

Winner School District 59-2 Mission Statement

**We are Warriors!
We have P.R.I.D.E**



Philosophy of Education

The Winner School District focuses on establishing and revising learning goals, encouraging students to higher levels of achievement and development, and emphasizing the interrelationship among curricular areas as well as communication among all stakeholders

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BOARD OF EDUCATION

Mike Calhoon
Scott Meiners
Rusty Blare
Corey Audiss

Julie Manke
Lynnelle Anderson
Steve Kubik

SCHOOL STAFF

Keven Morehart, Superintendent – 842-8101
Gerald Witte, High School Principal – 842-8125
Brian Naasz, Elementary Principal – 842-8170
Brett Gardner, Middle School Principal – 842-8125
Laura Root, Business Manager – 842-8101
Kim DeMers, Curriculum/Title 1 Coordinator/ 7th grade math – 842-8101
Gerald Witte, Technology Director – 842-8101

District Secretary	Ducheneaux, Cathy
Special Education/Lunch Secretary	Bachmann, Melanie
Elementary Secretary	Phillips, Lorna
MS/HS Secretary	Meadors, Bailey
Native American Advocate	Felix, DeAnne
Native American Advocate	Kucera, Danielle
Attendance Coordinator	Herman, Marilyn
Alternative Center Coordinator	Thayer, Jolene
Elementary Counselor	Kludt, Diane
HS Counselor	Ewing, Val
MS Counselor	Barfuss, Haley
MS/HS Special Education	Assman, Kelly
MS/HS Special Education	Jankauskas, Elizabeth
Elementary Special Education	Brown, Misti
Elementary Special Education	Best, Skyler
Elementary Special Education	Morgan Juracek
Elementary Reading Program	Christensen, Liane
Elementary Reading Program	Engel, Jennifer
Math Interventionist 3 rd – 5 th grade	Taggart, Sarah
Winner Preschool/Special Education	Nielson, Reagan
Winner Preschool	Novotny, Sarah
Beginnergarten	Sund, Tammy
Beginnergarten	Tideman, Emily
Kindergarten	Bergjord, Linda
Kindergarten	Ellwanger, Monica
Kindergarten	Soles, Shawn
First Grade	Keiser, Jaime
First Grade	Vavra, Jolene
First Grade	Vogt, Nicole
Second Grade	Kartak, Amy
Second Grade	Larson, Michelle
Second Grade	Morehart, Melanie

Third Grade	Peppel, Bria
Third Grade	Wickham, Taia
Third Grade	Smith, Gail
Fourth Grade	Duffy, Ashley
Fourth Grade	Vesley, Lisa
Fourth Grade	Patmore, Ross
Fifth Grade.....	Knutelski, Molly
Fifth Grade.....	Connot, Keely
Fifth Grade.....	Kuil, Abigail
Sixth Grade	Aaker, Larry
Sixth Grade	Norrid, Stacy
Sixth Grade	Horstman, Johnnye
Elementary Vocal Music	King, Myrna
Elementary Physical Education.....	Streifel, Jo
Library Leader.....	English, Ann
MS/HS Physical Education	Keiser, Kevin
HS Family & Consumer Science/Health	Jankauskas, Lisa
HS Math/ Art	Clay, Karyl
MS/HS Computers/Technology	Aaker, Larry
Librarian/E-Learning	Duffy, Judy
HS Language Arts	Durrin, Diane
HS Language Arts	Lapsley, Misti
HS Spanish/Social Studies.....	Foster, Lindsey
HS Industrial Arts.....	Gronlund, Mark
HS Math	Calhoon, Austin
HS Math.....	Naasz, Nathan
HS Science	Kludt, Randy
HS Science	Olson, Trent
Vo Ag.....	Childress, Tracy
HS Social Studies/Lakota Studies	Schuyler, Jayd
MS Science.....	Wood, LaGrande
MS Reading	Storms, CK
MS Language Arts.....	Volmer, Rona
MS Math.....	Curtis, Robin
MS Social Science	Novotny, Spencer
MS/HS Choir/MS/HS Band	Fredrick, Lucas
Elementary Computers	Curtis, Kelly
Preschool Aide	
Special Education Aide.....	Assman, Kody
Special Education Aide.....	Phillips, Jenna
Special Education Aide.....	Stirling, Loni
Special Education Aide.....	Mead, Meagan
Special Education Aide.....	Rehak, Pat
Special Education Aide.....	Rice-Engemann, Sheila
Special Education Aide.....	Schroeder, Melinda
Special Education Aide.....	
Special Education Aide.....	

Special Education Aide	Noguchi, Katherine
Special Education Aide	Klein, Jessica
Special Education Aide	Gregg, Kara
MS/HS Aide	Heth, Bronson
Beginnergarten Aide	Heinzman, Roxanne
Special Education Aide	Zeigler, Lindsay
Kindergarten Aide	Sitting Bear, Rebecca
Kindergarten Aide	Bolander, Sheri
Kindergarten Aide	
1 st Grade Aide	
Speech Pathologist.....	Morehart, Madyson
Speech Aide	Cernetisch, Laura
Custodian.....	Schroeder, Orville
Custodian.....	McCarty, Keith
Custodian.....	Paulson, Neil
Custodian.....	Rice, Gene
Custodian.....	Welch, Mary
Custodian.....	
Special Education Driver	Paulson, James
Special Education Driver	Paulson, Lori
Food Service Director	Hoffer, Debbie
Cashier.....	Bolander, Sheri
Cashier	Bachmann, Melanie

2023-24 EXTRA CURRICULAR ASSIGNMENTS

Activities Director	Brett Gardner
Middle School AD	Brett Gardner
Head Boys Basketball	Brett Gardner
Assistant Boys Basketball	Trent Olson
C Team Coach
8 th Grade Boys Basketball	Austin Calhoon
7 th Grade Boys Basketball
Head Girls Basketball	Larry Aaker
Assistant Girls Basketball	Keely Connot
C Team Coach
8 th Grade Girls Basketball	Rona Volmer
7 th Girls Basketball	Lisa Jankauskas
High School Head Football	Trent Olson
Assistant Football	Kevin Keiser
Assistant Football	Austin Calhoon
Assistant Football	Ben Connot
Middle School Head Football
Middle School Asst. Football	Spencer Novotny
Middle School Asst. Football	Keven Morehart
Head Wrestling	Spencer Novotny
Assistant Wrestling	Jayd Schuyler
Middle School Wrestling Coach	Matt Lantz
	Brayden Robbins
Head Track	Larry Aaker
Assistant Track	Jaime Keiser
Assistant Track	Lindsey Foster
Assistant Track	Glenn Carlson
Assistant Track	
Assistant Track	Jayd Schuyler
Middle School Track	Ben Connot
Head Cross Country	Jayd Schuyler
Assistant Cross-Country	Reagan Nielson
Head Boys Golf	Larry Aaker
Head Girls Golf	Jim Halverson
Assistant Girls Golf	Open
Assistant Boys Golf	Jim Halverson

Head Volleyball	Jaime Keiser
Assistant Volleyball	Jenna Phillips
6 th Grade Volleyball	CK Storms
7 th / 8 th Grade Volleyball	Morgan Juracek
High School Music Instructor Grades 5-12 Band	Lucas Fredrick
Middle School Music Instructor	Lucas Fredrick
ELEM Vocal Instructor	Myrna Freese
Oral Interpretation	Misti Lapsley
All School Play	Molly Knutelski
Contest One Act Play	Sarah Taggart
MS One Act Play	Ross Patmore
Technical Director – All plays	Dan Patmore
Yearbook	Diane Durrin
HS Quiz Bowl
Speech Activities
Junior Class Advisor	Karyl Clay
Assistant Junior Class Advisor	Val Ewing
National Honor Society / Academic Banquet Advisor	Lisa Jankauskas
FCCLA Advisor	Lisa Jankauskas
FFA Advisor	Tracy Childress
FFA Assistant Advisor	
MS/HS Student Council Advisor	Haley Barfuss
Assistant Student Council Advisor	Jolene Thayer
Concession Advisor	Jayd Schuyler
Science Fair Director	Randy Kludt
Warriorette Advisor	Sarah Taggart
Competitive Dance Advisor	Sarah Taggart
Assistant Warriorette/Dance Advisor	
School Improvement Committee Chair	Kim DeMers
Reading Olympics/Brain Brawl	Monica Ellwanger
Reading Olympics/Brain Brawl	Michelle Sharkey
Football Cheer Coach	Val Ewing
BBB/GBB Cheer Coach	Elizabeth Jankauskas
Competitive Cheer Coach	Val Ewing
Assistant Competitive Cheer Coach
Special Olympics Coach	Lindsey Foster
MS Brain Brawl	Lindsey Foster
MS Reading Olympics	Lisa Jankauskas

WINNER SCHOOL DISTRICT 2023-2024 SCHOOL CALENDAR

Staff In-Service Days	August 14-15
School Begins	August 17
Labor Day	September 4
Parent Teacher Conferences	September 18 & 20
First Quarter Ends	October 18
Second Quarter Begins	October 19
Thanksgiving Vacation	November 22-24
Christmas Vacation	December 22 - January 2
Second Quarter Ends	January 9
Third Quarter Begins	January 10
Parent Teacher Conferences	February 5 & 7
Third Quarter Ends	March 14
Fourth Quarter Begins	March 18
Easter Break	March 29 - April 1
Graduation	May 11
Last Day of School	May 16
Teacher Check-Out	May 17

DAYS IN SESSION

August	10
September	17
October	18
November	16
December	12
January	18
February	17
March	16
April	17
May	<u>10</u>
Total	151

**All make-up days will be at the discretion of the Winner School District
Administration and Board of Education**

LINE OF AUTHORITY

Following is the line of authority at each building site:

District wide

Keven Morehart – Superintendent
Gerald Witte– High School Principal
Brian Naasz – Elementary Principal
Brett Gardner – Middle School Principal

Laura Root – Business Manager

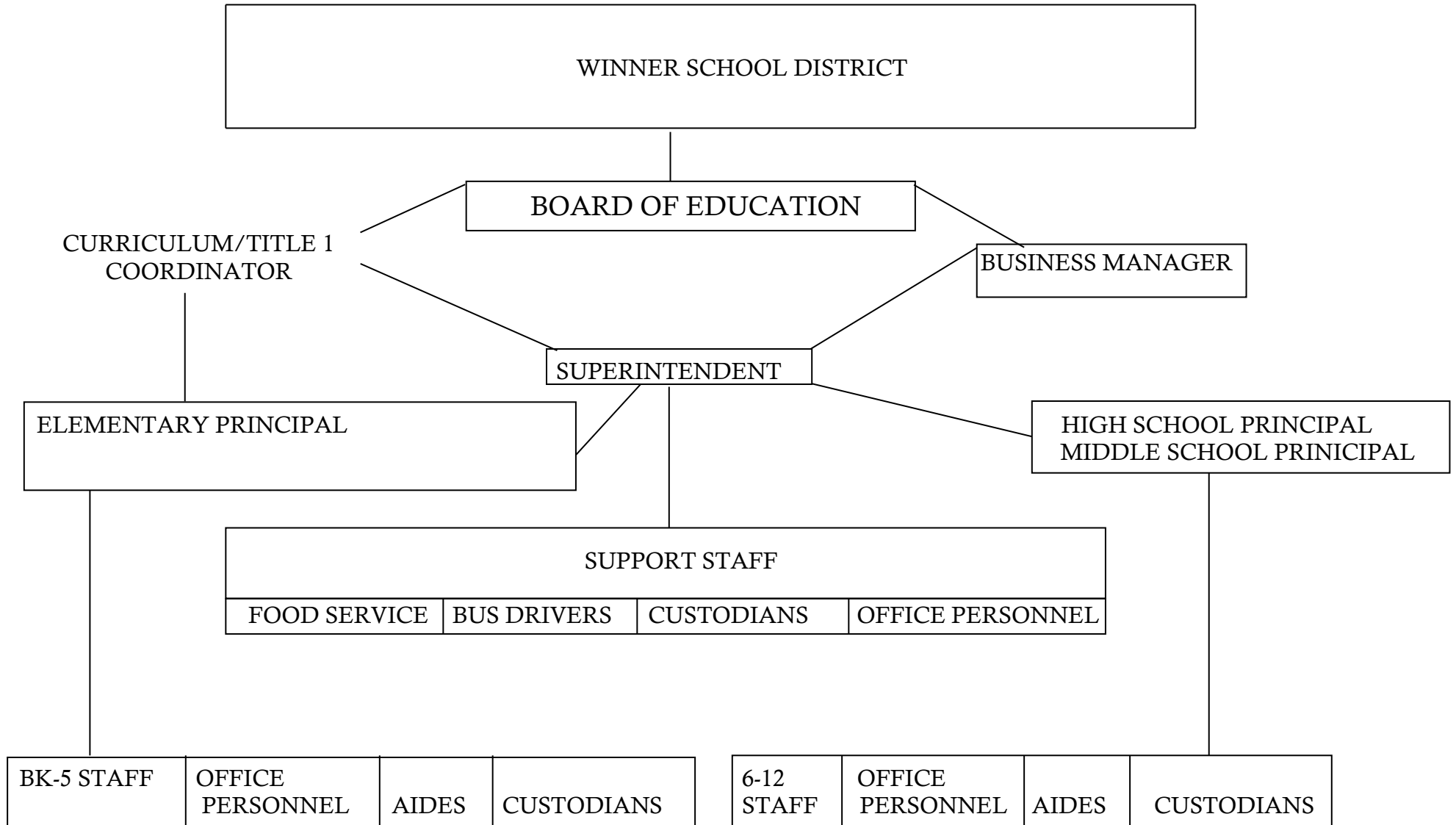
MS/HS Site

Gerald Witte- High School Principal
Brett Gardner – Middle School Principal
Val Ewing – Counselor
Haley Barfuss - Counselor

Elementary Site

Brian Naasz – Elementary Principal
Diane Kludt – Counselor

WINNER SCHOOL DISTRICT CHAIN OF COMMAND



ACCIDENTS AND ILLNESSES

Every serious accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school should be reported as soon as possible to the principal. Student accident forms may be obtained from the school office area. Dismissal for accidents and illness and arrangement for transportation home will be handled through the office.

ADDRESSING STAFF MEMBERS

All students are to address the members of the Winner School District staff in the appropriate manner requested by the staff member.

Using Miss, Mr., Ms., Mrs., and/or Coach before the staff member's last name is encouraged as the most appropriate way to address and staff member.

ADMINISTERING MEDICINE TO STUDENTS

If, under exceptional circumstances, a child is required to take oral medication during school hours, and the parent is unable to be at the school to administer the medication, only a principal's designee (Trained Medication Administrator or contracted School Nurse) will administer the medication in compliance with the guidelines depicted below:

1. Written authorization signed by a parent/guardian is required for prescription medicines and will include (if applicable):
 - a. The Child's Name
 - b. Name of the Medication
 - c. Purpose of the Medication
 - d. Time Medication is to be administered
 - e. Dosage requirements
 - f. Special Instructions (If applicable)
 - g. Termination
2. Written authorization designating type of non-prescriptive medicine (e.g. aspirin, Tylenol) is also required.
3. The parents/guardians of the student must assume responsibility for informing the school of any change in the child's health or medication.
4. The Winner School District retains the discretion to reject requests for administration of medicine.

Finally, the Winner School District 59-2, WILL NOT PROVIDE medication of any kind.

ALCOHOL & OTHER DRUG USE BY STUDENTS

The Winner Board of Education recognizes its share of the responsibility for health, welfare, and good of the students who attend its schools. Alcohol and other drug use is wrong and harmful and 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 (alcohol and drugs) has become a serious problem in our country. We accept our obligation to establish a positive environment in which these problems can be presented through a comprehensive school drug free program and be addressed locally in a helpful and supportive, rather than a punitive, way. One of the district's goals is to prevent all use by students. Accomplishing this goal will entail training teachers, counselors and other staff members to educate themselves and the community about the impact of drug abuse. Other goals are to teach staff to identify indicators of alcohol and/or other drug use problems and to know what resources are available to address these problems if they are observed. The administration realizes that the problems of alcohol and/or other drug use is a school and a community issue. Therefore, we are committed to cooperate with agencies and community groups that address these issues.

The following are the parameters of student use of alcohol and other drugs in the school system. This policy is in effect on premises owned, leased or maintained by the Winner School District, at all school related activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property. Students, parents, and members of the community are expected to know and understand the policy provisions, and its mandatory nature. A copy of the policy will be provided annually to each student and/or her/his parents.

A student shall NOT possess, use, distribute, transfer, conceal, sell, attempt to neither sell, deliver, nor be under the influence of alcohol and/or other drugs. Students shall not engage in alcohol and/or other drug use/abuse nor possess paraphernalia specific to the use of alcohol and/or other drugs. Students shall not engage in the use of alcohol and/or other drugs: Students who use prescription drugs authorized by a physician do not violate policy 7.18 if they conform to the prescription and appropriate school policies.

Disciplinary Sanctions & Implementation Procedures

The following procedures will be used in dealing with possession, use, distribution, or being under the influence of alcohol and other drugs:

A. FIRST OFFENSE - (OTHER THAN DISTRIBUTION).

1. The administration will contact the parent /guardian and explain the incident while arranging a conference.
2. Pursuant the student due process, the student may be suspended as determined by the school district Discipline Matrix.
3. The administration will notify the parent/guardian in writing of any suspension.
4. The administration shall notify law enforcement agencies.

The Winner School District will require that students with drug and alcohol abuse problems seek professional assessment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because the Board believes that chemical dependency is preceded by misuse, the Board feels confident that such early intervention can benefit the student before significant harm or dependency results.

The suspension of a student who agrees to be assessed will be commuted to three (3) days. 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 her/his family. Upon receipt of appropriate authorization, the agency or professional will notify the school administration that the pupil is willing to be evaluated and to comply with the treatment process.

B. SECOND AND SUBSEQUENT OFFENSES - (OTHER THAN DISTRIBUTION).

1. The administration will contact the parent /guardian and explain the incident while arranging a conference.
2. Pursuant the student due process, the student may be suspended as determined by the school district Discipline Matrix.
3. The administration will notify the parent/guardian in writing of any suspension.
4. The administration shall notify law enforcement agencies.
5. The administration may recommend to the Winner Board of Education that the student be expelled UNLESS the following procedure is followed:
 - a. The student must agree to be assessed by a trained chemical dependency counselor or a licensed physician trained in chemical dependency;
 - b. Upon appropriate authorization, the agency or professional notifies the administration that the, student has been assessed and does or does not require treatment. If the student is accepting needed treatment, recommendation for expulsion may be commuted. Fees for this assessment and/or treatment are the direct responsibility of the student and his/her family.

C. SUPPLYING/DISTRIBUTING OR SELLING ALCOHOL AND OTHER DRUGS OR MATERIAL REPRESENTED TO BE A CONTROLLED SUBSTANCE - ALL OCCURRENCES).

1. The administration will contact the parent /guardian and explain the incident while arranging a conference.
2. Pursuant to student due process, the student may be suspended or expelled as determined by the school district Discipline Matrix.
3. The administration will notify the parent/guardian in writing of any suspension.
4. The administration shall notify law enforcement agencies.
5. A hearing on the case will be conducted by the Winner Board of Education pursuant to due process rules for expulsion. Expulsion may be recommended by the administration.

D. A BIENNIAL REVIEW OF THE WINNER SCHOOL DISTRICT'S PROGRAM WILL BE MADE.

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

ASBESTOS REINSPECTION

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) of 1987, the Winner School District recently conducted the districts' triennial asbestos re-inspection and update of the asbestos management plan.

No significant changes were found in the remaining asbestos containing material located in the district, and only continued surveillance was needed for response action.

Review of the Winner School District triennial re-inspection report and management plan is available for public inspection at the administrative office.

ASSEMBLY SUPERVISION

Supervision is required when students are called together for any activity during the school year. Faculty members shall cooperate in the proper supervision of students at these assemblies. Teachers are to be present at every activity held during school hours except when excused by the building principal.

ATTENDANCE POLICY FOR GRADES BK-12

ATTENDANCE POLICY

A student's achievement and success in school are directly related to attendance. Both students and parent/guardians must understand that students miss a vital portion of their education when they are absent from school while it is true that written work can be completed for makeup; class instruction or presentation, discussions, audio/visual presentations, group work, and student- teacher interactions cannot be duplicated.

This is a general policy on attendance. Parent/guardians are encouraged to cooperate and support the policy, and the school administration is empowered to use its discretion in the enforcement and the application of the policy. This policy does not imply that it is desirable to miss twelve (12) days or twelve (12) classes a semester. The administration and staff of our school encourage all students to have the best attendance record possible.

Each Absence—If the student is not previously excused through the office by the parent/guardian, secretaries and/or home school liaison will attempt to make a contact by phone stating that the student is absent. A school official will report the student absent and offer assistance when appropriate to promote attendance.

8 Absences in a Semester

A letter stating the number of absences the student has had during the semester will be sent to the parent/guardian. A conference including the student, a parent/guardian and the principal will be scheduled. The purpose of this conference is to inform the parent/guardian and the student of the school district attendance policy and the possible consequences of further absences. A plan of action may be drawn up to include intervention for a plan of success.

If parents/guardians do not attend the conference, they will be notified by phone and/or mail.

12 Absences in a Semester

A conference including the student, a parent/guardian and the principal will be scheduled. The purpose of the meeting is to inform the parent/guardian and the student that there is a concern because the student has accumulated twelve or more absences for the semester and any further absences may result in suspension from school for reason of non-attendance. If suspended, the student may re-enroll the next semester.

If the parent/guardian do not attend the conference, they will be notified by phone and/or certified mail of possible action regarding any further absences for the semester.

The building principal may, with the approval of the Superintendent, notify the State's Attorney's office of the lack of attendance by the student.

Exceptions to absences

All absences will count as one day toward the maximum absences allowed. Exceptions to this policy will be as follows:

1. Participation in school sponsored activities – no count
2. Death or critical illness to immediate family – no count up to five (5) days.
3. Cases of prolonged absence because of hospitalization or serious illness – no count if verified by doctor's statement.
4. All situations of absence, not covered by the attendance policy, are at the discretion of the principal.

Grade 9-12 Credit Class Absences

A student who accumulates 12 or more absences in a semester in one or more for credit classes may be withdrawn from those classes and enrolled in study hall for the remainder of that semester. The grade for those courses will be recorded as "F" and that grade will be computed in the student's grade point average and for activity eligibility purposes. When a student is dropped from one or more courses, the parent/guardian will be notified by phone and/or letter.

RST Education Communication

The building principal will provide RST Education department with copies of all attendance letters sent to the parent/guardian of Native American students. The building principal will contact RST Education department prior to any referral to the State's Attorney's office in regard to the attendance of any Native American student.

BULLYING POLICY

Persistent bullying can severely inhibit a student's ability to learn effectively or a member of the staff's ability to do their job. The negative effects of bullying can have a negative impact on a person for their entire life. The Winner School District is committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all pupils should be able to report it and to know that incidents will be dealt with promptly and effectively.

Bullying is repeated and intentional harmful behavior initiated by one or more students and directed toward another person. Bullying exists when a student with more apparent social and/or physical power deliberately dominates and harasses another who has less apparent power. Bullying is unjustified and is typically repeated. Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets another who may have difficulty defending himself or herself from the bullying or from its adverse effects.

The general forms of bullying are:

Physical -- this involves harmful actions against another person's body;

Verbal -- this involves speaking to or about another person in an unkind or hurtful way;

Emotional -- this involves behaviors that intentionally upset, exclude or embarrass another;

Sexual -- this involves singling out another person because of gender and demonstrates unwarranted or unwelcome advances of a sexual nature; and

Racial -- this involves rejection or isolation of a person because of race or ethnicity.

Bullying of any form or type is not permitted in the Winner School District. The Board of Education expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with proper regard for the rights and welfare of other students and staff.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and community members of the District, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for District and community property on the part of students, staff, and community members.

The Board of Education requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment or bullying.

The Winner School District utilizes the Olweus Bullying Prevention Program in grades Kindergarten through twelfth. A classroom level through superintendent level reporting, investigation and consequence process is built in to the Olweus Bullying Prevention Program as well as in the building discipline matrices, and those protocols will be followed if an alleged act constitutes a violation of this policy. All school employees and students are required to report alleged violations of this policy. Parents, visitors and community members are encouraged to report any alleged violations of this policy. Building principals shall take steps to ensure that a prompt, thorough and complete investigation of the complaint is conducted according to the Olweus protocol to determine whether a violation of this policy has occurred.

All district employees are to be trained in the use and application of the Olweus Bullying Prevention Program, and to help prevent and respond to bullying situations.

A copy of the Olweus Bullying Prevention Program may be reviewed at each building level.

The Olweus program is to be reviewed regularly by principals at Board meetings and in parent information meetings scheduled at the building level. Building level review is to be conducted at least quarterly via Olweus Bullying Prevention Program Committee meetings.

This policy and the year-end bullying data will be reviewed annually at the June board meeting.

CELL PHONES/ELECTRONIC DEVICES

Classroom teachers or support staff are prohibited from having cell phones set to audible ring during instructional time of the school day. If they are powered on they must be set on etiquette (silent) mode. Calls may not be made or received during scheduled instructional time.

Cell phones and/or other electronic devices may not be used in any manner that will cause disruption to the educational environment. Teachers/staff may use their phones during planning time or during their breaks when not in the presence of students. The only exception to this would be for medical reasons/emergency only.

The school district will not be responsible for loss, damage, or theft of any electronic device brought to school by staff.

Electronic Devices:

The Winner 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 media devices.

All student cell phones, and portable media devices shall be turned “off” when entering the school building. It is suggested that they are kept in the students’ locker during the school day. Any student using their cell phone or portable media device during the school day without permission will be subject to disciplinary action.

- On the first violation the device is taken from the student and returned to the student at the end of the school day. The student will receive a warning.

- On the second violation, the device is taken from the student and the parent/guardian may be required to pick up the device from the office at the end of the school day.
- On the third violation the device is taken from the student and the parent/guardian may be required to pick up the device from the office at the end of the school day. The student may be subject to further disciplinary action by the principal.

Any student that must use their cell phone or portable media device during the school day will do so with administrative permission. Any student using their cell phone or portable media device during the school day without administrative permission will be subject to disciplinary action.

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. Academic dishonesty or cheating.
3. The use of camera or recording features in restrooms, locker rooms or any use constituting an invasion of any person's reasonable expectation of privacy.
4. 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
5. Refusal to relinquish cell phone or portable digital media devices to persons of authority upon request.

CHILD ABUSE

It is policy of the Winner Board of Education that the Winner School District comply with the Child Protection Act and SDCL 26-10-10.

To that end, any school official and/or employee who has reasonable cause to know or suspect that a child has been subject to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, shall immediately report or cause a report to be made to the necessary, city, county, and state authorities.

Reports of child abuse or neglect, the name and address of the child, family or informant or any other identifying information in the report shall be confidential and shall not be public record.

The Winner Board of Education shall provide periodic in-service programs for all teachers in order to assist them with information about the Child Protection Act and appropriate legislation, to help in recognizing and reporting instances of child abuse and to instruct them on how to assist victims and their families.

Winner School district employees and officials shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school official or employee to prove that the child has been abused or neglected. Nor is the school district's responsibility to alert the family/individual that they are under investigation.

The Superintendent of Schools shall make certain that all officials and employees of the Winner School District are fully cognizant of the current reporting procedures for suspected child abuse or neglect cases. These reporting procedures/rules are currently part of the school board's policy handbooks.

Approved: January 11, 1993

- I. LAW: According to SDCL 26-10-10, any school teacher, counselor, school official, or nurse having reason to suspect that a student under 18 years of age has been neglected or physically abused (including sexual abuse), shall report the circumstances or cause them to be reported to the State's Attorney's Office or the Department of Social Services.

Several points warrant emphasis:

- A. The duty to report concerns suspicion only. The burden of proof does not rest with the person reporting.
- B. Medical or professional privileges guaranteeing the confidential nature of communications may not be claimed in any judicial proceeding involving cases of suspected child abuse or neglect.
- C. All person, acting in good faith, shall have immunity from civil or criminal liability for reporting suspected cases of child abuse or child neglect, even if the suspicion is proven to be unfounded. On the contrary failure to report constitutes a Class I misdemeanor.

II. PROCEDURES

A. Teacher's responsibilities

1. To gather information about the child, including name, family name, addresses, evidence and observation of incidents, and any repeated incidents. (The following recommended form, to be given to the agency to whom the report is made, may be used, or the school may use oral reports. It is recommended that the form, if used, not be filed in the child's record.)
2. To report the incident to the designated school staff person, your building principal.
3. To report, when necessary in certain special cases to act immediately upon a suspicion of child abuse or neglect, directly to DSS or the State's Attorney. It is the legal responsibility of the person suspecting the child abuse or neglect to ensure that the suspicion is reported, if the procedurally designated person does not do so.

B. Principal's responsibilities

1. To report the incident to Social Services or the State's Attorney. (The school should check with local Social Services and the State's Attorney to determine which is more appropriate to the local situation.)
2. The principal, or designee, shall immediately report the case by telephone to the appropriate agency.
3. Within 24 hours, the principals, or designee, shall inform the school employee in writing of the disposition of the initial report.

CITIZENSHIP: MORAL INSTRUCTION

The Winner Board of Education believes it has a significant responsibility to help students understand, appreciate, and feel a desire to perpetuate our American heritage, customs, traditions, and ideals.

Therefore, the school board instructs that students be taught the history and Constitution of South Dakota and the general principles of free government so they can comprehend the rights, duties, and dignity of

American citizenship. Students will also be instructed on the proper manner to honor, respect, and display the flag of the United States.

Within the citizenship program the ideals of truthfulness, tolerance, sexual abstinence, public spirit, patriotism, respect for ethnic and minority groups, and obedience to one's parents will all be highlighted. (SDCL 13-33-6)

CLASSIFIED STAFF EVALUATION POLICY

Classified staff shall be evaluated each year by the building principal/superintendent and direct supervisor, if so assigned. An evaluation conference shall be held with the involved parties. The evaluation form shall be signed/dated by the building principal/superintendent, direct supervisor and classified staff member.

The evaluation shall be completed by April 1st of each year. The classified staff member shall receive a copy of the evaluation and the original shall be placed in classified staff member's file in the superintendent's office.

CLASSIFIED STAFF TIME CLOCK

The purpose of the time clock is to insure an accurate record of all hours worked by the employee and to make sure employees are paid properly. Employees are required to punch in and out using his/her own code only, according to his/her schedule. Under no circumstances are employees to punch in/out using another employee's code. Neither shall employees allow anyone else to punch in/out using his/her code.

Employees are not permitted to punch in or start work more than fifteen (15) minutes before the scheduled time, nor are they permitted to punch out or quit working later than fifteen (15) minutes past the scheduled work time without authorization from their supervisor.

Employees must punch in and out for all mandatory thirty (30) minutes lunch breaks.

Employees will be paid for all time worked per his/her schedule. All time worked beyond the schedule must be authorized and approved by his/her supervisor. Should an employee forget to punch in or out, it is the responsibility of the employee to inform their supervisor who will contact the main office through email to correct the error.

Schedules:

Aides - 7:45am – 3:45pm
Office Staff - As set by Supervisor
Custodians - 5:30am – 3:00pm (Head)
6:00am – 3:30pm (Day)
1:30pm – 10:00pm (Evening)

CLASSIFIED STAFF UNUSED SICK LEAVE

Classified staff unused sick leave may accumulate to a maximum of forty-eight days or eighty-five days depending on whether the classified staff member is a nine- or twelve-month employee. Any amount of sick leave days in the excess of the classified staff members forty-eight- or eighty-five-day limit, will be compensated to the classified staff member at a rate of \$50 per day. The reimbursement will be paid in the July payroll in a separate paycheck and subject to normal income tax and social security.

CLASSROOM MANAGEMENT

Teachers are responsible at all times for the conduct of the students under their supervision. Improper behavior of any school student is to be corrected when needed. The school expects all students to be well controlled at all times whether it is in the classroom, hallways, or washrooms. Should an occasion arise which a teacher feels he/she is unable to deal with, he/she should immediately notify the principal. A teacher is not to allow situations to continue which detract from the optimum environment for learning in his/her classroom.

Teachers are encouraged to explore new behavior approaches which emphasize rewarding good behavior rather than using negative means to induce behavior changes. Focusing on positive behavior patterns can be an effective means of improving the overall behavior of the students.

The need for a teacher to be fair, consistent, and reasonable in dealing with students is of prime importance.

Teachers should always remain in their rooms with their students during their classes and study halls. Should an urgent matter arise which necessitates your attention outside of the room, contact the office for supervision until you return. Such matters as obtaining supplies and making phone calls should be done during your preparation period.

COMPLAINT POLICY FOR FEDERAL PROGRAMS

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal 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 school they choose, as well as at the district or district's homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

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

COMPLIMENTARY TICKET POLICY

It shall be the policy of the Winner School District's Board of Education to distribute complimentary tickets for its activities. The Board of Education feels that complimentary tickets are one method of repaying individuals who assist the school system many times without monetary benefit. The Board of Education, also, recognizes senior citizens with complimentary passes. The entire list of individuals receiving complimentary tickets is reflected below:

1. School District Employees. 1 per single employee, and two for married employees.
2. Elected School Board Members. (Same as school district employees - above).
3. Senior Citizens. Begins with age 62.
4. People with Special Needs.

These complimentary passes are valid for all home activities, unless they are "hosted events." Hosted events are those that are operated in conjunction with other school districts. These require passes that are NOT provided by the Winner School District. Examples of hosted events are: football playoff games; district and regional basketball contests, etc.

CONSTITUTIONALLY PROTECTED PRAYER

The Winner School District must have no policy that prevents or otherwise denies participation in constitutionally protected prayer in the school during the school year.

CREDIT CARD USE

The business manager and/or superintendent are authorized to issue credit cards to school district personnel on an as-needed basis. A written record of all credit cards issued, to whom, for what purpose and a return date shall be recorded.

School credit cards may be used for the following purposes:

1. On school district travel for:
 - a. Fuel, oil and repairs for school vehicles
 - b. Lodging
 - c. Emergency items related to the purpose of the travel
2. Other school district usage for purchase of materials, supplies, or equipment when authorized by the business manager or superintendent.

In the event a credit card is lost or stolen, the staff member shall immediately notify the business manager and/or superintendent.

CYBER BULLYING POLICY

Cyber bullying is a form of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or District property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the materials they transmit. Hate mail, harassment, discriminatory remarks, or other anti-social behaviors are expressly prohibited. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or

terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been victims of such misuses of technology, as described in this policy, should not erase the offending material from the systems. A copy of the material should be brought to the attention of a principal or teacher.

In situations in which cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of a school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making threats off school grounds, to harm a member of the school staff or a student.

Malicious use of District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to any entity on the system and/or change the components of an entity on the network is prohibited.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

DAILY BULLETIN

Each morning a bulletin of pertinent information will be compiled by the building secretary. This bulletin will be handed to staff to read to the students. If you want to have announcements included in the bulletin please get the information to the building secretary by 8:30 a.m. to be assured of its publication.

DANGEROUS WEAPONS IN THE SCHOOL

The Winner Board of Education believes that schools should be example of what is required regarding the observance and respect for the law. Moreover, the school board remains highly conscious of the health, safety and welfare of the student, staff and public.

State and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a student shall be reported to the student's parents/guardians. Confiscation of weapons may be reported to the police. The building principal shall pursue appropriate disciplinary and/or legal action. All disciplinary action shall follow the Winner School District Discipline Action Guidelines.

A dangerous weapon is defined in SDCL 22-1-2 as "any firearm, air gun, knife, device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm".

No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school function. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, unloaded weapons at color guard ceremonies, administrative approved gun shows, authorized military

personnel and authorized supervised school training sessions for the use of firearms. Any violations shall be reported to local law enforcement authorities.

Any student bringing a firearm to school calculated or designed to inflict death or serious bodily harm, shall be expelled for a period of not less than twelve months and will be referred to law enforcement authorities. The Superintendent of Schools shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy, the term “firearm” includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

DISTANCE EDUCATION POLICY

It shall be the policy of the Winner High School to manage distance education coursework as follows:

1. All students are required to enroll in a minimum of six subjects at the Winner High School to be considered a full-time student. The principal may grant exceptions to this rule where it becomes necessary to remove a student from a class because of health, academic, attendance or disciplinary issues.
2. Students are required to enroll in courses taught by Winner High School instructors and offered at Winner High School during the grade level designated unless otherwise approved by the principal.
3. Winner High School students may enroll in courses completed through online or on-site educational institutions (local college, university, technical school and South Dakota Virtual High School approved providers) according to the following criteria:
 - a. A distance education (online) or onsite course may be granted approval by the principal due to a scheduling conflict, attendance issue, disciplinary issue, credit recovery, Advanced Placement College Board course, dual credit course offered through South Dakota Board of Regents or for students seeking early graduation status. The school district is not responsible for costs involved with online coursework or onsite courses. Online coursework must meet South Dakota Department of Education certification guidelines noted in SDCL 13-33-21.
 - b. The student must take on online course in the building during the academic school day. The student will be assigned to a room and instructional period. The principal may grant an exception to this rule due to health, academic, attendance or disciplinary issues.
4. The letter grade for the course will appear on the student’s official transcript and factored into the student’s grade point average.
5. Students who enroll in dual credit courses at a university or college are responsible for tuition and course fees. Students earn ½ high school credit for each 3-hour course passed. Students must provide the guidance office with a transcript noting the course grade and course title. Principal approval for the course prior enrollment in the course is mandatory.
6. When applicable, students enrolled in a course(s) from another educational institution will be released from school for attendance at the other educational institution for a period of time that shall allow for travel and attendance. The principal shall determine the release time. A student

released for attendance at another educational institution shall be the sole responsibility of the parent/guardian and shall not be the responsibility of the school or its employees.

- a. Students participating in the program will be required to maintain minimum course enrollment at the high school and will remain responsible for all rules and regulations of the high school and school district while in attendance at the high school.
7. Students enrolled beyond a fourth year, who have not met graduation requirements, may enroll for less than six subjects with the approval of the principal or a guidance counselor.
8. Students certified for special education must earn the required semester units of credit.
 - a. Students certified for special education may earn credits through the resource room if the courses are goals in the student's Individual Education Program (IEP) plan.
9. Should the student find fault with the principal's disapproval of a distance education course, the student may file a complaint using the Winner School District Student Grievance Procedure.

DRUG-FREE WORKPLACE

Student and employee safety is the primary concern of the Winner Board of Education. Employees under the influence of alcohol, drugs, or controlled substances. are a serious risk to themselves, to students, and to other employees. Therefore, the Winner Board of Education will NOT tolerate the unlawful manufacture, use, possession, sale, distribution, or being under the influence of drugs, alcohol, or controlled substances.

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, therefore, notified that as a condition of employment, the employee must abide by the terms of this policy and will report to the Supt. 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, within five (5) days of conviction.

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

The Winner Board of Education 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 professional assistance shall be provided a listing of treatment facilities or agencies to assist him/her in their choice of a service provider. The Winner School District will assume NO financial responsibility for an employee who has an alcohol and/or drug use/abuse problem.

When an employee has consumed alcoholic and/or illegal drugs off school property and/or before a school activity, the employee will NOT be allowed on school property/to participate in a school activity. Employees who violate this regulation will be subject to the same disciplinary sanctions as mentioned above.

The Winner Board of Education hereby commits itself to an ongoing good faith effort to maintain a drug free environment. A copy of this policy will be provided all employees; and a biennial review of this policy will be made to determine the policy's effectiveness and to implement any needed revisions.

EMPLOYEE COMMUNICABLE DISEASES POLICY

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

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

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

The advisory committee may be composed of:

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

In making the determination, the advisory committee shall consider:

1. the physical condition of the school employee
2. the expected type(s) of interaction with others in the school setting
3. the impact on both the infected school employee and others in that setting
4. the South Dakota Department of Health guidelines and policies
5. the status of certification of the employee as is promulgated in SDCL 13-43-3
6. the recommendation of the County Health Officer, which may be controlling
7. information regarding the infected employee which is deemed part of his/her personnel record, therefore, is classified as "Confidential" as required by SDCL 1-27-3.

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

If employment of an infected employee is to be interrupted or discontinued, the employee will be entitled to use available medical leave and receive available benefits. Public information will not be revealed about the employer who may be infected. If the employee is permitted to remain in the school setting the following procedure will be followed by the principal:

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

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

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

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

Health guidelines for work attendance are established and interpreted within the context of the situation. The guidelines are not inclusive but are available to be used as a resource. Specific needs will be addressed individually. School personnel will refer to school health professionals for specific judgments interpreting the guidelines. DISEASE & INCUBATION PERIOD	RULES FOR SCHOOL ATTENDANCE
Acquired Immune Deficiency Syndrome (AIDS) 6 months to five years	Determination will be made by the Advisory Committee as outlined in this policy. The State Department of Health guidelines on AIDS will be used as reference.
CHICKEN POX 14-21 days	The employee may attend work after all pox are dry & scabbed.
CYTOMEGALOVIRUS (CMV) Salivary Gland Virus	The employee may attend work. Precautions should be taken by avoiding contacts with immunosuppressions as anti-cancer or organ transplants as well as anyone with suspected or known pregnancy. Good hand washing in all cases should eliminate risk of transfer of infection.
GIARDIASIS AND INFECTIOUS ENTERIC DISEASE 5-25 days or longer	The employee may attend work. Food handlers must remain at home until they have three negative stool specimens. Good hand washing should eliminate risk of the transfer of infection.
HERPES SIMPLEX 2-12 days	The employee may attend work during an active case. Good hand washing in all cases should eliminate risk of transfer of infection.
IMPETIGO VARIABLE 4-10 days	The employee may attend work if under treatment and dry.
INFECTIOUS HEPATITIS 15-40 days. Avg. 25 days	The employee may attend work as directed by the physician. Appropriate personal hygiene precautions should eliminate risk of transfer of infection.
MEASLES (RED, HARD, RUBEOLA) 8-14 days	The employee may attend work after a minimum of seven (7) days. Employees who have had contact with measles may attend work if the employee has had measles or if immunization is up to date.
INFECTIOUS MONONUCLEOSIS Glandular fever 2-6 weeks	The employee may attend work with physician's permission.
MUMPS 12-21 days	The employee may attend work after swelling has disappeared.
PEDICULOSIS (lice, crabs)	The employee may attend work after treatment.
CONJUNCTIVITIS (Pink Eye) 5-12 days	The employee may attend work after eye is clear, under treatment, or with physician's written permission.

PLANTAR'S WART	The employee may attend work.
RING WORM (Scalp, Body, Athlete's Foot)	The employee may attend work if the area is under treatment and covered.
RUBELLA (3 day German Measles) 14-21 days	The employee may attend work after a minimum of four (4) days. Prevent exposure to pregnant women.
SCABIES (7 year itch, Mites))	The employee may attend work after treatment.
STREPTOCOCCAL INFECTIONS (Scarlet Fever, Scarletine, Strep Throat) 1-3 days	The employee may attend work 24 hours after initiating oral antibiotic therapy, and clinically well.

EMPLOYEE DRESS CODE

Rationale

All employees of the Winner School District are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment when on school grounds in the performance of their duties. Employees have the responsibility to choose their attire and to arrange their personal appearance in a manner that is safe, healthy, not offensive, and conducive to the educational process. Sensitivity and awareness of the impact and implications of one's behavior, including choice in dress, are essential skills that students need to learn, and employees play an integral role in this process by demonstrating appropriate choices in dress and appearance. The employee dress code is intended to foster a positive school climate of respect for self and others, reduce the occurrence of discipline problems, avoid the disruptions that inevitably occur when inappropriate clothing is worn, and maintain safety and order in the school so that effective teaching and learning can take place.

Administrators shall exercise appropriate discretion and common sense in implementing this policy, including making reasonable accommodations on the basis of an employee's sincerely-held religious beliefs or medical conditions. Individual schools (i.e., elementary, middle or high school) may maintain written guidelines in addition to those above to assist employees in determining appropriate dress, copies of which shall be made available to all covered employees if implemented. All such guidelines are subject to the review of the Superintendent and the Board of Education.

It is the expectation of the Board of Education that all Winner School District employees will dress professionally and appropriately relative to their specific job duties and responsibilities. The Board anticipates that employees will voluntarily respect and adhere to the guidelines for employee dress and appearance established pursuant to this Policy. The overriding principle is that all employees, while on duty, are representatives of the Winner School District.

Dress Code

The employee dress code shall apply to all employees during the normal school day and at all times when the employee is in contact with students or parents in the performance of the employee's duties. Exceptions for legitimate reasons, such as genuine medical conditions or sincerely-held religious beliefs and practices, as well as for specialized activities, will be considered and may be granted by the building principal on a case-by- case basis. Professional teaching staff is reminded that they are

considered professional employees and should dress in a manner appropriate to the standards of their profession.

Employees shall comply with all of the minimum standards and requirements set forth in the Student Dress adopted by the Board of Education. Employees shall also comply with any established written guidelines that have been implemented for the building where they perform duties. Cleanliness, neatness and professionalism are the primary guidewords for the employees' dress and appearance.

FAMILY AND MEDICAL LEAVE POLICY

In accordance with the Family and Medical Leave Act of 1993, the Winner School District will provide up to a combined total (paid and unpaid) of 12 weeks of job-protected leave per year to "eligible" employees for certain family and medical reasons.

EMPLOYEE ELIGIBILITY

Employees are eligible if they have worked for the Winner School District for at least one year, and for 1,250 hours over the past 12 months (September 1-August 31).

REASONS FOR TAKING LEAVE

FMLA Leave may be granted for any of the following reasons:

1. To care for the employee's child after birth, or placement for adoption or foster care
2. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition
3. For a serious health condition that makes the employee unable to perform the employee's job

FMLA LEAVE REQUIREMENTS

The employee must first use and count all available accrued paid leave, including vacation, sick, and person leave, before using the unpaid leave.

During the period of FMLA Leave, the employee is entitled to continuation of all fringe benefits. The District will continue to pay its portion of the health insurance, and it will be the employee's responsibility to continue to pay for his or her portion. Upon return to work, the employee will be entitled to his or her same position or an equivalent position with equivalent pay, except that return to work during the last two (2) or three (3) weeks of a semester is subject to District discretion.

In the case of birth, adoption or foster placement, the FMLA Leave entitlement for child-care ends after (1) the child reaches the age of one, or (2) 12 months after adoption or placement. FMLA Leave to care for a child would include leave for a stepparent or a person in loco parentis.

In cases where both spouses are employed by the District, the combined amounts (both employees) of FMLA Leave for birth, adoption or foster placement, or family illness is limited to twelve (12) weeks. Personal illness is not limited to this combined total.

When FMLA Leave is in connection with birth, adoption or foster placement, and is foreseeable, the employee must provide at least thirty (30) day's notice of the date when FMLA Leave is to begin. When

FMLA Leave is in respect to family or employee illness which is foreseeable, the employee must make a reasonable effort to schedule treatment, including intermittent and reduced hour leave, so as to not unduly disrupt the operations of the district.

If an employee fails to return to work after the leave period has expired, unless the absence is due to continued family or personal illness or other circumstances beyond the employee's control, the District will require the employee to reimburse the District's share of the health insurance premiums paid while the employee was on FMLA Leave.

ADVANCE NOTICE AND MEDICAL CERTIFICATION

The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

1. The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable."
2. An employer may require medical certification to support a request for leave because of a serious health condition and may require second or third opinions (at the employer's expense) and a fitness for duty to report to return to work.

UNLAWFUL ACTS BY EMPLOYERS

FMLA makes it unlawful for any employer to:

1. Interfere with, restrain, or deny the exercise of any right provided under FMLA
2. Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

ENFORCEMENT

1. The U.S. Department of Labor is authorized to investigate and resolve complaints of violation.
2. An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FIRE AND TORNADO DRILLS

Fire and tornado drill procedures should be posted in a highly visible place near the door of each classroom. Teachers are to instruct their students in the exit procedures and have their students prepared for such emergencies.

FUND RAISING AND SOLICITATION

Fund raising and soliciting by classes and school organization may be done only with the approval of the administration.

GUIDING PRINCIPLES OF DISCIPLINE

1. Orderly beginning and dismissal of classes eliminates many problems and improves the general tone of the class.
2. Be fair, courteous, and business-like and have a sense of humor.

3. Keep students on task.
4. Be friendly, but command respect.
5. When misbehavior occurs, discipline the individual, not the class.
6. Control your temper, don't get upset easily.
7. Be consistent. Students need to know where they stand.
8. Do not use schoolwork as punishment.
9. When you establish the rules for your classes, take time to explain the purpose and need for the rules. Most students are fair and will accept rules that they understand.
10. Don't make threats you cannot carry out. Say what you mean. Mean what you say and stick to it.
11. Keep classroom discussions orderly. Adopt a system which allows for participation within the structural limits established.
12. Speak to students about problematic areas in the classroom.
13. When serious infractions of school rules occur, students may be recommended to the principal for disciplinary action.

HALL SUPERVISION

Middle school and high school teachers are to station themselves in the hall near their door between classes whenever possible. Students require supervision by the teaching staff in the halls and restrooms. The teachers' mere presence in the hall during this time provides a deterrent to possible problems.

HANDLING MONEY

The School has bonded administrative personnel. All funds from WSD classes, clubs and organizations should be presented to the central office where it will be receipted and allocated to the proper Trust and Agency accounts. Do not leave money in your desk unless you are prepared to take personal risk for it. Teachers are responsible for the money they handle until it is turned in to the office and receipted. Warn your students against carrying money to school or leaving money in their desks or lockers. The school will not be responsible for money being lost.

HEAD LICE POLICY

Based on the recommendations of the National Association of School Nurses, the American Academy of Pediatrics, the Center of Disease Control and the SD State Department of Health the following are guidelines for managing head lice in the Winner School District setting:

1. Winner Elementary School will conduct at least (4) head checks per year for all students (August after school starts, November after Thanksgiving, January after Christmas Vacation and March after spring break). Winner Middle School/High School will conduct head checks for all students only as needed.
2. Winner School District staff members may request that a student be checked for lice based on excessive head scratching, student report of a "crawling" feeling or observation of suspected lice and/or eggs.
3. The student will be screened by a certified nurse or a trained, designated school employee. All checks for head lice will be performed in a confidential and respectful manner.
4. Student with live lice may be allowed to remain in the classroom until the end of the day, but should be discouraged from close head to head contact with other students.
5. In isolated situations, the student may be sent home early. Sending a student home is determined on an individual basis and common sense should prevail (a student with lots of live lice vs a student with only a few live lice).

6. Parents/guardians will be informed of the findings. Information on head lice and treatment will be provided to the parent/guardian. It is expected that the parent/guardian will treat the child before sending them back to school.
7. The student may return to school the next day only if treatment was completed, a visual inspection is confirmed by a certified nurse or trained, designated staff member and the school administrator approves of the return.
8. "Nits" are eggs dead or alive of a louse. Both the American Association of Pediatrics and the National Association of School Nurses advocate that a school district should not have a "no-nit" policy because many nits are more than ¼ inch from the scalp, usually not viable and very unlikely to hatch to become crawling lice or may in fact be empty shells. Nits are cemented to hair shafts and are very unlikely to be transferred successfully to others. With this in mind, sending a student home because of nits is determined on an individual basis and common sense should prevail (a students with lots of nits vs a student with only a few nits).
8. Parents/guardians will be informed by mail or School Reach anytime school administration feels there is an abnormal amount of infestations detected during head lice checks.

HIGHLY QUALIFIED TEACHER

Teachers employed by the Winner School District must possess a valid certification issued by the South Dakota Department of Education.

HOMEWORK: WINNER DISTRICT POLICY

The Winner Board of Education believes that educators and parents play significant roles in student achievement. Students learn best when they, their parents, and their schools work together.

Homework is approved by the Winner Board of Education. It is one method by which families and schools can cooperate to improve students' learning. The Board of Education believes:

1. Homework helps students learn more and, perhaps, at a faster rate.
2. Homework helps families become involved with their child's education.
3. Homework communicates the high expectations that the Winner School District holds for its students.
4. Homework assists students in developing self-discipline and organizational skills.

HONOR ROLL & MERIT ROLL

An honor roll and merit roll for the students in grades 6-12 will be published at the end of each nine-week period.

IN-SERVICE EDUCATION AND STAFF DEVELOPMENT

Continuing professional growth and increasing effectiveness on the entire staff is essential for the success of educational programs and school operations. The continued professional growth of all staff members on an individual basis and through planned in-service programs will be encouraged. Such opportunities may include, within budgetary limitations, special in-service courses and workshops, summer grants, school visitations, and attendance at professional conferences and meetings.

The superintendent will work with other school districts, local colleges, and universities, and the Department of Education to provide in-service education for teachers.

The development of in-service education will be encouraged by:

1. Establishing an in-service education committee composed of the curriculum director, administrators, and teachers. This committee will establish a plan of at least 15 contact hours of in-service training each year.
2. Conducting an assessment of in-service education needs.
3. Ranking in-service education in relation to educational goals.
4. Developing relationships with agencies that provide in-service education.
5. Identifying resources for in-service education.
6. Assessing effectiveness of in-service education activities.

The superintendent will have the authority to approve related time for a conference, visitations, and reimbursement for expenses, provided such activities are within budget allocations. The board may authorize without loss of pay, teacher attendance at annual professional association meetings if teacher is not away from his regular duties for more than three consecutive days. Adopted June 8, 1984

INVENTORY

The Winner School District requires that an inventory be accomplished at the end of each school year. The Principals and Business Manager will work cooperatively on this inventory.

INTERNET SAFETY POLICY

I. Introduction

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5), and South Dakota Consolidated Statutes Section 22-24-55 require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This policy is adopted to implement these state and federal requirements.

II. Internet Safety

It is the policy of this organization to protect computer users from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator.

- A. The organization has implemented a technology protection measure that blocks access to inappropriate matter such as child pornography, obscene material and material that is harmful to minors.
- B. In order to protect their safety and security of its students, network users are prohibited from revealing personal information to other users when engaging in online activities including but not limited to chat rooms, email, social networking web sites.
- C. All network users are prohibiting from hacking and engaging in any unlawful online activity.
- D. All network users are prohibited from disclosing or disseminating personal information without proper authorization regarding minors.
- E. All network users are prohibited from accessing sites or online materials that are blocked by the technology protection measure.

III. Implementation of Technology Protection Measure

- A. All school owned computers [used on campus] must be equipped with a technology protection measure.
- B. Adult users may request the Technology Protection Measure to be temporarily disabled in order to conduct bona fide research or for another lawful purpose. The Technology Protection Measure must be re-activated as soon as the adult finishes using the computer for the authorized bona fide research or other lawful purpose.

IV. Acceptable Use Policy

Each network user shall be required to sign an Acceptable Use Policy annually in the form prescribed by the Superintendent or his/her designee. The Acceptable Use Policy shall implement this Internet Safety Policy. Violation of this policy and/or the Acceptable Use Policy shall be subject appropriate discipline and sanctions.

V. Monitoring of Online Activities

It shall be the responsibility of all personnel of this organization to monitor students' online activities and use of the network to ensure that their use is in compliance with CIPA and this Internet Safety Policy.

VI. Cyberbullying and Appropriate Online Education

Students will be educated annually about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. The implementation of this provision is delegated to the Superintendent who shall report annually to the Board on the educational activities undertaken to comply with this subsection.

VII. Definitions Used in this Policy:

A. Minor: The term "minor" means any individual who has not attained the age of 18 years.

B. Obscene: The term "obscene" is defined as material – (1) the dominant theme of which, taken as a whole, appeals to the prurient interest; (2) which is patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; and (3) lacks serious literary, artistic, political, or scientific value.

C. Child pornography: The term "child pornography" is a visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

D. Harmful to minors: The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that—(i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and, (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

E. Technology protection measure: The term "technology protection measure" means a specific technology that blocks or filters Internet access to the material that is obscene, contains child pornography and/or is harmful to minors.

F. Computer: Any electronic device that has the ability to connect to the Internet including but not limited to desktop computers, laptop computers, tablet computers and electronic book readers.

K-12 INTERNET ACCESS ACCEPTABLE USE POLICY

Acceptable Network and Internet Use Policy

I. Introduction

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5) require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This District's Acceptable Network and Internet Use Policy (hereinafter "AUP") is intended to set forth the specific obligations and responsibilities of all users, including students and staff, who access the District's Network, and to ensure such use complies with the CIPA requirements.

“Network” is defined as any and all District owned computers, servers, hardware or software, the District’s local area network, wireless access points, the Internet, Internet 2, the District intranet, email, chat rooms, other forms of direct electronic communications or other communications equipment provided by the District regardless of the physical location of the user. This AUP applies even when District provided equipment (laptops, tablets, etc.) is used on or off premises of District property.

II. Acceptable Use

The Network may be used only as a tool to support and advance the functions of the District as well as its curriculum and educational programs. Access to the District’s Network is a privilege and not a right. Users of the Network are responsible for their behavior and communications over the Network and access to Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the District’s Internet Safety Policy and this AUP.

Students may use the Network only in support of educational activities consistent with the educational objectives of the District. Faculty and staff may use the Network primarily in support of education and research consistent with the educational objectives of the District. Faculty and staff may access the Network for limited personal use but not for any commercial or business use; however, such personal use may not violate any applicable rules and regulations or applicable administrative procedures or interfere with job performance. Use of the Network must be in compliance with applicable laws, including all copyright laws and all materials on the Network should be presumed to be copyrighted.

This policy will be included in student and staff handbooks. Each student and staff member must sign the handbook agreement form on an annual basis to confirm that they have read and understand this policy and agree to abide by it. Students who are under age 18 must also have their parent/guardian sign this agreement form.

III. Network Etiquette

Users are expected to abide by generally accepted rules of network etiquette (netiquette). These include but are not limited to:

- A. Be polite. Do not send or encourage others to send messages that are abusive or otherwise fall in the definition of Prohibited Use in Section IV.
- B. Use appropriate language. Remember you are a representative of your school on a non-private network. You may be alone on a computer but what you write can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language.
- C. All communications and information accessible via the Network should be considered private property that you cannot appropriate for your own use without appropriate attribution and consent.

IV. Prohibited Use

The District reserves the absolute right to define prohibited use of the Network, adopt rules and regulations applicable to Network use, determine whether an activity constitutes a prohibited use of the Network, and determine the consequence of such inappropriate use. Prohibited use includes but is not limited to the following:

- A. Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- B. Criminal activities that can be punished under law;
- C. Selling or purchasing illegal items or substances;
- D. The unauthorized collection of email addresses ("harvesting") of e-mail addresses from the Global Address List and other District directories;
- E. Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- F. Circumvention of the District's Technology Protection Measure/filter to access blocked sites;
- G. Disclosure of minors' personal information without proper authorization;
- H. Students' disclosure of personal information such as the student's name, address, phone number, password or social security number, to other users when engaging in online activities including but not limited to chat rooms, email, social networking web sites
- I. Causing harm to others or damage to their property, such as:
 - 1. Using profane, abusive, or impolite language; threatening, harassing, bullying or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 - 2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
 - 3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 - 4. Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or
 - 5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- J. Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
 - 1. Using another's account password(s) or identifier(s);
 - 2. Interfering with other users' ability to access their account(s); or
 - 3. Disclosing your own or anyone's password to others or allowing them to use your or another's account(s).
- K. Using the network or Internet for Commercial purposes:
 - 1. Using the Internet for personal financial gain;
 - 2. Using the Internet for personal advertising, promotion, or financial gain; or
 - 3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

V. Off-Premises Use of Network

Students under the age of 18 should only access District-assigned email accounts and/or other Network components including but not limited to school-assigned computers such as laptops, tablets or e-readers off of District premises if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's off-premise use of the Network and ensuring such use complies with this AUP.

VI. Disclaimer

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the Network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

VII. Enforcement

Prohibited use of the Network may, for students, result in disciplinary action up to and including suspension or expulsion from school or, for employees, suspension or termination of employment. Where circumstances warrant, prohibited use of the Network may be referred to law enforcement authorities.

When a school administrator has a reasonable belief that a student has violated a school rule, policy or the law, and there are facts and inferences that would cause a reasonable person to suspect that a search of the student's personal technology device(s) will reveal evidence of a violation of said school rule, policy or the law, the administrator shall have the authority to search such device, provided that the scope of the search relates to the suspected violation giving rise to the reasonable suspicion.

KEYS

Each staff member will be provided with the necessary keys to the rooms normally used. See the building principal for your keys.

LAKOTA CULTURAL AWARENESS POLICY

The population of the Winner School District includes Native American students affiliated with the Rosebud Sioux Indian Reservation. To help students learn to appreciate the cultural differences and similarities of this population base, the Winner School District will provide Lakota Cultural Awareness within the K-12 curriculum.

The following is the Winner School District plan to address Lakota Cultural Awareness:

- A. Lakota Cultural Awareness will be presented throughout the 4th grade South Dakota History class curriculum.
- B. Within the 7th grade Social Studies class, there will be a separate Lakota Cultural Awareness Unit.
- C. Within the 11th grade American History class, there will be a separate Lakota Cultural Awareness Unit.
- D. Within the 12th grade Government class, there will be a separate Lakota Cultural Awareness Unit on Tribal Government.
- E. Lakota Studies will be offered as an elective class for credit for any 9-12 grade student.
- F. The Winner School District will work with RSTED to create a Lakota Club.
- G. All Winner School District teaching staff will be encouraged to integrate Lakota Cultural Awareness into their daily lessons whenever feasible.
- I. K-12 Lakota Cultural Awareness general assembly programs will be scheduled by school administration whenever appropriate.
Examples: October – Native American Day
 November – National American Heritage Month

April – Earth Week

J. Lakota Drum Group will present “Honor Song” at High School Graduation in May.

LESSON PLANS, PLANS OF STUDY AND CONTENT STANDARDS

1. A teacher will submit properly completed copies of his/her lesson plan to the principal no later than Monday morning of each week the plans are to be used.
2. Individual plans of study and common core standards will be completed as requested by administration.
3. All lesson plans should be identified by the content standard being taught.

OVERTIME COMPENSATION FOR NONCERTIFIED STAFF

The Winner School District, in accordance with the Fair Labor Standards Act, will compensate all noncertified staff who works over 40 hours in an established work week of Monday through Sunday.

The compensation will be agreed upon by the employee and superintendent and/or business manager before the overtime. Compensation will be in the form of:

- a) Monetary overtime compensation at the rate of one and one-half the hourly rate for each hour worked over the established work week.
- b) Compensatory time in lieu of monetary overtime compensation at the rate of one and one-half hours of compensatory time off for each hour worked over the established work week.

The employee may accrue up to 240 hours of compensation time.

PARENT INVOLVEMENT AND TITLE I PROGRAMS

Winner School District – District Level Policy

The Winner School District is dedicated to providing opportunities for the home and school to work closely together to strengthen the educational process. To ensure that parents have the opportunity to share and receive communication regarding their child and the program, and be actively involved in enhancing and supporting learning, the Winner School District will conduct the following activities:

1. The school district will hold an annual public meeting, in the spring of the year, to which all parents will be invited, to explain Title I programs and activities, and to receive parent suggestions in the planning, development, and operation of those programs.
2. At the beginning of each school year, parents will be provided a copy of this Parent Involvement Policy via the student handbook.
3. When a child requires more intensive assistance (one on one or small group) in the areas of reading and math, that student may have to miss some other scheduled activity in order to participate in the remediation. In these cases every effort should be made to explain these services to parents – to inform them and seek their approval.
4. A special parent/teacher conference should be available in the conjunction with the routine building parent/teacher conferences.
5. The school district will coordinate and integrate parent involvement strategies with organizations such as Head Start and the Winner Pre-School via communication with the organization leaders.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled after the 1st and 3rd quarters.

When parents come to school to confer with teachers, teachers are to give the parent a precise assessment of their child's performance and accurately describe the child's strengths and weaknesses. Teachers are to be professional in their manner of dealing with the parent remembering that both the teacher and the parent have the common goal of the educational welfare of the child. All efforts of the conference should be pointed toward this goal.

PAY DAY

State law requires that no salary payment be made to a teacher unless the following are on file in the superintendent's office:

1. A valid South Dakota teacher certificate
2. An official transcript of all college credits
3. Criminal background check for new employees

Pay day for all personnel is on or before the 20th of each month.

PERMANENT RECORDS – RELEASE OF INFORMATION

Information from permanent student records, or copies of student transcripts will be released only upon written request of the legal age student or his parents, or at the request of school officials in the school where it is known that the student has transferred. Teachers may have access to permanent student records through the principal or director of guidance. Adopted July 11, 1994

PERSONAL COMPUTER USE BY STAFF

Staff may use the school computers to check their personal e-mail only during their prep time. Staff should not use the school computer for non-educational purposes without permission from school administration.

PLANS OF STUDY

The Winner Board of Education believes that Plans of Study for each grade and curricular area are necessary for educational planning. Course outlines shall be provided. They shall present an overview for instruction and a basis for further development of a particular course.

In circumstances where state curriculum guides are mandated, they shall be followed. In all other instances, the Winner School District administrative and instructional staff shall develop its own courses of study, as reflected by the needs of the local situation. The outlines shall be designed to assist all users in strengthening and in clarifying the concepts regarding the teaching of a subject and will, whenever possible, suggest a myriad of possibilities for instruction, patterns of individualization, variations of approaches to learning, and materials.

These Plans of Study will include the following areas as prescribed by the Administrative Rules of South Dakota.

1. Specified course objectives
2. Specified outline of course content
3. A plan for periodic evaluation
4. Specified standards for passing

PLEDGE OF ALLEGIANCE

All Winner school staff and students are asked to stand each day of school and honor the United States flag by reciting the pledge of allegiance. A student may choose not to participate and a student who does not participate in the salute shall “maintain a respectful silence” during the pledge of allegiance.

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

POLICY ON PROTECTION OF PUPIL RIGHTS

The following specific provisions apply to this policy:

1. Parents have the right to inspect, upon request, a survey created by a third party before the survey is administered or distributed by the Winner School District to students.
2. The administration shall develop and implement appropriate arrangements to protect student privacy in the event any survey contains one or more questions into or about a “protected area”, and shall make appropriate arrangements for any parent to inspect, upon request, any such survey.
3. Parents shall have the right to inspect, upon request, any instructional material used as part of the educational curriculum for students. Upon such request being made, the administration shall notify the requesting parent within a reasonable time that the requested material may be inspected, together with the time and place such inspection may be conducted.
4. Personal information will not be collected from students for the purpose of marketing or selling, or otherwise providing such information to others for that purpose, without prior public notice sufficiently in advance so that a parent may opt-out of such disclosure. However, under federal and state law, general directory information as defined in the annual FERPA notification is normally subject to release for any lawful purpose, unless a parent has requested that general directory information not be released for his/her student.
5. Prior to collection of personal information for any marketing or similar purpose as described in the preceding paragraph, the Winner School District shall permit a parent, upon request, to inspect any instrument used in the collection of such personal information before the instrument is administered or distributed to a student. Upon such request being made, the administration shall notify the requesting parent within a reasonable time that the instrument may be inspected, together with the time and place such inspection may be conducted.

The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions. Examples may include, but shall not be limited to:

1. College or other postsecondary education recruitment, or military recruitment
2. Book clubs, magazines, and programs providing access to low-cost literary products
3. Curriculum and instructional materials used by elementary and secondary schools

- “Protected Area” means any one of the following:

1. Political affiliations or beliefs of the student or the student’s parent
2. Mental or psychological problems of the student or the student’s family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of other individuals with whom the survey respondents have close family relationships
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
7. Religious practices, affiliations, or beliefs of the student or student’s parent
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

PRESS PUBLICATION

All items for publication in newspapers or on the radio concerning school matters shall be channeled through building and/or administration prior to release to the press. All teachers are encouraged to submit newsworthy items for the local paper.

PROFESSIONAL STAFF SUSPENSION AND DISMISSAL

Employment and dismissal of professional staff members is the responsibility of the board and dismissal will conform with the conditions and procedures specified in state law. In accordance with SDCL 13-43-6 through 13-43-6.6, a contract of a teacher may be terminated at any time for just cause including:

1. plain violation of contract
2. gross immorality
3. incompetence or neglect of duty
4. poor performance
5. unprofessional conduct
6. insubordination
7. violation of any policy or regulation of the school district
8. neglect of duty

Nonrenewal of Probationary Teacher

In accordance with SDCL 13-43-6.3, written notice of nonrenewal must be given on or before April 15. No further process nor reasons for nonrenewal of probationary teachers need be given.

Nonrenewal of Continuing Contract Teacher

Procedures in accordance with SDCL 14-43-6.1 through 13-43-6.3 will be followed.

Suspension

The board or the superintendent may suspend a teacher pending final action to terminate his/her contract if, in its judgment, the character of the charges warrants such action.

PUBLIC COMPLAINTS

Legal Reference: SDCL 13-46-1. Constructive criticism of the schools will be welcomed by the board when it is motivated by a sincere desire to improve the quality of the education program or to equip the schools to do their tasks more effectively.

Whenever a complaint is made directly to the Board as a whole or to an individual Board member, the individual or group involved will be advised to take their concern to the appropriate staff member.

The board believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to the involvement by the board. Therefore, in the event that the complaint is presented by a student or a parent of a student, the proper channeling of a complaint will be as follows unless the complaint involves one of the numbered channels in which event the complaint shall be initiated with the next higher level, to wit:

1. Teacher
2. Principal
3. Superintendent
4. Board

If the complaint is made by a non-professional staff member, the proper channeling will be as follows:

1. Immediate Supervisor
2. Principal
3. Superintendent
4. Board

If the complaint is made by a teacher, the proper channeling will be as follows:

1. Principal
2. Superintendent
3. Board

If a complaint, which was presented to the board and referred back through the proper channels, is adjusted before it comes back to the Board, a report of the disposition of the matter will be made to the Board and then placed in the official complaint file.

The Board expects the professional staff to receive complaints courteously and to make a proper reply to the complaint.

Matters referred to the superintendent and/or board must be in writing and should be specific in terms of the action desired.

QUALIFICATIONS FOR EDUCATIONAL AIDES

All paraprofessionals in the Winner School District hired after January 7, 2002 must meet the following standards:

1. Have earned a high school diploma or GED
2. Must have completed at least two years of study at an institution of higher education; obtained an Associate's Degree; or passed State Praxis Test for paraprofessional educational assistants.

REPORT CARDS/PROGRESS REPORTS

Report cards for students in grades K-12 will be mailed home to parents/guardians at the end of each quarter.

Students will have two weeks beyond the end of the quarter to complete all “incomplete grades”.

Exceptions to this policy will be at the discretion of the principal.

Progress reports for students in grades 6-12 will be mailed home at the midpoint of the 1st and 3rd quarters.

Deficiency reports will be mailed home at the midpoint of the 2nd and 4th quarters.

REPORTING ATTENDANCE

The importance of thorough attendance reporting cannot be underestimated. Building principals are responsible in communicating to the teaching staff when and how often attendance and tardiness is recorded. No student will be excused before the end of the school day unless he/she has permission from the building principal or office secretary.

REQUISITION AND PURCHASING PROCEDURE

ADMINISTRATIVE RULES

Since the board has designated the superintendent as the purchasing agent for the school district, the following guidelines will be in force:

1. Purchases made by the instructional staff must have prior authorization of the superintendent or his representative.
2. Instructional staff will need to follow the following steps listed below:
 - a. Fill out a requisition and turn the form in to the proper building principal.
 - b. The requisition will be reviewed by the building principal, then the superintendent or his representative for final authorization.
 - c. If approved, a purchase order will be prepared by the personnel in the office of the superintendent and signed by the superintendent or his authorized representative.
3. All vouchers must have prior authorization of the superintendent or his representative before board approval.
4. Instructional staff will be allowed reimbursement during the school year as long as it has been approved by the administration beforehand. Staff members must follow the steps listed below:
 - a. Fill out a reimbursement form and turn the form in to the superintendent or his representative.
 - b. The reimbursement will be reviewed by the superintendent or his representative for final authorization.
 - c. If approved, a voucher will be prepared by the personnel in the office of the superintendent and signed by him or his representative.
5. Upon approval of the superintendent or his representative, staff will be allowed to make local purchases with a signed purchase order from the central office.
6. The business manager will be authorized to sign purchase orders and vouchers when the superintendent is absent.
7. Under no circumstances shall an expenditure be made without authorization of superintendent's office or his representative.

When a purchase is made without the superintendent's signature, or not in compliance with the rules above, the purchase may belong to and be paid for by the purchaser.

SALESMEN, SOLICITORS AND GENERAL PUBLIC

Salesmen, solicitors and the general public are not permitted to visit with students or employees during the normal school day. Exceptions to this rule may be granted by the superintendent or the building principal when it is deemed to be in the best interests of school or student.

SCHEDULING OF ACTIVITIES

A monthly calendar of school events is published near the first of each month. It will contain a schedule of all school activities to occur during the coming month. Activity sponsors are responsible for clearing the activity and the date for it with the building principal. Please clear activities by or before the 25th of the month.

SCHOOL DISMISSALS AND CLOSINGS

In case of severe weather or other emergency circumstances, the official announcements for school closings may be heard over the following radio and television stations:

KWYR 93.7 FM Winner
KELO TV Sioux Falls
KSFY-TV Sioux Falls
KDLT-TV Sioux Falls

The Winner School District will also use School Messenger telephone communication service to notify parents and staff of school dismissal and closing.

When school is closed because of severe weather or other emergency circumstances, there shall be no school sponsored extracurricular activities held at any level. Any exception to this general policy is at the discretion of the superintendent of the school district.

SCHOOL IMPROVEMENT TEAM POLICY

- I. The goal of the school Improvement Team is to assess the current program and needs at the district, design strategies for improving student performance, and continually evaluate the results of its decisions and the effectiveness of the plan.
- II. The school Improvement Team may be comprised of:
 - a. Chairperson
 - b. Building Principals
 - c. 1-2 representatives from grades BK -2
 - d. 1-2 representatives from grades 3-5
 - e. 1-2 representatives from grades 6-8
 - f. 1-2 representatives from grades 9-12
 - g. Counselor(s)
 - h. 1-2 paraprofessionals
 - i. 1 school board member
 - j. 1-4 parents of students in the district
 - k. Special Education teacher
- III. The school improvement team will design goals for the current school year, and correlate professional development to meet those goals.

- IV. The team shall meet in the early fall to plan the goals and at the end of the school year to evaluate the goals. They may also meet throughout the school year as needed.
- V. One time every 5 years, an external review team will be contracted to evaluate the school system in the following areas:
 - a. Purpose and Direction
 - b. Governance and Leadership
 - c. Teaching and assessing for learning
 - d. Resources and Support systems

SCHOOL LUNCH PROGRAM

The cost of adult meals will be \$2.40 for breakfast and \$4.05 for lunch.

SCHOOL MAKE-UP DAYS

It is the position of the Winner School District Board of Education to make-up as many days possible for lost school time due to weather, state athletic/academic contests or any unexpected occurrences within the school district's approved calendar.

The Winner School District Superintendent will schedule the make-up days of school as soon as possible, but within a reasonable time frame to allow enough time for staff and parents/guardians to make arrangements.

"No School Fridays" will have preference before "Student/Staff Fridays" as potential make up days.

SCHOOL TRIPS

Prior to any school sponsored activity trips or field trips, the teacher in charge shall first clear the trip with the administration, then, when appropriate, submit to the principal a list of the students involved.

SENDING STUDENTS TO THE PRINCIPAL

All teachers are encouraged to handle their own minor discipline problems. The continuous and/or serious discipline problems are to be brought to the attention of the principal. Any student causing serious difficulties should be sent to the principal's office immediately in order that the other students' school work is not impeded. Should the need for this action arise, immediately contact the office via the intercom informing the need for a principal or send the student immediately to the office with a note explaining the situation. After all the information is registered and processed, the nature of disciplinary action will be decided.

SEXUAL HARASSMENT POLICY/PROCEDURES

It shall be a violation of Winner School District policy for anyone to sexually harass another employee or student including: employee to employee, employee to student, student to employee, or student to student. Sexual harassment may take many forms, including:

1. Verbal harassment or abuse including unwelcome sexually oriented communication
2. Subtle pressure or requests for sexual activity
3. Unnecessary touching of an individual (e.g. patting, pinching, hugging, repeated brushing against another's body)

2. Requesting or demanding sexual favors accompanied by implied or overt promise of preferential treatment with regard to an individual's employment or student status
5. Sexual assault

Any person who believes that s/he has been subjected to sexual harassment should follow these procedures:

1. An aggrieved person should directly inform the persons engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop immediately.
2. If an aggrieved employee does not wish to communicate directly with the person whose conduct or communication is offensive or if direct contact with the offender has been ineffective, the employee should contact his/her principal or the Superintendent of Schools (in this case the Title IX Officer). If an aggrieved student does not wish to communicate directly with the person whose conduct or communication is offensive or if direct communication with the offending person has been ineffective, the student should contact any teacher and/or adult in the school whom s/he trusts. The student also has the option of contacting the Superintendent of Schools in lieu of in-building personnel.
3. An aggrieved person alleging sexual harassment by anyone with supervisory authority or the failure of a supervisor to take immediate action on the complaint, then, with the Superintendent of Schools. Student - to - student sexual harassment would be handled in a similar manner.

The necessary forms for the processing of an alleged sexual harassment incident will be distributed to all employees and students through teacher and student handbooks. The forms can also be picked up at the Superintendent's Office.

SHOWING MOVIES AND YOUTUBE VIDEOS

Teaching staff are not to show non-educational movies, YouTube videos and the like, without administrative approval from the building principal.

SMOKING

All buildings and areas of the Winner School District 59-2 are designated as smoke free environments.

STAFF ABSENCES

Illness is the most common reason for staff absences. Should you need to be absent for this or any other unexpected reason, you are to call your principal or school secretary as soon as possible to allow time for a substitute to be procured.

Elementary Staff	-	Lorna Phillips	842-8170
		Brian Naasz	842-8170
MS/HS Staff	-	Bailey Meadors	842-8125
		Brett Gardner	842-8125
		Gerald Witte	842-8125

STAFF USE OF SOCIAL MEDIA

1. Staff-student communication, in whatever form, must be professional and concern only school related matters.

Staff members shall not write on blogs, comment on websites or use other social media in any way that causes a school disruption.

STATE ACTIVITIES AND STATE TOURNAMENT PARTICIPATION

The following shall be the policy for the student/staff attendance at state-level activities with Winner High School, as a participant.

- a. The decision on whether school will be held will depend on the type of activity and date/time of the state-level activity. The Superintendent and/or Board of Education will be responsible to make this decision.
- b. The Superintendent reserves the right to adjust the length of the school day, when necessary, in order to allow for travel time for state-level activity.
- c. Students who desire to attend will follow the rules outlined in the school district attendance policy.
- d. Staff, other than the coaches/advisors involved, who desire to attend shall submit a leave form, at least 24 hours in advance. If it is not their own children's, grandchildren's or spouse's event, they will check "personal leave." Staff attending their own children's, grandchildren's or spouse's event will check "school activity." Substitute teachers will, whenever possible, be utilized to cover classes.
- e. Coaches/advisors whose team/activity did not qualify for State level participation may take "activity leave" to attend the State event. The leave form should be submitted at least 24 hours in advance.

STATE TRAVEL RATES AND PER DIEM ALLOWANCE

A receipt must be turned in for all expenses over \$5.00 other than meals. This includes: airline tickets, motel bills, taxi or other airport transportation and any other expenses excepting meals.

Maximum in-state travel allowance:

Breakfast \$6.00

Lunch \$14.00

Dinner \$20.00

Lodging: actual costs

Mileage: .28 per mile if a school vehicle is available
.51 per mile if a school vehicle is not available

Maximum out-of-state travel allowance:

Breakfast \$10.00

Lunch \$18.00

Dinner \$26.00

Lodging: actual cost

STUDENT DISCIPLINE

Staff and students share responsibility for maintaining a climate in which education can be pursued. What is best for the individual must be balanced with what is desirable for the entire Winner School District population. The following principles will be observed by the school staff in maintaining student control and discipline, within the Winner school system:

1. It is believed that most individual modify behavior faster under praise than under blame. Therefore, the general approach to discipline will be a positive one. This will include

- attempting to identify the social, emotional and academic problems that underline a student's poor attitude or misconduct, and striving to meet with his/her social, emotional and academic needs; and, further, to identify resources available to meet those needs.
3. Every individual needs to feel worthy and accepted, as a person. In criticizing a student for his/her conduct or attitude and in taking disciplinary action, teachers and other staff members will endeavor to show him/her that it is his/her behavior that is objectionable, not the student himself/herself.
 4. The best discipline is self-discipline. Modes of student control over classroom management will offer student the freedom to acquire self-control and self-discipline. This freedom will be extended in keeping with a pupil's maturity.

Within the above guidelines and specific policies regulating conduct and disciplinary action, the superintendent of schools shall establish procedures for dealing with the disciplinary problems. The Winner Board of Education extends to all its school employees, certified and non-certified, the authority to enforce policy and regulations governing student behavior. Students will comply with the directions given them by staff members.

STUDENT DUE PROCESS

Discipline in the schools is critical to the provision and implementation of public education. The Board and school administrators have the legal authority to deal with any student for violation of rules or policies, for misconduct, for disruption and for insubordination. The United States Constitution and the South Dakota Constitution entitles all students to due process when they are subjected to deprivation of a property right. The Board recognizes the importance of safeguarding a student's constitutional rights.

A student whose conduct may warrant suspension or expulsion shall be provided with appropriate due process. Due process, in the context of the administrative proceedings carried out by school authorities, refers to the notification and hearing procedures established by the South Dakota Board of Education.

No student may be suspended unless:

1. The student is given oral or written notice of the charges against him or her.
2. The student is given an oral or written explanation of the facts that form the basis of the proposed suspension; and
3. The student is given an opportunity to present his or her version of the incident.
4. Due process procedures shall be fair and apply equally to all.
5. School principals may suspend a student from school for not more than 10 days (short term suspension). The Superintendent of schools may suspend students for a period not to exceed 90 days (long term suspension).

The Winner School District will follow the Administrative Rules of South Dakota Due Process Procedures for suspending or expelling a student as outlined in Board Policy 7.12.

In the event the student and/or parent/guardian wishes to appeal the suspension to the Board of Education the suspension shall be stayed until the Board renders its decision, unless in the judgment of the superintendent of schools, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the student may be immediately removed from school, and the notice of hearing shall follow as soon as practical.

The Superintendent/School Board may expel a student for the balance of the current school year for conduct that disrupts the educational process or endangers the life, health or safety of the student, other students, or school personnel. Prior to final action, the Winner School Board and Superintendent must follow the requirements of due process.

In case of a suspension by the superintendent for more than ten school days, the pupil or his parents or others having his/her custodial care may appeal the decision of the superintendent to the board of education.

Additional procedures mandated by state and federal law apply to special education students attending schools under the terms of an IEP (Individual Education Program.)

No student under expulsion or suspension from school may transfer to another school district until the suspension or expulsion has expired. The sending district will notify the receiving district in writing of the suspension or expulsion when the student's permanent record is requested by the receiving district.

STUDENT HANDBOOKS

The student handbooks contain a great deal of information. Be familiar with the publication for your school and always have a copy available for reference.

STUDENT RECORDS

Student records are an essential part of the educational process. To serve this end, information about students as may be required by law, and considered necessary to achieve the educational goals and objectives of the Winner School District, will be collected and maintained under the supervision of the certified staff. This collection, maintenance, accessibility, dissemination, retention, and confidentiality of such information will be controlled by procedures designed to enhance the primary task of the school while protecting individual student rights and preserving the confidential nature of the various types of records.

It is the responsibility of the School District to annually, through public notice, inform parents/guardians of students and eligible students of their right to inspect and review educational records. Requests for review must be directed to the office staff in the building where the student attends.

Parents/Guardians and students over 18 years of age are entitled:

1. To know the records that are kept
2. To inspect and review the records or material that pertains to them or their child/student
3. To receive a response to a reasonable request for explanation and interpretation within 45 days of the request
4. To challenge a record claimed to be inaccurate, false or misleading or otherwise in violation of the privacy or other rights of students, and to a hearing if, after review, no change is made
5. To place a statement of rebuttal in the challenged record if no change is made
6. To file a written complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 S. Maryland Ave. S. W., Washington, DC 20202-5920, if they believe any of these rights are violated.

Public notice will be given annually by the School District of its intent to disclose personally identifiable data designated as "directory information" as well as provide the names, addresses and telephone numbers of high school students to military recruiters and institutions of higher education, if requested to do so.

The parent/guardian of a student or an eligible student may refuse to consent to the disclosure of directory information in any or all the information categories or to the disclosure to military recruiters and institutions of higher education. Such refusal must be made in writing to the student's building principal within fifteen (15) days after the notice is given. Exclusion of information in any of the following categories may result in exclusion from the any publication in which directory information regularly appears.

Directory information categories include:

1. Student's name, address, telephone number
2. Grade level
3. Student's participation in officially recognized activities or sports
4. Weight and height of athletes
5. Honors, awards, and degrees
6. Information which denotes accomplishments and achievements
7. Individual and group photographs
8. Images and voices recorded by audio and/or video surveillance or other recording system in hallways and common areas, outside buildings on school grounds, in or on athletic facilities, on school district buses or other common areas where students are subject to visual monitoring
9. Dates of attendance
10. Most recent previous educational agency or institution attended by the student

Legal Reference: Family Educational Rights and Privacy Act 20 U.S.C. §1232g; 34 C.F. R. Part 99

STUDENT USE OF PHYSICAL THREATS

The Winner School District will not tolerate the use of physical threats toward any student and/or staff member. Any student using physical threats will be subject to disciplinary procedures.

STUDENT WITHDRAWAL FROM SCHOOL

Student withdrawal from the Winner School District 59-2, will be classified into two categories: students who transfer to another system (public or private), and those who withdraw from permanent attendance (dropouts). If a student wishes to withdraw from school to transfer to another school system s/he should contact the building principal to learn the proper procedures required to affect a transfer. A Student Out of District (STOOD) form will be completed. When transferring to another school, a student should make arrangements with the office to forward records to the proper school.

The Winner Board of Education is justifiably concerned about any student who may permanently withdraw from school. The School Board believes that a high school diploma signifies the minimum preparation for life. Consequently, students who withdraw from school may have less than minimum preparation. Therefore, the board strongly urges every administrator, teacher, guidance counselor, parent/guardian, citizen, and other students to exert all influence to keep all students in school through their high school graduation. The administration and instructional staff should be alert to potential dropouts and do everything possible to provide necessary guidance to such students. The regular school program should be organized and modified to suit the pupil's needs and aspirations.

Students seeking re-admittance to the Winner School District who are otherwise eligible will be permitted to do so immediately. Students enrolling during a particular semester are expected to make up any instructional work so assigned by the teaching staff. In this regard, students are encouraged to enroll/re-enroll.

SUBSTITUTE TEACHER PAY

Payment-Compensation will be at the rate of \$145.00 per day for substitute teachers who have earned or possess a certified teaching degree and non-degreed substitutes will be paid \$105.00 per day. If the substitute teaches continually for the same teacher ten (10) days or more, he or she will be paid an additional \$45 per day, beginning with the first day taught.

SUPERVISION OF ACTIVITIES

1. Insist on promptness. Set a meeting time, then carry out your business as rapidly and efficiently as possible.
2. Demand the same courteous conduct in extra-curricular activities as you would in the classroom.
3. If the meeting or practice is in the evening or on a weekend, the teacher should arrive at least 15 minutes before the students are expected.
4. Do not allow non-participating students to enter the school building. Allow your group to enter, then lock the door.
5. It is imperative that each teacher understand that students are not to be allowed in the building unless properly supervised.
6. Teachers are to be the first to arrive and the last to leave, as they are ultimately responsible for the condition of the building.
7. The school lights are to be turned off and all doors are to be locked when finishing your supervision of activities.

SUPERVISION OF STUDENTS

When students are in school, engaging in school-sponsored activities, or traveling to and from school-on-school buses, they are responsible to the school, and the school is responsible for them. School personnel assigned to their supervision serve in loco parentis.

The board expects all students to be under assigned adult supervision at all times when they are in school, on school grounds, traveling under school auspices, or engaging in school-sponsored activities. School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave his assigned group unsupervised except as an arrangement has been made to take care of an emergency.

During school hours, or while engaging in school-sponsored activities, students will be released only into the custody of parents or other authorized persons.

SUPPORT STAFF SUSPENSION AND DISMISSAL

The administration will strive to assist personnel to adjust to their positions and to perform their duties satisfactorily. Reasonable effort will be made to avoid dismissing personnel at any level.

When a support staff employee is charged with misconduct, insubordination or unsatisfactory performance, he/she may be temporarily suspended by the superintendent until the charges are investigated. If the charges are unfounded, he/she will be reinstated, if not, he/she may be discharged. If the employee is discharged, he/she may appeal to the school board for a review of his/her case.

TEACHER ASSISTANCE PLANS

The Winner Board of Education has directed its Superintendent to appoint a Teacher Assistance Team (TAT) that complies with ARSD 24:03:05:12. The TAT shall develop strategies to assist staff in meeting the needs of pupils who have developed and exhibit academic and behavioral difficulties. The School Board also recognizes that the TAT shall not supplant the SPED services (referral processes, etc.) already in place within the school system.

The Winner Board of Education further directs that when a teacher has a problem requiring the assets of the TAT, he/she shall report to the building principal - who will then appoint a team comprised of those professionals considered necessary for that situation. At a minimum, the TAT shall consist of the building principal or designee (usually the counselor); the classroom teacher requesting assistance; and, other teachers and resource personnel as needed.

Finally, the Winner Board of Education recognizes that TAT as a teacher support program. The Board further recognizes that without administrative support (i.e., most especially the building principal) the TAT will become inoperative. Therefore, it is the policy of the Winner Board of Education that TATs are an effective method of working with academic/behavioral difficulties, and thereby directs that the TAT program become an integral part of the educational process within the Winner School District.

TEACHER ASSISTANCE TEAM

A teacher assistance team will be developed at the elementary and middle/high school sites. This team is formed to develop strategies to assist staff in meeting the needs of students who have developed and exhibited academic or behavioral difficulties in the regular classroom. All staff members are encouraged to visit with teacher assistance team on their concerns, needs and problems.

Procedures:

1. Teacher contacts TAT coordinator or building principal for a referral form.
2. Teacher completes written referral and gives to coordinator
3. Coordinator meets with referring teacher to schedule TAT meeting
4. Conduct problem-solving meetings with TAT to identify problem; plan objective; brainstorm solutions; selected approaches/suggestions
5. Teacher implements selected approaches/suggestions
6. Follow up is conducted either formally or informally
7. Coordinator and referring teacher determine whether approach was successful. If not successful, either TAT committee will reconvene or a referral to special services may need to be made

TAT will be assigned by the building principal. The TAT members will consist of the guidance counselor (chairperson), special education teacher, Title I teacher or coordinator and two – three regular education teachers.

TEACHER HOURS

All teaching staff are to be in their assigned classroom or hallway by 7:45 am. Teaching staff may leave at 3:45 pm except when staff meetings or parental meetings are called. Teaching staff are encouraged to be available for giving assistance to students during the time before and after school.

Staff hours for Student/Staff Friday are 7:45 am to 3:30 pm.

Staff members are not to leave the building during their planning period without permission from the building principal/office staff. Staff members are allowed to leave the building during their lunch period if they are not on duty.

TEACHERS' MEETINGS

Teachers' meetings will be scheduled as needed. All teachers and aides are required to attend. These meetings are scheduled to promote better communication within the school system. Support staff meetings will be scheduled as needed.

WINNER SCHOOL DISTRICT TEACHER MENTOR PROGRAM

The teacher mentor overall role is to promote the growth and development of new teachers to the school community and teaching in general. Mentors are critical supports in guiding new teachers to enhance their planning, instruction, and day-to-day work. Mentors also service as a collegial and emotional supports for the new teacher.

The teacher mentor can:

- help orient new teachers to the Winner School District policies, rules and routines
- help identify school and community resources
- help with any classroom setup ideas and classroom management situations
- help with any student or parent/guardian questions when needed
- listen and give support

One of the mentor's initial responsibilities is to establish a trusting relationship with the new teacher. Research indicates that mentoring is most effective when the new teacher trusts the mentor.

The mentor should meet with the new teacher regularly at least two times a week for the first two weeks. Monthly meetings should then occur and before special occasions like parent-teacher conferences, submitting the report card information to the office and assemblies.

Mentors are paid \$250 for their valuable time and should request this payment to the Business Manager at the end of the school year.

The Winner School District Title I/Curriculum Coordinator is responsible for management of this program.

TEACHER-STUDENT CONFIDENTIALITY

Confidentiality is the obligation not to disclose willingly any information obtained in confidence. Information disclosed in response to a search warrant, a subpoena or a legal requirement for mandatory reporting is not a breach of confidentiality.

Child Protection: The teacher who has reason to believe that a child is or might need protection shall report the information to the building principal or guidance counselor as per SDCL 26-10-10

Potential Harm: If the behavior of the student threatens potential harm to him/herself or another person, the teacher shall take appropriate action and report the information to the building principal or guidance counselor.

Legal Action: The teacher may be required by the courts to provide records and relevant information regarding a student.

Confidential information in its broadest form is any information given in confidence to a teacher and may include such areas as disclosures of physical, mental, or emotional abuse; family problems; substance abuse; criminal activity; sexual activity; school behavior; and grades.

Confidentiality is very important to establishing and maintaining a strong teacher-student relationship. It is important that teachers are aware of the rights of individuals to privacy and to respect the confidential nature of information concerning students.

Teachers have a professional obligation to protect confidences and act in a professional manner in their interactions with students, peers, parents/guardians, and community members. A teacher shall take care, when sharing information about students that the information is accurate and unbiased.

A teacher shall guard against confidential information in halls, staff rooms or other public where persons who do not need to know can overhear it.

A teacher shall not leave student reports, records or files where unauthorized people can have access to them.

TELEPHONE CALLS

No personal long-distance calls are to be charged to the school district without administrative permission.

Staff is to discourage callers during school hours. Messages can be taken and given to staff and students in order that they may respond later.

TERRORISTIC THREAT OR HOAX

In accordance to South Dakota law, SDCL 22-14A-24 through 24-14A-27, the communication of a terroristic threat or hoax is a criminal offense and can carry felony penalties of \$10,000 and 10 years in prison.

Any student involvement in the communication of a terroristic threat or hoax will be reported to local law authorities and may be suspended or expelled from school.

TITLE IX

The Winner School District 59-2 does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, religion, age, sex, disability, national origin or ancestry.

The Winner School District 59-2 provides equal access to Boy Scouts and other designated youth groups.

Inquiries concerning the District's Compliance of Title VI, Title IX, Section 504 or The Americans with Disabilities Act (ADA) or Boy Scouts of America Act, may be referred to the Superintendent of Schools or Business Manager.

Winner School District 59-2
431 East 7th Street
Winner, S.D. 57580

The school district's telephone number is: 605-842-8101. Individuals may also contact the following Regional address:

Office of Civil Rights Midwestern
US Department of Education
One Petticoat Lane
1010 Walnut St., 3rd FL Ste 320
Kansas City, Missouri 65106
Telephone: 816-268-0550

USE OF COPY MACHINES

Staff should use copy machines before/after school, during noon hour and during your preparation/free period.

USE OF PERSONAL VEHICLE

When a Winner School District staff member uses a personal vehicle for an administratively approved school purpose, the staff member's personal insurance is primarily responsible for coverage. The Winner School District insurance will cover only the cost over the limit of your personal insurance.

USE OF SCHOOL FACILITIES

Winner School District staff is not to use the school district facilities (gym, kitchen, and/or classroom) for non-school activities without administrative permission.

Staff cannot use school district facilities for personal monetary or merchandising gain without following the same procedures as other patrons of the school district. The procedures are as follows:

1. Permission must be obtained from the school administration for use of the school facility.
2. A signed lease agreement and payment for use of the school facility must be done before using the school district facility.

VISITING SCHOOL

Parents and other adults are welcome to visit our school at any time. We encourage parents to visit their child's classroom often to become acquainted with our staff, facility and educational programs.

All visitors are to conduct themselves in an appropriate and positive manner while on school grounds. Any visitor who creates a disturbance or attempts to disrupt the educational process will be asked by school administration to leave the school grounds. If the visitor refuses to leave the school grounds as requested, the school administration is directed to request assistance from the county sheriff's office..

WEDNESDAY/SUNDAY SCHOOL SPONSORED ACTIVITIES

No school sponsored activities shall be scheduled or held after 6:00 pm on Wednesday. The only exception will be at the discretion of the activities director and superintendent.

No school sponsored activities shall be scheduled or held before 3:30 pm on Sunday. The only exception will be at the discretion of the activities director and superintendent. Students who have a family commitment will not be penalized if they cannot attend.

WELLNESS/NUTRITION POLICY

To support its mission, the District will provide an environment that cultivates maximum student potential. Nutrition influences a child's development, health, well-being and potential for learning. To afford students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This district-wide nutrition policy encourages all members of the school community to create an environment that supports lifelong healthy habits. Decisions made in all school programming need to reflect and encourage positive nutrition messages and healthy food choices.

The policy of the School District is to:

1. Provide a positive environment and appropriate knowledge regarding health and nutrition by doing the following:
 - Ensure that all students have access to healthy food choices during the school day
 - Provide a pleasant eating environment for students and staff
 - Allow a minimum of 20 minutes for students to eat lunch and socialize in the designated cafeteria area
 - Enable all students, through a comprehensive curriculum of health/nutrition education, to acquire the knowledge and skills necessary to make healthy nutrition and fitness choices for a lifetime.Goals are as follows:

The Winner School District will:

1. teach consistent scientifically-based nutrition messages throughout the school, classroom, cafeteria, home, community and media;
2. include nutrition in the scope and sequence of the curriculum through health classes;
3. use the SD Health Education Standards and address nutrition concepts progressively in grades Pre K through 12;
4. offer information to families that encourages them to teach their children about health and nutrition;

5. conduct nutrition education activities and promotions that involve parents, students and the community whenever possible.

Provide opportunities for adequate physical activity through a variety of sources such as physical education, extracurricular athletic participation, daily recess, walking activities and exercise equipment. Goals are as follows:

The Winner School District will:

1. provide physical education classes;
 2. opportunities for physical activities incorporated into core subject classes;
 3. daily recess for grades Pre K – 5;
 4. offer opportunities for physical activity before and after school through extracurricular sports activities and availability of athletic equipment for students and staff.
2. When using food as a part of class or student incentive programs, staff and students are encouraged to utilize healthy, nutritious food choices. See recommendations below:

Beverages

Bottled water
Flavored water
Electrolyte replacement beverages - ex: PowerAde
Reduced, low fat or fat free milk - white and flavored
Reduced or low fat yogurt beverages
Orange, apple, grape cranberry, grapefruit juices/100% fruit juices
Tomato or vegetable blend juices

Snacks

Grains & cereals/meats	Low fat Muffins
Graham, animal crackers	Rice Crispy bars
Vanilla wafers	Popcorn
Flavored rice cakes	Trail & Chex mix
Fig bars	Meat & Cheese platters
	Jell-O
Reduced fat cheese crackers	snacks/meats
Baked chips-potato and corn varieties	
Pretzels	
Cereal, granola, trail mix, yogurt coated granola bars	
Fruits - fresh, canned, cut-up, dried, single containers such as sliced peaches or fruit salads, applesauce	
Fruit plates with fruit dips	
Vegetable - all varieties - ex: baby carrots, celery, broccoli florets or others cut into small pieces	
served with low fat dressings	
Fruit roll ups	
Cheese - reduced fat varieties, American, Cheddar, Monterey Jack or mozzarella; string cheese products	
Low fat ice-cream	

Yogurt - reduced or low fat varieties, yogurt tubes

3. When curricular-based food experiences are planned, staff and students are encouraged to seek out good nutrition choices whenever appropriate.
4. Reduce student access to foods of minimal nutritional value.
5. Encourage parents/students to provide healthy nutritional foods in lunches and/or provided school snacks.
6. Encourage use of the new community bike/walking trail to improve health by increasing physical activity, provide safe routes to schools and to promote healthy lifestyles.
7. Elementary students receive fresh fruit and vegetables three times a week through the Fresh Fruit and Vegetable Grant.

ASSURANCES

1. The school's approved food service program will operate in accordance with the National School Lunch Act and the 2012 USDA's New Meal Pattern in Schools - applicable laws and regulations of the state of South Dakota. All schools will comply with USDA regulations and state policies.
2. Schools will offer varied and nutritious food choices that are consistent with the federal government's Dietary Guidelines for Americans. These are designed to help people choose diets that will meet nutrient requirements, promote health, support active lives and reduce chronic disease risks.
3. Students with special dietary needs (diabetes, celiac sprue, allergies) will be accommodated as required by USDA regulation.
4. Encourage the practice of good nutrition by reducing the sale or distribution of foods of minimal nutritional value that focuses on:
 - a. Reducing access to non-nutritional foods.
 - b. Educating students about healthy foods.
 - c. Selective pricing that favors sales of healthy foods.

WELLNESS COMMITTEE

The Winner School District has a Wellness Committee that meet yearly to review progress and update the wellness policy as needed.

DISCIPLINE MATRIX

Winner School District 59-2 Disciplinary Action Guidelines

The purpose of this matrix is to ensure that our school has a safe and orderly environment in which learning is not jeopardized by disruptions. Each teacher provides students with a clear set of classroom rules and expectations and will administer consequences for minor offenses within the classroom. A discipline referral will result if students do not correct classroom misbehavior. The following matrix contains consequences that may be administered if classroom behavior is not corrected or more serious violations occur. The type of discipline will depend upon the student's disciplinary background and the seriousness of the student's action. The disciplinary action outlined below serves as a suggested disciplinary action to be taken by administration. The principal may modify disciplinary action at his/her discretion. Other infractions not listed will be reviewed on a case by case basis. Multiple or repetitive violations of behavior rules may result in long-term suspension, expulsion, or placement in a long-term alternative program.

Classroom Pre-Referral Interventions	Level 1 Offense	Level 2 Offense	Level 3 Offense	Level 4 Offense
Examples: Give Warning to student(s) Contact parent/guardian Conduct parent/guardian conference	Examples: <ul style="list-style-type: none"> • Disruption/insubordination • Dress code violation • Inappropriate language • Inappropriate behavior • Out of class without permission • Skipping/tardies • Unauthorized use of electronic device 	Examples: <ul style="list-style-type: none"> • Bullying • Cheating • Computer policy issues • Disruption/insubordination • Inappropriate/threatening language • Inappropriate behavior • Encouraging others to fight • Repeated level 1 offenses 	Examples: <ul style="list-style-type: none"> • Fighting/Use of physical force • Gang related activity • Harassment, ongoing bullying, intimidation • Sexual harassment • Inappropriate behavior • Theft • False fire alarm • Possession/use of tobacco/alcohol/vaping/nicotine • Vandalism • Repeated level 2 offenses 	Examples: <ul style="list-style-type: none"> • Inappropriate behavior • Possession or use of controlled substances • Possession of drug paraphernalia • Premeditated fighting • Offering or selling drugs to others • Bomb threat • Arson • Assault • Knives, weapons, dangerous objects • Physical attack on staff • Group/gang fight • Repeated level 3 offenses
1st Offense	Discipline	Discipline to Short Term ISS	Short Term ISS to Long Term ISS	Long Term ISS to Expulsion
2nd Offense	Discipline to Short Term ISS	Discipline to Short Term ISS	Short Term ISS to Short Term OSS	
Further Offenses	Discipline to Short Term ISS	Discipline to Short Term ISS	Short Term ISS to Long Term OSS	

Definitions:

Discipline: Any form of corrective action other than suspension or expulsion. Examples include: Warning, conference, referral, detention, student Friday, loss of privileges

Short Term ISS: Denial of regular classroom attendance for more than a period or subject up to and not exceeding five consecutive school days.

Long Term ISS: Denial of regular classroom attendance for more than five consecutive school days.

Alternative ISS: Denial of regular classroom attendance and assignment to alternative ISS room for a set period of time.

Short Term OSS: Denial of school attendance for one to ten consecutive school days.

Long Term OSS: Denial of school attendance for eleven to ninety consecutive school days.

Expulsion: Denial of school attendance for an indefinite period of time

