

De Smet School District Classified Staff Handbook



Mrs. Abi Van Regenmorter, Superintendent
Mr. Andy Armstead, MS/HS Principal

NONDISCRIMINATION

The Board is committed to a policy of nondiscrimination in relations to race, sex, religion, national background, handicap and other human differences. Respect for the dignity and worth of each individual will be paramount in the establishment of all policies by the Board and in the administration of those policies. The Constitutions of our nation and state, pertinent legislation enacted at those two levels of government, as well as court interpretations regarding citizens' rights, under gird this statement.

In keeping with these statements, the following will be objectives of this school district:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
2. To encourage positive experiences in human values for children and adults who have differing personal and family characteristics or who come from various socioeconomic, racial and ethnic groups.
3. To carefully consider, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To initiate a process of reviewing all policies and practices of this school district in order to achieve to the greatest extent possible the objectives of this policy.
5. To work toward a more integrated society and to enlist the support of individuals as well as that of groups and agencies, both private and governmental, in such an effort.

The Board's policy on nondiscrimination will extend to students, staff, the general public and individuals with whom it does business.

PHILOSOPHY AND PURPOSE

Philosophy

We believe that education is a process whereby children grow in knowledge and skills at rates peculiar to their abilities and surroundings. De Smet School District 38-2 is therefore dedicated to the purpose of providing a stimulating environment of human and material resources, which will contribute to that growth.

More specifically stated, the purpose of De Smet School District is:

1. To provide each child an opportunity to acquire a reasonable mastery of the basic skills of reading, writing, oral communications, logical problem solving, numbers, computer awareness, and the fundamental skills of learning.
2. To provide assistance to each child in formulating educational, social, and vocational objectives.
3. To provide an opportunity for children to meet the requirements for admission to post high school educational institutions.
4. To provide the means for exploring a variety of academic, vocational, and recreational areas.
5. To assist each child in developing a sense of personal and group worth.
6. To assist each child in acquiring an understanding and appreciation of the basic concepts supporting our American institutions and the civic skills and attitudes to insure the perpetuation of our process of self-government.
7. To assist each child in building habits of healthful living and the importance of wise use of human and natural resources.
8. To foster in each child awareness and appreciation for beauty and a high regard for the arts.

De Smet School District 38-2

Line of Authority

Line of authority authorizing persons to be in charge in the event of an emergency in the absence of regular administrative staff.

Abi Van Regenmorter - Superintendent
Susan L. Purinton - Business Manager

Laura Ingalls Wilder Elementary (K-5)

Abi Van Regenmorter - Elementary Principal
Traci Schoenfelder - School Secretary
Emily Martian - Teacher

De Smet High School (9-12)

Andy Armstead - Principal
Melody Perry - School Secretary
Robin Gigov – Teacher

De Smet Middle School (6-8)

Andy Armstead - Principal
Melody Perry - School Secretary
Robin Gigov – Teacher

De Smet School District 38-2

School Board

Shane Roth- President
Barb Asleson - Vice President
Donita Garry
Jared Tolzin
Evan Buckmiller

Administration

Abi Van Regenmorter - Superintendent
Susan Purintun - Business Manager
Andy Armstead - Middle School/High School Principal
Abi Van Regenmorter - Elementary School Principal

De Smet School District 38-2

Certified Staff

Albrecht, Becky	Preschool/Jr. Kindergarten
Albrecht, Tammy	Fourth Grade
Armstead, Andy	MS/HS Principal & Tech Coordinator
Birkel, Mark	M.S. Science & K-5/M.S./H.S. PE
Boldt, Tacy	Third Grade
Fast, Roxy	Second Grade
Fods, Kari	Counselor
Geyer, Connie	H.S. Math & Computers
Gigov, Robin	Special Education
Haugen, Cory	M.S./H.S. Social Science/A.D.
Hojer, Jennifer	Fifth Grade
Holland, Tricia	M.S. Reading/ M.S. Science
Johnson, Lexi	Kindergarten
Larsen, Marlys	K-5 Vocal Music & Reading Recovery
Martian, Emily	Special Education
McCune, Marvin	Social Science & Athletic Administrator
Nolte, Lindsay	M.S./H.S. English
Osthus, Shelly	M.S./H.S. Math
Ostrander, Angela	7-12 Family & Consumer Science
Penney, Jeanne	First Grade
Pitts, Brendon	Business Education, Computer Science
Poppen, Janice	Title I
Rusche, April	Art
Sanderson, Kathryn	H.S. English and Spanish
Schmidt, Sheila	H.S. Science
Tangen, Cheryl	Librarian
VanderWal, Dave	Vocational Agriculture
Van Regenmorter, Abi	Superintendent/Elementary Principal
Vockrodt, Brandon	H.S. Math
Vockrodt, Mikayla	Instrumental Music, Middle School Vocal Music
Wilkinson, Brittani	Kindergarten

De Smet School District 38-2

Classified Staff

Coughlin, Ralene	Cook
Foley, Linda	Paraprofessional
Hauck, Jason	Custodian
Holland, Terry	Custodial Director
Jeffrey, Lindsey	Paraprofessional
Kruse, Dennis	Bus Driver
Larson, Marie	Custodian
Larson, Ryan	Custodian
Martens, Mike	Bus Driver
Muser, Nita	Food Supervisor
Novak, Micheala	Paraprofessional
Palmlund, Teresa	Cook
Perry, Melody	H.S. Secretary
Pommer, Deb	Paraprofessional
Schoenfelder, Traci	Elementary Secretary
Schultz, Dianne	Paraprofessional
Sinclair, Suzanne	Remote Learning Coordinator
Todd, Andrew	Paraprofessional/Transportation Manager
Wilkinson, Cheryl	Paraprofessional

De Smet School District 38-2
Co-curricular and Extra Duty Directory

Athletic Director
Athletic Administrator

Cory Haugen
Marvin McCune

Coaches

Football

Wes Clubb & Dan Wilkinson
Mark Birkel
Brendon Pitts

Boys Basketball

Jeff Gruenhagen
Cory Haugen
Andy Armstead

Girls Basketball

Brendon Pitts
Angela Ostrander
Tacy Boldt

Wrestling

Steve Gilbertson
Mike Johnson

Volleyball

Vicki Dylla
Tacy Boldt
Shelly Osthus

Track

Cory Haugen
Devon Wolkow

Cross Country

Cory Haugen

Golf

Cory Beck

Directors and Advisors

One Act Play

Jennifer Rudebusch

All School Play

Traci Schoenfelder

Oral Interp

Jennifer Rudebusch

Annual

April Rusche

National Honor Society

Brandon Vockrodt

FFA

Dave VanderWal

FCCLA

Angela Ostrander

Cheerleading

Suzie Sinclair

Student Council

Andy Armstead

Concessions

Suzie Sinclair

POLICIES PERTAINING TO CLASSIFIED STAFF

Coverage

Positions included in this classification are those, which do not require certification by the Division of Education.

Relationship with Teachers

The relationship of certified and classified staff must be that of co-workers in providing a healthy learning environment for the children and youth of De Smet School District.

Relationship with Students

In most cases, students are the responsibility of teachers and administrators. Classified staff should assume little authority in student matters as a general rule. Certain secretaries, aides and bus drivers are designated to deal with students under the direction of certified staff. Cases of immediate danger to students or the destruction of school property would be examples of exceptions to this rule.

Pay Day

All classified staff will be paid on the 20th of each calendar month worked for hours worked prior to the administrative cutoff necessary to process the salary checks. Time cards to accurately record hours actually worked will be provided each employee by the district office. Each employee will be responsible for keeping his/her time card and for totaling same as directed by the business manager. Accurate recording of all time worked will be the responsibility of the employee and his/her immediate supervisor.

Medical Insurance

Employees working 30 hrs. or more per week for the full school year are eligible to participate in the district health insurance program. The school district will pay the employee's single premium or the single premium plus \$10.00 per month for family coverage for as many months as the employee normally works (or 12 months). In the case of employees on a 9 month schedule, the business office must receive from the employee a check to cover the premium for each month the employee is not paid by the district in order to insure continuous coverage.

Sick Leave

Classified staff will be provided sick leave at the rate of one day per calendar month worked. Sick leave may accumulate to twenty (20) days. An employee may use up to 4 of his/her 20 accumulated days earned sick leave per year for illness or injury to the employee's spouse, children or biological, adoptive or step parents. Payments received by an employee from workers compensation shall be subtracted from sick leave payments. It shall be the duty of the employee to report all payments received from workers compensation to the superintendent. In addition, one day of sick leave may be used as personal leave as approved by the principal and superintendent.

Jury Leave

An employee called for jury duty during school hours, or who is subpoenaed to testify in a hearing during school hours in a matter in which he is not a named party, shall be granted leave with pay for the

days or parts of days such absence is required. Any per diem received for jury duty or the designated subpoena absence shall be deducted from the regular salary. Such employee shall notify the superintendent at least 48 hours in advance of the necessity for taking jury leave.

Special Leave

The district superintendent will handle requests for leave other than herein stated on an individual basis. Employees who do not receive vacation days may be granted special leave with or without pay. Vacation leave will be used when available.

Assigned Work and Vacation Schedules

Aides will work assigned hours on days students are in school.

Bus Driver will work assigned hours on days students are in school plus any extra trips assigned.

Custodians will work regular hours as assigned. Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Years Day, Good Friday and Memorial Day will be vacation days with salary. Custodians may take up to 10 days per calendar year as paid vacation subject to the approval of the superintendent.

Food Service workers will work assigned hours on days students are in school plus one or more days before and/or after the term as directed by the superintendent.

Secretaries will work assigned hours on days students are in school plus days of Parent-Teacher Conferences and up to 5 days before and 5 days after the regular school term, unless the superintendent requests additional days of work of the secretary.

Pay Calculations

All salary calculations will be based on the individual time card. The total hours worked as documented on the time card for the salary period (usually 4 weeks) will be multiplied by the employees established rate of pay. Classified employees will only be allowed to work 8 hours in any given day with a total of 40 hours per week. Any hours over 8 hours per day and 40 hours in a week must be pre-approved as comp time or overtime by the administration or direct supervisor. Approved overtime will be compensated at the rate of one and one half times the regular rate of pay or compensatory time off at one and one half hours time off for each hour of overtime worked.

Activity Tickets

A full time staff member in the De Smet School District will receive a family activity pass to include their spouse and school age children.

Bus Driver Requirements Policy

All bus drivers will be required to take the South Dakota Department of Transportation driving test as required by South Dakota Codified Law. Bus drivers will also be required to attend school bus driver in-service annually. The De Smet School District will be responsible for the costs associated with the driving test and in-service. Costs to include registration, fees, and mileage. Employment in the school district will be terminated if these requirements are not met by the first day of school unless an extension is approved by the superintendent.

School Bus Driver Physical Examinations

The school district will pay the cost of locally administered physical examinations necessary for qualified applicants, approved by the superintendent, to secure a school bus drivers license.

Employee Criminal Background Check

It is the policy of the board to only employ individuals who do not have a "disqualifying record." Each offer of employment is subject to the provisions of SDCL 13-10-12, et seq., relating to criminal background investigations. This policy shall apply to all individuals employed for the 2000/2001 school year and thereafter, who were not employed by the district during the preceding school year. An employee is any person the district lists on its payroll and makes payroll deductions pursuant to state or federal law.

Each person considered a final applicant for employment shall be provided with a memo to and certification form for completion by the law enforcement agency as provided in Exhibit File GCDB-E/GDDB-E, together with fingerprint identification cards approved by the South Dakota Division of Criminal Investigation, and an envelope, postage prepaid, addressed to the South Dakota Division of Criminal Investigation, 500 East Capitol Avenue, Pierre, South Dakota 57501. The final applicant shall take the fingerprint cards, the memo, and the addressed, stamped envelope to a law enforcement agency and submit to the fingerprinting process. The final applicant must also provide to the law enforcement agency a check or money order made out to the South Dakota Division of Criminal Investigation in the amount of the background check. The final applicant's completed application will be attached to the certification of the law enforcement agency when received.

Any person granted employment subject to this policy is employed on a temporary basis conditioned upon no disqualifying report being received from the criminal background investigation. Any disqualifying record will result in immediate termination of employment without further notice or hearing. A "disqualifying record" means any conviction of a crime of violence as defined in SDCL 22-1-2(19), a sex offense as defined in SDCL 22-22-30, or trafficking in narcotics. Conviction of any crime of moral turpitude as defined by SDCL 22-1-2(25) may constitute a disqualifying record as determined by the board on a case-by-case basis. Any criminal conviction not disclosed by an applicant may be treated as a disqualifying record. Any criminal conviction may be considered in making a hiring decision.

An applicant for employment subject to this policy shall provide to the law enforcement agency performing the fingerprint process a check or money order in an amount necessary to cover the costs of

the criminal record check. Either Option D or E may be selected, not both. The successful applicant shall be reimbursed the cost for such background check in the event that no disqualifying record is identified after they have been employed by the school district for a period of six months.

This policy shall not apply to persons performing services for the district under the authority of the South Dakota High School Activities Association.

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

Use of School Equipment

School employees must have permission from the building principal to take school owned equipment off school grounds.

Unemployment Benefits

Unemployment benefits authorized by SDCL 61-6-1.3 shall not be paid to an individual for any week which contains an established and customary vacation period or a holiday if he/she performs insured work in the period immediately preceding such periods or days and there is reasonable assurance that he/she will perform insured work in the period immediately following such period or days.

Lunch Break

Classified Staff who eat lunch at school and are on call for work during lunch break need not punch out during the time they eat. **Employees who leave the building during lunch must punch out for the total time they were away from their workstation.**

Work at Two Rates of Pay in Same Week

Classified Staff may work at two or more jobs with different rates of pay. Examples could include a bus driver paid one rate for driving time and another rate for waiting time. Should such an employee work hour in excess of 40 in any workweek, the overtime rate will be at one and one-half the regular rate applying in the overtime hours.

Grievance Procedure

Definitions:

The word “grievance” as used in this policy shall mean a complaint by an employee or group of employees based upon an alleged violation, misinterpretation or inequitable application of any existing agreements, contracts, policies, rules or regulations of the school district as they apply to conditions of employment. Negotiations for, or a disagreement over, a nonexistent agreement, contract, policy, rule, or regulation is not a “grievance” and is not subject to this policy.

An “aggrieved person” is a person, or persons, injured by the alleged policy violation.

Principles:

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

All parties agree that any proceedings shall be kept as informal and confidential as may be appropriate.

Structure:

Employees shall at their option have the right to be represented at all levels of the grievance procedure by a representative of their choosing.

Informal Procedure:

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

Formal Procedure:

Level One - School Principal, or other Administrator

If an aggrieved person is not satisfied with the disposition of the problem through informal procedures, the grievance shall be submitted in writing to the principal or other administrator. The administrator, within five (5) days of the filing of the grievance shall render a decision in writing to the aggrieved person.

Level Two - Superintendent of Schools

If the aggrieved person is not satisfied with the decision concerning the grievance at Level One, or if no written decision has been rendered within five (5) days, she/he may, within three (3) days after the decision is rendered, or within eight (8) days after filing at Level One, resubmit the grievance in writing to the superintendent of schools. The superintendent of schools shall within five (5) days from the filing of the written grievance meet with the aggrieved person for the purpose of resolving the grievance. The superintendent shall, within five (5) days after this meeting render a decision in writing to the aggrieved person.

Level Three - School Board

If the aggrieved is not satisfied with the disposition of the grievance at the superintendent level, or if no written decision has been rendered within five days, he shall within five days thereafter transmit it by letter to the business manager with a statement of reasons why it is being appealed. At the next regular meeting, the board or its designated agent, shall consider the grievance and set a hearing to be held within five days or otherwise investigate the grievance. The board shall make a final decision thereon at the following regular or special board meeting.

Department of Labor:

If the aggrieved person is not satisfied with the disposition of the grievance at the school board level or if no written decision has been rendered within the time period set forth in the preceding paragraph, he/she may, within ten days after receipt of the written decision of the board, or within ten days of the date when the decision is due, whichever is earlier, appeal to the Department of Labor, pursuant to SDCL 3-18-15.2. The inclusion of this paragraph in this grievance procedure shall not constitute a waiver by either party of its rights to dispute the authority of the Department of Labor to hear the appeal and/or render any particular decision.

Other:

If a grievant initiates an action in a duly constituted court of law, this procedural policy shall not be available.

Non-reemployment is not subject to the provisions of this grievance procedure.

The school board reserves the right to appoint a 3rd party hearing officer to hear grievances on the school board level.

Use of Alcohol, Drugs, and Controlled Substances by Employees

Student and employee safety is a paramount concern to the school board. Employees under the influence of alcohol 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. Should the affected employee be the superintendent s/he will report to the Board no later than the next regular meeting of the Board.

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

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 may be imposed upon employees for alcohol and/or

other drug use or 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 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.

Drug and Alcohol Abuse Policy for CDL Drivers

Overview:

De Smet School District shall provide a safe and productive work environment for all bus drivers. It is the policy of this school district that all bus drivers shall not be involved with the unlawful use, possession or sale of drugs, alcohol or any controlled substance in any manner, which may impair their ability to perform assigned duties or otherwise adversely impact the duties of bus driving. Further, no driver shall possess alcoholic beverages in the workplace or consume alcohol beverages in association with the workplace, during working time or at any time, which impairs that person's ability to perform their duties.

It is the School District's stance against alcohol and drug abuse in the workplace that it is not a "moral" issue; rather, it is an issue that affects health, safety, families and job performance. Bus Drivers are under Federal Regulations to participate in a drug free program including urine testing for drugs and breath alcohol testing.

Scope:

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

Policy:

It is De Smet School District's policy to achieve a drug free bus force and to provide a workplace that is free from the use of illegal drugs, controlled substances and alcohol abuse. The School District will also follow all Federal, State or Local regulations requiring drug and alcohol testing of any bus driver (DOT regulation of CDL Drivers).

Prohibited Conduct:

De Smet School District prohibits the following conduct:

1. Use, abuse, possession, manufacture, distribution, dissemination, dispensation, or sale of illegal drugs and/or controlled substances whether on or off school premises and whether during working hours or non-working hours.

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

Testing:

De Smet School District has established a testing program for illegal drugs, controlled substances and alcohol use for all bus drivers in compliance with Federal Regulations and it will at its discretion, determine, and at any time change, the requirements, extent and frequency of driver's testing.

Each offer of employment shall be conditional upon the successful completion of a test for illegal drugs, controlled substances and alcohol use as prescribed by the School District.

Whenever reasonable suspicion of any employee using or having used an illegal drug, controlled substance or alcohol use as prescribed by this policy, the School District may require that the employee submit to a urine drug and/or breath test.

Employees must sign an approved waiver authorizing the release of test results to De Smet School District and their designated drug and alcohol testing agencies.

Any Department of Transportation required drug urine sample shall be split into two (2) samples called a "split-sample". The sample will be split into two (2) vials, labeled, secured and sealed in direct view of the person providing the sample. Any analysis of the split-sample due to a positive sampling of the first vial must be requested at the time the medical review officer makes contact with the person or within 72 hours of the medical review officer's contact.

Random tests shall be done without exception throughout the calendar year. No preset limits will be placed on the percent of employees tested each year and any percent may change without notice to the employees. Federal requirements are set at a minimum and each year the number of employees tested randomly will be at least the required amounts set by any Federal regulatory agency.

Drug tests shall be conducted on the following basis:

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

Consequences for Violations:

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

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

1. The employee shall be suspended without pay for one week.
2. The employee must meet with an approved alcohol counselor of his/her choice for a chemical dependency evaluation. Refusal to cooperate or remit a completed chemical dependency evaluation to the School District Superintendent will result in immediate termination.
3. Employees shall be screened monthly at a random basis for twelve (12) to sixty (60) months. Follow-up tests, counseling, or treatment will be the direct expense of the employee.

In the event of a second time positive urine drug test or alcohol breath test, the employee shall be terminated drug tests shall be conducted on the following basis:

Education/Training Programs:

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

All supervisory personnel must attend educational sessions on the effects and consequences of use of drugs in the workplace along with training on detection of employees with a chemical abuse. Training sessions will be arranged through the School District and each supervisor will attend the sessions as required by any Federal regulatory agency.

Smoking in School Facilities and School Owned Vehicles

All De Smet School District facilities are smoke free facilities pursuant to SDCL 22-36-2 as are all school owned vehicles.

Employee Communicable Diseases

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

The determination of whether an infected employee be excluded from work activities shall be made on a case-by-case basis, under the direction of the district 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 a representative from the State Health Department, the employee's physician, the employee and/or designee, the county health nurse, the superintendent or designee and other appropriate personnel.

In making the determination, the advisory committee shall consider the physical condition of the school employee, the expected type(s) of interaction with others in the school setting, the impact on both the infected school employee and others in that setting, the South Dakota Department of Health guidelines and policies, the status of certification of the employee as is promulgated in SDCL 13-43-3 and SDCL 13-43-3.3., the recommendation of the County Health Officer, which may be controlling, and

information regarding the infected employee which is deemed part of his/her personnel records, therefore is classified as “Confidential” as required by SDCL 1-27-3.

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 principal:

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

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

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

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

See School Board Policy Handbook for additional information.

Sexual Harassment Policy

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

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

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

The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting sexual harassing conduct must understand that should the administrator who is investigating the report determine there is reasonable cause to suspect that sexual harassment did occur which could result in administrative discipline or a referral to the School Board, the person alleged to have sexually harassed another

person may have the right to know the identity of the person(s) making the report in order that he/ she may have an opportunity to defend himself/herself.

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

Definition

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

Complaints

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

See School Board Policy Handbook for additional information.

**DE SMET SCHOOL DISTRICT 38-2
JOB DESCRIPTION**

Job Title	Certified	Classified
Bus Driver		XX

Title of Immediate Supervisor Superintendent of Schools

Job Summary

Operate transportation vehicles to safely deliver students to and from school and to approved school activities

Task No.	Description
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1. Operate vehicle on proscribed route to deliver students to and from school on a safe and timely schedule
2. Operate vehicle on approved extra trips as directed by supervisor
3. Report vehicle maintenance needs to supervisor and/or contracted maintenance provider
4. Keep vehicle clean and in a safe operating condition at all times
5. Prepare written reports as required by supervisor
6. Report student discipline problems to appropriate principal
7. Make suggestions to supervisor for improvements to routes

DE SMET SCHOOL DISTRICT 38-2
JOB DESCRIPTION

Job Title	Certified	Classified
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Aide/Paraprofessional	XX
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Title of Immediate Supervisor Teacher and/or Administrator

Job Summary

Assist certified staff in educational settings with tasks, which require little or no educational decision-making

Task No.	Description
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1. Carry out classroom/lab routines as established by certified supervisor
 2. Deal with students in prescribed and objective ways
 3. Operate typewriter, word processor, adding machine, copier, computers, and other educational equipment as required
 4. Work with individuals or small groups of students with objective materials designed and prescribed by the teacher/administrator
 5. Correct student work if objective in nature using key provided by teacher/administrator
 6. Supervise recess and/or lunchroom activities according to guidelines developed by teacher/administrator
 7. Deal discreetly with confidential information

DE SMET SCHOOL DISTRICT 38-2
JOB DESCRIPTION

Job Title	Certified	Classified
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Custodian		XX
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Title of Immediate Supervisor Building Principal and Superintendent

Job Summary

Provide maintenance and housecleaning services in assigned facilities. Operation of heating and cooling systems is included with some custodian locations and jobs

Task No.	Description
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1. Maintain assigned areas to a clean and healthy standard
2. Provide routine maintenance, according to ability, to keep facility and related equipment in good condition
3. Report maintenance needs to supervisor
4. Monitor and maintain heating systems to provide comfortable learning environments
5. Respond to emergency clean up needs
6. Prepare orders for maintenance supplies needed for approval and order by business manager
7. Keep walks free of snow and ice
8. Maintain grounds by mowing grass, trimming hedges etc.
9. Maintain storage areas in orderly condition
10. Dispose of all waste in prescribed manner
11. Provide other services as directed by supervisor

DE SMET SCHOOL DISTRICT 38-2
JOB DESCRIPTION

Job Title	Certified	Classified
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Food Service Supervisor		XX
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Title of Immediate Supervisor Superintendent
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Job Summary

Oversee food service operation to provide type A lunches to students and staff

Task No.	Description
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|----|--|
| 1. | Plan menus to include all Type A meal requirements |
| 2. | Utilize commodities to the greatest extent in meal preparation |
| 3. | Order food and other supplies necessary for meal preparation |
| 4. | Keep an inventory of commodities and supplies on hand |
| 5. | Assign and supervise food service workers |
| 6. | Insure that all food service facilities and equipment are kept in a clean and sanitary condition |
| 7. | Report facilities and equipment repair needs to supervisor |
| 8. | Supervise lunchroom-serving routine in cooperation with building principal |
| 9. | Monitor safe storage of all food supplies |

DE SMET SCHOOL DISTRICT 38-2
JOB DESCRIPTION

Job Title	Certified	Classified
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Food Service Worker		XX
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Title of Immediate Supervisor	Food Service Supervisor
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Job Summary

Assist food service supervisor in the preparation and serving of meals and necessary cleanup

Task No.	Description
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1. Prepare meals and/or meal components as directed by supervisor
 2. Assist with serving meals to students and adults
 3. Provide for the safe storage of all food supplies as directed
 4. Facilitate clean up of food service area and equipment to include lunchroom tables following mealtime
 5. Dispose of all kitchen and lunchroom waste according to prescribed methods
 6. Assist as requested with meal planning and other duties

DE SMET SCHOOL DISTRICT 38-2
JOB DESCRIPTION

Job Title	Certified	Classified
Secretary		XX

Title of Immediate Supervisor Principal and/or Superintendent

Job Summary

Directly assist administrator with administrative and clerical routines

Task No.	Description
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1. Administer office routines under the direction of supervisor
2. Operate computer, adding machine, copier, duplicating equipment, and other office machines as required
3. Answer telephone and deliver messages as required
4. Provide information and assistance to patrons and/or visitors
5. Deal discreetly with confidential information

DE SMET SCHOOL DISTRICT 38-2

Grievance Form

This form shall be used to file a formal grievance in accordance with the School District Grievance Procedure.

Grievance No. _____

Date _____

Name of Aggrieved Person/Persons _____

Policy, Rule, or Regulation involved

Date and Time of Alleged Action:

Has the informal portion of the Grievance procedure been followed completely? Yes___No___

Employee's Statement of Grievance:

Remedy Requested:

(Signature)