

Bison School District 52-1, Bison, South Dakota

**SCHOOL
BOARD
Policy Book
Updated August, 2022**

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BISON SCHOOL BOARD MEMBER ETHICS

The School Board recognizes that there are rules of ethical conduct for public officials and employees that extend beyond the responsibilities and duties delegated by law.

1. I will view service on a school board as an opportunity to serve my community, state, and nation because I believe public education is the best means to promote the welfare of our people and to preserve self-government.
2. I will work unremittingly to help the people in my community understand the importance of public education and to support willingly the highest level of education we can afford.
3. I will try to make decisions in terms of the best interests of the educational welfare of children. I will seek to provide an educational opportunity equally open to all children regardless of ability, race, creed, sex or location of residence.
4. I will recognize that my responsibility is not to run the schools but to see that they are well run. I will confine my board action to policy making, planning and appraisal.
5. I will refuse to represent special interests of partisan politics or to use the schools for personal gain or for the gain of friends or supporters.
6. I will arrive at conclusions only after I have discussed matters fully with members of the professional staff and board members. Once a decision has been reached by the majority of the board assembled at the meeting, I will support it graciously.
7. I will recognize that authority vests with the whole board assembled in meeting and that I have no legal status to bind the board outside of a meeting.
8. I will support and protect school personnel in performance of their duties. I will vote only for competent and trained technical and professional personnel who have been properly recommended by the appropriate administrative officer.
9. I will refer all complaints, including my personal criticisms to the appropriate administrative officer and only after failure of administrative solution will discuss such matters at a regular board meeting.
10. I will observe and enforce state laws and regulations pertaining to public education.
11. I will respect the limited intent and scope of executive session and respect privileged communications from executive sessions and other administrative sources.

SCHOOL BOARD

BISON SCHOOL DISTRICT’S VISION/MISSION ADOPTED 2005

Bison School District holds the vision to promote a healthy environment fostering academic growth, instilling pride in rural living, and inspiring responsible life-long learners as citizens of a global world.

- We will create an environment where all students feel confident and competent to meet the challenges of a technological society.
- We will provide an academic curriculum with high goals and expectations for all students provided by highly qualified teachers.
- We will develop respect, integrity, compassion, and responsibility within each student.
- We will prepare students to participate actively and successfully as productive, responsible citizens.
- We will appreciate and respect the historical uniqueness of the community, county, state and country.

BOARD MEMBER TERMS

REVISED AUGUST 2022

BOARD MEMBER	TERM EXPIRATION DATES					
	23	24	25	26	27	28
Besler			X			X
Keller			X			X
Kopren		X			X	
Stadler	X			X		
Veal	X			X		

If the District fails to elect a person to succeed a member whose term has expired, the incumbent shall continue to act in an official capacity until the vacancy is filled.

**BOARD REPRESENTATION AREAS BY ZONE
ADOPTED 12-12-88 as per SDCL 13-6-13.1**

REVISED MARCH 2001-PER ELECTION TO 7 ZONES

REVISED APRIL 13, 2004 TO AT LARGE

VACANCY OF BOARD MEMBERS:

A vacancy on the Board may result before expiration of the term due to the following events:

1. Death of the incumbent.
2. Member's removal from office.

3. Member's failure to qualify as provided by law.
4. Member's ceasing to be a voting resident of the school district and or representation zone where elected.
5. Member's conviction of any infamous crime or of any offense involving a violation of his official oath.
6. Whenever a judgment shall be obtained against the member for breach against the member's official bond.
7. Members' incapacity to attend to the duties of the office
8. Member's assuming the duties of an office incompatible to the school office.
9. Member's resignation.

The resignation of a Board member shall not be effective until a successor is appointed and qualified by law. Vacancies are filled by the remaining members of the Board. The appointee shall qualify as if elected within ten days of the appointment, and serve until the next succeeding election at which time a successor shall be elected to serve the unexpired term.

GIFTS TO BOARD, EMPLOYEES AND/OR SCHOOL

No member of the Board or employee of the District will accept gifts from any person, group or entity doing, or desiring to do, business with the District; and all business-related gratitude's are specifically prohibited except nominal value advertising items widely distributed.

The Board of Education may accept on behalf of and for the School District any bequest of gift of money or property for a purpose deemed by the Board to be suitable, and to utilize such money or property so designated.

The administration shall set up criteria to be met in the acceptance of gifts, and the procedure for examining and evaluating offers of gifts to the District. All gifts shall be given to the school district as a whole, and not to a particular school. At the discretion of the Administrator, the gift may be used in a particular school.

To be acceptable, a gift must satisfy the following criteria:

- Have a purpose consistent with those of the school;
- Offered by a donor acceptable to the Board;
- Will not add to staff load;
- Will not create a program which the Board would be unwilling to continue with when gift or grant funds are exhausted;
- Would not bring undesirable or hidden costs to the school system;
- Place no restrictions on the school program;
- Will not be inappropriate or harmful to the best education of pupils;
- Will not imply endorsement of any business or product;
- Will not be in conflict with any provision of the school code or public law;
- All gifts, grants and bequests shall become School District property.

MEETINGS:

The School Board of Bison School District #52-1 recognizes that public schools belong to all the people, are supported by the people and are designed to carry out the wishes of the people for education of children, youth, and adults. Therefore, all Board business will be conducted in open session, and every possible means will be taken to inform the public concerning the schools.

A. Types of Meetings:

The Board of Education meets for a variety of purposes as outlined below:

1. *Annual Meetings:* The annual meeting of the District School Board shall be on the second Monday of July. This meeting is a dual meeting in that it is the final meeting of the old fiscal year and the organizational meeting of the new year.
2. *Regular Meetings:* The regular meetings of the Board are held on the second Monday of each month.
3. *Special Meetings:* Special meetings of the Board may be called by the President, or in his absence, the Vice-President for special purposes. Reasonable notice must be given to all Board members of the time and place of special meetings.

B. Procedures:

All regular meetings of the Board begin at 7:00 P.M. unless otherwise scheduled by the majority consent of the Board and published in advance for the convenience of the public.

Special meetings and public hearings may be called at any reasonable time and location.

Notice of regular meetings will be given through the agenda which is mailed to each Board member the week preceding the regular meeting. Written or oral notice will be given of special meetings as far in advance as possible.

The order of the regular meetings will be as follows:

1. Open meeting
2. Approve minutes
3. Approve financial reports
4. Approve bills
5. Hear Delegations
6. Business
7. Announcements, questions, etc.
8. Adjourn

The agenda packet sent to members will include:

1. Written account of regular and special meetings.
2. Financial reports including a summary of the receipts, transfers, and disbursements of all funds.
3. Tabulation of bills submitted for approval.
4. Other information needed by the Board to consider agenda business

The business of the meeting will normally be conducted in the order it appears on the agenda, except that the President may at his discretion, vary the order.

The Board shall observe Robert's Rules of Order, Revised, except that the President may discuss and have a vote on all matters before the Board.

The oral vote of "yes" or "no" shall be used for all motions, except when voting for President and Vice-President, a secret ballot may be used. A roll call vote will be used for all resolutions, or whenever required by law.

In compliance with legal requirements, a complete and accurate set of minutes of each meeting shall be kept. Minutes shall be maintained in an official record of proceedings of the Board and shall be open to public inspection at all reasonable times. Minutes of all meetings will be published in the legal newspaper of the District as required by law.

All meetings of the Board shall be open to the public. All actions of the Board shall be taken openly, and the deliberations leading to Board actions shall likewise be conducted openly. The public is invited to attend Board meetings and will be given time to voice opinions and problems. Press coverage of Board meetings is welcome.

The Board reserves the right to meet in executive session upon majority vote of the Board to discuss student and/or personnel, and employment matters. No action shall be taken while in executive session.

Individuals or groups will be heard by the Board during the time set aside for delegations. Advance notice is requested for such a hearing; however, it is not mandatory. The Board will also allow limited discussion by visitors on other matters before the Board, subject to the control of the presiding officer.

C. Organization and Function of the School Board:

The Board of Education of Bison School District #52-1 is elected by the people of the District. At the annual meeting of the Board of Education, the new Board shall organize and elect its officers. A secret ballot may be used and the officers shall be elected in the following order: President, Vice-President. Each office shall be for a term of one year.

Balloting for either office shall continue until a clear majority is received. Vacancies in the above mention offices occurring during the year shall be filled by the Board of Education at its discretion.

Members of the Board shall be paid a salary per meeting attended and mileage and travel expense as allowed by law. They shall be reimbursed for expense in attending association meetings relating to board duties as per policy expense reimbursement.

POWERS AND DUTIES OF BOARD AND MEMBERS:

The Board of Education (hereto referred to as the Board) is a legal body created by the statutes of the State of South Dakota. Its members are state officials receiving their responsibilities and powers through State Law.

Board members have no authority over school affairs as individuals. They have complete authority, within State Law, over school affairs when they serve as a legal body.

The Board is, in practice, primarily a policy-making body. Although legally authorized to administer policy, the Board delegates this function to an officer of the board--The Administrator.

Delegating the administrative function makes the Board responsible for evaluating the effectiveness of the execution of Board policy. The Board of Education shall act as the general agent of the state in carrying out the will of the people of its district in the matter of public education. It shall be responsible for carrying out certain mandatory laws of the state and directives and regulations of the State Board of Education through the Division of Elementary and Secondary Education. In all cases where no state authority provides or prohibits, the Board shall consider itself the agent responsible for policy-making, with the advice of the Administrator, and for the evaluation of these policies.

The duties of the board shall include, but not be limited to, the following:

1. Interpretation of the needs and desires of the community in education matters of its professional staff.
2. Appointment of the Administrator and approval of the appointment of all other staff.
3. Approval of the annual budget prepared by the Administrator
4. Approval of preliminary and final plans and specifications for all new buildings and additions of school sites.
5. Determination of the compensation and salary schedule of all employees of the District.
6. Provision for keeping the public informed of the purpose, needs, and conditions of education in the School District.
7. Evaluation of the programs of the school and appraisal of the efficiency of executive personnel.
8. Formulation and approval of policies for the organization and improvement of public education in the District.
9. Implementation of all actions required by law.
10. Consideration of specific action recommended by the Administrator.

Duties:

The President of the Board presides over all meetings of the Board, signs the warrants for the expenditure of money from the regular accounts of the District, signs teacher contracts, and performs such other duties as regularly fall to the President of any board.

The Vice-President performs any or all duties of the President in the absence of the President.

Members of the Board shall have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any statement or action on the part of an individual member except when such action or statement is in pursuance of specific instructions of the Board.

The duties and obligations of an individual Board member may be enumerated as follows:

1. To be familiar with the State School Laws, regulations of the Division of Elementary and Secondary Education, Bison School District policies and regulations.
2. To have a general knowledge of educational aims and objectives of the school system.
3. To work harmoniously with other Board members without trying to dominate the Board or neglect his share of the work.
4. To vote and act in the Board meeting impartially for the good of the District.
5. To accept the will of the majority vote in all cases and give wholehearted support to the resulting policy.
6. To represent the Board and the Bison Schools to the public in such a way as to promote both interest and support.
7. To refer complaints to the proper school authorities and to abstain from individual counsel and action.

Board Committees:

The Board of Education shall have no standing committees. Special committees may be created by the Board for special assignments. When created, such committees shall be appointed by the President and shall terminate upon completion of their assignment, or they may be terminated by a vote of the Board at any time.

Administrator Relations:

The Board of Education and the Administrator agree to the "Statement of Principles and Procedures for Cooperation between a Board of Education and its Administrator of Schools", as prepared by the ASBSD and the SASD and found in You're Elected! Welcome to the Board, published by ASBSD.

Attorney:

The Board of Education authorizes the Administrator the use of Samuel Kerr with Lynn Jackson, Shultz & Lebrun, P.C. for assistance in providing advice in legal matters. Other firms may also become involved in representing the Board in legal actions with official action of the Board giving approval.

Advisory Committees:

Citizen's Advisory Committees shall be created for a specific purpose and shall be terminated when that purpose is satisfied. Citizen's Groups shall represent the whole District.

Public Hearing:

Interested or affected persons shall be afforded an opportunity to be heard informally before the Administrator or the delegated administrative official. If necessary, a hearing before the Board may be granted.

The following procedures shall be followed by the Board whenever large delegations come before it requesting a hearing regarding a critical issue being decided by the Board:

1. Positions of the Board Stated: After the meeting has been officially opened, the President of the Board shall briefly state the position of the Board and give reasons therefore. If official action on the issue has not as yet been taken, the President may so state and may summarize briefly the arguments for and against the issue to be decided. Other members of the Board may also be heard at this time.
2. Speakers for and against issue: The Business Manager shall secure the names of all those persons wishing to be heard before the Board. Those desiring to speak shall indicate whether they are for or against the issue involved. Persons not responding to the Business Manager's request shall not be heard. The President may set a reasonable time limit for each speaker.
3. Board to answer questions: After the speakers for and against the issue have been heard, the President shall indicate that questions pertaining directly to the issue involved may be directed to the Board.
4. Action by the Board: Upon a ruling by the President, closing the public discussion, the Board may proceed with its deliberations and take whatever action it deems advisable.

The Board may at any hearing by a majority vote take the issue under submission and continue the hearing from time to time but not for a period of more than 60 days from the date of the next regular meeting of the Board.

RESPONSIBILITY OF SCHOOL AND COMMUNITY:

Article 8, Section I, of the South Dakota State Constitution reads as follows:

"The stability of a republican form of government depending on the morality and intelligence of the people, it shall be the duty of the legislature to establish and maintain a general and uniform system of public schools wherein tuition shall be without charge, and equally open to all; and to adapt all suitable means to secure to the people the advantages and opportunities of education."

Bison School District #52-1 was created by provision of the State Legislature who has power to direct the creation, alteration, and division or consolidation of school districts in the state. The authority of the District is given by the State Constitution and the State Legislature.

Bison School District #52-1 is a corporate body in that it has the power to levy taxes; sue and be sued; borrow money, employ necessary personnel; carry insurance; purchase all necessary books, equipment and supplies; purchase real property; and erect necessary buildings for the operation of the schools.

Bison School District #52-1 is a school district as defined in 13-5-1 of the South Dakota Compiled Laws of 1975: Any territory heretofore or hereafter organized for the express purpose of operating not less than a 13-year school program and governed by a duly elected school board is defined as a school district.

DELINEATION OF AUTHORITY

THE PEOPLE BY VOTE ONLY	
BISON BOARD OF EDUCATION AS A BOARD ONLY	
ADMINISTRATOR	
BUSINESS MANAGER	TEACHERS
	CUSTODIANS
	AIDES
	FOOD SERVICE
	SECRETARIES
	TRANSPORT SERVICES
	STUDENTS

This indicates direct or immediate authority and/or responsibility. There is also indirect responsibility such as that between teacher and administration.

In the case of the absence of an Administrator, a teacher is given temporary authority and responsibility.

ADMINISTRATION

ADMINISTRATION

Duties and Responsibilities of the Business Manager *ADOPTED 7-11-94*

The Business Manager is by law a part of the administration of the School District. He or she will perform the duties in accordance with state laws and administrative statutes.

1. Responsible to the Administrator and the School Board.
2. Assists in the preparation of School Board agendas, keeps complete and accurate minutes of all meetings, publishes all legal notices concerning District business, prepares all District elections, and perform such other tasks as may be required by the School Board or Administrator.
3. Publish notices of all School Board meetings.
4. Assist Administrator in matters pertaining to the care of the School Board's records and documents.
5. Maintain School Board member's manuals of policies, by-laws and administrative regulations in current statutes.
6. Advise the School Board of policies previously adopted which effect items on the agenda requiring policy consideration.
7. Countersign all warrants for money drawn on School accounts as directed by School Board.
8. Direct the use of the night depository for security of activity monies.
9. In the absence of the President and Vice-President, call the Board meeting to order and conduct election of a Chairperson pro tem.
10. Assist with budget development and long range financial planning.
11. Establish and supervise a program of accounting adequate to record in detail all money and credit transactions, including collection, receipting, safekeeping and distribution of all funds.
12. Supervise all accounting operations.
13. Supervise the investment of School funds and provide a current listing of investments to the administration.
14. Prepares monthly reports for the School Board on the District's financial status along with a full annual report at the end of each fiscal year.
15. Management of the District's real estate and insurance programs.
16. Advise the Administrator on questions relating to the business and financial affairs of the District.
17. Arrange for the internal auditing of School accounts.
18. Types correspondence, reports, forms and documents generated by the Department of Education and Cultural Affairs and the Administrator.
19. Is aware of laws and regulations affecting the School District.
20. Assumes other duties and responsibilities as assigned by the School Board or administration.
21. Position requires a minimum of a high school diploma from an accredited high school and demonstrates aptitude or competence for assigned responsibilities.
22. Salary, benefits and terms to be negotiated annually with School Board in February.
23. Contract to run from July 1 to June 30.
24. Hours and daily schedule to be determined by the Administrator.

Duties and Responsibilities of Principals

The Principal is the administrator of the instructional program of his center. He/she assumes responsibility to the District Administrator for all activities and functions dealing with students and their surroundings during the school year. Blackburn Elementary School includes kindergarten through grade six (6). The Elementary Principal will supervise grades K-6. Grades seven (7) through twelve (12) are housed in the Bison High School and are under the supervision of the High School Principal.

- 1) Buildings
 - a) Prepare the schedule of classes
 - b) Supervise care and cleaning of buildings
 - c) Coordinate activities of departments, areas, and groups to promote harmony and Efficiency
 - d) Assume responsibility for after-hours use of school buildings and equipment.
- 2) General Administration
 - a) Have general supervision of all areas in his/her center
 - b) Make decisions regarding matters of policy and practice in his/her center
 - c) Confirm all teaching and activity assignments
 - d) Administer and supervise attendance procedures
 - e) Administer a functioning cumulative and permanent pupil record system
 - f) Make reports as needed and required by the Administrator
 - g) Participate in preparation of the school budget
 - h) Be responsible for direction of interscholastic activities
 - i) Requisition and administer use of textbooks, supplies and equipment
 - j) Assist in maintaining inventory records of textbooks, supplies and equipment
 - k) Serve on district committees as requested by the Administrator.
 - l) Interpret policies of the school board to certified staff, non-certified personnel and pupils
- 3) The Program
 - a) Exercise leadership in developing, evaluating, and revising the curricular program of the school
 - b) Direct utilization of community resources in the curriculum
 - c) Prepare or supervise the preparation of daily class schedules
 - d) Direct the development and use of the media center
 - e) Administer or supervise the guidance and testing program
 - f) Keep the School Board informed, through the Administrator's office of the total school program, including co-curricular activities.
- 4) Public Relations
 - a) Guide and lead school staff personnel in public relations activities
 - b) Serve as a liaison between visitors to the building and the school personnel
 - c) Check the accuracy of any news release and determine the effect on the public
 - d) Convey releases to the press
- 5) Pupils
 - a) Assume responsibility for welfare of pupils
 - b) Supervise pupil registration
 - c) Certify pupils for graduation
 - d) Assume general responsibility for the graduation program
 - e) Provide for adequate reports to parents and inform parents on the progress of the pupils

- f) Maintain and direct the development of basic pupil accounting records
 - g) Assume responsibility for conferences and decisions in relation to probations and suspensions of pupils in regard to their academic and behavioral standards.
 - h) Provide adequate supervision for all student activities
- 6) Salaries
- a) The Principal's salaries are set annually in February by the Board of Education. Principals' contracts are written for ten (10) months, August through May or adjusted to a minimum of two (2) weeks before and two (2) weeks after the regular school term.
- 7) Staff Personnel
- a) Participate in the selection and retention of all staff personnel
 - b) Assign, supervise, and evaluate building personnel
 - c) Encourage suggestions from staff in the development of policies for administration of the school
 - d) Guide and lead faculty members
 - e) Plan and lead staff in matter of morale
 - f) Act as a liaison between school personnel and district
 - g) Orient new staff members, substitute teachers, and student teachers
 - h) Promote professional growth of teachers
 - i) Maintain a file of pertinent factual records on personnel
 - j) Visit classrooms frequently for classroom observations
 - k) Direct the establishment of a professional library
 - l) Report to the Administrator on the professional progress of staff members and evaluate their work
- 8) Transportation
- a) Supervise the loading and unloading of students to insure safety
 - b) Make arrangements for extra-curricular transportation needs, including proper supervision, through the Administrator.

Duties and Responsibilities of District Administrator

The Administrator of Schools shall have a Master's Degree in Educational Administration from a recognized institution and be fully certified by the Division of Elementary and Secondary Education or shall have an alternative certification as approved by SDCL.

The Administrator is the executive officer for the School Board. He is responsible for the efficient and effective operation of all the activities and functions of the schools within the district. A partial list of duties and responsibilities follow:

- 1) The Educational Program
 - a) Formulate with professional staff an educational philosophy for the school
 - b) Initiate and participate in curriculum construction and revision
 - c) Relate and direct the utilization of community resources in implementing the curriculum
 - d) Develop an adequate school professional library and adequate audiovisual service
 - e) Develop, as needed, special programs and services for handicapped children and for talented and gifted children
 - f) Develop an adequate guidance program for all pupils and a testing program for the evaluation of pupil progress

- g) Determine the instructional materials needed--textbooks, equipment, supplies—and provide for their procurement
- h) Administer criteria for an evaluation of the total educational program
- 2) Evaluation
 - a) The Board of Education will maintain a periodic program of evaluation of the Administrator using the list of Duties and Responsibilities as a guide.
 - b) Notification of non-renewal of the Administrator's contract will be determined by January 1 of each year. Provisions of the Administrator's contract are located with certified evaluation procedures.
- 3) Finance
 - a) Plan the budget for school board action and administer it after it has been adopted
 - b) Serve as the purchasing agent for the Board
 - c) Make cost studies
 - d) Plan for the administration of auxiliary school account
- 4) General Administration
 - a) Plan administrative organization of the entire District
 - b) Prepare a yearly calendar
 - c) Develop a complete system of records for all District operations
 - d) Administer the distribution and use of supplies and equipment
 - e) Plan office routine
 - f) Maintain contact and cooperate with local organizations and agencies
 - g) Cooperate with representatives of the Division of Elementary and Secondary Education and other state agencies concerned with schools
- 5) The Personnel
 - a) Recommend appointments, promotions, dismissals and salary adjustments
 - b) Develop job descriptions at all levels and assign staff with delegated responsibilities clearly indicated
 - c) Supervise and evaluate staff work and accomplishments
 - d) Develop an in-service training program for the improvement and upgrading of personnel
 - e) Interpret to the staff, board policies and rules relating to personnel, pupils, and the operation of the schools
 - f) Act as a consultant to the Board in all negotiations with staff
- 6) Power to Establish and Direct Staff
 - a) The Administrator shall have the authority and responsibility to direct all school employees and to set up lines of authority to facilitate the smooth and/or orderly function of the District toward the fulfillment of its objectives within the frame work of established school board policy. In the absence of established policy, the Administrator will have the authority to act on behalf of the Board.
- 7) Professional Improvement
 - a) The Administrator will be allowed and encouraged to take advantage of professional development opportunities including summer school programs leading toward an advanced degree in educational administration, provided the business of the District is considered first priority.
- 8) Public Relations
 - a) Keep the public informed of school activities and educational progress of the school
 - b) Maintain contacts with community groups and organizations
 - c) Utilize lay citizens for securing public interest in school planning and in gaining support for school plan improvement programs

- d) Plan school exhibits and "open house" activities
 - e) Develop plans for teacher public coordination, such as home calls by teachers, parent visits to school, and participation in parent-teacher conferences
- 9) Salary
- a) The Administrator's salary will be set annually by the second Monday of March.
- 10) The School Board
- a) Provide leadership for the School Board by furnishing professional advice and information on such matters as the school programs, school law, school finance, business management and school plant
 - b) Prepare agenda for School Board meetings
 - c) Attend all School Board meetings
 - d) Make periodic reports to the School Board concerning the educational progress of the School, school activities, and all matters affecting the pupils' welfare
 - e) Develop a "Board Policies" manual containing board policies and rules for its own guidance in the operation of the School
- 11) The School Plant
- a) Plan for the effective and economical use of school buildings and sites
 - b) Develop a program of operation and maintenance of school buildings and sites
 - c) Develop a school plant program to meet new educational needs
- 12) State Laws and State Board Regulations
- a) Administer all requirements set up in state laws of State Board of Education regulations
 - b) Be thoroughly informed on all published materials and directions issued by the State Board of Education and other state agencies concerning schools, school plant construction, and the safety and health of pupils
 - c) Make reports in conformance with law and regulations of the State Board of Education and other state agencies concerned with the school.

Bison School District
Superintendent's Contract

This agreement entered into on this _____ day of _____, by and between _____ (hereinafter "Superintendent") and the Bison School District, Bison, South Dakota (hereinafter "District") shall become binding following signing by the Superintendent and approval by the Bison School Board.

The Superintendent is employed by the District to perform the duties of Superintendent and such other duties assigned by the District in accordance with District policy, including the official school calendar as adopted and amended by the Board and in accordance with the laws of the State of South Dakota.

The Superintendent verifies that he or she is the holder of South Dakota Superintendent's certificate No. _____ currently in effect and valid during this agreement. Upon signing of this contract, the Superintendent shall provide said certificate to the District to be maintained in the Business Manager's office. The Superintendent agrees to attend pre-school meeting, institutes, and professional meetings assigned or approved by the District.

This contract shall cover the period of time from July 1, _____ through June 30, _____ (hereinafter "Coverage Period").

The Superintendent's salary is \$ _____ monthly throughout the coverage period unless terminated as allowed by law, total payment not to exceed \$ _____ per year. This contract is not subject to the continuing contract laws of South Dakota.

Leave: Sick leave, personal leave, and annual leave will be provided as follows: Sick leave is allowed at the rate of _____ days per year, accumulative to _____ days. At the commencement of this contract, Superintendent has _____ days of sick leave available. Personal leave is available at the rate of _____ days per year, not accumulative. Annual leave of _____ days per year that may accumulate to no more than _____ days is provided. The Family Leave Medical Act applies to this contract pursuant to Board Policy. Verification of sick leave may be required by the Board and notice of taking annual leave shall be given to the Board prior to commencement of the leave. The Board may adjust the timing thereof.

Termination: This contract may be terminated upon thirty (30) days written notice for insubordination, failure to satisfactorily perform assigned duties, any violation of the Code of Ethics for Administrators, public drunkenness, commission of any act constituting a felony under the laws of this or any other state, any action that is disruptive to the proper order and maintenance of discipline in the District. The Superintendent may, within ten (10) days of receiving notice of termination of this agreement, request a hearing before the School Board. The Board shall thereafter set the time for hearing. The Board President may suspend the Superintendent with pay pending the hearing. The hearing shall be conducted in executive session, and the Superintendent may be represented by an attorney of the Superintendent's own choosing and cost. All testimony at the hearing shall be under oath. The Board shall render its decision in open meeting and provide Notice thereof to the Superintendent.

Unless terminated as allowed by law, this Contract shall be in full force for the coverage period unless amended by mutual consent of the parties or annulled by operation of law or the expiration, revocation, or suspension of the Superintendent's certificate. If the Superintendent is not offered a new contract at least thirty (30) days prior to the final date covered by this Contract or does not accept the new Contract as provided therein within ten (10) days of its offer, the employment relationship between the parties will cease on the last date covered by this Contract.

Superintendent agrees to have a comprehensive medical examination upon signing of this contract and not less than once every two years and not more than once a year with cost of said examination to be borne by the District. A statement certifying physical competency shall be filed with the Business Manager and treated as confidential information by the Board. Superintendent also agrees to Criminal Background Check per SDCL 13-10-12.

Superintendent agrees to live in housing furnished by the District for the term of this contract.

This contract together with District policies and applicable state laws, constitute the entire agreement between the parties.

Date

Superintendent

I certify that the foregoing Superintendent's contract was approved by the Bison School Board by majority vote in open session on the _____ day of _____ 20_____.
_____.

Date

School Board President

Date

Business Manager

To be considered by the Board, this contract must be signed by the Superintendent and returned to the District not later than _____.

REVIEW AND EVALUATION OF THE ADMINISTRATOR

Bison School District #52-1

Instructions:

1. Read carefully the rating descriptions.
2. Circle the number beside the designated level most descriptive of actual performance. If you are unable to react to a specific item, do not circle any number.
3. Add any general comments and/or suggestions.

Rating Description:

1. **VERY INADEQUATE:** Incompetent.
2. **NEEDS STRENGTHENING:** Limited performance, knowledge and/or experience – specific need for professional growth experience.
3. **SATISFACTORY PERFORMANCE:** Good knowledge and/or experience – could benefit from professional growth experiences.
4. **BETTER THAN AVERAGE PERFORMANCE:** Comprehensive knowledge and experience – capable of supervision, research, planning – could contribute to professional growth programs.
5. **SUPERIOR PERFORMANCE:** Outstanding.

A. Relationship with the board. The Administrator:

1. Keeps the board informed on issues, needs and operation of the school system	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
2. Offers professional advice to the board on items requiring board action, with appropriate recommending based on thorough study and analysis.	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
3. Interprets and executes the intent of the board policy	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
4. Seeks and accepts constructive criticism of his/her work	1	2	3	4	5
5. Support board policy and actions to the public and staff	1	2	3	4	5
6. Has a harmonious working relationship with the board	1	2	3	4	5
7. Understands his/her role in administration of board policy, makes recommendations for employment or promotion of personnel in writing and with supporting data, and accepts responsibility for his/her recommendations.	1	2	3	4	5

8. Receives recommendations for personnel from board members with an open mind but applies the same criteria for his/her selection for recommendation as he/she applies to applications from other sources.	1	2	3	4	5
9. Accepts his/her responsibility for maintaining liaison between the board and personnel, working toward a high degree of understanding and respect between the staff and the board and the board and the staff.	1	2	3	4	5
10. Remains impartial toward the board, treating all board members alike.	1	2	3	4	5
11. Refrains from criticism of individual or group members of the board.	1	2	3	4	5
12. Goes immediately and directly to the board when he/she feels an honest, objective difference of opinion exists between him/her and any or all members of the board, in an earnest effort to resolve differences immediately.	1	2	3	4	5
13. Feels free to maintain his/her opposition to matters under discussion by the board until an official decision has been reached, after which time he/she subordinates his/her own views to those of the board as long as he/she remains in its employ.	1	2	3	4	5

Composite Evaluation – “Relationship with the Board”

Comments and/or suggestions:

B. Community Relationships. The Administrator:

1. Gains respect and support of the community on the conduct of the school operation	1	2	3	4	5
2. Solicits and gives attention to problems and opinions of all groups and individuals	1	2	3	4	5
3. Develops friendly and cooperative relationships with news media.	1	2	3	4	5
4. Participates actively in community life and affairs	1	2	3	4	5
5. Achieves status as a community leader in public education.	1	2	3	4	5
6. Works effectively with public and private agencies	1	2	3	4	5

Composite Evaluation – “Community Relationships”

Comments and/or suggestions:

C. Staff and Personnel Relationships. The Administrator

1. Develops and executes sound personnel procedures and practices.	1	2	3	4	5
2. Develops food staff morale and loyalty to the organization.	1	2	3	4	5
3. Treats all personnel fairly, without favoritism or discrimination, while insisting on performance of duties.	1	2	3	4	5
4. Delegates authority to staff members appropriate to the position each holds.	1	2	3	4	5
5. Recruits and assigns the best available personnel in terms of their competencies.	1	2	3	4	5
6. Encourages participation of appropriate staff members and groups in planning, procedures, and policy interpretation.	1	2	3	4	5
7. Evaluates performance of staff members, giving commendation for good work as well as constructive suggestions for improvement.	1	2	3	4	5
8. Takes an active role in development of salary schedules for all personnel, and recommends to the board the levels which, within budgetary limitations, will best serve the interests of the District	1	2	3	4	5

Composite Evaluation - “Staff and Personnel Relationships”

Comments and/or suggestions

D. Educational Leadership. The Administrator:

1. Understands and keeps informed regarding all aspects of the instructional program	1	2	3	4	5
2. Implements the district’s philosophy of education	1	2	3	4	5
3. Participates with staff, board, and community in studying and developing curriculum improvement	1	2	3	4	5
4. Organizes a planned program of curriculum evaluation and improvement.	1	2	3	4	5
5. Provides democratic procedures in curriculum work, utilizing the abilities and talents of the entire professional staff and lay people of the community.	1	2	3	4	5

6. Exemplifies the skills and attitudes of a master teacher and inspires others to highest professional standards.	1	2	3	4	5
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Composite Evaluation - “Educational Leadership”

Comments and/or suggestions:

E. Business and Finance. The Administrator:

1. Keeps informed on needs of the school program – plant, facilities, equipment and <u>supplies</u> .	1	2	3	4	5
2. Supervises operations, insisting on competent and efficient performance.	1	2	3	4	5
3. Determines that funds are spent wisely, and adequate control and accounting are maintained	1	2	3	4	5
4. Evaluates financial needs and makes recommendations for adequate financing.	1	2	3	4	5

Composite Evaluation - “Business and Finance”

Comments and/or suggestions:

F. Personal Qualities. The Administrator:

1. Defends principle and conviction in the face of pressure and partisan influence.	1	2	3	4	5
2. Maintains high standards of ethics, honesty, and integrity in all personal and professional matters.	1	2	3	4	5
3. Earns respect and standing among professional colleagues.	1	2	3	4	5
4. Devotes time and energy effectively to this job.	1	2	3	4	5
5. Demonstrates ability to work well with individuals and groups.	1	2	3	4	5
6. Exercises good judgment and the democratic processes in arriving at decisions.	1	2	3	4	5
7. Possesses and maintains the health and energy necessary to meet the responsibilities of this position.	1	2	3	4	5
8. Maintains poise and emotional stability in the full range of professional activities	1	2	3	4	5
9. Is customarily suitably attired and well groomed	1	2	3	4	5
10. Uses English effectively in dealing with staff members, the board and the public	1	2	3	4	5

11. <u>Writes clearly and concisely</u>	1	2	3	4	5
12. Speaks well in front of large and small groups, expressing ideas in a logical and forthright manner.	1	2	3	4	5
13. Thinks well on his/her feet when faced with an unexpected or disturbing turn of events in a large group meeting.	1	2	3	4	5
14. Maintains professional development by reading, course work, conference attendance, work on professional committees, visiting other districts, and meeting with other administrators.	1	2	3	4	5

Composite Evaluation – “Personal Qualities”

Comments and/or suggestions:

SUMMARY

A. Do you have any other general or specific comments and/or suggestions as to how I could more effectively serve the school system?

B. What do you think are the major problems, issues, concerns facing our school system?

COMMENTS BY THE EVALUATOR:

EVALUATOR

DATE

The original form will be placed in the Administrator’s file. A copy will be given to the Administrator at the time of evaluation. Upon receipt of the copy, the Administrator will have 5 days to respond in writing to the comments of the evaluator.

This evaluation was reviewed with me, and I have signed it. However, my signature does not necessarily indicate agreement with its contents, but only that they are recorded with my full knowledge.

COMMENTS BY THE ADMINISTRATOR:

ADMINISTRATOR

DATE

POLICIES

BISON SCHOOL DISTRICT ADOPTED POLICIES

ACCESSIBILITY CONTINGENCY PLAN

ADOPTED 12-10-90

It is the policy of the Bison School District to adhere to ensure that programs are accessible to all regardless of handicapping conditions, every effort will be made to move programs to an accessible location. The Board will support section 504 of the Rehabilitation Act of 1973. When this is not feasible, building, program, and equipment modifications will be made to fit the needs of the individual.

These modifications will take place before a known handicapped individual enters the program or begins employment.

Below is an example list of modifications to fit the needs of handicapped individuals.

1. Ramps inside and outside building for individuals confined to a wheelchair.
2. Designated handicapped parking.
3. Entrance doors to buildings, classrooms, and other areas where handicapped may be expected to require access.
4. Equal bathroom facilities for the handicapped.
5. Audible and visual signals for fire alarm systems.
6. Adaptive equipment to meet the needs of the handicapped.
7. Deaf interpreters.
8. Other modifications as deemed necessary depending on handicapping conditions.

Accordingly, employees of the District will comply with the above requirements of the law and any regulations approved by the Board or its administration for ensuring a policy of nondiscrimination on the sole basis of handicap. The Board designates the superintendent or superintendent's designee to act as the District's compliance officer for employees and students.

ADOPTION OF NEW POLICIES

ADOPTED 11-11-02

The board shall have two readings of each new policy before adoption.

ALCOHOL USE/DRUG ABUSE/CHEMICAL ABUSE BY STUDENTS

ADOPTED 9/11/00 Revised 9/14/2015

(Narcotics, Drugs, Tobacco and Alcoholic Beverages)

The Board recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the District's Schools. Alcohol and drug dependency is an illness and a hazard that can interfere with a student's ability to learn and function responsibly in the school setting and community. Anything that can interfere with the development of an adolescent, therefore, must be evaluated as to its impact to both the young person and the community. Psychoactive and mood-altering drugs can destroy the health and well-being of an individual. The school community defines drug use as a serious health problem and is committed to discouraging this behavior and to encouraging young people to seek help should a problem arise.

As educators, we recognize that chemical abuse (drugs, tobacco and alcohol) has become a serious problem in our country. We accept our obligation to establish a positive environment in

which these problems can be addressed locally in a helpful and supportive rather than a punitive way. One of our goals is to prevent abuse. Accomplishing this goal, we realize, will entail training teachers, counselors and other staff members to educate the community about drug abuse. Other goals are to teach staff to identify chemical abuse problems and to know what resources are available to address these problems if they are observed. The administration recognizes that the problems of chemical abuse exceed the boundaries of the school. Therefore, we are prepared to cooperate with agencies and community groups that address these problems.

The following document outlines policy on student abuse of psychoactive or mood-altering chemicals in the School District. This policy is in effect on property owned, leased or maintained by the School District, at all school sanctioned activities on and off campus, in vehicles used to transport students to and from school or at other activities and in vehicles parked on school property.

Student and parent members of the school community are expected to be aware of and understand these policies and comply with them. A copy of the policy will be provided to all students and parents.

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

VIOLATIONS

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

1. First Offense
 - a) The administration will try to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference.
 - b) The administration will suspend the student for three (3) days in compliance with student due process procedures.
 - c) Within thirty-six (36) hours, the Administrator will notify the parent(s)/guardian(s) in writing of the suspension.
 - d) Notify available law enforcement authorities.

The School District strongly recommends that students with chemical abuse problems seek professional evaluation and treatment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident that such early intervention can benefit the student before significant harm or dependency results.

The suspension of a student who agrees to be evaluated and treated will be commuted to one (1) day. The administration will provide a list of agencies/professionals who can do the assessment

and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family.

Upon receipt of appropriate authorization, the agency or professional will notify the school administration that the student is willing to be evaluated and to comply with the treatment process

2. Second and subsequent offenses
 - a) The administration will contact the parent(s)/guardian(s) to arrange a conference.
 - b) Notify available law enforcement authorities.
 - c) The administration will suspend for five (5) days in compliance with student due process procedures.
 - d) Within thirty-six (36) hours, the administration will notify the parent(s)/guardian(s) in writing of the suspension.
 - e) The administration will recommend to the School Board that the student be expelled unless the following procedure is followed:
 - (1) The student must agree to be evaluated and treated by a trained chemical dependency counselor or a licensed physician trained in chemical dependency.
 - (2) Upon appropriate authorization, the agency or professional notifies the administration that the student has accepted treatment. If the student is accepting treatment, the recommendation for expulsion may be commuted. Fees for this assessment and treatment are the responsibility of the student and family.
3. Supplying/distributing or selling chemical (drugs, tobacco, alcohol or material represented to be a controlled substance).
 - a) Within thirty-six (36) hours, the administration will notify parent(s)/guardian(s) in writing of the suspension.
 - b) Supplying or selling illegal chemicals will result in a five (5) day suspension.
 - c) The administration will refer the case to available law enforcement authorities.
 - d) A hearing on the case will be conducted by the School Board pursuant to due process rules for expulsion. Expulsion may be recommended by the Administrator.
4. Pupils who visibly appear to be impaired from use of the illicit drugs/alcohol will be referred to the community health nurse, if available, and the building administrator. The administrator will determine whether to contact the parent, *refer to the emergency authorization form* or immediately seek additional medical treatment. Following the handling of the medical emergency, this Policy Statement for Chemical Abuse will be followed. Law enforcement will be notified.

See also: **Extracurricular training rules concerning the use of alcohol, drugs, and tobacco-**covered under **Extracurricular/Athletic training rules** in the Secondary Student/Parent and Athletic Handbook.

SOUTH DAKOTA CODIFIED LAW 13-32-9. {As amended effective July 1, 2014}

13-32-9. Any person adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, is ineligible to participate in any

extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one-year suspension may be reduced to thirty calendar days if the person participates in an assessment with a certified or licensed addiction counselor. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. Upon a second adjudication, conviction, diversion, or suspended imposition of a sentence for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one year suspension may be reduced to sixty calendar days if the person completes an accredited intensive prevention or treatment program. Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education. Upon such a determination in any juvenile court proceeding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is participating in any extracurricular activity. The Unified Judicial System shall give notice to the chief administrators of secondary schools accredited by the Department of Education for any such determination in a court proceeding for any person eighteen to twenty-one years of age without regard to current status in school or involvement in extracurricular activities. The notice shall include name, date of birth, city of residence, and offense. The chief administrator shall give notice to the South Dakota High School Activities Association if any such person is participating in extracurricular activities.

Upon placement of the person in an informal adjustment or court-approved diversion program, the state's attorney who placed the person in that program shall give notice of that placement to the South Dakota High School Activities Association and chief administrator of the school in which the person is participating in any extracurricular activity.

As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association. Students are ineligible to participate in activity events, competitions, and performances, but a local school district may allow a student to participate in practices.

No local school board may impose a lesser consequence than those established in § 13-32-9, but a local school district may adopt a policy, by local school board action, with more strict consequences to meet the needs of the district.

If a suspension is reduced pursuant to § 13-32-9, a suspension for a first offense shall make the student ineligible for a minimum of two South Dakota High School Activities Association sanctioned events upon completion of the reduced suspension period. If a suspension is reduced pursuant to § 13-32-9, a suspension for a second offense shall make the student ineligible for a

minimum of six South Dakota High School Activities Association sanctioned events upon completion of the reduced suspension period. To count toward the minimum number of events the student must participate in the entire activity season and may not drop out or quit the activity to avoid suspension and the failure of a student to complete the entire activity season shall result in the student being ineligible for one year from the date of adjudication, conviction, the subject of an internal adjustment or court approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency. A suspension that is not completed by the student during one activity season shall carry over to the next activity season in which the student participates.

A suspension begins on the day following the notification to a school administrator by the Unified Judicial System that a student has been adjudicated, convicted, the subject of an informal adjustment or court approved diversion program, or the subject of a suspended imposition of a sentence or a suspended adjudication of delinquency for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance prohibited by § 22-42-15 and the school administrator gives notice to the South Dakota High School Activities Association and the students.

BUILDINGS AND GROUNDS INSPECTION POLICY **ADOPTED 5-10-04**

The Administrator will be responsible for the general safe operations of the buildings and grounds and will periodically assist in the inspection of safety hazards.

The administrator will assist an inspector of the department of public safety in the inspection of school buildings and grounds for fire safety hazards on a periodic basis of not less than two years.

Violations of fire protection laws and other safety hazards will be reported to the administrator and corrected to ensure the well-being of all students, staff and the general public on school property.

LEGAL REFS: SDCL 13-25 -3 through 13-25-9

BULLYING POLICY

ADOPTED 6-14-04
Amended December 13, 2021

PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING

SECTION 1 – Policy Statement

The Bison District is committed to maintaining a constructive, safe, and bullying-free school climate that is conducive to all students’ educational opportunities and which fosters an environment in which all students are treated with respect and dignity. Bullying can inhibit a student’s educational opportunities and may also have long-term negative effects on a student. Bullying of students shall not be tolerated and is strictly prohibited. Bullying of

students from other schools who are at a Bison School District activity, parents, school employees, guests, visitors, volunteers and vendors of the District shall also not be tolerated and is strictly prohibited.

This policy shall not be interpreted or applied to prohibit civil exchange of opinions or debate protected under the state or federal constitutions if the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. However, conduct which substantially interferes with the work of the school, causes material and substantial interference with schoolwork and discipline, and might reasonably have led school authorities to forecast substantial disruption of or material interference with school activities is not constitutionally protected speech and is therefore prohibited under this policy.

All students, parents, employees, guests, visitors, volunteers, and vendors shall conduct themselves in a civil and responsible manner and in a manner consistent with school policies related to student, parent, employee and visitor conduct. This policy prohibiting bullying shall apply to all students, parents, employees, guests, visitors, volunteers, 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 Bison District shall investigate all reported instances involving bullying. Unless a different person is designated by the Superintendent to conduct the investigation, the Principal of the school attendance center where the bullying is alleged to have occurred is responsible for investigating the alleged bullying. Allegations of bullying may also be reported by the administration to other authorities, including but not limited to law enforcement.

Students who violate this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Employees who violate this policy shall be subject to appropriate disciplinary action, up to and including termination of employment. Parents, guests, visitors, volunteers, and vendors who violate this policy may be prohibited from being on school property.

Pursuant to state law:

- A. any school district employee, school volunteer, student, or parent who promptly reports in good faith an act of bullying to the appropriate school district official as designated in the school district's policy, and who makes the report in compliance with the provisions of the school district's policy, is immune from any cause of action for damages arising from failure to remedy the reported incident, and
- B. no cause of action is created against the school district, school district employee, school volunteer, student, or parent unless there has been substantial noncompliance with the school district's policy which results in injury to a person.

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

Board, the person alleged to have abused the other 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 Bison 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 bullying. Retaliation includes, but is not limited to, any form of verbal or physical reprisal or adverse pressure. The person(s) alleged to have bullied another person shall not directly or indirectly (such as through another 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 bullying report should immediately contact a school administrator.

SECTION 2 – Bullying Defined

- A. Bullying is an intentional isolated act or pattern of repeated conduct toward another person that is sufficiently severe and offensive to a reasonable person, and
 - 1. has the purpose or effect of creating an intimidating, hostile or offensive school environment for one or more students, parents, employees, guests, visitors, volunteers or vendors, and/or
 - 2. has the purpose or effect of substantially or unreasonably interfering with a student’s educational opportunities (i.e., academic, co-curricular activities, extra-curricular activities, and social opportunities, etc. within the school environment), employee’s and volunteer’s work environment or performance, or access by parents, guests, visitors or vendors, and/or
 - 3. places a person in reasonable fear of harm to his or her person or damage to his or her property, and/or
 - 4. causes physical hurt or psychological distress to a person, and/or
 - 5. constitutes retaliation against any person for asserting or alleging an act of bullying, and/or
 - 6. disrupts the orderly operation of a school.

- B. Bullying conduct includes threats, intimidation, physical violence, theft, destruction of property, hazing, stalking (SDCL 22-19A-1), harassment (SDCL 22-19A-4), and threatening or harassing contact by telephone or other communication devices, commonly referred to as cyberbullying (SDCL 49-31-31). Neither the physical location nor the time of day of any incident involving the use of computers or other electronic devices is a defense to any disciplinary action taken by the School District for conduct determined to meet the definition of bullying in SDCL 13-32-15.
 - 1. *Hazing defined:* any verbal or physical act or acts done on school property or at a school activity which directed toward another person and done for the purpose of initiation into any group, regardless of whether the group is a school sanctioned organization, when the act or acts causes or may create a reasonable risk of causing mental, emotional or physical harm to the person who is the recipient of the act or acts.

2. *Stalking defined:* willfully, maliciously, and repeatedly following or harassing another person; making a credible threat to another person with the intent to place that person in reasonable fear of death or great bodily injury; or willfully, maliciously, and repeatedly harassing another person by means of any verbal, electronic, digital media, mechanical, telegraphic, or written communication.
3. *Harass defined:* a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and which serves no legitimate purpose.
4. *Threatening or harassing contacts by telephone or other electronic communication device defined:* using or knowingly permitting a telephone or other electronic communication device under his or her control for any of the following purposes:
 - 1) to contact another person with intent to terrorize, intimidate, threaten, harass or annoy such person by using obscene or lewd language or by suggesting a lewd or lascivious act,
 - 2) to contact another person with intent to threaten to inflict physical harm or injury to any person or property,
 - 3) to contact another person with intent to extort money or other things of value,
 - 4) to contact another person with intent to disturb that person by repeated anonymous telephone calls or intentionally failing to replace the receiver or disengage the telephone connection.

SECTION 3 – Reporting Procedure

Any individual who believes that he or she has been or is being subjected to bullying or has reason to suspect another person has been or is being subjected to bullying should immediately report it to a teacher 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 bullying will be asked to either submit a signed written complaint or sign a completed Bullying Report Form verifying the accuracy of its content. The written complaint or Bullying Report Form must include the following:

- the date the written complaint was filed or the Bullying Report Form was completed,
- the school employee receiving the complaint (if applicable),
- the name of the person reporting the bullying,
- the address/phone # of the person reporting the bullying,
- the specific conduct or nature of the bullying complaint including the person(s) alleged to have bullied the complaining party or another person, the date(s) and location where the conduct occurred, witnesses, etc.,
- the date the school employee completed the form (if applicable),
- the date and signature of the person reporting the bullying.

If the signed written complaint was given to a teacher, or if the Bullying Report Form was completed by a teacher, the teacher shall forward the complaint or Bullying Report Form to the teacher's building principal.

SECTION 4 – Procedure for Addressing Bullying Complaints

STEP 1: Principal.

Should there be a report which alleges a Bison School District student, parent, employee, guest, visitor, volunteer, or vendor has been subjected to bullying, an investigation into the alleged bullying will be initiated. The investigation may include, but is not limited to, such things as interviewing individuals with actual or possible knowledge regarding the conduct in question, identifying facts related to the conduct in question, identifying when and over what period of time the conduct is to have occurred, determining whether the conduct negatively affects the educational opportunities or employment condition of the victim, identifying prior history of a similar nature by any of the individuals involved, and attempting to obtain possible verification from other persons. The investigation shall be conducted promptly and completed in a reasonable time frame given the nature of the complaint.

The person alleged to have bullied another person will be notified that a complaint has been filed pursuant to this policy and that the complaint is being investigated. The name of the person making the complaint will not be disclosed to the person alleged to have violated this policy unless and until the investigation results in a determination that there is reasonable cause to suspect that bullying did occur.

Upon reasonable suspicion by the school administrator responsible for the investigation that the allegation of bullying may be true, the employee, student or other person accused of bullying conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, including a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim.

The person alleged to have bullied another person in violation of this policy shall be afforded an opportunity to respond to the allegation of bullying but is not required to submit a response.

Pending the outcome of the investigation, the school administrator responsible for conducting the investigation may take such action consistent with school policy and state law as deemed appropriate in order to facilitate the investigation and protect the rights of all persons involved. If there is reasonable suspicion to believe that a person bullied another person while at school or at a school activity on non-school property in violation of this policy, the administration may prohibit that person from being on school property or at school activities.

Upon reasonable suspicion by the school administrator responsible for the investigation that the allegation of bullying may be true, the employee, student or other person accused of bullying conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim and complaining individual(s).

The person alleged to have bullied another person in violation of this policy shall be afforded an opportunity to respond in writing to the notification of alleged bullying but is not required to submit a written response.

At the conclusion of the investigation, the Principal shall make a determination as to whether bullying did occur or whether the facts are insufficient to determine that a determination that bullying occurred. The complainant and the person alleged to have bullied another person will receive written notice of the Principal's determination. Should the Principal conclude that bullying did occur, the Principal shall take such action as deemed appropriate, which may include imposing disciplinary consequences on the person found to have violated this policy prohibiting bullying.

STEP 2: Appeal to the Superintendent

The following procedure shall be used to address an appeal of the Principal's decision in Step 1 to the Superintendent:

1. If either party is not satisfied with the Principal's decision, or if the Principal does not render a written decision within fourteen (14) calendar days of the request for a decision on the merits of the complaint, that party may appeal to the Superintendent. The appeal must be filed within ten (10) calendar days of receipt of the Principal's written decision, or ten (10) days of the deadline for the Principal's written decision, whichever comes first. The appealing party must attach the Principal's written decision.
2. Within fourteen (14) calendar days from the date the appeal was filed, the Superintendent shall render a decision in writing. All parties shall receive copies of the decision. The Superintendent shall uphold, reverse, modify the Principal's decision, or the Superintendent may refer the matter back to the Principal for further investigation and supplemental decision which decision may restate, modify or reverse the Principal's initial decision. A supplemental decision by the Principal after a referral back to the Principal is subject to appeal to the Superintendent. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to all parties, which notification shall identify the reason for the extension and the date on or before which the decision shall be rendered.

STEP 3: Appeal to the Board

If either party is not satisfied with the Superintendent's decision, or if the Superintendent does not render a written decision within fourteen (14) calendar days of the receipt of the appeal, that party may appeal to the Bison School Board by filing with the Business Manager within ten (10) calendar days of receipt of the Superintendent's written decision, or ten (10) days of the deadline for the Superintendent's written decision, whichever comes first. The appeal shall be in writing and the appealing party must attach to the appeal the Principal's written decision, the appeal to the Superintendent, and the Superintendent's written decision or notice of the Superintendent's failure to render a written decision.

The following procedure shall be used by the Board to address an appeal of the Superintendent's decision on the merits related to a bullying complaint:

1. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the person alleged to have violated the bullying policy.

2. Upon receipt of an appeal, the Board shall at its next meeting schedule a date, time, and location for the appeal hearing.
3. The following procedure shall be applicable at the appeal hearing before the Board:
 - A. The Board shall appoint a board member or a person who is not an employee of the school district as the hearing officer;
 - B. Within thirty (30) calendar days of an appeal being filed with the Board, the Board shall conduct a hearing in executive session;
 - C. The Complainant, person alleged to have violated the bullying policy, and Superintendent each have the right to be represented at the hearing;
 - D. The Board shall make a verbatim record of the hearing by means of an electronic or mechanical device or by court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed;
 - E. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified;
 - F. All parties shall be given the opportunity to make an opening statement, with the appealing party being given the first opportunity, followed by the other party, and then the Superintendent;
 - G. The appealing party shall present his or her case first, and the other party shall then present his or her case. Both parties shall have the opportunity to ask questions of the other's witnesses. The hearing officer and board members may ask questions of any witness;
 - H. The Superintendent shall present the basis of his/her decision which led to the appeal. Both parties shall have the opportunity to ask the Superintendent questions. The hearing officer and board members may also ask questions of the Superintendent;
 - I. Unless a witness is a party to the appeal, witnesses may be present only when testifying unless the hearing officer rules otherwise. All witnesses must take an oath or affirmation administered by the School Board president, hearing officer or other person authorized by law to take oaths and affirmations;
 - J. The hearing officer shall admit all relevant evidence. The hearing officer may limit unproductive or repetitious evidence. The strict rules of evidence do not apply. *Moran v. Rapid City Area School Dist.*, 281 N.W.2d 595. 602 (S.D. 1979).
 - K. All parties shall be given the opportunity to make a closing statement, with the appealing party having the first opportunity, followed by the other party, and then the Superintendent. The appealing party shall be given the opportunity for a brief rebuttal;
 - L. After the evidentiary hearing, the Board shall continue to meet in executive session for deliberations. No one other than the hearing officer may meet with the Board during deliberations. The Board may seek advice during deliberation from an attorney who has not represented any of the parties to the hearing. Consultation with any other person during deliberation may occur only if a representative of both parties and Superintendent are present. The Board may, in its sole discretion, continue the proceedings and make a final decision on the appeal at a later date;
 - M. Within twenty (20) calendar days of the hearing, the Board shall render its decision and issue its written Findings of Fact, Conclusions of Law and Decision. The time frame for rendering a decision may be extended by the Board President for good

- cause and upon written notification to both parties and the Superintendent, and the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered;
- N. The decision of the School Board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The Board will convene in open session and a motion to uphold, reverse, or modify the Superintendent's decision shall be made and voted upon. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion shall be in writing and approved by the Board. Both parties, the Principal, and the Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the Board.
 - O. Following the Board hearing, should the Board determine there has been a violation of this policy prohibiting bullying, Board action may include but is not limited to the following:
 - 1) suspend or expel a student from any or all school programs, including but not limited to classes, extracurricular activities, or attendance at school activities;
 - 2) pursuant to statute, reprimand, suspend without pay, or terminate the contract of an employee; or
 - 3) prohibit a person from being on school property or at school activities for such time as may be determined by the Board.
 - P. If either party is dissatisfied with the Board's decision, that party may appeal the decision by filing an appeal to circuit court pursuant to SDCL 13-46-1.

Bullying incident Report Form

Date: _____ Time: _____ Room/Location: _____

Student(s) Initiating Bullying:

Grade: _____ Class: _____

Grade: _____ Class: _____

Grade: _____ Class: _____

Check all spaces below that apply. An adult stated or identified inappropriate behavior as:

- | | |
|--|---|
| <input type="checkbox"/> Name calling | <input type="checkbox"/> Spitting |
| <input type="checkbox"/> Stalking | <input type="checkbox"/> Demeaning comments |
| <input type="checkbox"/> Inappropriate gesturing | <input type="checkbox"/> Taking items out of another student's desk or locker |
| <input type="checkbox"/> Staring/leering | <input type="checkbox"/> Damaging property |
| <input type="checkbox"/> Writing/graffiti | <input type="checkbox"/> Shoving/pushing |
| <input type="checkbox"/> Threatening | <input type="checkbox"/> Hitting/kicking |
| <input type="checkbox"/> Taunting/ridiculing | <input type="checkbox"/> Flashing a weapon |
| <input type="checkbox"/> Intimidation/extortion | <input type="checkbox"/> Other _____ |

Description of the incident:

Witnesses present:

Physical evidence: Graffiti _____ Notes _____ e-mail _____ Web sites _____

Video/audio tape _____ Other evidence _____

Staff Signature:

Parent(s) contacted: Date _____ Time: _____

Administrative response taken: _____

Bullying – Complaint Appeal to the Superintendent

I/We appeal the Principal’s Step 1 decision for the following reason(s):

[with specificity, Complainant should state how or why the Complainant believes the Principal’s decision is wrong]

[THE APPEALING PARTY MUST ATTACH A COPY OF THE PRINCIPAL’S WRITTEN DECISION.]

Date

Complainant

Date

Superintendent

BULLYING COMPLAINT APPEAL TO THE SCHOOL BOARD

I/We Appeal the Superintendent’s decision for the following reason(s): [With specificity, Complainant should state how or why the Complainant believes the Superintendent’s decision is wrong]:

ATTACH A COPY OF THE BULLYING REPORT , THE PRINCIPAL’S WRITTEN DECISION, THE APPEAL TO THE SUPERINTENDENT, AND THE SUPERINTENDENT’S WRITTEN DECISION OR NOTICE OF THE SUPERINTENDENT’S FAILURE TO RENDER A WRITTEN DECISION.

Date

Complainant

Date Received

Business Manager

CELL PHONE/ELECTRONIC DEVICE POLICY

Approved 7/18/19

The Bison School District, as part of a commitment to upholding academic integrity and providing a safe learning environment free from distraction, limits student use of cellular phones and portable digital media devices.

Students may possess cellular phones and portable digital media devices on school property, while in school-owned or school-operated vehicles and while students are attending or engaged in school-sponsored activities, subject to limitations of this and other policies and regulations of the District.

Unless specific permission is granted by school personnel, cellular phones and electronic devices:

1. Can be used before the second morning bell rings, between classes (passing time), lunch, and after the dismissal bell.
2. Cell phones/electronic devices must be turned OFF before entering any classroom, office, library, locker, or lab.
3. Cell phones and electronic devices that ring, vibrate, or is used without a teacher's permission will be confiscated. Refusal to surrender your phone when asked is considered insubordination and may result in disciplinary consequences. Parents will be contacted.

The Board acknowledges that certain violations of this policy pose severe risks to academic integrity or student safety. Students found in severe violation of this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Severe violations of this policy involve highly inappropriate activities including, but not limited to:

1. Electronic communication that contains inappropriate content, profanity, intimidation or threats to others
2. Sexting, which includes intentionally creating, producing, distributing, presenting, transmitting, posting, exchanging, disseminating, or possessing, through any computer or digital media, any photograph or digitized image or any visual depiction of a person in any condition of nudity, or involved in any prohibited sexual act
3. Academic dishonesty or cheating
4. The use of camera or recording features of cellular phones or other electronic devices in restrooms, locker rooms or for any use constituting an invasion of any person's reasonable expectation of privacy
5. Communicating in any way with outside groups or individuals to participate in violent acts or other inappropriate or unlawful activities on school property or at school-sponsored activities; or
6. Refusal to relinquish phone to persons of authority upon request.

The District assumes no responsibility for loss, damage or theft of cellular phones and digital media devices, whether in the possession of students, on school property or if confiscated by school personnel pursuant to this policy.

CHEERLEADING SAFETY POLICY

ADOPTED: 9-13-91

The Bison School District 52-1 takes pride in the performance and safety of the cheerleading program and has adopted safety standards which go beyond those of the South Dakota High School Activities Association.

1. Like the South Dakota High School Activities Association, the District will follow the National Federation Spirit Guide Handbook for Safety. Each cheerleader shall receive their own copy of this handbook and this policy.
2. All cheerleaders will be required to have an annual physical exam with doctor's statement turned in to the advisor.
3. Grade cheerleaders may not perform any extensions, tosses, shoulder stands or pyramids of any kind.
4. Ten practices must be attended before first performance of the season with advisor present and during the year 100% attendance at a minimum of five practices are required before any routine is performed requiring spotters.
5. Advisor is required to be present at all practices, games and performances. If a substitute is necessary the squad may only perform routines the advisor approves.
6. All individuals to be used as spotters or perform off the floor must be sufficiently trained. Spotters will keep their eyes on the top person at all times and only bases to the top person may use down call.
7. The advisor must become knowledgeable of safety standards and be sufficiently knowledgeable of routines to supervise the sophistication level of stunts undertaken.
8. Mats will be used for all routines which are high risk and practices and performances will be away from any obstacles, spectators and walls in case of a fall.
9. The advisor has authority to suspend students from cheering for lack of cooperation, poor attitude or bad attendance and tardies and may appoint a replacement if a cheerleader has more than two (2) unexcused absences or ten (10) absences total (excused and unexcused.)

In addition to these safety policies, the cheerleaders are referred to the Cheerleading Constitution and Athletic Training Rules. The key to safety is attendance at practices and cooperation with the advisor. Attendance at state championships, performing at district, regional, and state games at half time must be earned.

CONFLICT DISCLOSURE AND AUTHORIZATION

ADOPTED 9-12-16

SDCL 3-23-6 states

“No board member, fiscal agent, officer, or executive of a local service agency, school district, cooperative education service unit, education service agency, nonprofit education service agency, or jointly governed education service entity that receives money from or through the state may have an interest in a contract nor receive a direct benefit from a contract that the local service agency, school district, cooperative education service unit, education service agency, nonprofit education service agency, or jointly governed education service entity is a party to the contract except as provided in § 3- 23-8.”

This policy prohibits school board members, the school district fiscal agent (business manager),

school officers and executives (school administrators) from having an interest in a contract, or receiving a direct benefit from a contract, if the school district is a party to that contract or has a separate contract which is related to the contract of the school board member, business manager or school administrator, unless the school board grants a waiver. Disclosure requirements apply to public contracts for labor or services to be rendered, the purchase of commodities, materials, supplies, or equipment of any kind, and any kind of contract related to facilities.

Disclosure is required by the school board member, the business manager or a school administrator in each of the following situations:

1. when the school board member, business manager or school administrator has an interest in a contract or receives a direct benefit from a contract.
2. if the spouse of the school board member, business manager or school administrator has an interest in a contract or receives a direct benefit from a contract.
3. if another person with whom the school board member, business manager or school administrator lives and commingles assets has an interest in a contract or receives a direct benefit from a contract.

A school board member, business manager or school administrator derives a direct benefit from a contract, or their spouse or other person with whom assets are commingled derives a direct benefit from a contract:

- a. if the person has more than a five percent ownership or other interest in an entity that is a party to the contract;
- b. if the person derives income, compensation, or commission directly from the contract or from the entity that is a party to the contract;
- c. if the person acquires property under the contract; or
- d. if the person serves on the board of directors of an entity that derives income directly from the contract or acquires property under the contract.

A person does not derive a direct benefit from a contract based solely on the value associated with the person's investments or holdings, or the investments or holdings of other persons the state officer or employee lives with and commingles assets.

If in doubt whether an actual conflict exists, this policy also requires disclosure of possible or potential conflicts.

If other specific conflict of interest laws or administrative regulations relating to school board members, school administrators and the school business manager apply in addition to SDCL Ch. 3-23 and this policy, the more restrictive conflict of interest law shall apply.

Any school board member, school administrator or school business manager who knowingly violates SDCL Ch. 3-23 commits a criminal offense (Class 1 misdemeanor). Any school board member who knowingly violates the provisions of this policy is subject to being removed as a school board member. Any school administrator or business manager who knowingly violates the provisions of this policy is subject to his or her employment relationship with the school district being terminated. Unless the school board has granted a waiver, the contract in which the school board member, school administrator or school business manager has an interest or receives a direct benefit is voidable by the school board and any benefit received by the school

board member, school administrator or school business manager is subject to forfeiture.

A waiver may be granted by the school board to authorize a school board member, school administrator or school business manager to receive a direct benefit from the school district's contract with a person or entity (public, private, for-profit, non-profit) if the following conditions are met:

1. the school board member, school administrator or school business manager provides a full written disclosure to the school board;
2. the school board reviews the essential terms of the contract or transaction and the school board member's, school administrator's or school business manager's role in the contract or transaction;
3. the school board determines that the transaction and terms of the contract are fair and reasonable and not contrary to the public interest; and
4. the authorization of the school board is in writing and filed with the Auditor-General.

The public records laws (SDCL Ch. 1-27) apply to all requests for a waiver.

APPLYING FOR A WAIVER:

1. If the potential for a conflict exists, the school board member, school administrator or school business manager having the potential conflict of interest must submit the Request for School Board Waiver form (see appendix).
2. The request should be submitted to the school board before entering into a conflicted contract or transaction.
3. Disclosures and requests for a waiver should be submitted to the President/Chairperson of the School Board, the Superintendent or the Business Manager, at least 5 calendar days before the scheduled meeting in order to be included in the posted agenda and acted upon at the next scheduled meeting. Disclosures and requested received by the President/Chairperson of the School Board, the Superintendent or the Business Manager less than 5 calendar days before the scheduled meeting may be deferred until the following school board meeting.
4. The person applying for the waiver must describe the relationship to the contract in question and why the applicant believes the contract may be subject to disclosure, including how person, his/her spouse or anyone with whom he/she lives and commingles assets might benefit from the contract. Examples of persons other than a spouse might include a girlfriend, boyfriend, roommate, or an adult child.
5. The person requesting the waiver identify and describe the essential terms of the contract:
 - a) all parties to the contract,
 - b) the person's role in the contract or transaction,
 - c) the purpose(s)/objective(s) of the contract,
 - d) the consideration or benefit conferred or agreed to be conferred upon each party,
 - e) the length of time of the contract,
 - f) any other relevant information.
6. The person requesting the waiver should briefly describe why he/she believes a waiver would not be contrary to the public interest (i.e., the contract was part of a competitive bidding process, there are other school district people involved in the decision-making process to enter into the contract, or the terms of the contract are consistent with other,

similar contracts).

7. The School District Attorney may answer general questions about the applicability of SDCL Ch. 3-23 or about the other laws that address conflict of interest. However, the school district attorney represents the school district and the school board, and not school board members, school administrators, or the school business manager, in their individual capacities. School board members, school administrators, and the school business manager should contact a private attorney if they have questions as to how SDCL Ch. 3-23 and this policy apply to their individual interests and contracts.

BOARD ACTION ON A REQUEST FOR WAIVER:

1. The Bison School Board will have a regular agenda item at the beginning of the school board meeting agenda when the school board will address disclosures and requests for a waiver.
2. Disclosures and requests for a waiver submitted to the President/Chairperson of the Bison School Board, the Superintendent or the Business Manager, at least 5 calendar days before the scheduled meeting will be included in the posted agenda and acted upon at the next scheduled meeting.
3. Disclosures and requested received by the President/Chairperson of the Bison School Board, the Superintendent or the Business Manager less than 5 calendar days before the scheduled meeting may be deferred until the following school board meeting.
4. If possible, waiver requests will be acted upon at the meeting in which the request is brought forth. If the school board believes the request form information is incomplete, the school board must ask the person requesting the waiver for additional information. The Board will avoid using an incomplete request form as the basis for extending the time for review and decision on the waiver request; the school board may receive the needed information from the requesting party at the school board meeting when the waiver request is being addressed.
5. When considering a waiver request, the school board should be able to determine the requesting party's relationship to the contract, the requesting party's relationship to the outside contracting party, whether the contract terms are reasonable and in the public interest, and any other factors the school board believes will help establish the relevant facts and circumstances surrounding the contract(s) and the request for waiver.
6. At the meeting when the waiver request will be considered by the board, the school board member, school administrator or school business manager submitting the waiver request must be present and prepared to answer questions from the school board about the request for a waiver.
7. The request and the Board's determination must be included in the minutes of the meeting.
8. If the authorization is granted, a written authorization (see appendix) shall be prepared following the meeting and signed by the President/Chair of the School Board or other authorized School Board Member, and filed with the Auditor General.

Notes: School Boards need to consult with their school attorney before the school board goes into executive session to discuss a disclosure and waiver request. Only upon the recommendation of the school attorney should the School Board discuss the disclosure and request in executive session.

Legal References:

- SDCL 3-23-6 (Prohibition against contract conflict of interest)
- SDCL 3-23-7 (Circumstances resulting in contract conflict of interest)
- SDCL 3-23-8 (Exceptions to contract conflict of interest)
- SDCL 3-23-9 (Consequences for violation of contract conflict of interest law)
- SDCL 1-27 (Public records and files)

Cross References:

- BBF: Board Member Code of Ethics
- BBFA: Board Member Conflict of Interest
- GBC: Staff Ethics
- GBCA: Staff Conflict of Interest

REQUEST FOR SCHOOL BOARD WAIVER – BISON SCHOOL #52-1

Date: _____

Name of the school board member, school administrator or school business manager

requesting the waiver: _____

Brief explanation of the potential conflict of interest:

Brief explanation of the essential terms of the contract(s) or transaction(s) from which a potential conflict of interest may arise, including:

- (1) all parties to the contract

- (2) the person's role in the contract or transaction

- (3) the purpose(s)/objective(s) of the contract

- (4) the consideration or benefit conferred or agreed to be conferred upon each party

- (5) the length of time of the contract

- (6) any other relevant information

Brief explanation of how or why the transaction or the terms of the contract are fair, reasonable, and not contrary to the public interest such that a waiver should be granted.

Signature of Person Requesting Waiver: _____

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WAIVER AUTHORIZATION PURSUANT TO SDCL3-23-3 – BISON 52-1

A written request for waiver of conflict, dated _____,

was received from _____.

The request was acted upon by the members of the _____ School

District School Board during a meeting held on _____.

_____ The request for waiver was denied because the terms of the contract were not considered fair and reasonable, or contrary to the public interest.

_____ The request for waiver was authorized because the terms of the contract are fair and reasonable, and not contrary to the public interest such that a waiver should be granted.

_____ The request for waiver was authorized because the terms of the contract are fair and reasonable, and not contrary to the public interest such that a waiver should be granted, subject to the following conditions:

Signature of School Board President /Chairperson or Authorized Member:

Printed Name: _____

Date _____

Date mailed to Auditor General _____

THIS IS A PUBLIC DOCUMENT

Revised: 7/12/16

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INTERNET ACCEPTABLE USE POLICY (AUP)

Introduction:

The Internet links thousands of computer networks around the world, giving Bison School students access to a wide variety of computer and information resources. In general, electronic traffic passes freely in a trusting atmosphere with minimum constraints.

Bison School does not have control of the information on the Internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-12 setting. Bison School District and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial information. We firmly believe that the educational value of information, and the interaction available on this worldwide network outweighs the risks that users may procure materials that are not consistent with the educational goals of the school district. One of our goals is to support students in responsible use of this vast reservoir of information.

Bison School specifically denies any responsibility for the accuracy or quality of information obtained through its Internet accounts.

Student Usage Guidelines:

Any action by a student that is determined by their classroom teacher, school or a system Administrator to constitute an inappropriate use of the Internet is a violation of the AUP.

Internet activities that are not permitted include, but are not limited to:

1. Using the Internet without a signed AUP
2. Accessing or printing offensive, profane, pornographic, obscene, or sexually explicit materials. If a student inadvertently accesses a web site that contains obscene, pornographic or otherwise offensive material; notify a teacher, Network Administrator, or a school administrator immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.
3. **Sending, uploading, downloading, or distributing threatening, pornographic, obscene, sexually explicit materials.**
4. Downloading entertainment files using the schools network. Downloaded entertainment files must be stored on external storage devices, and not on the school's resources.
5. Violating copyright or other protected material laws.
6. Subscribing to mailing lists, mass e-mail messages, games or other services that generate several messages that can slow the system and waste other users' time and access.
7. **Promoting or soliciting illegal activities.**
8. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
9. Intentionally wasting school resources.
10. Using the network or Internet for commercial, political campaign, or financial gain.
11. Engaging in or promoting any activity that violates a school rule or a local, state, or federal law.

12. Using e-mail, other than State issued e-mail, Web CT, or other classroom approved web-based services.
13. Using chat services, instant messaging services, or discussion-based services is prohibited during the school day unless assigned or approved by the classroom teacher.

**** Violations in bold constitute a major infraction.**

If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator. If a student accidentally accesses inappropriate material, he or she should immediately tell an instructor or the Network Administrator.

A. STUDENT USER CONTRACT

I have read the Bison Schools terms and conditions. I understand and will abide by the stated terms and conditions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked, school disciplinary action will be taken and/or appropriate legal action will be taken.

Student's Name (please print): _____

Student's Signature: _____

Date: _____

B. PARENT OR GUARDIAN:

As the parent or guardian of this student, I have read the terms and conditions for use of internet access. I understand that this access is designed for Bison Schools educational purposes. I also recognize it is impossible for the Bison Schools to restrict access to all controversial materials and I will not hold them responsible for materials this student may acquire on the network. Further, I accept full responsibility for supervision if and when my child's use to the internet is not in a school setting.

Parent or Guardian (please print): _____

Signature: _____

Date: _____

Daytime Phone Number: _____

Evening Phone Number: _____

Please return completed forms to School office.

C. COMMUNITY and STAFF MEMBER

I have read the terms and conditions for use of Bison Schools network access and agree to follow the acceptable use of the network etiquette. I understand that I am responsible for my own personal behavior using Bison Schools electronic resources, including but not limited to the wide area network and the internet. Should I commit any violation, my access privileges will be revoked, and/or appropriate legal action will be taken.

Name (please print): _____

Signature: _____

Date: _____

Please return completed form to the school office.

**DISTRICT COMPLAINT POLICY FOR
FEDERAL PROGRAMS**

ADOPTED: 7-14-08

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

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

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

DRUG-FREE WORKPLACE

ADOPTED 10-9-00

Policy Statement

The Bison School District 52-1 prohibits all employees from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace. Violations of this policy must be reported to the proper law enforcement agency and may be cause for suspension or dismissal.

IN-SERVICE AWARENESS PROGRAM

The District, through the Administrator, shall provide in-service training and a copy of this statement to all administrators, supervisors, and employees to inform them of:

1. The dangers of drug abuse in the workplace;
2. The District's policy of maintaining a drug-free workplace;
3. The drug counseling, rehabilitation, and employee assistance programs available; and,

4. The penalties that may be imposed upon employees for violation of this Drug-Free Workplace Policy.

This in-service shall be repeated annually for all employees.

CONDITION OF EMPLOYMENT

It shall be a condition of employment for all employees of the Bison School District that they shall:

1. Abide by the terms of this policy statement; and
2. Notify the Bison School District of any drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

Action Upon Conviction

The School District Shall:

1. Notify the appropriate federal agency within ten (10) days after receiving notice of a conviction from an employee as set forth in paragraph 2 of "Conditions of Employment" above.
2. Take appropriate action against the convicted employee--such action may include, but is not limited to, suspension or dismissal or may require a convicted employee to participate satisfactorily in an approved drug abuse assistance or rehabilitation program.

Certification

The School District shall certify the existence of a drug-free workplace through the completion and execution of the "Certification Regarding Drug-Free Workplace Requirements of Grantees Other Than Individual Form" as required for Impact Aid awards, by the United States Department of Education, or other appropriate government agency.

Good Faith Efforts

The Bison School District 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 employees.

Public Law 100-690

Legal Refs: Drug-Free Workplace Act of 1988, 34 CFR part 85, Subpart I

ELIGIBILITY POLICY

REVISED 7-2013

To be eligible and participate in extracurricular programs (as defined below), a student must carry 5 academic units, be in school the last three periods the day of the contest, and maintain a D-. Exemptions to this policy include but are not limited to medical, educational and family

emergency absences that have received PRIOR administrative approval. Detention comes first over sports practice.

Deficiency reports will be run on infinite campus 4 times per quarter; at approximately 2.5 weeks, midterm, approximately 7 weeks, and end of quarter. Dates will be included along with the annual school calendar. Ineligibility becomes effective the day following the report and students will remain ineligible until the next deficiency report.

Ineligibility does not affect a student in physical education nor does it affect practicing for any non-academic activity. Students may practice but not participate while they are ineligible.

Extracurricular to which training rules and academic eligibility requirements do apply includes: Varsity and JV Football, Video Crew, Boys and Girls Basketball, Volleyball, All Statisticians, All Student Managers, Cross Country, Golf, Track, School Play, FFA, FCCLA (as per anything outside the classroom), Quiz Bowl, Oral Interp., National Honor Society, Pep Band, All State Chorus, Small Group Contests, Cheerleading, Prom, School Dances and all other school sponsored or affiliated activities or contests where the students represent the Bison School District.

The Post-Prom party is a positive community sponsored activity (not school sponsored) and all students are permitted to attend because it promotes non-alcoholic activities in a well supervised environment.

EMPLOYEE CRIMINAL BACKGROUND CHECK ADOPTED 11-13-00

REVISED 1-10-11, REVISED JULY 5, 2017

The Bison School District is committed to the selection of quality staff and to providing a safe environment for students and staff. As part of that commitment, the district will obtain background checks on school employees and may obtain background checks on school volunteers or employees of contracted vendors pursuant to this policy and in accordance with state law.

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 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.

Any offer of employment is contingent upon the satisfactory outcome of a criminal background check. The district has the sole discretion to determine whether the outcome of a criminal background check is satisfactory. In making a determination, the district:

1. Shall adhere to all applicable state laws that disqualify an individual from employment by a school district: A "disqualifying record" means any conviction of a crime of violence as defined in SDCL 22-1-2(9), a sex offense as defined in SDCL 22-22-30, or trafficking in narcotics; and
2. May consider the conviction of any crime of moral turpitude; and
3. May consider any criminal conviction, including convictions not disclosed by an

applicant.

An individual may be granted employment on a temporary basis pending the receipt of the results of a criminal background check. In the event that a temporary employee is determined to have an unsatisfactory background check, employment will be immediately terminated without notice or hearing.

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.

Each person considered a final applicant for employment shall be provided with a memo 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 must also 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. The final applicant's completed application will be attached to the certification of the law enforcement agency when received.

The Bison School District will provide a check to the applicant to cover this expense with the application.

INDEPENDENT CONTRACTORS AND VOLUNTEERS

Any organization that contracts with the district for service shall be required to certify to the district, in writing, that individuals employed by the service provider have been subjected to a criminal background check. At the discretion of the superintendent, this requirement may be waived if individuals employed by the service provider do not have contact with students. The district may, at its discretion, require a criminal background check on any volunteer.

CONFIDENTIALITY

Information received as the result of this policy shall remain confidential and shall not be released to any other individual or entity.

DISPOSAL

Criminal background check records will be disposed of five years after termination of employment.

State Reference Description

SDCL 13-10-12 Criminal background investigation

SDCL 13-10-13 Criminal conviction as factor in hiring decision

SDCL 13-10-14 Persons continuously employed exempt

SDCL 13-10-15 Suspension or resignation for criminal conviction

SDCL 13-10-16 Conviction defined

SDCL 22-1-2(9) Definition of crime of violence

SDCL 22-1-2 (19) Definition of “Immediate family”
SDCL 22-1-2 (25) Definition of "Moral turpitude"
SDCL 22-24B-1 Sex crimes defined

EQUAL OPPORTUNITY EMPLOYMENT

ADOPTED 10-9-95

The Board subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that applicants are employed, assigned and promoted without regard to their age, race, creed, color, sex, marital status, political affiliation or national origin. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

EVALUATION POLICY FOR CERTIFIED STAFF

REVISED 11-16-15

In order to assure a high quality of teacher performance to advance the instructional programs of the district schools, a program for teacher evaluation will be utilized. Teachers will be evaluated at least once each semester during the first three years of their contract. Teachers in their fourth contract year or beyond will be evaluated at least once every year.

When evaluating teachers in the District, all of the State of South Dakota minimum evaluation requirements and the Danielson framework shall be used by the District. The evaluation process will follow the guidelines set forth in the Teacher Effectiveness Handbook adopted by the state of South Dakota Department of Education in April of 2015. However, if approved by the South Dakota Department of Education, the District may (a) use a model of professional practice other than the Danielson framework to evaluate its teachers and (b) choose not to use student learning objectives (SLO) as a measure of student growth. If the Board chooses to use the options provided in § 24:57:02:03, it must apply on forms provided by the department, which must be received by the Department by January 31st before the school year in which the district intends to implement the alternative evaluation model.

The evaluation process is based on the minimum professional performance standards established by the South Dakota Department of Education and which:

- evaluates teachers using multiple measures;
- serves as the basis for programs to increase professional growth and development of teachers; and
- includes a plan of assistance for any teacher in his or her fourth year or more of teaching whose performance does not meet the district’s performance standards.

The formal evaluations will be written and will be discussed by the evaluator and the teacher. Copies of the written document will be signed and dated by both parties and incorporated into the personnel files of the teacher. The signature of the teacher does not indicate approval or disapproval of the evaluation, but that the evaluation has been read and discussed.

Pursuant to state law, any record or document, regardless of physical form, created by the District in connection with the evaluation of certified staff constitutes personnel information and is not open to inspection or copying.

Nothing in a teacher's evaluation may diminish the School Board's right to renew or not renew a teacher's contract.

The Board acknowledges that the evaluation procedure is a subject of mandatory bargaining with the teachers' recognized bargaining unit representative. However, the establishment and identification of the evaluation criteria is not subject to mandatory bargaining and the Board has the sole authority for establishing such evaluation criteria, subject to any applicable state and federal laws and regulations that may limit such authority.

Legal [ARSD 24:57:02 \(Teacher Evaluation Process\)](#)
References: Collective Bargaining Agreement (Negotiated Agreement/Master Contract)
[SDCL 13-42-34 \(Teacher evaluations\)](#)
[SDCL 13-42-36 \(Right to not renew contract preserved\)](#)
[SDCL 13-42-70 \(Evaluation records and documents not open to inspection or copying\)](#)
[SDCL 3-18 \(Public Employees' Unions\)](#)

EXTRACURRICULAR /ATHLETIC TRAINING RULES REVISED 9-13-15

Student participation in extracurricular programs is a privilege and, therefore subject to eligibility requirements which go beyond normal requirements for the right to attend the public school's curricular education program.

Extracurricular programs for Bison School District include: Varsity & JV Football, Video Crew, Boys & Girls Basketball, Cross Country, Cheerleading, Golf, Volleyball, All Statisticians, All Student Managers, Track Students, School Play, FCCLA (as per anything outside the classroom), Oral Interp., FFA, National Honor Society, Pep Band, All State Band, All State Chorus, Small Group Contests, Prom, School Dances and all other school sponsored or affiliated activities or contests where the students represent the Bison School District.

- 1) **ACADEMICS COME FIRST** - Passing grades must be maintained to remain eligible for extracurricular programs (see Eligibility for Non-Academics)
- 2) **DRESS APPROPRIATELY** - See dress code on page 20 of the student/parent handbo.
- 3) **BEHAVIOR**- Inappropriate language and behavior will not be tolerated at any time.
- 4) **CURFEW** - is at the discretion of coach/advisor and will be enforced by them with approval of administration

ALCOHOL, DRUG AND TOBACCO PROHIBITED – Whether the student is on school grounds or not, the use of illicit drugs and the unlawful possession or use of alcohol is wrong and harmful. If students are caught in use or possession of alcohol, drugs or tobacco substances anytime during grades 7 through 12 the penalties are as follows:

If the violation occurs at school, on school property, in vehicles being used to transport students to/from school events, in vehicles on school property or while attending school sponsored events on or off campus, the student will face suspension (*as stated on p. 36 of the handbook*) from school by the administration as well as the following consequences for training rule violation by coach or advisor. For a first offense suspension will be 3 days, second offense -5 days, third offense- 5 days and possible expulsion.

The extracurricular season begins with the first day of activities/practice in the fall and the last day of school or spring activities whichever is latest are to be used as the starting and ending dates for the school term:

Extracurricular suspension will be from all Bison High School activities and from school sponsored extra-curricular activities, such as clubs, teams, statisticians, managers, cheerleaders, drama, speech, music, prom, school dances, etc.

FIRST OFFENSE – 2 WEEKS - (14 CONSECUTIVE CALENDAR DAYS) OR 2 EVENTS (WHICHEVER IS GREATER).

1. The first offense will be for two weeks (14 consecutive calendar days) or 2 events, whichever is greater.

If no offense is committed for a period of one year from the date of the previous offense, the penalty for the next offense will be two weeks or two events whichever is greater.

2. Athletic/extracurricular suspensions will run consecutively if additional infractions occur while on suspension.

SECOND OFFENSE – 10 WEEKS- (70 CONSECUTIVE CALENDAR DAYS)

1. A second offense that happens within one year of a previous offense constitutes a 10 week (70 calendar days) suspension.
2. Athletic/extracurricular suspensions will run consecutively if additional infractions occur while on suspension.
3. The student will participate in mandatory substance abuse counseling at the family's expense.

THIRD OFFENSE – ONE CALENDAR YEAR FROM THE DATE OF THE EVENT.

1. A third offense that happens within one year of a previous offense constitutes a suspension of one calendar year from the date of the event from extracurricular activities.
2. Athletic/extracurricular suspensions will run consecutive if additional infractions occur while on suspension.
3. The student will participate in mandatory substance abuse counseling at the family's expense.

Please Note: If time is not completed in a given school year, the time left is carried into the next school year beginning with the first day of practice in the fall.

ADMINISTRATION OF THE RULE

1. The school administration, athletic director, and activity director shall immediately investigate any alleged violation. If they, the administrator, athletic director, or activity director, finds probable cause to believe that the rules have been violated the rule will be administered.
2. If the student admits guilt the administrator will document this and ask for a signed statement to that effect, the parents will be informed through a phone call as well as in written form. Parents

are to be reminded that the student has the right to a hearing if so desired. The period of suspension shall begin from the date and time notification is given to the student by the school administration.

3. If the student does not admit guilt a hearing time, place and date will be set. The following participants are included at the hearing:
 - Any person who witnesses a violation may report violations. The reporting person shall testify before a school administrator, athletic director, and/or coach. The accuser, who will sign a statement with the accusation on it;
 - Student
 - Parents
 - Any other representatives the student wants present
 - Activity Director or Athletic Director
 - One or more of the student's activity leaders or teachers
 - Administrator
 - A third school official may be appointed by the administration if needed to form a committee of three.
4. A committee of three (3) will decide whether the student is guilty or not guilty of the alleged offense. The committee will be made up of two (2) of his/her activity leaders or teachers and an administrator.
5. In all cases of a hearing or of admitted guilt the student, parent and school board members will be informed in writing of the decision and length of suspension.
6. If the ruling of the hearing officer does not satisfy the student, such student shall have the right to have the ruling reviewed by the local board of education.

SUSPENSION FROM EXTRACURRICULAR COMPETITIONS - The coach, advisor or administration may suspend a student from playing (bench a student) for violation of dress, language, curfew violations or other conduct not becoming of a student representing Bison School District. Suspensions may also be imposed for chronic absence from practice or attitude problems.

Benched students are expected to attend practice and may be required to attend events sitting behind the team but not in uniform.

Participation in extracurricular activities is encouraged. Scholarships for college depend heavily upon grades, but participation in extracurricular programs also counts heavily for many of these scholarships. The standards of conduct are high so that our school and our community can be proud of our programs. This policy is understood to be in effect from the first day of fall sports practice until the last day of school or the end of the track season (State Track/Golf Meet); whichever is the latest date.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

To be published annually

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires the Bison School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Bison School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Bison School District to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not their student's information disclosed without their prior written consent.

If you do not want Bison School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing prior to the first day of school in the fall. Bison School District has designated the following information as directory information:

- ❖ Student's name, address, telephone listing
- ❖ Student's date and place of birth.
- ❖ Student's dates of attendance
- ❖ Student's grade level
- ❖ Student's participation in officially recognized school activities and sports.
- ❖ Weight and height of students who are members of athletic teams.
- ❖ Degrees, honors, and awards received
- ❖ The most recent educational agency or institution attended

FIXED ASSET POLICY

ADOPTED: 11-13-89

Whereas SDCL 5-24 and ARSD 10:02:01:01 require an annual inventory of all public personal property to be taken for "any tangible item other than money, credits, accounts, securities or real property that is moveable, has an expected useful life exceeding one year and an initial purchase cost in excess of \$2,500.00 and whereas, generally accepted accounting principles require the

establishment and maintenance of fixed assets records, and whereas, the above definition can include numerous supply type items, as well as textbooks, but can exclude such necessary and valuable items such as televisions, radios, video equipment, tape recorders, etc. therefore, be it resolved, that all items of school district property meeting the above definition, and those additional items over which it is desirable to keep control, as determined by the Business Manager, be considered and accounted for as public personal property requiring inventory. And be it further resolved, that the following officers and employees shall prepare and file an annual inventory of public personal property in their custody or charge:

The Administrator, the Business Manager, the Head Custodian, the Head Cook, each Principal, and each Professional Staff Member, shall file the same with the Business Manager, on July 1, or at a date so designated by the administration, so as to accommodate the accounting of such property, be it resolved that said inventory be divided to show these components defined as supply items and those defined below as fixed asset items, together with the "cost" of each item.

Be it further resolved that, in addition to the public personal property inventory, the Business Manager shall complete and maintain a fixed asset inventory record for these fixed assets defined as follows:

A fixed asset is that which has a tangible nature, has a useful life of more than one year, has an acquisition value as follows:

- Land - Any amount
- Buildings, Structures and Land Improvements - \$10,000.00
- Machinery and Automotive Equipment - \$5,000.00
- Furniture and Equipment - \$2,500.00
- School Lunch Equipment - \$500.00

or other assets, as determined by the Business Manager, over which it is desirable to maintain control, but which may not meet the minimum values defined above. Also, a fixed asset should not lose its identity by being incorporated into a larger unit.

FOREIGN EXCHANGE STUDENT POLICY

ADOPTED 9-12-16

Foreign exchange students must meet all District entrance requirements (i.e. place of residence, immunization).

International students will be able to participate in a foreign exchange program approved by the school board.

Proper I-20 forms (US Department of Homeland Security documents) and any other required papers must be processed by the district, the student and the sponsoring organization before an international student can be formally admitted to school. The school board reserves the right to limit the number of foreign exchange students, require a proficiency level of English, and limit participation to grades 9-12 in order to ensure the continued quality of educational programming in the school district.

GASB POLICIES

ADOPTED: 7-12-04

Measurement Focus Policy

The government-wide financial statement will be prepared using the economic resources measurement focus and the accrual basis of accounting and will be proprietary fund and fiduciary fund financial statements. Governmental fund financial statements will be reported using the current financial resources measurement focus and the modified accrual basis of accounting.

(GASB 1600.103)

Revenue Availability Criterion

Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, Bison School District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Property taxes are levied on an annual basis. On the fund financial statements, the portion of the property levies that have not been collected by the end of the fiscal year and are not available will be considered deferred revenue.

(GASB 1600.106)

Capital Assets

The straight line method of capitalization will be used on the buildings (50 years), Improvements other than Buildings (15-25 years) and Equipment and Vehicles (5-20 years).

(GASB 1400.102,104)

Operating vs Nonoperating Revenues and Expenses

The Bison School District Food Service Fund distinguishes operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing goods relating to the food service operation.

Principal operating revenue of this operation are meal charges. Nonoperating revenues include grants, donated commodities and interest earned. Operating expenses of the food service operation include salaries and benefits, food purchases and depreciation. The loss of disposal of capital assets is a nonoperating cost.

(GASB P80.118)

GASB and/or FASB

Private sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government –wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the GASBE.

Governments also have the option of following subsequent private sector guidance for the business-type activities and enterprise funds, subject to the same limitation. The Bison School District has elected not to follow subsequent private sector guidance.

(GASB P80.103)

Cash/Cash Equivalents

Bison School Districts' cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

Restricted and Unrestricted Resources

When both restricted and unrestricted resources are available for use, it is the Bison School Districts' policy to use unrestricted resources first, then restricted resources as they are needed.

Conflicts of Interest

The Bison School District expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interests of the school. Employees must not use their position or the knowledge as a result of their position for private or personal advantage.

Gifts, Entertainment and Favors

Employees must not accept significant entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which the Bison School District has, or is likely to have, business dealings.

Kickbacks and Secret Commissions

The Bison School District strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule will result in immediate suspension and prosecution to the fullest extent of the law.

School District Resources

Assets of the Bison School District are for school purposes only and not for personal benefit. This includes the personal use of organization assets, such as computers and other equipment.

Organization Records and Communications

The employees responsible for accounting and record keeping must fully disclose and record all assets, liabilities or both, and must exercise diligence in enforcing these requirements.

Employees must not make or engage in any false record or communication of any kind including false expense, attendance, financial or similar reports and statements.

Privacy and Confidentiality

Employees and members of the Bison School District governing board should be aware of restrictions to public access in areas such as student records, special education and executive sessions.

GUN FREE SCHOOL

ADOPTED 11-11-96

In compliance with the Federal Gun-Free Schools Act (GFSA), students are prohibited from bringing or carrying a firearm to school or onto school property. The penalty for violation of this policy is expulsion of the student for a period of not less than one year. The Administrator may modify the one-year expulsion requirement on a case-by-case basis.

Firearm is defined in Section 921 of the United States code.

School sponsored or authorized classes or activities involving the handling or the use of firearms by students may be authorized by school officials.

HOMELESSNESS- BISON SCHOOL DISTRICT POLICY FOR CHILDREN OR YOUTH

ADOPTED: 9-11-00

As defined by McKinney-Vento Homeless Education Assistance Act of 2002, Subtitle B of Title VII, Section 725, as amended and herewith adopted. The term “homeless children and youth”

- means individuals who lack a fixed, regular, and adequate nighttime residence; and includes:
 - Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; or children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory children (as such is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described above.

The Bison School District policy is to:

- Ensure the immediate provisional enrollment of children or youth experiencing homelessness until all enrollment records may be secured, i.e. academic records, medical records, proof of residency, or other documentation.
- Keep a child or youth experiencing homelessness in the school of origin, except when doing so is contrary to the wishes of the child’s parent or guardian subject to state laws on residency and enrollment.
- Ensure the elimination of stigmatization of segregated services and the elimination of other identified barriers for homeless children and youth.

- Provided children or youth experiencing homelessness with services comparable to services to other students in the school including the following:
 - Transportation services.
 - Educational services for which the child or youth meets the eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965, the IDEA or similar state or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency.
 - Programs in vocational and technical education.
 - Programs for gifted and talented students.
 - School nutrition programs.

HOMEWORK POLICY

ADOPTED: 9-13-92

The Bison School District encourages the teaching staff to assign as much homework as needed to adequately reinforce current lessons and/or prepare the student for upcoming lessons or assignments.

Students in upper elementary can generally expect more homework than in lower grades. Junior high students will generally experience more homework than they had as elementary students and high school students should expect more assignments than they had as junior high students.

There may be times when the student will need more study time at home to get caught up after an absence, when studying for a test or because of need for extra drill.

INSTRUCTIONAL MATERIALS SELECTION POLICY

Classroom Texts:

In the concern for adoption of text books that best provide the desired learning basis for the students of the Bison School District, the Board of Education directs that the following procedures will be followed in the selection of such instructional materials:

1. The philosophy, objectives, and criteria for selection shall parallel those previously adopted for the selection of library materials on the elementary and secondary levels of instruction
2. A preliminary committee consisting of the administrator of the level involved and those teachers who will be involved in the use of the materials selected, shall do basic investigation to provide:
 - a) need for material change or addition
 - b) availability of materials for acquisition
 - c) cost to the district
 - d) long-range applicability of materials
 - e) suitability of materials according to district philosophy and objectives
3. A screening committee will be established that will include representation of the Board of Education, parents, administration and representative teachers (use of students on this committee is to be at the discretion of the Administrator). This committee will evaluate sample texts based on items in articles 1 and 2 above. The committee will recommend purchase (or no purchase) to the Board of Education.

4. Final approval of texts to be purchased and used in the Bison School District #52-1 shall be made by the Board of Education.
5. This policy shall be adhered to in the selection of texts that are to be employed as the major teaching vehicle of classes that are part of the regular school curriculum. Supplementary materials used by the teacher in classes, and materials selected for non-credit, voluntary work, shall remain the decision of the teacher involved with approval of the appropriate Administrator.
6. Citizens of the District who may see fit to challenge the use of instructional materials in the Bison School, may do so by following the challenge procedures outlined in Article VI, page 5 of the library selection policy.
7. Update editions of texts already adopted shall not necessitate committee selection procedures.

INSTRUCTIONAL MATERIALS/ LIBRARY SELECTION POLICY

I. Philosophy and Purpose

The school library should exist as an active part of the school. It should serve as an information center for both group and independent study, implement classroom activity, and be an essential part of the curriculum. The library exists primarily for educational purposes, offering enrichment for the students and resource materials for the faculty. Its materials, covering many special subjects, are selected for interest, vocabulary, maturity, and ability levels of all students within the school served. In attempting to foster a lifelong activity, the school library provides additional materials to attract students to reading as a source of pleasure and recreation over and above needed subject content.

II. Objectives

In accordance with the above philosophy, the Bison School Library accepts as its objectives those of the American Library Association School Library Bill of Rights, which are as follows:

- To provide a comprehensive collection of instructional materials selected in compliance with basic written selection principles and to provide maximum accessibility to these materials
- To provide materials that will support the curriculum, taking into consideration the individual's needs, and the varied interests, abilities, socio-economic backgrounds, and maturity levels of the students served
- To provide materials for teachers and students that will encourage growth in knowledge and that will develop literacy, cultural, and aesthetic appreciation and ethical standards
- To provide materials which reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups and their contributions to the American and world heritage and culture, thereby enabling students to develop an intellectual integrity in forming judgments
- To provide a written statement, approved by the local Board of Education, of the procedures for meeting the challenge of censorship materials in school library media centers
- To provide qualified professional personnel to serve teachers and students.

III. Responsibility

The ultimate responsibility for the selection of library materials legally resides with the Bison School Board of Education. The Board and administration of the school delegate the actual selection of materials to the professional library staff whose training qualifies them to perform this function. In selecting materials, the professional library staff will consider the school's individual needs in curriculum, pupil interest, the existing collection, availability of material elsewhere, and the potential use of the material.

IV. Selection Procedure

- A. The term selection includes the choice of new materials, determination of use to be made of gifts, and removal from the collection of materials that have become obsolete, inappropriate or too worn to be repaired.
- B. In accordance with the principles established by the School Library Bill of Rights, materials for libraries are selected by the professional library staff with due regard to suggestions from faculty, parents and students. Final selection is made by the Librarian. Professionally recognized reviewing periodicals, standard catalogs, and other selection aides are used by the librarians and the faculty to guide them in their selection.
- C. In specific areas the Librarian follows these procedures:
 - 1) Gift materials are judged by basic selection standards, and are accepted or rejected by those standards. No gift material containing religious, political or other propaganda will be accepted. Unconditional gifts, donations, and contributions to the library may be accepted without the approval of the Board. No gifts or donations conditionally made shall be accepted without the approval of the Board. Generally, collections of books will not be accepted with restrictions which necessitate special housing or which prevent integration of the gift into the general library collection.
 - 2) Multiple items of outstanding and much in demand media purchased as needed.
 - 3) Worn or missing standard items are replaced immediately.
 - 4) Out of date or no longer useful materials are withdrawn from the collection.
 - 5) Sets of materials and materials acquired by subscription are examined carefully, and are purchased only to fill a definite need.

V. Criteria for Selection

- A. The following kinds of materials should be selected for the school libraries:
 - 1) materials which support the instructional program;
 - 2) materials which merit inclusion in the collection because of their literacy and/or artistic value;
 - 3) materials which present information with the greatest degree of accuracy and clarity possible;
 - 4) materials which are, as much as possible, appropriate for the reading level and understanding of the students in the school.
- B. These materials should represent the least possible bias in the presentation of information. In controversial areas, the Librarian, in cooperation with the faculty, should select materials representing as many shades of opinion as possible in order that students may have access to varying viewpoints.

- C. Materials shall not be excluded on the basis of race, nationality, political, or religious views of the author or producer. However, books which present a racist or sexist stereotypes will be chosen judiciously in order to avoid a new accumulation of such materials.
- D. Materials presenting accents on sex should be subjected to a stern test of literacy merit and reality by the Librarian who takes into consideration the reading public. While not in any case would we include the sensational or over-dramatic, the fact of sexual incidents or profanity should not automatically disqualify materials.
- E. The quality of binding, printing, illustrations, photography and (where applicable) sound should be taken into consideration when selecting materials.
- F. The Librarian will attempt to balance the distribution of information areas in the collection according to recommended standards.
- G. The following criteria will be observed in selecting these specific materials:
 - 1) Paper books: Paper books are selected for these reasons:
 - a) to supplement and meet the demand for the title in hard cover;
 - b) to encourage to read those students who find a paperback volume less formidable than a hard cover
 - c) to acquire original works that appear only in paperback (subject to the same selection standards as hardbacks);
 - d) to replace out-of-print material.
 - 2) Pamphlets: Pamphlets serve as an important supplement to the general collection. They are inexpensive, attractive, concise, up to date, and often present a quick overview of a subject. The selection of pamphlets follows the same criteria as those used for books. Special care in selection is taken since pamphlets are widely used for propaganda and advertising purposes.
 - 3) Periodicals: Periodicals are an important source of current information which has not yet or may never appear in book form. An important consideration in the purchase of periodicals is whether or not their content is made available through standard indexes or published, the reputation of the publication, qualifications of the contributors, and the quality of the writing and illustrations.
 - 4) Fiction: Judicious evaluation and selection of fiction has always been, and should be, a matter of concern. Non-fiction deals with factual information, whereas fiction portrays an imaginative view of life as it appears to the writer. The serious novelist may frequently take as his theme a topic which is not conventional and treat his plot in a manner unacceptable to many people.

While the core of the fiction collection is made up of works generally accepted as classics of children's and young adult literature, the media centers also have the responsibility to make available contemporary works portraying many aspects of current society.

Objective criteria, even if only approximate, are necessary in the selection of all types of fiction for all kinds of readers. The staff considers the following questions in determining whether or not a given title should be added to the collection:

- a) Does the author have an interesting story to tell and the technique and talent to tell it?
- b) Is the novel true to some aspect of life?

- c) Are the characters real people? Do they think, talk, and behave as if they were alive?
- d) Does the book have literacy quality, style, form, and originality?
- e) How does it compare with great novels of the same type?
- f) If the writer is experimenting with a new form of style, is he successful?
- g) Is the author using vulgarity and sensationalism in controversial, social, psychological, or religious subjects for commercial reasons only, or is this the author's view of life that the author must communicate as an honest citizen?

VI. Procedure for Challenged Materials

Despite the qualifications of the persons who select the materials and the care taken to choose valuable materials for student and teacher use, occasional objections to a selection may be made by the public. The value and impact of any material will be judged as a whole, taking into account the author's intent rather than individual works, phrases or incidents.

The principles of the freedom to read and of the professional responsibility of the staff must be defended, rather than the materials. If a complaint is made, the Librarian will follow these procedures:

- A. Be courteous and make no commitments. Present the complainant with the Request for Reconsideration Form and copy of the written policy statement. Tell the individual that we are happy to have the materials brought to our attention, that it is part of our selection policy to re-examine such materials, and we will do so as expeditiously as possible.
- B. After the complainant has completed and signed the Request for Reconsideration Form, notify the Administrator that a complaint has been registered and ask the Library/Media Committee to make a detailed study of the material in question, during which time the material in question will be temporarily removed from the library shelves. The Library/Media Committee will consist of the librarian, the building administrator, a student representative (student council president), and a faculty member determined according to the subject area of the material in question. This committee should perform the following:
 - 1. Read and evaluate the entire item in question.
 - 2. Check recognized selection aids for evaluation of the material. However, keep in mind that most of those reviews are done by east and west coast reviewers who express more liberal views than those prevailing in this area.
 - 3. Weigh strengths and weaknesses and form opinions based on selection criteria, relevance to the curriculum, and educational philosophy of the School.
 - 4. Meet to discuss the material and decide on the best disposition of it (return to shelves, remove from shelves, place on reserve, place in departmental collection, or other disposition). A written report detailing the decision of the committee shall be prepared. The complainant shall be invited to attend this meeting. If the complainant is unable to attend, they will be notified in writing of the decision of the committee.
- C. If the complainant is dissatisfied with the decision of the Library/Media Committee, appeals to the decision may be made through the Administrator to the Board of Education for a hearing and a final decision. The facts shall be presented by the Library/Media Committee and the Administrator.

REQUEST FOR RECONSIDERATION OF MATERIAL

Author _____ Title _____

Type of Media: Book () Film () Filmstrip () Record () Tape () Other()

Request Initiated by: _____

Telephone: _____ Address: _____
City: _____

Complainant Represents:

Personal: () Organization (Name) _____

1. To what in the item do you object? (Please be specific: cite pages, frames, etc.)

2. What do you feel might be the result of reading, seeing, or hearing this material?

3. For what age group would you recommend this material?

4. Is there anything good about this material? _____

5. Did you read, see, or hear the entire selection? _____

If not, what parts? _____

6. Are you aware of the judgment of this material by critics? _____

7. What do you believe is the theme of this material? _____

8. What would you like your school to do about this material?

- A. Do not assign it to my child
- B. Do not make it available to my child
- C. Withdraw it from all students, as well as my child
- D. Send it to the appropriate department for re-evaluation
- E. Restore this material to circulation.

5. In its place, what material of equal quality would you recommend that would convey as valuable a picture and perspective of our civilization? _____

INTERROGATIONS AND SEARCHES BY STAFF

Adopted Nov.8, 2021

The right of inspection of students' school lockers is inherent in the authority granted school boards and administrators. This authority may be exercised as needed in the interest of safeguarding children, their property and school property.

Nevertheless, exercise of that authority by school officials places unusual demands on their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

The following rules apply to the search of school property assigned to a specific student (locker, desk, backpack, etc.), and the seizure of items in his possession:

1. There should be reasonable cause for school authorities to believe that articles are kept in the locker, desk, or other storage space whose possession constitutes a crime or rule violation.
2. Search of an area assigned to a student should be for a specifically identified item, and should be conducted in his or her presence and with his or her knowledge.
3. General housekeeping inspection of school property may be conducted with reasonable notice.
4. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.
5. If possible, there should be an adult witness in the room when a student is searched.
6. If the search produces illegal items, local law enforcement may be notified if the item violates any law.

Policy References:

Federal	Description
*New Jersey v. T.L.O.	<u>Student search and seizure</u>

JUNIOR HIGH ATHLETIC POLICY

The philosophy of the Bison School District is that strong elementary and junior high athletic programs are the foundation in the building of a strong junior varsity and varsity program. Varsity and Junior Varsity athletes are primarily made up of students in grades 9-12. After a discussion amongst all coaches involved, the Head Varsity Coach may extend an invitation to junior high athletes to participate in the Junior Varsity and/or Varsity program. Eligibility rules and guidelines established by the South Dakota High School Athletic Association (SDHSAA) will be followed.

Approved by Board 6/13/22

MEDICAL CANNABIS ADMINISTRATION TO QUALIFYING STUDENTS

The Bison School District restricts the administration of medical cannabis during school hours and at school-sponsored activities unless, in accordance with a practitioner's recommendation. Administration of medical cannabis cannot reasonably be accomplished outside of school hours or school-sponsored activities.

The Bison School District permits students with a valid registry identification card for medical cannabis under South Dakota law to be administered medical cannabis on school property or at a school-sponsored activity by their parent/guardian or other registered designated caregiver in accordance with this policy and South Dakota law. In order for a parent/guardian or other designated caregiver to administer medical cannabis to a qualifying student, the Bison School District will require the following to be provided initially and thereafter at the beginning of each school year and at any time when the qualifying student's administration of medical cannabis changes:

- Presentation of the student's valid State of South Dakota Department of Health approved registry identification card or nonresident card with the State of South Dakota Department of Health's confirmation of registration (a copy of which will be kept by the school in the student's educational record);
- Presentation of the State of South Dakota Department of Health approved caregiver's card showing his/her status as the registered designated caregiver for the qualifying student (a copy of which will be kept by the school in the student's educational record); and
- A written dated and signed certification by the qualifying student's recommending practitioner that also includes the dosage, frequency or time of administration, and length of time between dosages.

The parent/guardian or other registered designated caregiver is the only person who may provide, administer, or assist the student with the consumption of medical cannabis. Schools will not store, and school personnel will not administer, medical cannabis.

Administration of medical cannabis to qualifying students shall be in accordance with this policy. Administration of all prescription and nonprescription medications to students shall be in accordance with applicable law and the district's policy concerning the administration of medications to students.

Definitions

The following definitions apply for purposes of this policy:

1. "Designated location" means a location identified in writing by the school district in its sole discretion and may include a location on the grounds of the school in which the student is enrolled, upon school property in South Dakota, as that term is defined herein, or at a school-sponsored activity in South Dakota.
2. "Permissible form of medical cannabis" means **non-smokable products such as oils, tinctures, edible products or lotions** that can be administered and fully ingested or absorbed in a short period of time. Patches and other forms of administration that continue to deliver medical cannabis to a qualified student while at school may be appropriate for students who receive ongoing adult assistance or on a case-by-case basis as determined by the district when adequate protections against misuse may be made. **Smoking or vaping medical cannabis is strictly prohibited and is not a**

permissible form of medical cannabis for students in a school setting under any circumstances.

3. “Designated caregiver” means the qualifying student’s parent, guardian or other responsible adult over twenty-one years of age who is the qualifying student’s registered designated caregiver and who has a caregiver’s card approved by the South Dakota Department of Health. In no event shall another student be recognized as a designated caregiver. A designated caregiver is the only individual permitted to possess and administer to a qualifying student. Any designated caregiver seeking access to school property or school-sponsored activity for purposes of this policy must comply with the Board’s policy and/or procedures concerning visitors to school and all other applicable policies.
4. “School property” means any school premises, vehicle, or building, or on or in any premises, vehicle, or building used or leased for the school district’s functions.
5. “Qualifying student” means a student who possesses a valid registry identification card approved by the State of South Dakota Department of Health for the use of medical cannabis.
6. “Written certification” means the completed South Dakota Department of Health form dated and signed by a physician who is licensed with authority to prescribe drugs to humans, stating that in his/her professional opinion the patient is likely to receive a therapeutic or palliative benefit from the medical use of cannabis to treat or alleviate the patient’s debilitating medical condition or symptom associated with the debilitating medical condition. The document must specify the patient’s debilitating medical condition and that it is made in the course of a bona fide practitioner-patient relationship.

Permissible administration of medical cannabis to a qualifying student

A qualifying student’s designated caregiver may administer a permissible form of medical cannabis to a qualifying student in a designated location (main office) if all of the following parameters are met:

1. The qualifying student’s parent/guardian provides the following to the school before the administration of medical cannabis is allowed on school property or at a school-sponsored activity and thereafter at the beginning of each school year and at any time when the qualifying student’s administration of medical cannabis changes:
 - a. The qualifying student’s valid registry identification card from the State of South Dakota Department of Health or nonresident card with the State of South Dakota Department of Health’s confirmation of registration authorizing the student to receive medical cannabis;
 - b. The completed and signed Form JHCDE-E(1)(Medical Cannabis Administration Plan);
 - c. The designated caregiver(s) card approved by the State of South Dakota Department of Health; and
 - d. Written certification dated and signed by the student’s recommending practitioner that also includes the dosage, frequency or time of administration, and length of time between dosages.

2. The qualifying student's parent/guardian provides written notice to the school within ten (10) days of any of the following:
 - a. Change in a designated caregiver;
 - b. The student ceases to have a debilitating medical condition, as that term is defined in South Dakota law; or
 - c. The registry identification card is void, expired or revoked.
3. In the event that a new registry identification card is issued, the qualifying student's parent/guardian provides the new card to the school district within ten (10) days of the issuance of the card;
4. The qualifying student's parent/guardian signs the written acknowledgement in Form JHCDE-E(1)(Medical Cannabis Administration Plan) assuming all responsibility for the provision, administration, maintenance, possession, storage and use of medical cannabis under state law, and releases the district from liability for any claim or injury that occurs pursuant to this policy;
5. The qualifying student's parent/guardian or designated caregiver shall be responsible for providing the permissible form of medical cannabis to be administered to the qualifying student, shall transport it in a container that meets the packaging and labeling requirements specified by the South Dakota Department of Health, and shall not at any given time possess on school property an amount of medical cannabis that exceeds the qualifying student's prescribed daily dosage;
6. The district will determine the location and the method of administration of a permissible form of medical cannabis so to not create risk of disruption to the educational environment or exposure to other students;
7. After administering the permissible form of medical cannabis to the qualifying student, the student's designated caregiver shall remove any remaining medical cannabis from the school property or school-sponsored activity;
8. The written dated and signed plan contained in Form JHCDE-E(1)(Medical Cannabis Administration Plan) is prepared that identifies the form, designated location(s), and any protocol regarding administration of a permissible form of medical cannabis to the qualifying student.

Additional parameters

School personnel, in their role as employees of the school district, **will not** under any circumstances:

1. Assist a qualifying student or his/her designated caregiver in obtaining, administering, or using medical cannabis;
2. Store or hold medical cannabis in any form;
3. Ensure the qualifying student is properly using the medical cannabis as instructed by his/her recommending practitioner; or
4. Serve as the qualifying student's designated caregiver of medical cannabis.

This policy conveys no right to any student or to the student's parents/guardians or other designated caregiver to demand access to any general or particular location on school property or

at a school-sponsored activity to administer medical cannabis.

When a school-sponsored activity occurs at another South Dakota public school, the location identified by that school will serve as the designated location for the designated caregiver’s administration of medical cannabis.

This policy shall not apply to school property or school-sponsored activities located outside of the state of South Dakota, on federal property or any other location that prohibits cannabis on its property.

Permission to administer medical cannabis to a qualifying student may be limited or revoked if the qualifying student and/or the student’s parent/guardian or other designated caregiver violates this policy or demonstrates an inability to responsibly follow this policy’s parameters.

No student is permitted to possess or self-administer medical cannabis. Qualifying students with a valid registry identification card who possess or self-administer cannabis may be subject to discipline just as any other student without a valid registry identification card would be. Student possession, use, distribution, sale or being under the influence of cannabis inconsistent with this policy may be considered a violation of Board policy concerning drug and alcohol involvement by students or other Board policy and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

If the federal government indicates that the District’s federal funds will be lost or have been lost by this policy, the Board declares that this policy shall be suspended immediately and that the administration of any form of medical cannabis to qualifying students on school property or at a school-sponsored event shall not be permitted. The district shall post notice of such policy suspension and prohibition in a conspicuous place on its website.

Policy References:

	State	Description
ARSD 24:80		<u>Medical Cannabis and Schools</u>
ARSD 44:90		
		<u>Medical Cannabis</u>
SDCL 34-20G		

Medical Cannabis Administration Plan

Before the administration of medical cannabis on school property or at a school-sponsored activity, at the beginning of each school year and at any time when the qualifying student's administration of medical cannabis changes, the student's parent/guardian must complete and submit to the district this form, the student's registry identification card, the designated caregiver(s) card, and a written signed certification¹ by the recommending practitioner that also includes the dosage, frequency or time of administration, and length of time between dosages.

To be completed by the parent/guardian:

Name of Qualifying Student2: _____

School: _____ Grade: _____

Name and Phone Number of Student's Designated Caregiver(s): _____

By initialing the following statements and signing below, the undersigned parent/guardian hereby acknowledges:

____ I have read and agree to comply with the procedure regarding the administration of medical cannabis to qualifying students as outlined in Policy JHCDE.

____ I assume all responsibility for the provision, administration, maintenance, possession, storage and use of medical cannabis to my child.

____ I understand that no school personnel are required to administer medical cannabis to my child, and that only a registered designated caregiver will be allowed to administer medical cannabis to my child.

____ I understand that I or the designated caregiver for my child will not at any time possess on school property an amount of medical cannabis that exceeds my child's prescribed daily dosage, that it will be transported in a container that meets the packaging and labeling requirements specified by the South Dakota Department of Health, and that as soon as I or my child's designated caregiver administer the dosage of medical cannabis, I or my child's designated caregiver must remove any remaining cannabis from the school property or school-sponsored activity.

____ I understand that the district will determine a designated location and any protocols regarding the administration of medical cannabis to my child and that this plan does not allow for the administration of medical cannabis on federal property or any location that prohibits cannabis on its property.

____ I agree to notify the School District of any change in circumstances as outlined in Policy JHCDE.

____ I understand that permission to administer medical cannabis in accordance with this plan may be revoked for the failure to comply with the procedure, rules or requirement of the administration of medical cannabis to qualifying students or other policies.

By signing below, I hereby release and hold harmless the School District, its officers, agents, employees, and volunteers from any and all liability, damages, injury or other legal claims which I now have or may hereafter have arising out of the administration of medical cannabis to my child.

Date:

Signature of parent or guardian

¹ “Written certification” means the completed South Dakota Department of Health form dated and signed by a physician, physician assistant or advanced practice registered nurse, who is licensed with authority to prescribe drugs to humans, affirming that the document is made in the course of a bona fide practitioner-patient relationship and stating that the patient has a qualifying debilitating medical condition or symptom associated with the debilitating medical condition. The document must specify the patient’s debilitating medical condition and the expiration date of the qualifying patient’s written certification, which cannot exceed one year after the date of issue.

² “Qualifying student” means a student who possesses a valid registry identification card approved by the State of South Dakota Department of Health for the use of medical cannabis.

³ “Designated caregiver” means the qualifying student’s parent, guardian or other responsible adult over twenty-one years of age who is the qualifying student’s registered designated caregiver and who has a caregiver’s card approved by the SD Department of Health. In no event shall another student be recognized as a designated caregiver. A designated caregiver is the only individual permitted to possess and administer to a qualifying student.

To be completed by the school:

I have received the following:

___ Student's registry identification card approved by the State of South Dakota Department of Health authorizing the administration of medical cannabis to the student. The expiration date is: _____

___ The designated caregiver(s) card approved by the State of South Dakota Department of Health authorizing the administration of medical cannabis to the student.

___ Written certification signed by the recommending practitioner that also includes the dosage, frequency or time of administration, and length of time between dosages.

The student's identified designated caregiver's administration of the permissible form of medical cannabis in the designated location has been conditionally approved as follows:

Permissible form(s)⁴ of medical cannabis to be administered:

Oil/Lotion Tincture Edible Product Other: _____

Administration method to be used: _____

Dosage Amount: _____ Time(s) to be Administered: _____

Location of administration⁵ on school property or at a school-sponsored activity:

Date: _____

Name and Signature of Nurse: _____

Name and Signature of Administrator: _____

Copies of the current registry identification card and the registered designated caregiver(s) card will be retained in the student's educational record and updated as needed.

Provide copies of the Administration Plan to:

- Parent/Guardian
- Designated Caregiver (if different than parent/guardian)
- School Principal
- Student's Teacher(s)
- School Nurse

MILITARY LEAVE OF ABSENCE POLICY

ADOPTED 2-8-93

Enlistment or Draft

A regular employee, other than a person holding a temporary position, shall be granted an unpaid leave of absence for the purpose of entering the military service of the United States but not to exceed the enlistment draft or activation period.

Upon completion of the military service, the employee shall be entitled to reinstatement in the classification held, but subject to the following conditions:

1. That the classification for the position has not been abolished;
2. That the employee is qualified and capable of performing the duties of the classification.
3. That the employee makes written application for reinstatement to the Administrator within ninety (90) days after termination of military service;
4. That the employee submits an honorable discharge from military service.

The employee shall make prior application for military leave on the regular leave of absence form to the Administrator. The employee shall attach a copy of their military orders.

An employee hired to replace an employee on active military service, who is otherwise entitled to a continuing contract right or other job protection, may lose those rights if the regular employee returns to the job as provided in SDCL 3-6-21.

Annual Training

A leave of absence shall be granted for reservists for training purposes but not for a period exceeding a total of fifteen (15) days in any calendar year. Request should be made on the regular leave form, and a copy of military orders shall be attached. It shall be within the discretion of the employer whether said leave may be with or without pay. Leaves for training when granted during the regular school year shall be granted without prejudice, but employees are encouraged to make arrangements to taking these training periods during the summer recess.

Legal Refs: SDCL 3-6-19 through 3-6-25, and 33-17-15.

NONDISCRIMINATION POLICY -

ADOPTED 6-12-95

To be Published Annually

The Bison School supports the provision of Title IX of the Educational amendments of 1972, Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973 which commit all schools to the elimination of discrimination on the basis of race, color, national origin, sex and handicap to those programs and activities offered to provide equal opportunity for all students, free from limitations of race, color, national origin, sex and handicap.

This concept of Equal Educational opportunity will serve as a guide to the governing board, the administration and staff in making decisions relating to the employment of personnel, school facilities, curriculum, activities and regulations affecting students and employees.

Inquiries regarding compliance with Title IX, Title VI, and Section 504, Affirmative Action, and The American With Disabilities Act, which prohibit discrimination on the basis of race, color, national origin, sex and handicap conditions, may be directed to the Bison Public School, Superintendent or CEO, PO Box 9, Bison, South Dakota 57620. Telephone number 605-244-5961. Inquiries can also be made to the US Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education Bldg, 400 Maryland Avenue, SW, Washington, DC 20202-1100. Telephone number 800-421-3481.

The Bison School District provides its students, patrons and staff with information regarding the South Dakota and United States Department of Labor and Regulation. South Dakota Department of Labor and Regulation; 123 W Missouri Ave; Pierre, SD 57501-0405
Phone # 605-773-3101; Fax # 605-773-6184
United States Department of Labor; Francis Perkins Building; 200 Constitution Ave., NW; Washington, DC 20210.
Phone # 1-866-4-USA-DOL;

OPEN ENROLLMENT POLICY

ADOPTED 10-13-97

This policy is enacted to fairly allow admission and assignment of both resident and non-resident students in the Bison School District. For the purposes of this policy, the term "resident district" means the district in which a student has legal residence as determined by SDCL 13-28-9. The term "non-resident district" means any district in which a non-resident student seeks to enroll. The term "assigned school" means the attendance center within the district to which a resident student is assigned. The term "non-resident school" means an attendance center within a resident student's district to which the student has not been assigned.

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

A. GENERAL PRINCIPLES

1. A student who is a legal resident of another South Dakota district seeking to transfer to the Bison District must make application to both the resident and non-resident districts. The application must be on triplicate forms provided by the Department of Education and Cultural Affairs. The application must be made by an unemancipated student's parent or guardian or by the emancipated student.
2. The application will be approved or disapproved if the transfer does not result in an inability to provide a quality educational program by the Bison School Board and the

applicant and resident district must be notified of the decision within five days of the decision. Applications will be reviewed in the order received.

- a. In-district transfer applications to move to a non-assigned school can be accepted and acted upon by the Board at any time; however, decisions regarding transfers among attendance centers within the District will be based upon policies consistent with resident/non-resident transfers.
 - b. The application may be withdrawn by the applicant through notification to the affected school boards.
 - c. Once approved by the non-resident district, the applicant's intent to enroll obligates the student to attend school in the receiving non-resident district or non-assigned school for the next school year, unless the two boards agree in writing to allow a student to return to the original district or assigned school or if the parent, guardian or student changes residence to another district.
 - d. If a bona fide change of residence occurs, the parents, guardian, or emancipated student may apply for enrollment in a non-resident district or unassigned school. The application and approval dates will be waived in this circumstance, and the Board will consider the application in a timely manner.
3. Once enrolled in a non-resident district or non-assigned school, the enrollment will continue unless a bona fide change of residence occurs or a subsequent transfer application is received.
 4. A non-resident district will accept credits granted for any course successfully completed in another accredited district. The non-resident district may award a diploma to a non-resident only if the student satisfactorily meets the non-resident district's graduation requirements.
 5. Transportation of non-resident students to school is the responsibility of the applicant. Both the resident and non-resident districts may provide transportation to non-resident students if approved.

B. SPECIAL EDUCATION STUDENTS

Both state and federal law require that the resident district be responsible for providing a free and appropriate public education for students in need of special education and related services. All applications for transfer of a special education student will first be considered by a placement committee, and the placement committee will include representatives of both the resident and non-resident districts. In addition to the other considerations of the 1997 Open Enrollment Act, the following additional considerations will apply:

1. The combined placement committee will determine if the non-resident district can provide appropriate instructional programs and facilities to meet the student's needs.
2. The nonresident district will be responsible for the "actual costs incurred in providing an appropriate special education."
3. The combined placement committee shall determine whether the student requires transportation as a related service and, if the service is required, the resident district will be required to provide or pay for the service.
4. Return of the non-resident special education student to the resident district will be subject to the approval of the combined placement committee.
5. No different dates will be in effect for notification and decision-making with respect to special education students.

C. CRITERIA FOR MAKING TRANSFER DETERMINATIONS

Discrimination based upon race, gender, religious affiliation, or disability is prohibited. All members of the same family, residing in the same household, will be treated the same.

1. The standards will be established based on the capacities of each of the following elements within the district in any approvals:
 - a. Programs
 - b. Classes'
 - c. Grade Levels
 - d. Buildings
2. If a request for admission could do any of the following, the request could be denied.
 - a. Increase cost to the Bison district because additional staff would need to be employed.
 - b. Additional or expanded programs or classes would create additional cost to the Bison District.
 - c. Require remodeling of buildings, rooms, or additional equipment would increase the cost of education to the Bison District.
 - d. If the size of the classes exceed the following: grades K-6, 25 students; grades 7-12, 30 students; combination of 2 elementary grades, 20 students; or 3 or more elementary grades, 12 students.
3. The Department of Education and Cultural Affairs has authority to promulgate rules setting forth procedural and administrative requirements of the open enrollment program. The School District will follow any and all such rules and procedures.
4. The board may deny applications for any of the following reasons:
 - a. The application was not timely;
 - b. The standards established in paragraph C-1 above are violated;
 - c. The applicant is under suspension or expulsion;
 - d. The applicant has been convicted of possession, use, or distribution of any controlled substance, including marijuana and is under suspension pursuant to SDCL 13-32-43;
 - e. The applicant has been convicted of a weapons charge relating to the schools and is under suspension to SDCL 13-32-43.

D. MISCELLANEOUS PROVISIONS

1. The Board will assign all students among the schools within the District, pursuant to to SDCL ch. 13-28.
2. The District will make relevant information about the district, schools, programs, policies, and procedures available to all interested people.
3. Appeals from board action under the 1997 Open Enrollment Act can be made under SDCL ch. 13-46 and the court will conduct a de novo review. The time for the appeal under SDCL ch. 13-46 is written ninety days from the date of the decision.

**OUT-OF-STATE TRAVEL TO SCHOOL SPONSORED EVENTS,
COMPETITIONS OR ACTIVITIES**

ADOPTED: 1-8-90

It is the policy of the Bison School District Board of Education to sponsor students in their pursuit of excellence in academic competitions and leadership activities at the national level within the scope of this policy.

1. There shall be a maximum limit of \$1,000 total and a maximum of \$100 per pupil for student out-of-state travel in the General Fund each fiscal year. If more than ten students are approved during annual budget requisitions, the \$1,000 shall be pro-rated equally among the total number of students approved to attend.
2. Additional funding raised through approved fund raisers (refer to district policy on fund raising), the amount allowable for student travel may be increased both as to maximum \$100 per student and the \$1,000 total maximum through the General Fund.
3. School funds (through the General Fund and/or fund raisers) shall not exceed applicable state and local guidelines on allowable rates.
4. Students attending such activities must be eligible under applicable guidelines and must be approved by their advisor and the administrator. Parental permission is essential. Approval of the Board is required.
5. The administration and advisor must approve any chaperone designated to supervise students attending such activities. Adequate supervision is required for all school sponsored events and advisors shall accompany students attending if at all possible.
6. Advisors and approved chaperones deemed necessary to ensure adequate supervision may receive mileage, meals, rooms and lodging reimbursement for accompanying students on such trips not to exceed budget amount.
7. Advisors must annually submit their plans to have students, advisors and chaperones to attend such activities when they submit their budget requests whether General Fund or Trust and Agency Accounts (fund raisers) are planned as funding sources for anticipated trips.

STUDENTS ALTERNATIVE INSTRUCTION

Adopted Nov. 8, 2021

Children of compulsory school age must regularly attend school, either public, nonpublic, or alternative instruction.

Notification:

Notification of alternative instruction must be submitted on the South Dakota Department of Education notification form that declares the child will be provided with alternative instruction. The notification may be submitted electronically through the SD Department of Education's online system or by providing the completed paper notification form to the District or the SD Department of Education. If the District receives a completed paper notification form, the district will date and sign or stamp the form acknowledging receipt of the notification and provide a copy to the parent, guardian or other person having control of the child. The district will then provide the completed paper notification form to the SD Department of Education. The notification will be kept confidential.

The alternative instruction notification shall be submitted to the SD Department of Education or the District within thirty (30) days from the first time the child begins an

alternative instruction program, enrolls in a public or nonpublic school, or moves to a different school district.

Upon filing of a notification with the SD Department of Education or the District from the parent, guardian or other person having control of the child, the South Dakota Department of Education or the District has been notified that the child is being provided with alternative instruction.

Enrollment on Partial Basis:

Upon request from a child's parent or legal guardian, the district will admit a child who is a resident of the district who is being provided alternative instruction to enroll in one or more classes, while receiving alternative instruction for the balance of his or her education. Upon enrollment, the partially enrolled alternative instruction students must comply with the district's rules and procedures and have the same rights and responsibilities as publicly enrolled students.

Open Enrollment:

School board approval is required in order for a nonresident alternative instruction student to be enrolled in the district, in accordance with the district's open enrollment policy.

Note: The DOE Form, Alternative Instruction Notification, can be found on the SD DOE website under "Home School

State References

SDCL 13-27-1 Responsibility for school attendance

SDCL 13-27-2 Attendance excused by school board

SDCL 13-27-29 Placement of child who has attended unaccredited school or alternative program

SDCL 13-27-3 Child excused if provided alternative instruction

SDCL 13-27-7 Applications for excuse from attendance

SDCL 13-27-8 Appeal on attendance matters to state board

SDCL 13-27-9 Record of certificates of excuse from attendance

PARTICIPATION OF ALTERNATIVE INSTRUCTION STUDENTS

Alternative instruction students are allowed to participate in school-sponsored activities and activities sanctioned by the South Dakota High School Activities Association within the school district in which the student resides. Alternative instruction student participants have the same rights and responsibilities as enrolled students.

As a condition of participation, the alternative instruction student must fulfill the following conditions:

1. . If participating in South Dakota High School Activities Association sanctioned activities, demonstrate compliance with Chapter I, Part IV: Student Eligibility and Chapter II, Part I: Further Eligibility Requirements for Athletic Contests of the

SDHSAA By Laws by annually submitting the SDHSAA Eligibility Checklist for Alternative Instruction Students.

2. Provide to the District a copy of a transcript of the previous semester's completed coursework issued by the parent, guardian, or other person in control of the child. The transcript must be provided prior to the current season of the sport or activity in which the alternative instruction child is participating.
3. Provide proof of age of the child by submitting to the district the child's birth certificate or affidavit in lieu of a birth certificate.
4. Comply with all the District's eligibility requirements. Scholastic/academic eligibility shall be verified per the district's administrative policy following the same procedure used to accept credits towards graduation when an alternative instruction student requests a transfer to the district.
5. Satisfy the responsibilities and standards of behavior and performance, including enrollment in a related class, full participation in a course, or practice requirements, as expected of other student participants as a condition for both the initial acceptance and continued membership in the activity including, but not limited to:
 - a) All the District codes of conduct will be applicable.
 - b) All the District's academic and non-academic training rules and reporting timeline requirements will be applicable. In addition, the South Dakota High School Activities Association transfer and non-academic eligibility rules will be applicable to activities sanctioned by the SDHSAA.
 - c) In order to be eligible to audition for and participate in Region Music Contests, All-State Chorus, All- State Orchestra or All-State Band, the student must be currently enrolled and attending the district's parallel musical organization (if one exists) i.e. vocal music, instrumental music, orchestra.
 - d) A student who is a member of a high school team may not participate in games, practice, tryouts, etc. in that particular sport during the same season on an independent or non-high school team, or as a member of any "All- Star" team, or completely unattached on an individual basis.
 - e) All references to calendar shall refer to the district's calendar.
6. An enrolled student who leaves an accredited program during the school year and who will be provided alternative instruction shall be ineligible for interscholastic activities for the balance of the current season of the sport or activity the student is participating in at the time of notification of alternative instruction.

State References

SDCL 13-27-3 Child excused if provided alternative instruction

SDCL 13-36-4 Delegation of control of interscholastic activities to association

SDCL 13-36-7 Participation in interscholastic activities -

ELIGIBILITY CHECKLIST FOR ALTERNATIVE INSTRUCTION STUDENTS
(Completed on an Annual Basis)

Member School _____ Date _____

Completed _____

Student Name _____ Grade _____

The alternative instruction student must comply with all the items on this checklist in order to participate in SDHSAA sanctioned events. Please check (X) each requirement that has been fulfilled. The aforementioned student:

_____ meets age/grade requirements (grades 7 or higher, but has not reached his/her 20th birthday.

_____ has not attended more than 4 first semesters and 4 second semester of school in grades 9-12. These semesters must be consecutive.

_____ has completed 20 hours of high school work per week for the preceding semester unless entering high school for the first time. Twenty hours is equivalent to four full time academic subjects.

_____ will attend a minimum of 20 hours of high school work per week, at the alternate instruction site, during each semester of the current school year.

_____ seventh and eighth grade students may compete on high school teams provided they meet scholastic standards fully equivalent to those required for students in grades 9-12.

_____ has not graduated from a regular four-year high school or institution of equivalent rank.

_____ was attending classes by the 16th school day of the current semester.

_____ has not been absent from classes for more than 10 consecutive school days (illness of the student or a death in the immediate family excepted)

_____ resides with either a parent or legal guardian (or court placement documents)

ALTERNATIVE INSTRUCTIONS COMPLIANCE

Student:

_____ has provided school officials with acceptable documentation of compliance with all rules governing alternative instruction programs.

_____ has met all member school eligibility requirements.

_____ has not been declared academically ineligible in any accredited school during the past year. (If a student has been declared academically ineligible, he/she is ineligible to participate in SDHSAA events as an alternative instruction student for for a period of one year.)

_____ has not been enrolled in an accredited school during the past calendar year.

_____ has not transferred eligibility from another member school. If so, list member school previously competing with and date of transfer.

(Previous school: _____ Date of transfer: _____)

This is allowed one time during the four years of eligibility. If this occurs at the beginning of the school year, the student would become eligible immediately. If the transfer occurs after the first day of school, the student would become eligible following 45 school days. This is applicable to the initial transfer only. Any subsequent transfer results in ineligibility for one year from the date of transfer. We verify that we are in compliance with Chapter 1, Part IV, Section 2 of the SDHSAA Constitution and By-Laws and SDCL 13-27-3 rules and regulations. Furthermore, we acknowledge and accept that fulfillment of the same responsibilities and standards of behavior and performance, including related class or practice requirements, as other students participating in the interscholastic activity is a condition of participation.

(Signature of parent/guardian)

(Signature of student)

I verify that to the best of my knowledge _____ has complied in all respects with the conditions of SDCL 13-27-3 and Chapter 1, Part IV, Section 2 of the SDHSAA Constitution and By-Laws, and that he/she has received permission from our school to participate in interscholastic activities at this high school and will be added to the SDHSAA annual eligibility report.

(Administrator)

(Athletic/Activities Director)

Additional Athletic Eligibility Rules

- _____ has current forms for parent permit and SDHSAA athletic physical examination
- _____ has never participated in an athletic contest under an assumed name
- _____ has never participated in athletics in any institution of higher rank than a standard secondary school
- _____ has never violated his/her amateur standing
- _____ is not participating as an individual or as a member of another team during the same sport season while a member of a high school team (i.e. playing on a basketball team during the high school basketball season)

Additional Fine Arts Eligibility Rules

- _____ is currently enrolled and attending the local school's parallel musical organization prior to auditioning and/or participating in Region Music Contests, All-State Chorus, All-State Orchestra or All-State Band. If a student tries out for and makes an All-State event, after which the student quits the high school music organization, the student is not eligible to perform in the All-State event for he/she is no longer actively involved in the local school's music group.

PROGRESS REPORTS POLICY

ADOPTED 8-9-10

At the mid-term point of each nine-week quarter, Progress Reports will be sent to parents of all students. Students who have deficiencies may lose privileges of signing out of study hall until the grade is brought up to 'C-' or higher.

During the fall in-service and throughout the year, the teaching staff will be reminded of the need for this regular, two-way communication between teachers and parents concerning the grades of students. To encourage and ensure that there is this communication; before a failing grade is posted on a student's report card, the teacher must initiate a minimum of two separate contacts, by mail or e-mail, with the parents concerning the student's grade. The teacher will document both successful and unsuccessful attempts to contact parents.

PROMOTION AND GRADUATION REQUIREMENTS FOR 7th-8th GRADE

ADOPTED: 9-11-00

Students in grade levels 7 and 8 will be promoted on the basis of completion of course work as required by the Bison School District and the State of South Dakota. Daily grades, 9-week progress reports and teacher observations will be the basis used to determine completion of course work. Students in grade 8 will not be allowed to take grade 7 courses because of failed classes. Students in grade 9 will not be allowed to take grade 8 courses because of failed classes. The entire failed grade will be repeated. Final authority rests with school officials.

RESTRAINT AND SECLUSION POLICY

ADOPTED 10/8/18

Prohibitions: The use of corporal punishment, defined as any act of physical force upon a student for the purpose of punishing that student, is not acceptable in the Bison School District and will not be tolerated as a disciplinary measure.

The use of prone restraint by school district employees, defined as physical pressure applied to any part of the student's body to keep the student in a face down position on the floor or other surface, is prohibited, except when the use is necessary and reasonable in manner and moderate in degree.

The use of seclusion, defined as involuntary confinement of a student locked alone in a room, is prohibited, unless there is a clear and present danger. Seclusion does not include classroom timeouts, supervised in-school detentions, and/or the use of voluntary break rooms.

Crisis Intervention: Physical interventions that are reasonable and necessary for supervisory control over students may be used only as a last resort. Physical interventions shall not be used when less restrictive interventions can successfully maintain the safety of all persons involved in the incident. Physical intervention involves the use of safe and unarmful control and restraint of a student. Physical interventions may be appropriate in the following situations:

- For the purpose of self defense
- To protect other persons from physical injury
- To protect the student from self-injury
- To protect property of the school or of others
- To remove a student if the student has refused to comply with requests to refrain from disruptive behaviors.

Physical Interventions shall end as soon as the dangerous behavior ends or a medical condition places the student at risk of harm.

Staff members likely to use physical interventions shall be trained in proper crisis prevention and restraint techniques and procedures on an annual basis. The Crisis Prevention Institute's Nonviolent Crisis Intervention Training Program will be used. The District may require the following staff members to receive training: administrators, behavior staff, self-contained classroom staff, counselors, and success coordinators.

Notification Procedures: In the event that any corporal punishment, prone restraint, seclusion, or physical intervention is used, the following reporting procedures will be followed:

1. A teacher, support staff or administrator involved must file a written report using a specific incident report form. The report will be filed with the Superintendent's Office within 24 hours of the incident.
2. The report shall relate all relevant details of the incident, including date, time and place, what action was taken, why the action was taken, and what measures, if any, had been taken to prevent the need for such actions.
3. The parent/guardian will be notified by the end of the day. If circumstances do not allow that, a letter will be sent.
4. The report will be kept on file and be made available to the parent/guardian upon request.
5. The parent/guardian will be given an opportunity to confer with the student, staff members, and the administrators involved in the incident to discuss the situation. The conference will take place at an agreed upon time.

This policy will be reviewed with every employee.

SCHOOL VEHICLE

ADOPTED 5-16-07

Employees need to request a school vehicle when travel is job related. The forms are in the business office and should be requested as soon as the date of travel is known. Group school activities will be given first priority. The District will pay the employee state rates when a school vehicle is not available for their use. Upon the return of the vehicle, a trip sheet (which is provided in the vehicle) must be completed and submitted to the business office. *If the employee chooses to use their personal vehicle, the District will pay mileage at the rate of one-half of state rate. Should an employee using their personal vehicle while on a school sponsored trip, travel further for personal use, they shall be paid at state rate to and from the destination of the meeting only.*

SECONDARY CURRICULUM POLICY REVISED AND ADOPTED 1-10-94

The Bison School District 52-1 Board of Education has adopted the following policy on secondary curriculum so that:

1. All State required courses will be taught;
2. All courses will be offered necessary to operate an accredited school; and
3. As many electives as possible will be provided utilizing existing, appropriate certified staff.

The Bison Board of Education directs administration to ensure that courses are taught which are necessary to fulfill items #1 and #2 above. The Board expects the administration to keep the Board informed of changes in state graduation and accreditation requirements in a timely manner.

The philosophy of the Board of Education, as it relates to elective course offerings in the secondary program is to offer as rich a curriculum as realistically possible for the students of the District, with top priority to be based on the importance of the electives to the future success of the majority of the students.

Electives to be taught will be determined by the administration following pre-registration of grades 8-11. Pre-registration and class schedule will be developed prior to contract renewal time. Schedule will be developed by the school administration. Administration will consult with teaching staff involved, qualification of staff will be reviewed and student pre-registration will be considered in class schedule development. Final schedule and registration to be complete by May 1. Staff changes after this date may result in class schedule changes or adjustments.

To be Published Annually

I. Policy Statement

The Bison School District (“District”) does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District’s Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both. *(34 CFR § 106(b)(1))*

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.

Federal law (34 CFR § 106.30) defines “sexual harassment” as conduct on the basis of sex that satisfies one or more of the following: *(34 CFR § 106.30)*

1. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual’s participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient’s education program or activity; or
3. “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

Any person may report sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator. *(34 CFR § 106.8(a))*

Any student 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 may also report it to a teacher, guidance counselor, or school administrator. The report may be made verbally or in writing.

The District's response shall treat complainants and respondents equitably by offering supportive measures to a complainant, and by following a grievance process that complies with Title IX requirements before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. (34 CFR § 106.44(a))

II. Designation of Title IX Coordinator

The Board has designated the following District employee to coordinate its efforts to comply with its responsibilities as set forth in 34 CFR Part 106, who shall be referred to as the "Title IX Coordinator." (34 CFR § 106.8(a))

Name or Title: Marilyn Azevedo,
Superintendent

Office Address: 200 East Carr Street
PO Box 9
Bison, SD 57620

Email Address:
Marilyn.Azevedo@k1
2.sd.us

Telephone Number: 605-244-5961

The District shall notify applicants for employment, students, parents or legal guardians of elementary and secondary school students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District, of the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator. (34 CFR § 106.8(a))

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. (34 CFR § 106.30(a))

III. Dissemination of Policy

The District shall notify persons entitled to the notification under Section I. above that the District does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX and this policy not to discriminate in such a manner. Such notification must state that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the U.S. Assistant Secretary of Education, or both.

The District shall prominently display the contact information required to be listed for the Title IX Coordinator on its website, and in each handbook or catalog that it makes available to persons entitled to a notification pursuant to Section I. above. (34 CFR § 106.8(b))

IV. Adoption of Grievance Procedures

The District has adopted and published grievance procedures (Sexual Harassment – Regulations) that provide for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by Title IX and this policy. The District shall provide to persons entitled to a notification under

Section I above notice of the District's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the District will respond. (34 CFR § 106.8(c))

V. **Definitions** (34 CFR § 106.30(a), except when otherwise indicated)

- a. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any official of the District who has authority to institute corrective measures on behalf of the District, or to any employee of an elementary and secondary school. Imputation of knowledge based solely on vicarious liability (when a person has a particular legal relationship to the person who acted negligently) or constructive notice (deeming notice of something to a person having been given, even though actual notice did not exist) is insufficient to constitute actual knowledge. This standard is not met when the only official of the recipient with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the District.
- b. "Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- c. "Dating violence" means violence committed by a person:
 1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - i. the length of the relationship.
 - ii. the type of relationship.
 - iii. the frequency of interaction between the persons involved in the relationship. (34 U.S.C. 12291(a)(10))
- d. "Decision-maker" means the school administrator who has primary responsibility and authority related to students, staff and attendance center where the alleged sexual harassment occurred, unless otherwise designated by the Board, and who has the authority to make a determination on the complaint as to responsibility of the respondent. (ASBSD sample definition)
- e. "Domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. (34 U.S.C. 12291(a)(8))
- f. "Education program or activity" includes locations, events, or circumstances over which the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs. (34 CFR § 106.44(a))
- g. "Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the District. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information

- required to be listed for the Title IX Coordinator, and by any additional method designated by the District.
- h. “Document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the District) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Should the Title IX Coordinator sign the formal complaint, the Title IX Coordinator is not a complainant or otherwise a party, and the Title IX Coordinator must comply with the Title IX requirements.
 - i. “Notice” includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator.
 - j. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
 - k. “Sexual assault” means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent. (*20 U.S.C. 1092(f)(6)(A)(v)*)
 - l. “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - 1. fear for his or her safety or the safety of others; or
 - 2. suffer substantial emotional distress. (*34 U.S.C. 12291(a)(30)*)
 - m. “Supportive measures” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, escorting the complainant while on District property or while a District off-campus activity, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

VI. District’s Response to Sexual Harassment (*34 CFR § 106.44*)

- A. General response to sexual harassment. Regardless of whether or not a formal complaint is filed, should the District have actual knowledge of sexual harassment in a District educational program or activity against another person in the United States, the District shall respond promptly in a manner that is not deliberately indifferent (i.e., if the District’s response to sexual harassment is clearly unreasonable in light of the known circumstances).

The Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

- B. Response to a formal complaint. In response to a formal complaint, the District shall follow the grievance process as set forth in the Sexual Harassment – Regulations.

- C. Time frames. The time frames set forth in the regulations shall be considered as a maximum length of time within which the related step is to be completed, however, the time frames may be extended for good cause upon written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause includes, but is not limited to, utilization of the informal resolution process, availability of an investigator if not a school employee, complexity of the investigation, absence of a party, a party's advisor, a witness, or decision-maker (including a person necessary for addressing an appeal), concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.
- D. Emergency removal. Nothing in Title IX regulations or this policy prohibits the District from removing a respondent from the District's education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal, however, nothing in Title IX regulations or this policy may be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act. Additionally, nothing in the Title IX regulations or this policy prohibits the District from placing an employee respondent on administrative leave during the pendency of a grievance process, however, nothing in Title IX regulations or this policy may be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

VII. Informal Resolution (34 CFR § 106.45(b)(9))

- A. The District may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this policy.
- B. The District may not require the parties to participate in an informal resolution process under this policy and may not offer an informal resolution process unless a formal complaint is filed.
- C. At any time prior to reaching a determination regarding responsibility the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the District:
 - 1. provides to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
 - 2. obtains the parties' voluntary, written consent to the informal resolution process; and

3. does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

VIII. District's Grievance Process for Formal Complaints of Sexual Harassment (34 CFR § 106.45(b))

- A. For the purpose of addressing formal complaints of sexual harassment, the District's grievance procedure, as set forth in Sexual Harassment – Regulations, shall be followed in conjunctions with the applicable federal regulations. There must be compliance with the requirements of this section, and any provisions, rules, or practices other than those required by this section that the District adopts as part of its grievance process for handling formal complaints of sexual harassment must apply equally to both parties.
- B. Upon receipt of a formal complaint, the Title IX Coordinator shall provide the following written notice to the parties who are known (34 CFR § 106.45(b)(2))
 1. Notice of the District's grievance process, including any informal resolution process.
 2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice must include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice shall inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The written notice shall inform the parties of any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
- C. The District shall treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent. Remedies may be disciplinary in nature. Such remedies may include the same individualized services identified as supportive measures. Remedies must be designed to restore or preserve equal access to the District's education program or activity. (34 CFR § 106.45(b)(1)(i))
- D. The District shall follow the grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. (34 CFR § 106.44(a))
- E. Investigation of a formal complaint. When investigating a formal complaint and throughout the grievance process, the District:
 1. shall have the burden of proof and the burden of gathering evidence sufficient to reach a determination, and the parties shall not have either burden; (34 CFR § 106.45(b)(5)(i))
 2. cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other

- recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the District obtains that party's voluntary, written consent to do so for a grievance process under this section. If a party is not an "eligible student," (i.e., student who has reached 18 years of age), the District must obtain the voluntary, written consent of a "parent," (i.e., natural parent, guardian, or an individual acting as a parent in the absence of a parent or a guardian; *(34 CFR § 106.45(b)(5)(i))*)
3. shall provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence; *(34 CFR § 106.45(b)(5)(ii))*
 4. shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence; provided, however, nothing in this provision prohibits the District from taking disciplinary action due to a party retaliating against any person due to that person having made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding. *(34 CFR § 106.45(b)(5)(iii))*
 5. shall provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties. *(34 CFR § 106.45(b)(5)(iv))*
- F. There shall be an objective evaluation of all relevant evidence, and credibility determinations may not be based on a person's status as a complainant, respondent, or witness. *(34 CFR § 106.45(b)(1)(ii))*
- G. No individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process, may have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. *(34 CFR § 106.45(b)(1)(iii))*
- H. The Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution process, shall receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. *(34 CFR § 106.45(b)(1)(iii))*
1. The decision-makers shall receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
 2. The investigators shall receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

3. No materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, may rely on sex stereotypes, and training materials must promote impartial investigations and adjudications of formal complaints of sexual harassment.
- I. Until a determination regarding responsibility is made at the conclusion of the grievance process, the respondent is presumed to not be responsible for the alleged conduct. *(34 CFR § 106.45(b)(1)(iv); 34 CFR § 106.45(b)(2)(i)(B))*
 - J. The District's grievance procedure as set forth in the Sexual Harassment – Regulations, shall:
 1. include reasonably prompt time frames for filing and resolving appeals and informal resolution processes if District offers informal resolution processes; *(34 CFR § 106.45(b)(1)(vi))*
 2. include a process that allows for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities; *(34 CFR § 106.45(b)(1)(v))*
 3. include the range of possible disciplinary sanctions and remedies or list the possible disciplinary sanctions and remedies that the District may implement following any determination of responsibility; *(34 CFR § 106.45(b)(1)(vi))*
 4. state that for all formal complaints of sexual harassment filed against students and employees, the standard of evidence to be used to determine responsibility is the preponderance of the evidence standard. *(34 CFR § 106.45(b)(1)(vii))*
 5. include the procedures and permissible bases for the complainant and respondent to appeal; *(34 CFR § 106.45(b)(1)(viii))*
 6. describe the range of supportive measures available to complainants and respondents; *(34 CFR § 1045(b)(1)(ix))* and
 7. not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. *(34 CFR § 106.45(b)(1)(x))*
 - K. If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the notice provided pursuant to provision B in this section, the District shall provide notice of the additional allegations to the parties whose identities are known. *(34 CFR § 106.45(b)(2)(ii))*
 - L. Any party whose participation is invited or expected, shall be given written notice of the date, time, location, participants, and purpose of investigative interviews, or other meetings, with sufficient time for the party to prepare to

participate. (34 CFR § 106.45(b)(5)(v))

- M. All parties shall have equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. (34 CFR § 106.45(b)(5)(vi))
- N. Prior to completion of the investigative report, the District must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report. (34 CFR § 106.45(b)(5)(vi))
- O. The investigator shall create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to a determination by a decision-maker regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response. (34 CFR § 106.45(b)(5)(vii))
- P. No adversarial hearing shall be held as provided in the federal regulations (34 CFR § 106.45(b)(6)(ii))
- Q. The Superintendent may make a recommendation to the Board that a student determined to have sexually harassed another person be suspended long-term or expelled (ARSD 24:07:01:01). The Superintendent may also make a recommendation to the Board that an employee determined to having sexually harassed another person be suspended without pay or the person's employment with the District be terminated. Upon any recommendation made by the Superintendent as provided in this paragraph, a hearing shall be held before the Board as allowed under policy or law.

IX. Appeal

- A. Both parties have the right to appeal the decision-maker's determination regarding responsibility, and also from a dismissal of a formal complaint or any allegations therein, on the following bases:
 - 1. Procedural irregularity that affected the outcome of the matter; (34 CFR § 106.45(b)(8)(i)(A))
 - 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; (34 CFR § 106.45(b)(8)(i)(B)) and
 - 3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter. (34 CFR § 106.45(b)(8)(i)(C))
- B. As to all appeals, the Title IX Coordinator shall: (34 CFR § 106.45(b)(8)(iii))

1. notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
2. ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
3. ensure that the decision-maker(s) for the appeal complies with the standard of evidence as required in this policy;
4. give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
5. ensure that a written decision is issued describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties.

X. Consolidation of Formal Complaints

The District may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this section to the singular “party,” “complainant,” or “respondent” include the plural, as applicable. *(34 CFR § 106.45(b)(4))*

XI. Dismissal of a Formal Complaint

- A. The District must investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved, did not occur in the District’s education program or activity, or did not occur against a person in the United States, then the District must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment, however the dismissal does not preclude action under another provision of the District’s code of conduct. *(34 CFR § 106.45(b)(3)(i))*
- B. The District may dismiss the formal complaint or any allegations therein, if at any time during the investigation: *(34 CFR § 106.45(b)(3)(ii))*
 1. a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 2. the respondent is no longer enrolled in or employed by the District; or specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- C. Upon a dismissal required or permitted pursuant to Section A. or B. above, the District shall promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties. *(34 CFR § 106.45(b)(3)(iii))*

XI. Recordkeeping *(34 CFR § 106.45(b)(10))*

- A. The District shall maintain for a period of seven years records of:
 1. each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any

- remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
2. any appeal and the result therefrom;
 3. any informal resolution and the result therefrom; and
 4. all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. A recipient must make these training materials publicly available on its website, or if the recipient does not maintain a website the recipient must make these materials available upon request for inspection by members of the public.
- B. For each response required under XII.A., the District shall create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the recipient's education program or activity. If the complainant is not provided with supportive measures, the District shall document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

XIII. Retaliation Prohibited (34 CFR § 106.71)

- A. Neither the District or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under this policy.
- B. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this policy, constitutes retaliation.
- C. Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination pursuant to the District's Nondiscrimination Policy.
- D. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this provision.
- E. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation prohibited by this policy, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

XIV. Confidentiality

- A. The District shall keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any

individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA), or as required by law, or to carry out the purposes of Title IX (34 CFR part 106), including the conduct of any investigation or any proceeding arising thereunder. (34 CFR § 106.71(a))

B. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. (34 CFR § 106.30(a))

Federal Reference	Description
CFR Title 34 Part 106	Nondiscrimination on the basis of sex
Title IX of the Education Amendments of 1972	
Title IX of the Education Amendments of 1972 USC	
Title 20 §1092(f)(6)(A)(v)	Definition of sexual assault
USC Title 20 §1681-1688	Nondiscrimination on the Basis of
Sex in Educational Programs and	Activities
USC Title 34 §12291(a)(10)	Definition of dating violence
USC Title 34 §12291(a)(30)	Definition of stalking

Policy Description

STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT DUE PROCESS RIGHTS
STUDENT CONDUCT
STUDENT CONDUCT ON
SCHOOL BUSES
BULLYING

SEXUAL HARASSMENT – REGULATION

Adopted on March 14, 2022

SECTION 1 - Policy Statement

The Bison School District (“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's policy prohibiting sexual harassment may be found in the Board policy book preceding these regulations. This regulation supplements that policy, and the policy and these regulations are consistent with the federal regulations set forth in 34 CFR Part 106, which are incorporated herein by reference.

Students who violate the policy prohibiting sexual harassment shall be subject to appropriate disciplinary action, up to and including expulsion. Employees who violate this policy shall be subject to appropriate disciplinary action, up to and including termination of employment. School volunteers, parents, guests, visitors, and vendors who violate this policy may be prohibited from being on school property.

Note: Complaints based on nondiscrimination in federal programs, complaint against school employees, and complaints related to bullying are addressed through other school district policies and not through the policy prohibiting sexual harassment and this regulation.

SECTION 2 - Definitions

A. Sexual Harassment. Federal law (34 CFR § 106.30) defines "sexual harassment" as conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

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, constitutes sexual harassment. 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.

Sexual harassment is a specific type of harassment which is prohibited under the sexual harassment policy. Examples of sexual harassment include, but are not limited to:

- Unwelcome sexual flirtations, advances or propositions;
- Verbal comments, jokes, or abuse of a sexual nature;
- Graphic verbal comments about an individual's body;
- Sexually degrading words used to describe an individual;
- Displaying pornographic material;
- Physical contact or language of a sexually suggestive nature.

B. Other definitions. Other definitions applicable to these Regulations are the definitions as set forth in the Sexual Harassment policy.

SECTION 3 - Sexual Harassment Reporting Procedure

Any person may report sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

Any student 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 may also report it to a teacher, guidance counselor, or school administrator. The report may be made verbally or in writing.

The written complaint of Sexual Harassment - Complaint Report Form must include the following:

- the date the written Complaint was filed or the Sexual Harassment - Complaint Report Form was completed,
- the school employee receiving the Complaint (if applicable), the name of the person reporting the sexual harassment,
- the address/phone # of the person reporting the sexual harassment,
- the specific conduct or nature of the sexual harassment complaint including the person(s) alleged to have sexually harassed the complaining party or another person, the date(s) and location where the conduct occurred, witnesses, etc.,
- the date the school employee completed the form (if applicable),
- the date and signature of the person reporting the sexual harassment.

If the signed written complaint was given to a teacher, guidance counselor, or administrator, or if the Sexual Harassment - Complaint Report Form was completed by a teacher, guidance counselor, or administrator, the teacher, guidance counselor or administrator shall forward the complaint or Sexual Harassment - Complaint Report Form to the Title IX Coordinator.

Regardless of whether or not a formal complaint is filed, should the District have actual knowledge of sexual harassment in a District educational program or activity against another person in the United States, the District shall respond promptly in a manner that is not deliberately indifferent (i.e., if the District's response to sexual harassment is clearly unreasonable in light of the known circumstances).

SECTION 4 - Retaliation Prohibited

- A. Neither the District or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or any proceeding under this policy.
- B. The prohibition against retaliation related to a sexual harassment complaint is set forth in full in Policy ACAA, Sexual Harassment, Section XIII, and by this reference incorporated herein as if set forth in full.

SECTION 5 - Procedure for Addressing Sexual Harassment Complaints

A. General Provisions.

1. The Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures and consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
2. The timeframes set forth in these regulations shall be considered as a maximum length of time within which the related step is to be completed, however, the time frame may be within which the District is required to complete a step may be extended for good cause upon written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause includes, but is not limited to, utilization of the informal resolution process, availability of an investigator if not a school employee, complexity of the investigation, absence of a party, a party's advisor, a witness, or decision-maker (including a person necessary for addressing an appeal), concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities;
3. Nothing in the policy or these regulations prohibit the District from removing a respondent from the District's education program or activity on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal, however, nothing in the policy or regulations may be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act. Additionally, nothing in the policy or regulations prohibits the District from placing an employee respondent on administrative leave during the pendency of a grievance process, however, nothing in the policy or regulations may be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

B. Confidentiality

1. The District shall keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by Family Educational Rights and Privacy Act (FERPA), or as required by law, or to carry out the purposes of Title IX (34 CFR part 106), including the conduct of any investigation or any proceeding arising thereunder.
2. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures.

C. Informal Resolution:

1. The District may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this policy, may not require the parties to participate in an informal resolution process under this policy, and may not offer an informal resolution process unless a formal complaint is filed.
2. Sexual Harassment, Section VII, is the section explaining informal resolution and by this reference incorporated herein as if set forth in full.

D. Formal Complaint:

1. Upon receipt of a formal complaint, the Title IX Coordinator shall provide the following written notice to the parties who are known:
 - a. Notice of the District's grievance process, including any informal resolution process.
 - b. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice must include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice shall inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The written notice shall inform the parties of any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
2. The District shall treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent. Remedies may be disciplinary in nature. Such remedies may include the same individualized services identified as supportive measures. Remedies must be designed to restore or preserve equal access to the

- District's education program or activity.
3. The District shall follow the grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.
- E. Investigation of a Formal Complaint:
1. The District must investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the District must dismiss the formal complaint with regard to that does not preclude action under another provision of the District's code of conduct.
 2. Unless the nature of the complaint and investigation dictate otherwise, the Investigation should be completed within sixty (60) calendar days of receipt of the complaint.
 3. When investigating a formal complaint and throughout the grievance process, the District:
 - a. shall have the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility;
 - b. shall provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
 - c. shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence, provided, however, nothing in this provision prohibits the District from taking disciplinary action due to a party retaliating against any person due to that person having made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under this policy;
 - d. shall provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
 4. If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the notice provided pursuant to provision D.1., the District shall provide notice of the additional allegations to the parties whose identities are known.
 5. Any party whose participation is invited or expected shall be given written notice of the date, time, location, participants, and purpose of all investigative interviews, proceedings, or other meetings, with sufficient time for the party to prepare to participate.
 6. All parties shall have equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon

which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

7. Prior to completion of the investigative report, the District must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report. The District shall make all such evidence subject to the parties' inspection and review available to give each party equal opportunity to refer to such evidence.
8. The investigator shall create an investigative report that fairly summarizes relevant evidence and, at least ten (10) calendar days prior to a determination by a decision-maker regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

F. Determination:

1. The assigned decision-maker shall not be the same person as the Title IX Coordinator or investigator(s).
2. After the Investigator has sent the investigative report to the parties, and before reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. All parties shall have ten (10) calendar days from the date the investigatory report was sent to the parties to submit written, relevant questions to the decision-maker, who shall forward the questions to the other party following the ten (10) period, unless all parties submitted questions prior to the end of the ten (10) day period and in such case the decision-maker shall forward the questions upon receipt of questions by all parties. All parties shall have (5) calendar days to submit to the decision-maker and the other parties any written responses to the questions.
3. The decision-maker shall have fourteen (14) calendar days, after the expiration of time frame set forth in E.8. above, to issue a written determination as to the complaint.
4. The foregoing process is in lieu of an adversarial hearing as provided under the federal regulations.
5. Standard of evidence. For all formal complaints of sexual harassment filed against students and employees, the standard of evidence to be used to determine responsibility is the preponderance of the evidence standard.
6. Upon recommendation of a decision-maker, and following an appeal of the decision-maker's determination to the assigned appeal decision maker, the Superintendent may make a recommendation to the Board that a student determined to have sexually harassed another person be suspended long-term or expelled (ARSD 24:07:01:01). The Superintendent may also make a recommendation to the Board that an employee determined to having sexually harassed another person be suspended without pay or the person's employment with the District be terminated. Upon any recommendation of made by the Superintendent as provided in this paragraph, a hearing shall be held before the Board as allowed by

- policy or law.
7. Disciplinary sanctions. Following any determination of responsibility the District may implement disciplinary sanctions and remedies that include, but are not limited to:
 - a. if a student:
 - i. loss of privileges;
 - ii. detention;
 - iii. in-school suspension;
 - iv. long-term suspension;
 - v. expulsion.
 - b. if an employee:
 - i. written reprimand;
 - ii. written plan of improvement, which may include directive to obtain training related sexual harassment and the prohibition against sexual harassment;
 - iii. suspension without pay;
 - iv. termination of employment.
 - c. if a guest or vendor
 - i. restrict access to school property;
 - ii. deny access to school property.
 8. The decision-maker must issue a written determination regarding responsibility. To reach this determination, the decision-maker shall apply the preponderance of evidence standard of evidence.
 9. The written determination shall include:
 - a. identification of the allegations potentially constituting sexual harassment;
 - b. a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
 - c. findings of fact supporting the determination;
 - d. conclusions regarding the application of the District's code of conduct to the facts;
 - e. a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the District to the complainant; and
 - f. the District's procedures and permissible bases for the complainant and respondent to appeal.
 10. The District shall provide the written determination to the parties simultaneously.
 11. The determination regarding responsibility becomes final either on the date that the recipient provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an

appeal is not filed, the date on which an appeal would no longer be considered timely.

G. Appeal

1. Both parties have the right to appeal the decision maker's determination regarding responsibility to the assigned appeal decision maker, and from a dismissal of a formal complaint or any allegations therein, on the following bases:
 - a. Procedural irregularity that affected the outcome of the matter;
 - b. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - c. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
2. As to all appeals, the Title IX Coordinator or appeal decision-maker shall:
 - a. notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
 - b. ensure that the assigned appeal decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
 - c. ensure that the decision-maker(s) for the appeal complies with the standard of evidence as required in this policy;
 - d. give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
 - e. ensure that a written decision is issued describing the result of the appeal and the rationale for the result and provide the written decision simultaneously to both parties.

SECTION 6 - Miscellaneous

- A. Consolidation of formal complaints. The District may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this section to the singular "party," "complainant," or "respondent" include the plural, as applicable.
- B. Dismissal of Complaint:
 1. The District may dismiss the formal complaint or any allegations therein, if at any time during the investigation:
 - a. a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

- b. the respondent is no longer enrolled in or employed by the District; or specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
2. Upon a dismissal required or permitted pursuant to B.1. above, the District shall promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties.
3. Any party whose participation is invited or expected, shall be given written notice of the date, time, location, participants, and purpose of investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
4. Both parties shall have equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

STUDENT ATTENDANCE

Approved 7/18/19

South Dakota has a compulsory school attendance law (SDCL 13-27-1) which requires parents to ensure that their children attend school on a regular basis until the child reaches their 18th birthday.

School is preparation for future life. It is important that habits of regular attendance be developed. Regular attendance establishes a pattern of responsibility and commitment that will serve students throughout their lives, including post-high school education and the workplace.

Consistent school attendance has a high positive correlation to academic success and school completion. A student's contribution and achievement in class are directly related to attendance. Research shows that students learn best when they attend school every day. When students miss school, they miss important lessons and essential skills they need for academic success. Students and parents/guardians must understand that students miss a vital portion of their education when they are absent from class. Activities that take place in the classroom are a vital part of the teaching-learning process. Teachers will communicate with students and parents/guardians about the effect of attendance upon student achievement and success in their class and in their lives as adults.

More than 10 absences in a school year is considered to be excessive by the Bison School District. Student absences in grades 7-12 will be limited to missing no more than 5 days per semester, with a total of 10 days per year. Absences in excess of 5 days may be excused if they fall into one of the following categories: medical appointments accompanied by a doctor's note, serious illness with documentation, a death in the

family, school sponsored activities, and a family emergency approved by the administration. Absences beyond the five days per semester may result in the loss of academic credit, recovery time after school, or a truancy petition filed with the states attorney's office. Elementary students with excessive absences will be considered for review for retention.

Parents are obligated to see that school age students attend school regularly. When a student is ill or unable to attend school, a call from the parent or guardian (244-5961 by 8:00 a.m.) or a note from the parent or guardian upon return to school is required.

If illness or injury will require a lengthy absence, the school should be contacted so special arrangements may be made. Make up work should be completed in a time frame deemed appropriate by the teacher. Grades may be adjusted for late make up work. Advance notice of student absences will be appreciated by the teacher.

If you are absent from school, you are not able to play or participate in extracurricular events on that day, unless administrative permission has been arranged in advance.

Attendance is top priority for Bison students. Students missing in excess of 5 days per semester will make up the days missed after school. They will stay after school for 1 hour for 4 days for each classroom day missed in excess of 5 days. The office retains the right to require a note from a physician for extended or chronic illness.

In order to participate in an extra-curricular contest, the student must be in school the last three periods the day of the contest. If a student is absent the entire day the student is unable to play or participate in extracurricular events on that day.

Detention comes first over sports practice. Students will have 2 days for each day absent to make up school work. If the assignment was given before the student was absent it is due when the student returns.

Legal References:
SDCL Ch. 13-27 Compulsory School Attendance

TECHNOLOGY RESOURCES POLICY

ADOPTED 03/10/08

Purpose:

The Bison School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Bison School District's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the Bison School District.

Definition – Technology Resources:

The Bison School District's technology resources include, but are not limited to, the following resources: network Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images and new technologies as they become available.

Regulations:

The use of the Bison School District's technology resources are a privilege, not a right. The privilege of using the technology resources provided by BHS is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Bison School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

User Terms and Conditions

The use of the Bison School District's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Bison School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to ensure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.
3. Bison School District does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from the use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or the inability to use the network or Internet.
4. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.
5. Any security or equipment problems arising from the use of technology resources must be reported to the Network Administrator.
6. Prohibited technology resource activities include, but are not limited to, the following:
 - Violations Specific to Computer Usage:
 - a. Accessing or printing offensive, profane, pornographic, obscene, or sexually explicit materials.
 - b. **Sending, uploading, downloading, or distributing threatening, pornographic, obscene, or sexually explicit materials.**

- c. Downloaded entertainment files must be stored on external storage devices, and not on the school's resources.
- d. **Vandalizing, damaging, or disabling property of the school or another individual or organization.**
- e. Accessing another individual's materials, information, or files without permission.
- f. Using the network or Internet for commercial, political campaign, or financial gain.
- g. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- h. **Promoting or soliciting illegal activities.**
- i. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- j. Violating copyright or other protected material laws.
- k. Subscribing to mailing lists, mass e-mail messages, games or other services that generate several messages that can slow the system and waste other users' time and access.
- l. Intentionally wasting school resources.
- m. Using e-mail, other than State issued e-mail, Web CT, or other classroom approved web-based services. All e-mail is subject to inspection by school personnel.

Violations Specific to Computer Network:

- a. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- b. **Logging on to the network as a system administrator.**
- c. **Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources. (spyware, file share software, hacking software, etc.)**
- d. **Creating, uploading, or transmitting computer viruses.**
- e. Attempting to defeat computer or network security.
- f. Accessing or printing offensive, profane, pornographic, obscene, or sexually explicit materials.
- g. **Sending, uploading, downloading, or distributing threatening, pornographic, obscene, or sexually explicit materials**
- h. Compromising your password for any reason.

****Violations in bold constitute a major infraction.**

THE INTERNET ACCEPTABLE USE POLICY (AUP).

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the provisions of Use of Technology Resources Policy and the Acceptable Use policy will result in disciplinary action.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use.

The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

Each student, upon signing the AUP is granted computer use, network use and internet accessibility. If violations occur, as stated in sections 8 and 9 of this policy, the following consequences apply.

- a. Student violations will result in loss of computer access and privileges.
 - Minor or first violation may include loss of computer privileges, detention, in-school suspension or other consequences to be determined by the school administrator.
 - Major violations of this policy will result in loss of computer privileges for no less than 10 student/teacher contact days. The student may be referred to law enforcement authorities.
 - Students who lose computer privileges for either a minor, first or major violation must be responsible for the completion of homework assignments as directed by the classroom teacher.
 - Alternative consequences may be administered based on unusual circumstances upon administrative review.
- b. Staff violations will be subject to recorded and/or subject to disciplinary action.
 - Minor or first violations will result in a written record of the infraction placed in his/her personnel file.
 - Major violations shall be subject to discipline, up to and including suspension or termination in accordance with board policy, negotiated agreement and applicable law.

LAPTOP/CHROMEBOOK POLICY

The focus of this 1:1 Bison Laptop/Chromebook initiative is to prepare students for their future, a world of digital technology and information. As we enter the twenty-first century, excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the laptop/computer. The individual use of laptops/computers is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Laptops/computers encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Learning with laptops/chromebooks integrates technology into the curriculum anytime, anyplace.

Each high school student enrolled in a DUAL credit or online class will be issued the Student Laptop Handbook. The Student Laptop Handbook defines in detail the expectations and responsibilities for students with laptops.

The policies, procedures and information within this document apply to all laptops/computers used at Bison High School, including any other device considered by the administration to come under this policy.

Teachers may and are expected to set additional requirements for computer use in their classroom.

1. RECEIVING YOUR LAPTOP/TABLET

Laptops will be distributed each fall during “Laptop/Chromebook Orientation.” Parents of students receiving a device are required to attend Laptop Orientation. All parents & students must sign and return the Laptop Computer Protection plan and Student Pledge documents before the laptop can be issued to the student. The Laptop Computer Protection plan outlines three options for families to protect the laptop investment for the school district. Please review the Laptop Computer Protection plan included in this handbook.

Laptops/computers will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original laptop each year while enrolled at BHS in DUAL credit or online classes.

2. TAKING CARE OF YOUR LAPTOP/CHROMEBOOK

Students are responsible for the general care of the laptop they have been issued by the school. Laptops/computers that are broken or fail to work properly must be taken to the network administrator.

Any damage sustained by the computer will be paid for by the student prior to the end of the school year. The cost of the damage will be assessed according to the fee chart located on page 8. Any student who intentionally damages their computer will not be eligible for use of a device in the future.

2.2 General Precautions

- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Students should never carry their laptops while the screen is open.
- Laptops/computers must remain free of any writing, drawing, stickers, or labels that are not the property of the Bison School District.
- Laptops/computers must never be left in any unsupervised area.
- Students are responsible for keeping their computer/laptop’s battery charged for school each day.
- Students should never loan or trade your chargers to other students.
- Students must refrain from eating and drinking while using their device.

2.3 Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

Clean the screen with a microfiber cloth only. **Do not use commercial glass cleaners.**

3. USING YOUR LAPTOP/TABLET AT SCHOOL

Laptops/computers are intended for use at school each day. In addition to teacher expectations for laptop/computer use, school messages, announcements, calendars and schedules can be accessed using the laptop computer. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher.

3.1 Laptops Left at Home

Laptop left at home is not an acceptable excuse for not submitting work. Violations may result in the reduction of grade. Repeat violations may result in disciplinary action. Loaner computers will not be issued simply because a student forgot their laptop.

3.2 Laptop Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair with the network administrator. Students are responsible for the care of the loaner while in their possession.

3.3 Charging Your Laptop's Battery

Laptops must be brought to school each day in a fully charged condition. Students need to charge their laptops each evening.

3.4 Screensavers

- Inappropriate media may not be used as a screensaver.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug gang related symbols or pictures will result in disciplinary actions.
- Passwords on screensavers are not to be used.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

3.5 Printing

Students may use any available printers for printing. All printing is to be school related. Documents may be retrieved with teachers' permission during class or breaks.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Network Directory

Students will be logging onto our network in order to back up their work. Students will have their own user account and folder on the network with ample space to back up any school-related work.

Additional folders in the Staff/Student Shared Folder may be created or added by the student. All student work should be stored in one of the directory folders. Only files stored in the Staff/Student Shared Folders will be automatically backed up and saved. Student work saved to a different location on the computer will not be saved to the high school server.

4.2 Saving data to Removable storage devices

Students are encouraged to back up their data frequently using a removable storage device (flash drive, USB HD, etc.). Students are responsible to the purchase of their own storage device. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. **Computer malfunctions are not an acceptable excuse for not submitting work.**

5. SOFTWARE ON LAPTOPS

5.1 Originally Installed Software

The software originally installed by BHS must remain on the laptop in usable condition and be easily accessible at all times.

5.2 Virus Protection

The laptop has anti-virus protection software. This software will scan the hard drive for known viruses on boot up. The virus software will be upgraded from the network. The school's storage server is also installed with virus protection software and hardware.

5.3 Additional Software

Any additional software programs loaded onto the laptop/computer must be completed by the network administrator. Students are not allowed to add additional software to their device without approval and permission.

5.4.1 Inspection

Students may be selected at random to provide their laptop/computer for inspection.

5.5 Procedure for re-loading software

If technical difficulties occur the computer will be imaged. The school does not accept responsibility for the loss of any software deleted due to a re-format and re-image.

6. USE OF TECHNOLOGY RESOURCES AND INTERNET ACCEPTABLE USE (AUP)

6.1 Computer, internet and network use

Definition – Technology Resources:

The Bison School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, e-mail, optical media, digital images, and new technologies as they become available.

Regulations:

The use of the Bison School District's technology resources are a privilege, not a right. The privilege of using the technology resources provided by BHS is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Bison School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Bison School District's Discipline policies shall be applied to student infractions.

User Terms and Conditions

The use of the Bison School District's technology resources is subject to the following terms and conditions:

2. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Bison School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
3. User accounts are considered the property of the school district. Network administrators will review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.
4. Prohibited technology resources activities include, but are not limited to, the following:

Any action by a student that is determined by their classroom teacher or a system

administrator to constitute an inappropriate use of the Internet is a violation of the AUP.

Computer Laptop Violations:

- a. Accessing or printing offensive, profane, pornographic, obscene, or sexually explicit materials.
- b. **b. Sending, uploading, downloading, or distributing threatening, pornographic, obscene, or sexually explicit materials.**
- c. Downloading entertainment files using the schools network.
 - Downloaded entertainment files must be stored on external storage devices, and not on the schools resources (laptops and personal network folder).
- d. **Vandalizing, damaging, or disabling property of the school or another individual or organization.**
- e. Accessing another individual's materials, information, or files without permission.
- f. Using the network or Internet for commercial, political campaign, or financial gain purposes.
- g. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- h. **Promoting or soliciting for illegal activities.**
- i. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- j. Violating copyright or other protected material laws. Plagiarism is a violation of the FHS Discipline Matrix. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- k. Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- l. Intentionally wasting school resources.
- m. Using email, other than State issued E-Mail or e-learning (All e-mail is subject to inspection by the school).
- n. Using any school technology resources in such a way as to have a negative effect on the school, students, teachers, administrators, school board members or adult members of the community.

Computer Network Violations:

- a. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- b. **Successfully logging on to the network as a system administrator.**
- c. **Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources. (spyware, file share software, hacking software, etc.)**
- d. **Creating, uploading, or transmitting computer viruses.**
- e. Attempting to defeat computer or network security.
- f. Accessing or printing offensive, profane, pornographic, obscene, or sexually explicit materials. If a student inadvertently accesses a web site that contains

- obscene, pornographic or otherwise offensive material, notify a teacher, Network Administrator, or principal immediately so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.
- g. **Sending, uploading, downloading, or distributing threatening, pornographic, obscene, or sexually explicit materials.**
 - h. Compromising your password for any reason.
 - i. Using the Internet without a signed AUP
 - j. Any activity that violates a school rule or a local, state, or federal law.
 - k. Chatting is prohibited during the school day unless assigned or approved by the classroom
 - l. Accessing social sites such as Facebook, Twitter, Google Groups, etc., during the school day unless assigned by a teacher

** Violations in bold constitute a major infraction.

Consequences for Violations: The consequences will be consistent with the BHS Discipline Policies and the Laptop/Computer Handbook. The student may be referred to law enforcement authorities. Alternative consequences may be administered based on unusual circumstances upon administrative review.

7. Bison School District does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an “as is” basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

8. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person’s account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.

9. Any security or equipment problems arising from the use of technology resources must be reported to the Network Administrator.

10. Students will be held responsible for maintaining their individual school computers and keeping them in good working order.

The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use will be repaired with no cost or minimal cost to the student. Computers that have been damaged accidentally will be repaired and fees will be charged in accordance with the table of fees, fines and repair costs. Students will be entirely responsible for the cost of repairs to computers that are damaged intentionally.

Accidental laptop damage: Students who have recorded 2 or more instances of accidental laptop damage will be asked to check their laptop in with the network administrator after school. Laptops can be checked out again before classes begin the next day. Special

permission to take a laptop home for class work may be permitted by the student's teacher.

Computers that are stolen must be reported immediately to the Network Administrator, Administration Office and the Perkins County Sheriff's department.

Individual school laptop computers and accessories must be returned to the Network Administrator at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at BHS for any other reason must return their individual school laptop computer on the date of termination.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at BHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer. Failure to return the computer will result in a grand theft report being filed with the Perkins County Sheriff's department.

11. Internet

The Internet links thousands of computer networks around the world, giving the Bison School District's students access to a wide variety of computer and information resources. In general, electronic traffic passes freely in a trusting atmosphere with a minimum of constraints.

The Bison School District does not have control of the information on the Internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-12 setting. The Bison School District and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial information. We firmly believe that the educational value of information, and the interaction available on this worldwide network outweighs the risks that users may procure materials that are not consistent with the educational goals of the school district. One of our goals is to support students in responsible use of this vast reservoir of information.

The Bison School District specifically denies any responsibility for the accuracy or quality of information obtained through its Internet accounts.

11.1 Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with the provisions of the Laptop/Computer Handbook, Use of Technology Resources Policy, and the Acceptable Use Policy will result in disciplinary action as outlined in the BHS Discipline policies and the Suspended Privileges Section of the Laptop/Computer Handbook.

E-mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. The

District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of e-mail and network communications are governed by the South Dakota Open Records Act; proper authorities will be given access to their content.

12. PROTECTING & STORING YOUR LAPTOP COMPUTER

12.1 Laptop Identification

Student laptops will be labeled in the manner specified by the school. Laptops can be identified in the following ways:

Record of serial number
Bison School District asset tag
Individual User account name and password

12.2 Password Protection

Compromising your password for any reason is not in your best interest and is a violation of the Technology Resources Policy. This may result in disciplinary action due to the actions of the unauthorized user.

12.3 Storing Your Laptop at School

When students are not monitoring laptops, they should be stored in their lockers.

12.4 Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Any computer left in these areas could be stolen. Unsupervised laptops will be confiscated by staff and taken to the High School Office and a fine will be assessed when you claim your laptop. Disciplinary action may be taken for repeat offenders.

13. REPAIRING OR REPLACING YOUR LAPTOP COMPUTER

13.1 Warranty This coverage is purchased by the Bison School District as part of the purchase price of the computer. The company warrants the laptops from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop or laptop replacement. The warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all laptop problems to the Network Administrator.

13.2 Accidental Damage

Accidents can and do happen and the following chart lists the fees associated with the repair of accidental damage to various parts.

Fee Chart:

ITEM	COST
Broken Latch or Hinge	\$20.00
Damaged Keyboard	\$100.00
Broken Screen	\$50.00
Drop/Broken Laptop (chassis) Top cover	\$50.00
Bottom cover	\$45.00
Damaged/Lost Cord	\$45.00
Damaged Speakers	\$20.00
Intentional Damage/Loss of Battery	\$60.00
Additional Fees may be assessed depending upon laptop condition	

When a student reports accidental computer damage repeatedly it is classified as neglect and abuse. Students that need the same part replaced for the third time will be subject to the fees on the following Repeat Offender Chart.

Repeat Offender Chart:

ITEM	COST
Broken Latch or Hinge	\$40.00
Damaged Keyboard	\$100.00
Broken Screen	\$100.00
Drop/Broken Laptop (chassis) top or bottom	\$100.00
Re-Image Hard Drive	\$25.00
Damaged/Lost Cord	\$50.00
Intentional Damage/Loss of Battery	\$100.00
Additional Fees may be assessed depending upon laptop condition	

13.3 School District Protection

School District Protection is available for students and parents to cover laptop replacement. The protection cost is \$25.00 annually for each laptop with a maximum cost of \$50.00 per family and includes a \$200.00 deductible for each claim. The School District Protection also covers against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. For accidental damage the \$200.00 additional charge for each claim will be adjusted to be consistent with the Accidental Damage Fee Chart. All insurance claims must be reported to the Network Administrator. We encourage all families to purchase the School District Protection Plan.

13.4 Claims

All insurance claims must be reported to the Network Administrator. In instances of theft, loss, or fire, students or parents must file a police or fire report and bring a copy of the

report to the principal or Network Administrator's office before a laptop can be repaired or replaced with School District Protection.

Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the Bison School District Discipline policies. The District will work with the Perkins County Sherriff's Department to alert pawnshops and police departments in the area to be aware of this District-owned equipment.

LAPTOP COMPUTER PROTECTION AGREEMENT

The Bison School District recognizes that with the implementation of the laptop initiative there is a need to protect the investment by both the District and the Student/Parent. The following outlines the various areas of protection: warranty, protection and insurance.

WARRANTY: This coverage is purchased by the Bison School District as part of the purchase price of the equipment. The company warrants the laptops from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop or laptop replacement. The warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses.

INSURANCE FOR THEFT, LOSS, FIRE AND ACCIDENTAL DAMAGE:

Following are the three options that are available for these types of losses, and the Student/Parent must commit to one by checking the appropriate box.

- No Insurance Personal Insurance -You agree to pay for the replacement of the laptop at a cost not to exceed \$1,000.00 should the laptop be stolen, lost or damaged by fire.
- Personal Insurance- You will cover the laptop under your own insurance policy and in the case of a theft, loss or damage by fire, you agree to pay the District the amount received from your insurance company plus any additional amount needed to cover the laptop replacement not to exceed \$1,000.00.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST** be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the high school office or Network Administrator. The \$200.00 deductible is the responsibility of the student/parent and must be paid before the laptop can be repaired or replaced.

INTENTIONAL DAMAGE: Laptop Protection **DOES NOT** cover intentional damage of the laptops.

Student Name: _____ (Please Print)

Student Signature:

_____ Date: _____

Parent Signature: _____ Date: _____

Student Pledge for Laptop Use

1. I will take good care of my laptop and know that I will be issued the same laptop each year.
2. I will never leave the laptop unattended.
3. I will never loan out my laptop to other individuals.
4. I will know where my laptop is at all times.
5. I will charge my laptop's battery daily.
6. I will keep food and beverages away from my laptop since they may cause damage to the computer.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will protect my laptop by only carrying it while in the sleeve provided or an approved case.
9. I will use my laptop computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the District laptop/computer.
11. I understand that my laptop is subject to inspection at any time without notice and remains the property of the Bison School District.
12. I will follow the policies outlined in the Laptop Handbook, Use of Technology Resources Policy and the Acceptable Use Policy while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my power cords, battery, or laptop sleeve in the event any of these items are lost or stolen.
16. I agree to return the District laptop, sleeve and power cords in good working condition.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

I agree with the policies and procedures of the 2016-2017 Laptop/Computer Handbook set forth by the Bison School District #52-1.

Parent Signature: _____ Date: _____

TITLE I PART A
BISON ELEMENTARY SCHOOL PARENTAL INVOLVEMENT POLICY
ADOPTED 7/9/12

PART I GENERAL EXPECTATIONS

Title I annual meeting will be held at Bison School in the fall of each school year at a Back to School parent and student evening. This event is open to all K-6 and preschool/Head Start students and their families. This meeting will explain Title I involvement in their student's education. This includes the Schoolwide plan and Parent Involvement Policy. Copies of the Bison School Schoolwide plan will be available at the annual meeting. Copies of the Parent Involvement Policy will be included in the August patron letter mailing.

Throughout the year parents will have opportunities to be involved in their child's education. Parents will be encouraged to visit the school, volunteer in the classrooms or school wide activities, and attend Parent/ Teacher conferences, Family Library Night, Classroom performances and activities, Read Across America Week and other events that enhance their child's education. These activities will be held at various times throughout the year allowing for parents to choose which events will work with their schedule.

A public meeting will be held each spring to review and revise the School Wide Plan and Parent Involvement Policy based on a survey sent out prior to the review. Parents are encouraged to voice any ideas or concerns about the Title I activities or Parent Involvement opportunities Bison School provides. Concerns or questions that cannot be addressed by the Title department or superintendent at Bison School will be forwarded to the State Department of Education.

Parents of school wide students will be informed of activities via various forms of media. Title I teachers will use notes home, community marquee, newspaper, school bulletin and website, e-mail, monthly patron letter, and the local access channel to inform parents of school activities.

Bison School uses researched based curriculum in all k-6 classrooms. Assessments are done periodically in the classroom with chapter tests, daily quizzes and unit projects. Bison school uses the AIMSweb benchmark system to assess the students in the fall, winter, and spring. Students needing extra assistance are identified through these assessments and daily work.

Title I staff will be available throughout the year to answer parental questions and make changes to a student's education as requested by parents.

Bison School will have a spring meeting to record parent concerns, review the school wide plan and make changes to it. The revised plan will then be submitted to the local education agency.

Parent/Student/School Compact 2017-2018
(Shall be updated each year)

The Bison Elementary School, along with its students and their parents, is in agreement with the outlining conditions of this compact. They will share responsibility for improved student academic achievement and the means by which they build and develop a partnership that will help children achieve the state's high standards.

SCHOOL:

- Will follow current content standards using research based instruction.
- Keep parents informed of student achievement by using midterm progress reports and report cards, conferences at the fall and spring semesters; reports of state testing, Smarter Balance and Aimsweb assessments, using Infinite Campus, and teacher contact during prep periods.
- Offer opportunities for parent input and participation in our school and training programs to benefit the education of the students.

PARENTS:

- Will be an active participant in their child's learning by connecting school curriculum with their child's interests using materials sent home by the school and materials found at home.
- Communicate regularly with child and teacher about school; not only at conferences but throughout each quarter.
- Will work as a team with teachers to address individual student needs.

STUDENTS:

- Will share responsibility for academic achievement with school by being prepared for school with completed assignments and supplies.
- Will demonstrate a desire for their own educational success by asking for extra help when needed.
- Are responsible for communicating with their parents about what is occurring in the classroom.

SUPERINTENDENT:

- Will maintain a positive and safe learning environment.
- Will provide appropriate in-services and training for teachers and parents.
- Will actively and consistently work toward the goal of achieving academic growth.

VETERAN'S RECOGNITION PROGRAM POLICY ADOPTED 7-13-06

The Bison Board of Education recognizes WWII, Korean, and Vietnam War Veterans to be included in a ceremony to celebrate reaching a long-awaited major life goal. Veterans who were not able to complete their high school education before entering the service, either by draft or enlistment, are entitled to receive their high school diplomas. Veterans who while enlisted or upon returning home from the service received their GED certificates are also eligible to receive their diplomas. Veterans must complete the application form and meet the criteria thereof to receive a high school diploma from their high school or the Bison High School.

33-17-39. Honorary high school diploma to be awarded to veterans serving during certain periods. Any honorably discharged veteran as defined in * 33-17-1 may request and shall receive an honorary high school diploma as provided in this section if the veteran served in the armed forces of the United States during the period December 7, 1941, to September 2, 1945, inclusive; during the period June 23, 1950, to July 31, 1953, inclusive; or during the period February 28, 1961 to May 7, 1975, inclusive. The school district selected by the eligible veteran shall award an honorary diploma to the veteran.

VETERANS' RECOGNITION PROGRAM

**HIGH SCHOOL DIPLOMA APPLICATION FOR SOUTH DAKOTA WWII,
KOREAN AND VIETNAM WAR VETERANS**

Qualifying Dates of Active Service
December 7, 1941-September 2, 1945
June 25, 1950-July 31, 1953
February 28, 1961-May 7, 1975

This form will be used by the Bison Board of Education to establish eligibility for an Honorably Discharged WWII, Korean and Vietnam War Veteran who does not have a high school diploma.

Veteran's Name and Personal Information: (Type of print Legibly)

1. First Male/Female	2. Middle (or initial)	3. Last	4.
5. Mailing Address Zip Code	Number, Street, or Apt. #	City	State
6. Home Phone (include area code) Security Number	7. Date of Birth	8. Social	

VETERAN'S MILITARY SERVICE INFORMATION: (Copy of Discharge Papers must be Attached)

9. Branch of Service Rank/Grade Attained	10. Service Number	11. Highest
12. Periods of WWII, Korean, Separated Vietnam War Active Duty Military Service Month/Day/Year	Date(s) Entered Month/Day/Year	Date(s)

Diploma Information:

13. South Dakota High School Attended Completed of	14. Highest Grade Formal
Schooling: Date left School: _____ 19	
All diplomas will be issued by the school you attended. If your school no longer exists, then your diploma will be issued by the school that replaced it.	

15. I certify that all information I have provided is true and correct to the best of my knowledge. I (do) (do not) authorize publication of my name as a Graduate under the Veteran Recognition Program.

Veteran's Signature _____ Date _____

If other than the veteran, please provide the following:

Applicant's Signature _____ Date _____

Applicant's Address _____ City _____

State _____

Relation to the Veteran _____ Phone _____

**Please return application form and a copy of the Veteran's discharge papers to: **

Bison High School
Veteran's Application
P O Box 9
Bison, SD. 57620

To be completed by the Bison Board of Education and the High School.

Bison Board of Education:

Approved _____ Disapproved _____ Initials _____ Date _____

Applicant's School Board or
High School (circle which):

Approved _____ Disapproved _____ Initials _____ Date _____

WELLNESS POLICY ON PHYSICAL ACTIVITY AND NUTRITION Revised 5/2019

ADOPTED 6-12-06/ Approved 7/18/19

The Bison School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Bison School District that:

- ❖ The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- ❖ All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- ❖ Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- ❖ Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutritional needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- ❖ To the maximum extent practicable, our district will participate in available federal school meal programs (including National School Lunch Program).
- ❖ The school will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and that will establish linkages between health education and school meal programs, and with related community services.

TO ACHIEVE THESE POLICY GOALS:

I. School Health Councils

The school district will create, strengthen, or work within the existing school health council to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. (A school health council consists of a group of individuals representing the school and community, and may include parents, students, representatives of the school food authority, members of the school board, school administrators, teachers, health professionals, and members of the public.)

II. Nutritional Quality of Foods and Beverages Sold and Served on Campus

School Meals

Meals served through the National School Lunch will:

- ❖ be appealing and attractive to children;

- ❖ be served in clean and pleasant settings;
- ❖ meet, at a minimum, nutrition requirements established by local, state and federal statutes and regulations;
- ❖ offer a variety of fruits and vegetables;
- ❖ serve only low-fat (1-2%) and fat-free milk and nutritionally-equivalent non-dairy alternatives; and
- ❖ ensure that half of the served grains are whole grain

The school district will monitor and introduce new healthful, and appealing food choices. In addition, the school district is willing to share information about the nutritional content of meals with parents and students.

Free and Reduced-priced Meals. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meal.

Meal Times and Scheduling. The school district:

- ❖ will provide students with at least 20 minutes after sitting down for lunch;
- ❖ should schedule meal periods at appropriate times, e.g., lunch should be scheduled between 11 a.m. and 1 p.m.;
- ❖ should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities;
- ❖ will schedule lunch periods to follow recess periods (in elementary schools) when possible;
- ❖ will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
- ❖ should take reasonable steps to accommodate the tooth-brushing regimens for student's oral health needs.

Qualifications of School Food Service Staff. Qualified nutrition professionals will administer the school meal programs. As part of the school district's responsibility to operate a food service program, we will support continuing professional development for all nutrition professionals. Staff development programs should include appropriate certification and/or training programs for child nutrition directors, school nutrition managers, and cafeteria workers, according to their levels of responsibility. Trainings will be provided by the state or through our Safe School modules.

Vending Machines. Vending machines will offer water or seltzer water without added caloric sweeteners; fruit and vegetable juices and fruit-based drinks that contain at least 50% fruit juice. The vending machines will offer a majority of the drinks to be healthy choices. The machines will not offer carbonated beverages until a half hour after school has ended for the day (4:15PM).

Snacks. Snacks served during the school day will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. The school district will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The school district will disseminate a list of healthful snack items to teachers and parents. Milk is available with snack in the morning and afternoon in the elementary school. We serve fresh fruits and/or vegetables as our morning snack daily in our elementary school.

Rewards. The school district discourages the use of foods or beverages especially those that do not meet the nutrition standards for foods and beverages as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.

III. Nutrition and Physical Activity Promotion and Food Marketing

Nutrition Education and Promotion. Bison School District aims to teach, encourage, and support healthy eating by students. The school district should provide nutrition education and engage in nutrition promotion that:

- ❖ is offered at each grade level as part of a standard-based program designed to provide students with the knowledge and skills necessary to promote and protect their health. In grades K-6 it is taught using the Great Body Shop program in their physical education classes, in grades 7 and 8 these standards are incorporated into their FACS and science curriculum, and in grades 9-12 they are incorporated into their Health and science curriculums;
- ❖ is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects such as AG and FACS;
- ❖ promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices;
- ❖ emphasizes caloric balance between food intake and energy expenditure (physical activity/exercise);
- ❖ links with school meal programs;
- ❖ includes educational applications through county extension and other groups;

- ❖ teaches media literacy with an emphasis on food marketing; and
- ❖ includes opportunities for training for teachers and other staff through our Safe Schools modules.

Integrating Physical Activity into the Classroom Setting. For students to receive the nationally-recommended amount of daily physical activity (*i.e.*, at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- ❖ classroom health education will complement (K-6) physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- ❖ opportunities for physical activity will be incorporated into another subject lessons; and
- ❖ classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate. This will include movement in and out of the classroom, brain breaks, additional recess time, go noodle or dance and movement videos.

Communications with Parents. The school district will support parent’s efforts to provide a healthy diet and daily physical activity for their children. Schools should encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the nutrition standards for individual foods and beverages. The school district will provide parents a list of healthy snack choices, speak with parents about diet and physical activity at athletic meetings, and provide information on our message board.

The school district will provide information about physical education and other school-based physical activity opportunities during and after the school day; and support parents’ efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information about physical activity and physical education through a website, monthly newsletter, or other take-home materials, special events, or physical education homework, and Great Body Shop parent newsletters.

Staff Wellness. Bison School District highly values the health and well-being of every staff member and will plan and implement activities at least one per year and policies that support personal efforts by staff to maintain a healthy lifestyle.

IV. Physical Activity Opportunities and Physical Education

Physical Education (P.E.) K-6, 7-12. All students in grades K-6, including students with disabilities, special health-care needs, and in alternative educational settings, will receive physical education (or its equivalent of 120 minutes/week for elementary school students) for the entire school year. High school students in grades 9-12 receive 120

minutes of physical education per week for one year and Junior High School students in grades 7-8 receive 120 minutes per week for one school year. All physical education will be taught by a certified physical education teacher. Student involvement in other activities involving physical activity (*e.g.*, interscholastic or intramural sports) will not be substituted for meeting the physical education requirement. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

Daily Recess. All elementary school students will have at least 40 minutes a day of supervised recess, preferably outdoors, during which the school should encourage moderate to vigorous physical activity.

The school district should discourage extended periods (*i.e.*, periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students periodic breaks during which they are encouraged to stand and to be moderately active.

Physical Activity Opportunities After School. The elementary (3-6), junior high and high school will be offered extracurricular physical activity programs. The high school, and junior high, as appropriate, will offer interscholastic sports programs. The school district will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and other students with special health-care needs including opportunities for open gym and supervised weight room activities in grades 7-12.

Physical Activity and Punishment. Teachers and other school and community personnel will not use physical activity (*e.g.*, running laps, pushups) or withhold opportunities for physical activity (*e.g.*, recess, physical education) as punishment, unless inappropriate behavior is shown during physical activities.

Safe Routes to School. The school district will assess and, if necessary, and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school. When appropriate, the district will work together with local public works, public safety, and/or police departments in those efforts.

Use of School Facilities Outside of School Hours. School spaces and facilities should be available to students, staff, and community members before, during, and after the school day, on weekends, and during school vacations. These spaces and facilities also should be available to community agencies and organizations offering physical activity and nutrition programs. All school policies, facility use agreements, safety procedures, and weight room waivers will be completed and followed.

V. Monitoring and Policy Review

Monitoring. The superintendent or designee will ensure compliance with the established district-wide nutrition and physical activity wellness policy.

School food service staff will ensure compliance with the nutrition policy within school food service areas and will report on this matter to the superintendent. In addition, the school district will report on the most recent USDA Meals Initiative (SMI) review findings and any resulting changes. All meals served are certified and comply with state requirements.

The District and County Health Nurse will monitor heights, weights, vision, hearing, and scoliosis of students.

Policy Review. To help with the compliance of the school's wellness policy, the School Health Council will meet annually to assess the policy. The results of the assessment will be compiled at the district level to identify and prioritize needs.

Assessments will be repeated every year by the School Health Council to help review policy compliance, assess progress, and determine areas in need of improvement. As part of that review, the school district will review our nutrition and physical activity policy, provision of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The school, will, as necessary, revise the wellness policy and develop work plans to facilitate their implementation.

Our school district has met the requirements of the National School Lunch Program Menu certification and passed an audit and review by the Child and Adult Nutrition Services of South Dakota.

VI. School Health Council

Marilyn Azevedo, Superintendent
Virginia Utter, Food Service Director
Joyce Matthews, FACS Teacher
Kalin Chapman, PE Teacher
Brad Besler, School Board
Bristol Palmer, Administrative Assistant

CERTIFIED STAFF

CERTIFIED STAFF

ACTIVITY FEE

ADOPTED 6-13-94

Teachers shall be allowed to attend all school activities free of charge.

ASSIGNMENT AND TRANSFERS

Teachers will be directly responsible to the administration for their particular instructional assignments.

Teaching assignments and transfers from one position to another will be made when deemed necessary by the administration after consultation with the individual involved.

CAFETERIA/HALL SUPERVISION & PLAYGROUND SUPERVISION

ADOPTED 6-13-94

The administration shall devise a duty schedule which assigns certified staff, with the exception of administrators, and any aides or available tutors to an equitable noon duty rotation.

CHILD ABUSE AND NEGLECT - Mandatory Reporting

South Dakota's child abuse and neglect law (SDCL 26-10-1) states that it is unlawful for any person to willfully, negligently or unnecessarily expose, torture, torment, cruelly punish or neglect any child under eighteen (18) years of age, or deprive a child of necessary food, clothing, shelter or medical attention. Persons suspecting child abuse or neglect and reporting in good faith are immune from liability, civil or criminal, that might otherwise be incurred. They are also immune from liability resulting from participation in judicial proceedings resulting from such a report. Child abuse and neglect information is confidential and unauthorized disclosure by anyone is a misdemeanor.

School officials, school counselors and teachers are required to report suspected cases of child abuse and neglect. Teachers will report such suspicions to the Administrator through the appropriate principal.

COVID 19 EMPLOYEE LEAVE POLICY

Approved on March 14, 2022

As the Covid pandemic progress with its numerous variants, we are seeing an impact on employee attendance. The Bison School Board has approved a measure to help employees directly affected by the virus. Bison School District employees will be given 64 hours of leave for the following reasons:

- To comply with a recommendation or order by a public official or health care provider to quarantine due to exposure or to symptoms of Covid 19.
- To care for a family member who is in quarantine based on a recommendation or order due to exposure to or symptoms of Covid-19.

The term “family member” with respect to the employee means any of the following:

- A parent of the employee
- A spouse of the employee
- A son or daughter, who is under the age of 18 years of age, of the employee
- An individual who is a pregnant woman, a senior citizen, individual with disability, or has access or function needs and who is a son or daughter of the employee or grandparent or grandchild of the employee.

The 64 hours also applies to employees who need to be absent to care for their child if the child’s school or place of care has been closed, or the child care provider is unavailable due to Covid 19.

After the 64 hours of covid leave has been used, employees will need to use their available balance of sick leave for their absences.

DEPARTMENTAL BUDGETS

ADOPTED 6-13-94

Teachers shall be allowed input as to the purchases made from their respective departmental budgets. Teachers shall be consulted as to the final purchases in their respective areas.

PAY DAYS

ADOPTED 6-13-94/REVISED 7-14-08

Teachers will be paid on the 28th day of each month unless the 28th falls on a holiday, teaching holiday, or weekend, in which case, pay day will be on the last teaching day prior to the 28th. Teachers will be paid on a 10 month basis unless Notice of Election of Annualized Salary form is completed. (See Appendix A)

NONQUALIFIED DEFERRED COMPENSATION PLAN FOR BOARD MEMBERS, ADMINISTRATORS, CERTIFIED EMPLOYEES, HOURLY AND NONCERTIFIED EXTRA CURRICULAR EMPLOYEES

Internal Revenue Code Section 409A, effective date January 1, 2008 prompts the following policy and distribution plan to be adopted in accordance with IRS guidelines to avoid nonqualified deferred compensation tax consequences.

School Board members will receive all compensation for a given school year in June and December of that school year with no opportunity to elect otherwise.

Administrators and officers will receive compensation in 12 equal monthly installments with no opportunity to elect otherwise.

Employees covered under the negotiated agreement will receive all compensation in 10 equal monthly installments unless Notice of Election for Annualized Salary is completed and signed prior to beginning services under the employee’s new contract.

Hourly employees will receive compensation monthly for the hours worked in the month previous with no opportunity to elect otherwise. Hourly pay period cut off to be determined by the business office.

Non instructional and non-certified extra-curricular employees will receive compensation in the month following completion of extra-curricular duties with no opportunity to elect otherwise.

PERSONAL LEAVE APPROVAL

ADOPTED 4-15-86

Approval by the Administrator may be given for personal leave not to exceed 10% of the certified staff in any given day of the school year or a maximum of two (2) certified staff (whichever is greater). Provisions remain the same as negotiated policy for requesting personal leave by certified staff.

POLICY BOOK

ADOPTED 6-13-94

The Board shall provide access to every teacher with an updated Policy Book for Bison School District #52-1 and updated Student Handbooks for the Bison School District #52-1.

RETIREMENT

ADOPTED 7-8-85

The Bison Board will pay the contract of a retiring certified staff member in full in June when:

1. Resignation of employee is approved by the board,
2. Payment request is submitted in writing,
3. All contract obligations have been completed.

This policy is effective only where a staff member is applying and eligible for retirement benefits.

SEARCH AND SEIZURE POLICY-STUDENT/STAFF ADOPTED 11-8-2021

All district property, including, but not limited to, real estate, buildings, offices, desks, storage areas, lockers, computer systems and equipment, voice-mail, and vehicles, is owned by the district, and is intended for educational purposes, and district business, at all times.

Individuals using district-owned property (system users) shall have no expectation of privacy when using school property. The district reserves the right to monitor, inspect, copy, review and store (at any time and without notice) all usage of district property including computer and computer systems, including all internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed and/or received through district computers and computer systems shall remain the property of the school district.

System users have no right of privacy and should have no expectation of privacy in materials sent, received, or stored in district-owned computers or on the district system or within the physical area of the district. School officials reserved the right to review district system/property use at any time to determine if such use meets the criteria set forth in school board policies and district regulations. Routine maintenance and monitoring of the system and physical plant may lead to the discovery that the user has or is violating district policy or law. Once a problem is discovered, an individual search may be conducted. The search/investigation will be reasonable and will be in keeping with the nature of the alleged misconduct.

Employees or students violating acceptable use of district property, or policy, may be subject to disciplinary action by the Superintendent or designee, depending on the nature of the violation.

Policy References

SDCL 13-5-1

[School districts defined](#)

SDCL 13-8-39

[Management of schools by board - general powers](#)

SEVERANCE PAY

ADOPTED 6-11-84

In agreement with negotiated policy: Severance pay for unused sick leave as negotiated for certified staff will be paid to certified teaching staff.

STAFF INVOLVEMENT

It is the purpose of this policy on staff development to fulfill the requirements of South Dakota Administrative Rules 24:03:05:01:01 and to provide a frame work for providing for the staff development needs of the certified staff of the District.

Bison School District may provide staff development activities in various ways to its certified staff in accordance with State rules, the needs of Bison School District, and the needs of the certified staff as revealed by an annual needs assessment. The Administrator will act as staff development director for the District. A staff development committee composed of two high school teachers and two elementary teachers will work with the director to assess needs, develop and evaluate programs, and provide directions for an on-going program of staff development.

Each certified teacher and Administrator may be required to submit an individual development plan to the Administrator. This individual plan will include inservice and summer workshops as well as specific course work to be applied toward advancement on the salary schedule. All such course work must be related to district needs, and/or current

or future Bison School District teaching assignments and must be regular college courses as verified by an official college transcript if intended to be applied toward advancement on the salary schedule.

Staff recruitment and selection policy.

Approved November 8,
2021

The Board will establish and budget for staff positions in the school district on the basis of need.

The recruitment and selection of candidates for these positions will be the responsibility of the Superintendent who will confer with the principal and other supervisors before making a selection. All candidates will be considered on the basis of their merits and qualifications and abilities to avoid circumstances of favoritism and discrimination, and address the needs of the school district. Thus, the employment of immediate family members with the same department or other area where an immediate family member would hire, supervise, discipline, or otherwise judge the performance is prohibited. A present employee may apply for any vacancy for which he or she is qualified. The Superintendent will seek to recommend the best-qualified person for the job.

Conditions of employment for support staff members as well as wages, hours, and other items of this nature will be fixed by the Board upon the recommendation of the Superintendent. Public announcement of employment opportunities will be advertised in the official newspaper. The Bison School District will assure equal opportunity in all aspects of employment including recruiting, hiring, training, promotion, discipline, and discharge of all applicants and employees equally and without regard to race, religion, creed, color, national origin, sex, age, disability, political affiliation, marital or veteran status or any other basis prohibited by state or federal law

Policy References

	State	Description
SDCL 13-10-2		<u>General power of school boards to employ personnel</u>
SDCL 3-3		<u>Veterans' preference in employment</u>

STAFF REDUCTION

ADOPTED 7-11-88

Whenever in the judgment of the Board it is necessary to reduce administrative staff in the district, the following procedure will be used.

1. The Board will communicate the situation confronting the District to the administration so as to allow the administration a reasonable opportunity, not to exceed 20 days from the date of the communication, to present possible alternatives such as early retirement, normal attrition, part-time contract, and/or other alternatives which could accomplish the same goals.
2. The Board hereby established the following criteria (not necessarily in order of priority), any of which may be used in determining which professional staff will be affected by staff reduction: student needs, financial condition of the District, priority of programs, program elimination, recommendations of administrative staff, qualifications, certification, longevity, educational background, federal and state affirmative action requirements or other relevant considerations.
3. In making staff reduction involving professional staff members on continuing contract status, the Board will follow the provisions of SDCL 13-43-9.1, 13-43-10, and 13-42-10.1.

TEACHERS' LOUNGES

ADOPTED 6-13-94

There shall be separate areas in the elementary and/or secondary buildings designated as teachers' lounges. These areas shall be off limits to students.

USE OF ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES BY STAFF

7/11/2022 Board approved

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 on school property or at a school event off school property. Additionally, it shall be a violation of this policy for any employee to manufacture, use, possess, sell, distribute or be under the influence of medical cannabis in any manner inconsistent with South Dakota state law. 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.

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.

If there is reason to suspect that a staff member is under the influence of alcohol and/or illegal drugs, the staff member will not be allowed on school property or to participate in school activities. Staff members will be subject to discipline for arriving at school or at a school activity under the influence of alcohol and/or an illegal drug. For the purposes of this policy, "illegal drug" means narcotics, drugs and controlled substances as defined in federal law or state law. "Illegal drugs" also includes any prescription or over-the-counter drug that does not meet the following four criteria:

1. the employee has a current and valid prescription for the drug or the drug is sold over-the-counter;
2. the drug is used or possessed for the purpose for which it was prescribed or sold over-the-counter;
3. the drug is used or possessed at the dosage prescribed or recommended; and
4. the drug is used or possessed consistent with the safe and efficient performance of the employee's job duties.

Any staff member who is taking a drug or medication, whether or not prescribed by the staff member's physician, which may adversely affect that staff member's ability to perform work in a safe or productive manner is required to report such use of medication to his or her supervisor. This includes drugs that are known or advertised as possibly affecting judgment, coordination or any of the senses, including those that may cause drowsiness or dizziness.

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.

Legal references:

ARSD 44:90 Medical Cannabis -

<https://eboard.eboardsolutions.com/SU/yPe0ZnuU90bJplusEqLYZwlqw>== SDCL 13-43-6.1 Just cause for termination or nonrenewal -

<https://eboard.eboardsolutions.com/SU/94WjFRZ1VIWm4o9OmzvIBg>== SDCL 34-20G Medical Cannabis -

<https://eboard.eboardsolutions.com/SU/u1DygC5Euzx7RI64OZuj3Q>==

Federal References Description USC Title 41 Chapter 81 Drug-Free Workplace Act -

<https://eboard.eboardsolutions.com/SU/u2IN8jb3MPsfXsIP0tCe2g>==

MISCELLANEOUS

ADULT EDUCATION

An educational program will be conducted in the Bison School District at the discretion of the Administrator.

Teachers approved by the Administrator and Board of Education will be employed for the adult education program.

Arrangements for school facility use will be finalized through the school administration.

ATHLETIC TOURNAMENTS

The school administration will make arrangements for and approve participants who attend any tournament in which students from the Bison School participate.

AUDIO-VISUAL USAGE

All free and rental films will be ordered by the Librarian. Any teacher desiring a film should contact the Librarian well in advance of the date when it will be needed.

All films coming to the School will be delivered to the Librarian, who will give it to the teacher who issued the request. It will be that teacher's responsibility to preview the film or material to insure that the material is in good taste for the student and that the material shall fit in with the subject area and comprehension level of the students for who it is intended. It shall also be the responsibility of the teacher to return the material to the Librarian for return within the time specified by the Librarian.

Where materials are controversial in nature, the Administrator should be contacted to help decide if the material is suited for use in the Bison School District.

Where possible, the Librarian shall inform other teachers of the availability of materials ordered for the school when that subject matter and ability level may be relevant to other classes.

This policy will also apply to all material obtained through the State Library.

COBRA - EXTENDED GROUP HEALTH PLAN COVERAGE

SEE BUSINESS OFFICE FOR CURRENT PLAN

EMPLOYMENT POLICY

1. All certified and non-certified staff openings for employment with the Bison School District will be advertised in the official newspaper and/or appropriate media.

2. All applications for employment will be directed to the Administrator or the Board's designee.
3. The Administrator or Board's designee will screen all applicants.
4. The Administrator and/or principal or other supervisor will interview candidates for the position.
5. The Administrator and the appropriate principal or other supervisor will recommend one candidate to the Board of Education for their consideration.
6. The Board will accept or reject the Administrator's recommendation.
7. If rejected, the Administrator will advance another candidate.
8. All certified and non-certified staff will be under contract with the School District.
9. This policy does not apply to short term substitutes for teachers.

E RATE ARCHIVE OF APPLICATIONS

ADOPTED 12-13-10

The Bison School District will archive E-Rate applications for a minimum of ten years.

EXPENSE REIMBURSEMENT

Necessary travel expenses, incurred while on official business of the District with approval of the administration or the Board of Education shall qualify for reimbursement from the District. The rate of reimbursement for mileage, meals and lodging shall be the same as set by the State of South Dakota for state employees. State rates adopted July 1 will remain unchanged through June 30 of that fiscal year.

ADOPTED 11-14-88: State rates will prevail unless otherwise approved by the Administrator.

Any other expenses, necessary to the travel, such as registration fees, banquets, etc., may be reimbursed if proper receipts are provided. Receipts are required for lodging, but are not required for normal meal claims.

ADOPTED 9-13-2010

The Bison School District will reimburse approved appropriate expenses as provided by Board Policy or state law. All travel and board and room expenses will be reimbursed at state rates upon submission of appropriate documentation and signed voucher.

Any person, employee, officer, agent, parent, patron or student seeking reimbursement of expenses who owes the District money for any reason will have such debt offset from any claim for reimbursement.

FACILITIES, USE OF (See Appendix "B")

Recognizing the fact that school facilities are community financed and supported, the Board wishes to make the facilities available for use by community based organizations within the Bison District when it does not interfere with the educational process.

Approval for such shall be obtained from the Administrator.

Any organization wishing to use the facilities shall make arrangements with the custodian or any part-time assistant custodian concerning opening and closing of facilities as well as cleaning up after the function with charges to be arranged between organization and worker--time not to be paid by the District. See Appendix B for Facilities Use Form.

Non-profit organizations, at the discretion of the Administrator, may use school facilities at no charge. When used for money raising projects or personal gain a \$50.00 fee per session shall be assessed for the use of the gym, \$20.00 for the lunchroom, and comparable fees for other facilities.

Whenever school facilities are used, a representative of the school shall be in attendance--such representative could be the custodial worker.

Sponsoring organizations shall provide sufficient competent adult and/or special supervision.

Alcoholic beverages will not be permitted in school facilities or on school property at any time and no smoking in any school facilities.

FUND RAISING, DEPOSITING FUNDS AND PURCHASES BY CLUBS, ETC.

ADOPTED 11-11-91

All School District employees and students must understand that any fund-raising project using the school name, school facilities or equipment of any school group must first be cleared by the Administrator. It is further understood that any money so raised must be deposited with the school Business Manager. No separate bank accounts will be kept or used by student organizations.

Each class, club, etc. will have a sponsor or person in charge. Students and sponsors do not have free use of funds so raised. All expenditures of School District funds from whatever source must be done in accordance with established school purchasing practices and policies as follows:

1. A request to purchase supplies, equipment or services if filed with the Administrator.
2. If the purchase request is approved by the Administrator, a purchase order will be secured from the business office, approved and signed by the Business Manager and Administrator.
3. If the purchase requires bids the business office will supervise the drawing of specifications and other arrangements of bidding.
4. Where students travel to state or national events using Trust and Agency Account Funds, meals and lodging may be provided for if sufficient funds have been raised to pay for these expenses on an actual cost basis.

Purchases made contrary to this policy become the financial responsibility of the student or employee. Advance approval of the business office is required for all purchases if any class, club or individual expects to be reimbursed for the amount which is spent. It will be the responsibility of the sponsor or person in charge to obtain ADVANCE approval for any and all such purchases.

All class money is part of the School Trust and Agency Fund and by state law must remain with the School after a class passes on from the School. All expenditures from the fund must be approved by the Administrator.

JURY DUTY

Adopted Jan 13, 2020

All certified and classified staff members called for jury duty during school hours, or who are subpoenaed to testify in a hearing during school hours on a matter which he or she is not a named party, will be granted leave with pay for the days or part of the days as such absence is required. The staff member may retain any payment that is made by the court. The staff member will notify his or her supervisor as soon as practical to make the necessary arrangements for a substitute when such leave must be taken.

LUNCH PAYMENT POLICY

ADOPTED 9-13-2010

Effective August 1, 2010, a "No Credit" policy is in effect for student and teacher lunches in the District cafeteria. Lunch tickets may be purchased at the school business office covering up to 20 lunches at the price set by the school board. Lunches may be purchased for cash at the school office. No change is made in the free and reduced price lunch policy as followed in the past, however, the No Credit policy applies to all lunches including reduced price lunches.

Existing past due lunch accounts must be paid in full before any pre-paid lunch tickets are purchased. The District's Business Manager is authorized and directed to file small claims actions to collect any past due accounts effective with the beginning of the 2010-2011 school year.

PETS

ADOPTED 9-9-96

Due to the dangers of disease, especially rabies, and the potential liability to the School District, students and parents and others will no longer be permitted to bring pets and animals to school.

PUBLIC FUNDS

ADOPTED 10-9-95

School district funds, whether derived from local, state, or federal sources, cannot be used for partisan political purposes.

SECTION 504 OF THE REHABILITATION ACT OF 1973 ***ADOPTED 6-12-95***

Copies of the complete policy on Section 504 of the Rehabilitation Act of 1973 are available in the business office and may be picked up there.

SMOKING ON SCHOOL PREMISES

ADOPTED 1-8-90

The School Board recognizes that smoking represents a health and safety hazard which can have serious consequences for the smoker and nonsmoker and the safety of the District. In order to protect the students, staff, employees, visitors and guests of the District from an environment that may be harmful to them, and because of possible harm to personal well-being, the Board hereby prohibits smoking by staff members, employees, visitors or guests in all District buildings, and in all school vehicles at all times.

For the purpose of this policy, "smoking" will mean all uses of tobacco, including cigars, chewing tobacco, cigarettes and pipes.

It is understood that this policy will be in addition to other Board policies concerning the prohibition of smoking by students on school property and buses.

This smoking prohibition will be in effect twenty-four (24) hours a day, seven days a week, and will apply to anyone present in District buildings.

The Board hereby directs the Administrator to formulate the necessary rules and procedures to ensure the enforcement and implementation of this nonsmoking policy.

STUDENT COMMUNICABLE DISEASE GUIDELINES

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

Disease and Incubation* Period
Rules for School Attendance

Acquired Immune Deficiency Syndrome (AIDS) 6 months-5 years

Determination will be made by the Advisory Committee as outlined in the Communicable Disease policy.

Chicken Pox 14-21 days

The student may attend school after all pox are dry and scabbed.

Cytomegalovirus (CMV) Salivary Gland Viruses

The student may attend school. Precautions should be taken by contacts with immuno suppression as in 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 infection.

Fifth Disease (Erythema infectiosum) 6-14 days

The student may attend school with physician's permission.

Giardiasis (Infestinal Protozoan Infection) 5-25 days or longer

The student may attend school if the student practices independent and hygienic bathroom skills. Other students may attend school after the third day of drug treatment. Good hand washing in all cases should eliminate risk of transfer of infection.

Herpes Simplex 2-12 days

The student may attend school during an active case if the student has the ability and practices personal hygiene precautions and the area of lesion is covered.

Impetigo variable 4-10 days

The student may attend school if treatment is verified and covered or dry.

Infectious Hepatitis 15-40 days Average 25 days

The student may attend school with physicians written permission and if the student has the ability to take appropriate personal hygiene precautions.

Measles (Red, Hard, Rubeola, 7-day) 8-14 days

The student may attend school after a minimum of 7 days. Students who have had contact with measles may attend school if immunization is up to date.

Infectious Mononucleosis (Glandular Fever) 2-6 weeks

The student may attend school with physician's permission. The student may need adjusted school days and activities.

Mumps 12-21 days

The student may attend school after swelling has disappeared.

Pediculosis (Lice, Crabs)

The student will be allowed to return to school after treatment. After repeated infestation of the same student, the student may be excluded until all nits are removed.

Pink Eye (Conjunctivitis) 5-12 days

The student may attend school after the eye is clear, under treatment or with physician's written permission.

Plantar's Wart

The student may attend school. Students should not be permitted to walk barefoot.

Ring Worm (Scalp, Body, Athlete's Foot)

The student may attend school if the area is under treatment and covered. Restrict known cases of athlete's foot from pools and showers until under treatment.

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

The student may attend school after a minimum of 4 days. Prevent exposure of pregnant women.

Scabies (7 year itch, Mites)

The student may attend school after treatment.

Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat)

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

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

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

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

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

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

In situations where the decision requires additional expertise and knowledge, the Administrator will refer the case to an advisory committee for assistance in the decision making. The advisory committee may be composed of:

1. a representative from the State Health Department;
2. the student's physician;
3. the student's parents or guardian(s);

4. the school principal or designee;
5. the school health service's supervisor;
6. the Administrator or designee; and
7. primary teacher(s).

In making the determination, the advisory committee shall consider:

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

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

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

Public information will not be revealed about the student who may be infected. If the student is permitted to remain in the school setting, the following procedure will be followed by the Administrator/principal:

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

Health guidelines for school attendance are established and interpreted within the context of the case. The guidelines are not inclusive but are available to be used as a resource. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines. Instruction in appropriate handling of blood and body fluids will be provided. Hand washing after contamination, food preparation and health/hygiene care performed in different sink and work areas, maintenance cleaning and other personal hygiene measures are part of creating a healthy environment.

SUBSTITUTES

The administration will receive and maintain on file applications of qualified substitute teachers who may be called on to replace regular teachers who are absent. A list of qualified substitute teachers will be filed with each secretary.

Substitute teachers must have a high school diploma or its equivalent, which may be a general education development (GED) certificate.

Teachers shall notify the secretary as soon as they know they will be absent for any reason. If ill prior to the start of the school day, a teacher must notify the secretary by 6:30 a.m.

Secretaries will endeavor to employ persons on the substitute list for the subjects or grade level for which they are listed. Administrators/secretaries will supervise and assist the substitutes and will provide lesson plans developed by the regular teacher.

It shall be the duty of the substitute teachers to acquaint themselves with the duties required of them. In the performance of this duty, they shall always report to the Administrator before assuming charge of a classroom for the first time. Substitute teachers are expected to comply with all the regulations governing regular teachers. When a long-term substitute is hired, they shall maintain the same hours in the building as other teachers.

ADOPTED 9-10-84

We appreciate your willingness to place yourself "on call" for service in the Bison School District.

The following information should help you understand what is expected of you, what you may expect to be done for you and the importance of your service to the District.

We have attempted to list the major responsibilities of the substitute teacher to the regular teacher and to the school administration, as well as the information and the materials you may expect to be provided to you when you substitute teach.

YOU MAY EXPECT THE REGULAR TEACHER TO PROVIDE:

1. An up-to-date seating chart for each period.
2. Plans with enough detail to permit you to proceed without further help.
3. Names of any pupils having specific, assigned responsibilities within the classroom.
4. An indication of any major problems with respect to specific individuals or groups.
5. A clear explanation of any extra-curricular, or outside the classroom responsibility, that may go with the assignment.
6. An outline of general procedures for reports or pupil accounting.
7. A clear explanation of where to go for assistance of any kind in case problems develop.

THE CLASSROOM TEACHER SHOULD, AND DOES, EXPECT YOU TO:

1. Follow the plans left by the regular teacher as closely as possible.
2. See that all work assigned is completed insofar as possible
3. Leave a note if some substitution in plan is made.
4. When possible, correct papers, or other written work taught, assigned and collected.
5. Leave a report of the work covered and any incidents about which the teacher should know.
6. Leave a copy of any advance assignments made.

7. Follow the same schedule as the regular teacher in arriving at and leaving the school.
8. When substituting over an extended period (a week or more), contact the absent teacher, through the principal, to determine the over-all direction and content of the courses taught.

THE ADMINISTRATOR EXPECTS YOU TO:

1. Take an active interest in the work in the classroom and to do an effective job of teaching.
2. Maintain a studious and businesslike atmosphere within the classroom.
3. Maintain discipline and control within your classroom and in the hallways near your classroom. This is particularly true when the classes are passing.
4. Keep accurate records and make accurate reports.
5. Be neat and well groomed; speak in a firm, well-modulated voice when in the classroom.
6. Administer no severe or unusual punishment without consulting the Administrator in advance.
7. Maintain a strong code of professional ethics; leave school problems at school when you return to your regular daily routine.
8. Check with the Administrator before sending any communication to parents, other schools, or other teachers.
9. Arrive on time and remain on duty until the time that regular teachers are permitted to leave the building.
10. Attend staff meetings if employed for a week or more.
11. Complete a substitute report form in the Administrators' office each time you come in to teach.

We recognize that the task you have undertaken may not always be easy. If you have any problems or questions, don't hesitate to discuss them with the Administrator.

ADOPTED 6-13-94: The District shall make every effort to provide substitutes for all teacher absences.

They shall assume responsibility in the management of building and grounds, and in extra-curricular activities, as directed by the Administrator. The substitutes shall correct all papers accruing while on duty.

A person may substitute teach up to 45 days per school year in the same position. When necessary and/or in the best interest of students the Administrator shall request an extension from the state for a person to substitute teach for more than 45 days. If a substitute teacher has an expired teaching certificate, that person can substitute 45 days per school year before an extension request is necessary. A fully certificated substitute teacher has no limitation on the number of days of substitute teaching.

Administration may provide in-service training for substitute teachers. The written plan for the in-service shall be on file at the school.

The plan should include procedures to encourage substitute teachers to become acquainted with the dynamics of learning, classroom management technique, and curricula and instructional practices.

ADOPTED 1-12-98. EFFECTIVE 7/1/98 REVISED AND ADOPTED 8-14-06
REVISED 1-10-11

Substitute teacher rates will be determined on a yearly basis.

USE OF SCHOOL EQUIPMENT

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

WEATHER DISMISSAL

ADOPTED 7-14-86

In the event weather conditions are such that school cannot be held in the Bison High School and Bison Elementary, all schools in the District will be closed. When school dismissal is determined by the administration all families will be notified via the schools telephone notification system. The media will be notified and the announcement will be "no school today in the Bison School District #52-1". This policy includes school dismissal due to inclement weather only.

The authority to close school lies with the Administrator. Announcements of school closings will be carried on stations KBJM Lemmon; KNDC Hettinger; KEVN TV and KOTA TV in Rapid City, KELO-TV Closeline. Once in school, elementary school students will not be dismissed unless picked up by a responsible adult. Determination of hot weather dismissal will be made through the administration.

MISCELLANEOUS

MISCELLANEOUS HEALTH /SAFETY PLANS

ALL STAFF

CLEANING AND SANITIZATION RECOMMENDATIONS FOR CUSTODIANS DEALING WITH HUMAN SECRETIONS AND EXCRETIONS

ADOPTED 11-13-89

Secretions and excretions include: blood, breast milk, feces, saliva, semen, tears, urine and vomit. Several steps to prevent transmission of infectious agents (protozoa, bacteria, fungi and viruses, responsible for such diseases as giardiasis, pneumonia, athlete's foot, cytomegalovirus, hepatitis B and AIDS) when dealing with the secretions and excretions listed above include:

1. Wear rubber gloves
2. Clean (wipe, mop, scoop, absorb, etc.) up the secretion/excretions with disposable paper towels or rags.
3. Disinfect (sanitize) the surface soiled using germicides labeled as mycobactericidal at the indicated dilutions; if the surface is cleanable by household bleach, use a 1 to 10 (10 percent) to 1 to 100 (1 percent) solution; for surface which would be ruined by bleach (i.e., carpet), use an agent labeled as mycobactericidal that will not ruin the surface
4. Using doubled plastic bags, contain, transport, and dispose of the cleaning materials and secretions/excretions involved per standard guidelines for garbage disposal.
5. At the conclusion of the cleaning and disinfecting process, even though gloves were worn, wash hands thoroughly using soap, water and vigorous rubbing for at least 15 to 30 seconds; dry hands with paper towel and use the paper towel to shut off the water supply.

Following these guidelines will effectively reduce the transmission of infectious agents and inhibit the subsequent development of disease when dealing with secretions/excretions in the home, school or work environment.

CLEANING AND SANITIZATION RECOMMENDATIONS FOR TEACHERS AND OTHER PRIMARILY NON-CUSTODIAL SCHOOL STAFF

ADOPTED 11-13-89

To assist in preventing significant infectious diseases, the following guidelines have been developed:

1. If you are involved in cleaning up secretions or excretions (blood, breast milk, feces, saliva, semen, sweat, tears, urine, and vomit), follow suggestions outlined in "Custodial Recommendations". If you assist a person suffering from a bloody nose or wound of some type, wear disposable gloves, clean off the blood with paper towel, gauze or rags, which will be destroyed, cleanse the exposed skin with

- an appropriate Antiseptic (e.g., alcohol, iodine, etc.), apply a leak-proof dressing if appropriate, and wash hands as outlined in steps two and three.
2. The most significant factor in preventing spread of pathogens (bacterial, viral, etc.) in routine school settings is through hand washing after urinating or defecating, before eating, and after cleaning one's nose.
 3. The recommended hand washing procedures are as follows:
 - a. Turn on water supply, wet hands and apply soap (liquid or bar).
 - b. Rub hands briskly together, paying particular attention to finger nails and tips for at least fifteen (15) to thirty (30) seconds; then rinse.
 - c. Dry hands with paper towel and use the paper towel to turn off the water supply. If you have knee or elbow-operated water faucets (as in some newer facilities), use your knee, elbow, wrist or back of hand to turn off water supply. For facilities with cloth towels, strive to use an unused portion of the towel.
 - d. Encourage the installation of knee, or wrist-operated water controls and air dryers.

EMERGENCY OPERATIONS PLAN

This emergency operations plan has been developed by Bison School District and reviewed by the Office of Civil Defense. The plan is designed to provide a course of action to follow in the event of an emergency resulting from either natural disaster or civil disturbance. It is the responsibility of each employee to become familiar with this plan to attempt to ensure the safety of all children and employees of the district in the event of an emergency or emergency threat.

Administration will provide periodic drills to acquaint everyone involved with evacuation and other emergency procedures.

BOMB THREAT

In the event of a "Bomb Threat" the exact time of call will be noted. Teachers are to make note of missing students. All strange cars and people near the school will be observed. Whoever answers the call should stall the caller, listen to voice for identifying accent or speech characteristics, and listen for familiar background noises.

It is important to get all the bomb plant details. The following should be asked:

- a. Where is it?
- b. What time will it explode?
- c. Why was it planted?
- d. What kind of bomb is it?
- e. What type of explosive was used?
- f. What type of mechanism was used (time, acid, etc.) for trigger?
- g. What color, size, shape, etc is it?
- h. Note caller's knowledge of school building.

It is important that the police department, fire, sheriff, etc. are notified immediately by either the administration and if not available, a staff member.

The administration decides on what action is to be taken. If in doubt, the building will be evacuated. The rest of the administration, teachers, and students will be notified of the action plan. Assigned teachers will keep students away from the bomb threat area in a previously searched facility. (auditorium, football field, etc.) Students are to stay away from coat lockers and strange objects. In an evacuation of the school, students should take valuables with them if on or near their person.

In a systematic search, cooperation with the police, fire, and other experts is necessary. Orient police and fire officials about the school's physical plant layouts. All assistance will be rendered to bomb searchers such as unlocking doors, etc.

The School Administrator will call school back into session based on his knowledge of the situation in cooperation with police and fire officials.

A thorough reviewing of action and future plans will be taken up with school and various civil officials for improvements needed.

Publicity will be AVOIDED as it tends to encourage additional threats.

Students may be dismissed immediately upon a bomb threat or mischievous fire alarm abuse. Upon the dismissal, the entire day will be added to the calendar and made up at the end of the school year.

CIVIL DISTURBANCE:

In the event of a civil disturbance school officials will take whatever immediate action is appropriate to ensure the safety of students and employees. Police will be notified as soon as conveniently possible as to the nature of the disturbance and assistance necessary.

DISASTER AND EMERGENCY PLAN (INCLUDES TORNADO)

In the event of a national or regional disaster, including tornado warnings, the following plan will be implemented.

Tornado WATCH - A tornado watch is issued by the National Weather Service when weather conditions are such that the possibility of tornadoes exists. If a tornado watch is issued, be on the lookout for these danger signs:

1. Severe thunderstorms (thunder, lightning, heavy rains and strong winds)
2. Hail (pellets of ice from dark-clouded skies)
3. Roaring noise (like a hundred railroad locomotives; a crashing thunderous sound)
4. Funnel (dark, spinning "rope" or column from the sky to the ground)

Also, continue to monitor your TV or radio for further development.

Tornado WARNING - A tornado has been sighted or indicated on radar for your area.

1. Bison Elementary - The Administrator will signal the operation of the plan with a series of bell clangs. The students and staff will move quickly but orderly to the

- Library and seated on the floor. If necessary, students will be moved to the basement.
2. Bison High School - The Administrator will signal the operation of the plan with an announcement on the intercom. Students and staff will move to the History Room and be seated on the floor.
 3. All instructors must bring grade book along to take roll after the students have reassembled in safe area.

In the event of a severe weather alert, officials will instruct teachers and supervisors as to specific action to be taken, such as:

- a. evacuate the building immediately and lead children to designated shelter
- b. use the building for shelter purposes
- c. drops to the floor and seek protection under desks, etc.

It is important to remain within the designated shelter area until the all-clear has been sounded.

IN MOST EMERGENCY SITUATIONS, ESPECIALLY TORNADOES, IT IS EXTREMELY DANGEROUS TO BE OUTSIDE. NO STUDENT OR STAFF MEMBER SHOULD LEAVE THE BUILDING WHILE THE PLAN IS IN EFFECT WITHOUT THE APPROVAL OF THE ADMINISTRATION OR TEACHER IN CHARGE OF THE GROUP.

FIRE:

Whenever the fire alarm sounds, evacuate the building immediately according to building plan...each pupil should leave through the designated exit and go directly to the area outside the building. Teachers should close all doors and windows prior to leaving the room if possible. If an alarm sounds while students are in special classes or other areas, the person in charge will exit the building. In the event of a blocked exit, the teacher or supervisor will use the next best exit.

Fire Exits:

Rooms:

Senior Lounge and Server Rooms - Out through door and down hall and out south door
ALTERNATE: Through Business Education room and out north door

6th Grade Room - Out through door and turn right and out west door by the main office.
ALTERNATE: Out through door and turn left down hall and out west gym door.

Computer - Out through door, turn left along south wall. Turn left out the south door.
ALTERNATE: Through Business Education room and out north door.

English - Down north stairs through Storage room and turn right to go out north door.
ALTERNATE: Down north stairs through Storage room and turn left to go out north door.

FACS - Down north stairs through Storage room and turn right to go out north door

ALTERNATE: Down north stairs, through Storage room and turn left to go out north door

Testing Room - Out through door, go down north stairs, and through Storage room, and go out north door.

ALTERNATE: Out through door, turn and go down the south stairs and out the south door.

Gym – Go out the north east door

ALTERNATE: Go out west doors

History - Out through door, turn left and go out the west door

ALTERNATE: Out through door, turn right along south wall and out south door

Janitors/Teachers Lounge - Out through door, turn left and out west door

ALTERNATE: Out through door, turn right down hall and out south west door

Kitchen - Out the north door

ALTERNATE: Go south, turn right and out through the west gym door

Library - Out the back of the library

ALTERNATE: Out south door, turn right along north hall and out through the north door of the two west doors

Lunchroom - Out the north door

ALTERNATE: Out the south door, turn right and out the west gym door

Math - Out through door, turn right along north wall and out the west door

ALTERNATE: Out through door, turn left along north wall, turn right and out west door of the two south doors

Music - Out through southeast door, turn right and go out the south glass door

ALTERNATE: Go out the north door, turn left and go out the south door at the end of the hallway

Custodian Storage - Out east door and turn and go out north door

ALTERNATE: Out west door and go out the north door

ALTERNATE: South up stairs and go out the west door of the two south doors

Science - Out through door, turn right along north wall. Turn left out the south door

ALTERNATE: Through Business Education room and out north door. In case of fire in science room near door, break out windows and exit this way

Resource Room - Out through door, turn left and go out the west door

ALTERNATE: Out through door, turn right along south wall and out south door

Superintendent - Out through door, turn right and out west door

ALTERNATE: Out through door, turn left and out east door by coolers

Business Education - Out the north door

ALTERNATE: Out south door, and go out the south doors

Elementary Building

Kindergarten - Out through west door, turn right and go out north door

ALTERNATE: Out through east door, turn left and go out north central door

Grade One - Out through west door, turn right and go out north door

ALTERNATE: Out through east door, turn left and go out north central door

Grade Two - Out through door, turn right, go out north central door

ALTERNATE: Out through door, turn left and go out east door

Grade Three - Out through west doors, turn left and go out south glass door

ALTERNATE: Out through west door, turn right and go out north east door

Grade Four - Out through door, turn left and go out east door

ALTERNATE: Out through door, turn right and go out north central door

Grade Five - Out through door, turn right, go out north central door

ALTERNATE: Out through door, turn left and go out east door

Title Room - Out through door, turn right and go out east door

ALTERNATE: Out through door, turn left and go out south glass door

Music - Out through southeast door, turn right, and go out the south glass door

ALTERNATE: Go out the north door, turn left and go out the south door at the end of the hallway

Gym Area - Go out the north east door

ALTERNATE: Go out the west doors

Lounge - Out the door, turn right and go out the east door

ALTERNATE: Out the door, turn left, go out south doors

Elementary Offices - Out door, turn left and out the south glass door.

ALTERNATE: Out the door, turn right and out the east door.

GENERAL INFORMATION

It is the responsibility of all personnel to be familiar with this plan and be prepared to activate its procedures if necessary. Any questions regarding the operation of the plan should be directed to the administration. The safety and general control of students is the direct responsibility of the teacher under supervision of the administration in charge. Student control under the active leadership of teachers and other staff is the utmost of importance, especially during emergency situations.

All first-aid or other medical assistance necessary during an emergency will be conducted by the County Health Nurse or in her absence, the Administrator in charge.

The Administrator will be responsible for holding periodic evacuation drills. Drill procedures are to be posted in each classroom along with diagrams illustrating evacuation routes.

Emergency telephone numbers:

Ambulance	244-5445
Business Manager	244-5961
County Health Department	244-5978
Elementary Office	244-5961
Fire Department	244-5252
Hettinger Hospital	1-701-567-4561
High School Office	244-5961
Highway Patrol	374-3698
Poison Control Center	1-800-952-0123
Sheriff's Department	244-5243
Superintendent	244-5961

NUCLEAR ATTACK

The Community warning system (siren) for a nuclear attack will be a steady three to five minute tone from the fire alert system, as directed by local Civil Defense Officials. Radio Stations will transform into emergency broadcasting stations to announce emergency procedures. The Administrator will notify all school administrators and other key personnel about the seriousness of the situation. Students and school employees would be sent home if not in the anticipated blast area if they have time to get home before fallout arrives. In case of nuclear attacks in which time does not permit dispersal of students, the best available shelter protection will be provided under the direction of local Civil Defense people.

RESPONSIBILITY

Bison School District #52-1 being aware of its responsibility for the safety of all persons under its jurisdiction hereby endorses this emergency operations program and pledges its cooperation with other local and state authorities in maintaining a program to afford maximum protection for all pupils, staff and facilities.

WARNINGS:

Emergency warnings may come from either in-house warning signals or from the city-county civil defense warning signal. In the event of mechanical failure warnings may come by word of mouth.

Warnings originating from in-house signals will warn of conditions which will in all cases require the rapid and orderly evacuation of the building. The most probable cause for such action is fire.

Warnings emanating from the city or civil defense warning system will be as follows:

Alert Warnings - A solid 3 to 5 minute tone means an emergency of significant magnitude is possible and you need to take cover.

Attack Warnings - A slow wavering 3 to 5 minute tone means an actual attack has been launched against this country and immediate action for the protection of life is necessary.

**SEE EMERGENCY MANAGEMENT PLAN
“APPENDIX “B”**

SUPPORT STAFF

SUPPORT STAFF

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

ACTIVITY FEE

All support staff shall be allowed to attend all school activities free of charge.

BUS DRIVERS

The School District will pay the cost of physical examinations necessary for qualified applicants, approved by the Administrator, to secure a school bus drivers license.

Activity Bus Drivers

Drug & Alcohol Testing

ADOPTED 6-12-95 REVISED 8-10-2020

Copies of the complete drug and alcohol testing policy are available in the Business Office.

Area of Responsibility

The activity bus driver is responsible to the Administrator for the general safety and conduct of the children and vehicle assigned.

Typical Duties

Operate the school bus in a safe and responsible manner on activity trips assigned by the Administrator.

Maintain order among the children transported and report cases of improper conduct to the Administrator.

Have bus warm in cold weather when students board.

Be aware of safety and protection of the bus when on activity trips.

Keep accurate records on forms provided by the District.

Requirements

Physical ability sufficient to operate a school bus.

Emotional stability sufficient to properly and safely operate a school bus.

Mechanical ability sufficient to note problems in the mechanical operation of the vehicle.

Ability to maintain records.

Note: A physical exam, written test, and driving test must be satisfactorily passed to become a licensed driver. (See physical requirements list below.)

Personal Characteristics

Ability to take directions and work harmoniously with school officials.

Ability to get along with children.

Abstain from the use of profane language.

Abstain from the use of tobacco, intoxicating liquor, and narcotic drugs while performing contract responsibilities.

Reimbursement

Payments to drivers will be made on an hourly straight time basis from the log kept with the rate to be determined yearly.

Overnight Accommodations

Scheduled activity trips that require overnight accommodations for bus drivers will be paid by the Bison School District as follows:

Lodging and meals will be paid on actual billings not to exceed state rates.

Paid receipts will be presented to the Business Manager with request for payment.

An effort will be made by the administration to secure complimentary lodging and meals available.

Physical Requirements

In general, the physical requirements for a school bus driver's license in South Dakota are as follows:

1. Physical strength sufficient to handle a school bus with ease.
2. Possession and full manual use of both arms and hands, both legs and feet.
3. Freedom from any communicable disease.
4. Freedom from mental, nervous, organic, or functional disease likely to interfere with safe driving, such as epilepsy, tuberculosis, paralysis, insanity, diabetes, abnormal blood pressure and heart ailments.
5. Visual Acuity:

Limits: Without corrective lenses

Left eye	Right eye	Both eyes
20/40	20/40	20/40

Limits: With Corrective lenses*

*Restrictions with corrective lenses

Left eye	Right eye	Both eyes
20/40	20/40	20/40

6. Field of Vision: 150 degrees
7. Hearing: Adequate hearing in both ears (with or without hearing aid). Minimum: Whispered voice at 15 feet.
8. Depth Perception: Must be adequate.
9. General Motor co-ordination: Must be satisfactory
10. Blood Pressure: maximum limits. Systolic-150; Diastolic-90.
11. Age Limits: In compliance with the Hazardous Occupations Order No. 2 of the Child Labor Regulations, U.S. Department of Labor, the minimum age to qualify for a school bus driver is 18 years old. It is recommended that the upper age limit be 65 years old.

CUSTODIANS

Area of Responsibility

The building custodian is responsible to the Administrator in charge of the particular building.

During the summer, the custodians will be responsible to the Administrator or designee.

Custodians will have responsibility for the care and cleaning of the buildings as well as to insure a comfortably heated and lighted environment for effective learning.

During the summer, custodians will keep the grounds and other assigned areas clean and free of weeds and trash.

Typical Duties

- Dust all floors each day.
- Empty all waste baskets each day.
- Clean all blackboards as conditions require.
- Dust hallways each day as often as conditions require.
- Clean all washrooms and shower rooms each day, wet-mop and sanitize at least once a week.
- Clean and sanitize all toilets and other bathroom fixtures as conditions require.
- Miscellaneous housekeeping such as dusting, washing windows, etc. will be a part of the established routine.
- Do minor repairs of plumbing, electrical and carpentry as skill and experience permit.
- Move supplies and equipment as directed by building principal
- Be present at school during assigned hours to provide emergency cleanup or repair.
- Assist in cleaning and removal of waste from the lunchroom not to include the kitchen or cooking area.
- Sweep and wet-mop the dining area each day.
- Keep grass and weeds trimmed around buildings and district property.
- Keep trash and other clutter away from the buildings and grounds.
- Refinish the floors, paint and wash all walls, windows, desks, etc. as needed and directed by the Administrator.

Requirements

- Ability to take directions, plan and organize work routines and do minor repairs in plumbing, electrical and carpentry areas.
- Good health and physical strength.
- Mechanical knowledge sufficient to operate a heating plant.

Personal Characteristics

- Ability to work harmoniously with Administrator, teachers and students.
- Ability to adapt to a variety of job situations.

Contract Terms

Contract will be written for twelve (12) months beginning July 1 and ending June 30. Terms stated on yearly contract.

FOOD SERVICE WORKERS

Area of Responsibility

Food service workers include the food supervisor, head cook, and assistant cook or cooks. The service supervisor is responsible to the Administrator to provide attractive and nutritious meals in a clean and pleasant atmosphere in accordance with school, state and federal guidelines.

Typical Duties

Supervisor:

- Plan all menus to ensure Type A meals are being served.
- Order all food and supplies for the program.
- Keep accurate inventories of food, commodities and supplies.
- Ensure the proper receipt and storage of commodities.
- Assist the Administrator and Business Manager with food service accounting.
- Work with the principals to provide a pleasant orderly dining atmosphere.
- Have direct supervision over other food service workers.

Assistant Cook:

- Assist with the preparation, serving and cleanup as directed by the head cook and/or supervisor.

Requirements

Supervisor: Knowledge and experience in quantity food preparation. Some knowledge of business procedures including ordering, checking invoices, inventory and receipting commodities. Ability to supervise and direct work of other employees.

Cooks: Ability and experience in quantity cooking.

Personal Characteristics

Ability to work harmoniously with Administrator, principals, teachers, students and others.

Neat, well-groomed appearance. Good health and a positive attitude toward children.

Contract Terms

Contracts will be written for nine (9) months. Wages and hours are stated on the yearly contract.

ELEMENTARY SECRETARY

Area of Responsibility

Assist and work under the direction of the Administrator. Assist and work cooperatively with other members of the staff, pupils and parents. Duties will vary depending on experience and Administrator.

Typical Duties

- Receptionist - answer the telephone and take messages or direct inquires to the proper person.
- Records - keep enrollment records up-to-date. Keep student cumulative and permanent records up-to-date (record test scores, grades, attendance data and directory information).
- Register new students.
- Request student records from other schools. File correspondence.
- Money transactions - collect and account to the Administrator and/or Business Manager all fees, ticket sales, fines, etc. as are conveniently collected in the Administrator's jurisdiction
- Mail - distribute mail, and handle out-going mail.
- Supplies - check supplies, type orders, check supplies in, distribute or store.
- Assist Administrator in maintaining building and book inventory.
- Typing and office machines - prepare and proofread all masters. Handle all of the Administrator's correspondence. Prepare other building reports as needed.
- Operate copying machines, adding machines and calculators. Lost and found items are to be stored and tried to be returned to the claiming owner.

Requirements

- Graduation from high school or equivalent. Office training and/or experience-school office preferred.
- Knowledge of English usage, spelling and punctuation. Ability to operate office machines. Ability to accurately account for money transactions.

Personal Characteristics

- Ability to work harmoniously with administration, staff members, students and parents.
- Ability to manage confidential information.
- Ability to plan and organize office work.
- Have neat legible hand-writing.
- Pleasant and correct telephone manners.
- Neat well-groomed appearance and good health.

Contract Terms

Contracts will be written for ten (10) months. Terms stated on yearly contract.

HIGH SCHOOL SECRETARY TO ADMINISTRATOR AND BUSINESS MANAGER

Area of Responsibility

The secretary will be responsible to the Administrator and Business Manager and will perform a variety of duties of a complex nature. Assignments are general and require considerable judgment and personal initiative to carry out. This requires assuming responsibility for routine duties not closely supervised.

Typical Duties

- Types a variety of materials such as correspondence, reports, minutes of meetings, etc.
- Composes routine correspondence, inter-office forms, requisitions either independently or in accordance with oral or written instructions.
- Keeps private files of correspondence, reports and records.
- Acts as receptionist and receives all calls, callers, arranges for interviews and handles routine matters.
- Assists Business Manager with keeping financial records including the preparation of vouchers, checking invoices, posting and payroll records.
- Operates business and office machines.

Requirements

- Graduation from high school or equivalent.
- Knowledge in English usage, spelling and punctuation. Ability to calculate and work accurately with figures.
- Ability to operate office machines.
- Ability to compose routine memoranda or letters with only general instructions.
- Ability to follow complex instructions and perform difficult clerical tasks.
- Ability to present information to the public recognizing and treating confidential information as such.

Personal Characteristics

- Ability to work harmoniously with all school personnel.
- Ability to manage confidential information.
- Neat legible handwriting.
- Ability to adapt to a variety of work situations.
- Neat well-groomed appearance and good health.
- Ability to handle the public in a friendly and courteous manner

TEACHER'S AIDE/PARAPROFESSIONALS

Area of Responsibility

The teacher aide will be responsible to the Administrator and to the classroom teacher or teachers to whom assigned. Aides will assist teachers by performing many types of clerical and instructional duties commensurate with the training and experience of the aide. In all cases the instructional program and all decision making regarding students remain the responsibility of the teacher.

Typical Duties

- Supervise students involved in most activities in the school building or school grounds.
- Operate various types of instructional equipment used in the teaching program.
- Operate various machines used in preparing instructional materials.
- Assist with the collection and record keeping of any money that is collected in the classroom.
- Maintain records of attendance, grades, etc.
- Grade papers and other student materials following guidelines developed by the teacher.
- File and catalog instructional materials and equipment.
- Arrange bulletin boards.
- Assist teacher and students in keeping building orderly.
- Attend staff or inservice meetings if directed by the Administrator.
- Perform other duties as assigned.

Requirements

- Graduation from high school or equivalent.
- Knowledge of English usage, spelling and punctuation.
- Ability to operate machines.

Personal Characteristics

- Ability to work harmoniously with Administrator, staff members and students
- Ability to manage confidential information
- Neat legible handwriting
- Possess a high degree of empathy and understanding for children
- Ability to adapt to a variety of job and personal situations

- Neat well-groomed appearance and good health

Contract Terms

Contracts will be written for nine months. Wages by the hour stated on the contract.

GRIEVANCE PROCEDURE

All school employees have access to the grievance procedure as adopted by the School Board. Employees are urged to make every effort to solve grievances informally with the immediate supervisor.

GROUP INSURANCE

All support staff of the Bison School District are eligible to participate in the District health and dental group policies if they are a full-time employee.

HOLIDAYS

ADOPTED 6-9-03 REVISED 05/09/05

All support staff employed full-time (35-40 hours per week) shall be paid for holidays listed in the following policy provided:

1. The holiday falls during the work week
2. School is not in session on that day
3. Effective for school year 2005-2006 #1. and #2. shall not pertain to Christmas Day and New Year's Day.

Provided the holiday meets these criteria, the employee shall receive pay for their regular hourly rate for the number of hours normally worked without having to work on the holiday.

Provided these holidays meet both number 1 and 2 above, in the school years calendar, all full-time support staff shall be paid for the following holidays: Labor Day, Thanksgiving Day, Christmas Day, New Years Day, Good Friday, Easter Monday.

In addition to the holidays listed above, 12 month employees and any other support staff whose work contract extends beyond the school term so they would have worked on Memorial Day and/or Independence Day shall also receive these days as paid holidays.

In the event school is going to be in session beyond Memorial Day, due to snow or other causes, all support staff shall receive Memorial Day as a paid holiday.

In the event that the employee elects to work on a holiday when they did not have to work, no double compensation can be earned.

PAY DAY

All Support Staff employees are paid on the 28th of the month. The last installment may be held until all contract obligations have been satisfied.

PROBATION PERIOD

All new employees are required to serve a three (3) month probation period. Probation period begins the first full day of employment. During this period the employee's compatibility with the system will be determined. If employment is continued beyond the three (3) months, leave becomes available.

RELATIONSHIP WITH STUDENTS

In most cases, students are the responsibility of teachers and administrators. Support staff should assume no 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 to the destruction of school property would be examples of exceptions to this rule.

RELATIONSHIP WITH TEACHERS

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

REMOTE LEARNING PAY

Adopted by Board 4/11/22

When the Bison School District determines it is necessary to go remote school wide, all non-certified staff will be paid their hourly wage for 8 hours. This would include kitchen staff, custodial staff, secretarial staff, and paraprofessional staff. The 8 hours maintains consistency with sick/personal leave hours and inclement weather leave. Bus drivers will receive their daily route rate during remote. Non-certified staff can get compensated for up to an additional 10 hours per week by working in various capacities while we are remote.

PROFESSIONAL DAYS

During the school year, professional days may be granted at Administrator's discretion.

SALARY INCREASES

Salary increases are not automatic and will be considered annually.

SICK LEAVE AND PERSONAL LEAVE

ADOPTED 6-9-03 REVISED 6-12-06 REVISED 7-2010

Support staff sick leave shall be 15 days of which 7 may be used for personal leave. Paraprofessional's sick leave shall be 14 days of which 7 may be used for personal leave. Unused sick leave may be carried over from one year to the next. Sick leave maximum equal to three (3) years leave granted.

ADOPTED 5-20-15 To pay \$25.00 per day for any unused sick leave over 42/45 days not used upon fulfillment of contract.

ADOPTED 5-14-12 Support staff shall receive 5 paid inclement weather days.

REVISED 5-14-18 Support staff will receive paid salary for any late starts or cancelled school days due to weather conditions.

REVISED 5-14-18 Support staff shall be paid for all days and hours that school is not in session throughout the school year due to weather conditions.

Payments received by an employee from Workman's Compensation shall be subtracted from sick leave payments. It shall be the duty of the employee to report all payments received from Workman's Compensation to the Administrator.

SICK LEAVE BANK

ADOPTED 6-9-03

The support staff shall be allowed to set up a sick leave bank whereby a staff member in need above and beyond his/her own sick leave could ask for donations from other support staffs' unused sick leave. The maximum would be to get four (4) days from each staff member up to a maximum of twenty-five (25) days total.

The staff member in need of additional sick leave shall contact the elementary secretary who will in turn procure the needed bank days. This will then be presented to the Administrator, who will transfer the sick days via the present leave approval form. Unused bank days will be returned to the secretary to be disbursed to the donors.

SPECIAL LEAVE

Requests for leave other than herein stated will be handled on an individual basis by the Administrator upon recommendation of the employee's immediate supervisor. Such leave, when granted, may be with or without pay.

TIME SHEETS

All hourly support staff will use the time clock to record working hours.

VACATION LEAVE

Support staff who work full-time (35-40 hours per week) and work 12 months per year will earn 10 days per year of vacation leave, or as per their contract. Vacation leave is meant to be used during the year in which it is earned, but may be carried over from one year to the next. Arrangements for vacation leave must be approved by the Administrator with advance notice of at least 5 work days. Accumulated vacation leave will not be allowed to accumulate to more than 40 days total at the start of a new school year. The advance notice requirement may be waived by authorization of the Administrator. Work missed without advance approval may result in loss of pay for time absent. Unused vacation leave will be purchased back by the district upon termination of employment.

APPENDIX “A”

Bison School District 52-1
 200 East Carr Street, PO Box 9
 Bison SD, 57620
 Request for Use of School Facilities

Date submitted:	Date(s) of Use:
Name and Type of Event:	
A copy of liability insurance if applicable. Name of Insurance:	Specified room(s) or gym requested: Other:
Equipment requested or special set up (if any):	Do you need a custodian on duty? (please circle) Yes No If yes, times needed:
Time of event:	Estimated Attendance:
Admission or collection to be taken? (circle one) Yes No	Name of individual in charge:
Mailing address:	Phone number:

As part of this agreement for rental is the assumption of responsibility by the user for proper and adequate supervision and care of school facilities. School rules concerning smoking, drinking, and tobacco use on school premises shall be enforced. The user also agrees to be responsible for any damages not consider being a part of “normal wear”.

Persons or entities desiring to use the District’s facilities are required to agree to holding the District, its agents, employees, and representatives harmless from any and all liabilities, cost, or expense arising from the use of the facility, and to indemnify the District, its agents, employees, and representatives from any such liability, cost, or expense.

An official representative of the above organization must sign the application.

 Signature of Representative

Date

.....
 Approved by:

 Superintendent

Date

.....

Fees:	Rental of Facility	\$
	Custodial Services	\$
	Total	\$
Record of Payment	Deposit	\$ Date: Received by:
	Balance	\$ Date: Received by:

Copies given to: _____ Business Manager _____ AD _____ Custodian

