determined from time to time by the Board of Education.
24. AUTHORIZED DIRECTOR: Superintendent will serve as the special education director in the absence of the special education director.
25. AUTHORIZED AGENT: The Superintendent shall serve as the authorized agent for the school in dealing with the Federal Government.
26. LUNCH ROOM/PERSONNEL SUPERVISION: The superintendent will take supervisory responsibility for the lunch room and lunch room personnel.
27. WRITTEN REQUESTS FOR OPEN RECORDS: Requests for open records as defined by SDCL shall be made in writing through the Superintendent.
28. The superintendent will produce an initial calendar:

    A calendar committee of six shall be chosen to make recommendations to the board through the Superintendent for the calendar for the ensuing school year. Three members of the committee shall be chosen by the Association. Three members shall be chosen by the Board and Administration.

    All aspects of the calendar shall be discussed.

    The Board of Education shall determine the final calendar.
29. Performance evaluations will be conducted by the Board of Education and based on the details of this job description.

Adopted: 11/09/2011
Revised: 07/13/2026

Chapter 5 PRINCIPAL

Secondary Principal

(Amended & Adopted 11/09/2011)

1. LINE OF AUTHORITY: The principal shall be directly responsible to the superintendent.
2. ADMINISTRATIVE FUNCTION: The principal shall (1) be responsible for the administration of their buildings; (2) enforce the rules of the Board; and (3) Attend regular monthly board meetings and special board meetings as requested (4) have the authority to call upon all certified and support personnel to assist in the enforcement of Board, State and Federal policies, rules, mandates and regulations.
3. RESPONSIBILITIES: The principal shall be fully responsible for decisions made in their respective buildings and sphere of duty; and to see that all curricular and extracurricular activities are adequately supervised.
   The principal responsibilities shall include but are not limited to: –
   (a) meet with the superintendent for conferences as often as may be required;
   (b) keep accurate and complete records;
   (c) delegate authority;
   (d) participate in the selection and supervision of all personnel assigned to their buildings;
   (e) oversee and evaluate curriculum development, and implementation
   (f) be tactful in relations with students, teachers, parents and district patrons
   (g) promote high academic achievement for all students
   (h) promote excellence in teaching and professional growth for all instructional staff.
   (i)The principal or their designee shall be in attendance at extra-curricular activities within their area of supervision.
4. PROMOTION OF HEALTH AND SAFETY: The principal shall provide for the health and safety of the students and will conform to the regulations of the State Fire Marshal.
5. SUPERVISION AND EVALUATION: The principal shall be responsible for the supervision of the staff under their jurisdiction (as specified by the organizational chart) and shall submit to the superintendent all information relative to classroom performance and fitness for the position held. The principal shall provide the superintendent with a written evaluation for all probationary teachers and continuing contract teachers as per State Law and board policy. The formal evaluations will be placed in staff personnel files in the superintendent's office within 30 days. The principal will make re-employment recommendations in accordance with State Law and board policy.
6. KNOWLEDGE OF BOARD POLICY: It shall be the duty and responsibility of the principal to be familiar with and to keep abreast of policy changes.
7. STUDENT DISCIPLINE: The principal shall be responsible for student discipline. The principal shall have the right, when such action is warranted, to suspend students as per board policy and if expulsion should be warranted, the principal shall recommend such action to the superintendent. The principal will use the discipline matrix as adopted by the board of education.
8. STUDENTS RECORDS: The principal shall be responsible for supervising student records. The principal will oversee the accurate updating of cumulative records and attendance registers.

9. CONFIDENTIAL RECORDS: The principal will keep all records concerning students confidential in compliance with the Family Education Rights and Privacy Act and other state and federal law
10. ABSENCE OF THE PRINCIPAL: In the absence of the secondary principal, the elementary principal or superintendent shall act on their behalf. The principal shall designate a person in the building to act on their behalf when all of the administrators are absent.
11. OTHER DUTIES: The principal will from time to time assume other duties as deemed necessary by the superintendent and/or the School Board

    PROFESSIONAL GROWTH: The principal shall assume responsibility for their own professional growth through membership and participation in professional organizations; through attendance at regional, state and national meetings, workshops and/or conventions; and through enrollment in graduate classes and a course of study leading to an advanced degree.
12. TESTING: The principal is in charge of testing, providing test, interest inventories and aptitude tests.
13. TERMS OF EMPLOYMENT: Salary to be established by the Board.
14. EVALUATION: Performance will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel. Performance evaluations will be conducted by the superintendant and based on the details of this job description.

Elementary Principal

(Amended & Adopted 11/09/2011)

1. LINE OF AUTHORITY: The principal shall be directly responsible to the superintendent.
2. ADMINISTRATIVE FUNCTION: The principal shall 1) be responsible for the administration of their buildings; 2) shall enforce the rules of the Board; 3) shall have the authority to call upon all certified and support personnel to assist in the enforcement of Board, State and Federal policies, rules, mandates and regulations; and 4) shall be tactful in relations with students, teachers, parents and district patrons.
3. RESPONSIBILITIES: The principal shall be fully responsible for decisions made in their respective buildings and sphere of duty; and to see that all curricular and extracurricular activities are adequately supervised.
   The principal responsibilities shall include but are not limited to: –
   (a) meet with the superintendent for conferences as often as may be required;
   (b) keep accurate and complete records;
   (c) delegate authority;
   (d) participate in the selection and supervision of all personnel assigned to their buildings;
   (e) oversee and evaluate curriculum development, and implementation
   (f) be tactful in relations with students, teachers, parents and district patrons
   (g) promote high academic achievement for all students
   (h) promote excellence in teaching and professional growth for all instructional staff.
   (i)The principal or their designee shall be in attendance at extra-curricular activities within their area of supervision.
4. PROMOTION OF HEALTH AND SAFETY: The principal shall provide for the health and safety of the students and will conform to the regulations of the State Fire Marshal.
5. SUPERVISE AND EVALUATE: The principal shall be responsible for the supervision of the staff under their jurisdiction (as specified by the organizational chart) and shall submit to the superintendent all information relative to classroom performance and fitness for the position held. The principal shall provide the superintendent with a written evaluation for all probationary teachers and continuing contract teachers as per State Law and board policy. The formal evaluations will be placed in staff personnel files in the superintendent's office within 30 days. The principal will make re-employment recommendations in accordance with State Law and board policy.
6. KNOWLEDGE OF BOARD POLICY: It shall be the duty and responsibility of the principal to be familiar with and to keep abreast of policy changes.
7. STUDENT DISCIPLINE: The principal shall be responsible for student discipline. The principal shall have the right, when such action is warranted, to suspend students as per board policy and if expulsion should be warranted, the principal shall recommend such action to the superintendent. The principal will use the discipline matrix as adopted by the board of education.
8. STUDENT RECORDS: The principal shall be responsible for supervising student records. The principal will oversee the accurate updating of cumulative records and attendance registers.
9. CONFIDENTIAL RECORDS: The principal will keep all records concerning students confidential in compliance with the Family Educational Rights and Privacy Act and other state and federal law.

10. ABSENCE OF THE PRINCIPAL: In the absence of the elementary principal, the secondary principal or superintendent shall act on their behalf. The principal shall designate a person in the building to act on their behalf when all of the administrators are absent.
11. OTHER DUTIES: The principal will from time to time assume other professional duties as deemed necessary by the superintendent and/or the school board.
12. PROFESSIONAL GROWTH: The principal shall assume responsibility for their own professional growth through membership and participation in professional organizations; through attendance at regional, state and national meetings, workshops and/or conventions; and through enrollment in graduate classes and course of study leading to an advanced degree.
13. TESTING: The principal is in charge of testing, providing test, interest inventories, aptitude tests.
14. TERMS OF EMPLOYMENT: Salary and work year to be established by the Board.
15. EVALUATION: Performance will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel. Performance evaluations will be conducted by the superintendent and based on the details of this job description.

Dean of Students

1. LINE OF AUTHORITY: The dean of students shall be accountable to the superintendent and the principal.
2. BASIC FUNCTION AND PURPOSE OF THE POSITION: The dean of students is responsible for promoting a positive school climate with emphasis on discipline and attendance. In addition she/he will teach one or two classes as assigned.
3. RESPONSIBILITIES:
   a. Assume responsibility for implementation and observance of all board policies as they relate to the basic function and purpose of the position.
   b. Teach one or two classes in a subject area for which qualified.
   c. Assume building authority in the absence of the superintendent and principal.
   d. Assumes responsibility for implementation of policies relating to attendance, conduct and health of students.
   e. Maintains high standards of student conduct and enforces discipline as necessary; affording due process to all students.
   f. Maintains ongoing contact with law enforcement, juvenile court services, social services and tribal court necessary for attendance, discipline and health issues.
   g. Supervises the maintenance of accurate records on attendance and discipline of students.
   h. Attends and helps conduct meetings of the staff on a regular basis for the proper functioning of the school.
   i. Is in charge of updating and producing the student handbooks with emphasis on discipline and attendance.
   j. Is in charge of the following duty assignments: lunch and playground.
   k. Works collaboratively with the principal on any serious discipline concerns.
   l. Meets daily with the principal to keep her/him informed about student affairs.
   m. Helps supervise activities: dances, athletic events, music, drama etc.
   n. Will assist the administration by being a representative at selected IEP meetings.
   o. Will perform other such duties as assigned by the administration.
4. TERM OF EMPLOYMENT: The term of employment is the school term plus 20 days.
5. EVALUATION: Performance will be evaluated collaboratively by the principal and the superintendent in accordance with the provisions of the board's policy on Evaluation of Professional Personnel.

K-12 Assistant Principal

1. LINE OF AUTHORITY: The assistant principal shall be responsible to the principal and the superintendent.
2. ADMINISTRATIVE FUNCTION: The assistant principal shall: a) assist the principal by being responsible for the administration of the Long Valley and Interior buildings; b) enforce the rules of the Board; c) have authority to call upon the certified and support personnel to assist in the enforcement of Board, State and Federal policies, rules, mandates and regulations; and d) be tactful in relations with students, parents and district patrons.
3. OTHER DUTIES: The assistant principal shall be responsible for:
   a. dealing with discipline problems, K-12 at all four instructional units and buses
   b. maintaining accurate records on all attendance and discipline of students
   c. informing parents of infractions
   d. interpreting handbook to students and parents
   e. noting discrepancies in handbook for amendments in the next year and being charged with updating and producing the student handbooks with emphasis on discipline and attendance
   f. enforcing punishments in accordance with the handbook policies and as agreed upon with the principal
   g. ensuring due process and maintaining legal compliance when handling discipline issues
   h. assuming building authority in the absence of the superintendent and principal
   i. assuming responsibility for implementation of policies relating to attendance, conduct and health of students
   j. maintaining ongoing contact with law enforcement, juvenile court services, social services and tribal court necessary for attendance, discipline and health issues
   k. attending and helping conduct meetings of the staff on a regular basis for the proper functioning of the schools
   l. working collaboratively with the principal on any serious discipline concerns
   m. meeting daily with the principal to keep her/him informed about student affairs
   n. serving as the administrative representative at selected IEP meetings
   o. meeting with the superintendent for conferences as often as may be required
   p. shall keep accurate and complete records
   q. participating in the selection and supervision of personnel assigned to her/his building(s)
   r. participating in curriculum studies
   s. being tactful in relations with students, teachers, parents and district patrons
   t. recommending to the principal, when such action is warranted, suspension of students as per board policy and if expulsion should be warranted, the principal and assistant principal shall jointly recommend such action to the superintendent
4. RESPONSIBILITIES:
   The assistant principal shall be fully responsible for decisions regarding discipline made in each building; and shall assist in ensuring that all curricular and extra-curricular activities are adequately supervised. The assistant principal shall be in attendance at as many extra-curricular activities as feasible, assisting with supervision.
5. SUPERVISION AND EVALUATION:
   The assistant principal shall be responsible for the supervision of the teachers under her/his jurisdiction and shall submit to the principal all information relative to classroom performance and fitness for the position held. The assistant principal shall provide the superintendent with a written evaluation for all probationary teachers and continuing

contract teachers as per State Law and board policy. The assistant principal and the principal shall together make re-employment recommendations in accordance with State Law and board policy.

6. KNOWLEDGE OF BOARD POLICY:
   It is the duty and responsibility of the assistant principal to be familiar with and to keep abreast of policy changes.
7. CONFIDENTIAL RECORDS:
   The assistant principal will keep all records concerning students confidential in compliance with the Family Education Rights and Privacy Act of 1974, as amended, enacted as Section 438 of the General Education Provisions Act as in effect April 11, 1988.
8. ADDITIONAL ASSIGNMENTS:
   The assistant principal will from time to time assume other professional duties as deemed necessary by the principal, superintendent and/or the school board. For example, attending meetings or membership on committees.
9. PROFESSIONAL GROWTH:
   The assistant principal shall assume responsibility for their own professional growth through membership and participation in professional organizations; through attendance at regional, state and national meetings, workshops and/or conventions; and through enrollment in graduate classes and a course of study leading to an advanced degree.
10. TERMS OF EMPLOYMENT:
    Salary and work year will be established by the board and superintendent.
11. EVALUATION:
    Performance will be evaluated by the superintendent in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Chapter 6 ACTIVITIES DIRECTOR

(Adopted May 11, 2011)

1. QUALIFICATIONS:

   Administrative/management ability – evidence of in background
   A history of participation in or directing of high school group activities
   Previous experience as a Coach or Activity/Athletic Director preferred

2. AREAS OF RESPONSIBILITY:
   Must be physically capable of handling the daily demands of the position (standing, lifting, bending, pulling bleachers, climbing stairs, hauling sports and music equipment, sweeping, and mopping) Some work will be out of doors in inclement weather

3. ACCOUNTABLE TO:
   Secondary Principal

4. BASIC FUNCTION/PURPOSE OF POSITION:
   To direct, supervise, develop and promote planned activity programs for the Kadoka Area School District. To enhance student competition, participation and enjoyment.

5. PERFORMANCE RESPONSIBILITIES:
   a. Maintain daily contact with the Secondary Principal.
   b. Foster good school-community relations through the various media organizations – press, school newspaper, television.
   c. Supervise all home activities or get a substitute approved by the administration.
   d. Establish a good working relationship with subordinates, booster club, local newspaper, school newspaper and other media outlets.
   e. Work with the Kadoka City officials to coordinate activities in the City Auditorium.
   f. Arrange schedules for the use of the gymnasium, auditorium and sports complex.
   g. Arrange for required physical examinations (tri-annual), insurance and parent consent forms for all participants.
   h. Complete the SDHSAA eligibility forms and others that may be required.
   i. Set and publish schedules and times for junior varsity and varsity athletic and activity events prior to the beginning of the school year. Set and publish elementary and Middle school/junior high schedules prior to the beginning of the season, making any adjustments at least 48 hours prior to the event.
   j. Contract all school athletic events in accordance with SDHSAA regulations and rules.
   k. Keep a permanent record book for all athletic contests and participants (Eight Semester and other Rules)
   l. Contract with qualified officials for athletic contests.
   m. Work with coaches and advisors in checking out, storing, keeping an accurate record of inventory, properly disposing of obsolete equipment and uniforms, and acquisition and refurbishing of equipment.
   n. Arrange and schedule transportation for all activities requiring travel.

o. Schedule preparation of football field, track and auditorium for all events or contests.
p. Supervise training rule infractions according to school policy.
q. Represent the District at Conference, District, Region and State meetings.
r. Assist in the formulation of policies for all activities.
s. Direct and supervise ticket sales at activity events.
t. Act as tournament director for all conference, local, district and region tournaments hosted by the District.
u. Maintain a good working relationship with cooperating school.
v. Be familiar and conversant with the rules of the SDHSAA.
w. Keep the student athlete aware of their amateur status.
x. Provide to the business office all documentation necessary for submission of all annual dues to SDHSAA, and all Conferences. Provide to the business office all documentation necessary for entry fees for track and cross country and other approved activity events. Provide a copy of all contracts to the business office prior to the beginning of the season.
y. Annually, order rules books for all activities from the SDHSAA.
z. Attempt to find volunteers for officiating, score clock and score book for elementary and Junior High School contests.
aa. Perform other related duties as assigned.

6. WORK SCHEDULE:
As required to complete the duties. The Activities Director is provided one class period that can be devoted to Activity Director duties.

7. TERM OF EMPLOYMENT
A school term with adequate time pre and post school term to fulfill the required responsibilities.

8. SALARY:
Salary is determined by the Board of Education

9. EVALUATIONS:
Performance evaluations will be conducted by the secondary principal and based on the details of this job description.

Chapter 7 BUSINESS MANAGER

(Amended and Adopted 11/09/2012)

1. ADMINISTRATIVE FUNCTION: The business manager is the focal point for financial information in the school district and shall provide direct communication to the Board of Education regarding the financial affairs of the school district.
2. SECRETARY TO THE BOARD OF EDUCATION: The business manager attends all meetings of the board and keeps a full and accurate record of all meetings of the board, publishes all legal notices concerning district business, signs contracts on behalf of the district and files them in the business office.
3. LINE OF AUTHORITY: The business manager is responsible to the board of education and the superintendent.
4. POLICY: The business manager shall be knowledgeable to board policy as it pertains to administrators, staff and students and shall implement policies reasonably and uniformly.
5. STAFF COMPENSATION: The business manager participates in the preparation, monitoring and implementation of salary/compensation for all personnel based on prior board approval. He/she is responsible for supervision of district payroll process including required or authorized salary deductions and maintains retention of all necessary earnings and deduction records.
6. ACCOUNTING SYSTEM: The business manager supervises the financial affairs of the school district, including establishing and maintaining an accounting system as set forth by Uniform Accounting System for South Dakota. He/she assumes responsibility for receipts and expenditures of district funds. The business manager prepares monthly financial reports, reconciles bank accounts, supervises the collection, safekeeping and distribution of district funds and prepares the Annual Financial State Aid Report.
7. BUDGET PREPARATION: The business manager, in cooperation with the superintendent, shall prepare an annual budget for the consideration of the board. The business manager is responsible for publications and notices and the notification to the County Auditor of levy requests.
8. ELECTIONS: The business manager is responsible for conducting school board and special school elections.
9. OTHER DUTIES: The business manager shall perform such other duties as may be determined by the board of education or as specified by SDCL. Evaluation: Performance evaluation will be conducted by the board of education and superintendent based on the details of this job description.

Chapter 8 GUIDANCE COUNSELOR

(Amended and Adopted 12/13/2011)

1. LINE OF AUTHORITY: The counselor shall be directly responsible to the principal.
2. ADMINISTRATIVE FUNCTION: The counselor aids students with personal, social, career and educational development.
3. DUTIES:
    a. The counselor is responsible for providing career information and post high school educational opportunities to students.
    b. The counselor assists with grades 9-12 registration, provides students with the best educational background possible, and guides students to assure the required courses necessary to meet the school district's and state's graduation requirements are completed.
    c. The counselor provides for group counseling, consisting of, but not limited to, test interpretation, information on college, vocational education and armed services, as well as other needs the students may have.
    d. The counselor provides financial aid and scholarship information and assistance to students and provides assistance to seniors in post high school registration process.
    e. The counselor gives assistance to members of the community.
    f. The counselor is responsible for keeping accurate and up to date cumulative folders on each student in grades 9-12.
    g. The counselor provides student data or information to faculty and administration.
    h. The counselor assists with student scheduling and schedule changes.
    i. The counselor arranges for and coordinates local visitation of college, vocational, armed services or other local representatives.
    j. The counselor organizes and/or administers Post High School Planning Day, Financial Aid Night and Eighth Grade Orientation.
    k. The counselor keeps an up to date library of catalogs, scholarship information, testing information and application forms for students and faculty use.
    l. The counselor maintains a supply of current application forms and information booklets for the American College Testing Program (ACT), College Entrance Examination Board tests and financial aid application forms.
    m. The counselor maintains open communications and positive relationships with college, vocational school and armed service representatives; especially those representing schools in which the students demonstrate the most interest.
    n. The counselor arranges conferences with students and parents for college, vocational school and armed service representatives who visit the high school.
    o. The counselor oversees the calculation of grade point averages and class rankings and the processing of transcripts.
    p. The counselor prepares and supervises the processing of evaluations, recommendations and other forms required for post secondary school or work.
    q. The counselor maintains information on high school graduation requirements and college entrance requirements and assures that students are aware of these requirements at all times.

r. Under the direction of the principal, the counselor will prepare a Course Selection document and present to the board of education for approval. The counselor shall provide individual counseling of students.
s. The counselor responds to teacher and parental referrals of students..
t. The counselor will assist the principal with all testing requirements
u. Other duties may be assigned by supervisor

4. Performance evaluations will be conducted by the superintendent or his designee and based on the details of this job description.

Chapter 9 TEACHERS

Teachers

1. LINE OF AUTHORITY: Teachers shall be directly responsible to the principal. They shall promptly and consistently carry out the instructions of the principal and the superintendent.
2. KNOWLEDGE OF POLICIES AND REGULATIONS: It shall be the duty of the teacher to keep informed concerning the rules, policies and regulations of the Board of Education.
3. COMMUNICATION OF STUDENT ISSUES: Teachers shall maintain direct communication with the principal concerning student needs and concerns.
4. GRADING OF STUDENTS: Teachers shall be responsible for grading and promotion of their students in accordance with policy and instruction of the principal and superintendent.
5. SOLICITING SCHOOL PATRONS: As school employees, teachers shall not solicit for the purchase of school materials or other resources without prior approval of administration and board of education.
6. USE OF SCHOOL PROPERTY: Teachers should understand that public school property cannot be loaned for personal use under any circumstances unless permission is first obtained from the principal or superintendent.
7. DISCIPLINE: Teachers shall be responsible for the discipline of students and shall consult with the principal when necessary.
8. TIME OF ARRIVAL, DEPARTURE AND DUTY HOURS OF TEACHERS: It shall be the responsibility and duty of each teacher to be available and assist students with additional and necessary school work 30 minutes before the start of school and 20 minutes after school. Those teachers having extra-curricular activities after school are excused with the principal's permission. Teachers will at all times use reasonable and prudent judgment in carrying out the duties and responsibilities of their profession. Bus students may be detained, but will have 24 hours to notify parent or guardian so that alternative transportation may be arranged. Elementary teachers shall be in their classroom when students return from recess and noon break. Except to take care of routine school duties elsewhere, teachers should not leave the school premises within the school hours without checking with the administration. Teachers needing to leave the building shall make arrangements with the principal for their absence.
9. PERSONNEL FILES: During school hours, teachers may inspect their files upon request. Teachers have the opportunity to write comments about any item placed in their file. Upon request by the teacher, the following will be placed in the file relating to different items inserted: "Signature of the teacher on this report does not constitute acceptance of the report by the teacher. It merely indicates that the teacher has seen the report and a conference with the supervisor had been held concerning the report."
10. NOON DUTY: Teachers shall serve on noon duty as scheduled by the principal.
11. PROMOTION OF STUDENTS: The awarding of marks and decisions relative to promotion or retention of children is a sole and serious responsibility of teachers. The Board considers it very important to good public relations that parents be consulted and well-informed at an early date where retention is advisable. The principal and superintendent should also be consulted.
12. CARE OF EQUIPMENT: Teachers shall be responsible for the proper care of all materials under their supervision.

13. DISCUSSIONS WITH STUDENTS: Teachers shall not at any time engage in controversial school issues in the presence of students. Matters in which teachers are in disagreement should be discussed privately.
14. SERVING ON COMMITTEES: Teachers will frequently be asked and expected to serve on committees which will be formed during the course of the year for improvement of some phase of the school's program.
15. ACTIVITY PASS: Certified teachers will be issued a free activity pass provided they help supervise at two designated school activities per school term. Head coaches will also be issued a free activity pass. Passes are not transferable.
16. All lesson plans must be emailed to the principal by Monday at 8:00 A.M.
17. Performance evaluations will be conducted by the principal and based on the details of this job description and the evaluation tool as adopted by the board of education.

Amended: 12/13/2011
Amended: 05/11/2016

Supervision, Evaluation and Employment Policy

Certified Personnel

1. A school exists for the welfare of boys and girls. Supervision and evaluation of certified staff members shall be oriented toward improving instruction. Employment in the District can only be justified by such evaluation. All certified staff members shall be expected to conduct any self-evaluation or job target evaluation as deemed necessary.

2. Minimum teacher evaluation shall be scheduled by the Principal as follows:
    a. All teachers new to the school system shall be evaluated a minimum of once a semester during the first three years of employment.
    b. All other teachers shall be evaluated as deemed necessary, but at least once every year. (annually)

3. The "GUIDELINES FOR EVALUATION" shall provide a basis for common understanding of the evaluation process.

4. It is assumed that evaluation will be made in a variety of classroom situations, i.e., not always in the same subject matter or in the same size of group. Sufficient time should be allocated to an evaluation relative to the activity being observed.

5. Following the evaluation, the Principal shall prepare the written record of the evaluation and shall have a conference with the teacher regarding that evaluation. The teacher shall have an opportunity during that conference to write any comments of reaction to the evaluation received.

6. When a teacher receives an evaluation stating "recommended with qualification for reemployment", the teacher must be apprised of that in the conference with the Principal. The teacher is to be advised in writing and counseled orally relative to areas in which improvement is necessary.

7. Before a teacher is given an evaluation stating "not recommended for reemployment", the Principal will have had a minimum of two conferences with the teacher relative to the areas of weakness.

8. In cases cited in numbers 6 and 7 a teacher may request an evaluation and/or conference with the Superintendent.

9. The teacher shall view, discuss and sign all written evaluations being submitted to the Superintendent by the Principal for the teacher's evaluation file. Signing by the teacher does not imply agreement to the evaluation, but merely indicates that these items were discussed.

Temporary Disengagement

The Board recognizes the inadequacies of "crisis action" and the importance of expert legal counsel in the area of dismissal for any employee. In the event of a "crisis" situation, the employee will be temporarily disengaged from their responsibilities and requested to await further notice from the administrative office. This action only simplifies the situation so as to maintain a proper environment for learning and in no way imposes contributory involvement to the employee. He/she may be reinstated to their responsibilities when advisable, or may be notified of suspension when investigation so indicates.

Suspension
Where contributory involvement is ascertainable, the employee should be suspended pending an executive session hearing before the Board and a decision regarding further employment. The employee shall have full opportunity for defense against charges and to face any person who has made allegations. If any counsel is to be present, both the employee and the Board should be represented for advice concerning legal rights and possible legal outcome. In the event of civil or criminal litigation, the welfare of the boys and girls shall be the only criteria on which continued employment is based.

Dismissal
Immediate dismissal shall be based on the provisions of SDCL. The Board shall take this step only on advice of legal counsel or on the basis of affirmative evidence supporting such action by the Board.

In all events, the welfare of the students will be the major contributing criteria on which board actions are based.

All employees are expected to adhere to SDCL, federal laws and the negotiated agreement.

Guidelines for Evaluation

1. KNOWLEDGE OF SUBJECT MATTER: Instructors show that they have adequate background of information necessary for their level of instruction.

2. PLANNING AND PREPARATION: Day to day preparation is sufficiently detailed to indicate that the teacher has given careful consideration to the instructional needs of the children in their charge. The instructor makes proper use of the materials provided and shows initiative and planning in the employment of outside resources that compliment subjects currently under study.

3. PRESENTATION OF SUBJECT MATTER: The teacher demonstrates the ability to select and use subject matter appropriate to the level of instruction of the children in their charge. The instructor's education and background of experiences has prepared them to teach children imaginatively and creatively.

4. ABILITY TO INTEREST STUDENTS: The ability to secure and retain the interest of children is observable in the enthusiasm children display toward classroom activities.

5. USE OF ENGLISH: Instruction is given with clear diction and with the omission of slang. The vocabulary used is held to the level of the learner. Written and oral transmission of ideas is done in a manner that is clear and understandable to all concerned.

6. APPEARANCE OF THE CLASSROOM: The room shows evidence of teacher efforts to maintain an orderly appearance at the close of the working day. Books, teaching aids and supplementary materials are assigned to a definite place and kept there when not in use. Teacher makes a concentrated effort to maintain bulletin boards, displays, etc. concurrent with the level of instruction taking place.

7. UNDERSTANDING OF CHILDREN: The instructor demonstrates by action and practice, that they understand and provide for the educational needs of each child and that they respect the dignity and integrity of the individual. Their understanding of the growth and development of children is reflected in their educational relations with the members of their class.

8. USE OF TEACHING TECHNIQUES: The instructor demonstrates the energy and aptitude to introduce new ideas and to present all instructional materials. They demonstrate the ability to meet new situations.

9. DISCIPLINE: The instructor maintains a learning situation in their classroom at all times. Good work habits are taught and encouraged in an effort to reduce the need for discipline measures. The teacher frequently appraises their instructional program in terms of pupil needs.

10. PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES: The instructor participates willingly and performs effectively when assigned extra- curricular and other non-teaching responsibilities.

11. HELPS WITH PUPIL CONTROL REGULATIONS: Instructor makes a deliberate effort towards implementing student behavior policies, whenever and wherever deviation from these policies is observed.

12. CARRIES OUT SCHOOL RELATED ASSIGNMENT: The instructor serves willingly and effectively on building-wide and system-wide committee assignments.

13. NEATNESS AND APPEARANCE: The instructor displays good taste and maintains the proper demeanor commensurate with accepted styles and fashions. He has the general bearing and demeanor of calm assurance when involved with students, parents or fellow teachers.

14. DEPENDABILITY: The instructor can be expected to perform duties and carry out school policies without an undue amount of class supervision.

15. INDUSTRY: The instructor makes diligence a habit and devotes steady attention to the responsibilities of teaching.

16. HEALTH AND VITALITY: The instructor is sufficiently strong physically to present the instructional program and to carry out such additional and reasonable assignments as may be requested by the Administration.

17. EMOTIONAL MATURITY AND SELF CONTROL: The instructor demonstrates the ability to cope with a variety of situations in a professional, impartial and unemotional manner. The teacher's general bearing and demeanor is one of calm self-assurance with the students, parents and fellow teachers.

18. PUNCTUALITY: The instructor closely adheres to School Board regulations in reporting for and departure from work, promptness in reporting for other school-related engagements and in submitting reports.

19. TACT AND DISCRETION IN CONVERSATION: Instructors do not discuss school policy and administrative actions in a negative manner with students or general public. They use tact and discretion in conversation when discussing school personnel and activities.

20. COOPERATION: Employee, whether in agreement or not, abides by the reasonable decision of the majority or by the judicious action of the Administration. Instructor puts forth the maximum effort to achieve the goals of both the school and the group. They work to maintain harmonious relations with fellow employees.

21. SOCIAL ATTITUDES: Instructor's personal habits and pursuits do not conflict with the conduct pattern generally accepted within our culture.

22. PROFESSIONAL ATTITUDES: The instructor reflects by work and deed, a positive attitude toward active membership in professional organizations, in compliance with School Board policies, and rules and regulations of the Administration. The instructor accepts and applies proven new ideas in education.

23. EVALUATION: Beginning with the 2012-2013 school year, Kadoka Area School District evaluation tool will be based upon the Charlotte Danielson mode.

Head Coaches – SDHSAA Rules Meeting

All head coaches or sponsors are required to attend rules meetings sponsored by the SDHSAA. Every coach must submit and pass the open book test in their activity. Any fines assessed will be the responsibility of the coach/sponsor.

Early Retirement – Article III – Group Health Insurance – Retiree Plan

Discontinued: 06/30/2014
Deleted: 05/11/2016

Substitute Teacher Compensation

Compensation for substitute teachers is established at the annual meeting.

After eight (8) consecutive working days of substituting for the same teacher, the compensation for the substitute teacher shall increase to the rate established at the annual meeting. The long-term substitution shall begin on day nine and shall continue as long as the person is working for the same teacher for nine (9) or more consecutive days.

Compensation for partial days shall be prorated to hourly basis for an eight-hour day, except if the school day is shortened for weather or emergency situations, it will be considered a full day for substitute compensation.

Compensation for substitutes for non-certified staff shall be paid at the rate established at the annual meeting.

Updated:	07/2008
Revised:	03/14/2012
Revised:	07/09/2014
Revised:	05/11/2016
Revised:	07/12/2021

Corporal Punishment and Physical Restraint

The use of corporal punishment, defined as any act of physical force upon a student for the purpose of punishing that student, is not acceptable in this district and will not be tolerated as a disciplinary measure. The term shall not apply, however, to the use of physical force that is reasonable and necessary for supervisory control over students. This would include, but is not limited to, the following situations:

1. For the purpose of self-defense.

2. To protect other persons from physical injury.

3. To protect property of the school or of others.

4. To remove a student if the student has refused to comply with requests to refrain from disruptive behaviors.

In the event that physical force is used, the following reporting procedure will be followed:

1. The individual who has used physical force must file a written report with the principal if it was an isolated incident. Teachers and staff members who must use physical restraint with a student several times during the course of the school day will keep a record of such occurrences as they take place. The superintendent will be notified and kept informed of all such incidents. The parents will be notified in each isolated incident whereas those parents/guardians of a child that must be restrained several times during the course of a school day will be notified and met with so as to better inform them as to the reason and type of restraint being used. This is to ensure that they fully understand the reasoning for such actions by the teachers and staff.

2. The report shall relate all relevant details of the incident(s), including date, time and place, what action was taken, why the action was taken and what measures, if any, will be taken to prevent the need for such actions in the future.

3. All reports pertaining to the above will be kept on file and made available to the parent/guardian upon request.

4. The parent will be given an opportunity to confer with the student, the teacher/staff member and the administrators involved in the incident to discuss the situation. The conference will take place at an agreed upon time.

The superintendent will keep the school board apprised of all incidents of the use of physical force.

Library Materials Selection

The aim of the Kadoka School library is service to all students in the Kadoka Elementary and High School. This includes individuals and groups of varied ages, education levels, philosophies, economic levels, ethnic origin and human condition. Fulfilling the educational, informational and recreational needs of these students is the library's broad purpose. All print and non-print materials are selected for this library in accordance with these basic objectives.

The following paragraph from the national Library Bill of Rights states that:
"As a responsibility of library service, books and other library materials should be chosen for values of interest, information and enlightenment… In no case should library materials be excluded because of the race or nationality or social, political or religious views of the authors."

The Library Bill of Rights further states that:
"Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times…"

Responsibility for selection of books and library materials should be vested in the librarian. He/She may delegate to such members of the staff as are qualified by reason of training, the authority to interpret and guide the application of the policy in making day-to-day selections. A library committee consisting of the librarian, principal, two teachers and three parents will be appointed by the superintendent and meet as needed, such meetings to be convened by the librarian.

Certain factors influence the selection of library materials:

1. The author's reputation and significance as a writer.
2. The importance of the subject matter to the collection.
3. Availability of material in the system, in other libraries, or in print.
4. Timeliness or permanence of the book.
5. Authoritativeness.
6. Inclusion in standard bibliographies or indexes.
7. Price.
8. Format, including possibility of rebinding, as well as type and legibility.
9. Books which advocate as major and acceptable themes, excessive violence, profanity, torture and pornography present unusual problems and the librarian should exercise caution about including such works in a school collection.

Books for the library collection should be selected to support the school curriculum, reflect the school philosophy and the district policy. Consideration of the ages and developmental levels of students should figure largely. While community values should not dictate selection practice, they should serve as one of several guidelines used in the selection process. Consideration of these values means being sensitive to subjects that may be of general concern to the community. When selecting possibly controversial materials, it is important to know how they will be perceived by the community and to have defensible reasons for the selection. This concept draws a fine line that should not extend into censorship. It is one area where public and school libraries diverge significantly in policy.

In selecting materials, the librarian and/or library committee will use recommendations from staff and parents, authoritative book reviews and personal reading to sift through the millions of titles available.

Library Materials Complaints

The Board reserves to itself the final responsibility for all library materials used in the district schools. The Board recognizes that without a free and vigorous exchange of ideas, learning and teaching cannot take place effectively. However, the Board also recognizes that district residents have a right to express concern about the content of materials available to students.

When patrons have concerns about particular materials, these concerns should be stated IN WRITING and go through the proper chain of command. The objections will then be carefully considered and accorded the courtesy of a prompt reply by school personnel. All such replies will be based on the philosophy and instructional goals of the district and upon the criteria for selection of instructional materials.

Complaints against library materials will be considered a most serious matter and will be processed in a thoughtful and deliberate manner. Therefore, the following procedures are to be followed, step by step. Complaints that reach step 3 will be reported to the Board.

1. The material in question should first be discussed with the teacher or librarian, who will report the results of this meeting to the principal. If satisfaction is not reached, the complainant may continue with step 2.
2. The principal will meet to discuss the material with the complainant and the teacher or librarian. The results of the meeting will be reported to the superintendent. If satisfaction is not gained, the complainant will be requested to complete the form, "Request for Reconsideration of Instructional Materials," before proceedings to step 3.
3. The Board of Education will appoint a review committee composed of the following members:
   - The building principal
   - The building librarian
   - Two building teachers
   - Three adult district patrons

   The committee members will be asked to read or view the material and respond to the complainants' answers to the questions on the form, "Request for Reconsideration of Instructional Materials." The recommendation of the committee will be sent to the complainant by the superintendent. If the complainant is not satisfied, he/she may continue with step 4.
4. The superintendent will meet with the complainant to resolve the problem. If an impasse has developed the matter is to be directed to the Board in step 5.
5. The complainant will appear before the Board as the final step in the request for reconsideration of library materials.

Citizen's Request Form for Purchase or Removal of Material

AUTHOR _____

TITLE _____

EDITION OR SERIES _____VOLUME _____

PUBLISHER/PLACE _____ YEAR _____

PRICE (IF KNOWN) _____

REASON FOR REQUESTING PURCHASE OR REMOVAL _____

RECOMMENDED BY _____

REVIEWED IN _____

SIGNATURE _____ DATE _____

Military Leave

Employees of the School District who qualify as members of a "reserve component" to include the Army and National Guard and the Reserves will be granted leave of absence from their employment with the district in accordance with the following established procedures:

Kadoka Area School District employees who are members of the "reserve component of the armed forces" will be granted military leave of absence by the superintendent upon receipt of a formal written request.

Kadoka Area School District employees who are members of the "reserve component of the armed forces" are strongly encouraged to fulfill military training/active duty requirements that are optional when school is not in session.

Employees requesting military leave for training or due to activation will obtain a written order from the Commander of their Reserve or National Guard unit showing the dates of the training period or activation. Upon receipt of the written order or letter to the employee, the employee shall immediately (within seventy-two hours of receipt by the employee) submit to the superintendent or his/her designee a copy of the written order or letter which states the employee must be absent from work due to training or activation and the dates of the training or activation.

Employee of the School District who are called to active duty in the military service qualify under the Soldier's Preference Law to be reinstated with accrued benefits.

Employees of the School District who are called active duty in the military service shall receive no pay from the district during the absence. Accumulated leave and benefits with be maintained.

1st Reading – May 8, 2013
Adopted – June 12, 2013

Chapter 10 ALL EMPLOYEES

Disaster Plan

The Kadoka Area School Board is very concerned with the welfare of the students in the Kadoka Area School District #35-2.

The first concern is fire safety training and fire drills for all of the students. It is imperative the students are familiar with the fire routes posted in each room. Instructors are to inform each class as to which route they are to use for fire drills. Instruction in fire safety, which should include the use of fire extinguishers, should be offered periodically.

The perils of nature such as tornadoes, snowstorms and extremely frigid weather all pose life threatening situations. The practice of conducting tornado drills will continue on an annual basis.

It is our intention to cancel school when weather conditions are threatening and to use the telephone trees established in each school to notify parents of early dismissal. Early dismissal will take place when the weather conditions deteriorate after school is in session.

PLAN OF ACTION FOR USE IN BOMB THREAT IN SCHOOL

1. If the superintendent receives a call informing them that a bomb has been placed in any school building, they will immediately call local authorities and building principal.
2. If the principal receives a call, they will immediately call the superintendent who will call local authorities.
3. If a teacher receives information of a bomb threat, they will immediately notify the building principal, who will then follow procedure.
4. The principal will use the fire alarm for evacuation of the building as in a fire drill.
5. The teachers and students will stay in the assembly area until authorized to return to the building or dismissal.
6. During bad weather the gym shall be searched quickly so students can assemble there.

During periods when a bomb threat is quite likely, the following actions are suggested:

1. Rooms should be locked at all times when not in use (a good procedure at all times).
2. Teachers should briefly check room on arrival in the morning or upon return to the room during the day and report to the principal any unusual circumstances.
3. The teacher should stay in the room until all students leave, then lock the door when leaving.
4. The custodian should lock the door when leaving the room after cleaning.
5. Have priority search areas:
    a. Area where warning said it might be placed
    b. Classrooms
    c. Lockers
    d. Gymnasium, auditorium, cafeteria etc.

6. If the public is to be informed, seek in advance the cooperation of news media with the understanding that news media will not broadcast or publish, except possibly editorially without permission of school authorities.

Crisis Plan

Kadoka Area School

QUICK RESPONSE TEAM	INTERCOM MESSAGE 33* 1. This is a lock down. Non threatening Situation. Quick Response Team, Please report to _____. 2. This is a lock down. Potentially dangerous situation. (Brief explanation at administrative discretion). 3. This is a lock down. Please check your rooms and wait for further instruction.	EXPLANATION 1. Quick Response Team only, we will announce location of the problem. 2. Building emergency - LOCK ROOMS - Wait for instruction. 3. Bomb Threat Received – Look around rooms, etc. **DO NOT CAUSE A PANIC**
	ACTION	**WHO**
BOMB THREAT	1. Call-taker should judge seriousness of threat. Keep the caller on the line. 2. Trace call *57 3. Notify Principal and Superintendent 4. Notify Law Enforcement 5. Decision to evacuate 6. Intercom message 7. Floor Plan	1. Call taker or anyone 2. Call taker 3. Any 4. Principal or designee 5. Law enforcement/Administration 6. Principal or designee 7. Secretary to the Principal/Custodian
SEVERE WEATHER	1. Decision to dismiss 2. Notify staff and students 3. Evacuation of students	1. Superintendent or designee 2. Principal or designee 3. Classroom teacher and staff
FIRE / EXPLOSION	1. Evacuate the area 2. Pull the fire alarm 3. Evacuate the building 4. Confirm alarm to 911 5. All clear when directed	1. Faculty 2. Any 3. All 4. Office staff 5. Office staff
DEATH / ACCIDENT (OUT OF SCHOOL)	1. Notify staff 2. Notify Superintendent 3. Conduct staff meeting for information 4. Notify students	1. Principal or designee 2. Principal or designee 3. Administration 4. Staff
DEATH (IN SCHOOL)	1. Notify office 2. Notify 911 3. Notify parents 4. Notify staff 5. Notify media (as needed) 6. Decision to dismiss school/events 7. Notify clergy (as requested). 8. Notify Crisis Support Personnel	1. Any 2. Office staff 3. Principal/Office staff 4. Principal/Office staff 5. Administration 6. Superintendent or designee 7. Office staff 8. Principal
HOSTAGES OR TERRORISTS	1. Call intercom message #2 2. Notify Superintendent, principals and head custodian 3. Establish command center- - (Office, classroom or other) 4. Decision to dismiss school 5. Notify parents 6. Notify essential personnel to remain in building 7. Communicate with parents and students 8. Locate floor plans and student rosters 9. Notify clergy (if requested) 10. Notify and direct media 11. Notify Crisis Support Team	1. Principal or designee 2. Principal or designee 3. Office Staff / Law enforcement 4. Superintendent or designee 5. Office staff 6. Office staff 7. Principal or designee 8. Head custodian and Administration 9. Office staff 10. Principal or designee 11. Administration and counselor
TORNADO / EARTHQUAKE	1. Monitor National Weather Channel 2. Move students out of classrooms into a safe area 3. Prevent students from leaving building	1. Office staff 2. Teachers 3. Staff

Sexual Harassment

1. POLICY

   It is the policy of the Kadoka School District that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee, student or visitor of the district may sexually harass another. Any person will be subject to disciplinary action for violation of this policy.

2. DEFINITION

   Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

   a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
   b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; or
   c. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment or educational environment.

3. REGULATIONS

   Sexual harassment is illegal under both South Dakota (Executive Order 81-08) and Federal (Title VII, Title IX) law. In some cases, it may be liable to prosecution under the criminal sexual conduct law. All reported incidents of sexual harassment will be promptly and thoroughly investigated and all substantiated acts of sexual harassment will result in immediate and appropriate corrective action. Confidentiality consistent with due process will be maintained.

4. ACCOUNTABILITY

   The faculty, staff, administrators and students of the Kadoka School District are responsible for maintaining a working and learning environment free from sexual harassment. It is the obligation of each employee and student to become fully informed of the provisions of this policy and assure individual compliance. To assure dissemination of this policy, copies will be posted at appropriate locations.

5. COMPLAINTS

   Any employee who feels that he or she has been subject, in the work place, to sexual harassment, should report the incident immediately to his or her immediate supervisor and/or to the superintendent. If the immediate supervisor is involved in the activity, the violation should be reported to that supervisor's immediate supervisor. Students may report such incidents to the principal or superintendent of the school. Resolution of complaints or problems may be pursued informally or formally at the option of the person who feels he or she has been subject to sexual harassment.

Employee Communicable Diseases

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

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

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

The advisory committee may be composed of:

1. A representative from the State Health Department
2. The employee's physician
3. The employee and/or designee
4. The school health service's provider
5. The superintendent or designee, and
6. Other appropriate school personnel

In making the determination, the advisory committee shall consider:

1. The physical condition of the school employee
2. The expected type(s) of interaction with others in the school setting
3. The impact on both the infected school employee and other in that setting
4. The South Dakota Department of Health guidelines and policies
5. The status of certification of the employee as is promulgated in SDCL
6. Information regarding the infected employee which is deemed part of their personnel records, therefore is classified as "Confidential" as required by SDCL.

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

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

Public information will not be revealed about the employee who may be infected. If the employee is permitted to remain in the school setting, the following procedure will be followed by the principal: Information will be provided, as appropriate to school employees who have regular contact with the employee, as to the employee's medical condition and other factors needed for consideration in carrying out job responsibilities.

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

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

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

Drug Free Workplace

USE OF ALCOHOL, DRUGS AND CONTROLLED SUBSTANCES BY EMPLOYEES

Student and employee safety is a paramount concern to the school board. Employees under the influence of alcohol, drugs or controlled substances are a serious risk to themselves, to students and to other employees. Therefore, the school board will not tolerate the unlawful manufacture, use, possession, sale, distribution or being under the influence of drugs or controlled substances. Nor will the board tolerate the unlawful use of, or being under the influence of, alcohol by an on-duty employee. Any employee who violates this policy will be subject to disciplinary action, which may include dismissal. Each employee of the district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and will report to the superintendent any criminal drug statute convictions for a violation occurring in or on the premises of this school, or while engaged in regular employment. Such notification must be made by the employee to the superintendent no later than five days after conviction. The superintendent will provide notice of such violation to the Impact Aid Program, US Dept. of Education or other appropriate government agency within ten days after the superintendent receives such notification.

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

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

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

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

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

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

Blood and Other Body Fluids

The proper handling of blood and other body fluids is important in maintaining a clean, disease free environment. Therefore, all school employees will receive instruction when they are hired, regarding the proper handling of blood and other body fluids. The instruction will be provided by the School Health Coordinator and will include the following information:

Food Service Workers:

1. All epidemiological and laboratory evidence indicates that blood borne and sexually transmitted infections are not transmitted during the preparation and serving of food or beverage.

2. Food service workers are to exercise care to avoid injury to hands when preparing food. Should such an injury occur, food contaminated with blood will be destroyed.

3. Any equipment contaminated with blood or other body fluids will be cleaned with soap and water or detergent. A disinfectant solution is to be used to wipe the area after cleaning.

4. Disposable rubber or similar impervious material gloves are to be used when cleaning any surface that has been contaminated with blood or other body fluid.

5. Proper procedure for putting on and removing gloves will be taught. After gloves are removed, hands must be thoroughly washed with soap and water.

Custodial Staff:

1. Disposable rubber or similar impervious material gloves are to be used when cleaning any surface that has been contaminated with blood or other body fluid.

2. Proper procedure for putting on and removing gloves will be taught. After gloves are removed, hands must be thoroughly washed with soap and water.

3. Surfaces which may be exposed to blood or other body fluids are to be treated with a disinfectant solution (1:10 dilution of household bleach).

4. Any vomit or body fluid on carpeting is to be treated with dry deodorizer followed by hot water extraction.

5. Any potentially infectious waste will be contained and transported in clearly identified heavy impervious material.

6. Wastes, which cannot be flushed down the toilet, may be disposed of in regular trash pickups, using a plastic liner in the trash can and a tight fitting lid.

7. Blood and other body fluids may be carefully poured down a drain connected to a sewer system.

School Health Aides (Secretaries):

1. Always wash hands thoroughly before and after any student contact to reduce spread of infection.

2. Disposable rubber or similar impervious material gloves are to be used when working with students in any situation where contact with blood or other body fluids may occur.

3. Proper procedure for putting on and removing gloves will be taught. After gloves are removed, hands must be thoroughly washed with soap and water.

4. Any surfaces or instruments exposed to blood or other body fluids are to be cleaned with soap and water, and then disinfected with a solution of 1:10 household bleach and water.

5. Any potentially infectious waste will be contained and transported in clearly identified heavy impervious material.

6. Wastes, which cannot be flushed down the toilet, may be disposed of in regular trash pickups, using a plastic liner in the trash can and a tight fitting lid.

7. Blood and other body fluids may be carefully poured down a drain connected to a sewer system.

Coaches and Student Trainers:

1. Disposable rubber or similar impervious material gloves are to be worn when working with athletes in any situation that may involve contact with any form of human body fluids.

2. Proper procedure for putting on and removing gloves will be taught. After gloves are removed, hands must be thoroughly washed with soap and water.

3. Athletes who have open sores or wounds must wear a protective cover to guard against transfer of blood or body fluids from person to person.

4. Any surfaces exposed to blood or other body fluids are to be cleaned with soap and water, and then disinfected with a solution of 1:10 household bleach and water.

5. Any potentially infectious waste will be contained and transported in a clearly identified heavy impervious material.

6. Athletes are to be provided individual drinking containers during practices and athletic events.

7. Wastes, which cannot be flushed down the toilet, may be disposed of in regular trash pickups, using a plastic liner in the trash can and a tight fitting lid.

8. Blood and other body fluids may be carefully poured down a drain connected to a sewer system.

Bus Drivers:

1. Disposable rubber or similar impervious material gloves are to be worn when working with students in any situation where contact with blood or other body fluids may occur.

2. Proper procedure for putting on and removing gloves will be taught. After gloves are removed, hands must be thoroughly washed with soap and water.

3. Any surfaces exposed to blood or other body fluids are to be cleaned with soap and water, and then disinfected with a solution of 1:10 household bleach and water.

4. Any potentially infectious waste will be contained and transported in clearly identified heavy impervious material.

Teachers, Secretaries and Administrators:

1. If possible, do not handle blood or other body fluids. Call a custodian.

2. If you must handle human body fluids, follow procedure delineated for school health aides.

Child Abuse and Neglect

LAW:
According to SDCL, any school teacher, counselor, school official or nurse having reason to suspect that a student under 18 years of age has been abused and/or neglected shall report these suspicions either to the local states attorney, the Department of Social Services, the county sheriff or the city police.

Several points warrant emphasis:

1. The duty to report concerns suspicion only. The burden of proof does not rest with the person reporting.
2. Medical or professional confidentiality does not apply in cases of suspected child abuse or neglect.
3. No person may be sued for reporting a suspected case, in good faith, even if the suspicion is proven to be unsubstantiated. On the contrary, failure to report constitutes a Class 1 misdemeanor.

REPORTING PROCEDURES:
When any school teacher, school nurse, school counselor, school official or administrator suspects that a child is abused and/or neglected, the following information should be gathered:

1. The child's name and address.
2. Name of child's parents or caretaker.
3. Any known family alias.
4. Evidence and observation or incident(s) including any times, dates, persons present and locations where incident(s) took place.
5. Any statements made by the child regarding the suspected abuse or neglect.

In addition to the report required in SDCL, the above-named school personnel are also required through to notify the school principal or school superintendent or their designee regarding their suspicion. A written report concerning this suspicion must be filed with the building principal. The school principal or school superintendent or their designee shall, in turn, make a report to the Department of Social Services or to the county sheriff, or to the city police or states attorney, either in person or by telephone.

A copy of the school's report will be forwarded to the agency with which the referral was made. The original written report will be placed in a confidential file in the building principal's office.

Please Note: It is not the responsibility of the school or any school employee to investigate suspicions. This is the function of Social Services, law enforcement or the states attorney.

Reporting Form – Suspected Child Abuse and Neglect

Name of School: _____
Address of School: _____
Name of involved child: _____
Address of Involved Child:
_____
_____
Grade: _____ Child's Teacher: _____
Name and Address of Parent/Guardian: -
_____
_____
Date and Place of Birth of Child:
_____
_____

Nature and extent of injuries, or description of abuse or neglect, including approximate dates observed; time of day, names of other persons present or who may have knowledge of the incidents:

List any other information that may be helpful in establishing the case of the abuse or neglect.

Administrator: _____
Teacher: _____
Reported To: _____ at
___ Department of Social Services
___ Sheriff's Office
___ Police Department
___ State's Attorney
Date Report Made: _____

NOTICE TO SCHOOL ADMINISTRATOR OR TEACHER

This form must be filed in the confidential file in the building principal's office. A copy must be forwarded to the agency receiving the initial referral.

Family and Medical Leave – Professional Staff

An eligible employee is entitled to 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 (not to exceed 12 months after adoption or placement).
3. The illness of an employee's spouse, parent or child.
4. The employee's own illness (serious health condition).

The employee must first use and count all available accrued paid leave-before using the unpaid leave. During the period of FMLA Leave, the employee is entitled to the continuation of all fringe benefits including paid leave. The district will continue to pay its portion of the health insurance, and it will be the employee's responsibility to continue to pay for their portion. The payment shall be due to the district on the first day of each month and shall be paid one month in advance. Upon return to work, the employee will be entitled to their same position or an equivalent position with equivalent pay, except that return to work during the last two (2) or three (3) weeks of a semester is subject to certain restrictions. See Special Rules below.

In cases where both spouses are employed by the 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 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 administrator or supervisor and is at the request of the employee.

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 district.

In case of employee illness, in addition to current sick leave policy requirements, the district may require the employee to provide certification by their 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 district will require the employee to reimburse the district's share of the health insurance premiums paid while the employee was on FMLA Leave.

Special Rules:

1. Rules Applicable to Instructors in Periods Near the conclusion of an Academic Term (School Semester). The following rules apply to any employee who takes FMLA Leave under this policy and who is employed principally in an instructional capacity:
    a. If FMLA Leave begins more than five (5) weeks before the end of an academic term, the principal may require the employee to continue taking leave until the end of that academic term if:
        1) The leave is of at least three (3) weeks duration; and
        2) The return to work would occur during the three-week period before the end of the academic term.
    b. If FMLA Leave begins within the five (5) weeks before the end of an academic term, the principal may require the employee to continue taking leave until the end of that term if:
        1) The leave is of more than two (2) weeks duration; and
        2) The return to work would occur during the two (2) week period before the end of the academic term.
    c. If FMLA Leave begins within three (3) weeks before the end of the academic term, the principal may require the employee to continue taking leave until the end of that term, if the leave is for more than five (5) working days.
    d. If the school system requires a teacher to extend leave under these rules, the extended leave is counted against the teacher's FMLA Leave allotment. If the teacher's FMLA Leave allotment expires during the extension, the additional time is nevertheless deemed FMLA Leave.
2. Questions on these special rules should be addressed to the superintendent or designee. The superintendent or designee will work individually with an employee who wants to apply for FMLA Leave. FMLA request forms are available from the Business Office.

The district shall comply with the mandatory provisions of the FMLA of 1993. The superintendent shall administer leave policies adopted by the board, setting forth the rights and procedures granted by the Act, and shall ensure compliance with those policies either personally, by delegation, or by some combination of personal oversight and delegation. An eligible employee must have been employed by the district for at least one thousand two hundred fifty (1,250) hours during the previous twelve (12) months.

American's with Disabilities

Section 504/ADA Policy

Section 504/ADA is an Act which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working).

2. Has a record of such impairment.

3. Is regarded as having such impairment.

In order to fulfill its obligation under Section 504/ADA, the Kadoka School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the Kadoka School District.

The district has specific responsibilities under the Act, which include the responsibility to identify, evaluate and if the child is determined to be eligible under Section 504/ADA, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

It is the policy of the Kadoka School District to provide a free and appropriate public education to each student with disabilities within its jurisdiction, regardless of the nature or severity of the disability.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

Due process rights of students with disabilities and their parents under Section 504 will be enforced. Due process rights of personnel under ADA will also be enforced.

If there are questions, please feel free to contact the superintendent, 504/ADA Coordinator for the District at 605-837-2175.

The Kadoka School District has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by civil rights regulations implementing Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794) and ADA/title II of the Americans with Disabilities Act of 1990 Title II, 42 U.S.C. Section 12131. Section 504 states, in part, that "no otherwise qualified disabled individual…shall, solely by reason of their disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance…". Title II provides that no qualified individual with a disability shall, on the basis of disability, be subjected to discrimination under any service, program, or activity conducted by a public entity.

Complaints should be addressed to: Kadoka School Superintendent, who has been designated to coordinate Section 504/ADA compliance efforts.

1. A complaint should be filed in writing, contain the name and address of the person filing it and briefly describe the alleged violation of the regulations.

2. A complaint should be filed within ten (10) working days after the complainant becomes aware of the alleged violation. (Processing allegations of discrimination that occurred before this grievance procedure was in place will be considered on a case-by-case basis.)

3. An investigation, as may be appropriate, will follow a filing of complaints. They impartial investigation will be coordinated by the superintendent or an impartial investigator as agreed upon by the complainant and district. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

4. A written determination as to the circumstances involved in such complaint and a description of the recommended resolution, if any, will be issued by the superintendent or a designee and a copy shall be forwarded to the complainant no later than 30 working days after its filing.

5. The Section 504/ADA Coordinator will maintain the files and records of the Kadoka School District relating to the complaints filed.

6. The complainant can request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. The request for reconsideration should be made within 10 working days. A response to the complainant will be made within 10 working days. One can also file at an impartial level other than through the school district, such as the Office for Civil Rights (OCR).

7. The right of a person to a prompt equitable resolution of the complaint filed hereunder will not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the responsible federal department or agency. Using this grievance procedure is not prerequisite to the pursuit of other remedies.

8. These rules will be construed to protect the substantive rights of interested persons, meet appropriate due process standards and assure that the Kadoka School District complies with Section 504 and its implementing regulations.

9. No retaliation will be instigated against those filing complaints.

Grievance Procedure Report Form

KADOKA SCHOOL DISTRICT #35-1

General statement of policy prohibiting Section 504 and Title II discrimination.

The Kadoka Area School District has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by civil rights regulations implementing Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794) and ADA/Title II of the Americans with Disabilities Act of 1990 Title II, 42 U.S.C. Section 12131. Section 504 states, in part, that "no otherwise qualified disabled individual…shall, solely by reason of their disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance…" title II provides that no qualified individual with a disability shall, on the basis of disability, be subjected to discrimination under any service, program or activity conducted by a public entity.

Complainant _____
Home Address _____
Work/School Address _____
Home Telephone (___)_____ Work Telephone (___)_____
Date of Alleged Incident _____
Name of person you believe subjected you to discrimination _____
List any witnesses that were present _____
Where did the incident occur? _____

Describe the incident as clearly as possible, including such things as: which rights were violated; any verbal statements (i.e., accommodations requested, accommodations provided or actions taken, etc.). Attach additional pages if necessary.

_____
_____
_____
_____

This complaint is filed based on my honest belief that _____has subjected me to discrimination. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

_____ _____
Complainant's Signature Date

_____ _____
Received By Date

Meals and Travel Rates

WHEREAS it is necessary for the Kadoka Board of Education to establish allowances for mileage and per diem while traveling on school business, and

WHEREAS official guidelines for amounts and computation procedures are essential for proper accounting and internal control.

NOW THEREFORE BE IT RESOLVED that the following rates be adopted:

IN STATE:

Lodging: Adults - actual cost up to $80.00 per day ** receipts required **
Groups - actual cost up to $17.00 per day ** receipts required **
These amounts may be adjusted with prior approval from the superintendent on a case by case basis.

Meals:	Adults –	State Rate	
	Students –	Breakfast	$5.00
		Lunch	$10.00 (for overnight trips)
		Dinner	$14.00 (for overnight trips)

Mileage: (state rate)

OUT OF STATE:

Lodging: Actual cost up to $150.00 per day plus tax ** receipts required **
This amount may be adjusted with prior approval from the superintendent on a case by case basis.

Meals:	Adults -	Breakfast	$10.00
		Lunch	18.00
		Dinner	28.00
			$56.00 maximum per day per person

BE IT FURTHER RESOLVED that the following schedule for computation for travel/meal allowances be adopted:

1. Meal allowances will be provided only for trips requiring overnight travel and as per the following guidelines:
   a. Breakfast will be allowed if any employee leaves his duty station before 5:30 a.m. on the day of travel.
   b. Noon lunch will be allowed if any employee leaves his duty station before 11:00 a.m. on the day of travel.
   c. Dinner shall be allowed if any employee leaves his duty station before 5:00 p.m. on the day of travel.
2. Overnight travel expense for groups is allowable for regional and/or state tournaments only. The superintendent may waive overnight student travel for special circumstances.

Insurance Benefit Termination

Insurance benefits are defined as the contribution toward insurance premiums on behalf of the employee by the school district.

The amount of insurance benefits provided to employees is determined by negotiated agreement and/or board policy.

Insurance benefits for employees leaving employment by the district shall be terminated on the last day of the month in which the employee receives their last check. However, federal benefits (COBRA) will be applicable.

All Employees

1. COMMUNICATION BY EMPLOYEES TO BOARD: All communications concerning school business from the board to employees and from employees to the board shall be made through the superintendent.
2. POLITICAL ACTIVITY: No partisan political activity or agitations shall be permitted on the part of any school employees at any time during the regular school hours. No federal funds will be used for political activities.
3. ABSENCES NOT COVERED BY LEAVE POLICY: Absence allowances will be determined by administration. Appropriate prorated deductions will be made.
4. SUBSTITUTES: In all cases of absences, a substitute is to be secured by the school officials, never by the employee, without permission from the supervisor. Substitute teachers are hired by the board of education at a rate determined by the board.
5. OUTSIDE EMPLOYMENT: Employees of the district may engage in gainful employment outside the provisions of their contract where the employment does not impair their professional standing.
6. MILEAGE: The rate of mileage shall be determined by the board of education.
7. WEATHER-RELATED LEAVE: If school is not held due to inclement weather, staff will not be expected to attend school on that day. If school is called off at one or more District schools but is held in the others, the makeup days will be determined at the discretion of the Superintendent. If school is in session but the staff member cannot make it due to weather conditions, the staff member may use up to one PTO day.
8. ACTIVITY BUS DRIVING: Any employee who is qualified to drive any school bus and required to do so shall be paid the amount set at the July board meeting. Certified teaching staff will not be taken out of school to drive the bus for activities unless they are the director of the activity or there is no one else qualified to drive. Certified teaching staff shall be paid the rate set if the departure time is prior to 7:30 a.m. or the return time is after 4:07 p.m. of the same day. A bus is any vehicle whose passenger capacity exceeds ten people and for which the driver is required by law to hold a commercial driver's license.
9. PERSONAL SICK LEAVE BANK: Leave in the employee's personal sick leave bank may be accessed once their PTO is exhausted. This leave may be used for illness or injury of the employee; illness of a member of the immediate family (spouse, children, or any personal living with the employee for whom the employee is responsible) that requires attention; serious illness of a close family member (parent, brother, sister, grandparent, or any relative for whom the employee is responsible); or death of any member of the immediate or close family. Two days may be taken for the death of a non-family member.

Electronic Games

It is the policy of the Kadoka School District that any idle time by staff during the school day should be used for planning, conferencing and/or other school related duties.

Computer use unrelated to classroom instruction on any electronic system, by any staff member, shall be prohibited.

Civic Duty Leave

1. Any employee called for jury duty during school hours, or who is subpoenaed to testify in a hearing during school hours in a matter in which he is not a named party, shall be granted leave with pay for the days or parts of days such absence is required. Any salary received for jury duty or designated subpoena absence shall be reimbursed to the school district. Such employee shall notify the superintendent as soon as practical for the necessity of taking jury leave.

2. Any employee called for ambulance duty during school hours shall be granted leave with pay for the day or parts of day such absence is required. Such employee shall notify the superintendent or principal as soon as practical for the necessity of taking ambulance leave.

Restraint and Seclusion

Physical interventions that are reasonable and necessary for supervisor control over students will only be used as a last resort. Physical interventions shall not be used when less restrictive interventions can successfully maintain the safety of all personals involved in the incident. Physical interventions may be appropriate in the following situations:

1. Self-defense
2. Protect others from physical injury
3. To remove a student if the student refused to comply with request to refrain from disruptive behaviors

At the conclusion of the event, the staff member involved will fill out an incident report found in the principal's office. Parent contract will be made informing the parent of the situation.

No staff will use prone restraints, except in final resorts.

No student will be subjected to confinement without adult supervision.

Chapter 11 Support Staff

PTO (Paid Time Off)

Support staff who work at least 32 hours per week will earn 10 hours of PTO for each month worked per contract year. Support staff who work fewer than 32 hours per week will receive a prorated amount of leave.

Unused PTO will accumulate in the employee's own personal sick bank. Accumulated leave in excess of 240 hours will be paid at a rate of $12.50 per hour at the end of the fiscal year. Payment shall be requested by filling out a voucher on or before June 1 of that school year.

No leave will be granted during the employee's initial probationary period.

Revised:	06/12/2013	
Revised:	07/09/2014	
Revised:	05/11/2016	
Revised:	05/10/2021	Effective Date: 07/01/2021
Revised:	05/11/2026	Effective Date: 07/01/2026

Terms of Employment

All support staff employees are considered to be employees at will in the Kadoka Area School District. Upon receiving an initial contract from the school district, employees will be subject to a probationary period up to 90 days. Successful completion of the probationary period will be deemed by the administration and salary adjustment may take place at this time.

Insurance Benefits – Support Staff

The Board will pay a portion of the health coverage premium not to exceed $830.00 per month for the District's group health coverage plan. Employees must work 30 hours per week to qualify for coverage. If already receiving the health benefit while working fewer than 30 hours per week as of May 1, 2016, you will be grandfathered in.

Insurance benefits for employees hired during the month will begin on the 1st day of the following month.

Revised:	07/09/2014	
Revised:	06/09/2015	
Revised:	06/08/2016	
Revised:	05/08/2018	2nd read and final adoption
Amended:	05/10/2021	Effective Date: 07/01/2021
Amended:	05/09/2022	Effective Date: 07/01/2022
Amended:	05/08/2023	Effective Date: 07/01/2023
Amended:	07/14/2025	Effective Date: 07/01/2025
Amended:	05/11/2026	Effective Date: 07/01/2026

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School Closure

When support staff is sent home early or school begins late due to an administrative decision to close the school, staff that are paid on an hourly basis will receive pay for up to eight hours.

First Read:	06/09/2014	
Second Read:	07/07/2014	
Adopted:	07/09/2014	
Amended:	05/10/2021	Effective Date: 07/01/2021

Chapter 12 Transportation

Student Assignment and Transportation Rules and Regulations

The school district shall provide transportation for eligible students residing within the school district boundaries, under provisions of state laws and school board regulations.

ELIGIBILITY:

The following groups of students are eligible for transportation:

a. Students K-8 who live five (5) miles (or more) from their assigned attendance center.
b. Students may be transported if they are subjected to an "unusual safety hazard" as determined by the school board.
c. Students in need of special or prolonged assistance may be transported as determined by a placement committee.

SCHOOL DISTRICT RESPONSIBILITIES

The responsibility for the daily operation, enforcement of these policies and administration of the student transportation system is delegated from the school board to the Superintendent and the elementary principal. The school district and the driver share responsibility for the safety and discipline of the students from the time a student boards the bus until a student leaves the bus.

PRINCIPAL RESPONSIBILITIES

The principal or designee's responsibilities include:

a. Coordinate the unloading and loading procedure.
b. Assist the school bus driver with problems.
c. Provide the driver with an updated list of eligible students two weeks prior to the first day of school.
d. Investigate written complaints in conjunction with the parent/guardian and the driver.
e. Provide special health care information to the driver.

DRIVER RESPONSIBILITIES

The school bus driver shall meet the requirements for school bus drivers as set forth by the Department of Public Safety, Division of Motor Vehicles and the Division of Education.Route:

1. The driver will be expected to maintain a consistency in timing for all routes to which the driver is assigned. This means that students should be picked up at the same time and place every day.
2. Bus drivers will allow only authorized riders on the bus.
3. Bus drivers will not digress from their regular route except for road construction or other unusual conditions.
4. Students will not be allowed to exit the bus other than at their normal drop-off point unless they have permission from their building principal/designee and only when authorized by the parent/guardian.

In Transit:

1. The driver shall be responsible for maintaining a disciplined environment while the students are on the bus.
2. The driver will report all inappropriate behavior to the principal by means of the Student Incident Report form.
3. The driver will drive defensively and reasonably.

Emergency Procedures:

1. The driver will administer first aid and seek emergency medical help and/or police assistance.
2. The driver will report all injuries to the Elementary Principal who will report to the Superintendent of Schools.
3. In the event of vehicle breakdown:
   a. The driver will report the breakdown to the Superintendent and/or Elementary Principal as soon as possible.
   b. The driver will do whatever is possible to correct the problem.
   c. The driver will stay with the bus to supervise students and make them as safe and comfortable as possible until help arrives.
4. The driver involved in an accident must report the accident as soon as possible to the Superintendent and/or Elementary Principal. The Superintendent and/or Elementary Principal will then report the accident to law enforcement authorities and the Department of Education.

Other Responsibilities:

1. The safety and welfare of the bus riders shall be the first consideration of the bus driver at all times.
2. The drivers personal appearance must be neat, clean and presentable.
3. The driver must not smoke while transporting students .
4. The driver will activate the B-light system according to state statute.
5. The driver's day is not complete until all students have been delivered to a destination and to the supervision of a responsible person.
6. The driver may assign students to seats on the bus to maintain discipline.

Training of driver:

1. The driver will have a thorough knowledge of all traffic laws and regulations.
2. The driver will receive a written copy of the route description.
3. The driver will receive instruction on the district's transportation policies.

PARENT RESPONSIBILITIES:

Parents must recognize that transportation is a service provided by the school district to assist in achieving quality education for their children. To provide a safe ride for all, it is imperative that parents/guardians, school officials, and the bus driver cooperate to solve problems.

A. Students will ride on assigned buses.

B. A parent/guardian may ride the bus if prior arrangements are made with the building principal/designee and bus driver.

C. Student passengers will not get on or off the bus at a place other than their regular stop, unless they have permission from the building principal/designee and only when they have permission from parent/guardian.

D. The parent/guardian is encouraged to contact the building principal/designee regarding any problems with school bus transportation.

E. The parent/guardian and student are responsible for damages to the vehicle caused by the student.

F. In the event of bad weather/emergency closings:
   1. The child should know where to go when school is dismissed early.
   2 The parent/guardian should listen to the radio or television for information about school closings or early dismissals.
   3. School official will use their best judgment about school closings for early dismissal, but a parent has the right to keep children home or to pick up from school if they feel the weather requires this action.

STUDENT RESPONSIBILITIES:

Students are required to adhere to the following regulations:

A. Students will ride on assigned buses.
B. Students shall conform to the same standards of conduct as expected of them in school.
C. Students are expected to obey the bus driver.
D. Students shall remain seated while the bus is in motion.
E. Students and parent/guardian shall be responsible for damage caused by the student.
F. Students are expected to be on time at the designated bus stop. The bus will come to a full stop, but will not wait for late arrivals over three minutes.
G. Students should remain on the sidewalk or out of traffic lanes while waiting for the bus.
H. Students should respect the property of the residents while waiting at the bus stop.
I. Students must stand a safe distance from the bus and wait until the door is opened and the driver signals to enter the bus.
J. Students shall not extend head or limbs out of a window.
K. Students shall not throw anything out of the window.
L. Students shall not use profane or indecent language or gestures.
M. Students are not permitted to bring animals or pets on the bus.
N. Students shall sit in designated seats if assigned.
O. Students shall not use the emergency door except in cases of emergency.

P. Students must not cross the street or highway until after the driver signa1s and must be at least ten feet in front of the bus.
Q. Students are not allowed to drink or use tobacco on the bus.
R. Student shall not carry weapons, explosives, matches or fireworks on the bus. (SDCL 13-32-7)

DISCIPLINE:

Bus transportation for students is not a right, but a privilege, conditioned upon courteous behavior and obedience to the established rules. Bus safety requires the cooperation of all involved.

In cases where misconduct does occur, the following procedure will be followed:

A. For minor infractions of rules, the driver will give a verbal warning to the students involved.
B. For major infractions of rules, or for repeated minor infractions, the following procedure will be followed:
   1. The driver will prepare a three part Student Transportation Incident Report form. The complete form will be submitted to the school principal.
   2. First infraction - The principal will call the student into the office to discuss the violation and review the rules and regulations. A copy of the Student Transportation Incident Report will be sent to the parent/guardian. The situation will be explained and the parent/guardian will be asked to help in improving the child's conduct on the bus.
   3. Second infraction - The student will again be called into the principal's office. Definite directions will be given as to the consequences of any further violations. The parent/guardian will be called and the Student Transportation Incident Report will be sent to them.
   4. Third infraction - The student will again be called into the principal's office and will be notified that he/she will be suspended from riding the bus for ten school days. The parent/guardian will be called and notified that the bus suspension will begin the next school day. Further infractions may result in immediate suspension for twenty school days and possible expulsion from riding the bus for the remainder of the school term.
   5. Major infractions may result in immediate suspension from riding the bus. Students and parent/guardian will be afforded due process in cases relating to the suspension of bus riding privileges. Action will be completed in five school days from the receipt of the written complaint from the parent/guardian.
C. The following infractions may result in revoking of a student's bus riding privilege:
   1. Insubordination - defined to mean a direct refusal to follow the instructions of the bus driver or others in charge.
   2. Smoking, drugs, and alcohol - defined to mean any act leading to or participating in these activities.
   3. Fighting - defined to mean any act leading to aggression or harm, or physical assault upon a person or persons, regardless of whether or not promoted by the actions of others.

4. Profane language and gestures - defined to mean abusive or derogatory remarks/ gestures intended to be uncomplimentary or unacceptable.
5. Destruction or vandalizing of the bus - defined to mean any act relating to the marring, cutting, tearing or general destruction of bus facilities.

6. Repeated offenders - defined to mean students who have been referred for minor infractions of bus safety or misconduct not less than once nor more than three times inclusively.

BUS ROUTES

A. Pick-up and drop off points:
   1. Pick-up points for students eligible for transportation will be approved by the school district, taking into consideration the proximity of the school bus stop to the student's residence and the effect on the immediate neighborhood of the bus stop. A student's pick-up and drop-off point may not be changed unless approved by the superintendent or his designee. Students will not be picked up or discharged at intermediate points.
   2. Students will be picked up and dropped off at school at a point not requiring the crossing of any street.
   3. All requests to change transportation arrangements must be approved by the superintendent.

B. Travel time:
   1. Students shall not ride on a bus longer than sixty (60) minutes under normal weather and road conditions.
   2. The length of time a special needs student is transported shall be determined by a placement committee and addressed on the Individualized Education Program (IEP).

Student Assignment and Transportation – Mileage

Elementary students (K-8) will attend the elementary school assigned to them by the Board of Education.

School assignments may change:

1. When parents submit a written request to the board of education that includes a reasonable reason for the change.
2. When a student is assigned to a specific school by an IEP team (special education). IEP teams always include parents. Mileage payments for IEP students will be paid according to the IEP agreement.
3. When a student is offered an alternative school placement as an alternative to a long-term suspension in a disciplinary action.
4. When a school assignment is revoked for poor behavior, poor attendance or poor academic performance.

When an elementary student is assigned to an alternative elementary school, that assignment is considered permanent until:

1. The student graduated from eighth grade, or
2. For any other reason stated above.

Requested school assignments from families may be revoked because of poor grades, poor behavior and poor attendance as determined by school administration.

Reimbursement for mileage will be limited to mileage to the nearest school or bus stop provided within the district. Parents of IEP students will collect mileage per the IEP agreement.

The rationale behind this policy is to insure:

1. A stable enrollment among the district elementary school.
2. That staffing is appropriate for the students who attend the school.
3. To make sure that the school is appropriately equipped and organized to meet the needs of the students to attend the school.
4. To accommodate parents whenever practical and reasonable.

CDL Drivers – Drug and Alcohol Abuse Policy

OVERVIEW:

It is the policy of this school that all bus drivers shall not be involved with the unlawful use, possession or sale of drugs, alcohol or any controlled substance in any manner which may impair their ability to perform assigned duties or otherwise adversarial impact the duties of bus driving. Further, no driver shall possess alcoholic beverages in the workplace or consume alcoholic beverages in association with the workplace, during working time or at any time which impairs that person's ability to perform their duties.

Bus drivers are required by Federal Regulations to participate in a drug free program including urine testing for drugs and breath alcohol testing.

SCOPE:

This document describes the current policy and practice of our School District and will be interpreted, administered and amended by the School District within its discretion. This policy covers all applicants (including rehires) and current employees (including temporary).

POLICY:

It is our School District's policy to achieve a drug free bus force and to provide a workplace that is free from the use of alcohol, controlled substances and illegal drugs. Our School District will also follow all federal, state or local regulations requiring drug and alcohol testing of any bus driver (DOT regulation of CDL Drivers).

PROHIBITED CONDUCT:

Our School District prohibits the following conduct:

1. Use, abuse, possession, manufacture, distribution, dissemination, dispensation or sale of illegal drugs whether on or off school premises and whether during working hours or non-working hours.
2. Storing any alcohol and/or illegal drugs in a locker, desk, vehicle or any other area on school premises.
3. Being under the influence of alcohol and/or illegal drug on School premises, while engaged in school business, or in a school owned vehicle or during working hours.
4. Use, abuse, possession, manufacture, distribution, dissemination, dispensation, or sale of alcohol on school premises or school vehicles whether during working or non-working hours.
5. Using or being under the influence of any legal drug while performing school business, or while in or about a school facility, is prohibited to the extent such use may affect the safety of you or others.
6. Switching or adulterating any urine sample submitted for testing, or submitting a false sample for testing.
7. Refusing to consent to a drug and/or alcohol test when required by the School District.

TESTING:

The School District has established a testing program for illegal drugs, controlled substances and alcohol use for all bus drivers in compliance with federal regulations.

Whenever reasonable suspicion relative to an employee using or having used an illegal drug, controlled substance or alcohol use occurs, the School District may require that the employee submit to a urine drug test and/or breath test.

Random tests shall be done without exception throughout the calendar year. No preset limits will be placed on the % of employees tested each year and any % may change without notice to the employees.

Federal requirements are set at a minimum and each year the number of employees tested randomly will be at least the required amounts set by any federal regulatory agency.

Drug tests shall be conducted on the following basis:

1. Pre-employment
2. Upon any transfer to a safety sensitive position
3. In the event of an accident, near-accident or incident of any personnel
4. Supervisory suspicion that an employee is unfit for duty
5. Random

CONSEQUENCES FOR VIOLATIONS:

Violation of this policy may result in disciplinary action, up to and including termination at the School's discretion.

In the event of a positive urine drug test or alcohol breath test the following steps will be taken:

1. The district will take appropriate disciplinary action. The steps may include:
    a. requiring the employee to participate in alcohol and/or other drug abuse assistance or rehabilitation programs which will be the direct expense of the employee
    b. termination of employment
    c. possible referral for prosecution.
    d. follow-up tests may be the direct expense of the employee.

EDUCATION/TRAINING PROGRAMS:

All bus drivers shall receive training regarding a drug free workplace consisting of the effects and consequences of use of drugs in the workplace. Documentation of each seminar or training session shall be maintained by the School District.

Speed Limit – Kadoka Area School Vehicles

The Kadoka School Board in its concern for the safety of its students who are transported in school buses and/or vans, hereby establishes the following speed limits:

1. Gravel roads - 45 m.p.h. or less depending on conditions
2. Anyone transporting students are required to abide by posted speed limits with special consideration for weather and road conditions.

Chapter 13 STUDENT RELATED POLICIES

Student Communicable Diseases

Students who are afflicted with a communicable contagious, and/or infectious disease and who are infected with communicable parasites or who are liable to transmit such a disease or parasite may be excluded from school attendance.

The board recognizes the need and right of all children to receive free and appropriate education. The board further recognizes its responsibility to provide a healthy environment for all students and school employees.

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

In situations where the decision requires additional expertise and knowledge, the building administrator will refer the case to an advisory committee for assistance in the decision making.

The advisory committee may be composed of:

1. a representative from the State Health Department
2. the student's physician
3. the student's parents or guardians
4. the school principal or designee
5. the school health service's supervisor
6. the superintendent or designee, and
7. primary teacher(s).

In making the determination, the advisory committee shall consider:

1. the behavior, developmental level, and medical condition of the student
2. the expected type(s) of interaction with others in the school setting
3. the impact on both the infected student and others in that setting
4. the South Dakota Department of Health guidelines and policies; and
5. the recommendation of the County Health Officer, which may be controlling.

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

If it is determined that the student will not be permitted to attend classes and/or participate in school activities, arrangements will be made to provide an alternate educational program. If that requires personal contact between student and school employees, only trained volunteer employees shall be utilized.

Public information will not be revealed about the student who may be infected. If the

student is permitted to remain in the school setting, the following procedure will be followed by the Superintendent/Principal:

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

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

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

Pediculosis in Schools

The purpose of this policy is to provide support for students and parents in controlling the incidences of head lice through education, effective detection, and protection of student identity. Treatment of head lice is the responsibility of the parent or guardian. Only recommended treatments should be used. The principals should practice and encourage a low key approach with parents, staff, and students.

1. Education and prevention: Principals will establish a system of prevention through education of staff, students, and parents.

2. Detection: Principals will establish the procedures for detection of head lice and reporting the results to parents. When head lice are reported to the principal's office by students or staff, the principal will take prompt action to determine the accuracy of such reports.

a. The principal will request the assistance of the school nurse and any other person who he/she may think is needed. Ultimately, the principal will take the responsibility for the diagnosis of nits or head lice.

b. The school officials will exercise caution to protect the identity of all students that are diagnosed with nits or lice.

c. The principal will call parents of students who are diagnosed with nits or head lice and will require the treatment of nits and lice with appropriate shampoos and nit combs.

3. Treatment: Principals will establish procedures for students prior to treatment and provide parents with appropriate information to treat nits and lice.

a. The principal may use their judgment in isolating students from other students during a school day or calling to have a parent take their student home before the official end of the school day.

b. Treatment of diagnosed nits and lice must be done as soon as possible after school and before returning to school the next day.

c. The principal will provide parents or guardians with instructions on how to effectively and safely treat nits and lice.

4. Re-Admittance to School

a. The principal will take the responsibility for validating the absence of nits or lice (through the school nurse or others) the next morning before a student is readmitted.

b. Students are to be given excused absences up to two days for the needed treatment. Homework will be provided if necessary.

5. Re-Checks:

a. Students with confirmed cases will be re-checked for nits and lice 8 to 10 days after re-admittance to school to ensure that treatment was effective.

6. Unjustified practices:

a. Use of any shampoo or product not approved for treatment of lice.
b. Mass Screenings
c. Notification for screenings on the intercom.
d. Checking for head lice or nits where other students can observe.

7. Occasionally justified practices:

a. Checking other students for lice that have had close proximity to those students that were identified with nits or lice.
b. When more than one student on a bus or classroom was identified with lice or nits, it may be wise to check several or all passengers on bus or students in a classroom.

Band Instrument Usage Fee

School owned band instruments may be rented by students participating in the band program for a nominal usage fee.

Usage fee for band instruments is established at $35.00 per year. Exception would include when student is requested by music department personnel to play an instrument to fulfill instrumentation needs - in this instance no usage fee would be applied.

The student using the instrument assumes responsibility for any damage which may be done to the instrument.

Instrument Use and Maintenance Agreement

THIS AGREEMENT, by and between Kadoka Area School District and (parent/guardian) _____ is for music instrument use by (student name)_____ for the 20__-20___school term.

The instrument covered by this agreement is _____, serial number _____, checked out to student on _____.

The Kadoka Area School is providing this instrument to the student for a cleaning fee, non-refundable, in the amount of $35.00

ACKNOWLEDGEMENT:

We hereby agree that we are responsible for proper care of this instrument; that the instrument will be returned to the school at the end of the school year or at a time the student no longer needs it and assume responsibility for any damages to instrument.

_____ _____

Signatures: Parent/Guardian Student

_____ _____

Date Date

Home Study

The Kadoka School Board believes that a high school education consists of academics, social interaction, cooperation, punctual attendance and developing of work ethics.

Home study will be allowed only on the criteria of serious health problems.

Each application will be reviewed by administration and school board before a decision is rendered.

Student Grievance Policy

Student Grievance

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices:

- That a school rule is unfair,
- That a school rule or regulation discriminates between students based on sex, age, race, color, religion, national origin or handicap,
- That an unfair procedure has been used in arriving at a punishment.

Grievances are processed through 3 steps:

1. To the principal
2. To the superintendent
3. Complaints that remain unresolved following any action of the superintendent may be referred in writing to the school board for review. The board's decision will be final unless an appeal is requested.

On all three levels an informal conference is to be held within five days of the date of filing of the complaint so that no student's complaint shall consume more than 15 days time in all. The burden of proof is upon the student to show that a rule is unfair, is discriminatory or that an unfair procedure (lack of due process) has been perpetrated. The final resolution of the grievance is to be in writing at the principal's level and designed to provide the student with a basis for resolution of the program as originally stated in the complaint.

Student Grievance Procedure:

If a student has a grievance, he/she should present it in writing to:

LEVEL 1: The principal shall schedule an informal discussion of said grievance with student. It is expected that many grievances may be resolved at this level. The principal must hold a conference within five days time of the date of filing.

LEVEL 2: If a student is not satisfied with the resolution made at level 1, he/she may appeal to the superintendent for an informal conference and discussion of said grievance.

LEVEL 3: Complaints that remain unresolved following any action of the superintendent may be referred in writing to the school board for review. The board's decision will be final unless an appeal is requested.

Student Grievance Form

A grievance is defined as a complaint in writing presented by a student to the school staff/authorities alleging one or more of the following:

A. That a rule is unfair; and/or

B. That a rule in practice discriminates against or between students based on sex, age, race, color, religion, national origin or handicap; and/or

C. That school personnel used an unfair procedure in assessing a form of punishment against a student.

COMPLAINT Date _________________________

Check One Blank:

Principal, Level 1 ______

Superintendent, Level 2 ______

School Board, Level 3 ______

I, ____, hereby file a grievance complaint to
____
____.

My grievance is based on A.___B.___ C.___ above. (More than one blank may be checked.)

Specifically, my grievance is that ________________________________
____
____.

I hereby petition for a hearing on my grievance at the convenience of the school's personnel, but in no event later than five school days from the date of this petition.

____

Student's Signature(s)

The student may be represented at the conference by an adult, but the student must be present to elaborate on their grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the student's right to the conference provided by the school, unless extenuating circumstances make it impossible for the student to appear.

- -

SCHOOL'S RECORD

Date Received___________________ Date of Conference________________

Place of Conference _____________________ Time of Conference ______________

Comments: ____
____
____

Resolution: ____

____

Signature of School Representative

Promotion and Retention of Students

The administration and teaching staff of Kadoka School District must strive to create plans of instruction and instructional organization that will permit students to progress through school according to their needs and abilities.

Students will normally progress annually from grade to grade. However, exceptions to this general policy may be made when it becomes evident a student should proceed more slowly.

Retention will not be used until other possibilities have been exhausted, including special help, remedial work and summer school opportunity.

In all cases of retention, parents must be informed of such possibility well in advance (usually by the 1st of March) and a conference with them sought. In all instances, the advice and help of the guidance counselor and other special school personnel will be used by teachers.

Although teachers may recommend retention, all retentions (as well as promotions) will be assigned by the school principal. Teachers, in recommending retentions, and principal assigning them, will give the reasons why they feel the student should repeat.

The principal will take particular care in assigning more than one retention during a child's elementary school life. The superintendent must approve a second retention assigned any student.

Dangerous Weapons in the School

Schools should be an example of what is taught regarding the observance and respect for law. Schools also must be highly conscious of the health and welfare of students, staff and the public.
State and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. If any weapon is taken from a pupil, the pupil's parents shall be notified. Confiscation of weapons may be reported to the police. Appropriate disciplinary and/or legal action shall be pursued by the building principal.

A dangerous weapon is defined as any firearm or air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm. Laser pointers are considered dangerous when used inappropriately and therefore students are prohibited from bringing them on any school property or to any school activity.

No dangerous weapons are permitted on any school premises, school vehicle or any vehicle used for school purposes, or in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air guns at fire range, gun shows and authorized supervised school training sessions for the use of firearms.

If a weapon is found on school grounds an investigation will occur. Local law enforcement will be informed. Once the investigation is complete, a determination by the administration be made as to where on the discipline matrix the event will be placed and if further action is required. Any notification will be given at the discretion of the administration.

Any student bringing a firearm to school calculated or designed to inflict death or serious bodily harm, shall be expelled for a period of not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy, the term 'firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

Revised: 12/09/2024

Transfers from Non-Accredited Schools

The Kadoka Area School District will accept credits of students transferring from non-accredited schools subject to the following conditions or guidelines:

1. A standardized achievement test shall be administered and evaluated by the building principal and staff of the school to which the student is seeking admission.

2. The student will be placed in English and mathematics courses at the level of achievement demonstrated by the tests, as evaluated by the principal and appropriate staff. The student's placement may not be in a grade level higher than warranted by the student's chronological age, assuming entry into the first grade at age six and annual grade advancement thereafter. After initial placement the child may be advanced according to the student's demonstrated performance.

3. In all other subjects, that student shall be interviewed and shall take a departmental examination in each course for which the granting of credit is being considered. After the examination and interview with the student, the department chairperson and staff will recommend to the building principal whether or not credit be granted for the course.

4. No credit will be granted for any science course which is normally a laboratory course, unless clear documentation is provided demonstrating the student has satisfactorily participated in laboratory experiences which parallel or are consistent with those required in this district's science courses.

5. Any parent or guardian who is dissatisfied with the secondary placement of a student may appeal it to the superintendent of schools. Final appeal after the appeal at district level may be made to the Secretary of Education and Cultural Affairs.

A student whose previous high school enrollment has been entirely in non-accredited schools or in alternative instruction pursuant to SDCL may receive a high school diploma from the Kadoka Area School District <u>only</u> if that student has met all graduation requirements of the school district as determined by the school handbook and "Transfers from Non-accredited Schools Policy" and has been enrolled as a full-time student in the Kadoka Area High School for the full senior year.

School Lunch Program

OFFER VS. SERVE

The Kadoka Area School District has adopted this policy which is designed to reduce food waste and give students a choice in the items they take. All 5 required items in a meal pattern must be offered; but students are only required to take 3 items. This applies to grades K-12

Medication Policy

Administering Medication to Students

The presence of medicines on school property and/or taking of medicine by students during school hours must be carefully monitored to prevent harmful situations to students.

Whenever possible, students are encouraged to receive medicines outside of school hours. In cases where medicine must be taken during the student's time at school, the following procedures are to be followed:

1. Diagnosis and treatment of illness are not the responsibilities of the district and shall not be practiced by school personnel.
2. All medicines must be brought to the administrative offices of the school or the personnel in charge of administering medication at outlying attendance center, and placed in the custody of the principal or their designee.
3. Prescription medicine is to be stored in a locked cabinet or storage area. Medications to be refrigerated must be stored in a locked box in the refrigerator.
4. School personnel shall not provide aspirin or any other medication to students.
5. All medications must accompany a School Health Services Request and Authorization for Medication Form. The form must be completed and signed and dated by a physician and parent.
6. The prescription medication to be administered or stored must be in a pharmacist's labeled container specifying the student's name, date of prescription, directions for use and physician's name.
7. No "over-the-counter" medications will be given without a parent's written order.
8. It is the student's responsibility to report to the personnel in charge of administering medication to take their medicine.
9. A record of all prescribed medications given to all students must be kept. These will be retained for one year and then may be destroyed.
10. Unused medication must be picked up on or before the last day of school or one (1) week after the last dose is given. Medication not picked up will be destroyed.
11. Kadoka Area School District will not be responsible for any medication self-administered by a student with or without our knowledge.

Acceptable Network and Internet Use Policy

Kadoka Area School District
June 30, 2012

Introduction

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5) 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 District's Acceptable Network and Internet Use Policy (hereinafter "AUP") is intended to set forth the specific obligations and responsibilities of all users, including students and staff, who access the District's Network, and to ensure such use complies with the CIPA requirements.

"Network" is defined as any and all District owned computers, servers, hardware or software, the District's local area network, wireless access points, the Internet, the District intranet, email, chat rooms, other forms of direct electronic communications or other communications equipment provided by the District regardless of the physical location of the user. This AUP applies even when District provided equipment (laptops, tablets, etc.) is used on or off premises of District property.

Acceptable Use

The Network may be used only as a tool to support and advance the functions of the District as well as its curriculum and educational programs. Access to the District's Network is a privilege and not a right. Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the District's Internet Safety Policy and this AUP.

Students may use the Network only in support of educational activities consistent with the educational objectives of the District. Faculty and staff may use the Network primarily in support of education and research consistent with the educational objectives of the District. Faculty and staff may access the Network for limited personal use but not for any commercial or business use; however, such personal use may not violate any applicable rules and regulations or applicable administrative procedures or interfere with job performance. Use of the Network must be in compliance with applicable laws, including all copyright laws and all materials on the Network should be presumed to be copyrighted.

All members of the staff who wish to use the Network must sign this AUP whenever requested by the District, to confirm that the staff person has read and understands this policy and agrees to abide by it. Each student must sign this AUP annually to confirm that the student has read and understands this policy and agrees to abide

by it. Students who are under 18 must have their parents or guardians sign this AUP and submit it to the District.

Network Etiquette

Users are expected to abide by generally accepted rules of network etiquette (netiquette). These include but are not limited to:

A. Be polite. Do not send or encourage others to send messages that are abusive or otherwise fall in the definition of Prohibited Use in Section IV.
B. Use appropriate language. Remember you are a representative of your school on a non-private network. You may be alone on a computer but what you write can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language.
C. All communications and information accessible via the Network should be considered private property that you cannot appropriate for your own use without appropriate attribution and consent.

Prohibited Use

The District reserves the absolute right to define prohibited use of the Network, adopt rules and regulations applicable to Network use, determine whether an activity constitutes a prohibited use of the Network, and determine the consequence of such inappropriate use. Prohibited use includes but is not limited to the following:

A. Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
B. Criminal activities that can be punished under law;
C. Selling or purchasing illegal items or substances;
D. The unauthorized collection of email addresses ("harvesting") of e-mail addresses from the Global Address List and other District directories;
E. Obtaining and/or using anonymous email sites; spamming; spreading viruses;
F. Circumvention of the District's Technology Protection Measure/filter to access blocked sites;
G. Disclosure of minors' personal information without proper authorization;
H. Students' disclosure of personal information such as the student's name, address, phone number, password or social security number, to other users when engaging in online activities including but not limited to chat rooms, email, social networking web sites
I. Causing harm to others or damage to their property, such as:
    1. Using profane, abusive, or impolite language; threatening, harassing, bullying or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
    2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;

3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
4. Using any District computer to pursue “hacking,” internal or external to the District, or attempting to access information protected by privacy laws; or
5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".

J. Engaging in uses that jeopardize access or lead to unauthorized access into others’ accounts or other computer networks, such as:
   1. Using another’s account password(s) or identifier(s);
   2. Interfering with other users' ability to access their account(s); or
   3. Disclosing your own or anyone’s password to others or allowing them to use your or another’s account(s).

K. Using the network or Internet for Commercial purposes:
   1. Using the Internet for personal financial gain;
   2. Using the Internet for personal advertising, promotion, or financial gain; or
   3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

Off-Premise Use of Network

he student’s parent or guardian is responsible for monitoring the minor’s off-premise use of the Network including but not limited to District-assigned email accounts and/or other Network components including but not limited to school-assigned computers such as laptops, tablets or e-readers and ensuring such use complies with this AUP.

Disclaimer

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the Network or accounts. Any additional charges a user accrues due to the use of the District’s network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

Enforcement

Prohibited use of the Network may, for students, result in disciplinary action up to and including suspension or expulsion from school or, for employees, suspension or termination of employment. Where circumstances warrant, prohibited use of the Network may be referred to law enforcement authorities.

When a school administrator has a reasonable belief that a student has violated a school rule, policy or the law, and there are facts and inferences that would cause a reasonable

person to suspect that a search of the student's personal technology device(s) will reveal evidence of a violation of said school rule, policy or the law, the administrator shall have the authority to search such device, provided that the scope of the search relates to the suspected violation giving rise to the reasonable suspicion.

I have read, understand and agree to comply with this Acceptable Network and Internet Use Policy.

Date: _____

School: _____

Student Name: _____

Student Signature: _____

Parent/Legal Guardian or Faculty Name: _____

Parent/Legal Guardian or Faculty Signature: _____

Adopted: July 11, 2012

Internet Safety Policy

Introduction

It is the policy of the Kadoka Area School District to

- Prevent user access over the district's computer network to inappropriate material via Internet, electronic mail, or other forms of direct electronic communications.
- Prevent unauthorized access and other unlawful online activity.
- Prevent unauthorized disclosure, use and dissemination of personal identification information regarding minors.
- Provide Internet Safety Education to all students.
- Comply with the Children's Internet Protection Act (CIPA).

Technology Prevention Measures

The state provided firewall and filter are in use to protect students from inappropriate materials. Obscene material, child pornography, and any material deemed harmful to minors is blocked through this filter. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the technology director or designated representative. Based on the Technology Director's review of internet traffic and staff referrals, the blocking/filtering settings may be altered to keep inappropriate content from being accessed by students and staff.

Students are supervised while using district computers to ensure their safety through the use of network surveillance software and classroom monitoring software. Instant messaging programs, chat rooms, and email are not allowed for personal use. K-12 email will be provided to high school students and all district employees for school use only and will be monitored.

All school district computers that are taken off site will have the necessary off site firewall protection to protect from inappropriate materials.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for research or other lawful purposes.

Inappropriate Network Usage

Students and Staff shall only use the Internet and school network for the purposes of education. Failure to abide by the District's Acceptable Network and Internet Use Policy will result in loss of Internet and/or network privileges.

It shall be the responsibility of all members of the Kadoka Area School District faculty and staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act (CIPA).

Documentation

Parents and students are informed of the Acceptable Network and Internet Use Policy at the beginning of each school year. Permission forms are sent home to each household for student use of the Internet as well as for permission to use student's works, photos, or names on the school's website.

Internet Safety Education

The Kadoka Area School District will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and responses.

The Superintendent is delegated authority to implement these educational requirements.

Adopted: July 11, 2012

Media and Social Networking Policy

Employees must conduct themselves so that they do not distract from or disrupt the educational process. The Superintendent will ensure that staff members are reminded and informed of the importance of maintaining proper decorum in the use of technology as well as in person. This will include but is not limited to:

1. Improper fraternization with students using Facebook and similar internet sites or social networks, or via cell phone, texting, or telephone.
    a. District employees may not list current students as "friends" on personal social networking sites, except for immediate family members.
    b. Employees may contact students by email, text or phone call for school-related matters and/or non-school professional matters only.
        i. Examples of school-related matters would include an extra-curricular advisor informing his/her participants of a change in plans, etc.
        ii. Examples of non-school professional matters would include but not limited to club sports, religious groups, theatre groups, rodeo club, etc.
    c. Inappropriate fraternization or contact with students via email, phone, chat rooms, social networking sites or any other electronic or form of communication is prohibited.
2. Employees shall not use social media for personal activities during duty hours.
3. Inappropriate posting of items with sexual content.
4. Inappropriate posting of items exhibiting or advocating use of drugs and alcohol.
5. Monitoring and penalties for improper use of district computers and technology.
6. The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in online activities.
7. Employees will not disseminate personal contact information of current students not including student directory information.

When inappropriate use of computers and websites is discovered, disciplinary action will be considered and taken. Employees of the school district understand that pursuant to this policy that media and social networking sites may be monitored by the school district.

An employee who is responsible for a social media posting that fails to comply with the guidelines set forth in this policy may be subject to discipline up to and including termination, with said discipline following appropriate discipline procedures for that class of employee. In addition, any employee whose non-school communication causes a substantial disruption to the educational environment or interferes with another's rights may be subject, as permitted by law, to discipline up to and including termination, with said discipline following appropriate discipline procedures for that class of employee.

Adopted: July 11, 2012

Internet Access Request Form

Kadoka Area School District #35-2

Date: _____

User's Full Name: _____

User's Current Grade: _____

<u>Student Section:</u>
I have read and understand the Acceptable Network and Internet Use Policy and the Internet Safety Policy and the Media and Social Networking Sites Policy in the Handbook.

I understand that access is designed solely for educational purposes and that the Kadoka Area School District has taken reasonable precautions to supervise Internet usage.

Student Name: _____

Student Signature: _____

<u>Parent/Legal Guardian or Faculty Section</u>
In addition to the above student agreement, as a parent or guardian I also recognize that it is impossible for the district to control access to all information or materials and I will not hold the school responsible for materials acquired, or contact made, on the Internet. I also accept full responsibility for supervision of my child outside of the school setting. With that understanding, I herby give permission for my child to utilize the school Internet services listed below.

Please initial the following for those which your permission is granted

_____ Basic Internet Access

_____ Email Access (9-12 Grades)

_____ Publications on the School Website of my child's creative efforts

_____ Use of my child's name on the school web publications

_____ Use of my child's picture on the school web publications

Date: _____

Parent/Legal Guardian or Faculty Name: _____

Parent/Legal Guardian or Faculty Signature: _____

Digital Dakota Network (DDN): Class Regulations

If a student drops a DDN class on or before September 12th there will be no charge to the student.

If a student drops a DDN class between September 13th and September 30th, the student will be charged 50% of the cost of the class.

If a student drops a DDN class after September 30th, the student will be charged the full cost of the class.

If a student does not pass a DDN class and wants to take the class again, the student will pay the full cost of the class.

School Equipment and the Students

It is the responsibility of the student to properly care for any and all equipment, uniform, and/or instruments they were given or assigned for a school activity. It is also the student's responsibility to turn in said equipment to the coach at the end of the season.

If the student is unable to turn the equipment in because it was lost, misplaced, stolen, etc. it is then the responsibility of that student to reimburse the school for the cost of that equipment based on the following scale:

1. 1-3 years old - 100% replacement cost
2. 4-6 years old - 75% replacement cost
3. 7-10 years old - 50% replacement cost

All Kadoka Area School activities are included in this policy and all students participating in any school activity will follow this policy.

Some unforeseen circumstances may cause a deviation from this policy but must be approved by the Activities Director and High School Principal.

Title I Parent Involvement Policy

Parent Involvement, a very important part of our Title I Program, involves the working relationship between the parents, Title I staff, regular education staff and the school administration. The Title I staff feels that parent support and participation will achieve the best student performance possible. Therefore the Kadoka Area School Board supports these policies to involve the parents of Title I qualified students in our program by:

Parents shall receive a written notification by the school district that their child qualifies for Title I services according to a composite needs assessment. The purpose of this letter is to inform the parents that their child is receiving Title I services.

Parents of Title I participants will be encouraged to visit with Title I staff.

Title I staff will prepare and attach a quarterly report with each child's report card to inform the parents of the child's progress.

The Title I team will participate in the school district's Parent/Teacher Conferences held twice a year. The Title I team will prepare and print a monthly News/Response letter to communicate to the parents. Content shall include but not be limited to:

1. Innovations in language arts, reading and math

2. Selected book list for enjoyment reading by students

3. Practical tips for parents to help their child at home in reading and math

4. Highlights of the program and personnel used in the district special events or needs

5. Title I shall sponsor an annual public meeting in each attendance center to which all parents of eligible students will be invited and encouraged to attend. Information regarding the Title I program in the Kadoka Area School District will be discussed, overview in the project direction will be shared, goals for student performance stated, parent discussion and input will be solicited.

6. Title I may sponsor ACTIVE PARENTING classes available to all parents of children eligible for Title I services as adult community classes.

7. Parent involvement, input and suggestions shall be warmly welcomed throughout the school year.

8. Parents are invited to visit Title I.

Educational Records Policy

This is to notify all parents and students 18 years of age that they are entitled to:

1. The right to inspect and review all of his or her records and to receive explanations and interpretations of the records;
2. The right to request an amendment in his or her educational records believed to be in error; the right to receive copies of all education records (a charge for copying will be made);
3. The right to request an impartial hearing if the educational agency refuses to amend an education record;
4. These records are on file in the office of the principal, superintendent or special educator.

Student Directory Information

PUBLIC NOTICE OF THE INTENT OF KADOKA AREA SCHOOL DISTRICT TO RELEASE PERSONALLY IDENTIFIABLE INFORMATION REGARDING STUDENTS OR FORMER STUDENTS

DIRECTORY INFORMATION: Kadoka Area School District designates the following personally identifiable information regarding its students as Directory Information.

1. Name
2. Address and phone number
3. Date of birth
4. School attending
5. Dates of attendance
6. Parents or guardian of student
7. Participation in school-recognized activities
8. Weight, height, age and grade of members of athletic team
9. Awards received
10. Individual and group photographs pertaining to school activities
11. Similar information which denotes accomplishment or achievement

RIGHT OF PARENT, GUARDIAN OR STUDENT TO PROHIBIT RELEASE OF INFORMATION: A parent, guardian or student 18 years of age may refuse to permit the release of any of the Directory Information by notifying the Principal of the student's school in writing which of the above Directory Information may not be released in respect to the particular student. Such notification may be made at any time.

STUDENT RECORDS POLICY: The Board of Education has adopted an educational records policy and, in implementing the release of information, that policy shall be considered.

School Sponsored Extra Curricular Policy

The two school sponsored teams covered under this policy are wrestling and gymnastics. The school district will review the informational document each fall.

Revised: 12/12/2022

Administration of Medical Cannabis to Qualifying Students

The School District restricts the administration of medical cannabis during school hours and at school-sponsored activities unless, in accordance with a practitioner's recommendation, administration of medical cannabis cannot reasonably be accomplished outside of school hours or school-sponsored activities.

The District permits students with a valid registry identification card for medical cannabis under South Dakota law to be administered medical cannabis on school property or at a school-sponsored activity by their parent/guardian or other registered designated caregiver in accordance with this policy and South Dakota law. In order for a parent/guardian or other designated caregiver to administer medical cannabis to a qualifying student, the District will require the following to be provided initially and thereafter at the beginning of each school year and at any time when the qualifying student's administration of medical cannabis changes:

- Presentation of the student's valid State of South Dakota Department of Health approved registry identification card or nonresident card with the State of South Dakota Department of Health's confirmation of registration (a copy of which will be kept by the school in the student's educational record);

- Presentation of the State of South Dakota Department of Health approved caregiver's card showing his/her status as the registered designated caregiver for the qualifying student (a copy of which will be kept by the school in the student's educational record); and

- A written dated and signed certification by the qualifying student's recommending practitioner that also includes the dosage, frequency or time of administration, and length of time between dosages.

The parent/guardian or other registered designated caregiver is the only person who may provide, administer, or assist the student with the consumption of medical cannabis. Schools will not store, and school personnel will not administer, medical cannabis.

Administration of medical cannabis to qualifying students shall be in accordance with this policy. Administration of all prescription and nonprescription medications to students shall be in accordance with applicable law and the District's policy concerning the administration of medications to students.

Definitions

The following definitions apply for purposes of this policy:

1. "Designated location" means a location identified in writing by the school district in its sole discretion and may include a location on the grounds of the school in which the student is enrolled, upon school property in South Dakota, as that term is defined herein, or at a school-sponsored activity in South Dakota.

2. "Permissible form of medical cannabis" means non-smokable products such as oils, tinctures, edible products, or lotions that can be administered and fully ingested or absorbed in a short period of time. Patches and other forms of administration that continue to deliver medical

cannabis to a qualified student while at school may be appropriate for students who receive ongoing adult assistance or on a case-by-case basis as determined by the district when adequate protections against misuse may be made. Smoking or vaping medical cannabis is strictly prohibited and is not a permissible form of medical cannabis for students in a school setting under any circumstances.

3. "Designated caregiver" means the qualifying student's parent, guardian or other responsible adult over twenty-one years of age who is the qualifying student's registered designated caregiver and who has a caregiver's card approved by the South Dakota Department of Health. In no event shall another student be recognized as a designated caregiver. A designated caregiver is the only individual permitted to possess and administer to a qualifying student. Any designated caregiver seeking access to school property or school-sponsored activity for purposes of this policy must comply with the Board's policy and/or procedures concerning visitors to school and all other applicable policies.

4. "School property" means any school premises, vehicle, or building, or on or in any premises, vehicle, or building used or leased for the school district's functions.

5. "Qualifying student" means a student who possesses a valid registry identification card approved by the State of South Dakota Department of Health for the use of medical cannabis.

6. "Written certification" means the completed South Dakota Department of Health form dated and signed by a physician who is licensed with authority to prescribe drugs to humans, stating that in his/her professional opinion the patient is likely to receive a therapeutic or palliative benefit from the medical use of cannabis to treat or alleviate the patient's debilitating medical condition or symptom associated with the debilitating medical condition. The document must specify the patient's debilitating medical condition and that it is made in the course of a bona fide practitioner-patient relationship.

Permissible administration of medical cannabis to a qualifying student

A qualifying student's designated caregiver may administer a permissible form of medical cannabis to a qualifying student in a designated location if all of the following parameters are met:

1. The qualifying student's parent/guardian provides the following to the school before the administration of medical cannabis is allowed on school property or at a school-sponsored activity and thereafter at the beginning of each school year and at any time when the qualifying student's administration of medical cannabis changes:

    a. The qualifying student's valid registry identification card from the State of South Dakota Department of Health or nonresident card with the State of South Dakota Department of Health's confirmation of registration authorizing the student to receive medical cannabis;

    b. The completed and signed Medical Cannabis Administration Plan;

    c. The designated caregiver(s) card approved by the State of South Dakota Department of Health; and

d. Written certification dated and signed by the student's recommending practitioner that also includes the dosage, frequency or time of administration, and length of time between dosages.

2. The qualifying student's parent/guardian provides written notice to the school within ten (10) days of any of the following:

    a. Change in a designated caregiver;

    b. The student ceases to have a debilitating medical condition, as that term is defined in South Dakota law; or

    c. The registry identification card is void, expired or revoked.

3. In the event that a new registry identification card is issued, the qualifying student's parent/guardian provides the new card to the school district within ten (10) days of the issuance of the card;

4. The qualifying student's parent/guardian signs the written acknowledgement in the Medical Cannabis Administration Plan assuming all responsibility for the provision, administration, maintenance, possession, storage and use of medical cannabis under state law, and releases the district from liability for any claim or injury that occurs pursuant to this policy;

5. The qualifying student's parent/guardian or designated caregiver shall be responsible for providing the permissible form of medical cannabis to be administered to the qualifying student, shall transport it in a container that meets the packaging and labeling requirements specified by the South Dakota Department of Health, and shall not at any given time possess on school property an amount of medical cannabis that exceeds the qualifying student's prescribed daily dosage;

6. The district will determine the location and the method of administration of a permissible form of medical cannabis so as not to create risk of disruption to the educational environment or exposure to other students;

7. After administering the permissible form of medical cannabis to the qualifying student, the student's designated caregiver shall remove any remaining medical cannabis from the school property or school-sponsored activity;

8. The written dated and signed plan contained in the Medical Cannabis Administration Plan is prepared and identifies the form, designated location(s), and any protocol regarding administration of a permissible form of medical cannabis to the qualifying student.

Additional parameters

School personnel, in their role as employees of the school district, will not under any circumstances:

1. Assist a qualifying student or his/her designated caregiver in obtaining, administering, or using medical cannabis;

2. Store or hold medical cannabis in any form;

3. Ensure the qualifying student is properly using the medical cannabis as instructed by his/her recommending practitioner; or

4. Serve as the qualifying student's designated caregiver of medical cannabis.

This policy conveys no right to any student or to the student's parents/guardians or other designated caregiver to demand access to any general or particular location on school property or at a school-sponsored activity to administer medical cannabis.

When a school-sponsored activity occurs at another South Dakota public school, the location identified by that school will serve as the designated location for the designated caregiver's administration of medical cannabis.

This policy shall not apply to school property or school-sponsored activities located outside of the state of South Dakota or on federal property or any other location that prohibits cannabis on its property.

Permission to administer medical cannabis to a qualifying student may be limited or revoked if the qualifying student and/or the student's parent/guardian or other designated caregiver violates this policy or demonstrates an inability to responsibly follow this policy's parameters.

No student is permitted to possess or self-administer medical cannabis. Qualifying students with a valid registry identification card who possess or self-administer cannabis may be subject to discipline just as any other student without a valid registry identification card would be. Student possession, use, distribution, sale or being under the influence of cannabis inconsistent with this policy may be considered a violation of Board policy concerning drug and alcohol involvement by students or other Board policy and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

If the federal government indicates that the District's federal funds will be lost or have been lost by this policy, the Board declares that this policy shall be suspended immediately and that the administration of any form of medical cannabis to qualifying students on school property or at a school-sponsored event shall not be permitted. The district shall post notice of such policy suspension and prohibition in a conspicuous place on its website.

Adopted: 11/10/2021

Medical Cannabis Administration Plan

Before the administration of medical cannabis on school property or at a school-sponsored activity, at the beginning of each school year and at any time when the qualifying student's administration of medical cannabis changes, the student's parent/guardian must complete and submit to the district this form, the student's registry identification card, the designated caregiver(s) card, and a written signed certification[1] by the recommending practitioner that also includes the dosage, frequency or time of administration, and length of time between dosages.

To be completed by the parent/guardian:

Name of Qualifying Student[2]: _____
School: _____ Grade: _____
Name and Phone Number of Student's Designated Caregiver(s)[3]: _____
_____
_____

By initialing the following statements and signing below, the undersigned parent/guardian hereby acknowledges:

_____ I have read and agree to comply with the procedure regarding the administration of medical cannabis to qualifying students as outlined in the Administration of Medical Cannabis to Qualifying Students policy.

_____ I assume all responsibility for the provision, administration, maintenance, possession, storage, and use of medical cannabis to my child.

_____ I understand that no school personnel are required to administer medical cannabis to my child, and that only a registered designated caregiver will be allowed to administer medical cannabis to my child.

_____ I understand that I or the designated caregiver for my child will not at any time possess on school property an amount of medical cannabis that exceeds my child's prescribed daily dosage, that it will be transported in a container that meets the packaging and labeling requirements specified by the South Dakota Department of Health, and that as soon as I or my child's designated caregiver administer the dosage of medical cannabis, I or my child's designated caregiver must remove any remaining cannabis from the school property or school-sponsored activity.

_____ I understand that the district will determine a designated location and any protocols regarding the administration of medical cannabis to my child and that this plan does not allow for the administration of medical cannabis on federal property or any location that prohibits cannabis on its property.

_____ I agree to notify the School District of any change in circumstances as outlined in the Administration of Medical Cannabis to Qualifying Student policy.

_____ I understand that permission to administer medical cannabis in accordance with this plan may be revoked for the failure to comply with the procedure, rules, or requirements of the administration of medical cannabis to qualifying students or other policies.

By signing below, I hereby release and hold harmless the School District, its officers, agents, employees, and volunteers from any and all liability, damages, injury, or other legal claims which I now have or may hereafter have arising out of the administration of medical cannabis to my child.

Date: _____ Signature of parent or guardian: _____
_____

[1] "Written certification" means the completed South Dakota Department of Health form dated and signed by a physician who is licensed with authority to prescribe drugs to humans, stating that in his/her professional opinion the patient is likely to receive a therapeutic or palliative benefit from the medical use of cannabis to treat or alleviate the patient's debilitating medical condition or symptom associated with the debilitating medical condition. The document must specify the patient's debilitating medical condition and that it is made in the course of a bona fide practitioner-patient relationship.
[2] "Qualifying student" means a student who possesses a valid registry identification card approved by the State of South Dakota Department of Health for the use of medical cannabis.
[3] "Designated caregiver" means the qualifying student's parent, guardian, or other responsible adult over twenty-one years of age who is the qualifying student's registered designated caregiver and who has the caregiver's card approved by the SD Department of Health. In no event shall another student be recognized as a designated caregiver. A designated caregiver is the only individual permitted to possess and administer to a qualifying student.

To be completed by the school:

I have received the following:

____ Student's registry identification card approved by the State of South Dakota Department of Health authorizing the administration of medical cannabis to the student. The expiration date is: _____

____ The designated caregiver(s) card approved by the State of South Dakota Department of Health authorizing the administration of medical cannabis to the student.

____ Written certification signed by the recommending practitioner that also includes the dosage, frequency or time of administration, and length of time between dosages.

The student's identified designated caregiver's administration of the permissible form of medical cannabis in the designated location has been conditionally approved as follows:

Permissible form(s)[4] of medical cannabis to be administered:

☐ Oil/Lotion ☐ Tincture ☐ Edible Product ☐ Other: _____

Administration method to be used: _____

Dosage Amount: _____ Time(s) to be Administered: _____

Location of administration[5] on school property or at a school-sponsored activity:

_____

Date: _____

Name and Signature of Administrator: _____

Copies of the current registry identification card and the registered designated caregiver(s) card will be retained in the student's educational record and updated as needed.

Provide copies of the Administration Plan to:

- Parent/Guardian
- Designated Caregiver (if different than parent/guardian)
- School Principal
- Student's Teacher(s)

[4] "Permissible form of medical cannabis" means non-smokable products such as oils, tinctures, edible products, or lotions that can be administered and fully ingested or absorbed in a short period of time. Other non-smokable forms may be approved on a case-by-case basis.

[5] "Designated location" means a location identified in writing by the school district in its sole discretion and may include a location on the grounds of the school in which the student is enrolled, upon school property in South Dakota, as that term is defined herein, or at a school-sponsored activity in South Dakota.

Student Enrollment Numbers

The Kadoka Area School Board recognizes the educational value and services that are provided to students who elect to attend school at our outlying attendance centers. It also recognizes the importance of reviewing each attendance center for fiscal responsibility to its taxpaying patrons.

To that end, when the student numbers drop below 15 pupils, a motion to close the attendance center(s) will be placed on the school board agenda.

Adopted April 13, 2023
Revised: 07/13/2026

Bullying

Persistent bullying can severely inhibit a student's ability to learn effectively or a member of the staff's ability to do their job. The negative effects of bullying can have an impact on a person for their entire life. We are committed to providing a caring, friendly, and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively.

Bullying is repeated and intentional harmful behavior initiated by one or more students and directed toward another student. Bullying is unjustified and a repeated intent to do harm. Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets a student who has difficulty defending him or herself.

The forms of bullying:

1. Physical-involves harmful actions against another person's body
2. Verbal-involves speaking to a person or about a person in an unkind or hurtful way
3. Emotional-involves behaviors that upset, exclude, or embarrass a person
4. Sexual-involves singling out a person because of gender and demonstrates unwarranted or unwelcome sexual advances
5. Racial-involves rejection or isolation of a person because of ethnicity

The school board expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and staff.

The school board believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, and community members.

The school board requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying.

The school board requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violation of this policy. All school employees, students, parents, visitors or any other member of the community are required to report alleged violations to the school principal. The school principal and/or principal's designee are to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and or principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. A report shall be made within 24 hours of the incident.

When filing a complaint, use the Student Grievance Form found in this policy handbook.

Adopted: 10/14/2026