

# SCHOOL PERSONNEL

## 2011-2012

### SCHOOL BOARD MEMBERSHIP

Chair	Delbert Tschakert
Vice Chair	Tracey Hlavacek
Member	Doug Flemming
Member	Bill Becking
Member	Marty Tschakert

### ADMINISTRATION

Superintendent/HS Principal	Gary Leighton
Elementary Lead Teacher	Jean Case
Elementary Lead Teacher	Jessica Hurkes
Business Manager	Sherri Sumner

### TEACHING STAFF

Jessica Berg	English, Yearbook
Becky Binde	Special Ed. (Elem)
Mary Kay Black	Tech Coordinator, OI
Sharon Brandsrud	Special Ed. (High School)
Thomas Brewster	High School Science
Stacey Busskohl	Grade 4
Jean Case	Reading Recovery, Title I
Jim Chilson	Ag, FFA
Dawn Gross	Grade 5
Laura Hummel	Band, Vocal Music
Jessica Hurkes	Jr High Math, Lang., Soc.St.
Hilarie Hutt	Kindergarten
Ashley Johnson	Grade 2
Kathy Leighton	Grade 1
Dan Lund	PE, Grade BB& Golf
Jenny Lund	Math, AD
Karen Mastel	Spanish
Christy Randall	Computer/Business/Econ.
Cheryl Reiter	Science
Sarah Spiering	Grade 3
Travis Schmidt	Grade 6
Donna Wayt	Social Studies/Guidance

## **OTHER PROFESSIONAL STAFF**

Lake Area Multi-District  
Northeast Educational Services Coop

Technical Education  
Special Services

## **SUPPORTING STAFF**

Bus Drivers

Julie Hintz, Career Center  
Travis Paulson  
Rita Nelson  
Laurie Maag  
Derek Hlavacek

Food Service

Sue Arnesen, Supervisor  
Laurie Maag  
Marcy Rossow

Custodians

Donna Redlin  
Karen Becking

Library/SPED Aide

Tressa Flemming

Pre-K /Teacher's Aide

Marily Waite

Teacher's Aides

Julie Hintz  
Brenda Latunski  
Sue Robbins  
Rita Nelson  
Carrie Flemming

Secretary

Sue Flisrand

Football Coach  
Assistant Football  
Cheer Coach  
Head BBB  
Head GBB  
Assistant BBB  
Assistant GBB  
Head VB

Mike Seefeldt  
Travis Schmidt, Thomas Brewster  
Heather Schaack  
Travis Schmidt  
Matt Moore  
  
Scott Maag  
Ashley Johnson

## **BOARD COMMITTEES**

Negotiations  
LAMD  
NESC

Doug Flemming, Delbert Tschakert  
Delbert Tscharkert  
Tracey Hlavacek

## **PURCHASING AGENTS**

Superintendent/HS Principal  
Elementary Lead Teacher  
Elementary Lead Teacher  
Business Manager

Gary Leighton  
Jean Case  
Jessica Hurkes  
Sherri Sumner

## **OFFICAL DEPOSTIORY**

People's State Bank (Florence) – All Accounts

## **OFFICAL NEWSPAPER**

Watertown Public Opinion

Watertown, SD

## **FEDERAL PROGRAMS DIRECTOR**

Elementary Lead Teacher

Jean Case

## **CIVIL RIGHTS COMPLIANCE DIRECTOR**

Superintendent/HS Principal

Gary Leighton

## **SECTION 504 COORDINATOR**

Elementary Lead Teacher

Donna Wayt

## **CUSTODIAN OF FUNDS / DUPUTY CUSTODIAN OF FUNDS**

Business Manager  
Superintendent/HS Principal

Sherri Sumner  
Gary Leighton

## **BOARD MEEINGS**

All regular school board meetings will be held at 7:00 PM on the second Monday of each month in the school conference room.

## **FLORENCE SCHOOL DISTRICT PHILOSOPHY**

The philosophy of the Florence School District entails the idea that education must be considered as a process of growth in which the individual is motivated and is stimulated by the controlled environment of the home, church, school, state, and nation as well as the uncontrolled environment of the total community. Our philosophy is aimed at developing the individual's capacities through a democratic procedure with regard for individual differences and responsibilities. We believe we should teach the students how to think but not what to think. It is our belief that through educational opportunities, adjusted to individual differences, our children may become free to grow intellectually and morally, understanding the natural force of life and learning to live in harmony with others.

### **MISSION STATEMENT**

The mission of the Florence School District is to provide each student with educational opportunities that enable them to learn and find success in school to the full extent of their ability.

### **ACCIDENTS**

All accidents should be reported to the central office as soon as possible. If it involves a student, a written report is needed from the teacher in charge. The report should contain the following: names of student or students involved, time and place of accident, causes of accident if known, and all other circumstances surrounding or affecting the accident. If the accident involves a teacher or any school employee the accident must be reported to the central office as soon as possible to be covered by Workers' Compensation Insurance.

### **APPEARANCE**

The appearance of the attire of all teachers will be expected to be neat and appropriate for the occasion. A teacher's appearance has much to do with the respect that he or she commands from the students, fellow teachers, and the community. Remember that personal hygiene is important for both the individual teacher's health and to everyone around them.

### **ATTENDANCE AT SCHOOL ACTIVITIES**

Teachers should support the school's activities. The various functions and activities of the elementary and high school should be attended by as many teachers as possible. This is how a spirit of cooperation, loyalty, and support is developed between teachers, teachers and students, and teachers and community. Students and district patrons notice this attendance and participation by teachers. Many teacher problems stem from not showing an interest in the school. Attendance at activities is good public relations.

## **CARE OF SCHOOL PROPERTY**

Care of the school property is the duty of the teachers and students. Teachers should be alert in the classroom, study halls, restrooms, hallways, etc. to detect students damaging school property. Students willfully damaging school property must make restitution for the damaged property.

Textbooks are expensive and should be handled with care. New textbooks should be stamped with a school stamp and numbered. Stamp new textbooks on the inside of the front cover. Students should check in books at the end of the year in the same condition in which they received them less normal wear and tear. The condition of the textbook should be recorded as G for good or P for poor. Make a note of any particular flaws in the book's condition.

School property such as projectors, recorders, VCRs, digital cameras, typewriters, and any other movable objects should not be taken from the school's premises without specific permission from the superintendent. Items mentioned above may be used by all and should be returned to their storage areas immediately after use.

Proper room care by teachers can help the school economy by saving time, materials, and money. Windows should be closed and lights turned off when the teacher leaves the room for an extended period of time. Only teachers and the janitor should turn on/off fans and turn up/down thermostats.

## **CHAIN OF COMMAND**

A chain of command has been designated for the final disposition of all decisions needed to be made daily. At the top of this chain is the superintendent of schools. If the superintendent is absent from the school premises, decision making authority falls to the lead teachers. If the superintendent and the lead teachers are absent from the premises, the authority falls to the business manager. If none of the above are present, the last of these to leave will appoint a secondary teacher and an elementary teacher to be in charge of their respective areas. The secondary teacher will be in ultimate charge if a decision involving the whole school is needed. These teacher's names will be printed in the daily bulletin when so appointed.

1. Gary Leighton
2. Jean Case/Jessica Hurkes
3. Sherri Sumner

## **CHILD ABUSE POLICY**

To comply with the law (SDCL 26-8-6, 26-10-11, and 26-10-12) it is the policy of the Florence School District 14-1 that any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by any person including parent or other person, other than by accidental means, shall report orally or in writing to the principal or superintendent who shall immediately report to the states attorney (telephone 882-6276) or to the Department

of Social Services (telephone 882-5050) or to the county sheriff (telephone 882-6280). The principal or superintendent shall inform the school employee initiating the action within 24 hours and in writing that the report was made. The employee shall make the report directly to the proper authorities if the principal or superintendent fails to do so.

The report shall contain the following information: name, address, and age of the child; name and address of the parent or caretaker; nature and extent of injuries or description of neglect; any other information that might help establish the cause of injuries or condition.

School employees, including administrators, shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employee to prove that the child has been abused or neglected, or to determine whether the child is in need of protection, only to report his/her suspicions of abuse or neglect.

Any personal interview or physical inspection of the child should be conducted in a considerate, professional manner and information or records concerning reports of suspected abuse or neglect are confidential and the release to persons other than provided by law (SDCL 26-10-12.2) is punishable by \$1000 fine, one year in jail or both. (SDCL 26-10-12.3) Failure to make a report where abuse or neglect is subject to the same punishment. (SDCL 26-10-10)

Anyone who participates in making a report in accordance with the law and in good faith is immune from any civil or criminal liability that may otherwise arise from the reporting of from any resulting judicial proceeding even if the suspicion is proven to be unfounded.

## **COMPLAINT POLICY**

If a parent has a complaint or a grievance regarding an individual teacher the following procedure will be followed:

1. Parents bring the complaint or grievance to the teacher first.
2. If the problem cannot be taken care of at the teacher level, then the parents approach the respective principal, who in turn sets up a meeting with parents, principal, and teacher.
3. If the problem cannot be resolved at the principal level, the complaint or grievance is taken to the superintendent.
4. If the problem is not resolved at level three, the complaint is taken to the board for final solution.

If a parent fails to follow this procedure by bypassing the teacher and coming to the principal first, the principal will direct the parent back to the teacher. This policy will be followed by all levels of the administration.

Complaint about the implementation of a federal program:

1. Parents bring the complaint or grievance to the principal.

2. If the problem is not resolved at the principal level, the complaint is taken to the superintendent.
3. If the problem is not resolved at the superintendent level, the complaint is taken to the school board for final solution.
4. If the matter is still unresolved, the grievance may be taken to the South Dakota Department of Education.

## **DAILY ANNOUNCEMENTS AND MONTHLY CALENDARS**

Daily announcements will be printed each day during the first hour of school. This will be e-mailed to each school employee. They will also be on the school website each day. They will contain grade 7-12 student absences and tardies, lunch count figures, information on student activities, information on teacher activities, etc. Any teacher needing information to be put in the daily announcements must have the information delivered to the business manager by 8:30 AM on the day of the bulletin.

Monthly calendars will also be issued disclosing all scheduled activities, etc. for the month. These will be issued at the end of the preceding month to all employees and to the youngest student of each school family. Extra copies can be obtained in the office or at the Post Office. Anyone wanting information placed on a monthly calendar must give that information to the superintendent 5 days prior to the end of the preceding month.

## **DRUG FREE WORKPLACE POLICY**

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

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

The school board recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall

be referred to treatment facility or agency in the community, if such a facility or agency is available.

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

The School Board hereby commits itself to a continuing good faith effort to maintain a drug-free workplace.

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

## **EMPLOYEE COMMUNICABLE DISEASES**

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

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

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

The advisory committee may be composed of:

1. a representative from the State Health Department;
2. the employee's physician;
3. the employee and/or designee;
4. the school health service's supervisor;
5. the superintendent or designee; and
6. other appropriate school personnel.

In making the determination, the advisory committee shall consider:

1. the physical condition of the school employees;
2. the expected type(s) of interaction with others in the school setting;
3. the South Dakota Department of Health guidelines and policies;
4. the status of certification of the employee as is promulgated in SDCL 13-43 and SDCL 13-43-2.2;
5. the recommendation of the County Health Officer, which may be controlling;
6. 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 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 measure 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.

### **EMPLOYEE COMMUNICABLE DISEASE GUIDELINES**

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

<b>DISEASE AND INCUBATION* PERIOD</b>	<b>RULES FOR WORK ATTENDANCE</b>
Acquired Immune Deficiency Syndrome (AIDS) 6 months-5 years	Determination should be made by the team process as outlined in the Communicable Disease Policy. The State Department of Health guidelines on AIDS shall be used as Reference.
Chicken Pox 14-21 days	The employee may attend work after all pox are dry and scabbed.
Cytomegalovirus (CMV) Salivary Gland Viruses	The employee may attend work. Precautions should be taken by contacts with immune-suppression 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 of the infection.
Giardiasis and Infectious Enteric Diseases 5-25 days or longer	The employee may attend work. Food handlers must remain at home until they have three negative stool specimens. Good hand washing in all cases should eliminate risk of transfer of infection.
Herpes Simplex 2-12 days	The employee may attend work during an active case. Good hand washing in all cases should eliminate risk of transfer of infection.
Impetigo Variable 4-10 days	The employee may attend school if under treatment and dry.
Infectious Hepatitis 15-40 days Average 25 days	The employee may attend work as directed by the physician. Appropriate personal hygiene precautions should eliminate risk of transfer of infection.
Measles(Red, Hard Rubella, 7-day) 8-14 days	The employee may attend work after a minimum of seven days. Employees who have had contact with measles may attend work if The employee has had the measles or if Immunization is up to date.
Infectious Mononucleosis (Glandular Fever) 2-6 weeks	The employee may attend work as directed by the physician.
Mumps 12-21 days	The employee may attend work after swelling has disappeared.
Pediculosis (Lice, Crabs)	The employee may attend work after treatment.
Pink Eye (Conjunctivitis) 5-12 days	The employee may attend work after the eye is clear, under treatment, or with physician's written permission.
Plantar's Warts	The employee may attend work.
Ring Worm (Scalp, Body,	The employee my attend work if the area is under treatment.

## Athlete's Foot)

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Rubella  
(3-day, German Measles)  
14-21 days

The employee may attend work after a minimum of four days. Prevent exposure of pregnant women.

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Scabies  
(7-year itch, Mites)

The employee may attend work after treatment.

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

The employee may attend work 24 hours after initiating oral antibiotic therapy, and clinically well.

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

## **FIELD TRIPS**

All field trips and activities that cannot be accomplished in the school building must be approved by the grade's respective administrator. Field trips can be very beneficial to students, but they need to be limited to those of educational value. Each teacher should remember that time is lost in other classes by students when they are on a field trip. As a general rule, each secondary class is restricted to one field trip a year and each elementary grade is restricted to two field trips a year, one being the end of the year AR celebration. If busses cannot be used and private vehicles are used, only responsible parties will be allowed to drive.

## **FIRE & TORNADO DRILLS**

Fire and tornado drills will be held at least once each semester with additional drills as deemed necessary by the administration. The following rules are to be followed during fire drills:

1. The teacher of each class is in charge of the students in the class.
2. Haste is desirable at all fires and fire drills, but not to the point of throwing away caution. Every person should walk in single file to their station of safety.
3. Keep your students in a group according to your class at least 50 feet from the building.
4. If you have students in the library, restroom, or anywhere else, be sure they find your class outside so that they may be accounted for as soon as possible.
5. Before you leave your room, be sure you close the window, shut off the lights, and close the door as you leave the classroom. You should be the last one to leave the classroom.

Route of evacuation are be posted in each room. Be sure you and your students know these routes.

## GRADING SYSTEM

The recommended grading system to be used will be as follows in grades 3-12:

<u>Letter</u>	<u>Quality of Work</u>	<u>% Equivalent</u>
A	Excellent	94-100%
B	Above Average	85-93%
C	Average	78-84%
D	Below Average	70-77%
F	Failure	69% or below

The recommended grading system to be used will be as follows in K-2<sup>nd</sup> grades:

<u>Letter</u>	<u>Quality of Work</u>	<u>% Equivalent</u>
E	Excellent	92-100%
S+	Above satisfactory	84-91%
S	Satisfactory	76-83%
S-	Below satisfactory	68-75%
U	Unsatisfactory	67% or below

Incompletes must be removed within two weeks after the end of the grading period, unless caused by unavoidable conditions. After that date, the incomplete will be recorded as an "F".

Students vary in ability in the different phases of the school work. Some are more mature mentally and physically than others. Some do not study, others may not want to study, and some just cannot study. This is your challenge. You are preparing students for adult life where they will either succeed or fail. No student should be looked upon as a failure until all avenues of education are tried and the teacher has made sure that everything possible has been done to help the student. Failures also reflect upon the teacher. The day of determining a good teacher by the number of failed students is past. Remember, you are the judge of failures.

Teachers must give a sufficient number of daily grades to check on the daily preparations and to help students measure their daily progress. Report cards, which will be supplemented by a least one Parent-Teacher Conference, will be given out at the end of each nine week period. The dates for these conferences will be announced at a later date.

For grades 7-12 Deficiency Slips are sent out after the first five weeks of each grading period to parents of any student doing D or less work in any subject area, or to any student who is not working up to their ability.

Teachers should feel free to contact parents at any time their children are having problems of any kind.

# **GRIEVANCE PROCEDURE**

## **ARTICLE 1**

### **Definitions:**

- A. A “grievance” is a complaint by a person or group of persons employed by the Florence School District #14-1, made either individually or by a duly authorized and recognized employee association through its representative, that there has been a violation, misinterpretation or inequitable application of any existing agreement, contract, policy, rule, or regulation of the School Board. Negotiations for, or a disagreement over, a non-existing agreement, contract, policy, rule, or regulation is not a “grievance”.
- B. An “aggrieved person” is the person or group of persons filing the grievance.
- C. “Board” means the School Board of the district.
- D. “Days” shall mean calendar days unless otherwise specified.

## **ARTICLE II**

### **Purpose:**

- A. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise between employees and the District and to facilitate this purpose, these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
- B. Nothing herein contained shall be construed as limiting the rights of any employee having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without intervention of the employee association, provided the adjustment is not inconsistent with the terms of any settlement with the employee association in effect. The employee or the administrator involved in the grievance may be represented by a representative at such an informal discussion only by mutual consent of the employee and the appropriate member of the administration.

## **ARTICLE III**

### **Procedure:**

- A. It is important that the grievance be processed as rapidly as possible. The number of days indicated at each level shall be the maximum and every effort should be made to expedite the process.

- B. If appropriate action is to be taken by the employee within the time limit specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. The time limits specified herein may be extended by mutual agreement, provided the time extension is requested within the time limits provided in the Article.
- C. If an employee does not file a grievance in writing with the principal or other supervisor within ten calendar days after the employee knew, or should have known, or the act or condition on which the grievance is based, the grievance shall be considered as having been waived.
- D. A supply of the grievance forms shall be on file with the building principal, and/or the immediate supervisor.

#### ARTICLE IV

##### Informal Procedures:

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

#### ARTICLE V

##### Formal Procedures:

##### LEVEL ONE- School Principal, Immediate Supervisor, or Other Administrator

- A. If an aggrieved person is not satisfied with the disposition or his/her problem through informal procedures, he/she shall submit his/her grievance in writing.
- B. Signed copies of the written grievance shall be delivered by the employee to each of the following: supervisor, principal, or other administrator, the superintendent of schools, and the president of the school board.
- C. An employee, who is not directly responsible to a building principal, may submit his/her formal written grievance to the administrator or supervisor to whom he/she is directly responsible.
- D. The administrator, within five (5) days of the filing of the grievance, shall render his/her decision in writing to the aggrieved person.

##### LEVEL TWO- Superintendent of Schools

- A. If an aggrieved person or the Board is not satisfied with the decision concerning his/her grievance at Level One, or if no written decision has been rendered within five (5) days, he/she shall within three (3) days after the

decision is rendered, or within eight (8) days after filing at Level One, resubmit his/her grievance in writing to the Superintendent of Schools.

- B. 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 his/her decision in writing to the aggrieved person.

#### LEVEL THREE- Board of Education

- A. If the aggrieved person or the Board is not satisfied with the disposition of the grievance at Level Two, or if written decision has been rendered within the five (5) days thereafter resubmit the grievance to the Business Manager and the President of the Board.
- B. At its next meeting, or at a time mutually agreed upon by the parties, the Board or its designated agent shall hold a hearing on the grievance. The decision of the Board shall be rendered in writing five (5) days after the hearing.

#### LEVEL FOUR

If the aggrieved person is to satisfied with the disposition of the grievance at Level Three or if no written decision has been rendered within the time period set forth in the preceding paragraph, he/she may, within ten (10) working days after receipt of the written decision is due, whichever is earlier, appeal to the Department of Labor, pursuant to the Statute. The inclusion of the 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.

(The 1983 Legislature amended 3-18-15.2 to require that grievances must be filed with the Labor Department within 30 days after the Board's decision or the grievance will not be considered.)

### ARTICLE VI

#### Miscellaneous:

- A. If, in the course of investigation of any grievance by representatives of the complainant, such investigation requires their presence in a school building. They shall report immediately to the principal of such building being visited and state the purpose of the visit.
- B. Interruption of regularly assigned classes or activities shall be avoided and students shall not be included in any phase of the grievance procedure except with the mutual consent of both parties.

- C. Any party or parties in interest shall appear and may be represented at Formal Level I and II of the grievance procedure by one representative. When the representative is not a member of the employee organization, the employee organization shall have the right to have one spokesperson present and to have that spokesperson state its views at the 'Formal Levels and II of the grievance procedure except when the aggrieved person specifically requests the exclusion of all by the parties in interest and their respective representatives. At Level III, a maximum of three (3) representatives, one of whom will be the spokesperson, may represent the aggrieved person or persons involved in a grievance.
  
- D. If, in the judgment of the employee organization a grievance affects a group or class of employees, the organization may submit such grievance in writing to the superintendent directly and the processing of such a grievance shall be commenced at Level II. The employee organization shall designate not more than two spokespersons for the organization in processing such a grievance through the remaining levels of the grievance procedure. Provided, however, that the employee organization shall not be permitted to file or process a grievance with respect to an incident or occurrence on which an employee or group has already initiated a grievance.
  
- E. Meetings and hearing under this procedure shall to be conducted in public and shall include such parties and only such parties in interest and their designated or selected representatives heretofore referred to in this Grievance Procedure. The vote on the board's decision on Level III grievances shall be made in open session but the name of the aggrieved party shall not be disclosed.
  
- F. When it is necessary for a party or parties in interest to attend a board meeting or a hearing called during the working day, the Superintendent's Office shall so notify the party or parties in interest, principals or immediate supervisor, and their attendance is required at such meeting or hearing.
  
- G. At all hearing conducted under this procedure, the aggrieved person and administrative representative may call witnesses and present evidence that is relevant to the matter being considered. The Board may request that other witnesses be called for questioning by the parties.

**GRIEVANCE PROCEDURE FORMS:**

Request for Settlement of Grievance (Level One) – to be completed by the aggrieved person.

Date of Presentation to Principal:

Name of Aggrieved Person:

Home Address:

School:

Principal:

Nature of Grievance:

Settlement Requested:

Signed \_\_\_\_\_  
Aggrieved Person

**1. Reply to Level One Grievance**

Date Reply Sent to Aggrieved Person:

Name of Aggrieved Person:

Home Address:

School:

Date of Presentation of Grievance to Principal:

Decision of Principal:

Signed \_\_\_\_\_

**2. Request for settlement of Grievance (Level Two) – Copies of request for settlement**

Level One and reply must be attached.

Date of Presentation of Superintendent:

Name of Aggrieved Person:

Home Address:

School:

Date of Reply to Level One Grievance:

States Reasons for Submission of Grievance to Level Two:

Settlement Requested:

Signed \_\_\_\_\_  
Aggrieved Person

**3. Reply to Level Two Grievance – Copies of request for settlement of Grievance**  
Level One and reply must be attached.

Date of Reply Sent to the Aggrieved Person:

Name of Aggrieved Person:

Home Address:

School:

Date of Reply of Grievance to Superintendent:

Decision of Superintendent:

Signed \_\_\_\_\_  
Superintendent

4. Request for settlement of Grievance (Level Three) – Copies of all previous requests for settlement and replies must be attached.

Date of Submission to Business Manager:

Name of Aggrieved Person:

Home Address:

School:

Date of Reply of Superintendent to Level Two Grievance:

State Reasons for Submission of Grievance to Level Three:

Settlement Requested:

Signed \_\_\_\_\_  
Aggrieved Person

5. Reply to Level Three Grievance

Date Reply Sent to Aggrieved Person:

Name of Aggrieved Person:

Home Address:

School:

Date of Submission of Grievance to Business Manager:

Date of Hearing with School Board:

Decision of the School Board:

Signed \_\_\_\_\_  
President of Board

## **HOMEWORK POLICY**

As homework is a necessary part of education, the following guidelines have been established. Because of individual differences in children, the times may vary.

Grades Kindergarten – 2 should be given a small amount of work to be done at home with the help of the parents nightly.

Grades 3-6 should be given homework with the following time recommendations:

- 3<sup>rd</sup> grade – 30 minutes daily
- 4<sup>th</sup> grade – 40 minutes daily
- 5<sup>th</sup> grade - 50 minutes daily
- 6<sup>th</sup> grade - 60 minutes daily.

Grades 7-8 should be given homework daily. The time needed to complete these assignments should not exceed 10-20 minutes per class.

Grades 9-12 should be given extensively more homework as the student progresses through high school ranging from 15-30 minutes per class per night.

These guidelines must be tempered with the idea that students have outside activities with the school and their churches, so teachers must use some flexibility when assigning homework.

## **INCLEMENT WEATHER**

In case of inclement weather or any other cause, a “no school” announcement will be made as early as possible. Usually this will be done around 7:00 a.m. on radio stations KWAT, KSDR, and KXLG in Watertown, SD. The three major television stations, KELO, KSFY, and KABY, will also be used to post “no school” announcements. School Reach will be used to call the numbers you have chosen to receive the announcement.

A one hour late announcement may be used, if reports indicate that road and weather conditions will improve throughout the day. An adjusted class schedule will be set up each school year to deal with the one hour late starts.

School may be dismissed early during the day, if weather conditions so require. Teachers may be required to remain at the school until the buses have returned from taking the students home. If weather conditions require the keeping of the rural students at the school overnight, the teachers may be required to supervise their classes during this time.

As of July 1, 2000, the state of South Dakota requires a school term of 962.5 hours of classroom contact time. In the event school days are missed due to inclement weather, disease, or other emergencies, time will be made up to bring the full school term to 962.5 hours. School time missed in excess of 962.5 will not be made up. Parents may take their children home during inclement weather and students will not be counted absent.

## **INVENTORIES**

Inventories must be taken at the end of each school year. Each teacher is responsible for this duty for his/her classroom and equipment and books assigned to him/her. Forms will be issued for this by the office. New items must be added to the inventory, and discarded items must be removed from the inventory. The individual inventories must be completed accurately before the teacher is finished for the year.

## **LESSON PLANS**

Lesson plans are essential to planning, and planning is essential for good teaching. Lesson plans should be made out with thought and completeness. Lesson plans should be thorough enough that a substitute could teach from them without having to rely on advice from students. Each principal will decide if their respective teachers need to hand in duplicate copies to their offices.

## **MILITARY LEAVE**

Throughout an employee’s career at the Florence School, an employee may be granted up to ten (10) days of military leave without a reduction in pay during the time that classes are in session or during school designated work days. After the ten days are used, pay will be reduced by the amount of a substitutes’ salary.

## **NON-DISCRIMINATION**

It is the policy of Florence School District #14-1 not to discriminate on the basis of sex, race, color, national origin, creed, religion, marital status, status with regard to public assistance, age, or disability in regards to educational programs, activities, or employment policies as required by state and federal laws and regulations. Inquiries regarding compliance may be brought to the attention of Gary Leighton, Superintendent/Director of Civil Rights Compliance, PO Box 66, Florence, SD 57235-0066, 605-758-2412, and for additional information contact: Director of the Office of Civil Rights, Department of Education, Washington, DC.

## **PAY DAY**

Your paycheck will be automatically deposited (required) on the 20<sup>th</sup> day of each month. If the 20<sup>th</sup> falls on a Saturday or Sunday, your paycheck will be deposited the Friday prior.

## **PROMOTING AND RETAINING STUDENTS**

It is usually unwise to fail students except in cases of immaturity or extreme lack of effort. It is a fact that some children are ready to start school at five, others at seven. So if a child is not mentally mature for school work, he/she can be helped by being retained. This should be done in grades 1 or 2, before the establishment of friendships and adjustments are simpler.

When the teacher and principal have decided to fail a student, a conference should be held with the parents. This gives the opportunity for complete understanding between the school and the parent.

Failing a child suggests that education consists only of academic training. Educators, who give failing grades, are not considering the student's social and emotional growth and adjustment. The feeling of inferiority that can be cause in a child by failure is often enough to make him/her seriously maladjusted during his/her entire life. This is especially true during the middle and upper grade levels.

Children should never be failed because of low intelligence, if they make a reasonable effort to do modified work according to their ability. This means that the teacher will need to develop individual education programs to that children who find it difficult to achieve academic excellence will not be required to accomplish the same academic program those who find it easy. Children must never be punished for their inability to understand the instructions as presented. A competent teacher will discover such a child's unique way of learning and understanding and plan a program to meet his/her needs.

## **PURCHASING AND SUPPLIES**

All purchases must be made on a purchase order and with the approval of the superintendent, lead teachers, or the business manager. Purchase orders can be obtained from the central office. Supply, book, and equipment requisitions will be given out each

spring and are to be returned by the end of April. Miscellaneous supplies such as staples, chalk, paper clips, markers, pens, etc. can be obtained from the central office at most times during the year as you need them. If approved purchases are made by individual teachers, the sales slip or receipt of purchase are needed before they can be reimbursed at the next board meeting.

## **SCHOOL DAY AND SCHEDULES**

Teachers are to be in the school building by 8:00 a.m. and remain until 3:45 p.m. Monday through Thursday. On Fridays or days before holidays, teachers may leave after the school buses have left to take the children home. The half hour before school starts (8:00-8:30) and the half hour after school (3:15-3:45) are to be used to help students or for other school work activities. Teachers should be in their classrooms before the arrival of their students. It is hoped that every teacher will be willing to come earlier or stay later, if needed to help students or perform other school duties. Anyone needing to leave early should request this as early as possible from the superintendent or their building principals. These same people should be contracted if you are going to be late in the morning.

Class schedules will be made up each year by the respective principals as early as possible after student enrollment and staffing of positions has been determined. There will be an attempt if possible to schedule each teacher with a 50 minute preparation period some time during each day. This may not be a continuous 50 minutes and may include recesses and part of the lunch period. This is not guaranteed to each teacher, but will be provided if possible. Preparation periods should be used to help students, check papers, prepare lessons or perform other related school duties. It is not a time to leave school or do personal business. If time is occasionally needed for personal business or you must leave the school, please check with your respective principal or the superintendent first.

## **SCHOOL KEYS**

The necessary school keys will be issued to teachers by the central office. These keys may be kept until the teacher leaves the employment of the school district, at which time they must be returned to the central office or to their respective principals. Please do not loan these keys to students at any time. If you lose your keys, report this loss to the central office immediately.

## **SEXUAL HARASSMENT POLICY**

It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the school district 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 unreasonably

interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or educational environment regardless of intent.

#### **RESPONSIBILITY**

School district officers, employees and student are responsible for maintaining a working and learning environment free from sexual harassment. Workshops and activities will be provided by the school district to explain the policy and laws. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander. Copies of the policy will be available at all administrative offices.

#### **COMPLAINTS**

Any employee who believes that he or she has been a subject of sexual harassment by a district employee or officer should report this incident immediately to his or her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor. Students should be reported to the supervisor's immediate supervisor. Students should report such incidents to the guidance counselor and/or the responsible administrator. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

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

#### **SMOKING/SMOKE FREE SCHOOL**

As of July 1, 1991, Florence School is a smoke-free facility, Smoking is prohibited in all building, (Adopted June 1991)

#### **SPECIAL STAFF DUTIES**

Each teacher will be an advisor to a class, Elementary teachers will be advisors and supervisors for field trips and other special activities for the grades they are assigned to teach. High school teachers will be assigned as advisors to grades 7-12 by the secondary principal. Volunteers will be solicited and paid according to negotiation for the junior class advisor position. If nobody volunteers, the high school faculty will be rotated as junior class advisors. Any activities these classes sponsor, direct, or participate in must be supervised by the advisors. Examples are homecoming floats, class sponsored dances, hayrides, trip, etc.

All teachers may be called upon to help supervise various activities, or clubs, take tickets, or perform other duties as needed by the school district or as directed by the school administration.

## **STAFF DEVELOPMENT**

The Florence School Board recognizes the importance of professional growth and increased job effectiveness for the staff of the Florence School. Professional growth should be an ongoing process shared by the individual and the school district. The school district's share in this process will include such things as: special service courses provided district wide based upon the needs of the district and the staff, school visitations, and allowing attendance at professional conferences and meetings.

The district will work with area schools, educational cooperatives, local colleges, and the Division of Education to provide in-service education for the staff members of the Florence School District. The Board will encourage in-service education by:

1. Conducting a needs assessment for in-service to help determine district goals.
2. Providing travel and professional leave to help achieve district goals.
3. Including in-service days in the school calendar.
4. Developing cooperative relationships with agencies that provide in-service education.
5. Establishing an in-service education committee composed of teachers and administrators.
6. Identifying resources for in-service education.
7. Assessing the effectiveness of in-service education activities in relation to district goals.

It is the district's philosophy that each teacher, besides being effective in their teaching area, should have a well balanced education that includes all areas taught within the Florence Elementary and Secondary School; therefore, the district encourages teachers to take college courses and workshops in the variety of education fields that are taught in the Florence School District. It will be determined by the school administrators which courses, workshops, conferences, and meetings meet the needs and philosophy of the school district. The administrators will also designate which workshops and meeting travel fees will be paid by the district.

An individual development plan form will be filled out each May by each staff individual and will be kept on file in the superintendent's office. A maximum of three day (all prior approved) of in-service/workshop time may be reimbursed to certified staff members for summer in-service training. Any workshops considered for staff development reimbursement must be in the instructor's teaching field. Registration, fees, and mileage are a separate consideration and may or may not be available for reimbursement.

Classified staff (aides and paraprofessionals) are not required to do summer staff development. However, if a classified staff member is sent by the school district to a summer workshop, the workshop stipend and agreed upon registration fees and costs will be paid by the school district.

## **STAFF MEETINGS**

Staff meetings will be called as needed by the administration. These may be for all staff members, elementary staff, or high school staff as deemed necessary by the superintendent or lead teachers.

## **STAFF REDUCTION POLICY**

In the event the Board determines that a staff reduction is necessary, the following guidelines will be considered:

1. An effort will be made to effect the reduction through normal attrition. The Education Association will be notified and group recommendation considered if received within 14 days of the notification.
2. Positions held by persons with less than full certificate for their current teaching assignment will be open to a properly certified and experienced continuing contract teacher who has been notified that his or her position has been eliminated and has requested to be considered.
3. If a position of a continuing contract teacher is eliminated due to staff reduction, the Board will determine which continuing contract teacher or teachers are to be released, considering the following criteria, as applicable. The criteria are not in rank order of importance:
  - a. Student and curriculum needs;
  - b. Prior evaluations;
  - c. Competency;
  - d. Qualification;
  - e. Certification
  - f. Experience in the area to be taught;
  - g. Educational background;
  - h. State and federal mandates;
  - i. Administrative recommendation.

The continuing contract teacher who has been notified that his or her position has been eliminated shall notify the Board of any positions for which the teacher wishes to be considered and can establish required qualifications.

The Board will follow the provisions of state law in making staff reductions involving professional staff members on continuing contract status.

## **RECALL**

For the purpose of this policy, the effective date of a lay-off by reduction in force shall be June 30. The teacher subject to reduction in force termination shall provide a list of positions for which the teacher wishes to be considered and is qualified to fill. If, during the first fiscal year subsequent to the lay-off, a vacancy occurs in the grade, subject area, and activity for which a laid-off teacher, subject to an interview and updated background check. When more than one staff member has the same recall date for the open position, the Board may consider, among other things, the matters identified in paragraph 3 of this policy.

Recall privileges cease when a staff member resigns. Recall privileges will also cease if, upon being recalled, the staff member fails to report within twenty (20) calendar days after the mailing of a written notice of recall. Such notice shall be sent to the last address furnished to the superintendent/chief executive officer by the staff member, and the twenty (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.

## **STUDENT RECORDS**

In order to provide students with appropriate instruction and education services, it is necessary for the district to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian or the student in accordance with law, yet be guarded as confidential information.

It will be the responsibility of the superintendent to provide for the proper administration of student records in keeping with state law and federal requirements, and to standardize procedures for the collections of necessary information about individual students throughout the district.

The Board wishes to make clear that individual student records of the district are confidential (this extends to giving out individual addresses and telephone numbers). The exception is directory information. School officials will designate certain data relating to the student as "directory or public" information. The release of this data does not require the consent of students, parents, or guardians. Directory information will include: the student's name, date and place of birth, participation in official activities, weight and height of members of athletic teams, and date of attendance.

(Adoption date)

LEGAL REF.: Family Educational Rights and Privacy Act (FERPA) of 1974, P.L.  
93-380 ARSD 24:03:04:10

## **TEACHER ATTENDANCE AND ABSENTEEISM FROM SCHOOL**

The teacher attendance here at school is very important to the overall functioning of the school. The student loses when the regular classroom teacher is absent from school. Teacher absences should be kept to a minimum for everyone's benefit.

## **TEACHER CONTRACTS**

Teacher contracts will be issued in accordance with SDCL Chapter 13-43. Contracts cannot be issued prior to 1 March and must be issued by 1 May for the coming school year after which the contract must be signed and returned within 15 days or the offer is revoked. The contracts will include the date about which school will begin, the term of employment, wages per month, time of payment (20<sup>th</sup> of each month), and the general teaching duties. Further information can be gathered from SDCL Chapter 13-43.

## **TEACHER EVALUATION POLICY**

### **I. THE PURPOSE OF THE EVALUATION**

The purpose of the evaluation is to improve the quality of education for the students of the school district.

### **II. THE FREQUENCY OF THE EVALUATION**

One evaluation per year is required for all tenured members in the school district. Two evaluations per year are required for non-tenured staff members. Staff members must be given written notice of any deficiencies.

### **III. THE PROCEDURES TO BE USED IN MAKING THE EVALUATIONS**

The evaluation shall be in writing. The evaluation will be in narrative form and will include specific comments on strengths and weaknesses. The evaluation will be based on observations made by the principal/lead teacher. Each evaluation will be followed by a conference between the principal/lead teacher and the teacher. At the conclusion of the conference the teacher shall sign the evaluation form acknowledging receipt of a copy, and that they have reviewed the contents. A copy of the signed written evaluation form shall be filed by the principal/lead teacher, and such a copy will become part of the teacher's file.

### **IV. THE AREAS SUBJECT TO EVALUATION**

The areas subject to evaluation include:

- Instructional planning
- Knowledge of and use of learning resources
- Classroom management and pupil control
- Human relations
- Knowledge of learning and students
- Professional qualities and reliability

### **V. THE USE OF THE RESULTS OF THE EVALUATION**

Evaluations are to be used by the administration and teachers to improve the quality of instruction and may be used in the determination of advancement, promotion, transfers, assignments, and future employment.

## **TELEPHONE CALLS**

Student use of the telephone should be kept to a minimum and allowed only in emergencies with the teacher's or office permission. Student personal long distance calls must be charged to their home telephone number. Only calls to and from parents and employers will be permitted for students.

Teacher telephone calls should also be kept to a minimum and used only for school business or in the case of an emergency. The Florence School uses ITC for its long distance phone service. On all dial phones, after you dial your party's number, you will hear a beep. You must follow this beep with your four digit code or the call will not go through. You may get your four digit code from the Business Office. Do not give this

code to any students or anyone else to use. Teacher personal long distance calls must be charged to their home phone number or to their credit cards.

### **WORK DAYS**

All teacher contracts include two (2) teacher work days prior to the beginning of the school year and one (1) teacher work day at the end of the school term.

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