

# TABLE OF CONTENTS

## **Chapter One: School Board**

1.01 Legal Reference .....	1
1.02 Functions of the Board.....	1
1.03 Election of Board Officers, Business Manager.....	1
1.04 Regular Meeting of the Board.....	1
1.05 Special Meetings .....	1
1.06 Committees of the Board .....	1
1.07 Amendment or Suspension of Board Policy .....	1

## **Chapter Two: Administrative Organization**

2.01 Selection of Superintendent of Schools .....	2
2.02 School Board-Superintendent Relationships .....	2
2.03 Principles and Procedures for Cooperation Between.....	2
A. School Board and Superintendent of School.....	2-3
B. Principles Basic to Effective Cooperation .....	3
C. Conditions Necessary for Effective School Administration .....	3
2.04 Duties of the Superintendent.....	3-4
A. Educational Program.....	4
B. Personnel .....	4
C. Finance .....	4
D. School Plant .....	4
E. Transportation.....	5
F. General Administration .....	5
G. School Lunch .....	5
H. Public Relations .....	5
I. State Board of Education.....	5
2.05 School Board-Staff Relationships.....	5
2.06 Administrative Organization Chart.....	6
2.07 Prohibits Discrimination .....	6

## **Chapter Three: Principal's Job Description**

3.01 Duties and Responsibilities of HS Principal.....	7
A. Program of Curriculum and Extra Curricular Activities.....	7
B. General Administration .....	7
C. Industrial Staff.....	7
D. The Pupils .....	7,8
3.02 Duties and Responsibilities for Elementary Principal .....	8
A. The Program.....	8
B. General Administration .....	8
C. The Staff .....	8

D. The Pupils .....	8,9
3.03 Field Trips .....	9
3.04 Money Drives and Contests .....	9
3.05 Evaluation of Industrial Program .....	9
3.06 Employment Practices .....	9

#### **Chapter Four: Guidance Counselor**

4.01 Qualifications of Guidance Counselor .....	10
4.02 Duties and Responsibilities .....	10
4.03 General Administration .....	10
4.04 Needs Assessment .....	10
4.05 Group and/or Individual Counseling .....	10,11
4.06 Student Awareness .....	11
4.07 Staff Coordination .....	11
4.08 Referrals .....	11
4.09 Policies and Procedures .....	11

#### **Chapter Five**

5.01 Selection of Instructional Personnel .....	12
5.02 Contracts .....	12
A. Issuance of .....	12
B. Outside-District Expense .....	12
C. Sabbatical Leave .....	12
D. Working Day .....	12
E. Sick Leave .....	12,13
F. Funeral Leave .....	13
G. Personal Leave .....	13
H. Coaches Leave .....	13
5.03 Jury Duty .....	13
5.04 Professional Meetings .....	13
5.05 Substitute Teachers .....	13
5.06 Dismissal of Teachers .....	13
5.07 Grievance Procedure for Certified Personnel .....	13
A. Article I—Definitions .....	13,14
B. Article II—Purpose .....	14
C. Article II—Time Limits .....	14
D. Article IV—Informal Procedures .....	14
E. Article V—Formal Procedures .....	14,15
F. Article VI—Miscellaneous .....	15
5.08 Workman’s Compensation .....	16
5.09 Employment Practices .....	16
5.10 Staff Reduction .....	16
5.11 Supervision, Evaluation & Employment Policy .....	17,18
A. Employment based on supervision and evaluation .....	17

B. Evaluation Practices .....	17,18
C. Temporary Disengagement .....	18
D. Suspension .....	18
E. Dismissal .....	18
5.12 Policy for Professional Negotiations .....	18-22
A. Definitions.....	19
B. Principle.....	19,20
C. Recognition and Challenge of Recognition .....	20
D. Procedures.....	20
E. Agreements.....	21
F. Conciliation and Mediation .....	21
G. Costs.....	21
H. Duration .....	22
I. Amendment .....	22
J. Severability.....	22
5:13 Evaluation of teacher performance.....	22-25
I. Purpose.....	22
II. Goals.....	22,23
III. Procedures .....	23
IV. Other Provisions.....	23,24
V. Self-evaluation instrument.....	24,25

**Chapter Six: Student Teacher Program**

6.01 Selection of Practice Teachers .....	25
6.02 Responsibility .....	25
6.03 Regulations .....	25
6.04 Cooperating Teacher Guidelines.....	25

**Chapter Seven: Non-Instructional Staff**

7.01 School Bus Drivers .....	26,27
7.02 School Lunch Staff .....	27,28
7.03 Custodians.....	28,29

**Chapter Eight: Business Administration**

8.01 Purpose.....	29,30
8.02 Budget.....	30
A. Purpose.....	30
B. Preparation and Adoption.....	30
C. Administration of Budget.....	30
8.03 General Business Administration .....	31
A. Fidelity Bonds .....	31
B. Money Depositing .....	31
C. Money Receipting .....	31

D. Bills Presented to School Board for Payment .....	31
1. Vouchers .....	31
2. Petty Cash .....	31
E. Accounting Books .....	31
F. Auditing .....	32
G. Insurance .....	32
H. Pay Day .....	32
I. Miscellaneous Business Policies .....	32
1. Mileage .....	32
2. Per Diem .....	32
J. Student Reimbursement .....	33
K. Credit Card Usage .....	33
L. Credit Card Issuance Agreement .....	33-34
M. Trust & Agency Club Accounts Policy .....	34

**Chapter Nine: Pupils**

9.01 Admission of Pupils .....	34
B. Elementary .....	34
C. Secondary .....	34
9.02 Promotion .....	34-35
A. Elementary .....	34,35
B. Secondary .....	35
9.03 Protection of Pupil's Rights and Interests .....	35,36
9.04 Use of Motorized Equipment by Students During the School Day .....	36
9.05 State Athletic Events .....	36
9.06 Activity Funds .....	36
9.07 Rental Fee for Band Instruments Owned by the School .....	36
9.08 Free Night .....	37
9.09 Tobacco Product Free School .....	37
9.10 Attendance .....	37
9.11 Student Grievances .....	37,38
9.12 Alternative Education Policy .....	38

**Chapter Ten: Rental of School Property**

10.01 General Conditions .....	39
10.02 Service Charges .....	39
10.03 Rental Fees for School Properties .....	39
10.04 Band Rental Fee .....	39

**Chapter Eleven: Instructional Materials**

11.01 Guidelines for Selection .....	39,40
11.02 Procedures for Reconsideration of Instructional Materials .....	41,42
11.03 Citizen's Request for Reconsideration of Instructional Materials .....	42,43

**Chapter Twelve: Student Advisory Council**

12.01 Article I—Name of Council .....	43,44
---------------------------------------	-------

12.02 Article II—Purpose .....	43,44
12.03 Article III—Membership .....	44
12.04 Article IV—Meetings of Advisory Council .....	44
12.05 Article V—Suggested Activities.....	44
12.06 Article VI—Limitations .....	44
12.07 Cheerleaders.....	45
12.08 Rules and Regulations.....	46

**Chapter Thirteen: Child Abuse and Neglect**

13.01 Definition of Neglected or Dependent Child .....	47-49
--	-------

**Chapter Fourteen: Communicable Diseases**

14.01 Student Communicable Disease Policy and Guidelines .....	49-53
14.02 Employee Communicable Disease Policy .....	53-54
14.03 Policy on Handling Body Fluids.....	54-55
14.04 Handling Body Fluids on the School Bus.....	55

**Chapter Fifteen: Alcohol Policy and Harassment Policy**

Alcohol Use by Students/Drug Abuse/Chemical Abuse .....	56
Use of Alcohol and Other Drugs by Employees.....	57,58
Sexual Harassment Policy.....	58-59

**Chapter 16: Miscellaneous Policies**

16.01 Nonexempt Employee Volunteer Agreement.....	59
16.02 Extra Curricular Participation of Alternative Instruction Students.....	59,60
16.03 Open Enrollment.....	61-65
16.04 School Wellness Policy.....	66-68
16.05 Spectator Policy .....	69
16.06 Dangerous Weapon Policy.....	70
16.07 Credit Card Issuance Agreement .....	74
16.08 Student Bullying Policy.....	71-74
16.09 Enrollment, Transportation, School of Origin, and the Elimination of Barriers for Children or Youth Experiencing Homelessness including Unaccompanied Youth...	75
16.10 Complaint Policy for Federal Programs .....	76
16.11 Public Complaints about School Personnel .....	77,78
16.12 E-Rate Retention Policy.....	78-80
16.13 Overdue Bill Policy.....	80
16.14 Motor Vehicle Records Policy.....	80
16.15 CIPA..Internet Safety Policy .....	81-83



**Canistota School District**  
**"Igniting the Desire to Learn and Succeed"**

# **Policy Manual**

*Revised August, 2012*

## **Chapter I SCHOOL BOARD**

### **Section**

#### **1.01 Legal Reference**

The Board shall be composed of seven members to be elected in accordance with the provisions of state law, whose term shall be from one to three years initially and three years thereafter. Vacancies are filled by appointment by the School Board. The annual election is held in April.

#### **1.02 Functions of the Board**

It is the duty of the School Board to organize and maintain schools for the education of all children of school age within the District. The Board has general charge, direction, and management of the schools of the District and control and care of all school property. It has the power to levy taxes, borrow money, carry insurance, and employ the necessary personnel in order to operate the schools in accordance with law.

#### **1.03 Election of Board Officers, Clerk and Treasurer**

The Board elects a president and vice-president for a one year term and appoints a Business Manager at the July meeting.

#### **1.04 Regular Meeting of the Board**

The first regular meeting shall be held on the second Monday of July and the following meetings shall be held on the 2<sup>nd</sup> Monday of each month thereafter unless the meeting date is changed at the preceding meeting and included in the Board minutes. Meetings will begin at 7:00 P.M.

#### **1.05 Special Meetings of the Board**

Special meetings will be held in the school provided each member of the Board has been notified in advance that such special meeting is to be held.

#### **1.06 Committees of the Board**

Committees may be appointed by the president to carry out special assignments of the Board. The School Board will act as a committee of the whole on most matters.

#### **1.07 Amendment or Suspension of Board Policy**

Board Policy is to be adopted by majority vote each year at the organizational meeting held on the second Monday in July. The amendment or suspension of Board Policy may be made at any time during the year by majority vote of members present.

**Chapter II**  
**ADMINISTRATIVE ORGANIZATION**  
*Updated December 2007*

2.01 The Selection of the Superintendent of Schools

The Superintendent shall be elected by a majority vote of the Board. The Superintendent must meet requirements set forth by the Department of Education.

2.02 School Board-Superintendent Relationship

- A. The Board and Superintendent must act as a team in order to have the school function smoothly and effectively.
- B. The Superintendent of Schools shall be the chief executive officer of the School Board, and shall possess the powers and discharge the duties that pertain to the office. Under the direction and control of the School Board, he/she shall have general supervision and direction of the school, The Superintendent, alone, shall be the executive officer of the Board and all other school employees shall be responsible to him/her. There shall be no dual control in school administration.
- C. He/she shall be responsible for carrying into effect the policies adopted by the School Board. In all matters where his duties are not definitely prescribed, he/she shall exercise discretion, subject to the approval of the School Board.
- D. He/she should provide leadership for the School Board by furnishing professional advice and information on the whole school program.
- E. He/she shall attend all school board meetings and prepare an agenda for school board meetings.
- F. He/she shall make regular reports to the School Board concerning the educational progress of the school, school activities and all matters affecting the school welfare.

2.03 Principles and Procedures for Cooperation Between a School Board and its Superintendent of Schools

It is to be understood that these statements are in no sense to be substitutes for, but rather to be helpful in carrying out local Policies and Procedures which the School Board should establish and publish for its School District.

- A. Principles Basic to Effective Cooperation
  - 1. The Board will not assume the administrative function, but will vest in the Superintendent of Schools the executive authority to commensurate with necessary responsibility.



2. The School Board will provide personnel necessary and appropriate to assure successful administrative of schools and set up a precise line of authority or chain of command.
3. The School Board will endeavor to give counsel and advice to the Superintendent regarding the administration of the schools as it deems necessary or expedient, remembering always that Board members, as individuals, have no authority and only policies voted by the Board have force.
4. The School Board will expect from the Superintendent, recommendations for the improvement of the school district. His role is to provide educational leadership for the school.
5. The School Board recognizes its legal responsibilities for the operation of a good school, including the right to reject any and all recommendations and the obligations to revise its policies from time to time to meet changing conditions.
6. All meetings and records of the Board shall be open as provided in law for students, employees, and personal matters to the public, with exceptions, in which case the Board shall vote to sit in “executive session” or closed meeting for purposes set forth by state law.
7. The School Board and the Superintendent of Schools shall assume initiative for orientating the newly elected Board Member to his responsibilities as a member of a public governing body. Attendance by all Board Members at area seminars and workshops can enhance the effectiveness of their service on the Board.

#### B. Evaluation of School Administration

1. The appraisal or evaluation of administrative performances is intended to bring about improvement of services. If this is true, then the consequence of neglect are serious. There is ample evidence that evaluation of school administrators does take place, if not in a formal sense, it occurs informally.
2. Practical suggestions for developing an appraisal plan for school administration are:
  - a. Determine needs for a particular type of size of school.
  - b. Identify the tasks that need to be performed and match the training and personnel qualities of personnel with the position.
  - c. Develop detailed task description.
  - d. Meet for the purposes on targets that are to be achieved during a certain period of time, for long and short-range goals.
  - e. Establish lists of performance criteria obtained from currently available research in the field of school administration.
  - f. Place the emphasis on the performance of tasks. The changing nature of the educational scene will require the up-dating and learning of new skills.

### 2.04 Duties of the Superintendent

#### A. Educational Program

1. The Superintendent of School should assume responsibility for the development of an educational philosophy for the school.

2. He/she shall be responsible for the educational improvement of the school system, and shall attempt to keep abreast of the educational changes through reading literature, visiting other schools, attending workshops, conferences, short courses and conventions.
3. He/she shall assume responsibility for development of the curriculum and the library service for both pupils and staff.
4. He/she shall develop a program for evaluation of pupil progress and guidance.
5. Recommend the purchase of educational supplies and equipment.

B. Personnel

1. The Superintendent of Schools shall recommend appointments, dismissals and promotions and suspensions.
2. All Employees shall be responsible to him/her directly or through the other members of the administrative staff.
3. He/she shall organize and supervise the work of non-professional employees.
4. He/she shall supervise, observe and evaluate the work of the members of the professional staff.
5. He/she should develop a program of in-service training for the professional and non-professional staff.
6. He/she shall maintain employees' service records.

C. Finance

1. The Superintendent of Schools shall plan the budget for School Board action.
2. He/she shall have authority to purchase equipment within the budget except when the item amount is over \$2,000 except in case of an emergency. This authority shall apply to the Capital Outlay expenditures that have been approved by the Board in the budget.

D. The School Plant

1. The Superintendent shall make plans for the effective use of school buildings.
2. He/she shall develop a program of operation and maintenance of school buildings.
3. He/she shall make plans for the care and use of school grounds.
4. He/she shall provide information for meeting the educational needs of the school district when plans are being made for new buildings or the alterations of existing buildings.
5. He/she shall make provision for an annual inspection of buildings and grounds by the school board to point out needs.
6. He/she shall be responsible for scheduling all rentals of school facilities and making collection of all rental fees. Rental policies are stated in Chapter Eight.
7. He/she shall set up and maintain an inventory of all instructional equipment, textbooks, custodial and school lunch equipment.
8. Fire drills shall be conducted according to regulations prescribed by law.

E. Transportation

1. The Superintendent shall recommend if appropriate the establishment of school bus service.
2. He/she shall supervise the transportation system to insure the safety, comfort and best service of the pupils.
3. He/she shall administer and supervise the maintenance of transportation equipment.
4. He/she may close school due to unfavorable weather conditions when, in his best judgment, this is advisable for the welfare of the pupils.

F. General Administration

1. The Superintendent shall plan the administrative organization of the whole school system.
2. He/she shall prepare the yearly calendar for School Board approval.
3. He/she shall administer the record system.
4. He/she shall plan and supervise the office routine.
5. He/she shall administer distribution and use of supplies and equipment.

G. School Lunch

1. The Superintendent shall supervise the school lunch program, including the management personnel, purchase of food, and general conduct of the lunch operation.

H. Public Relations

1. The Superintendent shall keep the public informed of school activities and the educational progress of the school.
2. He/she shall maintain contracts with groups and organizations in the community.
3. He/she shall develop plans for teacher-public co-ordinations, such as home calls by teachers, parent visits to school and participation in parent-teacher activities.

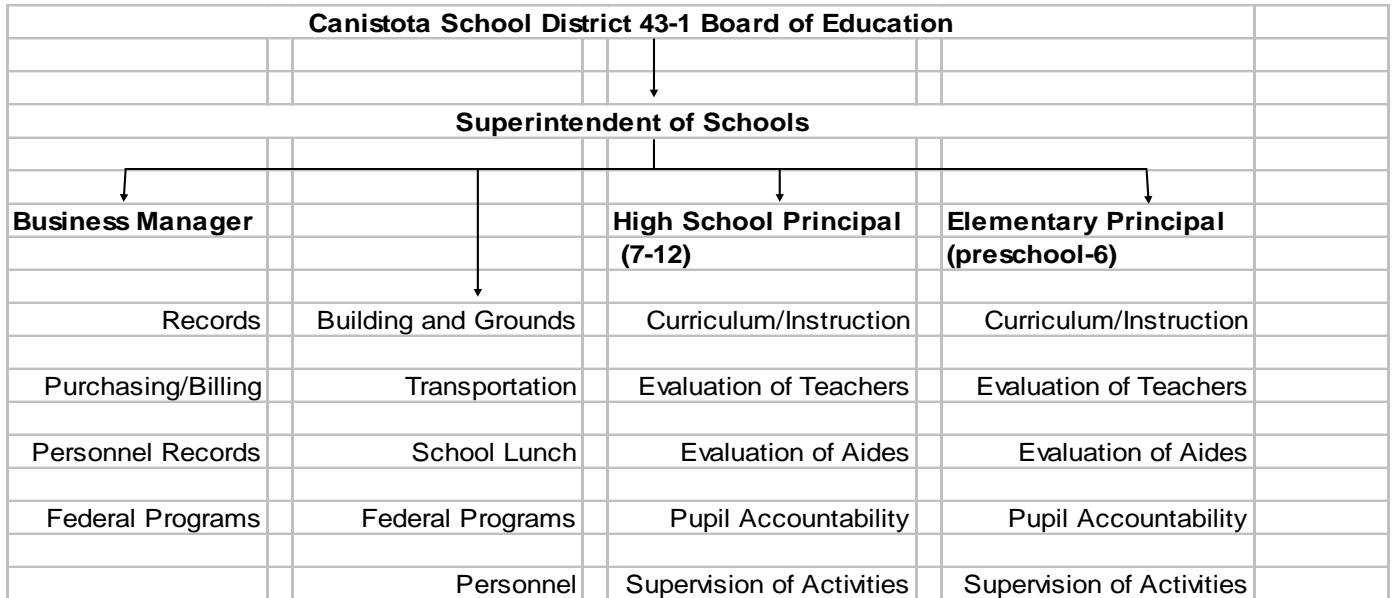
I. The State Board of Education

1. The Superintendent shall administer all minimum requirements set up by the State Board of Education.
2. The Superintendent shall be thoroughly informed of all published materials and directives issued by the State Board of Education.
3. He/she shall cooperate with the representatives of the State Board of Education.
4. He/she shall make reports in conformity with conditions established by law and by regulations of the State Board of Education.

2.05 School Board-Staff Relationship

Line and staff relationship shall be determined between Board and staff. Policies are executed from Board to Superintendent, to Principals, supervisors, teachers, non-certified personnel are responsible to the Superintendent. Should any employee wish an audience with the Board, he/she may do so by making his wishes known to the Superintendent.

2.06 Administrative Organization Chart



Pupils in Canistota School District # 43-1

2.07 Prohibits Discrimination

(The South Dakota Human Relations Act of 1972 as amended, SDCL 20-13, prohibits discrimination because of race, color, creed, religion, sex, national origin, or ancestry.)

It is the policy of the Board of Education of Canistota School District 43-1 to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection; therefore, whether full-time or part-time under any education program or activity operated by the district for which it receives federal financial assistance.

**Chapter III**  
**PRINCIPALS' JOB DESCRIPTION**  
*Updated January 2008*

- 3.01 Duties and Responsibilities of the High School Principal. In the absence of a High School Principal, these duties and responsibilities are the Superintendent's concern.
- A. The Program of Curriculum and Extra-curricular Activities
    1. The Principal shall participate in the construction and revision of the curriculum.
    2. Shall prepare daily class schedules.
    3. Shall schedule and direct assembly, club and homeroom programs.
    4. Shall direct utilization of community resources in the curriculum.
    5. The Principal shall encourage development of library service.
  
  - B. General Administration
    1. The Principal shall administer and supervise attendance procedure.
    2. Shall administer a functioning cumulative pupil record system.
    3. Shall administer high school grading system.
    4. Shall participate in planning and directing commencement activities.
    5. Shall make reports as needed and required by the Superintendent.
    6. Shall participate in the preparation of the high school budget.
    7. Shall approve the scheduling of all activities before they are submitted to the Superintendent for approval. This procedure gives the Principal the right opportunity to evaluate, coordinate and balance the activities in relation to the overall program of the school.
    8. Shall prepare and distribute a weekly calendar of high school activities.
  
  - C. The Instructional Staff
    1. The Principal shall recommend to the Superintendent the assigning of duties to teachers.
    2. Shall supervise classroom instruction.
    3. Shall direct in-service training program for teachers.
    4. Shall assist new teachers in adjusting themselves.
    5. Shall be responsible for securing substitute teachers.
    6. The Principal shall organize and assign to the staff those duties that evolve from supervision of extra-curricular activities.
    7. Shall make recommendations to the Superintendent for re-employment, promotion, transfer, suspension or dismissal of faculty members.
  
  - D. The Pupils
    1. The Principal shall be responsible for the policy of classification and promotion of pupils.
    2. Shall be responsible for maintaining conditions that will insure a good pupil attitude.
    3. Shall be responsible for pupil participation in school government. Shall act as advisor to the Student Council.

4. Shall plan and administer the system of reports on pupil progress.
5. Shall determine eligibility of students for extra-curricular participation. Shall prepare the eligibility lists required by the S.D. State High School League and see that they are sent to the required schools and officers of the league.

3.02 Duties and Responsibilities of the Elementary School Principal. In the absence of an Elementary Principal, these duties and responsibilities are the Superintendent's concern.

A. The Program

1. The Elementary School Principal shall participate and help direct in planning for and supervising the use of courses of study.
2. Shall supervise the preparation of daily class schedules.
3. Shall encourage the development of library service.
4. Shall direct utilization of community resources in the curriculum.

B. General Administration

1. The Elementary School Principal shall administer and supervise the attendance program.
2. Shall maintain a functioning cumulative pupil record system.
3. The Elementary School Principal shall make reports as needed and required by the Superintendent.
4. Shall requisition and administer use of supplies and equipment.
5. Shall plan and administer the inventory of supplies, textbooks, and equipment with the Superintendent's direction.
6. Shall administer and supervise the loading and unloading of school bus pupils.
7. Shall administer and supervise the care and use of buildings and grounds.
8. Shall administer and supervise the control of pupils on the school playground.
9. Shall make recommendations to the Superintendent for re-employment, promotion, transfer, suspension or dismissal of faculty members.

C. The Staff

1. The Elementary School Principal shall supervise classroom instruction as much as possible for a teaching principal.
2. Shall direct in-service training programs for teachers.
3. Shall conduct meetings of teachers.
4. Shall assist new teachers in adjusting to the school program.
5. Shall prepare and assign to staff members those duties outside the classroom that are needed to run a great school.
6. Shall be responsible for securing substitute teachers.

D. The Pupils

1. The Elementary School Principals shall direct classification, room placement, and promotion of pupils.
2. Shall be responsible for maintaining conditions that will insure a good pupil attitude throughout the elementary staff.

3. Shall plan and administer the plan for parent-teacher conferences and other reports to the parents on pupil progress.
4. Shall direct pupil registration.

### 3.03 Field Trips

Field trips are to be cleared with concerned Principal. Excursions and trips are to be approved by the principal and Superintendent. Superintendent should use discretion for Board approval on certain trips. Transportation arrangements are to be made through the Superintendent's Office.

### 3.04 Money Drives and Contests

All money drives and contests are to be held to a minimum in accordance with educational goals of the local school system, and only with the approval of Superintendent, or School Board should it be necessary.

### 3.05 Evaluation of Instructional Program

Principals are to supervise classroom and activities in order to evaluate teaching in the school system.

### 3.06 Employment Practices

\$1000.00 will be assessed against Principal's for breaking contract after June 1 the purpose of covering costs incurred in selecting a replacement.

**Chapter IV**  
**GUIDANCE COUNSELOR**  
*Updated February 2008*

4.01 Qualifications of Guidance Counselor

This person shall be certificated and trained in this field in accordance with the South Dakota certification regulations and the State Board of Education.

4.02 Duties and Responsibilities

- A. The Guidance Counselor is directly responsible to the Superintendent of schools.
- B. The Counselor should keep up to date on the various colleges in reference to their financial aids and admission requirements.
- C. The Counselor is responsible for the maintaining of anecdotal records, registration of students and the school testing program.
- D. No Counselor may divulge to any other person, or be examined concerning information or communication given to him/her in his official capacity by a student unless:
  - 1. This privilege is waived in writing by the student/parent.
  - 2. The information or communication was made to the Counselor for the express purpose of being communicated or of being made public.
  - 3. Required to report by state law (abuse, neglect, etc.).

4.03 General Administration

The guidance and counseling program shall be coordinated by a certified counselor with sufficient secretarial staff, adequate facilities and budget. A certified counselor possessing a current South Dakota counselor endorsement shall be provided for grades seven through twelve.

4.04 Needs Assessment

A needs assessment survey identifying those students in need of assistance in the area of guidance and counseling may be conducted on an annual basis by the counselor or an outside agency. The counselor may consult with parents, staff, administrators, and other people significant to the students needs. Social workers, probation officers, vocational rehabilitation representatives are consulted when deemed necessary.

4.05 Group and/or Individual Counseling

All students requesting assistance or referrals from school personnel will be provided with counseling services. Group counseling will generally take place in a classroom and individual or small group counseling will locate in the office provided.

The counselor will be available to all students for assistance with decisions, test score interpretation, developmental concerns, communications, filling out applications to post-



secondary areas or to the world of work. The counselor will present an overview of all financial aids, assist with high school career days, and provide the necessary services to former students and adults within the immediate area. Guidance and counseling services will be treated confidentially.

#### 4.06 Student Awareness

- A. Students will be involved in awareness activities related to self-concept development, goal setting and understanding relationships with others.
- B. Provide activities to all students which relate to developing career awareness.
  - 1. Career awareness material will be utilized for use in our Resource Room for students in the area of educationally disadvantaged—education in life-skills area.
  - 2. Students in grades 7-12 will be provided with information on programs available in post-high school institutions, military, and apprenticeship training. Assistance with financial aid; including scholarships, would be provided. Information and assistance would be provided to students seeking employment.

#### 4.07 Staff Coordination

The counselor assists the principals and teachers in providing information to students. Students are informed about counselor duties and how he/she can help them. This orientation includes:

- A. Course selection in curriculum
- B. Student course load requirement
- C. Graduation requirements
- D. Other guidance and counseling services available

The counselor will assist in development of a K-12 student appraisal plan which focuses on the individual students needs. The testing and appraisal program will consist of required and needed instruments that are deemed necessary for proper appraisal of students.

#### 4.08 Referrals

The counselor will refer students to other professional when appropriate. The counselor will utilize services of the McCook County Health Nurse, South Dakota Job Service, services of the Cornbelt Educational Cooperative (special education entity of which we are a member) and other organizations deemed necessary. Proper procedures will be followed in all referral instances.

#### 4.09 Policy Procedures

The counseling services at Canistota School District 43-1 will follow all rules and regulations—procedures set by the Division of Education and The State Board of Education.

**Chapter V**  
**INSTRUCTION PERSONNEL**  
*Updated May 2008*

5.01 Selection of Instructional Personnel

- A. Employment of Instruction Personnel
- B. Hiring Procedure
  1. If appropriate a position may be posted a minimum of 5 business days internally and may or may not be posted externally.
  2. Appropriate application must be on file with administration. Administration will determine appropriate application for position opening.
  3. Superintendent/CEO may assign qualified staff member to position until filled through a qualified applicant acted upon by the school board.

5.02 Contracts

- A. Contracts of employment for classroom teachers for an ensuing school year shall not be issued by the School Board prior to the first day of March of the current school year.
- B. A maximum of 4 years outside experience granted new teachers in salary negotiations. In certain areas of the curriculum, where a shortage of teachers exist and the need to seek the teachers services may occur, the School Board has authority to exceed the negotiated maximums. The School Board shall determine the curriculum areas where a shortage of teachers exists.
- C. No leaves from regular teaching duties will be allowed without special School Board action.
- D. Length of working day shall be from 8:00 A.M. until 4:00 P.M., not including time needed for special activities. Departures from this area are at the discretion of the Superintendent.
- E. Ten days sick leave allowed per year, accumulative up to 30 days. Deductions for excessive sick leave and personal absences to be at the rate of \$80 per day. Superintendent to rule on sick leave questions. Any absence for illness of teacher or immediate family shall be considered sick leave. Individual teachers will be able to borrow a maximum of 10 days sick leave from each other. No pool will be established. The amount of days borrowed will be deducted from the amount earned by the borrowee (according to District policy-10 days per year.) The borrowed 10 days will be over and above the earned 10 days. Sick leave can be borrowed from only those people who have accumulated more than 30 days of leave, and no one can sell below 30 days.
  1. Unused accumulated sick leave beyond 30 days shall be paid at the rate of the salary paid for substitute teacher single day fee, payable at the end of May each

year. Maximum number of days to be paid for accumulated sick leave each year is 10 days. (#4 added 7-1-81) policy amended (07-12)

- F. In the event of a death or significant crisis in the immediate family, the teacher may request up to five (5) days for immediate family. The immediate family, for purposes of this article, shall include children, parents, spouse, brothers, sisters, grandparents, along with corresponding in-laws, and other family members at the discretion of the administration. Leave without loss of pay of up to three (3) days from the teacher's sick leave may be granted to certified employees for bereavement leave not covered by the above provisions.
- G. Personal leave up to 2 days may be granted at the discretion of the Superintendent. Deductions for excessive personal absences to be at the rate of \$80 per day
- H. Coaches Leave: Coaches may be excused to attend State Tournaments in their respective fields.

### 5.03 Jury Duty

Jury duty is authorized.

### 5.04 Professional Meetings

Individual teachers may be excused, with the approval of the Superintendent, to attend special professional meetings. The expense of substitutes will be borne by the district.

- 5.05 Substitute teachers will be paid \$80.00 per day. When a substitute teacher is to teach on successive days the pay reads as follows: After 10 days sub pay is \$100.00/day. Days need not be consecutive.

Above 20 consecutive days, pay will be negotiated (Revised 07-91). (Amended 07-12)

### 5.06 Dismissal of Teachers

#### Complaint and Communication Procedure

- 1. Line and staff arrangements
  - a. All complaints taken to the Principal. If the person is not satisfied, he/she may go to the Superintendent after informing the Principal. If not satisfied with the Superintendent's action, then the complaint can be taken to Board.
  - b. All complaints are to be handled through the Superintendent who in turn notifies the Board.

### 5.07 Grievance Procedure for Certified Personnel

#### A. Article I—Definitions

1. A “grievance” is a complaint by a teacher or a group of teachers based upon an alleged violation, misinterpretation or inequitable application of any existing negotiated policy, contracts, or rule or regulation of the school district. The absence of or disagreement with existing policy, rules or regulations is not a grievance.
2. The term “teacher” is considered to apply to any certified professional employee and may include an individual or group of teachers who are similarly affected by a grievance.
3. An “aggrieved person” is the person making the claim.
4. A “party in interest” is any person or persons making the claim, or any person or persons who might be required to take action, or against whom action might be taken in order to resolve the problem
5. The term “days” means working school days.
6. “Association” shall mean the Canistota Education Association.
7. Board” means the School Board of Canistota School District 43-1, Canistota, South Dakota.

#### B. Article II—Purpose

The purpose of this statement of grievance procedure policy is to secure at the lowest possible administration level equitable solutions to problems which may from time to time arise affecting working conditions of teachers.

#### C. Article III—Time Limits

1. It is important that grievances be processed as rapidly as possible and every effort should be made to expedite grievance procedures.
2. In the event a grievance is filed on or after April 15, the time limit set forth herein shall be reduced so that the grievance procedure is expedited.
3. If a teacher does not file a grievance in writing with the Principal or other supervisor within thirty calendar days after the teacher knew, or should have known of the act or condition considered as having been waived.

#### D. Article IV—Informal Procedures

1. If a teacher feels he/she has a grievance, he/she should first discuss the matter with his Principal, or administrator, or supervisor, to whom he/she is directly responsible in an effort to resolve the problem.
2. If, after such discussion with the Principal or other supervisor the teacher is not satisfied with the disposition of the matter, he/she shall have the right to present the matter to and discuss it with the Superintendent.

#### E. Article V—Formal Procedures

1. Level One-School Principal
  - a. If an aggrieved person is not satisfied with the disposition of his problem through informal procedures, he/she may submit his claim in writing to his Principal.
  - b. The Principal shall within five days render his decision and the reasons therefore in writing to his complaint.

- c. The Principal shall keep on file a statistical summary of the number and types of grievances processed, including the names and details of the grievances.
- d. A teacher who is not directly responsible to a building Principal may submit his formal written grievance claim to the administrator or supervisor to whom he/she is directly responsible and such administrator shall carry out the aforementioned responsibilities the same as the Principal.

## 2. Level Two-Superintendent of Schools

If the aggrieved person is not satisfied with the disposition of his grievance by the Principal or other supervisor, or if no decision has been rendered within five days after presentation of the grievance in writing, he/she may file a formal written grievance with the Superintendent and the Superintendent shall meet with the aggrieved person and his representative, if the aggrieved person desires representation, for the purpose of considering the grievances. The Superintendent shall within five days of such meeting render his decision and the reason therefore in writing to the complaint.

## 3. Level Three-School Board

If the aggrieved person is not satisfied with the disposition of his grievance by the Superintendent, or if no decision had been rendered within five days after conference with the Superintendent, the aggrieved person may file the grievance with the School Board or designated representative which shall consider such complaint at its next meeting. The aggrieved person with a representative of his choice, if he/she desires one, may appear before the Board at such meeting. A decision of the Board on such grievances shall be rendered in writing to the aggrieved person within ten days after such meeting.

## 4. Level Four – Department of Labor

- a. If the aggrieved persons is not satisfied with the disposition of his grievance at Level Three, or if no decision has been rendered within five days after he/she has first met with the Board, he/she may, within five days after decision by the Board or ten days after he/she has first met with the Board, whichever is sooner, request in writing to the Superintendent and the association that his grievance be submitted to the Department of Labor.
- b. In case of an impasse or failure to reach an agreement, in negotiations under the provisions of this procedure, either party request the Commissioner of Labor to intervene under the provisions of 60-10-1 to 60-10-3 SDCL 1970. Nothing in this section shall prohibit the party to such an impasse from attempting any other procedure to facilitate a settlement that may be mutually agreeable.

## F. Article – Miscellaneous

1. If, in the course of the investigation of any grievance of representatives of the complaint, such investigations require their presence in any building of the School

District, such representative shall report immediately to the Principal being visited and state the purpose of the visit.

2. Every effort shall be made to avoid interruption of classroom activities and to avoid the involvement of students in all phases of grievance procedure.

#### 5.08 Workman's Compensation

Any employee who is injured in the line of duty shall receive such compensation and expenses as are prescribed by the workman's compensation law of the State of South Dakota. Any such benefits received by any employee for injury or sickness to be deducted from regular salary.

#### 5.09 Employment Practices

Teachers requesting release from contract after June 15 will be assessed \$250.00; after July 15 \$500.00 to cover costs incurred in seeking a replacement at such a late date. \$1000.00 will be assessed for breaking a contract during a school term.

Adopted 8-11-97

#### 5.10 Staff Reduction

Whenever in the judgment of the School Board it is advisable to reduce staff in the district, the Board may consider the following, not necessarily in order of priority, any of which may be used in determining which staff members will be non-renewed: student needs, the financial condition of the district, priority of programs, elimination of program, recommendation of administrative staff, evaluation records, competency, qualifications, certification, longevity, educational background, continuing contract status, federal mandates, and any other relevant consideration. In making staff reduction involving professional staff members on continuing contract status, the Board will follow the provisions of state law.

##### Recall

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

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

#### 5.11 Supervision, Evaluation, and Employment Policy for Certified Personnel

##### A. Employment based on supervision and evaluation.

A school exists for the welfare of boys and girls. Supervision and evaluation of certificated members shall be orientated toward improving instruction. Employment in the district can only be justified by such evaluation. All certificated staff members shall be expected to conduct self-evaluation (Exhibit I) or job target evaluation as each deems necessary to a professional status.

##### B. Evaluation Practices

Minimum teacher evaluation shall be scheduled by the Principal as follows:

1. All Teachers new to school system shall be evaluated a minimum of once a semester during the first two years of employment as required in SDCL 13-43-9.1.
2. All other teachers shall be evaluated as deemed necessary, but at least once a year.

It is assumed that evaluation will be made in a variety of classroom situations, e.g., 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.

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 or reaction to the evaluation received.

When a teacher receives an evaluation stating “recommended with qualification for reemployment,” the teacher must be apprised of that and counseled orally relative to areas in which improvement is necessary.

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.

In cases cited in the above paragraphs a teacher may request an evaluation by and/or a conference with the Superintendent.

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

Principals shall be evaluated and conferred with by the Superintendent in so far as possible on the Principal's performance appraisal form, Exhibit IV. Minimum evaluation as outlined in B. 1., above applies to administrators.

The Superintendent shall be evaluated and conferred with by the Board in so far as possible on the Administrator Evaluation Form: Exhibit IV. Minimum evaluation as outlined in B.,1., applies to the Superintendent.

#### C. 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 his 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 imputes contributory involvement to the employee. He/she may be reinstated to his responsibilities when advisable, or may be notified of suspension when investigation of suspension when investigation so indicates.

#### D. 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 criterion on which continued employment is based.

#### E. DISMISSAL

Immediate dismissal shall be based on the provisions of state law.

#### 5.12 Policy for Professional Negotiations

The School Board of the Canistota District states that the educational welfare of the children of the district is paramount in the operation of the schools and that the development and fulfillment of educational programs of the highest quality require professional working relationships among the Board, the administrative staff, and the



teaching staff. To promote maximum utilization of the specialized abilities, experience, and judgment of the teaching profession and all parties sharing responsibility for the quality of instruction in the Canistota District, the School Board does hereby adopt by resolution the following procedural negotiating policy:

A. Definitions (as used in this policy)

1. Board shall mean the School Board of the school district.
2. Superintendent shall mean the Superintendent of schools of the school district.
3. Association shall mean the majority group of certified personnel referred to in Recognition Sections C and D of this policy.
4. Joint Negotiating Committee shall mean the committee composed of representatives as designated by the Board, the association and the Superintendent.
5. Association Representatives shall mean the members of the joint negotiation committee selected by the associates.
6. Professional Negotiation is an orderly process through which teachers and School Boards cooperatively discuss and develop proposed policies of common concern.
7. Certified Personnel shall mean professional individuals certified and regularly employed by the School Board.
8. Consultant shall mean a resource person qualified by training and experience to advise on problems being considered by joint negotiation committee. Said consultant may or may not be an employee of the Board and may be called upon by either party.
9. Conciliator shall mean a qualified person who seeks to assist in the resolution of disagreements.

B. Principles

1. Mutual respect for one another is a primary pre-requisite to any process
2. The process described in this agreement is dependent on mutual understanding and cooperation. It therefore requires a free and open exchange of views with all parties participating in discussion.
3. Failure in the negotiation process results in financial outlays by both the Association and the Board, which could be used for more beneficial purposes.
4. The negotiations committee shall consider: rates of pay, wages, hours of employment, or other conditions by Circuit Court at Aberdeen and Brookings; copies can be obtained from the SDBSD office.) All other aspects of employment should be matters of mutual concern for discussion purposes. The Board should make clear that these discussion sessions are not negotiation sessions and that this discussion will be given consideration in management decisions.
5. The procedure for changing existing Board policies or adopting new policies regarding matters which are subject to negotiation shall include a presentation to, but shall not necessitate approval by, the joint negotiation committee prior to adoption.
6. As a condition of employment, the association, any employed individual or group of individuals shall agree not to participate in strikes or other work stoppages.

7. No group of employees may discriminate in its membership on the basis of race, creed, marital status, sex, grade level, or subject level.
8. Any group of employees shall be entitled to the reasonable use of school communications media as determined by the Board.
9. Membership in any organization shall not be required as a condition of employment.

#### C. Recognition and Challenge of Recognition

Recognition and Challenge of Recognition shall be conducted in a manner consistent with the rules and regulations promulgated by the Commissioner of Labor in accordance with SDCL 1967, 13-18-4 through 3-18-6.

#### D. Procedures

1. Organization: The Superintendent shall call for a meeting of the negotiation committees not later than 10 days following the regular October Board meeting. The purpose of this meeting shall be for the selection of a chairman, vice-chairman, and secretary from each negotiation committee membership.
  - a) Meetings shall be agreed upon by each negotiation committee. All members of the committee shall receive timely notices of each meeting and meetings shall be scheduled to avoid conflicts with social duties of association representatives or released time shall be available.
  - b) Request and reasons for subsequent meetings of the negotiation committee shall be made in writing directly to the chairman of the negotiation committee who shall communicate the request and reasons to all concerned and arrange for mutually convenient time and place to complete the discussion of all agenda items as set forth in the organizational meeting.
  - c) The minutes of each meeting shall be prepared and made available to the joint negotiation committee for review and appropriate action.
2. Reopening Negotiations: Negotiations may be reopened for additional agenda items by mutual consent for review and appropriate action.
3. Assistance: Consultants may be called upon by either party for advice and information on matters being considered by the joint negotiations committee.
4. Study Committee: The joint negotiation committee may appoint ad hoc study committees for research, study, and development of reports, such committees shall report their findings only to the joint negotiation committee.
5. Exchange of information: The Board and the association agree to cooperate in collecting and sharing such information as will assist both parties in developing intelligent, feasible, and constructive proposals.
6. Referral: At any time any proposal may be substituted to the association and/or the Board to ascertain their wishes regarding such proposal with a report returned within 10 days.

## F. Agreements

When a substantive agreement is reached by the Joint Negotiation Committee, it shall then be made in writing and submitted for consideration by the Board. If adopted by the Board, it shall be entered into the official minutes of the Board and thereupon constitute a revision of school district policies.

## G. Conciliation and Mediation

Assistance of a conciliator or conciliators: Either party may call for the selection of one or more conciliators when there has been persistent failure to reach agreement on the economic aspects of employment. Alternatives to be considered are:

1. One conciliator may be selected by mutual agreement.
2. One conciliator may be selected by each party and a third conciliator to be selected by the two conciliators.
3. If agreement is not reached within 10 days, the chairman shall appeal to the Commissioner of Labor as provided by statute:

SDCL 1967, 60-10-1, 2 and 3. Commissioner: duties.

The Commissioner of Labor shall have and perform the following powers and duties: (1) In case of strikes, lockouts, or other labor disputes between employers and employees, the Commissioner of Labor requested by either party, shall endeavor to conciliate the parties to the controversy and induce them to confer with each other and compose their differences. If his efforts as conciliator prove unsuccessful, he/she shall thereupon impartially investigate the matters in differences between the parties giving each ample opportunity for presentation of the facts and shall there upon and make his report of the issue involved and his recommendation for settlement of the controversy and furnish a copy thereof to each of the parties and to the local newspapers for publication for the information of the public. The Commissioner of Labor shall have the right, if he/she so desires, or if requested by either party, to call in two capable citizens not directly connected with the dispute one to be named by each party, to assist in the investigation and advise his as to his recommendations.

In the case of failure, after the full use of conciliation and mediation, it is the responsibility of the Board to make a decision in the interest of operating the school system.

## H. Costs

Cost and expenses incurred in securing and utilizing the services of a consultant or conciliators are the responsibility of the party conciliator shall be by the Board and the association.

I. Duration

The procedural policy shall be effective upon adoption by the Board and shall continue in effect until changed by action of said Board. The procedures for changing existing Board policies shall apply here.

J. Amendment

Either party desiring changes to this procedural policy shall notify the other party and the chairman of the Joint Negotiation Committee in writing. Proposed amendments to the procedural policy shall become agenda items, but will constitute a revision of policy only upon adoption by the Board.

K. Severability

If any provision of this procedural policy or any application of this procedural policy to any teacher or group of teachers shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

Canistota School District 43-1  
Evaluation of Teacher Performance

I. Purpose:

The primary purpose of the teacher performance evaluation system shall be for the improvement of instruction. Information gained during the teacher evaluation process shall be used to enhance the individual strengths and provide a plan of improvement for identified needs.

II. Goals

- A. The system will provide a clear means to self-analysis and improvement for individual teachers.
- B. Professional growth will be stimulated and individual development will occur for each teacher through self-motivation.
- C. The characteristics and qualities of excellent teachers will be further identified and supported and the school system will encourage the identifying of each teacher's interests, abilities, and special skills to be shared with all staff members and thus improve teaching techniques and abilities.
- D. Enhancement of communications with students, parents, and the community.
- E. Identify external factors affecting teaching and learning.

- F. Better recognition for work well done.
- G. Expectation and performance by both the teacher and the student will be higher, and the overall net result will be improved student performance.

### III. Procedure:

The first step in the evaluation process is the “Self-Evaluation Instrument” and “Performance Improvement Plan” which shall be completed annually prior to October 15 each year. All teachers will be required to use the “Self-Evaluation Instrument” and will be retained by the teacher.

A summative evaluation form shall be completed at least once each semester for teachers in their first and second years in the school district and at least once each year for all tenured teachers. Each teacher will have a conference with the evaluator each time the summative evaluation instrument is completed. There shall be a pre-observation conference prior to formal classroom observation. The summative evaluation shall indicate the progress of the “Performance Improvement Plan” as well as identifying teacher strengths and needs.

### IV. Other Provisions:

- A. All information used in conjunction with the evaluation plan may be used to make decisions about future employment as well as to assist the teacher in remediation of problems and to enhance strengths.
- B. All monitoring of the work performance of a teacher shall be conducted openly and with the full knowledge of the teacher, unless illegal, unethical or improper activities by the teacher are suspected.
- C. Any informal observations which are to be used to evaluate a teacher shall be in written form and will be signed by the teacher.
- D. The affixing of the respective teacher’s signature to any evaluation document signifies that the teacher has read the document-observation or evaluation report and does not indicate agreement or disagreement with its content. If the teacher disagrees with any written report, that teacher may submit a written answer which shall be attached to the file copy of the report in question. Evaluation instruments containing the signature of both the teacher and supervisor will be filed in the teacher’s personnel file. Any evaluation instrument that does not contain both signatures will not be filed.
- E. Supervisors will establish timelines for the evaluation of each teacher under their supervision.

- F. An instrument will be provided for the Superintendent to evaluate each Principal.
- G. The School Board will evaluate the Superintendent.
- H. There will be deviations from this policy in terms of forms, procedures, or methods used, without approval of the School Board, administration, and consent of teachers.

Exhibit I  
 SELF-EVALUATION INSTRUMENT  
 AND  
 GUIDE FOR TEACHER EXPECTATIONS

NAME: \_\_\_\_\_

The terms included in this instrument are designed to inform teachers of the district's expectations regarding their performance and to provide a means of self-evaluation. In using it as a self-evaluation tool, please use the following scale and place the appropriate letter in front of each item:

- A. This is a real strength.
- B. This is done most of the time.
- C. This is done often, but it could be improved.
- D. This is an item that really needs improvement.

INSTRUCTIONAL SKILLS

Planning and Organization

- \_\_\_1. Establishes well-defined written objectives.
- \_\_\_2. Reflects the use of such objectives in teaching.
- \_\_\_3. Provides for differences in abilities, rates, experiences, and learning styles.

- \_\_\_\_\_4. Organizes the school day to meet the needs of students.
- \_\_\_\_\_5. Utilizes instructional periods to advantage.

**Chapter VI**  
**STUDENT TEACHER PROGRAM**  
*Updated October 2008*

The opportunity to participate in a student teacher training program is a desirable and valuable experience for a school staff and the students of the participating schools. New ideas, fresh approaches, and ability to observe others in action for direct benefits to student teachers and cooperating teachers.

To insure the success of the teacher training program, suggested guidelines are listed below.

6.01 Selection of Practice Teachers

Final clearance approval of Practice Teachers to instruct in the Canistota School is determined by the Superintendent with Board approval.

6.02 Classroom instruction is at all times the responsibility of the cooperating teacher.

6.03 All regulation of the Division of Elementary and Secondary Education are to be observed.

6.04 Cooperating Teacher Guidelines

Encourage participation in routine activities such as:

- Checking attendance and tardiness
- Practicing dismissal procedures
- Using room resources
- Helping individual students with special projects
- Correcting and evaluating pupil papers
- Arranging bulletin board and exhibits
- Duplicating worksheets
- Taking over class
- Attending school functions

It is necessary that the student teacher, when left unsupervised; know at all times, where to contact the cooperating teacher for unexpected difficulties or emergencies.

**Chapter VII**  
**NON-INSTRUCTIONAL STAFF**  
*Updated December 2008*

7.01 School Bus Drivers

- A. All drivers and substitutes must hold a school bus driver's license from the State of South Dakota.
- B. Drivers have complete authority over and are responsible for the children in their school buses.
- C. School bus drivers must drive the route assigned by the Superintendent.
- D. Drivers must observe all laws and regulations of the State of South Dakota, State Department of Education, and of the local school while driving on a local bus route or while driving on a special trip.
- E. Drivers must never leave a school bus with the motor running and with pupils in the bus.
- F. Driver must never leave a school bus loaded with pupils except under the most unusual circumstances. Use older children to contact Superintendent, police or garage. The driver's presence on the school bus at all times is provision for the safety of the greatest number.
- G. Pupils may be assigned seats as needed.
- H. All pupil infractions of the rules of safety and conduct are to be reported to the Superintendent.
- I. No pupil, due to disciplinary reasons, is to be forced off a bus before he/she reaches his home stop or station. This pupil's conduct must be reported to the Superintendent and the parent by the driver. The parent must be told that his child will not ride the school bus again until the parent has talked to the Superintendent and satisfactory arrangements and corrections are made.
- J. The use of tobacco by a driver is prohibited while children are on the bus. Drivers must never be under the influence of alcoholic beverages when transporting children. Breaking this rule shall be cause for dismissal.
- K. The driver must keep his school bus clean at all times. Sweep the floor at regular intervals, and wash the bus as needed.
- L. Check for flats before going out on each trip.



- M. Tighten loose metal screws and bolts as rattles develop.
- N. During a storm emergency, all first and second grade children are to be taken to the door of their home unless they have a brother or sister in grades 7-12 on the bus. If no one is home, take the child back to town and report to the Superintendent.
- O. When there is an emergency storm route, and the route cannot be finished, telephone the Superintendent giving all information, telling which pupils are still with you on the bus, or better, in the farm house.
- P. During the time the county nurse schedules the school testing; all new drivers are required to take the Mantoux test unless he/she is a positive reactor. Positive reactors are required to take annual x-rays. These tests may be given by a medical doctor chosen by the driver if he/she wishes, but the results must be reported by the doctor to the school.
- Q. The school district will pay for the annual medical examination required for the bus driver's license.
- R. Superintendent discretion on sick leave.

#### 7.02 School Lunch Staff

- A. Directly responsible to the Superintendent
- B. The head or first cook duties and responsibilities are:
  1. Has direct control over and supervision of the school lunch staff.
  2. Is responsible for menu planning.
  3. Has full charge of meal preparation and serving.
  4. Has charge of the buying of food stuffs with the approval of Superintendent.
  5. Has charge of the care of equipment and kitchen
  6. Should take and keep inventories of food stuffs and equipment.
  7. Is responsible for food sanitation and cleanliness.
  8. Should prepare the daily lunch report of participation and food costs.
- C. The other adult members of the school lunch staff are subordinate to the head cook who will assign their duties.
- D. Helpers will perform their duties as assigned by the Head Cook.
- E. All school lunch adult personnel should wear appropriate uniforms, and the helpers should be neat and clean.
- F. No lunch worker should work when ill.

- G. Mantoux tests are required of all personnel unless reactions are positive, in which case an x-ray must be taken to show freedom from tuberculosis. Results of the test or x-ray must be given to the Superintendent of Schools. If deemed necessary, a certificate of health may be required by the Superintendent.
- H. The head cook or some adult member of the lunch staff must be present to supervise the kitchen equipment whenever the kitchen is used by any organization, in school or not. See Chapter 8 for reimbursement rates.
- I. Sick leave same as instructional personnel.

### 7.03 Custodians

#### A. Purpose

1. The main purpose of the custodial staff is to provide the physical environment that is most conducive to carrying out the instructional program of the school.
2. They are responsible for and directly in charge of the operation and maintenance of all buildings and grounds of the school district.

#### B. Line of Responsibility

1. They are directly responsible to the building principals and the Superintendent of Schools.

#### C. Qualifications of the Head Custodian

1. He/she shall be willing and able to read the operation and maintenance instructions provided by manufacturers of the equipment found in this school plant.
2. He/she shall possess the ability to organize the work of his staff in a thorough and business-like manner. He/she shall possess the ability to handle the personnel working under him/her.
3. He/she shall possess the qualifications that are listed under custodian.
4. Shall practice and install the Rules of Safety in the people under him/her.

#### D. Qualifications of Custodians

1. Shall be able-bodied, of good moral habits, neat and clean.
2. Shall have a personality that makes it possible to work around children.
3. Shall have pride in the appearance of buildings and grounds.
4. Shall be diligent and faithful in doing work assigned to him/her.

#### E. Duties of Engineer-Custodian

1. Shall organize the operational work to provide wholesome school environment.
2. Shall plan with the Superintendent the maintenance programs needed for buildings and equipment.
3. Shall accompany the School Board, at their pleasure, when they wish to make inspections of the school property.
4. Shall be individually responsible to the best of his ability for keeping the electrical and mechanical equipment in operation.

5. Shall have general charge of the purchase of janitorial supplies, subject to the approval of the Superintendent.
6. Shall be empowered to buy in Canistota those janitorial and maintenance supplies and materials that are of immediate importance. He/she must furnish the Superintendent with sales slips for these purchased.
7. Under the existence of critical situations and emergency conditions of weather, the custodian should check the heating system both in the late evening or early morning.

F. Duties of the Custodian

1. Shall keep all buildings and grounds clean and sanitary.
2. Shall, to the best of his ability, maintain and repair equipment, buildings and grounds.
3. A custodian shall be present in the building during any evening activity involving the pupils and the public. He/she shall have general charge of the building, including putting out lights and locking for the night. There may be a few exceptions to this during a school year, but they must be cleared with the Superintendent
4. The hours of work shall be determined by the Superintendent and the School Board.
5. There will be times when a custodian should be in the building for evening pupil activities. These arrangements will be made by the Superintendent of Schools.
6. There will be no Saturday work during summer vacation.

G. Miscellaneous

1. Whenever building facilities are rented or used by non-school groups, a custodian must be present from the time he/she unlocks the doors until the building is closed. He/she shall receive minimum wage for the entire time.
2. After a custodian has worked one year, he/she is entitled to two weeks paid vacation during the summer.
3. All full time engineer-custodians and custodians are covered under the sick leave policy as per instructional staff.

**Chapter VIII**  
**BUSINESS ADMINISTRATION**  
*Updated January 2009*

8.01 Purpose

The principal purpose of a school district financial accounting system is to maintain the fiscal integrity of the district.

- A. To provide a definite well-organized record of all financial transactions  
In accordance with recognized governmental accounting procedure which will show where the money comes from, how much is available, and how it is used.

- B. To safeguard the people of the district and those administrating public school funds by means of clear records of all financial transactions, financial reports and periodic audits.
- C. To form a basis on which financial and educational plans for the future.

## 8.02 Budget

### A. Purpose

The budget is very basic to good school financial planning and operation. It gives the School Board and the Superintendent a systematic guide for fiscal control. It provides a businesslike approach to financial support and evaluation of the education program.

### B. Preparation and Adoption

1. The tentative budget is prepared by the Superintendent of Schols with the assistance of the principals, engineer-custodian, and with individual members of the school staff when deemed necessary.
2. The tentative budget should set forth in detail the expenditures and the plan for revenue to pay for them.
3. Also, included is a general fiscal plan and recommendation for the school year under consideration in relation to the years following and relation to the over-all school policy and philosophy.
4. The main budget covers the fiscal year from July first to the following June thirtieth.
5. The School Board shall cause a proposed budget for the next fiscal year to be prepared according to the budgeting standards prescribed by the auditor general for consideration at the regular meeting in the month of May. The proposed budget shall be published in the designated official newspaper not later than July 15<sup>th</sup> together with a notice of hearing on the budget, which hearing shall be held before August 1<sup>st</sup>. Before October 1st every School Board shall approve a budget for the anticipated obligations of each fund for the fiscal year. By resolution the School Board shall adopt a levy in dollars sufficient to meet the school budget for all the funds. Any changes in the proposed budget incorporated into the final budget shall be published in the minutes of the first meeting of the board after the final adoption of the budget.

### C. Administration of Budget

The administration of the approved budget is the duty and responsibility of the Superintendent of Schools. He/she is directly responsible to the School Board. No major item can be purchased unless it is in the budget, or the School Board has given its special consent. Other purchases of a routine nature are to follow the planning as shown in the budget.

### 8.03 General Business Administration

- A. Fidelity Bonds
  - 1. Required by the treasurer of the School Board to an amount determined by the School Board to be paid from district funds.
  - 2. A \$50,000.00 bond shall be carried by the Business Manager, the premium to be paid from district funds.
  
- B. All monies belonging to the school district are to be deposited at the bank by the treasurer.
  - 1. School lunch receipts
  - 2. Miscellaneous cash income as soon as possible.
  
- C. All monies received by the school district are to be receipted in duplicate, one copy to be kept by the treasurer and one copy to be kept with the duplicate bank deposit ticket in the Superintendent's office. Each receipt will show the fund or account classification.
  
- D. All bills are to be audited in the Business Manager's office and include a voucher jacket showing that:
  - 1. All bills are to be presented to the School Board for payment.
    - a. Name of vendor
    - b. Date of payment
    - c. Check Number
    - d. Amount of payment
    - e. Accounting classification
  - 2. Petty Cash Fund
    - a. The School Board authorizes a Petty Cash Fund of \$50.00 to be a part of the School General Fund. The Petty Cash Fund shall be kept separated from the other accounts in the General Fund so that monies can easily be accounted for.
    - b. The petty Cash Fund will be reimbursed at the next regular meeting of the School Board on presenting itemized statements of the payments for the month preceding.
  
- E. The school district's accounting books known as the Clerk's Register and the Clerk's Ledger are to be located in the Business Manager's office. The entries in these accounting books are to be made by the Business Manager. The Business Manager is to make a monthly financial report to the School Board showing the funds:
  - 1. Balance on hand at beginning of school year.
  - 2. Total receipts, disbursements and balances up to the month preceding the meeting.
  - 3. Receipts and disbursements during the months preceding the School Board meeting.
  - 4. Total amount available and disbursed as of the first of the month, including the regular school board meeting.
  - 5. Total amount of bills by funds being presented for payment.
  - 6. The treasurer of the school board shall possess and keep the Treasurer's account of the school district.

## F. Auditing

As deemed necessary by the School Board, the accounting books and the supporting papers of both the School District and the Activity Fund shall be audited by a public accountant selected by the Board. The auditor shall submit a detailed report to the School Board.

## G. Insurance

1. Public and Instructional Property Coverage including fire, lightening, extended coverage, vandalism and malicious mischief.
  - a. The district will insure all school buildings, contents, and property in accordance with state law.
  - b. To keep in force an appraisal of all school properties to be made by a professional appraisal firm.
  - c. To appoint an "Agent of Record" from among the agents maintaining a downtown business office. It shall be the duty of the Agent of Record to handle the details of this insurance, and to negotiate the contract between the insurance company and the school board.
  - d. The Superintendent of Schools shall keep the inventories of properties on a current basis, and shall notify the appraisal firm annually of deletions and additions so that the appraisal firm can submit new total valuations.
2. Other insurance coverage to be carried by the school district:
  - a. School Bus coverage
  - b. Workman's Compensation on all employees

## H. Pay Day

1. Teachers are to have their annual salary paid in twelve months.
2. Payment to the teachers for extra-curricular activities or duties will be made on the pay day following the completion of the duty or on a monthly basis as arranged with the Business Manager.
3. The date(s) for pay day will be according to teacher negotiations.

## I. Miscellaneous Business Policies

1. The official mileage reimbursement rate for use of private cars on approved school business is calculated at state rates.
2. Per diem allowance: Maximum
  - a. Breakfast \$6.00
  - b. Lunch \$9.00
  - c. Dinner \$11.00
3. Room-Cost of room not to exceed state rates.

## J. Student Reimbursement

When student's participation in activities and cheerleaders must eat and sleep away from home, the following reimbursement rates shall apply:

- a. Meals                                 \$6.00 breakfast, \$9:00 lunch, \$11.00 dinner
- b. Lodging                                Total cost not to exceed state rates

Adopted 8-11-97/Revised 7-9-12

## K. Credit Card Usage Policy

The school business manager with approval of the superintendent/CEO is authorized to issue the school credit card, on an as-needed basis to teachers and administrators. The credit card may be issued for a specific reason and for a limited period of time.

The school business manager shall maintain a written record of whom the card is issued to, for what purpose, the date the card was checked out and the date the card was returned. The available credit line for this card shall not exceed \$2500.00.

The school credit card may be issued for the following purposes:

1. For travel purposes to cover the following expenses:
  - a. Fuel, oil, and repairs
  - b. Meals
  - c. Lodging
  - d. Emergency items related to the purpose of the travel
2. Other usage:
  - a. For the purchase of materials, supplies, or equipment when the purchase has been authorized by the superintendent or the business manager.
  - b. Emergency purchases for school related items when there is insufficient time to follow regular procedures utilizing vouchers.

Each person issued the credit card, under this policy, shall sign an agreement providing that the charges made to the credit card may be deducted from the person's salary:

- a. The purchase is for a school related purpose authorized under this policy
- b. The person has submitted signed receipts and other documentation as required by the school business manager, prior to the credit card bill being received by the school business manager for payment.

## L. Credit Card Issuance Agreement

I herewith acknowledge receipt of the school district credit card. I have read the Credit Card Usage Policy, adopted by the Canistota School Board and I agree to its terms. I specifically agree to pay for any charge made to this card during the time it is in my possession that is not made for a proper school purpose or is not properly documented. In the event the card is lost or stolen, I will immediately notify the credit card company and the school district.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Recipient

Credit Card Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Return Date: \_\_\_\_\_

Purpose of Issuance: \_\_\_\_\_

#### M. Canistota School District Trust & Agency Club Accounts Policy

Clubs within the Trust & Agency Account will be required to have elected officers and file an annual report with the School Business Manager. This report will outline its officers and the purpose of the club. Clubs will also be required to specify their sources of revenue and allowable expenditures with the business office and keep regular minutes of their group meetings. The treasurer of the organization must sign all vouchers for payment of club expenditures and verify the balance of their account on a quarterly basis with the School Business Manager. This policy governs all accounts within the Trust & Agency Fund-a list of accounts currently maintained within the fund is on file in the School Business Office.

### **Chapter IX PUPILS**

*Updated January 2009*

#### 9.01 Admissions of Pupils

- A. Kindergarten- A child shall become eligible for admittance to Kindergarten one year before child is eligible to be enrolled in the elementary school.
- B. Elementary-To be admitted to the first grade, a child must be six years of age before September first of that year.
- C. Secondary-Admission to junior high school is based upon completion of the sixth grade elementary school work. Acceptance and grade placement of high school pupils moving into the district is based upon credits presented, and upon the accrediting standards set by the S.D. State Department of Education.

#### 9.02 Promotion

- A. Elementary
  1. One of the decisions an elementary teacher must make during the year is that of promotion or retention of her pupils. The welfare of the child is the chief factor to consider. This decision should be made with careful study of the pupil in terms of his entire school career.
  2. This study should include:
    - a. Results of standardized achievement tests
    - b. Academic and mental ability tests



- c. Social, emotional and physical maturity
  - d. Quality of classroom work for the current year
  - e. Results of conferences with parents
  - f. Effort made by pupil
3. Retention is a policy of this school There are children who learn slowly, attend school irregularly, have poor work habits, do not have the background to do successfully the work of the next grade. Often, those children will profit by retention, especially if it occurs in the primary grades. As a general policy or guide, a child should not repeat more than two grades in the elementary school. However, it may be necessary to compel a child to repeat the 6<sup>th</sup> grade before entering high school.
  4. Advancement to the next grade may be permitted after careful study by the teacher, principal and superintendent. The advancement may be called special promotion of seating a child. It may occur when the facts show that the pupil:
    - a. has been retained and is still unable to do standard work.
    - b. could not be helped by retention
    - c. does not have the ability to do standard work
    - d. may be emotionally injured by association with pupils of less physical and social maturity.
    - e. complete disapproval of retention by parents

#### B. Secondary

1. Promotion in both the junior and senior high school shall be by subjects. A pupil will not be classed as a junior unless he/she is within ten credits of graduation. A pupil will not be classed as a senior unless he/she will be able to satisfy the graduation requirements that year.
2. Current graduation requirements can be found in the student handbook.

### 9.03 Protection of Pupil's Rights and Interests

- A. No pupil is to be contacted or excused from school during the school day without specific permission of the building principal. No pupil is to be interviewed by any stranger, lawyer, or others without specific permission and knowledge of the principal and with consent of the legal parent or guardian with exception of law enforcement.
- B. Release of Individual Pupil Information must be done with discretion by the school and under the following guidelines.
  1. Definition of Permanent Record and Cumulative Record
  2. Permanent records are those records or parts of records which refer to factual information such as academic achievement, school attendance, participation in school activities and vital statistics.
  3. Cumulative records are those records, or parts of records, which, in addition to the items on permanent record, include items such as personal information, family background, character and ability, interview reports, anecdotal notes, disciplinary records, and test results. These records are primarily for internal use within the

school by members of the professional staff in promoting the welfare of the students.

4. Procedure:

Factual information taken from the permanent records may be released only by the superintendent, principal or guidance counselor in the following cases:

- a. Upon the request of parent or guardian for his personal use or the use of others
- b. Upon the request of the pupil having reached majority.
- c. Upon the request of a bona-fide institution of higher learning.
- d. Upon the request of a prospective employer and with permission of the student or parent.
- e. Or as authorized by the superintendent when requested by proper government officials.
- f. Or as evidence to support a scholarship application.

Information from cumulative records should be given only interpreted by the superintendent, principal or guidance counselor. This is a very limited operation and given out to the following types of requests.

- i. Upon the request of the parent or guardian for his personal use or the use of others.
- ii. Upon the request of the pupil having reached majority.
- iii. Or as authorized by the superintendent when it is clear that information from the records will be for the welfare of the student.

9.04 Use of Automobiles or Other Motorized Equipment by Students during the School Day.

Students are permitted to use automobiles or other motorized equipment only when authorized by the high school principal and the parent or guardian. This includes the use of such equipment during the noon intermission.

9.05 State Athletic Events

The following policy exists covering the attendance at this event:

- A. Students with parental written excuse may be allowed to attend state athletic events.

9.06 Activity Funds

- A. All activity funds are under the control of the Business Office.
- B. All student activity funds are administered through the Business Office.
- C. All monies are deposited in the business office.
- D. Bills are paid through the business office.
- E. All purchases are made by requisition or purchase slip secured from the business office.

9.07 Rental Fee for Band Instruments Owned by the School

Fee for rental of school owned a band instrument is \$15.00 per year.

## 9.08 Free Night

Recognizing the need for spiritual fulfillment in the life of the student, Wednesday night shall be scheduled as Free Night, and the school will try to avoid scheduling activities on this evening.

## 9.09 Tobacco Product Free School

Canistota School is a tobacco product free Institution and no use of tobacco products in any school owned building is permitted.

## 9.10 Attendance

The Canistota School Board directs the administration to set forth attendance regulations in accordance with state law. A student may not miss more than 8 days in a semester with the exception of the Excused Absence Reasons listed below.

### **Excused Absence Reasons:**

1. Attendance at a Funeral.
2. Reasons requiring a Doctor or other medical professional appointment. A note from their office is required to excuse the absence.
3. Attendance at a school endorsed activity.
4. Pre-approved College visits for Junior and Seniors. (2 days per year)
5. Extreme emergencies/circumstances approved by administration.

### **Absences:**

Absence from school for other reasons than listed above will count against the 8 day maximum per semester and require a phone call or note from the student's parent/guardian. If a student has 3 or fewer absences in a semester they may be exempt from one semester test of their choice (excused absences do not count against these 3 days). Students exceeding the eight day maximum will serve a Saturday school for each day over. Failure to serve Saturday school will result in placement on the discipline ladder.

### **Truancies or Unexcused Absences:**

Absences from school in which no phone call or note is provided may be submitted to authorities as truancies as required by state law.

## 9.11 Student Grievances

The Board recognizes that there may be conditions in the school district that are in need of improvement and that students have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well conceived and

understood in advance, can do much to maintain harmonious relationships between the schools and the students and community.

The Board desires student grievances to be resolved through orderly processes and at the lowest possible level, but that channels be provided for eventual hearing by the Board in instances when this becomes necessary. Therefore:

1. Any student or his/her parents or guardian will be provided the opportunity to discuss with the student's teacher a decision or situation which he/she considers unjust or unfair.
2. If the incident remains unresolved, the student or his/her parents or guardian or the teacher, may bring the matter to the principal's attention for his/her consideration and action.
3. If the matter is still unresolved after the procedures outlined above, it may be brought to the chief executive officer (CEO)/Superintendent for his/her consideration.
4. Complaints that remain unresolved following any action of the Chief Executive Officer (CEO)/Superintendent may be referred in writing to the Board for review.

The Board's decision will be final unless an appeal hearing is requested.

#### 9.12 Alternative Education Policy:

The alternative education policy of the Canistota School District is for those students that are so far behind in high school credits that they cannot graduate in the spring of their 4<sup>th</sup> year of high school *as determined by administration*. Students enrolled in the alternative program will be on a different schedule, beginning at 8:00 or as determined by the administration on a case by case basis. The schedule and length of classes will be determined by the administration.

Courses will be offered online through an online course provider and/or the South Dakota Virtual School. A laptop computer may be provided to take home to complete coursework at home. Credits will be earned upon successful completion of course requirements. Graduation requirements will be the same as students enrolled in the regular education curriculum.

Students enrolled in the alternative education program will not participate in activities or assemblies during the school day unless deemed necessary or appropriate by administration. Senior privileges do not apply to students in the alternative education policy.

Up to 2 credits may be earned through an internship/work study program. These credits and the requirements for them will be coordinated by administration in cooperation with the employer. A rubric will be developed on a case-by-case basis to determine successful completion of the program. Administration reserves the right to contact the employer at all times to discuss progress.

**Chapter X**  
**RENTAL OF SCHOOL PROPERTIES**  
*Updated April 2009*

10.01 General Conditions

- A. In general, school activities take precedence over rentals.
- B. The School Board will not allow the consumption of alcoholic beverages on school property, when school facilities are leased or rented or any type of usage.
- C. All requests for use of school buildings and property must clear through the office of the superintendent of schools.
- D. No use of tobacco products allowed in buildings except by permission and in designated areas.
- E. Custodians are empowered to enforce rules of safety and good conduct.

10.02 Service Charges

- A. All organizations out of school whether public or private must pay, over the rental, a service charge of hourly minimum wage for custodial service. This charge starts from the time the building is opened until the building is closed.
- B. All organizations who wish to use the school lunch kitchen must pay a charge of minimum wage per hour for supervisory help.

10.03 Rental Fees for Use of School Properties Left at Discretion of Superintendent-Suggested Prices Listed Below:

Organization	High School Gym	School Lunch Room
A. Non-Profit	Free	Free
B. Profit	\$75.00	\$75.00
C. Private	\$75.00	\$75.00

10.04 Band Rental Fee

- A. Instruments: \$15.00 per year
- B. Percussion Units: \$10.00 per year

**Chapter XI**  
**INSTRUCTIONAL MATERIALS**

11.01 Guidelines for Selection of Instructional Materials When Deemed Necessary by School Board.

- A. Need

1. A need is determined by staff, community, administration or students that textbooks or instructional material should be replaced for any of the following: outdated, contains inaccuracies in content, or inappropriate reading level or content level.
2. The Elementary Principal is notified of the existing needs pertaining to grades K-6; and the Secondary Principal is notified for the existing needs in grades 7-12.

#### B. Committee

1. Upon preliminary verification of the need, the appropriate administrator approves the establishment of the textbook or instructional materials selection committee.
2. The appropriate administrator appoints the committee with representation which shall include administration, professional staff, parents, school board members, interested members of the community, and students, when appropriate, and sets the date, time, and place for the organizational meeting.

#### C. Organization

1. The committee will organize and a chairperson and recorder are elected or designated.
2. The committee will review the purpose and scope of the selection task.
3. The committee will establish a tentative time frame to accomplish the objectives. The following dates should be included: meeting dates, dates to have all materials collected for review, dates committee will complete the review, dates materials will be available for public review, date for final selection and recommendation to the school board.
4. Responsibilities of the selection committee members are delineated. Persons should be designated to complete the following tasks:
  - a. Review the district selection procedure policy.
  - b. Outline the task in relationship to curriculum objectives to be met by materials.
  - c. Select or develop an evaluation instrument for committee use.
  - d. Contact resource persons for evaluation instruments, training or assistance. College and university personnel or Division of Elementary and Secondary Education Curriculum staff or Equal Education Opportunity Staff have evaluation instruments, knowledge of current trends in curriculum areas or can provide assistance in the evaluation process.
  - e. Determine proposed budget and released time available for the committee to complete the task.

#### D. Evaluation

1. The materials are evaluated using the evaluation instrument selected or developed by the committee. The copies of the committee's evaluations are placed on file in the Administrative Office. Simple evaluation forms are available from DESE.
2. The materials are evaluated for general consideration, content or general construction.
  - a. General consideration include any or all of the following: student needs, local educational goals, current curriculum trends, available community resources,

- and selection aids or reviews, gifts, community concerns expressed from public review.
  - b. Content includes evaluation for stereotyping, levels of instruction, reading level at grade level, relevancy to curriculum and today's world, accuracy, diversity of viewpoints, systematic arrangement and correlation of audiovisual materials.
  - c. Evaluation on general construction should include the following characteristics: attractive, durable, useful, appropriate, and cost effective.
- E. Recommendation
1. The selection committee makes the final selection based primarily on student needs.
  2. The recommendation is submitted through the appropriate administrator to the superintendent for presentation to the school board for action.
- F. Curriculum materials should be evaluated continuously but re-evaluation may occur systematically or upon demand.
1. Textbooks and related instructional materials should receive continuous evaluation for relevance, accuracy, physical condition, community needs and student needs.
  2. If a need emerges, the evaluation process begins again either with the permanent committee or a new ad hoc committee chosen to meet the recently identified need.
- G. Challenges from parents, students, board members, or concerned community residents may prompt a re-evaluation of curriculum materials. Section 11:02 provides guidelines for responding to the situation.

#### 11.02 Procedures for Reconsideration of Instructional Materials

Occasional objections to a selection of instructional material will be made by the public despite the care taken to select materials for student and teacher use and the qualifications of persons who select the materials.

When materials are questioned, the following procedures are to be used for reconsideration of curriculum and library materials.

1. Complaints are to be filed with the Superintendent.
2. The complaint is informed of the selection procedures and is asked to submit a formal "Request for Reconsideration of Instructional Materials" from that is provided by the Superintendent.
3. Superintendent informs appropriate principal of the complaint.
4. Challenged materials continue to be used during the reconsideration process.
5. Upon receipt of the completed form, the complaint is presented to the appropriate principal. The appropriate principal requests review of the challenged material by an ad hoc or a permanent review committee and notifies the Superintendent that such a review is taking place.

The committee shall be appointed by the principal. The review committee shall, when available, include the principal, librarian, one or more classroom teachers, one or more parents, and one or more students or community members when appropriate.

A date for the material to be reviewed by the committee will be set within fifteen school days. Vacation days and weekends are excluded.

- A. The review committee takes the following steps after receiving the material:
  - 1. Reads, views, listens and/or examines the material.
  - 2. Checks to determine the extent to which the material supports the curriculum.
  - 3. Committee will hold a hearing with complaints if a hearing is requested.
  - 4. Completes an appropriate form for judging the material for its strength and value as a whole and not in part.
- B. Committee presents a written recommendation to the Superintendent.
- C. Superintendent presents committee's recommendation to the School Board and complaint is informed of committee's decision.
- D. In the event the complaint is not satisfied with the decision of the review committee, the complaint may take his objection in the form of a formal complaint to the School Board.
- E. The challenged materials are retained or withdrawn as mandated by the School Board.
- F. School Board may or may not mandate use of "Guidelines for Selection of Instructional Materials" as outlined in Section 11:01 for replacement of challenged materials.

### 11.03 CITIZEN'S REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Name of the person making request \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Complaint represents \_\_\_\_\_ self  
\_\_\_\_\_ name of organization  
\_\_\_\_\_ other group

Name of school owning challenged material \_\_\_\_\_

Title of item \_\_\_\_\_

Author/artist/composer/producer, etc. \_\_\_\_\_

Publisher (if known) \_\_\_\_\_ Copyright date \_\_\_\_\_

Please answer the following questions and complete as many items as possible. Leave blank those items which do not apply.



1. What do you object to in the instructional material in question? \_\_\_\_\_  
\_\_\_\_\_
2. What is good or of value in the material under question? \_\_\_\_\_  
\_\_\_\_\_
3. What do you feel might be the result of a student's reading, viewing, or listening to this work? \_\_\_\_\_
4. What do you believe are the theme and purpose of this item? \_\_\_\_\_  
\_\_\_\_\_
5. For what age group would you recommend this work? \_\_\_\_\_
6. Did you evaluate the entire work? \_\_\_\_\_ What pages, sections or portions? \_\_\_\_\_  
\_\_\_\_\_
7. Do you approve of presenting a diversity of points of view in the classroom?  
\_\_\_\_\_
8. Are you aware of the judgment of this work by (critics or authoritative sources?)  
\_\_\_\_\_
9. Are you aware of the teacher's purpose in using this work? \_\_\_\_\_  
\_\_\_\_\_

**CHAPTER XII**  
Student Advisory Council  
-School Lunch-

12.01 Article I: Name of Council

The name of the council shall be:

CANISTOTA SCHOOL FOOD SERVICE ADVISORY COUNCIL

12.02 Article II: Purpose

To provide students the opportunity to voice their opinions and ideas on matters that concerns them and provides them the opportunity to become involved with the School

Lunch Program. The total eating experience goes much beyond the assembling of food into an appetizing school lunch package. Accordingly, the advisory council shall:

1. Develop a better understanding by students as to what School Food Service is all about.
2. Appeal to student's sense of responsibility.
3. Help students recognize that membership on this council is an honor and privilege.
4. Meetings will be held to provide opportunities for exchanging ideas and interesting information.

#### 12.03 Article III: Membership

1. The council shall consist of the Student Body President, class President for grades 9-10-11-12, Head Cook, and School Superintendent.
2. To provide the opportunity for the elementary grades to voice their opinion and ideas to the Food Service Program, it shall be the duty of the advisory council to meet with all students in grade 6 at least once during the school year and provide them the opportunity to prepare the menu for one week out of each school year.

#### 12.04 Article IV: Meetings of Advisory Council

The council will meet at least four times per school year in addition to the meeting with grade six. Months in which the meetings will be held will be September, November, January, and March. Dates to be set during September meeting. Special meetings may be called upon request of advisory council, approved by Superintendent.

#### 12.05 Article V: Suggested Activities

1. Plan and schedule meetings involving students in interesting committee work.
2. Maybe design a questionnaire to help measure student attitude toward school lunch.
3. Survey to gather ideas for improvement.
4. Participate in menu planning or to celebrate special events.
5. Help promote special food service related projects.
6. Check lists can be used to determine student preferences for food and/or menu combinations.
7. Council can be a "taste panel" for the purpose of making menu changes that will be keeping with the likes and dislikes of students.

#### 12.06 Article VI: Limitations

The advisory council shall have no power to bind any member or the school district and at all times must adhere to state and federal regulations on all matters pertaining to School Food Service.

## 12.07 Cheerleaders

You have been given the honor and responsibility of cheerleading at Canistota Public School. Some of your responsibilities are:

1. As a representative of Canistota Public School, your conduct should always be of extremely high standards.
2. You must be at the games in which you cheerlead at least 10 minutes before the game starts. "A" Team basketball cheerleaders are expected to be present when the "B" game begins.
3. As a member of the pep club, you must take an active part at all games you attend. **YOU** are the most **IMPORTANT** part of the pep club. You must do everything in your power to produce enthusiastic school spirit.
4. You schedule and plan enthusiastic pep meetings. Pep meetings must be scheduled with High School Principal at least the week prior, so they can be put on the Monday morning bulletin.
5. You must ride to and from the athletic event with the cheerleading coach. The only exception will be to ride with parents at the request of your parent. This request must be made to the administration prior to departure to the event. As a representative of the Canistota Public School, we expect the cheerleaders to follow the Canistota High School athletic training rules.
6. Cheerleaders are expected to cheer at all varsity events. (This includes junior varsity games that are on the same night as varsity games.)
7. There will be no practice during a varsity event.
8. Maximum number of cheerleaders for events are:

Football	8	9 <sup>th</sup> thru 12 <sup>th</sup> grade
"A" Basketball	max 6	9 <sup>th</sup> thru 12 <sup>th</sup> grade
"B" Basketball	max 6	9 <sup>th</sup> thru 12 <sup>th</sup> grade
7 <sup>th</sup> Grade BB	max 4	7 <sup>th</sup> grade
8 <sup>th</sup> Grade BB	max 4	8 <sup>th</sup> grade

Junior high may be one combined team depending on interest.

Parent and cheerleader please sign and return to the Athletic Director. Your signature indicates you have read and understood the policy.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

Amended August 1991  
Amended August 1995  
Amended July 2012

\_\_\_\_\_  
Date

## 12.08 RULES AND REGULATIONS

Dear Parents:

Students who participate in extra-curricular activities can only do justice to themselves and their fellow-mates if they are willing to give of themselves to their sport and observe a few training rules. Below you will find listed what we feel are reasonable training rules students will be required to follow.

1. Training hours are 10:30 P.M. on Sunday through Thursday. On Friday night before a Saturday ballgame training hours are 10:30. On other Friday nights and on Saturday night, hours are 1:00 A.M. Exceptions to the above rules are:
  - a. When the bus arrives home from an out-of-town ballgame after 10:00 P.M. (Monday thru Thursday) training hours will be ½ hour after the bus arrives home.
  - b. Unless attending an activity or event with your parent.
  - c. Any other exceptions must be approved by the coach.
    - First Violation: Athlete will receive warning with extra-conditioning.
    - Second Violation: Athlete will miss one contest with extra-conditioning.
    - Third Violation: Athlete will be out of the sport for the rest of the season.
2. Students who are participating in athletics are expected to refrain from the use of tobacco, alcohol, and illegal drugs. Students must also refrain from being present where there is under age consumption of alcohol or illegal drugs are being used.
  - First Violation: Athlete will be suspended from the team for two athletic events.
  - Second Violation: Athlete will lose the privilege of participating in any sport at C.H.S. for the rest of the school year.
3. If an athlete is suspended from the team, the athlete must continue to practice with the team, must ride the team bus to out-of-town games, and must sit with other team members at the game.
4. All athletes are expected to ride to and from out-of-town games with the squad. Permission may be given to ride home with their parents, at the request of the parent. By no means will an athlete ride home with anyone else except parents.
5. Students must be in school all day to participate in practice or play in a contest. The EXCEPTIONS to rule No. 5 will be if arrangements have been made before school with the High School Principal.
6. Procedure for the suspension of an athlete from the team—In event it becomes necessary to drop a student from a sport, the following procedures will be followed:
  - a. Advise the student orally or in writing of the violation. Allow the athlete to explain his/her position. Notify the parent of the problem and explain the reason for the one game, two game, or season removal from the team.

- b. A conference will be held of the parents or student request it. Included in the conference may be the coaches, principal, student and parents.
  - c. Appeal the decision to the Superintendent, with all of the above included in the conference.
  - d. Appeal the decision to the School Board, with all the above included in the conference.
7. If the removal of the student from the team for the season is recommended, rules for hearing procedure for long-term suspension pursuant to SDCL 13-32-4 will be followed. In each case due process will be followed according to School Board Policies.
8. The above rules apply if the report is made by a school faculty member, or the individual's voluntary admission.

The activity directors, administration, and coaches will need the cooperation of all parents to see that the above rules are followed. PLEASE RETURN ONE COPY OF THIS LETTER INDICATING PARENTS AND PARTICIPANTS HAVE READ THIS LETTER.

Parent Signature	Student Signature
Date	Date

**Chapter XIII**  
**Child Abuse and Neglect Policy**

13.01 Definition: Neglected or Dependent Child

- 1. Whose parent, guardian, or custodian has abandoned him/her or has subjected her/him/her to mistreatment or abuse.
- 2. Who lacks proper parental care through the actions or omissions of the parent, guardian or custodian.
- 3. Whose environment is injurious to his/her welfare.
- 4. Whose parent, guardian or custodian fails or refuses to provide proper or necessary subsistence, education, medical care or any other care necessary through no fault of the parent, guardian or custodian.
- 5. Who is threatened with substantial harm.
- 6. Who has sustained emotional harm or mental injury as indicated by an observable and substantial impairment in ability to function within normal range of performance and behavior, with due regard to culture.

7. Who has sustained emotional harm or mental injury as indicated by an observable and substantial impairment inability to function within normal range of performance and behavior, with due regard to culture.
8. Who is subject to sexual abuse, sexual molestation or sexual exploitation by the parent, guardian, custodian or any person responsible for his/her care.

Any school employee having reasonable cause to suspect that any child under the age of eighteen years, who has been starved or neglected as defined in 13:01 "Definition" or has had physical injuries other than by accidental means, or has been subjected to circumstances or conditions which would reasonably result in abuse or neglect, by any person, including a parent or other person responsible for his care shall report the incident to the Superintendent.

A school employee reporting a child abuse suspicion to the Superintendent will fill out a form provided by the Superintendent. Two copies of the report will be filled out; one copy to school employee and one copy to the Superintendent. All reports will be confidential information.

The report required by SDCL 26-10-10 and 26-10-11 shall be made orally and immediately by telephone by the Superintendent or otherwise to the state's attorney of the county in which the child resides or is present or to the department of social services, or the county sheriff or to the city police.

In the absence of the superintendent, school employees will be required to report child abuse cases to the Business Manager who, in turn, will notify, by telephone, the proper authorities.

Immunity from Liability:

Anyone participating in good faith in the making of a report pursuant to 26-10-10 to 26-10-12 inclusive, shall have immunity from liability, civil or imposed, and shall have the same immunity with respect to any judicial proceeding resulting from such report.

Communications:

The confidential relation privilege may not be claimed in any judicial proceeding involving child abuse or child neglect or result from the giving of any report concerning a child's injury or neglect or the cause thereof.

**REPORT FORM  
CHILD ABUSE AND NEGLECT**

Name of child: \_\_\_\_\_

Reason for Report: \_\_\_\_\_

Reported to: \_\_\_\_\_  
Superintendent or Designated Signature

Reported by: \_\_\_\_\_  
School Employee Signature

Time: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent or Designee reported to: (Check)

States Attorney                       City Police  
 Dept. of Social Service               county Sheriff

Time: \_\_\_\_\_ Date: \_\_\_\_\_

Make out in duplicate, one copy to the employee reporting.

**CHAPTER XIV  
COMMUNICABLE DISEASE POLICIES**

**14.01 STUDENT COMMUNICABLE DISEASE POLICY**

The School Board of Canistota School District 43-1 will comply with all current State and Federal Laws, Rules, and Regulations pertaining to student communicable disease.

In addition to all current State and Federal Laws, Rules and Regulations pertaining to student communicable disease, the School Board Policy includes the following local items.

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 services.

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 District employees.

A determination of whether an infected student be excluded from services shall be made on a case-by-case basis, under the direction of the Superintendent or designee.

In situations where the decision requires additional expertise and knowledge, the Superintendent/Designee 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 guardian
4. The school principal
5. The school health service's supervisor
6. Superintendent
7. Teacher

In making the determination, the advisory committee shall consider:

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

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

If it is determined that the student will not be receiving services, 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 procedures will be followed by the school administration.

Information will be provided, as appropriate, to teachers and 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



.The Superintendent and 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 sick and work areas, maintenance cleaning and other personal hygiene measures are part of creating a health environment.

### **STUDENT COMMUNICABLE DISEASE GUIDELINES**

Numerous communicable diseases may affect a school-age population and/or school staff. Some of these have a high degree of communicability. Some are life threatening in nature. Some are both.

Disease and Incubation Period*	Rules for School Attendance
Acquired Immune Deficiency Syndrome (AIDS) 6months-five years	Determination will be made by the Advisory Committee as outlined in the Communicable Disease policy.
Chicken Pox 14-21 days	The student may attend school after all pox is dry and scabbed.
Cytomegalovirus (CMV) Salivary Gland Viruses	The student may attend school. Precautions should be taken by contacts with immunosuppression as anti-cancer or organ transplants as well as anyone with suspected or known pregnancy. Good hand washing in all cases should eliminate risk of transfer or infection.
Fifth Disease 6-14 days (Erythema Infectiosum) Giardiasis (Intestinal Protozoan Infection) 5-25 days or longer	the student may attend school with physician's permission. The student may attend school if the student practices independent and hygienic bathroom skills. Other students may attend school after the third day of drug treatment. Good hand washing in all cases should eliminate risk of transfer of infection.
Herpes Simplex 2-12-days	The student may attend school during an active case if the student has the ability and practices personal hygiene precautions and the area of lesion is covered.
Impetigo	The student may attend school if treatment

Variable 4-10-days	is verified and covered or dry.
Infectious Hepatitis 15-40 days Average 25 days	The student may attend school with physician's written permission and if the student has the ability to take appropriate personal hygiene precautions.
Measles (Red, Hard, Rubeola, 7-day) 8-14-days	The student may attend school after a minimum of 7 days. Students who have had contact with measles may attend school if immunization is up to date.
Infectious Mononucleosis (Glandular Fever) 2-6 weeks	The student may attend school with physician's permission. The student may need adjusted school days and activities.
Mumps 12-21 days	The student may attend school after swelling has disappeared.
Pediculosis (Lice, Crabs)	The student may attend school after treatment. After repeated infestation of the same student, the student may be excluded until all nits are removed.
Pink Eye (Conjunctivitis) 5-12-days	The student may attend school after the eye is clear, under treatment or with physician's written permission.
Plantar's Wart	The student may attend school. Students should not be permitted to Walk barefoot.
Ring Worm (Scalp, Body, Athlete's Foot)	The student may attend school if the area is under treatment and covered. Restrict known cases of athlete's foot from pools and showers until under treatment.
Rubella (3-day German Measles) 14-21 days	The student may attend school after a minimum of 4 days. Prevent exposure of pregnant women.
Scabies (7-year Itch, Mites)	The student may attend school after treatment.

Streptococcal Infections  
(Scarlet Fever,  
Scarletian, Strep  
Throat( 1-3 days

The student may attend school 24 hours  
after initiating oral antibiotic therapy,  
and clinically well.

All communicable and chronic disease should be reported to Health Services.

\*Time interval between initial contact with an infectious agent and the first sign or  
symptom of the disease.

#### 14.02 EMPLOYEE COMMUNICABLE DISEASE POLICY

The School Board of the Canistota School District 43-1 will comply with all current State  
and Federal Laws, Rules, and Regulations pertaining to employee communicable disease.

In addition to all current State and Federal Laws, Rules, and Regulations pertaining to  
employee communicable disease, the School Board Policy includes the following local  
items:

The board recognizes its responsibility to provide a clean and healthy environment for  
students and Cooperative 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 Superintendent or  
designee.

In situations where the decision requires additional knowledge and expertise, the  
Superintendent 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 supervisor
5. Superintendent
6. other appropriate school personnel.

In making the determination, the advisory committee shall consider:

- 1 the physical condition of the School employees
- 2 the expected type(s) of interaction with others in the school setting
- 3 the impact on both the infected School employee and others 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 13-43-3 and  
SDCL 13-43-3.3
- 6 the recommendation of the County Health Officer, which may be controlling

7 information regarding the infected employee which is deemed part of his/her personnel records, therefore, is classified as “Confidential” as required by SDCL 1-17-3.

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 Superintendent.

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 professional 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.

#### 14.03 POLICY ON HANDLING BODY FLUIDS

Purpose: To insure that body fluids involving blood, vomitus, urine, feces, semen, saliva, and nasal discharges are handled properly.

Those affected: All school staff should be alerted to dangers of infections from body fluids. All staff should be alert to the proper techniques in handling and disposal of materials.

Cleaning and Sanitization Recommendations for Custodians:

1. Wear rubber gloves.
2. Clean (wipe, mop, scoop, absorb, etc.) up the secretion /excretion with disposable paper towels or rags.
3. Disinfect the surfaces soiled using germicides labeled as mycobactericidal. If the surface is cleanable by household bleach, use a 1-to-10 to 1-to-100 solution. For surfaces which would be ruined by bleach (i.e., carpet) use an agent that will not ruin

the surface; in addition, a shampoo treatment and drying are recommended after the mycobactericidal treatment.

4. Using doubled plastic bags, contain, transport, and dispose of the cleaning materials and secretions/excretions involved.
5. At the conclusion of the cleaning and disinfecting process, wash hands thoroughly using soap, water, and vigorous rubbing for at least 15 to 30 seconds. Clean water supply thoroughly.

Cleaning and Sanitization Recommendations for Non-Custodial School Staff:

1. If you are involved in cleaning up secretions or excretions-follow suggestions outlined in “Custodial Recommendations.”
2. The most significant factor in preventing spread of bacteria in routine school settings is thorough handwashing after urinating or defecating, before eating, and after cleaning one’s nose.
3. At the conclusion of the cleaning and disinfection process, wash hands thoroughly using soap, water, and vigorous rubbing from 15 to 30 seconds. Clean water supply thoroughly.

#### 14.04 HANDLING BODY FLUIDS ON THE SCHOOL BUS

When it is necessary for the school bus driver to clean up body fluids on the bus, the materials and instructions in the school bus body fluid clean up kit shall be used. The instructions below are to assure the driver that proper precautions have been taken in the process and that the used materials are secured in the plastic bag provided.

1. Put on the disposable gloves provided before cleaning up body fluids if you have a cut or open sore on hands. A safer practice is to use the gloves even if cuts or sores are not present.
2. Use paper towels provided to pick up or soak up materials.
3. Discard items into plastic bag provided for this purpose.
4. Use alcohol to clean area either by pouring the alcohol on area or moistening paper towels with the alcohol and applying to area.
5. Discard paper towels, gloves and any other materials into plastic bag provided in the kit.
6. Wash hands with some of the alcohol and dry with paper towel, again discarding the towels in the plastic bag.
7. Tie plastic bag and dispose in acceptable container when reaching destination.
8. Notify school staff or parent, if possible, of incident.
9. Replace items used from the kit on your bus.

**CHAPTER XV**  
**ALCOHOL USE BY STUDENTS/DRUG ABUSE/CHEMICAL ABUSE BY**  
**STUDENTS**

The School Board recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the Canistota School. The school community defines drug use as a serious health problem and is committed to discourage this behavior and to encourage young people to seek help should a problem arise. One of our goals is to prevent abuse. This goal, to be accomplished, will entail training teachers, counselors and other staff members to educate the community about drug abuse.

This policy is in effect on property owned, leased or maintained by the school district, at all sanctioned activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property. A copy of this policy will be provided to all students and parents.

A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver nor be under the influence of narcotics, drugs, or alcohol, materials/substance represented to be a drug or controlled substance, or chemical substances which affect psychological functions or affect the educational system of the school. Students shall not engage in drug use/abuse nor possess paraphernalia specific to the use of chemicals.

**VIOLATIONS**

The following procedures will be used in dealing with possession, use, transmission or being under the influence of illicit drugs and alcohol.

1. The administration will try to notify the parents/guardians by phone to explain the incident and arrange an immediate conference.
2. The administration may impose suspension as defined on page 56 of the School Board Policy Book or recommend to the School Board Expulsion of the student in which the procedure in the School Board Policy Book will be followed.

The school district strongly recommends that students with chemical abuse problems seek professional evaluation and treatment from a trained chemical dependency counselor or a licensed physician in chemical dependency.

A biennial review of the School Districts program will be made:

To determine the program's effectiveness and implement changes to the program if needed; and to insure that disciplinary sanctions are consistently enforced.

Adopted 12-10-90

## USE OF ALCOHOL, AND OTHER DRUGS BY EMPLOYEES (DRUG FREE WORKPLACE)

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

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

Annually, all employees will attend a district alcohol and or drug-free awareness program at which employees will be informed about the dangers of alcohol and or other drug use/abuse, this policy of maintaining an alcohol and/or other drug-free environment., available alcohol and/or other drug counseling; rehabilitation, and employee assistance programs; and the disciplinary sanctions that maybe imposed upon employees for alcohol and/or other drug use/abuse violations. The information will be disseminated to each employee via written and oral communication.

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

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

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

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

A Biennial Review of the School Districts Program will be made

1. To determine the programs' effectiveness and implement changes to the programs if they are needed, and
2. To insure that disciplinary sanctions are consistently enforced.

Adopted 9-9-96

## **SEXUAL HARASSMENT POLICY**

*Updated February 2009*

The School Board of the Canistota School District will comply with all current State and Federal Laws, Rules, and Regulations pertaining to sexual harassment.

In addition to all current state and Federal Laws, Rules, and Regulations pertaining to sexual harassment, the School District Policy includes the following local items.

### **POLICY**

It is the School Board's Policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student or member of the school district community may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy.

### **DEFINITION**

Any unwelcome sexual advances, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitute sexual harassment. This conduct has the effect of unreasonable interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or educational environment regardless of intent.

### **RESPONSIBILITY**

School District officers, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander.

### **COMPLAINTS**

Any student or employee or member of the school community who believes that he/she or she has been a subject of sexual harassment by a school district employee or other student should report such incidents to the guidance counselor and/or responsible



administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

If a student files a written complaint because of dissatisfaction with the handling of the complaint, he/she or she ay utilize any applicable grievance procedure.

## CHAPTER XVI MISCELLANEOUS POLICIES

### 16.01 Nonexempt Employee Volunteer Agreement

I would like to volunteer my time and service to participate as \_\_\_\_\_ during the time period from \_\_\_\_\_ to \_\_\_\_\_ for the Canistota School District 43-1. I am volunteering of my own free will. I understand and agree that my volunteer participation is not being performed as part of my employment for the Canistota School District 43-1, and that my participation is not in any way required by the Canistota School District 43-1 or its Board of Education.

I have not been promised and do not expect to receive any payment, benefits, or other compensation for my time and service (except: \_\_\_\_\_). The volunteer services I will perform do not involve the same or similar type of service that I perform as an employee and are not closely related to my duties and responsibilities as an employee.

I understand that my Participation as a volunteer may be terminated at any time without cause, that I may withdraw from participation at any time for any reason, and that neither my participation nor my withdrawal from participation will affect my continued employment with Canistota School District 43-1.

Print Employee's Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized District Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 16.02 Extra Curricular Participation of Alternative Instruction Students:

**Students who participate in alternative instruction, i.e. who are home schooled, shall have the opportunity to participate in district co-curricular and interscholastic activities if they meet the requirements of state law, the South Dakota High School Activities Association, and district policy, including regulations specified in the student handbooks.**

1. The purposes of these regulations are two-fold:
  - a. To allow home schooled students to participate in district co-curricular and interscholastic activities.
  - b. Offering such an opportunity while remaining fair and equitable to students who regularly attend school at the Canistota School District.
2. Nothing in this section confers any vested right in any student wishing to participate in any interscholastic activity to be selected for competition in such activity.
3. Any accredited school student who leaves an accredited program during the course of the school year for any reason and enters an alternative instruction program is ineligible for participation in interscholastic and co-curricular activities for one calendar year beginning on the date in which the student enters the alternative program.
4. For an alternative education student to be eligible to participate in interscholastic and/or co-curricular activities, they must:
  - a. Have a completed, board-approved alternative instruction application on file with the Canistota School District.
  - b. Enroll, during the entire year in which the student participates in the extracurricular/co-curricular activity, in two courses (50 minute periods/per semester), one of which must include a 'core' course at the Canistota School District. (Core courses are those within the areas of Science, Math, English and Social Studies).
  - c. Alternative Instruction students choosing to participate in Vocal and Instrumental Music must be enrolled in the gradual progression of courses based on their previous enrollment. The student(s) must meet jointly with the principal to finalize a class schedule.
  - d. Students must remain in the two courses for the entire year, even if their preferred activity is held entirely within the fall or spring semester. Failure to remain in courses for the entire year shall eliminate their future eligibility for co-curricular/interscholastic activities.
  - e. The student must maintain passing grades in all classes enrolled in, not to exceed the number required of regularly enrolled students. The student must meet all attendance requirements as outlined in Canistota School District board policy.
  - f. The student must meet and follow all training rules set forth by the Canistota School District.
  - g. The student must have a tri-annual physical examination completed prior to participate on any athletic team.
  - h. The student entering the senior high school must be at least 14 years of age and will be classified as a freshman for course requirement purposes. No student will have any athletic/fine arts eligibility after his or her 20<sup>th</sup> birthday as per SDHSAA Eligibility Requirements.
  - i. Middle school students will be eligible for co-curricular/extra-curricular activities in a commensurate fashion with the senior high regulations.

### 16.03 Open Enrollment Policy: *(adopted 09/04)*

#### **Open Enrollment**

The parent or legal guardian of a South Dakota kindergarten through twelfth grade student who wishes to enroll the student in the Canistota School District 43-1 and resides in another school district must apply to open enroll in the Canistota School District 43-1.

All applications for open enrollment shall be submitted to the Superintendent's office on the official application form provided by the South Dakota Department of Education. Student open enrollment applications to attend Canistota School District 43-1 will be reviewed by the school district in the order received. Decisions to accept or reject open enrollment applications will be based on the criteria listed under "Open Enrollment Application Standards" in this policy. The applicant and the resident school board, if applicable, will be notified within five days of the decision.

An application may be withdrawn by the applicant prior to approval of the request and upon written notification to the superintendent of schools. Once approved by the district in which the student wishes to enroll, the approved application serves as the applicant's notice of intent to enroll in the nonresident district and obligates the student to attend the nonresident district during the school year, unless the affected school boards or the boards' designee agree in writing to allow the student to transfer back to the resident district or assigned school, or unless the parents, guardians, or emancipated student change residence to another district.

Once enrolled under open enrollment in a nonresident district the student may remain enrolled and is not required to resubmit annual applications.

The parent or legal guardian of a student who has been accepted for transfer under open enrollment is responsible for transporting the student to and from school without reimbursement.

#### **Open Enrollment Application Standards.**

The following standards will be used to accept or reject applications for open enrollment by the school district.

1. Open enrollment requests will be granted on a space available basis at the time the request is considered. Class size, program capacity, and building capacity restrictions are necessary in order to allow room in schools for students who may move into the assigned school attendance area. If space is available in a school (as defined in the District's building standards), a section(s) may be added at a grade level to accommodate open enrollment requests. The ratios listed for grade level student to teacher ratios are for open enrollment purposes only. Actual class sizes may be above these ratios because of students living in the assigned school district.

**Kindergarten through grade five:** The average student to teacher ratio shall not exceed 28 students in a grade level as a result of open enrollment.

**Grade six through grade eight:** The average student to teacher ratio for core classes may not exceed 30 students as a result of open enrollment.

**Grade nine through grade twelve:** Enrollment may not exceed building capacity. An open enrollment transfer may not cause a building or program to exceed capacity, including special education programs.

**Special education program capacity** is based on the type of program. Resource and related service programs will be closed to open enrollment if students cannot be accommodated at current staffing levels or the building is at capacity.

3. The parent or legal guardian of a student accepted for transfer under open enrollment is responsible for transporting the student to and from school without reimbursement.
4. If two or more students from the same family residing in the same household request open enrollment in another school district, all requests must either be approved or denied. No denial of an application may result in children from the same household enrolling in different school districts.  
(revised/adopted 09/04)

**(December, 2004)**

### Canistota School District 43-1 Open Enrollment Policy

The parent or legal guardian of a South Dakota kindergartener through twelfth grade student who wishes to enroll their student in a school other than the school to which the student has been assigned must apply to enroll in another district.

#### General Guidelines:

1. All requests for open enrollment to a nonresident district must be submitted to the Superintendent of Schools on the official application form provided by the South Dakota Department of Education.
2. Student open enrollment applications to attend school within the Canistota School District will be reviewed by acting on nonresident applications in the order in which they are received.
3. Decision to accept or reject open enrollment applications will be based on the criteria listed under “Open Enrollment Application Standards” in this policy. The applicant and the resident school board, if applicable, will be notified within five days of the decision.
4. An application may be withdrawn by the applicant prior to the approval of the request and upon written notification to the Superintendent of the Canistota School District.

5. Once approved by the Canistota School district, the approved application serves as the applicant's notice of intent to enroll in the Canistota School District and obligates the student to attend the nonresident district during the school year, unless the affected school board or boards or the board's designee agree in writing to allow the student to transfer back to the resident district or assigned school, or unless the parents, guardians, or emancipated student change residence to another district.
6. Once enrolled under open enrollment in the Canistota School District, the student may remain enrolled and is not required to resubmit annual applications.
7. The parent of legal guardian of a student who has been accepted for transfer under open enrollment is responsible for transporting the student to and from school without reimbursement.

### Open Enrollment Application Standards:

The following standards will be used to accept or reject applications for open enrollment:

1. Open enrollment requests will be granted on a space available basis at the time the request is considered. Class size, program capacity, grade level, and building capacity restrictions are necessary in order to allow room in schools for students who may move into the assigned school attendance area. The approval of an open enrollment request may not result in exceeding the average student to teacher ratio, program capacity, or building capacity criteria listed below. The ratios listed for grade level student to teacher ratios are for open enrollment purposes only. Actual class sizes may be above these ratios because of students living in the school attendance area.
  - Kindergarten through grade five: The average student to teacher ratio shall not exceed 28 students in grade level as a result of open enrollment.
  - Grade six through grade eight: The average student to teacher ratio for core classes may not exceed 30 students as a result of open enrollment.
  - Grade nine through grade twelve: Enrollment may not exceed building capacity.
  - An open enrollment transfer may not cause a building or program to exceed capacity, including special education programs.
  - Building capacity for the purpose of making open enrollment decisions for kindergarten through grade eight is determined by multiplying the average student ratio times the number of classrooms in a building. For high school, maximum capacity is set by multiplying the number of teaching stations by 9 as a result of open enrollment. Capacity for Canistota High School grades 9-12 does not dictate student to teacher ratio for individual classrooms.

- Special education capacity is based on type of program:  
Resource and related service programs will be closed to open enrollment if students cannot be accommodated at current staffing levels or the building is at capacity.
2. If two or more students from the same family residing in the same household request open enrollment in another school district, all requests must be either approved or denied. No denial of application may result in children from the same household enrolling in different school districts.
  3. Any student under long term suspension or expulsion may not be allowed to enroll until the suspension or expulsion is completed.
  4. The rules of the South Dakota High School Activities Association will govern eligibility for participation in activities.
  5. The decision of the Superintendent of Schools regarding a student's application for open enrollment or a request to return to the resident district may be appealed. Appeal of a decision by the Superintendent may be directed to the School board. The decision of the School Board regarding a student's application for open enrollment or a request to return to the resident district is subject to de novo appeal to the Secretary of Education.

### Open Enrollment of Special Education Students:

1. 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 nonresident school district's special education administration determines that the district can provide an appropriate instructional program and facilities, including transportation, to meet the student's needs.
2. If the request to transfer is granted, the 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 district shall provide or ensure the provision of transportation within the boundaries of the attendance center to which the student is assigned.
3. If the Canistota School District special education administration is not able to confirm the provision of an appropriate instructional program, facilities, and transportation if necessary, based on the records review and communication with the student's parent or guardian and representatives of the resident district, the nonresident district must initiate an individual education program team meeting consisting of representatives from the resident district and

the nonresident school district to determine whether the nonresident district can provide an appropriate instructional program, facilities, and transportation necessary.

4. A request to transfer a student in need of special education or special education and related services may be denied only pursuant to SDCL 13-28-44 or if an individual education program team consisting of representatives from the resident district and nonresident districts determine that the nonresident district cannot provide an appropriate instructional program and facilities, including transportation, to meet the student's needs.
5. If a parent or guardian of a student in need of special education or special education and related services requests to transfer the student back to the resident district, the affected school board or boards, or the boards designee must agree in writing to allow the student to transfer back to the resident district or assigned school, or unless the parents, guardians, or emancipated student change residence to another district.
6. If two or more students from the same family residing in the same household request open enrolment and the nonresident district determines it can provide an appropriate special education or special education and related services for one or more of the students, the applications may be approved. However, if the Canistota School District can not provide appropriate special education or special education and related service for one or more of the students in need of special education or special education and related services, the Canistota School District may deny those applications for open enrollment.
7. If it is determined that a parent of guardian of a student in need of special education or special education and related services submitted a request for an open enrollment transfer, but did not indicate that the student needs special education services on the application, the open enrollment transfer application will be considered void and the transfer request will be conducted according to the special education open enrollment guidelines set forth in this policy to determine if the student's open enrollment request can be approved.

## 16.04 School Wellness Policy (*Adopted: August 12, 2006*)

### **Nutrition Education:**

- teaches consistent scientifically-based nutrition messages throughout the school, classroom, cafeteria, home, community, and Canistota Clipper within the Headlight;
- is part of health education classes and/or stand alone courses;
- is included in the scope and sequence of the curriculum in subjects such as, science, and elective courses such as FACS;
- includes the school cafeteria which serves as a “learning laboratory” to allow students to apply critical thinking skills taught in the FACS classroom;
- uses the SD Health Education Standards and addresses nutrition concepts progressively in grades K through 9 through Physical Education courses;
- provides enjoyable, developmentally appropriate, culturally relevant, and participatory activities (e.g. contests, promotions, taste testing, farm visits, and school gardens);
- offers information to families that encourages them to teach their children about health and nutrition, and assists them in planning nutritious meals for their families through the FACS program;
- will be taught by staff who are adequately prepared and who participate in professional development activities in order to deliver an FACS program;

### **Daily Physical Education Classes K-12**

- All students in grades KG = 30 min., 1-5 = 70 min., 6-9 = 125 min. per week of physical education. Students with disabilities, special health-care needs, and those in alternative educational settings will be included.
- Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.
- The physical education curriculum should demonstrate progression and sequence and be consistent with South Dakota and/or National Physical Education standards for Pre-K through grade 12.
- All physical education will be taught by highly qualified physical education teachers.
- Student participation in other activities involving physical activity (e.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement.

### **Physical Activity across the Curriculum**

- Opportunities for physical activity are regularly incorporated into other subject areas (e.g. math, language arts, science, and social studies.).

### **Daily Recess**

- All k-5 elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which students are encouraged (verbally and through the provision of space and equipment) to engage in moderate to vigorous physical activity.
- When feasible, recess will occur prior to lunch to ensure appropriate healthful food intake.



### **Physical Activity Opportunities Before and After School**

- All elementary, middle, and high schools will offer extracurricular physical activity programs, such as physical activity clubs or intramural programs.
- All high schools and middle schools as appropriate, will offer interscholastic sports programs.
- Schools will offer activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.
- Schools will educate and encourage participation in community or club activities.
- After-school Program for k-6 will provide and encourage (verbally and through the provision of space, equipment, and activities) daily periods of moderate to vigorous physical activity for all participants.

### **Rewards/Incentives/Consequences**

- Students will not be denied physical activity for purposes of make-up work, testing, if possible to meet the educational goals for the student.

### **Safe Routes to School**

- The school district will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school. When appropriate, the district will work together with local public works, public safety, and/or police departments in those efforts.
- The school district will explore the availability of funding through the SD Department of Transportation.
- The school district will encourage students to use public transportation when available and appropriate for travel to school.

### **Use of School Facilities Outside of School Hours**

- School spaces and facilities will be available to students, staff, and community members before, during, and after the school day; on weekends; and during school vacations.
- Schools will educate the community, including parents and staff, about utilizing the facility. These spaces and facilities also will be available to community agencies and organizations offering physical activity and nutrition programs.
- School policies concerning safety will apply at all times.

### **Wellness Council/Committee**

- Schools will develop a Wellness Council/Committee comprised of school personnel, community members, and students to plan, implement, and assess ongoing activities that promote healthy lifestyles, particularly physical activity for all age groups within the school community.

### **Professional Development**

- Schools will provide ongoing professional development and education for foodservice professionals, educators, administrators and other staff.
- Schools will provide nutrition and physical education for students, staff, parents, and, where appropriate, community members.

### **Eating Environment**

- Students and staff will have adequate space to eat meals in clean, safe, pleasant surroundings and will have adequate time scheduled as near the middle of the school day as possible to eat, relax, and socialize.
- Safe drinking water and convenient access to facilities for hand washing and oral hygiene will be available during all meal periods.
- Consideration will be given for passing time, bathroom break, hand washing, and socializing so as to allow ten minutes for breakfast and twenty minutes for lunch once the student is seated.

### **Recess Before Lunch**

- Schools will schedule recess for half of elementary grades before lunch when possible so that children will come to lunch less distracted and ready to eat.

### **Rewards, Incentives, and Consequences**

- Rewards and incentives will be given careful consideration as to the messages they send to the students receiving them. Food will not be used as a reward or incentive in the classroom, but other, more appropriate rewards may be used (e.g. extra free time, pencils, bookmarks,).
- Food will not be withheld from students as a consequence for inappropriate behavior or poor academic performance.
- Teachers and other school personnel will not prohibit or deny student participation in recess or other physical activity as a consequence for inappropriate behavior or poor academic performance; nor will they cancel recess or other physical activity for instructional make-up time.

### **Community Access to Facilities for Physical Activity**

- Schools will provide community access to the school's physical activity facilities outside of the normal school day for open gym purposes.

### **Vending Machines**

- Vending machines with food and beverages will not be available in elementary schools. The school will provide healthy snacks as a part of the after-school care activities. In the event that these snacks are not available as a part of the after-school care activities.
- Vending machines will not have pop available for students.

### **Fundraising**

- School fundraising activities will support healthy lifestyles. Such activities may include physical activity (e.g. walk-a-thon), school support (e.g. selling school memorabilia) and/or academic achievement (e.g. spelling bee).
- The sale of food or beverages as a fund raiser will not take place from one hour before and one hour after the breakfast and lunch service.
- Schools will encourage fundraising activities that promote physical activity.
- The school district will make available a list of ideas for acceptable fundraising activities.

## 16.05 Spectator Policy

Athletics is an opportunity for students to participate in supervised competition that goes beyond the game. In athletic competition, as in life, the outcome is not always certain or what we wanted.

### Sports Do Not Build Character...They Reveal It - John Wooden

- Remember that you are at the contest to support and cheer for your team and to enjoy the skill and competition; not to intimidate or ridicule the other team or its fans.
- Remember that school athletics are a learning experience for students and that mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, as athletes and as people as you would praise a student working in the classroom.
- A ticket is a privilege to observe the contest, not a license to verbally assault others or be generally obnoxious.
- Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
- Show respect for the opposing players, coaches and, spectators. Treat them as you would treat a guest in your own home.
- Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student/athlete, and admire their willingness to participate in full view of the public.
- Recognize and show appreciation for an outstanding play by either team.
- Refrain from the use of any controlled substances (alcohol, drugs, etc.) before, during and after the game on or near the site of the event (i.e. tailgating).
- Use only cheers that support and uplift the teams involved.
- Be a positive role model at events through your own actions and by censuring those around you whose behavior is not appropriate.
- Be supportive of the coaches they are hired for the best interest of all students involved. Coaches are professionals please treat them accordingly.

One violation will constitute a verbal or written warning and excessive behavior will constitute dismissal from school activities and your return will be at the discretion of the administration and school board of the Canistota School District.

*Adoption Date: December 12, 2005*

## 16.06 Dangerous Weapon Policy

Schools should be an example of what is required regarding the observance and respect for law in society at large. Schools also must be highly conscious of the health, safety and welfare of the students, staff and public.

State and Federal laws, as well as the Canistota School Board Policy forbids the bringing of dangerous or illegal weapons to school or school sponsored events. Any weapon taken from the pupil shall be reported to the police. Appropriate disciplinary or legal action or both shall be pursued by the administrative principal.

A dangerous weapon is defined as any firearm or air gun, knife, a device, instrument, material or designed substance calculated on the inflicting death or bodily harm.

No firearms are permitted on any school premises, school vehicle, or any vehicle used for school purposes, in any school building or premises used for school functions. An exception would be weapons under the control of the law enforcement officers, starting guns while being used at athletic events, firearms, or air guns at ranges, gun shows and authorized supervision of school training sessions for the use of firearms.

Any student bringing a firearm to school could be expelled from school up to twelve months and will be referred to law enforcement authorities. The Superintendent shall have the authority to recommend to the school board 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.

## 16.07 Student Bullying Policy (*Adopted: July, 2009*)

The Canistota School District is committed to maintaining a constructive, safe school climate that is conducive to student learning and fostering an environment in which all students are treated with respect and dignity.

Persistent bullying can severely inhibit a student's ability to learn and may have lasting negative effects on a student's life. The bullying of students by students, staff or third parties is strictly prohibited and shall not be tolerated.

Bullying consists of physical, verbal, written or electronic conduct directed toward a student that is so severe, pervasive and objectively offensive that it:

1. has the purpose of effecting or creating an intimidating, hostile or offensive academic environment, or
2. has the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities.

This policy is in effect while students are on property within the jurisdiction of the board; while students are in school-owned or school-operated vehicles; while students are attending or engaged in school-sponsored activities; and while students are away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

It shall be the responsibility of the superintendent to develop administrative regulations, in accordance with this policy, to protect the district's students from the harmful effects of bullying. Regulations accompanying this policy shall include, but are not limited to:

1. Additional definitions, if necessary, to assist in the implementation of this policy;
2. A procedure to report incidents of bullying;
3. A process to investigate reported acts of bullying;
4. A procedure, consistent with district policy, to provide appropriate consequences for any individual found to have engaged in bullying;
5. A statement prohibiting retaliation against individuals who, in good faith, report acts of bullying; and
6. A process to inform staff, students and parents of the district's bullying prevention policies and efforts.

This policy shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

## **STUDENT BULLYING - REGULATION**

### **A. DEFINITIONS**

1. **Bullying:** For the purposes of this policy, “bullying” means any physical, verbal, written or electronic conduct directed toward a student that is so severe, pervasive, and objectively offensive that it:
  - a. has the purpose of effecting or creating an intimidating, hostile or offensive academic environment, or
  - b. has the purpose or effect of substantially or unreasonably interfering with a student’s academic performance which deprives the student access to educational opportunities.

Bullying may include, but is not limited to the following behaviors and circumstances:

- a. Verbal, nonverbal, physical or written harassment, hazing, or other victimization that has the purpose of causing injury, discomfort, fear, or suffering to the victim;
  - b. Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
  - c. Implied or explicit threats concerning grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
  - d. Demeaning jokes, stories, rumors or activities directed at a student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; or
  - e. Unreasonable interference with a student’s performance or creation of an intimidating, offensive or hostile learning environment.
2. **Electronic:** For the purposes of this policy, “electronic” means any communication involving the transmission of information by wire, wireless broadband, radio, optical cable or similar means. “Electronic” includes, but is not limited to, communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.
  3. **Third Parties:** For the purposes of this policy, “third parties” includes, but is not limited to, school volunteers, parents, school visitors, service contractors or others engaged in District business, such as employees of business or organizations participating in cooperative work programs with the District, and others not directly subject to District control at inter-district and intra-district school events.

### **B. REPORTING**

Any individual who believes a student has been the victim of bullying, as defined above, by students, staff or third parties shall report the alleged acts immediately. The report shall be on a

form available from the building principal or from the district office. At the time a report is made, district staff may request any evidence of the alleged bullying, including, but not limited to, letters, tapes, pictures or electronic communication devices.

1. **Designated Personnel.** The building principal is designated to receive written reports of bullying at each school building. Reports may also be received by an alternate, as designated by the building principal. Upon receipt of a written report, the building principal shall reasonably and promptly notify the superintendent and provide a copy of the report to the superintendent. If the complaint involves the building principal, the complaint shall be filed directly with the superintendent.
2. **District wide.** The School Board hereby designates the superintendent to receive reports of bullying from the building principal as outlined above. The superintendent shall designate an individual to receive reports in such cases that a report alleges bullying performed by the superintendent. If a report is filed involving the superintendent, the designated individual shall reasonably and promptly notify the Board Chair.
3. **Confidentiality.** The District will attempt to respect the confidentiality of the report and the individual(s) against whom the report is filed, consistent with district policy, legal obligations and the necessity to investigate allegations of bullying and take disciplinary action when the conduct has occurred.
4. **Procedure.** Any individual filing a report of bullying will be asked to put the facts surrounding the conduct in writing on a form provided by the District. The form shall include, but is not limited to: individual's name and address; date of the incident; description of the incident; name of any witnesses; what action, if any, has been taken; and signature of the complainant.
5. **Required Reporting.** If any accusations include possible criminal activity, the superintendent shall comply with all mandatory state reporting requirements.

### **C. INVESTIGATION**

Upon receipt of a written report, the building principal shall be responsible for reasonably and promptly conducting an investigation to determine whether an alleged act constitutes a violation of this policy. At the building principal's discretion, an investigation may be conducted by an alternate investigator as designated by the building principal. After completion of the investigation, the investigating party shall provide written conclusions and findings to the superintendent.

The investigation may consist of personal interviews with individuals named in the report and any others who may have knowledge of the alleged incident(s) or circumstances giving rise to the report. The investigation may also consist of any other methods deemed appropriate by the investigating party.

In addition, the District may take immediate steps, at its discretion, to protect students and employees pending completion of an investigation.

## **D. PROHIBITION AGAINST RETALIATION**

The District prohibits retaliation against any person who, in good faith, makes a report of alleged bullying conduct or who retaliates against any person who, in good faith, testifies, assists, or participates in any investigation, proceeding, or hearing related to a report of bullying.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. If any student who has, in good faith, reported bullying or has testified, assisted or participated in an investigation, believes that he or she has been retaliated against because of his or her participation, he or she should follow the procedures set forth above.

Any charge of bullying found to have been intentionally dishonest or made maliciously without regard for truth is subject to disciplinary action consistent to district policy.

## **E. CONSEQUENCES**

Any individual found to have violated this policy will be subject to discipline consistent with district policy. The District will take action it deems necessary and appropriate, up to and including expulsion, dismissal or appropriate sanction determined and imposed by the administration or the Board. Individuals may also be referred to law enforcement.

## **F. NOTIFICATION**

The district's bullying prevention efforts shall be annually discussed and the district's policy and regulation shall be incorporated into the appropriate district handbooks, which shall be made available to district staff, students and parents.

### **16.08- CYBERBULLYING**

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school property or at school-related functions. Bullying includes, but is not limited to, any gesture or written, verbal or physical act where the perpetrator demonstrates an intent to harm by engaging in repeated conduct that physically harms a student or damages a student's property; places a student in reasonable fear of physical harm or damage to the student's property; or insults or demeans any student or group of students in such a way as to disrupt or interfere with the school's mission or the education of any student.

This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidation, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting email messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or without the use of school district resources.



## 16.09 Policy on Enrollment, Transportation, School of Origin, and the Elimination of Barriers for Children or Youth Experiencing Homelessness including Unaccompanied Youth

The Canistota 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 I 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.

## Section 16.10 Complaint Policy for Federal Programs

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.

1. The superintendent will investigate, within one week, the circumstances of the complaint and render a decision, within two weeks, after receipt of the complaint.
2. The superintendent will notify the complainant of the decision in writing.
3. The complainant will be allowed one week to react to the decision before it becomes final.
4. The complainant will either accept or disagree with the decision and will provide such acknowledgment in writing, addressed to the district superintendent.
5. 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.
6. Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure)

## 16.11 Public Complaints about School Personnel

The board believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and make decisions prior to involvement by the board.

The board encourages patrons to express their concerns, to ask questions, and to take an active interest in the district's activities by attending board meetings and school functions, visiting the schools, and meeting with teachers, administrators, and other staff.

### INFORMAL PROCEDURES

Any patron of the district wishing to express a complaint should first utilize normal channels of communication, such as discussing the matter with the appropriate teacher, administrator, board member, or other employee in order to seek clarification of areas of concern and resolve the difficulty. While those with complaints are encouraged to discuss the matter directly with employees closest to the complaint, the board also recognizes that at times anonymity and confidentiality are necessary, and at the informal stage this is acceptable to the board.

### FORMAL PROCEDURES

#### Level One

If the patron is not satisfied with the disposition of the complaint through the informal procedure, the patron shall submit the complaint in writing within five (5) calendar days of the conclusion of the informal procedure. The written complaint shall be submitted to the principal or immediate supervisor of the building or employee involved in the complaint.

The employee of the district shall be advised of the nature of the complaint prior to the formal resolution meeting and every opportunity for explanation, comment, and presentation of related information shall be afforded the employee.

Upon receipt of the written complaint, the principal or the immediate supervisor shall schedule a meeting with the patron and employee, if an employee is involved, no later than five (5) calendar days after receipt of the written complaint. At the meeting, an informal setting is encouraged and all parties should make every effort to remain objective and maintain a relaxed environment.

Within five (5) calendar days of the conclusion of the meeting, the principal or immediate supervisor shall render a decision in writing to the patron and employee, if the complaint concerns an employee.

#### Level Two

If the patron or employee is dissatisfied with the decision at Level One, either may, within five (5) calendar days after the decision is rendered, request a meeting with the superintendent of schools.

The superintendent of schools, or the superintendent's designee, within five (5) calendar days from receipt of the written request, shall meet with the patron or employee for the purpose of resolving the complaint. The principal or immediate supervisor who was involved at Level One shall be notified and shall have the option of attending the meeting. Arguments and documentation of all parties will be made in writing at this level, and copies shall be given to the superintendent and all interested parties.

### Level Three

If the patron or employee is dissatisfied with the decision of the superintendent, either may, within five (5) calendar days after the decision is rendered, file a written complaint with the board of education.

At the next regular meeting, or within twenty (20) calendar days, the board or its designated agent shall consider the written complaint or may designate a committee which may or may not include board members to hold a hearing or otherwise investigate the complaint and prescribe such procedure as it may deem appropriate for consideration of the complaint.

The board shall make a final decision on the matter at a regular board meeting or special board meeting. The board shall then notify the patron and employee in writing of its decision.

### Section 16.12 E-Rate Retention Policy

The Canistota School District will retain the following documentation, to the extent applicable, for five years after the last date of service. Last date of service is the last day of the service delivery period of the E-rate funding year for recurring services. Last date of service for equipment purchases funded through E-rate is the latest date of (1) date of purchase of equipment; (2) installation date; or, (3) the date of the E-rate funding commitment decisions letter.

#### 1. USAC Forms & Certifications

1.1 Form 470, 470 Certification & delivery confirmations (if a form or certification was mailed to SLD).

1.2 Form 471, 471 Certification & delivery confirmations

1.3 Form 472 & delivery confirmations

1.4 Form 479 (Consortium members & consortium leaders only)

1.5 Form 486, Certification & delivery confirmations

1.6 Form 500 & delivery confirmations

#### 2. USAC Letters

2.1 Form 470 Receipt Notification Letter (RNL)

2.2 Form 471 Receipt Acknowledgement Letter (RAL)

2.3 Form 471 Out Of Window Letter (OOW)

2.4 Funding Commitment Decision Letter (FCDL)

2.5 Form 486 Notification Letter

2.6 Form 500 Notification Letter

2.7 BEAR Notification Letter

2.8 Quarterly Disbursement Reports (QDR)

## 2.9 Other USAC letters

### 3. Technology Plan & Approval Letter

#### 3.1 Written Technology Plan with Creation Date

#### 3.2 Approved Technology Plan

#### 3.3 Approved Technology Plan updates

#### 3.4 Certified Technology Plan ASpprver Letter (or screen print if approval is maintained online)

#### 3.5 Professional Development Training Logs

#### 3.6 Technology Plan Training Sign In Sheets

### 4. Competitive Bidding, Vendor Evaluation & Contracts

#### 4.1 State and Local Procurement Regulations (printout or website reference)

#### 4.2 RFP/Public Notice/Advertisement

#### 4.3 All Vendor responses & Bids received (winning and losing)

#### 4.4 Bid Evaluation criteria, Evaluation matrix & Bid ratings

#### 4.5 Notice of Award letters

#### 4.6 Miscellaneous documents (memorandums, board minutes, notes to file)

#### 4.7 Signed and Dated Contracts/Service Agreements/Notice of Award Letters

#### 4.8 Contract Amendments/Addendums/Extensions

#### 4.9 State Master contracts (printout or website reference)

#### 4.10 Vendor Correspondence

### 5. PIA Review

#### 5.1 Letter of Agency (LOA) consortium

#### 5.2 Consultant agreement or LOA

#### 5.3 Responses to PIA inquiries (email, faxes, case numbers)

#### 5.4 Entity eligibility documentation (state website printout, matching records, etc.)

#### 5.5 Discount eligibility calculation documentation

#### 5.6 Item 21 attachment (online or paper)

#### 5.7 Product Service Eligibility (warranties, product descriptions, network diagrams etc.) (for e-rate assignment.

#### 5.8 Budget (Final approved, Superintendent Letter, draft budget, Grant Letters)

#### 5.9 Request to Cancel Services

### 6. CIPA (Children's Internet Protection Act)

#### 6.1 Undertaking Actions to comply with CIPA (e.g., public notice, public meeting or hearing minutes, etc.)

#### 6.2 Filtering Documentation (purchase, installation, use)

#### 6.3 Internet Safety Policy

#### 6.4 Logs of filtering incidents

### 7. Service Delivery & Inventory Management (Applicable for E-rate funded equipment or E-rate funded maintenance)

#### 7.1 Inventory/Asset Registry

#### 7.2 Schematic of equipment

#### 7.3 Receipt of service/product and installation log (work orders)

7.4 Replacement Log (replacement or upgrades)

7.5 Maintenance Log

7.6 Equipment transfer log

8. Invoicing & Payments

8.1 Customer Bills

8.2 Calculation Workpapers for BEARs

8.3 Service Certifications

8.4 Proof of Payment of discount and non-discount amounts (cancelled checks, bank statements)

8.5 Reimbursement from vendor verification (BEAR only)

8.6 Miscellaneous (memos to vendors, notes to file, emails)

9. Change Requests & Appeals

9.1 Appeal Request

9.2 Appeals Delivery Receipt (proof of postmark, fax confirmation)

9.3 Service Substitution Request

9.4 SPIN Change Request

9.5 Documentation of Funds Returned to USAC

9.6 Invoice Deadline Extension Request

9.7 Service Deadline Delivery Request

9.8 Transfer of Equipment Notification

10. Miscellaneous

10.1 PIN mailer (for authorized user)

10.2 Site Visit documentation

10.3 Audit documentation

16.13 Overdue Bill Policy (*August 2010*)

This policy directs the business manager or superintendent to submit any overdue bills that reach over \$500 to small claims court. A letter will be sent to families with a 15-day notice. The district realizes there are extenuating circumstances. As a result, families may avoid small claims court if they make a good faith effort to pay the late bills. In this instance, a good faith effort means the family will submit a monthly amount to the school to be determined by the school district every month until the bill is paid in full. Failure to make a good faith effort or if months are missed shall result in claims being submitted to small claims court.

16.14 Motor Vehicle Records Policy (*August 2010*)

Upon hire, the administration shall submit a request for the motor vehicle records of said hire before any employee is allowed to drive a school vehicle with students in it.

## 16.15 Children’s Internet Protection Act (CIPA)

### INTERNET SAFETY POLICY—Canistota School District 43-1

#### Introduction

It is the policy of Canistota School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

#### Definitions

Key terms are as defined in the Children’s Internet Protection Act.

#### Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. The Canistota School District uses the state provided Sonic Wall filtering system to block inappropriate information. The technology coordinator updates the filtering system and also calls on Golden West for help as appropriate.

#### Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Canistota School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. We currently filter out instant messaging and chat rooms. Email accounts are provided by the state K-12 data center on an as needed basis.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

#### Supervision and Monitoring

It shall be the responsibility of all members of the Canistota School District 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.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of administration in cooperation with Workplace Technology, BIT of SD and Golden West, using Fortiguard. The Tech Committee will be consulted for areas of filtering.

### Student Use of Computer Networks

The Superintendent shall encourage use of local and wide area networks for improvement of instruction and in-district communication. The computer and its abilities to connect with other sites worldwide should serve as an enhancement to teacher-led instruction within the classroom.

The administration is directed to develop regulations that insure proper use of District networks and the Internet by students and members of the community.

The use of the School District's network and its connection to the Internet is a privilege, not a right. Guidelines are provided to make students aware of the responsibilities associated with efficient, ethical and lawful use of network resources. If a student violates any of these provisions, his or her account and privileges may be terminated, future access through School District facilities may be denied, and the School District's discipline policies shall be applied. Students or their parents or guardians will be required to compensate the District for any damage done to the network and/or hardware.

The School District shall make every effort to restrict access to inappropriate materials; however, it is impossible to control all materials on a global network. Therefore, the District shall not be liable for the content of viewing of any materials not prepared by the District.

### Rules of Network Use

Use of the School District network facilities may only be made in conformance with this regulation and the Acceptable Use Agreement signed by the student. Network users are expected to abide by generally accepted rules of network etiquette.

The student will:

- (a) be responsible for all use of the network under his/her account, regardless of whether access is gained with or without the student's knowledge and/or consent;
- (b) Immediately notify the School District if he/she suspects any unauthorized use of his/her account. A student shall remain liable and responsible for any unauthorized use until the School District is notified of the suspected unauthorized use and has a reasonable opportunity to act upon such notice;
- (c) Not transmit any abusive, defamatory, obscene, profane, sexually explicit, threatening, or illegal material;
- (d) Not engage in any advertising or soliciting the sale or purchase of any goods, products or services, or to solicit the performance of any activity which is prohibited by law;
- (e) be responsible for any costs, fees, charges or expenses incurred under the student's account number in connection with the use of the network, save and except such costs, fees, charges and expenses as the School District explicitly agrees to pay;
- (f) Not transmit copyrighted material without the express consent or authorization of the



owner of the copyright; and

(g) Not give out his/her home address, phone number, or password.

#### Use of Technology Resources in Instruction

Student accounts are considered the property of the District. The School District expressly reserves the right, in its sole discretion to:

(a) Change or eliminate any portion of any transmission of any user without notice or liability;

(b) Review and edit any material to be transmitted by anyone on the network, including private electronic messages. (By reserving this right, the School District assumes no obligation to review or edit any such material and assumes no responsibility or liabilities therefore.) and

(c) Remove or delete any transmission the School District believes violates the School District's policy or is harmful to others.

By signing the Acceptable Use Agreement, the student expressly agrees and recognizes that use of the network is at the student's own risk. The School District does not guarantee the network will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network or the Internet. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the School District nor any of its agents or employees shall be liable for any direct, indirect, incidental, special or consequential damages arising out of the use of or inability to use the network or out of any breach of any warranty.

#### Network Security.

Security of all networks connected to the Canistota School District is a high priority. Anyone observing a security problem on Internet or any District network must notify District personnel. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet or other District networks.

Intentional damage to equipment or software or any intentional attempt to harm or destroy data of another user on the Internet or any other network may result in the cancellation of computer privileges and the District's discipline policy shall be invoked. The vandal or his/her parents/guardians will be responsible for damages or the cost of correcting the problem.

The Canistota School District will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, blogging, and cyber-bullying awareness response. The superintendent is delegated authority to implement these educational requirements.

The Board of Canistota School District adopted our Internet Policy at a public meeting, following normal public notice, July, 2007. This is reviewed yearly. Amended July 2012