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I. SEXUAL HARASSMENT POLICY

It is the District's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy. Sexual harassment can arise between employees, by an employee to a student and student to student. All forms are subject to this policy.

A. DEFINITION

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

B. EXAMPLES

Examples of sexual mis-conduct include but are not limited to:

- sexual advances
- touching of a sexual nature
- graffiti of a sexual nature
- displaying or distributing of sexually explicit drawings, pictures and written materials
- sexual gestures
- sexual or "dirty" jokes
- pressure for sexual favors
- touching oneself sexually or talking about one's sexual activity in front of others
- spreading rumors about or rating other students as to sexual activity or performance.

Not all physical conduct would be considered sexual in nature.

Some examples are:

- a high school athletic coach hugging a student who made a goal,
- a Kindergarten teacher's consoling hug for a child with a skinned knee,
- one student's demonstration of a sports move requiring contact with another student.

C. RESPONSIBILITY

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

D. COMPLAINTS

Any employee who believes that he or she has been a subject of sexual harassment by a district employee or officer should report this incident immediately to his or her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor.

Students should report such incidents to the guidance counselor or the responsible administrator. A parent who believes that his or her child has been harassed should

immediately report it to a principal, faculty member, administrator or the school's Title IX coordinator.

All reported incidents will be thoroughly investigated and subject to disciplinary action if substantiated. Confidentiality consistent with due process will be maintained. Criminal acts will be reported to law enforcement authorities.

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

E. INVESTIGATION

Upon receipt of a written report alleging harassment, the Superintendent shall immediately authorize an investigation. This investigation may be conducted by School District officials or by a third party designated by the School District. The investigating party shall provide a written report of the status of the investigation within ten (10) working days to the Superintendent.

In determining whether alleged conduct constitutes harassment, the School District should consider the surrounding circumstances, the nature of the advances, relationships between the parties involved, and the context in which the alleged incidents occurred. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigating person.

In addition, the School District may take immediate steps at its discretion to protect the complainant, students, and employees pending completion of an investigation of alleged harassment. This action may include suspension with pay of any employee or in school suspension of any student.

During the investigation all parties directly involved in the complaint may have legal or other representation. If any party elects to be represented at any step of the complaint procedure, the name of the representative must be declared in writing to the designated investigator.

F. SCHOOL DISTRICT ACTION

1. Upon receipt of the recommendation that the allegations of the complaint constitute a violation of School District policy, the School District will take such action as appropriate based upon the results of the investigation.

2. The results of the investigation of each complaint will be reported in writing and kept on file. The report shall include findings of fact and will document the disciplinary action taken, if any, taken by the Superintendent as a result of the complaint.

3. The complainant will be advised of the District decision in writing on a form supplied by the School District.

4. If either party is not satisfied with the written decision rendered by the Superintendent, the party may appeal the decision in writing to the School Board within ten (10) working days following receipt of the decision. The appeal must include the original complaint form, a copy of the written decision, and a written statement as to the reason for appeal.

5. The request for hearing must be submitted in writing through the Superintendent's Office. The appeal must include the original complaint form, a copy of the written

decision from the Superintendent, and a written statement as to the reasons for appeal. The hearing will be scheduled within thirty (30) working days of the request for hearing. The parties involved will be notified in writing of the time and date of the scheduled executive session hearing.

6. The School Board will promptly render a decision. The Board's action will be taken in open session incorporating its findings and decision by reference with due regard for requirements of confidentiality. The Board's decision may be appealed to court as provided by law.

G. PROHIBITION AGAINST RETALIATION

The School District will discipline any individual who retaliates against any person who reports alleged harassment or who retaliates against any person who testifies, assists, or participates in any investigation, proceeding, or hearing related to a harassment complaint.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Retaliation is itself a violation of federal and state laws prohibiting discrimination and may lead to separate disciplinary action against an individual.

If any school personnel or student who has filed a complaint or has testified, assisted, or participated in the investigation of harassment believes that he or she has been retaliated against because of his or her participation, he or she should follow the procedures set forth above.

H. FALSE CHARGES

Charges found to have been intentionally dishonest or made maliciously without regard for truth may subject complainants to disciplinary action and could form the basis for a defamation of character action by the person falsely accused.

I. UNCOMFORTABLE SITUATIONS

The School District recognizes that not every uncomfortable situation constitutes harassment. Whether a particular action or incident is a personal, social relationship without a discriminatory intent or effect requires a determination based on all the facts and surrounding circumstances. False accusations can have a serious detrimental effect on innocent parties.

J. DISCIPLINE

Any School District action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements and School District policies. The School District will take such disciplinary action it deems necessary and appropriate, including but not limited to, with respect to employees; warning, suspension, or immediate discharge to end harassment and prevent its recurrence. With respect to students the District may transfer, suspend or expel as appropriate in the circumstances.

II. DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

School bus drivers shall be subject to a drug and alcohol-testing program that fulfills the requirements of the Code of Federal Regulations. See 49 CFR 382. Other persons who drive vehicles designed to transport 16 or more passengers, including the driver, are likewise subject to the drug and alcohol-testing program.

A. PRE-EMPLOYMENT TEST

Tests shall be conducted before the first time a driver performs any safety-sensitive function for the district.

Safety-sensitive functions include on-duty functions performed from the time a driver begins work or is required to be ready to work until the driver is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment, supervising; performing or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; performing driving requirements related to accidents; and performing any other work for the district or paid work for any other entity.

B. DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

The tests shall be required of an applicant only after the driver has been offered the position.

Exceptions may be made for drivers who have had the alcohol test required by law within the previous six months and participated in the drug testing program required by law within the previous 30 days, provided that the district has been able to make all verifications required by law.

C. POST ACCIDENT TESTS

Alcohol and controlled substance tests shall be conducted as soon after an accident as practicable on any driver:

1. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life; or
2. Who receives a citation under state or local law for a moving traffic violation arising from the accident.

No such driver shall use alcohol for eight hours after the accident, or until after the driver undergoes a post-accident alcohol test, whichever occurs first.

If an alcohol test is not administered within two hours or if a drug test is not administered within 32 hours, the district shall prepare and maintain records explaining why the test was not conducted. Tests need not be given if not administered within eight hours after the accident for alcohol or within 32 hours for drugs.

Tests conducted by authorized federal, state or local officials will fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by the district. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations.

D. RANDOM TESTS

Tests shall be conducted on a random basis at unannounced times throughout the year. Tests for alcohol shall be conducted just before; during or just after the performance of safety-sensitive function. Drivers shall be selected by a scientifically valid random process, and each driver shall have equal chance of being tested each time selections are made.

E. REASONABLE SUSPICION TESTS

Tests shall be conducted when a supervisor or other district official trained in accordance with law has a reasonable suspicion that the driver has violated the districts' alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech or body odors. The observations may include indications of the chronic and withdrawal effects of controlled substance.

Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before or just after the period of the work day when the driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the district shall prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate after eight hours. If the inability to conduct the test is chargeable to the driver that driver may be discharged.

A supervisor or district official who makes a finding of reasonable suspicion shall also make a written record of the observations leading to a reasonable suspicion drug test within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

F. RETURN TO DUTY TESTS

A drug or alcohol test shall be conducted when a driver who has violated the districts' drug or alcohol prohibition returns to work to perform safety-sensitive duties.

Employees who conduct involve drugs cannot return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result. Regardless of return-to-duty status such driver may be discharged.

Employees whose conduct involves alcohol cannot return to duty in a safety-sensitive function until the return-to-duty alcohol test produces a verified result that meets federal and district standards. Regardless of return-to-duty status such driver may be discharged.

G. FOLLOW-UP TESTS

A driver who violates the districts' drug or alcohol prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem shall be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Follow-up alcohol testing shall be conducted just before, during or just after the time when the driver is performing safety-sensitive functions.

H. RECORDS

Employee drug and alcohol test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver shall receive copies of any records pertaining to the driver's use of drugs or alcohol, including any records pertaining to his/her drug or alcohol tests. Records shall be made available to subsequent employer or other identified persons only as expressly requested in writing by the driver.

I. NOTIFICATION

Each driver shall receive educational training materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the districts' policy and regulations for meeting these requirements. Representatives of employees organization for meeting these requirements. Representatives of employee organizations representing drivers shall be notified of the availability of this information. The information shall identify:

1. The person designated by the district to answer driver questions about the material;
2. The categories of drivers who are subject to the Code of Federal Regulations;
3. Sufficient information about the safety-sensitive functions performed by drivers to make clear what period of the work day the driver is required to comply with 49 CFR Part 382;
4. Specific information concerning drivers conduct that is prohibited by 49 CFR Part 382;
5. The circumstances under which a driver will be tested for drugs and/or alcohol;
6. The procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing process, safeguard the validity of test results and ensure that test results are attributed to the correct driver;
7. The requirement that a driver submit to drug and alcohol tests;
8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences;
9. The consequences for drivers found to have violated the drug and alcohol prohibitions of 49 CFR Part 382, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment;
10. The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04; and
11. Information concerning the effects of drugs and alcohol on an individuals' health, work and personal life; signs and symptoms of a drug or alcohol problems (the driver's or a co-worker's); and available methods of intervening when a drug or alcohol problem is referred to management.

Each driver shall sign a statement certifying that he/she has received a copy of the above materials. Before any driver operates a commercial motor vehicle, the district shall provide the driver with post-accident procedures that will make it possible to comply with post-accident testing requirements.

When tests are given pursuant to the Code of Federal Regulations, Title 49, Part 382, the district shall so inform drivers before drug and alcohol tests are performed.

The district shall notify a driver of the results of a pre-employment drug test if the driver request such results within 60 calendar days of being notified of the disposition of the driver's employment application.

The district shall notify a driver of the results of random, reasonable suspicion and post-accident drug tests if the test results are verified positive. The district shall also tell the driver which controlled substance(s) were verified as positive.

Drivers shall inform their supervisors if at any time they are using a controlled substance which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the driver that it will not adversely affect his/her ability to safely operate a commercial motor vehicle. The report that the driver is using such prescription medication along with the doctor's statement shall be provided in writing to the district prior to any test being conducted in order to be considered in determining the test results.

J. ENFORCEMENT

Any driver who refuses to submit to a post-accident, random, reasonable suspicion or follow-up tests shall not perform or continue to perform safety-sensitive functions.

A driver who is tested and found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform or continue to perform safety-sensitive functions including driving a commercial motor-vehicle until the start of the driver's next regularly scheduled duty period, but not less than 24 hours after the test was administered.

A driver who in any other way violates district prohibitions related to drugs and alcohol shall receive from the district the names, address, and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol related problems. The employee shall be evaluated by a substance abuse professional who shall determine what help, if any, the driver needs in resolving such a problem. Any substance abuse professional who determines that a driver needs assistance shall not refer the driver to a private practice, person or organization in which he/she has a financial interest, except under circumstances allowed by law.

An employee identified as needing help in resolving a drug or alcohol problem shall be evaluated by a substance abuse professional to determine that he/she has properly followed the prescribed rehabilitation program and shall be subject to unannounced follow-up tests after returning to duty. A driver's participation in any substance abuse program following an adverse test result is no guarantee that the driver will not be terminated.

III. ALCOHOL & DRUG POLICY

A. USE OF ALCOHOL, DRUGS AND CONTROLLED SUBSTANCES BY EMPLOYEES (DRUG FREE WORKPLACE)

Student and employee safety is a paramount concern to the School Board. School Board employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students, to the community and to other employees. Therefore, the School Board will not tolerate the unlawful manufacture, use, possession, sale, distribution or being under the influence of drugs or controlled substances in or effecting the workplace. Nor will the Board tolerate the unlawful use of, or being under the influence of, alcohol by an on-duty employee. Any employee who violates this policy will be subject to disciplinary action which may include dismissal and referral for prosecution. Each employee of the district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and will report to the Superintendent any criminal drug statute charges or convictions for a violation occurring in any jurisdiction, or on the premises of this school district, or while engaged in regular employment. Such notification must be made by the employee to the Superintendent no later than five (5) days after conviction. Within ten (10) days after the Superintendent receives notification of the conviction the Superintendent will report the violation to the United States Department of Education and in all cases report the violation to the State Secretary of the South Dakota Department of Education.

B. DISCIPLINE

Thirty (30) days after receipt of information concerning a violation of this policy, the district will take appropriate disciplinary action which may include the termination

of employment or may require the employee to participate in drug abuse assistance or rehabilitation programs. The administration may refer on for prosecution.

C. ASSISTANCE

The School Board recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community if such a facility or agency is available. Request for such referral does not limit the ability of the District to take disciplinary action.

D. APPLICATION

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

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

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

IV. IN-HOUSE APPLICANT'S POLICY

It is the policy of the Agar-Blunt-Onida School District to hire the applicant who best fills the needs of the district. Thus, the district encourages in house applications for positions that become available. For each position that comes open, notice will be given to existing staff. It is encouraged that this notice come in the form of a memo from the school administration, however staff is also responsible and is encouraged to read the minutes from each board meeting to learn of any potential openings. In house candidates need to submit an official letter of application and provide any additional information that is required by the administration.

V. EMPLOYEE COMMUNICABLE DISEASES

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

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

In situations where the decision requires additional knowledge and expertise, the case will be referred 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 server's supervisor;
5. the Superintendent or designee; and
6. other appropriate school personnel.

In making the determination, the advisory committee shall consider:

1. the physical condition of the school 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 application of SDCL 13-43-3.3;
6. the recommendation of the County Health Officer, which may be controlling;
7. information regarding the infected employee is deemed part of the employee's personnel records, and 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 leave and receive available benefits.

Public information will not be revealed about the employee who may be infected. If the employee is permitted to remain in the school setting the following procedure will be followed:

- 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

EMPLOYEE COMMUNICABLE DISEASE GUIDELINES

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 in interpreting the guidelines.

Disease and Incubation* Period	Rules for Work Attendance
Acquired Immune Deficiency Syndrome (AIDS) 6 months-five years	Determination should be made by the team process are outlined in the Communicable Disease Policy. The State Department of Health guidelines on AIDS shall be used as reference.
Chicken Pox 14-21 days	The employee may attend work after all pox are dry and scabbed.
Cytomegalovirus (CMV) Salivary Gland Viruses	The employee may attend work. Precautions should be taken regarding contacts with immunosuppression such 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 Diseases 5-25 days or longer	The employee may attend work. Food handlers must remain at home until they have three negative stool specimens. Good hand washing in all cases should eliminate risk of transfer of infection.
Herpes Simplex 2-12 days	The employee may attend work during an active case if the student has the ability and practices personal hygiene precautions and the area of lesion is covered.
Impetigo variable 4-10 days	The employee may attend work if treatment is verified and covered or dry.
Infectious Hepatitis 15-40 days Average 25 days Measles (Red, Hard, Rubella, 7-day) 8-14 days	The employee may attend work as directed by the physician. Appropriate personal hygiene precaution should eliminate risk of transfer of infection. The employee may attend work after a minimum of 7 days. Employees who have had contact with measles may attend work if the employee had the 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,
Pink Eye (Conjunctivitis) 5-12 days	The employee may attend work after the eye is clear, under treatment or with physician's written permission.
Plantar's 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 4 days. Prevent exposure of pregnant women.
Scabies (7-year itch, Mites)	The employee may attend work after treatment.
Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat) 1-3 days	The employee may attend work 24 hours after initiating oral antibiotic therapy, and clinically well.

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

VI. THE SUPERINTENDENT

- A. EXECUTIVE OFFICER OF BOARD:** The Board charges the Superintendent as its chief administrative officer with the responsibility of executing its policies. ~~He/She~~ The Superintendent shall exercise general supervision over all the public schools, and all school employees shall be directly responsible to the Superintendent. The Superintendent shall receive communications relative to school affairs and consult with individuals having business with the Board.
- B. ATTEND ALL BOARD MEETINGS:** The Superintendent shall attend all meetings of the Board except when the Superintendent's salary or rehire is being considered and shall keep the Board informed of conditions of the school.
- C. EMPLOYMENT RECOMMENDATIONS:** Working in close co-operation with the principals, the Superintendent shall make hire, rehire and employee discipline recommendations to the Board.
- D. ASSIGN PERSONNEL:** The Superintendent shall recommend for approval such assignments, reassignments, and transfers as are necessary to secure the highest efficiency of the entire staff.
- E. REQUIRE REPORTS:** The Superintendent shall have authority to require reports from all employees as the Superintendent may desire from time to time.

- F. IN-SERVICE GROWTH OF TEACHERS:** It is the duty of the Superintendent and principals to provide staff development opportunities for the Instructional Staff.
- G. CURRICULUM IMPROVEMENTS:** The Superintendent, acting with the principals, direct studies to determine the adequacy of the curriculum and recommend to the Board new courses of study or improvements in the organization of the curriculum as needs arise.
- H. CHANNELS OF COMMUNICATION:** The Superintendent shall transmit communications from the Board to members of the instructional, administrative, supervisory, custodial staff, transportation staff, and kitchen staff, and the Superintendent shall transmit communications from them to the Board.
- I. OPERATION AND MAINTENANCE OF SCHOOLS:** The Superintendent shall have charge of the operation and the maintenance of the buildings and equipment of the schools.
- J. PREPARATION OF BUDGET:** The Superintendent and Business Manager shall prepare a budget annually for the schools with discretion and good judgment and within the limitations of the tax structure of the school district.
- K. PURCHASING AGENT:** The Superintendent shall purchase supplies and equipment for the schools with discretion and good judgment and within the limitations of the budget. The Superintendent shall consult with the Board before purchasing major items of equipment.
- L. PROPOSE POLICIES:** The Superintendent shall propose new policies to the School Board for consideration as necessity for such arises.
- M. RULES AND REGULATIONS:** The Superintendent shall make rules and regulations regarding routine matters, consistent with Board policy, which have not been specifically provided for in the rules and regulations of the Board.
- N. TRUANCY OFFICER:** The Superintendent shall be the official truancy officer of the district and shall enforce all attendance laws, unless the Board appoints some other person as truancy officer for the District.
- O. EVALUATION:** The School Board shall evaluate the Superintendent in annually. The Superintendent shall report to the Board at every meeting.
- P. SUSPENSION OR EXPULSION OF PUPILS:** The Superintendent may, for cause, suspend or expel students from school in accordance with state statute. The right to expel or to suspend for more than ten days is a power retained by the School Board.
- Q. SCHOOL BUILDING CONSULTANT:** As new buildings are to be erected or old ones remodeled or discontinued, the Superintendent shall be responsible for carefully studying the needs of the schools and for recommending to the School Board plans adequate for meeting those needs.
- R. EMERGENCY AUTHORITY:** The Superintendent shall perform such duties as the Board may require and, in the absence of specific rules and advice of the Board, the Superintendent shall assume any authority or perform any duty which any particular situation may demand. This could be subject to later review by the Board.
- S. INTERPRETATION OF SCHOOL TO COMMUNITY:** It shall be a responsibility of the Superintendent to interpret the philosophy, aims, and objectives of the teaching program of the schools to the community.

- T. ATTEND PROFESSIONAL MEETINGS:** The Superintendent shall attend such state, national, and regional conferences as directed by the Board as a part of the Superintendent's official duties. Expenses to be paid by the school district.
- U. FEDERAL PROGRAMMING:** The Superintendent shall keep the Board informed on the availability of federal funds and make recommendations regarding the same.
- V. CLOSING SCHOOL:** If, during the time when schools are normally in session, unusual conditions exist (epidemics, bad weather, etc.) and in the opinion of the Superintendent, the operation of the schools under these conditions would endanger the students, the Superintendent shall be empowered to suspend the operations until the danger no longer threatens the welfare of the students. Consultation with the President of the Board is recommended.
- W. SCHOOL CALENDAR:** The Superintendent shall prepare the annual school calendar for adoption by the Board in the manner authorized by state statute.
- X. HOT LUNCH:** The Superintendent shall inform the Board on the total aspects of the hot lunch program.
- Y. SUBSTITUTE TEACHERS:** The Superintendent will arrange for substitute teachers in case of absence of the principals.
- Z. APPROVE FACULTY COMMITTEES:** The Superintendent shall approve the appointment of faculty committees that may be required for the execution and establishment of educational practices and policies.
- AA. RECOMMEND SALARIES:** The Superintendent shall make salary recommendations as requested for consideration by the Board.

VII. THE BUSINESS MANAGER

- A. MEETINGS:** The Business Manager shall attend all meetings of the Board serves as the Clerk of the Board and is under the direction of the Superintendent.
- B. HOURS:** The Business Manager's work hours shall be determined by the Superintendent.
- C. BOARD PROCEEDINGS:** The Business Manager shall keep a permanent record of all proceedings of the Board. In the absence-of the Business Manager at meetings of the Board, the President of the Board shall appoint a temporary clerk to take minutes of the proceedings.
- D. BUSINESS MANAGEMENT POLICIES:**
 - 1. Accounting: An accurate record of all receipts and expenditures of the district shall be kept according to a uniform system of financial accounting as prescribed by law. All records shall be available for public inspection as provided and limited by law.
 - 2. Receipts and Deposits: Any payment made to the General Fund, Bond Redemption Fund, Capital Outlay Fund, Activity Fund, Lunch Fund, or any other monies collected by the school shall be immediately receipted on serial numbered receipts showing

the account to which funds are to be deposited and the name of the person depositing the funds. All monies shall be promptly deposited in the official depository. All money shall contain receipt numbers of the money deposited. All money collected through the school or any school organization becomes school district funds and must be receipted and accounted for as such.

3. **Payments:** Payments shall be made upon presentation of a voucher properly filled out. No payment shall be made until after goods or services have been received and checked against invoice. (Exception to this is a transaction with the U.S. Post Office.) All payments must be approved by the School Board.
 4. **Prompt Payment of Invoices:** All invoices and billings shall be paid currently as far as practical. There shall be no delayed billings unless specifically authorized by resolution of the Board. School organizations shall not be allowed to collect and keep funds or to cash payments from funds collected. School organizations such as classes, clubs, etc., having an account in the school activity fund shall keep records of money received and deposited in the business office, a record of payments authorized, and the balance in the account. A statement of the balance of their account will be issued to the sponsor of each organization once each month.
 5. **Monthly Bank Statement:** A monthly reconciliation of the bank statement will be done.
- E. REPORTS:** The Business Manager will give the following reports at each regular Board meeting:
1. **Lunch Report:** A copy of the lunch report as submitted to the State Department of Education.
 2. **Activity Fund Report:** A report showing the balance of each activity account and the total receipts, expenditures, and balance of the activity fund.
 3. **Other Reports:** Such other reports as requested by the School Board.
- F. SICK LEAVE, RETIREMENT, AND INSURANCE:** The Business Manager shall keep proper records so that up-to-date information is available to the Board and the employees.
- G. PAYMENT OF SALARIES:** Payrolls to all school employees will be issued on the 20th of each month should the 20th day of the month fall on a legal holiday, Saturday or Sunday, or when the school is closed due to emergency, payroll checks shall be issued prior to the holiday or emergency if possible.
- H. BUDGET:** The Business Manager shall assist the Superintendent in the preparation of a yearly budget for the school district.
- I. PURCHASING AGENT:** The Business Manager under supervision of the Superintendent shall purchase supplies and equipment for the schools with discretion and good judgment and within the limitations of the budget. The business Manager shall consult with the Board before purchasing major items of equipment.

VIII. THE PRINCIPALS

A. QUALIFICATIONS

1. **Elementary Principal:** The elementary principal shall hold a master's degree from an accredited institution with training in administration and supervision and shall have at least three (3) years of teaching experience. When required by the State of South Dakota shall hold the appropriate administrative certificate.
2. **Secondary Principal:** The high school principal shall hold a master's degree from an accredited institution with training in administration and supervision and shall have at least three (3) years of teaching experience. The principal shall hold an administrative certificate required by the State of South Dakota.

B. LINE OF AUTHORITY: The principals shall be directly responsible to the Superintendent and the School Board.

C. ADMINISTRATIVE FUNCTION: The principals shall be responsible for the administration of the building or departments, as the case may be. They also will enforce the rules of the Board and shall have the authority to direct all certificated and non-certificated personnel to this end.

D. OTHER DUTIES: The principals shall be directly responsible to the Superintendent and the School Board for conferences as often as may be required. They shall also keep the Superintendent informed about any changes in conditions or activities in their building.

E. RESPONSIBILITY: The principals shall be fully responsible for decisions made in their respective buildings or departments subject to review by the Superintendent.

F. DISMISSAL OF ENTIRE BUILDING OR DEPARTMENT: The principals shall not have the authority to dismiss school before the regular hour without the approval of the Superintendent. This does not prevent the principal, in the absence of the Superintendent, from dismissing school when in their judgment, it becomes necessary to protect the health or safety of the students.

G. STUDENT RECORDS: It shall be the responsibility of the principals to ensure that all class records and attendance records are kept in a proper manner. All class records will be filed with the Superintendent at the close of the term.

H. PUBLIC RELATIONS: The principals shall promote good public relations with the community and be tactful in relations with parents and the public.

I. REGISTRATION OF STUDENTS: It shall be the duty of the high school principal to preregister students who will be in grades 7 through 12 for the following year. The Guidance Counselor and the teachers shall work with the principal to draw up class schedules for the following year.

J. INSTRUCTIONAL PROGRAMS: The principals shall continually evaluate the instructional program within their respective buildings, and make improvements or recommend changes in policy to the Superintendent.

K. SCHOOL SPONSORED PROGRAMS: It is the duty of the principals to make sure that a staff member is present and responsible for students during any activity sponsored by the school and if necessary make the assignment.

L. SUBSTITUTE TEACHERS: The principals will arrange for substitutes and submit a monthly report of all substitutes to the Superintendent and Business Manager.

- M. SUPERVISION AND EVALUATION:** The principals shall be responsible for the supervision of the teachers under their jurisdiction and shall submit all information to the Superintendent relative to achievement, performance, and fitness of position held. This is to be a written report signed by both teacher and principal if the information is obtained through direct observation in the classrooms. The principals will make employment recommendations concerning faculty members in accordance with supervision and evaluation policies of the Board. The principals shall ensure that their reports are delivered to the Superintendent at least 20 days prior to the statutory deadline for notice of non-renewal of contract to teachers.
- N. STUDENT DISCIPLINE:** The principals shall be responsible for student discipline. When the case shall warrant such action, the principal may suspend students from attendance for not more than ten days, immediately notifying the student's parents or legal guardian by phone or letter as well as the Superintendent. When a principal suspends a student the procedures for short term suspension shall be followed and a full report submitted to the Superintendent. Requirements for suspension of a student attending school on an individualized education plan or Section 504 plan shall be followed in dealing with students to whom they apply.
A student, once suspended shall not be permitted to reenter school until a conference is held with a parent or legal guardian and satisfactory adjustments are made. If the conference provided by this section is not held within ten days, the student shall be allowed to return to school but shall be placed in in-school suspension until the conference is held. Should expulsion be deemed necessary, such recommendations shall be made through the Superintendent to the School Board in a manner consistent with state and federal law.
- O. KNOWLEDGE OF POLICIES:** It shall be the duty of the principals to keep informed concerning rules, policies, and regulations of the Board and the Superintendent.
- P. INSERVICE MEETINGS:** Nine (9) hours of inservice meetings will be held each year. A committee made up of: the Superintendent, the high school principal, the elementary principal, one high school teacher, one elementary teacher, and the President of the Agar-Blunt-Onida Teachers Association will determine the inservice programs.
- Q. EVALUATION OF ADMINISTRATORS:** Administrators shall be evaluated and conferred with by the Superintendent in so far as possible twice a year. A written report of the evaluation shall be prepared by the Superintendent and placed in the principal's personnel file.

IX. ACTIVITIES DIRECTOR (AD)

- A. LINE OF AUTHORITY:** The AD shall be responsible to the and to the Superintendent for the administration and supervision of the interscholastic and intramural activities programs.
- B. DEVELOP ACTIVITIES:** The AD shall organize a program for the training of athletes in all sports as well as other activity programs. This will enable the school to field teams that are good representatives of the school as to the behavior and attitude of the teams.
- C. SCHEDULING OF GAMES:** The AD shall schedule games for contests, select and contract with officials, and make arrangements for conducting interscholastic contests in all sports subject to the approval of the administration. The AD should keep an accurate calendar of all events, and all events should be listed on the master calendar in the office of the Activities Director.
- D. MEDICAL EXAMINATIONS:** It shall be the duty of the AD to see that all participants in the activities programs have proper physical examinations.
- E. ELIGIBILITY LISTS:** The AD shall list for the administration all students participating in activities and see that proper coverage of insurance is made available.
- F. PURCHASING OF EQUIPMENT AND SUPPLIES:** The AD shall requisition activities equipment and supplies for all activities. Such requisitions are to be approved by the Superintendent.
- G. TRANSPORTATION:** The AD shall schedule and provide for needs, including transportation, meals, and lodging, for activity trips, and in general provide the necessary supervision involved in any approved activity contest at home or away. This includes transportation and supervision for cheerleaders. The Superintendent and the principal will assist the AD in this endeavor. Approval of an activity or transportation arrangements pursuant to this section constitutes approval by the Board.
- H. ACTIVITY FUNDS:** All funds received from activity contests are to be placed in the activity fund of the general account of the school district. Obligations are to be paid from the same fund administered by the Business Manager subject to approval by the Board.
- I. AWARDS:** The AD shall administer the system of awards existing in the Student Council Constitution and with the help of the principal, Superintendent, and others concerned, make suggestions for desirable changes in the system to the Student Council.
- J. TEAM RECORDS:** The AD shall maintain a permanent record of all team records and of all individual activity records as well.
- K. ACTIVITY EQUIPMENT:** The AD shall be responsible for the proper care and maintenance of all activity goods and equipment.

X. TEACHERS

- A. GENERAL
- B. BAND AND VOCAL DIRECTOR
- C. EMPLOYMENT RELATIONSHIPS
- D. CERTIFIED INSTRUCTIONAL STAFF EVALUATION POLICY
- E. REIMBURSEMENT FOR ATTENDING SUMMER SCHOOL

A. GENERAL

1. The following must be on file:
 - a. Income tax withholding certificates (only for new staff or those wanting a change) in the Business Office.
 - b. Teacher's certificates (these must be on file before the first paycheck and are subject to public inspection) in the Superintendent's office.
 - c. An up-to-date set of transcripts which include any credits earned over the past summer before the first paycheck - in the Superintendent's office. No advance in pay will be made until the appropriate transcript is on file.
 - d. Personnel data forms for all teachers will be kept in the Superintendent's office.
 - e. The teacher's contract shall be filed in the business manager's office and is subject to public inspection.
2. The teacher shall have the right to view the teacher's personnel file upon request. The teacher shall have the right to respond to any item placed in the teacher's personal file.
3. **TEACHER RETIREMENT:** Participation in the South Dakota State Retirement System (SDRS) is mandatory for all teachers. Each new teacher in the District must sign an enrollment form in the Business Manager's office.
4. **PAY CHECKS** for all teachers will be issued on the 20th day of each month or the last teaching day before the 20th. The checks will be dated with the same date as the day they are issued.
5. **TEACHERS AND OTHER EMPLOYEES ARE INSURED AGAINST ACCIDENTS** at all times while they are working for the school district. This is possible under the provisions of the South Dakota Worker's Compensation Law. If injuries occur, they must be reported to your supervisor within three (3) working days. Contact the Business Office for the appropriate form.
6. **TEACHERS MAY PURCHASE ACCIDENT INSURANCE** under the student insurance program which covers them during school time or 24 hours per day, year round. Accidents are covered by our group health insurance policy.
7. **HEALTH CERTIFICATION** The District may require any employee to provide a certificate of health at any time the District has reasonable cause to believe that an employee is suffering from an illness detrimental to the health of the pupils
8. **SUBSTITUTE TEACHERS** - Non-certified substitutes will be paid \$90.00 per day. Substitutes who have held a certificate but it is not up to date and substitutes holding

a valid certificate get \$100.00 per day. Substitutes who cover for classified staff members are paid their hourly rate or up to \$10.50/hour.

9. THE APPEARANCE AND ATTIRE of teachers should be neat and appropriate for the occasion.
10. SMOKING will only be permitted in designated areas away from students and other staff. No smoking is allowed in school buildings or in vehicles used to transport students.
11. DATING: The School Board does not and will not approve of teachers dating any students in the Agar-Blunt-Onida Schools. The Board may take appropriate disciplinary action if necessary.

DUTIES

1. IT SHALL BE THE DUTY OF EACH TEACHER to keep informed concerning the rules and regulations of the school.
2. TEACHERS SHALL BE DIRECTLY RESPONSIBLE TO THEIR PRINCIPAL. Teachers and administrators shall work together to facilitate school efficiency.
3. RESPONSIBILITY FOR PROFESSIONAL GROWTH: Teachers shall observe all school regulations, seek professional growth, and participate in curriculum study. A minimum of six (6) semester hours shall be earned every five (5) years. Such hours shall be subject to the State Department of Education.
4. SERVING ON COMMITTEES: Teachers will be asked to serve on committees which will be formed frequently during the course of the year for improvement of some phase of the school's program.
5. TEACHERS SHALL ATTEND TEACHERS' MEETINGS as called by the principals and Superintendent of schools.
6. EXTRA-DUTY ASSIGNMENTS such as noon duty, recess duty, activity sponsorships, ticket taking, etc. will be made as equitable as possible.
7. TEACHER ABSENCES: When a teacher knows they will be gone, the principal must be notified. If the principal is not available, the Superintendent should be called.
8. TUTORING PUPILS: No teacher may tutor for pay any student attending the Agar-Blunt-Onida Schools during the school term. Nor shall a teacher tutor any other pupil except by specific approval of the School Board.
9. PREPARATION PERIOD: See Negotiated Agreement.
10. LESSON PLANS are essential to planning. Lesson plans shall be written and submitted to the building principal by Friday for the following week. One copy of the ELEMENTARY DAILY CLASS SCHEDULE should be filed with the elementary principal. This should be done during the first week of school. A revised schedule can be submitted later if changes are made.
11. DISCIPLINE: Teachers shall be responsible for discipline to protect the students from the conditions harmful to learning, health, and safety.

12. SUPERVISION OF STUDENTS:
 - a. Will be required at all times when students are under the jurisdiction of the school.
 - b. There must be a supervisor present anytime that students are in the school building until all students have departed.
 - c. A supervisor in charge of any activity after the departure of the custodians shall be responsible for securing the doors, closing windows, and turning off lights in the area being used for the activity.
13. EARLY DISMISSAL OF STUDENTS: Teachers shall not dismiss their students earlier than regularly scheduled times without the permission of the principal.
14. PERMISSION FOR FIELD TRIPS or tours must be granted by the principal and Superintendent in advance.
15. TEACHERS must have permission of the principal before PERMITTING THE SALE OF ARTICLES OR TICKETS BY STUDENTS of a class or group.
16. CARE OF SCHOOL PROPERTY shall be the duty of all teachers. Teachers should be alert in classrooms, study halls, restrooms, to detect anyone damaging school property.
17. PROPER ROOM CARE: Windows should be closed, locked, and lights turned off when the last teacher leaves the room for the day.
18. ACCIDENT REPORTS for all accidents occurring on the school grounds or during a school sponsored activity must be filed in the Business Office no later than the school day following the accident. Reports should be filled out for any accident which could conceivably result in a doctor call or insurance claim. Worker's Compensation notice of injury forms must be filed with the business manager not less than three working days following the injury.

REGULATIONS AND PROCEDURES

1. SCHOOL KEYS may be obtained from the Business Manager's Office. Each teacher will be responsible for returning all keys checked out.
2. SCHOOL OWNED VEHICLES are for school use only. Students are not to be allowed to drive school owned vehicles. All keys for school owned vehicles are to be returned to the Superintendent's office.
3. FIRE DRILLS: An exit plan will be posted. Windows and doors should be closed as you leave each room.
4. MOST SUPPLIES NEEDED FOR THE SCHOOL TERM HAVE BEEN DISTRIBUTED: A requisition must be submitted for any items needed. Directions are listed on the requisition forms.
5. PURCHASING FOR THE SCHOOL MUST BE DONE WITH THE APPROVAL OF THE PRINCIPALS AND SUPERINTENDENT. Requisitions must first be signed by the building principal. Final approval must be from the Superintendent.
 - a. Completed, signed, and duplicated copies of the requisitions will be accepted at the office of the Superintendent.

- b. When making a purchase, the person should sign the invoice or sales ticket. If an item is paid for by the purchaser, a copy of the sales ticket must be presented for reimbursement.
 - c. Purchasing by students should be kept to a minimum. Whenever students wish to purchase local items, the approval of the supervising teacher is required.
 - d. Local purchases for the Blunt Elementary School will be approved by the elementary principal.
6. **TEXTBOOKS:** New textbooks should be stamped and numbered. New books are to be stamped on pages 51 and 151 and on the front and back covers. Students must check in the same book they were issued. The texts should be in essentially the same condition with allowances made for normal wear. The condition of each book issued should be recorded as follows: N-new; G-good; P-poor. Make notes of any particular flaws in book conditions.
 7. **ALL AUDIO-VISUAL** equipment used by school personnel for school purposes is to be checked out from the central storage area. The equipment or materials are to be returned and checked into the storage area when the user is through. This procedure must be observed in order to locate any equipment at any time. The director of computer services is the only employee authorized to make any programming changes, including adding or deleting programs in a District computer. See Acceptable Use Policy.
 8. **INVENTORIES OR SCHOOL PROPERTY** must be completed and thereafter checked and updated at the beginning and end of each school year. Each teacher will be responsible for the inventory of equipment and materials in the teacher's classroom or department assigned.
 9. **SOLICITING SCHOOL PATRONS:** As school employees, teachers shall not solicit school patrons for the purchase of books or other school materials.
 6. A **BULLETIN** containing notices of all activities and any variations from the regular schedule will be posted on the District's computer system. Teachers are requested to report by Thursday morning any changes anticipated for the following week.
 7. **LONG DISTANCE TELEPHONE CALLS** to be charged to the school district will be done through the appropriate office. They will be recorded there. All long distance calls are to be made using the appropriate credit card number.
 8. **FACULTY LUNCH TICKETS** will be sold \$3.45 per meal.
 9. **MONEY:** All monies collected for fines, sales, etc. must be receipted and turned in to the Business Manager on a daily or weekly basis.

B. BAND AND VOCAL DIRECTOR(S)

1. **LINE OF AUTHORITY:** The Band and Vocal director(s) shall be responsible to the building principals and to the Superintendent for the administration and supervision of the music program in high school and the grade school.
2. **DEVELOP PROGRAM:** The director(s) shall organize and maintain a program for the development and appreciation of music and musical skills. Also to train the students to be good representatives of the school as to behavior and attitude.

3. **CONTESTS AND FESTIVALS:** It shall be the duty of the director(s) to make all necessary arrangements and entries for contests or festivals, subject to the approval of the Activities Director. The Activities Director will keep an accurate calendar of all events.
4. **TRANSPORTATION:** The Directors shall schedule and provide for needs including transportation (with the help of the principal and Superintendent), meals, and lodging if necessary, on trips, and provide for the necessary supervision at any event, whether at home or away.
5. **AWARDS:** The Directors shall administer the system of awards now existing, with the help of the principal, subject to approval by the Superintendent. The Directors shall make recommendations for desirable changes in the system to the Student Council. The student council will provide its comments to the Superintendent.
6. **MUSIC FUND:** All funds received from concerts and rental of uniforms and instruments are to be placed in the General Fund of the school district. Obligations are to be paid from the same fund, administered by the Business Manager.
7. **RECORDS:** The Directors shall record accomplishments of individuals and of groups where extraordinary recognition has been given.
8. **INSTRUMENT DAMAGE:** Each student is responsible for the loss care and repair of any instrument assigned to the student. The cost of repairing or replacing an instrument will be assessed to the student. The Band Director will make a list of students assigned instruments and uniforms and give this list to the Business Manager. Instruments will be collected and inspected on a semester basis. Lost music will be charged for in proportion to its costs. All music is the property of the School District and may not be used by any organization, group, or individual without the direct or written permission of the Directors.
9. **UNIFORM DISTRIBUTION:** The Band Director shall be responsible for the proper records of same. The school will clean each uniform as needed; however if a single uniform is soiled at the fault of the student, the student will be responsible for the cost of the extra cleaning.
10. **MUSIC CLINICS:** The Directors shall be expected to confer with the Superintendent as to music clinics and festivals which they wish to attend. Prior consent must be given by the Superintendent before such attendance may take place.
11. **MAJOR, RIFLES AND FLAGS:** The Band Director through use of a committee in consultation with the Activities Director subject to review by the Principal will be responsible to select a head drum major and establish a program of practice. (Rifles and Flags are optional).
12. **REPORTS:** The Directors shall submit adequate information to the principals about the participants in various musical groups so that it may be recorded in the student's permanent record.
13. **INVENTORY:** The Directors shall supply an inventory of all music, as well as instruments owned by the school, to the Business Manager by the last day of school. All music should be properly cataloged and filed at the end of the school term. The inventory shall be accumulative with all new music added when purchased.

C. EMPLOYMENT RELATIONSHIPS

The School Board recognizes the inadequacies of “crisis action” and the importance of expert legal counsel in the area of dismissal or discipline for any employee. For these reasons the procedures below will be followed.

1. **SUSPENSION PENDING BOARD ACTION:** Where contributory involvement by an employee in a violation of state law or board policy is ascertainable, the employee may be suspended by the Superintendent with pay pending an executive session hearing before the School Board and a decision regarding further employment. The employee shall have full opportunity for defense against charges and to face any person(s) who has made allegations against the employee. If any counsel is to be present, both the employee at the employee’s own cost and the Board should be represented for advice concerning legal rights and possible legal outcomes. If the final decision is not against the employee, the employee shall suffer no loss of pay for the period of suspension. In the event of civil or criminal litigation, the welfare of the students shall be the only criterion on which continued employment is based.
2. **DISMISSAL SDCL 13-43-6.1:** “A teacher may be terminated, by the school board, at any time for just cause, including breach of contract, poor performance, incompetence, gross immorality, unprofessional conduct, insubordination, neglect of duty, or the violation of any policy or regulation of the school district.” The Board shall take this step only on the basis of affirmative evidence which would support such action by the Board in case of litigation.
3. **SELF EVALUATION:** All certified staff members are encouraged to conduct any self-evaluation or job target evaluation as each deems necessary to a professional status.

CERTIFIED INSTRUCTIONAL STAFF - EVALUATION POLICY

1. *TERMS - terms used in this article, unless the context plainly requires otherwise, mean:*
2. *Educator - any person charged with responsibility in the field of education and certificated by the State -Department of Education and employed by the Agar-Blunt-Onida District.*
3. *Evaluatee - the educator being evaluated.*
4. *Evaluation - a systematic continuous process to assess objectively the professional performance of an educator.*
 - a. *Informal - observations of the evaluator of educators new to the system to occur within the first three (3) weeks of the school term. In addition, an informal evaluation may be made of any educator at any time during the school term. The informal evaluation form shall be used.*
 - b. *Formal - shall consist of four (4) parts:*
 - 1) *A pre-observation conference to be held no sooner than five (5) days prior to the formal observation. The purpose of this conference is to discuss goals and objectives of the evaluatee’s classroom and to discuss areas of concern.*
 - 2) *Formal observations will be evaluator observations of an educator for one classroom period or one subject area presentation, or evaluator observations of other educational specialists for a thirty-minute time block as the educator performs his/her contract-specified educational responsibility exclusive of extra duty assignments.*
 - 3) *Prior to the Post-observation Conference, the evaluatee and the evaluator will meet to discuss the strengths and weaknesses of the observed lesson.*
 - 4) *A post-observation conference between the evaluator and the evaluatee to be held no later than ten (10) days following the formal observation. The purpose of the conference is to discuss the strengths and/or weaknesses observed.*

- 5) *Evaluation period* - The school term as adopted by the School Board.
- 6) *Evaluator* - the administrator doing the evaluating.
5. **PURPOSE OF EVALUATION** - The evaluation of educators shall lead to improved instruction, provide a basis for individual self-development, and define recommendations for employment.
6. **SCOPE OF EVALUATION** - The evaluation shall take into consideration the school district's educational goals and objectives, the environment within which an educator must function, i.e. classroom facilities and equipment, along with the number of student contacts. The educator will be provided with adequate materials and facilities to meet the goals and objectives of the district. The evaluator will, whenever possible, highlight the strengths of the educator. Any deficiencies must be specific in nature. The evaluator must make recommendations for improvements and provide a reasonable amount of time for said improvements.
7. **TIME FOR EVALUATION** - The evaluator shall evaluate each teacher in accordance with this policy.
8. **AREAS OF EVALUATION** - Educators shall be evaluated in the areas indicated according to the following:
- Instructional Skills and Techniques*
 - Professional Qualities*
 - Student Growth*
 - Classroom Control*
 - Classroom Environment*
 - Reliability*
 - Staff Relations*

The Danielson Framework for Teaching elements will be considered as a basis for evaluation. The domains are as follows:

<p>Domain 1: Planning and Preparation</p> <p>1a Demonstrating Knowledge of Content and Pedagogy 1b Demonstrating Knowledge of Students 1c Setting Instructional Outcomes 1d Demonstrating Knowledge of Resources 1e Designing Coherent Instruction 1f Designing Student Assessments</p>	<p>Domain 2: Classroom Environment</p> <p>2a Creating an Environment of Respect and Rapport 2b Establishing a Culture for Learning 2c Managing Classroom Procedures 2d Managing Student Behavior 2e Organizing Physical Space</p>
<p>Domain 4: Professional Responsibilities</p> <p>4a Reflecting on Teaching 4b Maintaining Accurate Records 4c Communicating with Families 4d Participating in a Professional Community 4e Growing and Developing Professionally 4f Showing Professionalism</p>	<p>Domain 3: Instruction</p> <p>3a Communicating With Students 3b Using Questioning and Discussion Techniques 3c Engaging Students in Learning 3d Using Assessment in Instruction 3e Demonstrating Flexibility and Responsiveness</p>

9. **CONDUCT OF EVALUATION** - Evaluation activities shall occur with the full knowledge of the evaluatee and shall be conducted as follows:
- Closed circuit television, public address systems, audio systems, or recording devices may be used only with the consent of the evaluatee.*
 - The evaluation shall be written and acknowledged by the signatures of the evaluator and evaluatee. Such signatures do not denote agreement with the evaluation. The evaluatee shall receive a copy of all written evaluations at least 24 hours prior to the post-observation conference. The evaluatee may make a demurral statement concerning any part of the evaluation with which the evaluatee disagrees and may attach the statement to the evaluation.*
10. **FREQUENCY OF EVALUATION FOR EDUCATORS NOT UNDER CONTINUING CONTRACT EXCLUDING ASSOCIATE INSTRUCTORS** - All educators new to the system shall be observed within the first three (3) weeks of the teaching year. Each formal evaluation will have a pre-observation conference and a post-observation conference within ten (10) working days after the formal observation unless a longer period is agreed upon by the evaluator and the evaluatee. Formal evaluation shall occur once each semester prior to December 15th and March 15th.

11. *FREQUENCY OF EVALUATION FOR EDUCATORS UNDER CONTINUING CONTRACT - All educators under continuing contract shall be evaluate at least once every year prior to March 15th. The formal evaluation shall be preceded by a pre-observation conference and followed by a post-observation conference within ten (10) working days unless a longer period is agreed upon by the evaluator and the evaluatee.*
12. *Educators who serve in both the elementary and secondary areas may be evaluated by both principals. The frequency of their evaluations will depend on the status of their contract.*
13. *EVALUATION OUTCOMES - The results of evaluations shall be stated in writing and acknowledged by the signatures of the evaluator and the evaluatee at the post-observation conference. These signatures do not denote agreement with the evaluation outcomes. The evaluatee may make a demurral statement concerning any part of the evaluation outcomes with which the evaluatee disagrees and may attach the statement to the evaluation outcomes. Through the use of the post-conference evaluation form the evaluator may make additions and/or corrections to the original evaluation. The evaluatee may respond on the post-evaluation form in any of the following ways:*
 - a. *Request additional observations with mutual agreement as to the number of observations.*
 - b. *Request the joint setting of performance goals designed to improve instruction.*
 - c. *Request the confidential assistance of other willing educators mutually agreed upon by the evaluatee and the evaluator in correcting the deficiencies.*
 - d. *Request to have a formal evaluation by another district administrator.*
 - e. *No response required.*

E. REIMBURSEMENT FOR ATTENDING SUMMER SCHOOL

1. *Criteria to be met in order to receive reimbursement:*
 - a. *The South Dakota Department of Education changes their standards or the course of study which must be met by the local school district in order to be accredited.*
 - b. *The Board changes a teacher's assignment to an area teaching that the teacher is not certified to teach in.*
 - c. *Prior approval for the teacher to attend summer school must be granted by the School Board.*

2. *Stipend for attending summer school:*
 - a. *Tuition - the School Board will pay half (1/2) the tuition for the courses that they require to pursue (this must be in-state tuition in a South Dakota school).*
 - b. *Room & Board - will pay room and board on a pro-rated basis as to the total number of credits taken and the number of credits the Board is requiring the teacher to take and based on a maximum of \$15.00 per day.*
 - c. *Transportation - use the school car or twenty-cents (20) per mile if the teacher elects to use their own car. If other courses are taken, transportation will be pro-rated.*
 - d. *The teacher must remain in the school system at least two (2) years after completion of the schooling in order to receive this stipend. Half (1/2) of the stipend will be paid the first year and the second half at the start of the second year.*

XI. CLASSIFIED STAFF

- A. GENERAL POLICIES
- B. CUSTODIANS
- C. TRANSPORTATION
- D. SCHOOL LUNCH PERSONNEL
- E. SECRETARIES AND TEACHER AIDES

A. GENERAL POLICIES

1. **SICK LEAVE:** Ten (10) days sick leave per year accumulative to fifty-one (51) days. All sick and other leave days are surrendered upon separation from employment.
2. **PERSONAL LEAVE:** Three (3) days personal leave accumulative to four (4) days, not to be deducted from sick leave.
3. **BEREAVEMENT LEAVE:** Each classified staff member will be entitled to three (3) days of bereavement leave. Bereavement shall be interpreted to mean death in the immediate family or household. The immediate family for purposes of this item shall include: Parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians. Bereavement Leave outside of the above defined immediate family will be designated as Personal Leave until such accumulated Personal Leave has been exhausted.
4. **OUTSIDE EMPLOYMENT:** Full-time employees are discouraged from accepting outside employment during the school year. The employee shall not accept outside employment that will interfere with school duties.
5. **PAYMENT OF SALARY:** Paychecks for all employees will be issued on the 20th day of each month or the last teaching day before the 20th. The checks will be dated with the same date as the day they are issued.
6. **HEALTH INSURANCE BENEFITS:** The school district will provide insurance benefit for full-time employees in accordance to certified staff benefit. Insurance for less than full-time employees may be pro-rated for each such employee, based on the amount of time employed.
7. **TERM OF EMPLOYMENT:** The term of employment is "at will". The terms of any written contract establish the relationship between the parties only during the term of employment which may be terminated at any time for any non-discriminatory reason.
8. **LINE OF AUTHORITY:** Non-certified employees are directly responsible to their immediate supervisor as well as the building principals and the Superintendent.
9. **INJURED EMPLOYEES:** Employees who are injured in the line of duty may be eligible to receive compensation as provided by the Worker's Compensation Law of South Dakota, provided the injury is work-related and notice of injury is given to the Business Manager & Superintendent within three (3) working days of the injury.
10. **PROFESSIONAL ATTITUDE:** As all other employees, they are expected to be loyal to the school and conduct themselves as responsible individuals within the community. They shall not reveal to others any confidential information which they may have discovered in their duties.

11. **CRIMINAL BACKGROUND CHECK:** All employees are subject to a criminal background check as provided in South Dakota law. A non-satisfactory report will result in any offer of employment to be withdrawn. If during the course of employment an employee is involved in an action that would result in a negative criminal background report, the employee will be terminated at once.

B. CUSTODIANS

1. **EMPLOYMENT:** Custodians are “at will” employees who shall be under contract from July 1st to June 30th, or as approved by the School Board.
2. **LINE OF AUTHORITY:** Custodians and the principals shall follow such general directions as are given by the Superintendent and shall in all other matters, be under the direction and supervision of the Superintendent or his/her designee
3. **FIRE PREVENTION:** The custodians shall allow no accumulation of rubbish or paper in the building and shall, immediately after use, dispose of properly all cloths or waste used in wiping any fresh paint or linseed oil products. In case of fire, the custodians shall assist in the clearing of the buildings.
4. **SUPERVISORY CONTROL:** Custodians will have supervisory control over students if a certified employee is not present. The custodians have the authority to have students vacate the buildings if they have no adult supervision or if there is any condition that could put students in jeopardy.
5. **CUSTODIANS TO REMAIN ON SCHOOL PREMISES:** Custodians are to remain on school premises so that the buildings will have constant supervision while occupied, at least one custodian shall remain in the school while school is in session. In the event of an emergency, the custodians shall notify the principal immediately.
6. **PERSONAL NEATNESS:** Custodians should appear neat and clean when working with teachers, students, or the public. The custodians shall be courteous and fulfill the duties and observe the policies and regulations of the school system.
7. **SUBSTITUTE CUSTODIANS:** Substitute custodians shall be hired by the Superintendent at a rate set by the School Board.
8. **DUTIES:**
 - a. Keep buildings and premises neat and clean at all times.
 - b. See that buildings are properly heated and ventilated and exercise economy in the use of fuel, water, and electrical current.
 - c. See that walks, driveways, and steps are free from ice and snow within 24 hours of a snowfall and free of debris at all times.
 - d. See that all exit doors are clear of obstructions and panic bars are working properly when buildings are occupied.
 - e. Sweep or vacuum classrooms daily.
 - f. Clean corridors after school each day and during the day when conditions require
 - g. Scrub and disinfect restroom floors daily. Clean drinking fountains, urinals, toilet bowls, and other fixtures using such materials as will keep them in a clean and sanitary condition.
 - h. Keep the grounds free from rubbish and be responsible for cutting the grass, trimming the trees and shrubs, and general maintenance of the lawn and grounds.

- i. Keep all floors in an attractive and clean condition, and scrub and/or strip and wax floors at least once each year--more often if such is required to keep floors attractive and in a good state of preservation.
 - j. Make such minor building repairs as the custodians are capable of and report needed major repairs promptly to the Superintendent. Replacing broken window panes, repairing locks, repairing furniture, repairing minor leaks, unstopping plumbing, etc. are examples of minor repairs which custodians should be capable of performing.
 - k. Oil, grease, and otherwise maintain on a regular schedule all motors and other mechanical equipment requiring such scheduled servicing with the exception of school vehicles.
 - l. Be held responsible for all tools, supplies, keys, clocks, and other movable property stored in the custodian's care and/or used in the building.
 - m. Report immediately to the Superintendent any damage to school property, giving, whenever possible, the names of the person(s) deemed responsible.
 - n. Remain on the school premises during school hours. The custodians shall be absent during school hours only for just and sufficient causes and only with the permission of the Superintendent or principals in the event of the absence of the Superintendent.
 - o. Be on duty in the buildings when entertainments are given if such is requested by the Superintendent.
 - p. Assume responsibility for the opening of the buildings each school day and for determining before leaving, that all windows and doors are secured and that all lights are turned off (except those left on for safety reasons). In those areas which are in use at the departure of the custodians, it shall be the responsibility of the person in charge of the event to see to it that the above things are done.
 - q. Keep an inventory of supplies, equipment, and fuel on hand and requisition such items that need replacement far enough in advance so that they may be delivered in such time as will not hinder the execution of custodial duties.
 - r. During the summer months, conduct an extensive and intensive cleaning and repairing program as scheduled by the principals and Superintendent so that the buildings may be in the best possible condition at the opening of each school session.
 - s. Be respectful to the administration and comply promptly and cheerfully to their requests, be courteous at all times to all the teachers and evidence a cooperative attitude at all times. Maintain a friendly relationship with the students, and be courteous and helpful to visitors.
9. TELEPHONES: All custodians are requested to have a telephone at their residence.
10. AUTHORITY: The custodians shall have the authority to request the clearing of any activity for the purpose of preparing the area for a following activity at least 45 minutes prior to the commencement of that activity.
11. CONFIDENTIALITY of school related activities shall be maintained at all times.

C. TRANSPORTATION

1. EMPLOYMENT: One regular route driver shall be hired as an at-will employee and substitute drivers are to be used in driving for extra-curricular activities.
 - a. The regular bus driver is to be hired by for the school year on an at-will basis.
 - b. Mileage for school related business or activities shall be paid at the rate of \$.25 per mile when the driver is operating a school vehicle and driving to and from the activity. The rate applies to drivers not connected with the activity. Activity supervisors shall not be mandated to drive any vehicle requiring CDL licensure.

Should those supervisors elect to do so and meet CDL and state transportation requirements, they shall be paid in accordance to the rate paid for activities (\$.40). In addition, drivers not connected with the activity will receive \$5.00 per hour including driving time not to exceed 24 hours for one activity trip. A minimum of \$75.00 will be paid for all short trips. Bus drivers who are not teachers or administrators will be subject to overtime requirements. If overtime is anticipated there must be prior approval by the Superintendent

- c. When a school vehicle is not available, \$37 cents a mile will be paid for school travel. Lodging costs must be approved prior to the trip by the Superintendent. Meals will be reimbursed at the following rate: Breakfast, \$6.00; Lunch, \$11.00; and Dinner, \$15.00. For out of state travel, the reimbursement rates will be the same as the rates paid by the State of South Dakota. If a school vehicle is available but the staff member elects to use his/her own vehicle, the staff member will be paid at the rate of \$.37 per mile.
2. **BUS DRIVER DUTIES:**
 - a. Deliver students to and from school at the time assigned by the School Board or the Superintendent.
 - b. Keep students orderly on the bus at all times.
 - c. Keep the buses in excellent condition at all times. The bus driver has the authority to have minor repairs and adjustments made at any time by an authorized serviceman. The bus driver shall notify the Superintendent of major items that need to be taken care of such as tires, batteries, etc.
 - d. Keep the buses clean. Sweep the bus after each activity trip.
 - e. Be familiar with and obey all rules in the school bus driver's manual as well as all other traffic and safety laws.
 3. **RECORD KEEPING:**
 - a. Always record destination, purpose, and mileage of each trip on the form provided on the clipboard on each bus. This must be done on each trip that you drive on.
 - b. Whenever making a purchase for a bus, please record it on the Monthly Report For School Bus. This form is in each bus. If possible, place one copy of the ticket on the clipboard in the bus.
 4. **MISCELLANEOUS:**
 - a. Our school is a member of the South Dakota Emergency School Bus Mutual Assistance Pact. In case of trouble while on an activity trip for our district, you may call the nearest participating school for help. A list of all participating schools is on the clipboard on each bus.
 - b. The driver is not to smoke on the bus. This is prohibited by both the school and the State of South Dakota.

D. SCHOOL LUNCH PERSONNEL

1. **EMPLOYMENT:** The full-time lunchroom employees shall be hired by the School Board at the April or May meeting. The contract is an "at will" contract and shall govern the relationship between the parties for the school term or as deemed necessary by the School Board unless terminated earlier.
2. **LINE OF AUTHORITY:** All school lunch personnel will be under the direct supervision of the Superintendent.

3. **WORKSHOP:** The head cook may be required to attend the summer workshop which is planned by the School Lunch Division of the Department of Education. The School Board may require other assistant cooks to attend if they so desire.
4. **DUTIES:**
 - a. Be responsible for preparing and serving well-balanced and nutritious meals meeting requirements of the State School Lunch Division at minimum cost.
 - b. Keep accurate records and accounts as may be necessary to complete accurately the monthly and annual lunchroom reports. See that the kitchen is kept clean and sanitary at all times.
 - c. Maintain a systematic accounting and perpetual inventory of all food supplies necessary for the operation of the school lunch program.
 - d. Order needed supplies at such times and in such quantities as will guarantee the best possible prices and submit this to the Superintendent.
 - e. Be clean, neat, and attractive in person and manner.
 - f. Abide by the regulations of the School Lunch Division of the Department of Education and the State Department of Health governing lunchroom employees.
 - g. Comply with all reasonable requests made by the Superintendent of Schools.
5. There will be one (1) head cook with assistant cooks hired as deemed necessary by the School Board.

E. SECRETARIES AND TEACHER AIDES

1. **EMPLOYMENT:** Secretaries and teacher-aides are “at will” employees and may be hired on an hourly or monthly basis.
2. **LINE OF AUTHORITY:** All secretaries and teacher-aides shall be responsible to the person to whom they are assigned by the Superintendent.
3. Secretaries shall not be responsible to do secretarial work for teachers unless requested to do so by the Superintendent or the person to whom they are assigned.
4. Secretaries shall welcome visitors to the school and answer telephones, exercising caution at all times to be courteous, polite, and helpful.

XII. Staff Cell Phone Use Policy

Cell Phone/Camera Phones/Electronic Devices

- Classroom teachers and support staff are prohibited from having cell phones set to audible ring during instructional time of the school day.
- If cell phones are powered on they must be set on silent mode.
- Calls may not be made/received and Texting may not be made/read during scheduled instructional time.
- Cell phones 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 their breaks and not in the presence of students. The only exception to this would be for medical reasons or emergency situations.
- Administrators carrying cell phones into classrooms will keep them on silent mode so as not to disturb the educational environment.
- The school district will not be responsible for loss, damage, or theft of any electronic device brought to school by staff. Phones will not be placed/left in visible sight.

Adopted: 8-12-13

APPENDICES

- A. GUIDELINES FOR HANDLING BODY FLUIDS IN SCHOOLS
- B. INSTRUCTIONS TO SCHOOL BUS DRIVERS HANDLING BODY FLUIDS ON THE SCHOOL BUS
- C. ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS
- D. SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION POLICY REGARDING PRESENCE OF BLOOD DURING INTERSCHOLASTIC CONTESTS OR PRACTICE
- E. MRSA PREVENTION **Methicillin-resistant Staphylococcus aureus (MRSA)**

A. GUIDELINES FOR HANDLING BODY FLUIDS IN SCHOOLS

Recent concern about how children with AIDS should be educated has raised several questions regarding exposure of teachers and children to potentially infectious body fluids from children with communicable diseases in the school setting:

1. Does contact with body fluids present a risk of infection?
2. What should be done to avoid contact with potentially infected body fluids?
3. What should be done if direct contact with body fluids is made?
4. How should such fluids when spilled be removed from the environment?

The following guidelines are meant to provide simple and effective precautions against transmission of disease for all persons, including pregnant women, potentially exposed to the blood or body fluids of any student. No distinction is made between body fluids from students or an employee with a known disease or those from students or employees without symptoms or with an undiagnosed disease.

DOES CONTACT WITH BODY FLUIDS PRESENT A RISK?

The body fluids of all persons should be considered to contain potentially infectious agents (germs). The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g. nasal discharge) and saliva. Contact with body fluids presents a risk of infection with a variety of germs. In general, however, the risk is very low and dependent on a variety of factors including the type of fluid with which contact is made and the type of contact made with it.

Table 1 provides examples of particular germs that may occur in body fluids of children and the respective transmission concerns. It must be emphasized that with the exception of blood, which is normally sterile, the body fluids with which one may come in contact usually contain many organisms, some of which may cause disease. Furthermore, many germs may be carried by individuals who have no symptoms of illness. These individuals may be at various stages of infection: incubating disease, mildly infected without symptoms, or chronic carriers of certain infectious agents including the AIDS and hepatitis viruses. In fact, transmission of communicable diseases is more likely to occur from contact with infected body fluids of unrecognized carriers than from contact with fluids from recognized individuals because simple precautions are not always carried out.

TABLE 1
TRANSMISSION CONCERNS IN THE SCHOOL SETTING
BODY FLUID SOURCE OF INFECTIOUS AGENTS

Body Fluid-Source	Organism of Concern	Transmission Concern
Blood -cuts/abrasions -nosebleeds -menses -contaminated needle	Hepatitis B. Virus Cytomegalovirus	Bloodstream inoculation through open cuts and abrasions on hands Direct blood stream inoculation
*Feces -incontinence	Salmonella bacteria Shigella bacteria Rota virus Hepatitis A virus	Oral inoculation from contaminated hands
*Urine -incontinence (?)	Cytomegalovirus	Bloodstream and oral inoculation from contaminated hands
Respiratory Secretions -saliva -nasal discharge	Mononucleosis virus Common Cold virus Influenza virus AIDS virus Hepatitis B virus-	Oral inoculation from contaminated hands Bloodstream inoculation through open cuts and abrasions on hands; bites
(Theoretical there is no evidence that these viruses are spread from respiratory secretions.)		
*Vomitus	Gastrointestinal viruses, e.g., (Norwalk agent Rota virus)	Oral inoculation from contaminated hands
Semen	Hepatitis B AIDS virus	Sexual contact (intercourse)

*Possible transmission of AIDS and Hepatitis B is of little concern from other sources. There is no evidence at this time to suggest that the AIDS virus is present in these fluids.

B. INSTRUCTIONS TO SCHOOL BUS DRIVERS HANDLING BODY FLUIDS ON THE SCHOOL BUS

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

1. Put on the disposable gloves provided before cleaning up body
2. Use paper towels provided to pickup or soak up materials.
3. Discard items into plastic bag provided for this purpose.
4. Use alcohol to clean area either by pouring the alcohol on area or moistening paper towels with the alcohol and applying to area.
5. Discard paper towels, gloves and any other materials into plastic bag provided in the kit.
6. Wash hands with some of the alcohol and dry with paper towel, again discarding the towels in the plastic bag.
7. Tie plastic bag and dispose in acceptable container when reaching destination.
8. Notify school staff or parent, if possible, of incident.
9. Replace items used from the kit on your bus.

C. ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS

Purpose

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

Those Affected

All school staff should be alerted to dangers of infections from body fluids. School nurses, custodians and teachers should be particularly alert to the proper techniques in handling and disposal of materials.

Equipment Needed

Soap	Disposal Bags
Water	Dust Pans
Paper Towels	Buckets
Disposable Gloves	Mops

Disinfectants - should be one of the following classes:

- Phenolic germicidal detergent in a 1% aqueous solution (e.g. Lysol*)
- Solutions hypochlorite solutions (household bleach), 1 part bleach to 10 parts water. (Example 1-1/2 cups bleach to one (1) gallon water. Needs to be prepared each time used.
- Quaternary ammonium germicidal detergent in 2% aqueous solution. (e.g. Triquat*, Mytar*, or Sage*)
- Iodophor germicidal detergent with 500ppm available iodine (e.g. Wescodyne*)
- Sanitary absorbing agent (Chlora Sorb*, X-O Oder Away*)

Procedures

1. General

- Wear disposable gloves before making contact with body fluids during care, treatment, and all cleaning procedures
- Discard gloves after each use
- Wash hands after handling fluids and contaminated articles, whether or not gloves are worn.
- Discard disposal items including tampons, used bandages and dressings in plastic-lined trash container with lid. Close bags and discard daily.
- Do not use plastic bags unless marked or otherwise designated
- Use disposable items to handle body fluids whenever possible
- Use paper towels to pick up and discard any solid waste materials such as vomitus or feces

**Brand names are used as examples and are not endorsement of products.*

2. Hand washing

- Use soap and warm running water. Soap suspends easily removable soil and micro-organisms allowing them to be washed off.
- Rub hands together for approximately 10 seconds to work up a lather.
- Scrub between fingers, knuckles, backs of hands, and nails.
- Rinse hands under warm running water. Running water is necessary to carry away debris and dirt.
- Use paper towels to thoroughly dry hands.
- Discard paper towels

3. For washable surfaces

- a. For tables, desks, etc.:
 - 1) Use Lysol, or household bleach solution of 1 part bleach to 10 parts of water, mixed fresh.
 - 2) Rinse with water if so directed on disinfectant.
 - 3) Allow to air dry.
 - 4) When bleach solution is used, handle carefully.
 - 5) Gloves should be worn since the solution is irritating to skin.
 - 6) Avoid applying on metal since it will corrode most metals.
 - b. For floors:
 - 1) One of the most readily available and effective disinfectants is the bleach solution (1-1/2 cups bleach to one (1) gallon water)
 - 2) Use the two bucket system--one bucket to wash the soiled surface and one bucket to rinse as follows:
 - (a) In bucket #1, dip, wring, mop up vomitus, blood.
 - (b) Dip, wring and mop once more.
 - (c) Dip, wring out mop in bucket #1.
 - (d) Put mop into bucket #2 (rinse bucket) that has clean disinfectant (such as Lysol, bleach solution).
 - (e) Mop or rinse area.
 - (f) Return mop to bucket #1 to wring out. This keeps the rinse bucket clean for second spill in the area
 - (g) After all spills are cleaned up, proceed with #3
 - 3) Soak mop in the disinfectant after use.
 - 4) Disposable cleaning equipment and water should be in a toilet or plastic bag as appropriate.
 - 5) Rinse non-disposable cleaning equipment (dustpans, buckets) in disinfectant.
 - 6) Dispose disinfectant solution down a drain pipe
 - 7) Remove gloves, if worn, and discard inappropriate receptacle.
 - 8) Wash hands as described in #2
4. For non washable surfaces (rugs, upholstery)
- a. Apply sanitary absorbing agent, let dry, vacuum.
 - b. Place item in plastic bag and seal until item is washed. Plastic bags containing soiled, washable material must be clearly identified if outside laundry service is used.
 - c. Wash hands as described in #2
 - d. Wipe sink with paper towels, discard towels
 - e. Wash soiled items separately, washing and drying as usual
 - f. If material is bleachable, add 1/2 cup bleach to the wash cycle. Otherwise, add 1.2 cup non-chlorine bleach (Clorox II, Borateem) to the wash cycle.
 - g. Discard plastic bag.
 - h. Wash hands as described in #2 after handling soiled items.

D. SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION POLICY REGARDING PRESENCE OF BLOOD DURING INTERSCHOLASTIC CONTESTS OR PRACTICE

A national concern for the health and safety of all athletes dictates the need to develop policies that relate to infectious disease such as HIV (Human Immunodeficiency Virus) and /or HBV (Hepatitis B Virus).

Doctors, coaches, athletic trainers and student trainers, who care for students/athletes should employ the universal precautions recommended currently by the Center for Disease Control in the care of all athletes, since medical history and examination cannot reliably identify patients for the athletic setting.

1. Before competing, a student/athlete must cover any open wound on their body. This will reduce the risk of transmission of a blood-borne pathogen from their open wound or mucous membrane of another person or vice versa.
2. A student/athlete should render first-aid to herself/himself and cover any of their own wounds whenever possible.
3. When rendering first-aid to others, an individual should wear protective gloves (such as latex surgical gloves) any time blood, open wounds or mucous membranes are involved. The individual should wear clean gloves for each student/athlete treated or when treating the same student/athlete more than one time.
4. If an individual gets someone else's blood on their skin, they should wear protective gloves and wipe the blood off with a disposable towel using an improved disinfectant.

Note: If any blood gets on a uniform during competition or during practice, it is necessary to clean the uniform immediately with soap and hot water before further participation. If at all possible, the uniform should be removed during the cleaning process.

5. If a student/athlete begins to bleed during practice or competition, play must be stopped immediately, the student/athlete who is injured removed and any potentially contaminated surfaces, such as a basketball court, wrestling mat, etc., should be cleaned before the practice session or competition resumes. In wrestling, the mat should then be rinsed with clean water to avoid participants getting the disinfectant in their eyes. The individual doing the clean up should wear protective gloves. Note: The most appropriate and cost effective basketball court clean up solution, is sodium hypochlorite commonly known as household bleach that should be diluted 1-10 which must be prepared daily.
6. A student/athlete who is removed from an athletic practice or contest due to bleeding must have his bleeding stopped and any wound covered before he is allowed to participate in the practice or competition. If bleeding resumes, the practice or contest must be stopped again and any potentially contaminated surface cleaned. It will be up to the discretion of the official in charge of the competition (referee in football, basketball and volleyball) as to how many times the competition should be stopped due to student/athlete's bleeding before that student/athlete is disqualified from further participation in that contest. For wrestling competition, all bleeding other than a nosebleed, is counted as injury time which by rule provides total time not to exceed 2 minutes.
7. An individual who has treated an injury where blood is present or has cleaned a potentially contaminated surface should wash the hands with soap and hot water or an approved disinfectant. In all cases, hands must be thoroughly washed after the gloves are removed.
8. Towels which will be used for any purpose by students/athletes, coaches or officials should not be used to clean blood off any potentially contaminated surface. Neither should towels be shared by students/athletes, coaches or officials.

Note: Disposable towels should be used in all clean-up. Towels, protective gloves and other materials used in clean up, as well as any cotton used to stem bleeding, should be placed in a sealed container lined with a plastic bag. Close the plastic bag and discard daily. Do not reuse the plastic bags.

9. If an official or coach should get blood on himself/herself, they should follow the same procedures as suggested for the student/athlete.
10. All coaches, officials and students/athletes should practice good hygiene. Towels, cups and water bottles should not be shared.
11. Wash all soiled uniforms, towels, and other dirty linen in warm or hot soapy water. Use a normal laundry cycle and follow the washer and detergent manufacturer's recommendations.
12. Officials should refrain from cleaning blood spills as this is the responsibility of the home management.

E. MRSA PREVENTION – Methicillin-resistant Staphylococcus aureus (MRSA)

MRSA particularly infects persons who are in close personal contact with each other. Sports programs and locker rooms are particularly susceptible to this very serious infection. Mayo Clinic presents the following information on its website regarding prevention of this deadly virus.

What you can do in your community

Protecting yourself from MRSA in your community — which might be just about anywhere — may seem daunting, but these common-sense precautions can help reduce your risk:

- **Wash your hands.** Careful hand washing remains your best defense against germs. Scrub hands briskly for at least 15 seconds, then dry them with a disposable towel and use another towel to turn off the faucet. Carry a small bottle of hand sanitizer containing at least 62 percent alcohol for times when you don't have access to soap and water.
- **Keep personal items personal.** Avoid sharing personal items such as towels, sheets, razors, clothing and athletic equipment. MRSA spreads on contaminated objects as well as through direct contact.
- **Keep wounds covered.** Keep cuts and abrasions clean and covered with sterile, dry bandages until they heal. The pus from infected sores may contain MRSA, and keeping wounds covered will help keep the bacteria from spreading.
- **Shower after athletic games or practices.** Shower immediately after each game or practice. Use soap and water. Don't share towels.
- **Sit out athletic games or practices if you have a concerning infection.** If you have a wound that's draining or appears infected — for example is red, swollen, warm to the touch or tender — consider sitting out athletic games or practices until the wound has healed.
- **Sanitize linens.** If you have a cut or sore, wash towels and bed linens in a washing machine set to the "hot" water setting (with added bleach, if possible) and dry them in a hot dryer. Wash gym and athletic clothes after each wearing.
- **Get tested.** If you have a skin infection that requires treatment, ask your doctor if you should be tested for MRSA. Doctors may prescribe drugs that aren't effective against antibiotic-resistant staph, which delays treatment and creates more resistant germs. Testing specifically for MRSA may get you the specific antibiotic you need to effectively treat your infection.
- **Use antibiotics appropriately.** When you're prescribed an antibiotic, take all of the doses, even if the infection is getting better. Don't stop until your doctor tells you to stop. Don't share antibiotics with others or save unfinished antibiotics for another time. Inappropriate use of antibiotics, including not taking all of your prescription and overuse, contributes to resistance. If your infection isn't improving after a few days of taking an antibiotic, contact your doctor.