

Hoven School District 53-2 Staff Handbook



Hoven School District
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Hoven, SD 57450

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2022-2023

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This handbook was approved by the Hoven School Board August 2022.

PREFACE

This staff handbook has been assembled to consolidate, in a convenient form, policies and practices so that they may be readily available to new as well as experienced teachers in the system. It is the duty of all staff to read the WRITTEN POLICIES OF THE BOARD (particularly those pages dealing with personnel), the NEGOTIATED AGREEMENT, the STAFF HANDBOOK, and the STUDENT HANDBOOK and keep informed of these policies and practices and to abide by them.

The material covered within this staff handbook is intended as a method of communicating to employees regarding general district information, rules, and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, negotiated agreement, or changes in state or federal law.

Any information contained in this staff handbook is subject to unilateral revision or elimination from time to time, without notice. However, it is agreed upon that the school board, administration, and employees should be open and transparent regarding updates to this document as a means of creating trust between all parties regarding changes and so that any entity of the Hoven School District 53-2 has a right to have input into changes that may negatively impact one group or another. The ultimate authority in approving changes to this document lies with the Hoven School District 53-2 Board of Education.

No information in this document shall be viewed as an offer, expressed or implied, or as a guarantee of any employment duration.

Equal employment opportunity and treatment shall be practiced by the district regardless of race, color, national origin, religion, sex, age, marital status, and disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The following have been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX, and other civil rights or discrimination issues, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1973, and may be contacted at the Hoven School office for additional information or compliance issues:

Superintendent

James Kayl

Hoven School District 53-2

PO Box 128

Hoven, SD 57450

Phone: 605-948-2252

James Kayl, 504 Coordinator

Jonie Abler, Title IX Coordinator

Hoven School District 53-2

PO Box 128

Hoven, SD 57450

Phone: 605- 948-2252

2022- 2023 Calendar

2022

July						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- Q1- 7 Instructional - 1 Inservice
Q2- 21 Instructional
Q3- 13 Instruct. - 1 P/T / Q4- 5 Instruct. - 1 Inservice
Q1- 13 Instruct. - 1 P/T / Q2- 5 Instruct. - 1 Inservice
Q2- 19 Instructional
Q2- 15 Instructional
- First Day of School
 - No School
 - End of Quarter
 - Teacher Inservice
 - Parent/Teacher Conference
 - Graduation
- 12:30 Dismiss

Hoven School District

Brown County Fair - August 15-21
August 15- Teacher Inservice
August 23 - First Day of School - Dismiss @ 12:30pm
September 5 - Labor Day - No School
September 9 - Dismiss @ 11:00am Hoven's Homecoming
September 30 - Dismiss @ 12:30pm Gettysburg's Homecoming
October 6 - Dismiss @ 12:30pm
October 6 - P/T Conference - 2:00-7:00pm
October 7 - No School
October 8 - Gypsy Days
October 10 - Native American Day - No School
October 21 - End of 1st Quarter
 October 22 - State Cross Country
 October 31 - Halloween
 October 28-29 - All-State Chorus
October 31 - Teacher Inservice - No School
 November 11 - Veteran's Day
 November 10-12 - State Football
 November 17-19 - State Volleyball
November 23-25 - No School
 November 24 - Thanksgiving
 December 2-3 - State Oral Interp
December 21 - End of 2nd Quarter/1st Semester
December 21 - Dismiss @ 12:30pm
December 22-January 1 - Christmas Break - No School
 December 25 - Christmas
 January 1 - New Year's Day
January 2 - Teacher Inservice - No School
January 3 - School Resumes
January 16 - Martin Luther King Day - No School
February 10 - Dismiss @ 12:30pm
February 10 - P/T Conferences - 2:00-7:00pm
February 17 - No School
 February 14 - Valentine's Day
February 20 - President's Day - No School
 February 23-25 - State Wrestling
 March 9-11 - State 'B' Girls Basketball
March 9 - End of 3rd Quarter
March 16-17 - No School - Spring Break
 March 16-18 - State 'B' Boys Basketball
 March 23-25 - All-State Band
April 7-10 - No School
 April 9 - Easter
 May 14 - Mother's Day
May 14 - Graduation @ 1:30pm
May 17 - End of 4th Quarter/2nd Semester
May 17 - Last Day of School for all K-11
 May 25-27 - State Track
 June 5-6 - State 'B' Golf

*The following dates will be snow
 makeup days in the following
 order: **January 16, February 17,
 March 16, May 18, 19, 22.***

2023

January						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1st Quarter - 41 Instructional • 1 Inservice • 1 P/T
 2nd Quarter - 39 Instructional • 1 Inservice
 3rd Quarter - 45 Instructional • 1 Inservice • 1 P/T
 4th Quarter - 45 Instructional
 170 Instructional • 3 Inservice • 2 Parent/Teacher - 175 Days

Hoven School District

Staff Directory 2022-2023

Administration

Jim Kayl – Superintendent/K-12 Principal

Amy Arbach – Business Manager

Certified Staff – K-6

Paige Feist – Preschool/Kindergarten

Taylor Miles – 1st Grade

Sierra Wieseler – 2nd Grade

LaDeen Krueger – 3rd Grade

Lyndsey Dixon – 4th Grade

Vanesa Hall – 5th Grade

Marissa Stoecker – 6th Grade

Certified Staff – 7-12

Elizabeth Bengs – K-12 Music

Ashley Griese – 7-12 Science

Vacant – Agricultural Education

Peter Frickson – 7-8 Social Studies, K-12 PE/Health

Colette Maier – 7-12 English/FFA

Mike Hobert – 9-12 Social Studies/Senior Exp.

Chantel Stoecker – 7-12 Math

Alicia Kaup – Distance Learning Supervisor

Certified Staff – Special Services

April Hobert – Special Education Director/Teacher

Tiffany Weinert – Special Education Teacher

Julie Reimer - Counselor

TiAnn Boggs – Speech

Ted Williams – Psychologist

Classified Staff

Jonie Abler – Technology Coordinator/Elem. Computers

Kim Hoerner – High School Admin Assistant/
Yearbook/Student Council Advisor

Anna Marshall – SPED Paraprofessional

Paulette Maursetter – Head Cook

Todd Maursetter – Elementary Custodian

Christina Schaefer – K-12 Librarian/SPED Para

Chuck Seurer – High School Custodian

Jane Ulrich – Title I Paraprofessional

Cindy Simon – Assistant Cook

Coaching Staff

Vern Smith-Gettysburg AD/Head FB/Assistant Track

Jonie Abler-Hoven Athletic Director

Jamie Cronin-Head VB/Head Track

Taylor Miles-Assistant VB

Sadie Rogers - MS VB

Brady Hartung-Asst. FB

Keith Scott-Asst. FB/Head Golf

Jessica Larson-Head XC/MS Track

Ashley Griese—Oral Interp

Michael Schlachter-Head WR

Andrew Becker – MS FB

Eric Stuwe – Assistant WR

Bryce Hall – Head BBB

Andrew Tuttle-Assistant BBB/Assistant Track

April Hobert—MS Boys BB

Tricia Hein-Head GBB

Kelli Nagel—Asst GBB

Wendy Rausch--MS Girls BB

Lori Sautner-Flag Corp Advisor

Sara Johnson—Cheer Advisor

SECTION I—BOARD OF EDUCATION

Board Members

The Legislature of the State of South Dakota delegates to the Board responsibility for the conduct and governance of district schools. The board members, as elected by residents of the Hoven School District 53-2, are as follows:

Mark Weber, President
Amber Huber, Vice President
Kindra Hartung
Rob Spindler
Krystal Stuwe

Board Policies

Approved board policies can be found in the policy books located in the office and teacher's workroom. Updated policies are also available through the Teacher Binder in GoogleDocs. These are available to all staff and should be reviewed periodically. It is your responsibility to familiarize yourselves with the policies that specifically apply to you. For complete policy, refer to the policy book located in the business manager and/or Superintendent's offices.

Board of Education Meetings

There are three types of school board meetings that can be utilized by the Hoven Board of Education. They are regular meetings, special meetings, and executive sessions. The following is applicable:

Regular Meetings

The Hoven Board of Education shall hold a regular meeting the second Monday of each month with the time and location being established at the annual meeting in July. Any such change in meeting date, time, or place shall be publicized in advance of the meeting, except when it is necessary to change the place of the because of the number of persons present. The Board shall take official action and conduct deliberations upon official business only in open meetings. The ANNUAL MEETING of the Hoven Board of Education shall be held on the second Monday in July, unless otherwise changed by the Board at a prior meeting.

Special Meetings

Special meetings may be held upon the call of the President, or in the absence of the President by the Vice President—or by a majority of Board members. However, if a special session is called, the Superintendent shall attempt to notify each board member in advance of the meeting. Special meetings should only be called in unusual situations and not to handle matters of minor importance or for routine matters which can be handled at the regular meeting. There are no requirements for announcing special meetings in the newspaper of record; however, the meeting notice must be posted in the high school entrance a minimum of 24 hours in advance of the meeting.

Executive Sessions

An executive session shall be held only upon a majority vote of the members of the Hoven School Board that are present and voting. All official actions, that were discussed in executive session, shall be made only at an open official meeting. The Board will not meet in executive session without the Superintendent of Schools present, unless the session is being held to discuss the Superintendent's contract/ evaluation. Again, all that transpires in an executive session is to be considered confidential and should not be discussed with anyone. Finally, the Hoven Board of Education shall go into executive session at a regular or special meeting on only those matters as prescribed by law.

Board Policy BE—Board of Education Meeting

Minutes and Resolutions

A complete record of minutes, including "yes" and "no" votes shall be kept of all meetings of the Hoven School Board. A copy of a motion shall be carefully recorded. The chairman shall declare the motion adopted or defeated and sign the resolution. The minutes shall be reproduced in the minute books of the Board, thus becoming the permanent and official record of the action of the Board. This record shall be open to inspection by the public during regular office hours of the Business Manager. The official minutes shall be bound and kept in the custody of the business manager and remain as permanent records of the school district.

Within twenty (20) days after such meeting, the Board shall cause to be published in the official newspaper of the school district a full account of the unapproved proceedings of such meeting giving a detailed statement of all expenditures of money, with the names of persons to whom payment is made, showing the service rendered or goods furnished, a statement of receipts, and balance on hand. Expenditures and receipts of Custodial Funds will be published in total only.

The Board shall approve the minutes of every meeting within forty-five days after such meeting and the President and the Business Manager shall sign the minutes of all regular and special meetings after they have been approved. Any change or correction in the minutes after publication and prior to approval by the Board shall be reflected in the minutes of the meeting at which the changes are made.

A complete list of all the salaries of officers and employees shall be published as required by state law.

Within ten (10) business days, the unapproved draft minutes of a Board meeting will be made available for inspection by the public or within five business days after a meeting. The minutes will be submitted to the official newspaper within ten (10) business days.

The Business Manager or his/her designee shall sign each legal publication submitted to the official newspaper.

Board Policy BEDG—Minutes of School Board Meetings

Public Participation at Board of Education Meetings

The Board welcomes citizens of the district to attend its sessions so they may become better acquainted with the operation and programs of the schools. In order to ensure that the Board of Education may hear citizens who wish to appear before the Board and, at the same time, conduct its meeting properly and efficiently, the following procedures have been adopted:

1. Any individual who desires to speak about an item on the Agenda shall make this known by presenting a written request to the Superintendent no less than 24 hours prior to a meeting.
2. The board chair shall reserve at every official meeting a period for public comment, limited at the chair's discretion, in compliance with this policy and SDCL 1-25-1. It will be the board chairs discretion to reserve a reasonable amount of time for individuals to speak at their request, but not so limited as to provide for no public comment.
3. Citizens who desire Board action on an item not on the school board agenda shall submit the item in writing to the Superintendent's office at least 10 days prior to the meeting of the Board at which they desire for the item to be considered. Emergency items may be considered at the discretion of the Superintendent and Board President. Consideration of the item will be as set forth in School Board Meetings Agenda Policy.

The Board vests in its President or other presiding officer, authority to terminate the remarks of any individual when the individual does not adhere to the rules established to proper conduct and demeanor.

The Hoven School Board recognizes and respects the input which may be provided by the public on school district matters. Anyone wishing to speak during the public forum should refrain from causing public inconvenience, annoyance, alarm, or disturbance to the school board or any person. The public shall not engage in any behavior that would be seen as threatening, disruptive, or argumentative. The use of profanity is also prohibited.

Any comments made involving school district personnel and students is prohibited and only allowed in executive session under SDCL 1-25-2. In the event the public comment guidelines are not followed, the presiding officer may terminate the right of a person to speak. As a last resort to maintain professional decorum during the meeting, the presiding officer or designee may contact local law enforcement to have a person removed if necessary.

Board Policy BED—School Board Meeting Procedures and Public Participation

Board Staff Communications

The following communications procedures are established:

Staff Communications to the Board: All communications or reports to the board or individual members from Superintendent, supervisors, teachers, or other staff members shall be submitted through the Superintendent. This shall not deny any staff member right to appeal to the board from administrative decisions, provided that the Superintendent has been notified of the forthcoming appeal and that it is processed according to the applicable procedures on complaints and grievances.

Board Communications to the Staff: All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will employ all such media as are appropriate to keep staff fully informed of the board's problems, concerns, and actions.

Visits to Schools: Individual board members interested in visiting schools or classroom will make arrangements for visitations through the Superintendent. Such visits shall be regarded as informal expressions of interest in school affairs and not as inspections or visits for supervisory or administrative purposes.

Social Interaction: Staff and Board members share a keen interest in the schools and in education. When they meet at social affairs and other functions, informal discussion on such matters as educational trends, issues, and innovations and general district problems can be anticipated. Discussions of personalities or staff grievances are not appropriate.

District Philosophy

The Hoven Board of Education is committed to a philosophy of services to students. The objective is to assist each student in developing as a mature individual and as a contributing member of society. The Board believes that this objective can best be met through the development of a school program with the scope to encompass the intellectual, physical, civic, and social needs of children in a democratic society.

The Hoven Board of Education realizes that an effective public school program must be directed toward the common needs of all students, but also may consider the unique differences and needs of the individual.

The Hoven Board of Education recognizes that the guardianship of public education is a trust and an obligation – that the goals of education are fundamentally the goals of democracy. The Board believes that its purpose and objectives can best be realized when the program of education is directed through written policies based upon statute and on the needs of the individual student.

About Students and Learning, We Believe That Students....

- Have the opportunity to develop according to their learning styles
- Have access to adequate support systems
- Are empowered through a strong knowledge base and creative problem-solving skills
- Will be challenged to maximize their potential
- Develop life skills necessary to be a productive citizen
- Have a right to a positive learning atmosphere that develops a positive self-image
- Need to experience success.

About Teachers and Teaching, We Believe That Teachers.....

- Are professional and will act and be treated as such
- Behave with consistency and fairness
- Provide the time for all students to complete an identified level of learning
- Must teach kids HOW to learn
- Will have ample opportunities to receive ongoing staff development
- Must create a positive learning atmosphere in the classroom and community to enhance self-esteem and professionalism
- Need to be positive and enthusiastic about their profession.

About Schools and the School District, We Believe That.....

- Educating a child is a joint responsibility of the school and the family and that schools require family support to be most effective
- The community and staff need to take pride in their school system and maintain mutual respect for one another
- The district will promote a mission and vision of what the school expects of its students, staff, and district
- Schools provide a safe and productive learning environment
- Staff, administrators, school board, and community will work as a team and maintain open lines of communication
- The school district will continually strive for educational excellence
- “Quality” of education will be the district’s number one priority.

District Educational Goals

The educational goals of the District are:

1. To develop a sense of responsibility, self-discipline, and self-worth on the part of each student.
2. To provide each student with the fundamental skills of communication, comprehension, and critical thinking.
3. To develop skills and attitudes that will lead to worthy utilization of leisure time.
4. To develop good habits of physical health, mental health, and safety.
5. To provide opportunities for students to discover truths for themselves through exploration and independent and self-directed study.
6. To develop an appreciation for the aesthetic, moral and spiritual values that comprise the framework of our culture, and to appreciate the cultural backgrounds of others.
7. To provide vocational knowledge and skills and academic opportunities for all students.
8. To provide services for personal, educational, and vocational guidance.
9. To provide opportunities for students to explore and express their interests, aptitudes, and capabilities.
10. To provide an environment in which an individual may prepare himself/herself to fulfill their moral, social, political, economic, and cultural responsibilities to themselves, their family, their community, their state, nation, and their world.

Line of Authority--Chain of Command

The legal authority of the Hoven Board of Education is to be transmitted through the Superintendent of Schools along specific paths from person to person. In the temporary absence of the Superintendent for an extended period of time, elementary and secondary lead teachers will assume decision making authority regarding school related matters in their respective buildings. If a district-wide issue occurs that needs the collaboration of both the elementary and secondary, both lead teachers will meet to determine a resolution to a given problem. If the school board determines that an absence would be prolonged for an extended amount of time, the school board will hold a special meeting to determine who will fill in for the capacity of the Superintendent as the Executive Officer of the school district and obtain the services of an interim Superintendent if necessary. The ultimate decision-making power regarding the line of authority is the responsibility of the school board.

Board Policy CAC—Line of Authority

Student Handbook

The Hoven School District 53-2 board of education approves the staff and student handbook annually at the August school board meeting. These documents serve as an extension of school board policies and all staff, students, parents, and community members should be familiar with these expectations. Student Handbook policies are not included in this document as a means of consolidating information for staff only in the Staff Handbook. However, staff are expected to follow all policies and procedures in the student handbook and each staff member shall serve as a model for all students and staff by following student handbook policies.

SECTION II— NEGOTIATED AGREEMENTS, CONTRACTS, AND STAFF LEAVE

Master Negotiated Agreement

Copies of the current Master Negotiated Agreement will be presented by the business manager. It is understood that the Master Negotiated Agreement is a signed agreement between the school board and Hoven Education Association. Staff under this signed agreement shall in good faith follow the negotiated agreement and the Superintendent will also in good faith follow the agreement in the best interest of the policy agreed to by both parties.

Criminal Records Checks

Any finalist recommended for hire to a paid or volunteer position with the district, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a fingerprint-based criminal background investigation conducted by the appropriate law enforcement agency prior to hiring.

Employment

Contract Offer/Renewal

The administration recruits qualified staff for teaching vacancies as they arise. Following advertisement of potential vacancies, interviews are conducted by the administration and a final selection recommended to the board for approval. Salary offered to a new employee or returning teacher is commensurate with salary guidelines established by district negotiations (refer to negotiations agreement in appendix). The length of the contract shall be 175 days of instruction with students plus in-service days prescribed by state law and/or local district policy. In most cases, contractual obligations are for nine months with salary payments distributed over twelve months at the discretion of the teacher. (A teacher may elect to have their July and August payment made in June, in which case the ten payments would not be equal.)

Credentials

It is necessary that each teacher in the system have the following on file in the Superintendent's office prior to receiving a paycheck. Credentials are located in your personnel file in the business office. All correspondence and evaluations are located in your evaluation file in the Superintendent's office. Maintaining a valid teaching certificate is the teacher's responsibility.

- A. Valid South Dakota Teaching Certificate;
- B. Unless possessing a lifetime certificate, certificate renewal must occur every five years for bachelors and ten years for masters with six credits of additional college/extension work earned.

Early Retirement

The Hoven Board of Education believes that an early retirement plan for its certified staff benefits both the staff and the Board. The complete policy can be found in under Section E: Support Services and policy GCQE—Early Retirement Plan.

Fair Labor and Standards Act

Regular working hours for all classified staff will be set by the Superintendent. Classified staff are not to work before, beyond, or outside of their established working hours and are not to work overtime without prior authorization from the Superintendent. All time sheets must be a true reflection of all time worked, whether it is more or less than

regularly scheduled work hours. Failure to comply will result in disciplinary action in accordance with applicable provisions of Board policy, administrative regulations, and negotiated agreements.

Administrators, directors, and/or supervisors shall give written notification of non-exempt employees, as defined by the Fair Labor Standards Act, of the Board's following expectations;

- What constitutes non-exempt working hours;
- What constitutes normal working hours;
- That employees are not to work before, beyond, or outside their normal working hours and are not to work overtime without prior authorization;
- That employee time sheets be a true reflection of all time worked, whether it is more or less than normally scheduled hours;
- That a written corrective statement be given to employees not complying with established procedures.

Overtime is defined as time worked over 40 hours in one week. A week is defined as seven consecutive days covering Sunday through Saturday.

Grievance Procedure

A procedure is established for the purpose of securing, at the lowest possible level, equitable solutions to the problems which may from time to time arise between employees and the district. To facilitate a grievance procedure, proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

A grievance is a complaint by a person or group of persons employed by the Hoven School District, made either individually or by a duly authorized and recognized employee association through its representative, that there has been a violation, misinterpretation or inequitable application of any existing agreement, contract, policy, rule, or regulation of the school board. Negotiations for, or a disagreement over, a non-existing agreement, contract, policy, rule, or regulation is not a "grievance."

For full details of the grievance procedure, details to follow and request for settlement forms, refer to the district policy book.

Leave Request

If possible, notify the Superintendent several days in advance if you require a substitute. For illness, emergencies, or other reasons when this advance notice is impossible, please call the specified personnel by 6:30 AM (earlier if possible) on the day of the absence.

When you are going to be absent, please do the following:

- Leave the lesson plans on your desk in your room.
- Be sure your substitute is aware of your safety plan for fire, tornado, and lockdown
- Leave a roll book or roll sheet. If you have a current seating chart, leave that also.
- Leave a list of class rules. These may seem obvious to the teacher, but each teacher has a unique system. This prevents needless confusion for students and provides the substitute with guidelines.
- Let substitutes know if they should check the day's assignments.
- If you have duty that you are responsible for remind the substitute ahead of time or arrange for someone to handle your duty.
- If possible, make assignments due at the end of the period or day. This is not always possible, but it is an effective incentive to do the assignment.

- Upon return, you may want to call the substitute to see if everything went alright. You may want to call and talk to the substitute before you leave and outline your plans ahead of time.
- In case “Plan A” fails (students finish the assignment in fifteen minutes) always provide “Plan B”.

*** Note: Each teacher is responsible for filling out a leave request form prior to a planned absence or immediately following their return after an unplanned illness or leave. These forms can be found in the high school office.

Types of Leave

The Hoven Board of Education believes that sick leave is intended to alleviate the financial strain when an employee is confronted with a personal emergency. At the beginning of each school year, each employee will be granted sick leave allowance to be used in whole or in part at any time for absence due to illness, physical disability, or maternity leave. The amount of sick leave may accumulate to sixty-days. After a teacher has used all his/her accumulated sick leave, that teacher's salary will be deducted 1/175th of his/her base salary for any further days missed.

If a person takes a day of leave and the school day is shortened, but still counted as a full day of school for students, leave will be deducted as a full day.

Employees who are injured on the job and receive Workers Compensation may take sick leave deductions and keep the compensation payment or they may turn the compensation payment into the District and take no sick leave deduction.

Certified Staff Leave

Provisions of sick leave shall be 15 days, accumulative to 60 days at the rate of fifteen days per year. A total of eight days per school year may be used for the sickness of immediate family, which shall include the father, mother, brother, sister, spouse, son or daughter of an employee or any relative or person who is making his/her home with the family of the employee. Seven (7) of the 15 days sick leave may be utilized for personal leave for certified staff with three years of service to the school district. The school system shall pay the substitute for the first three days of personal leave and the teacher will pay the daily rate paid to a substitute teacher plus the social security match for the fourth, fifth, sixth and seventh days. Days missed above the allowed sick or personal leave will be deducted at the rate of 1/175 per day of the teacher's base pay. Unused sick leave will be paid at \$10.00 per day, up to 60 days with a cap of \$600, when a teacher leaves the district.

Certified staff will be reimbursed for unused personal leave at the rate of substitute pay and the days will be deducted from the balance of sick leave. Payment will be made at the end of the fiscal year. An employee may choose not to be paid for unused personal leave and therefore those days will not be deducted from their sick leave.

Non-Certified Staff Leave

Employees working 35 hours or more per week will be granted 15 days sick leave, accumulative to 60 days at the rate of fifteen per year. A total of seven days per school year may be utilized for the sickness of a spouse, children, or parents. Three (3) of the 15 days sick leave may be utilized for personal leave for non-certified staff with three years of service to the school district. For non-certified employees who do not have at least three years of service to the district, two (2) of the 15 days sick leave may be utilized for personal leave. Non-certified staff will be reimbursed for unused sick days at \$10.00 per day upon termination with the Hoven School District if the employee has completed eleven consecutive years of employment in the Hoven School District. Maximum payment is up to 60 days or a cap of \$600.00. (1-10-00). Requests for personal leave should be made as far in advance as possible. (Amended 8-13-12).

Non-Certified Employees that have been employed by the Hoven School District prior to July 1, 2010 will continue to receive the 15 days of sick and personal leave as stated in his/her contract. Effective July 1, 2010 all non-certified

employees will receive prorated sick and personal leave as to the number of hours that he/she has been contracted for based on the sick/personal leave days listed above. (8-9-10)

Non-Certified Staff: Once sick leave, personal leave or vacation leave has been exhausted, further leave may be granted upon prior approval of administration (8-9-10)

Vacation Leave

Vacation leave need not be taken all at once. Days may be carried over into the school year for use. Vacation days may accumulate to 40 days. The school board will not pay for surplus vacation days (12-13-99). If an employee gets vacation leave, it will be specified in the employee's contract.

Professional Leave

Professional leave will be granted at the discretion of the administration. It will not be deducted from sick leave or personal leave.

Bereavement Leave

Bereavement leave will be granted at the discretion of the administration. Leave will be deducted from accumulated sick leave.

Jury Duty

Employees, when called for jury duty, should serve unless it would impose severe hardship on the school or employee. Employees will be excused to serve on a jury and will be entitled to all expenses reimbursed from such service. However, should jury duty also provide a daily salary or payment above expenses, this amount shall be deducted from the employee's school salary. (6-10-19)

Military Leave of Absence

Employees are entitled to military leave under the Uniformed Services Employment and Reemployment Act of 1994. The Act applies to military service that began on or after December 12, 1994 or military service that began before December 12, 1994 if the employee was a reservist or National Guard member who provided notice to the employer before leaving work.

Reemployment rights extend to persons who have been absent from work because of service in the uniformed services. The uniformed services consist of the following military branches: Army, Navy, Marine Corps, Air Force or Coast Guard, Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve or Coast Guard Reserve. Army National Guard or Air National Guard. Commissioned corps of the Public Health Service. Any other category of persons designated by the President in time of war or emergency.

"Service" in the uniformed services means duty on a voluntary or involuntary basis in a uniformed service, including:

- Active duty
- Active duty for training
- Initial active duty for training
- Inactive duty training
- Full-time National Guard duty
- Absence from work for an examination to determine a person's fitness for any of the above types of duty

The employee may be absent for up to five (5) years for military duty and retain reemployment rights. There are, however, exceptions which can exceed the five (5) year limit. Reemployment protection does not depend on the timing, frequency, duration or nature of an individual's service. The GARID law enhances protections for disabled veterans including a requirement to provide reasonable accommodations and up to two (2) years to return to work if convalescing from injuries received during service or training.

Military Employment Protection

The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service with the same seniority status and pay as well as other rights and benefits determined by seniority. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-military leaves of absence.

Health Benefits

Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 18 months at the full premium cost plus normal increases in premium. For military service of less than 31 days, health care coverage is provided as if the individual had never left. After notification by the employee to the school district of Military activation of more than 30 days, the school district shall inform the employee of the health benefits available under "COBRA" and furnish the employee with the enrollment forms for "COBRA".

Upon entering active military duty for more than 30 days, the individual and dependents are covered by what the military calls "Tri-Care". There are several different plans that are offered which offer different levels of managed care. The most managed of the plans are at no cost to the service member. Not all medical costs are covered by "Tri-Care". It is not possible to make a recommendation in this document that will be best for every individual.

If an employee Leaves and enters active duty for more than 30 days and discontinues health coverage for themselves and the employee's dependents, and the employee returns to the school district in the time frame stated in this document, they are entitled to have:

Retirement Benefits

A participating SDRS member called to active duty will continue to earn credited service in SDRS while serving in the armed forces if he or she meets the following requirements:

- Secures- authorization in advance from his/her employer for a leave of absence for military service
- Returns to the employment of an SDRS participating unit within one year of discharge from his/her initial period of military service
- Remains in the employment of that same employer for at least one year upon his/her return
- This credited service does not require a contribution from either the employer or employee

Survivor and Disability Benefits

The continuation of SDRS survivor and disability benefits, however, depends upon the continued classification of an employee as contributing SDRS member during his or her leave of absence. To meet this requirement, both the employee and employer contributions must be made to the system for each of the employee's pay periods. This may be accomplished in at least four ways:

1. An employer may make both employee and employer contributions to SDRS, which is allowed under SDCL.
2. The employer may compensate the employee for vacation, sick and other accumulated personal leave at something less than 40 hours per week. This method will extend the period of compensation allowing contributions to continue which will have the effect of continuing SDRS survivor and disability benefits until all personal leave is exhausted.
3. An employee may make the full employee and employer contributions to the system during his/her leave of absence.
4. Employers and employees may develop a method that combines Options 1, 2 and 3.

Defining the Status of Temporary Replacements

To be a member of SDRS, an employee must be a "permanent full-time employee". SDCL 3-12-47 specifies three criteria that must be met before an employee is considered permanent and full-time. He or she must:

- Be placed in a permanent classification
- Work 20 or more hours per week
- Work six months or more per year

In general, temporary replacements will not meet these criteria and therefore, are not eligible for membership in SDRS. No one knows, however, how long any call-up will last. Consequently, it is possible that if the call-up is for an extended period of time, temporary replacements may become permanent employees as set forth in SDCL 3-12-47. For temporary employees working 20 or more hours per week, this point may come after six months of employment. As your temporary employees approach this length of service, please contact SDRS to discuss this situation.

Individuals must provide advance written or verbal notice to their employers for all military duty. Notice may be provided by the employee or by the branch of the military in which the individual will be serving. Notice is not required if military necessity prevents the giving of notice; or, the giving of notice is otherwise impossible or unreasonable. Accrued vacation or annual leave may be used (but is not required) while performing military duty. The individual's timeframe for returning to work is based upon the time spent on military duty.

Return To Work Or Application For Reemployment

Less than 31 days: Must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period.

More than 30 but less than 181 days: Must submit an application for reemployment within 14 days of release from service.

More than 180 days: Must submit an application for reemployment within 90 days of release from service.

The individual's separation from service must be under honorable conditions in order for the person to be entitled to reemployment rights. Documentation showing eligibility for reemployment can be required. The employer has the right to request that an individual who is absent for a period of service of 31 days or more provide documentation showing:

1. the application for reemployment is timely;
2. the five-year service limitation has not been exceeded; and,
3. separation from service was under honorable conditions

If documentation is not readily available or it does not exist, the individual must be reemployed. However, if after reemploying the individual, documentation becomes available that shows one or more reemployment requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively.

Once the employee has made application for re-employment, the employee is entitled to employment and benefits as if the employee had never left. For example, a teacher makes application for re-employment on June 1 (after school is out). If you normally pay the single premium health for the other employees during the summer, you will need to reinstate the returning employee and pay the single premium. If the employee has family coverage, they are responsible for that payment.

Questions should be directed first to Employer Support of the Guard and Reserve <https://www.esgr.mil/> for an informal resolution at 605-737-6011 and then to Veterans' Employment and Training Service, U.S. Department of Labor 605-773-3101.

SDCL 3—12—47 (54)

Uniformed Services Employment and Reemployment Act of 1994

Family & Medical Leave (FMLA)

It shall be the Hoven Board of Education's policy, in compliance with the Family and Medical Leave Act of 1993 (FMLA), that an eligible employee is entitled to up to a combined total (paid and unpaid) of twelve (12) work weeks of leave during any 12-month period for one (1) or more of the following:

- a. The Birth of a child and in order to care for such child
- b. The adoption or placement of a child
- c. In order to care for an employee's spouse, parent, or child in the event of a serious health condition
- d. The employee's own illness

The employee must first utilize and count all available accrued paid leave, including vacation, sick leave, and personal leave, before using the unpaid leave. During the period of FMLA Leave, the employee is entitled to a continuation of all benefits. Employees will still earn sick days and vacation days while on FMLA Leave. The Hoven School District will continue to pay its portion of the health insurance, and it will be the employee's responsibility to continue to pay for his or her portion. Upon return to work, the employee will be entitled to his/her same position or an equivalent position with equivalent pay, except that the return to work during the last two (2) or three (3) weeks of a semester is subject to certain restrictions.

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

In cases where both spouses are employed by the Hoven School District, the combined amounts (of both employees) of FMLA Leave for birth, adoption or foster placement, or family illness is limited to twelve weeks. Each employee is eligible for this 12 weeks of leave.

The Hoven School District, at the request of the employee, may agree that the employee may take leave intermittently or on a reduced hour basis in connection with the birth, adoption or foster placement of a child. This is subject to the recommendation of the administrator or supervisor and is at the request of the employee.

When FMLA Leave is in connection with birth, adoption or foster placement, and is foreseeable, the employee must provide at least thirty-days' notice of the date when FMLA Leave is to begin. When FMLA Leave is in respect to family or employee illness, which is foreseeable, the employee must make a reasonable effort to schedule treatment, including intermittent and reduced hour leave, so as to not unduly disrupt the operation of the school system.

In the case of employee illness, in addition to current sick leave policy requirements, the District may require the employee to provide certification by his or her health care provider that the employee is able to return to work and is able to meet the essential functions of the job.

SPECIAL RULES:

1. Rules applicable to instructors to periods near the conclusion of an academic term (school semester). The following rules apply to any employee who takes FMLA Leave under policy 4.16 and who is employed principally in the instructional capacity:

a. If FMLA Leave begins more than five weeks before the end of an academic term, the Superintendent may require the employee to continue taking leave until the end of that academic term if:

1) The leave is of at least 3-weeks' duration; and,

2) The return to work would occur during the 3-week period before the end of the academic term.

b. If FMLA Leave begins within 5 weeks before the end of an academic term, the Superintendent may require the employee to continue taking leave until the end of that term, if:

1) The leave is of more than 2-weeks duration; and,

2) The return to work would occur during the 2-week period before the end of the academic term.

c. If FMLA Leave begins within 3 weeks before the end of the academic term, the Superintendent may require the employee to continue taking leave until the end of that term, if the leave is for more than 5 working days.

d. If the Hoven School District requires a teacher to extend leave under these regulations, the extended leave is counted against the teacher's FMLA Leave allotment. If the teacher's FMLA Leave allotment expires during the extension, the additional time is nevertheless deemed FMLA Leave.

2. Questions on this policy, and the rules within, should be directed to the Superintendent of Schools. (4-15-04)

School Board Policy: GCCA—Types of Leave

Payment of Step Increases to Staff Members

It shall be the policy of the Hoven Board of Education to grant "step" increases for the upcoming school year only up until the regularly scheduled August School Board meeting. Step increases will not be approved after the August meeting unless a mistake has been made by the administration or college of record. Any staff member completing the necessary number of graduate hours for said increase following the August timelines must wait until the following August before a step adjustment occurs. This policy is issued to assure that over-expenditures do not occur in the salary budget area – subsequent to budget timelines for the Board of Education. It is not intended to discourage any staff member from working toward a step increase.

It shall be incumbent upon each staff member to keep the administration informed of their educational attainments. Written notification from an employee is only the first step in applying for a step increase. Other documents (i.e. transcripts) must also be forwarded to the Superintendent. If timelines prevent this, the teacher must present some verifiable proof that he/she has completed the necessary coursework to justify a step increase.

Board Policy: GCBA—Payment of Step Increases to Staff Members

Payroll

All personnel employed regularly, either full or part time, shall be paid according to a specific schedule determined annually and published by the Business Manager. The 20th of each month is the scheduled pay day; with the last working day before the 20th used if the 20th falls on a weekend or holiday. Personnel receiving extra pay as sponsors of continuing athletics/activities shall receive this extra pay within their regular pay – on a twelve-month equal installment basis.

Direct Deposit Procedures

All new employees are required to have their paycheck direct deposited. Current employees have the option to enroll or make changes in direct deposit at any time of the year with a 30-day notice to the Business Manager. A Direct Deposit Authorization Form needs to be completed by each employee that chooses direct deposit. The form will remain on file in the Business Manager's office. The deposits to the employee's accounts follow the payday schedule that has been prepared by the Business Manager.

403(b) Plan

All employees of the Hoven School District are allowed to participate in a 403(b) plan. The Common Plan Adoption Agreement and Current Salary Reduction Agreements are on file in the business office. An annual presentation will be given about 403(b) Savings Account and the features that are specific to the school's plan. All new employees will be required to sign the Annual Notification of the 403(b) savings plan. The Hoven School Board has authorized the 403(b) savings plan with Plan Services. No other 403(b) plan may be approved as Plan Services has the exclusive policy for the Hoven School District.

Flex Plan

The Flex Plan (section 105 and section 129) through the school board approved agency is available to all contracted employees. The maximum spending limit for medical and the dependent childcare maximum is in accordance with federal law. If an employee chooses to participate, the amount they choose will be deducted from the employee check and deposited into a Flex Plan Account in the Custodial Funds checking account. AFLAC will administer the program with Hoven School District paying the claims to the employees (employee will submit expense to the AFLAC administrator. The AFLAC administrator will send a report to the Hoven School business manager and the check will be printed by the Hoven School business manager from the Custodial Funds Flex Plan account.) The Flex Plan year will begin September 1 through August 31 of each year. The participants will have 90 days following the plan year to submit receipts from dates of service during the plan year to use up all of their medical spending account. The Hoven School Board will pay the initial start-up fee for the plan and each participant will pay the monthly administration fees to the AFLAC administrator. The deadline for claims to be submitted to the AFLAC administrator is the first Monday of each month. Claims will be paid by the School District on payday. The AFLAC administrator will send participants documentation each time they file a medical spending or dependent care claim, similar to an EOB from the insurance company. If they do not file a claim for a period of time, AFLAC sends a quarterly report to each participant.

Resignation of Staff

Certified and classified personnel will generally be expected to fulfill the terms of their contract unless (1) there are clearly compelling, mitigating circumstances which prevent the certified or exempt individual from doing so; and (2) until such time as the Board releases the certified individual from the terms of the contract upon recommendation of the Superintendent.

Classified employees not under contract are expected to give due written notice that will permit the district to conduct a search for a suitable replacement. Generally speaking, the Board expects a two-week notice.

All resignations should be in writing. Requests for resignation shall be transmitted to the Board as part of the regular personnel report.

Sick Bank

The school district will start the 2008-09 year with 80 days in the sick leave bank for certified teaching staff. The school district will not contribute to the bank after 2008-09. If at the end of the contract year (August 20), the sick leave bank does not drop below 80 days, those teachers that contributed a sick leave day for that year, will not need to contribute a day to the sick leave bank the next fiscal year.

However, any new teachers or any new participants will need to contribute one of his/her sick leave days to the sick leave bank by September 15 of the new fiscal year in order to participate. If the sick leave bank drops below 80 days at the end of the contract year, every teacher that wants to participate must give a day by September 15 of the following contract year.

The maximum number of days in the bank cannot exceed 80 days. The school district will not pay any more than 80 days in any one contract year from the sick leave bank.

Clause A: Certified teaching staff, who have accumulated their maximum sixty (60) sick leave days, will be granted an additional ten (10) sick leave days per school year and any of these days that are remaining at the end of the year may be donated to the sick bank if the sick bank has fallen below the maximum of 80 days only after the teachers have donated to the sick bank for the next contract year.

The bank itself may be drawn upon by any certified staff under contract for themselves or immediate family who utilizes their sick bank for any serious illness. Maternity leave is not considered a serious illness unless there are complications during pregnancy/birth or problems with the baby. Cesarean section is not a complication. Each request must be in writing. The Superintendent may approve up to 15 days of leave from the sick bank for any certified staff person that has contributed to the bank. An additional 25 days may be approved by a committee consisting of: Superintendent, board member, HEA president, one elementary teacher, and one secondary teacher.

EXAMPLE #1: Teacher A has accumulated the maximum of 60 sick leave days that are allowed to be carried forward. At the beginning of the school year Teacher A receives 10 additional sick leave days. During the year they use 4 sick leave days, which brings their total to 66 days. Teacher A is allowed to carry over 60 sick leave days for their personal bank so the remaining days (6) could go into the group sick leave bank if the total days in the group bank has fallen below 80 days after the September 15 contribution deadline.

EXAMPLE #2: Teacher B is a new teacher and receives 15 sick leave days at the beginning of the school year. He/she decides to join the sick leave bank by September 15 and donates 1 day bringing his/her leave to 14 days. At the end of the year Teacher B will carry over any remaining sick leave days that he/she has not used and will get an additional 15 days at the beginning of the next school year.

EXAMPLE #3: The sick leave bank has 80 days at the beginning of the school year. Two new teachers and one new teacher participant decide that they want to join the bank by the September 15th deadline. This brings the total of days in the sick leave bank to 80 days. During the year, 25 days are requested and used by staff members, which brings the total days remaining in the bank to 55 days. At the beginning of the following fiscal contract year, any teacher that plans to participate in the sick leave bank must contribute one day to the sick leave bank by September 15 (which was 15 teachers). However, 3 teachers donated a total of 10 days from Clause A to make the total beginning sick leave bank of 80 days for contract year.

Example:

Balance of bank 6-30-13:	55 days
September 15, 2013 donation	15 days
Clause A (from contract year 12/13)	10 days
Total Days beginning new contract year 2013/2014:	80 days

(Adopted 8/11/08, amended 8/13/12).

School Board Policy: GCCAA—Sick Leave Bank

Sabbatical Leave

Sabbatical leave to further one's own education for one year will be granted if the board can find a replacement for the teacher leaving. Sabbatical leave must be requested by March 1 of the preceding year. There will be a deadline of notifying the administration in writing by March 1 of the year of the leave on their intent regarding their return. A returning teacher from sabbatical leave will only receive the one raise, the one for the year of actual teaching. A returning teacher from sabbatical leave will sign a teaching contract when he/she indicates that he/she is returning to teach for the Hoven School District.

Staff Reductions/Recall

Whenever, in the judgment of the board, it is advisable to reduce staff in the district, the following procedure will be used.

1. The board will use reasonable efforts to communicate the situation confronting the district to the staff so as to allow the staff a reasonable opportunity, not to exceed 10 days from the date of communication, to present possible alternative such as early retirement, normal attrition, part-time contract, contract for substitute teaching, and/or other alternatives which could accomplish the same goals.
2. No professional staff member protected by statutory continuing contract provisions will be non-reemployed while qualified and certificated for a position held by a person temporarily or not fully certificated by the State Department of Education or a person who has not attained continuing contract status.
3. When paragraph #2 does not apply in the district, the board hereby establishes the following criteria (not necessarily in order of priority), any of which may be used in determining which professional staff will be affected by staff reduction: student needs, financial condition of district, priority of programs, program elimination, recommendations of administrative staff, evaluation records, competency, qualifications, certification, longevity, educational background, salaries, federal and state affirmative action requirements, as well as any other relevant considerations.
4. In making staff reduction involving professional staff members or continuing contract status, the board will follow the provisions of SDCL 13-43-9.1, 13-43-10 and 13-43-10.2.

Recall

If during the first fiscal year subsequent to the time a continuing contract teacher is laid off because of reduction in a staff and a vacancy occurs in the grade, subject areas and activities in which a laid off teacher had been teaching or is qualified to teach, re-employment shall be extended to the teacher in reverse order of layoff. When more than one staff member has the same recall date and is qualified for the open position, the board may consider, among other things, recommendations of administrative staff, qualifications, years of service, and educational background in selecting the person to be hired. A recalled teacher shall retain previously accumulated sick leave benefits.

Recall privileges cease when a staff member resigns. Recall privileges will also cease if upon being recalled the staff member fails to report within 20 calendar days after the mailing of a written notice of recall. Such notice shall be sent by certified mail to the last address furnished to the Superintendent by the staff member and the 20-day period shall commence to run on the day the notice is mailed. Recall privileges will not apply to teachers under contract with another school district unless that recall is for anticipated positions in the ensuing year. (9-11-89)

Workmen's Compensation

An employee who is injured in the line of duty shall receive such compensation and expense as prescribed by workmen's compensation laws of South Dakota. All injuries, regardless of degree of severity, must be reported to the Superintendent's office within twenty-four hours of occurrence. The Superintendent is responsible for reporting the accident to the insurance agent immediately after being notified.

SECTION III— STAFF EXPECTATIONS

Academic Freedom

To encourage innovation and creativity in the classroom, the instructional staff of Hoven School District 53-2 is granted a reasonable amount of academic freedom. The staff, however, is cautioned that this freedom is to be tempered by reason. All materials presented must be appropriate to the subject matter being taught and to the grade level involved. Teachers should refrain from presenting any material that would be considered in moral disagreement with the majority within the community.

Acceptable Computer/Technology Use Policy

Introduction

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are to be considered public in nature. General school rules for behavior and communications apply.

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

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

Acceptable Use

Network resources are provided for students to conduct research and communicate with others in relation to school work. Access to network services is given to students who agree to act in a responsible manner. Parent/guardian permission is required. Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined in this document, the administration and staff will deem what is inappropriate use and their decisions are final. Upon identification of inappropriate use of network services by the administration, faculty, and staff, access may be denied, revoked, or suspended at any time.

Network services will be provided only to those staff and students who agree to act in a considerate and responsible manner and in accordance with the District’s Internet Safety Policy and this Acceptable Network and Internet Use Policy.

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

All members of the staff who wish to use the Network must sign this Acceptable Network and Internet Use Policy whenever requested by the District, to confirm that the staff person has read and understands this policy and agrees to abide by it. Each student must sign this Acceptable Network and Internet Use Policy annually to confirm that the student has read and understands this policy and agrees to abide by it. Students who are under 18 must have their parents or guardians sign this Acceptable Network and Internet Use Policy and submit it to the District.

All material and data saved on school servers, computers, or any school equipment or resource including but not limited to email accounts and online learning accounts is considered property of the school district and can be inspected at any time.

Network Etiquette

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

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

Prohibited Use

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

1. Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
2. Criminal activities that can be punished under law;
3. Selling or purchasing illegal items or substances;
4. The unauthorized collection of email addresses (“harvesting”) of e-mail addresses from the Global Address List and other District directories;
5. Obtaining and/or using anonymous email sites; spamming; spreading viruses;
6. Circumvention of the District’s Technology Protection Measure/filter to access blocked sites;
7. Disclosure of minors’ personal information without proper authorization;
8. Students’ disclosure of personal information such as the student’s name, address, phone number, password or social security number, to other users when engaging in online activities including but not limited to chat rooms, email, social networking web sites
9. Causing harm to others or damage to their property, such as:
 - a. Using profane, abusive, or impolite language; threatening, harassing, bullying or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 - b. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;

- c. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 - d. Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or
 - e. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
10. Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
- a. Using another's account password(s) or identifier(s);
 - b. Interfering with other users' ability to access their account(s); or
 - c. Disclosing your own or anyone's password to others or allowing them to use your or another's account(s).
11. Using the network or Internet for Commercial purposes:
- a. Using the Internet for personal financial gain;
 - b. Using the Internet for personal advertising, promotion, or financial gain; or
 - c. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.
12. Installation of any software onto computer equipment with the approval of Technology Staff.
13. Instant messaging and chatting are prohibited during the school day. Also, the use of non-school email accounts, Facebook, and other forms of social networking are also prohibited.
14. Only district owned devices are allowed to access the district network either through the wired or wireless network unless approval has been granted from the technology staff.

Off-Premise Use of Network

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

Disclaimer

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

Enforcement

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

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

Technology Guidelines/Regulations

The technology provided by the Hoven School District has become an integral part of the learning environment. State mandated tests, Dakota Digital Network classes and special sessions, staff e-mail, lesson plans, student grades, student information, transcripts and student e-mail, will all be accessible through the internet. Altering or abusing this resource, in any way, is considered (at the very least vandalism) and will result in penalties being imposed. The guidelines/rules are as follows:

- Students are not allowed to download programs to any workstation. If you are caught using a program that was downloaded to the workstation, you are as guilty as the one who downloaded it, and the punishment will be the same for the user, as for the downloader.
- Instant messaging requires that a program be downloaded from the internet, which is not allowed. Instant messaging and chatting are not allowed. Students in grades 9-12 will be assigned a state K-12 e-mail address. E-mail is subject to inspection by school administration. Use of social media, messenger services, chat rooms or any other similar program during the school day is **NOT** allowed.
- Music and MP3's also require downloading from the internet. Again this is not allowed. Volume should be muted at all times. Headphones are allowed at the workstations if allowed by the teacher in charge.
- Altering the workstation environment is prohibited. This includes changing the desktop, mouse configuration, screensaver, etc. If the settings are not standard on your computer, notify the staff member present, otherwise it will appear that you were the individual who altered the settings.
- State law requires all students to be supervised if they are working at a computer. Any student in a lab or at a workstation must be accompanied by a teacher.
- The school system has an excellent content filter, but occasional inappropriate websites will pop up from time to time. Report the site immediately to an adult who will have the technology director block from being accessed again.
- Students are required to use technical equipment as intended.
- Remember, if you are taking an online or Dual-Credit class or are attending a special session, you are being taped, and you represent your school and community.

The minimum penalties for violation of the above guidelines are as follows:

- First Offense – ½ hour of detention
- Second Offense – 1 hour of detention – Grades 9-12 Suspended Privileges (See Tablet Handbook)
- Third Offense – 1 day of in-school suspension
- Fourth Offense – Banned from using school computers for the remainder of the semester.

Accident Reports

In case of accidents in the classroom or at any school activity or function, the teacher in charge should report the accident to the Superintendent immediately.

Activity Supervision

Sponsors of clubs or other meetings should never unlock another teacher's room without permission. The fact that you have a master key does not give you the privilege of opening doors other than your own room. A master key would not or should not be loaned or borrowed to teachers and students. **No keys should be loaned to students.** Never ask janitors to open any door unless you have made arrangements with the instructor in charge of the department. Arrange for the use of the room beforehand and check out a key from the office if necessary. It is strongly recommended that all faculty members be governed by the following suggestions when supervising activities:

1. All high school practice sessions or use of building, must be arranged with the high school Superintendent. These are organized to give efficiency of time and effort by students and teachers. No teacher should deviate from this schedule unless cleared through the high school Superintendent.
2. Insist on promptness – set a meeting time, then carry out your business as rapidly and efficiently as possible.
3. Demand the same courteous conduct in extra-curricular activities as you would in the classroom.
4. If the meeting or practice is in the evening, the teacher should arrive approximately **15 minutes before** the students expected.
5. Do not allow non-participating students to enter the school building. Allow your group to enter – and then if it is convenient, lock the door.
6. It should be firmly understood that students are never to be allowed in all school buildings unless properly supervised.
7. It should also be understood that when a meeting or practice is scheduled the TEACHER should be the FIRST TO ARRIVE and the VERY LAST TO LEAVE. Only extra-ordinary circumstances should warrant a change in this policy.
8. The teacher, as stated above, should be the last to leave after any practice or meeting. All lights should be out, windows closed, and all doors should have been locked. Never assume someone else is still in the building and will attend to the above details.
9. When traveling the activity sponsor is responsible for keeping a roster (see pg. 61 of handbook) showing who is traveling with them and who will be returning on the bus. Parent permission to ride home from an activity must be turned in to the sponsor and must be in writing.

Admission to District Extra-Curricular Activities

Complimentary passes are provided to all staff attending school-sponsored extra-curricular activities held in the district. (This does not include spouses.) Staff is expected to assist in the supervision of students and in general crowd control as needed while attending such events.

Asbestos Management

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the local district to annually inform its building occupants and employees of potential or confirmed asbestos containing building materials (ACBM) contained in school facilities.

1. All asbestos containing materials in the school buildings are in good safe condition and we will continue to monitor them in place, as recommended by Intermountain Technical Services.
2. The Hoven Elementary School was inspected and asbestos containing building materials were located as follows and all remain in good condition:
 - a. 9"x9" floor tile throughout the building
 - b. Thermal systems insulation (e.g. mudded pipe fittings, hot water storage tank, insulation, and boiler breeching insulation)
 - c. Vibration isolators on the gymnasium air handling units

The custodial and maintenance staff has been trained in the proper handling of the asbestos containing materials. They will conduct visual inspections as they perform daily cleaning. Every six months – November and May – a thorough inspection will be conducted by the “Designated Person”. Every three years a re-inspection of all friable and non-friable ACBMs in each building is done by an accredited inspector from Intermountain Technical Services. Intermountain Technical Services, Inc. has been contracted to provide environmental services, which includes maintaining compliance with Federal regulations regarding asbestos and other regulated environmental concerns. A record of these semi-annual inspections and three-year inspections is kept on file in the office of the Superintendent. The Building Inspection Report and Asbestos Management Plan are also on file and may be examined at any time upon request.

Assembly Supervision

Frequently during the school year, student assemblies will be held in the gym. Examples of such assemblies would be the various assemblies, music concerts, or class play presentations. It is expected that EVERY TEACHER will be present at every program held during the school hours. Furthermore, it is expected that the faculty assist the Superintendent with the supervision of the student body. Such programs are not designed for teachers to catch up on their work. It is expected that all faculty members will cooperate fully, lessening the burden on the entire faculty considerably.

Book Distribution and Fines

Textbooks are furnished by the school district. Teachers will record the name of the student, number of the textbook, and condition of the books when issued to the student. Students should only be issued one textbook per year. Book fines will be levied against those students who damage or lose their books. Fines will be determined by the teacher and Superintendent and must be paid prior to receiving the final report card.

Cancellation of School

If for some reason school must be cancelled, or the day must be shortened, notification will go out on our automated SchoolMessenger system, which will automatically call your telephone number and leave a message. Announcements will also be made on Dakota Radio Group News (KGFX 107.1 FM, KMLO 100.7 FM, KOLY-STAR 99.5, and KOLY 1300 AM) and KELO-TV in Sioux Falls, and Dakota News Now (KSFY and KDLT) in Sioux Falls.

Care of Classroom/School

The physical order of each classroom is indicative of the personal pride and habits of the individual teachers. Care should be taken to keep the room neat and orderly. **Teachers are responsible, with the aid of their students, for daily upkeep and cleaning.** Major maintenance/cleanings are done in the summer by paid staff. Maintenance needs will be reported to the custodian as soon as possible. No ceiling hangings are allowed. No candles or plug-in scented units are allowed per Fire Marshall.

Cash in District Buildings

Money collected by staff as a result of fund raisers or other school-related purposes is to be deposited in the school office whenever the sum accumulated in any one day, by a class, staff member, or others, exceeds \$25.00. At no time are substantial amounts of money to be kept overnight or held during holidays or for long periods of time in classrooms. Staff members are asked to emphasize to students the importance of promptly depositing money collected with appropriate school officials.

Chaperones

School dances and parties will be scheduled during the school year. Sponsoring organizations must get chaperones, which must include faculty members – high school teachers for secondary activities and elementary teachers for grade school. All school parties must be cleared through the Superintendent’s office at least five (5) days prior to the dance or party. The sponsoring organization has this responsibility. Chaperones will be cleared by the Superintendent. The Superintendent is in charge, in general, for all high school activities, dances, plays, athletic events, etc.

Child Abuse Reporting

Any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by a parent or other person, must report orally or in writing this information to the building Superintendent. The Superintendent should immediately report this information to the state’s attorney; or the department of social services; the county sheriff; or the city police. If the Superintendent does not confirm to the teacher or other employee within 24 hours that action has been initiated, the employee will report this information directly to the proper authorities.

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

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

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

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

Church Night

Wednesday night is set aside for church activities. This allows the students to participate in youth activity programs in the church of their choice. School activities should not be scheduled for Wednesday evening. Homework assignments should be limited. Employees should plan their activities accordingly and not include “church night” therein. **After school activities will not be extended past 5:45 PM.**

Class Record Books

Each teacher is provided a grade book for their convenience. In it is recorded daily grades as well as nine-week period and semester averages. Teachers are expected to record at least two grades per week in each class and the gradebook will be updated on a weekly basis. Due to the numerous changes in schedules during the first week of school, it is not advisable to record the names of the students until after that time. It is the responsibility of the teacher to obtain sufficient measure of the students’ progress and thus post a reliable grade at the closing of the nine-week period.

Classroom Parties – K-6:

Holiday parties (i.e. Fall Festival, Christmas, Thanksgiving, and Valentine’s Day) are usually held during the last hour of the school day. Parents may be asked to assist in the planning and/or preparation of these festivities. Birthday treats for individual students may be passed out during the last fifteen minutes of the school day or during recess or lunch. Any treats distributed in the classroom must meet state and federal guidelines for food consumed by students during the school day. Arrangements should be made in advance with the classroom teacher.

Confidential Information

As professional educators we are obliged to use extreme care in the handling of such items as test scores, counseling data, discussion at faculty meetings, and personal problems of students and fellow staff. These items and others must be handled confidentially and with the utmost care. **Discussion of individual pupils outside of school or with patrons is prohibited.**

Failure to follow strict confidentiality guidelines could be cause for disciplinary action, up to and including termination of employment.

Copyright

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments is available to staff in both the school and home setting.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio tape, video, or computer-programmed materials, is a serious offense against federal law, a violation of Board policy, and contrary to ethical standards required of staff and students.

All reproduction of copyrighted materials shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

Cumulative Files

Cumulative files for all pupils are maintained as required by statute. Any teacher may inspect these folders by requesting the student’s file through the Superintendent’s office. It is imperative that information within these files be kept strictly confidential. Be judicious in your use of the information.

Teachers are responsible for entering the final grades, posting achievement test results, and filing report cards and other reports.

Curriculum

School district curriculum and lessons will be aligned to follow state standards. These standards may be found at <https://doe.sd.gov/contentstandards/>. Certified Teaching Staff are encouraged to expand the curriculum horizontally to meet the needs of students at varying levels and academic achievement. Hands-on activities for all students are encouraged. Curriculum for the school district is recommended by teaching staff and the Superintendent. Proposals for curriculum purchase are submitted to the Hoven School Board for approval and will be updated as the budget allows, and the school district will follow the approved Curriculum Adoption Cycle Process and Curriculum Adoption Cycle.

Covering the common core reading standards is everyone’s job as we all have informational texts that we use in the classroom. Please note Common Core standards that you are covering in your weekly lesson plans.

Curriculum Review, Revision and Textbook Adoption

Rapid social change, technological development, and expansion of knowledge are facts of contemporary life to which public education must respond appropriately. Therefore, it is imperative that the Hoven School District 53-2 and the Board continuously review and evaluate existing programs and practices, and adjust, modify, or change them as found advantageous in effectively meeting the needs of students and the expectations of the community. The teaching staff is encouraged to seek improvement of the educational program of the schools through all appropriate means, including carefully designed experimental or pilot programs. The district has a board approved curriculum adoption cycle that will run on a seven (7) year rotation and follow new standards adoptions by the South Dakota Department of Education.

In selecting textbooks and textbook programs, particular care will be taken to insure that content considers;

- A. The needs of all learners, including slow learners and the exceptionally able;
- B. Multiethnic materials which depict a pluralistic society;
- C. Attention to sex roles depicted in the materials;
- D. Potential to lead the student and teacher beyond the textbook into a wide variety of other materials and educational experiences;
- E. Problems and issues of our time, presenting and encouraging examination of all points of view;
- F. Physical characteristics, durability, format, copyright, and price.

Hoven School District 53-2 Curriculum Adoption Cycle Process

1. Teacher examines Curriculum Adoption Cycle and plans accordingly when reviewing new materials
2. Teacher informs the Superintendent that the teacher(s) are looking to adopt/update a new curriculum
3. Superintendent gives permission for the teacher(s) to obtain a minimum of two samples of curriculum from different companies. Superintendent will look for curriculum if requested by certified staff
4. Teacher analyzes and reviews curriculum from different textbook companies
 - a. Teacher should first and foremost find a curriculum that best aligns to our state standards
 - b. Teacher determines through analysis what other supplements will be necessary for areas that are not aligned to standards
 - c. Usability, student engagement, technology components, assessment, and other tools should be considered
 - d. Teacher guides must be user friendly and focus on higher-order thinking and activities
 - e. Cost must be reasonable and fit within the school district annual budget
5. Teacher sets up a meeting with the Superintendent to share their research into the curriculum they have selected and present a proposal for approval that includes
 - a. A quote from the company or vendor outlining the total cost of the program
 - b. Years the district will be under contract and whether cost is all up front or billed over the course of the contract
 - c. Number of textbooks requested, other materials included, and what components are necessary or add-on

6. Superintendent approves the adoption of the curriculum with teacher
7. Superintendent informs the business manager to determine the monies necessary and any impacts regarding being able to purchase the updates
8. Superintendent informs teacher that the curriculum has been approved to be moved for approval by the school board
9. Teacher makes a presentation to the school board with support from Superintendent and Business Manager
10. Board considers proposal for adoption. Once approved, the curriculum can move forward to be purchased.

Custodial Work Requests

Work requests should be made to the Superintendent and then they will be passed on to custodial staff. Requests for custodial/cleaning supplies should be submitted to the office. It will then be filled by the custodial staff.

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.

<u>Disease and Incubation Period</u>	<u>Rules for Work Attendance</u>
Acquired Immune Deficiency Syndrome (AIDS) Variable	Determination should be made by the team process as outlined in the Communicable Disease Policy. The State Department of Health guidelines on AIDS shall be used as reference.
Chicken Pox Range 10-21 Days Commonly 14-17 Days	The employee may attend work after: <ol style="list-style-type: none"> 1. Lesions are dry and scabbed over OR 2. Lesions are not blister-like and 24 hours have passed with no new lesions occurring
Common Cold Range 1-5 days Commonly 2 days	The employee may attend work, unless they have a fever. The employee should be fever free for 24 hours without the use of fever reducing medications before returning to work. Employee should practice effective handwashing and respiratory hygiene and cough etiquette.
Conjunctivitis (Pink Eye) Bacterial: Range 1-3 days Viral: Range 12 hours to 12 days	The employee may attend work after permission and/or permit is issued by a physician or local health authority or until symptom free. Employee should practice good hand washing and not touch their eyes to reduce transmission.
Coxsackie Virus Diseases (Hand, Foot, and Mouth Disease) Range 3-5 days	The employee may attend work, unless they have a fever. The employee should be fever free for 24 hours without the use of fever reducing medications before returning to work. Employee should practice effective handwashing and use standard precautions
COVID-19 Virus (SARS-CoV-2) Range 2-14 Days	The employee should consult their physician immediately and obtain a laboratory test to confirm the presences of COVID-19. Employee should quarantine at home for up to 10 days prior to returning to work. The employee should be fever free for 24 hours without the use of fever reducing medications before returning to work and improvement in respiratory symptoms. There should also be 5 days since symptoms of COVID-19 first appeared. Employee should practice effective handwashing, respiratory hygiene, cough etiquette, and social distancing.
Cytomegalovirus (CMV) Range unknown under normal circumstances	The employee may attend work once they are fever free for 24 hours without the use of fever reducing medications before returning to work. If no fever is present, they may attend work. Employee should perform effective hand washing and use standard precautions. Pregnant women who have been exposed should consult their physician.
Diarrhea Variable	The employee must be Diarrhea free for 24 hours. Good hand washing in all cases should eliminate risk of transfer of infection. This includes salmonella, e-coli, and other bacteria and viruses that cause diarrhea. Depending on cause will determine when the employee may return to work.
Fever Variable	An employee with a fever is someone who has a fever of 100.4 F or greater when no fever suppressing medications are given. Any person with a fever should stay home until there is no fever for 24 hours without the use of fever reducing medications.
Giardiasis and Infectious Enteric Diseases Range 3-25 Days or longer Commonly 7-10 days	The employee may attend work and must be Diarrhea free for 24 hours. Good hand washing in all cases should eliminate risk of transfer of infection.

<u>Disease and Incubation Period</u>	<u>Rules for Work Attendance</u>
<p>Hepatitis A Range 15-50 days Commonly 25-30 days</p>	<p>The employee may attend work until after one week after the onset of symptoms. The employee may then attend work as directed by their physician. Appropriate personal hygiene precautions should eliminate risk of transfer of infection, including good hand washing. A vaccine is available and employees are recommended to receive the vaccine as directed by their physician.</p>
<p>Hepatitis B Range 2 weeks to 9 months Commonly 2-3 months</p>	<p>The employee may attend work as directed by the doctor. Appropriate personal hygiene precautions should eliminate risk of transfer of infection. A vaccine is available and employees are recommended to receive the vaccine as directed by their physician.</p>
<p>Herpes Simplex First Infection, 2-17 days</p>	<p>The employee may attend work. The employee should be fever free for 24 hours without the use of fever reducing medications before returning to work. Good hand washing in all cases should eliminate risk of transfer of infection. Use good hygiene practices, avoid direct contact with lesions, and use antivirals as recommended by a physician.</p>
<p>Impetigo Variable Commonly 4-10 days</p>	<p>The employee must ensure blisters and drainage can be contained and maintained in a clean dry bandage before returning to work. Employees should utilize effective hand washing.</p>
<p>Influenza (Flu) Range 1-4 days</p>	<p>The employee should be fever free for 24 hours without the use of fever reducing medications before returning to work. Employee should perform effective hand washing and use standard precautions. A vaccine is available and employees are recommended to receive the vaccine as directed by their physician. Pregnant women who have been exposed should consult their physician.</p>
<p>Measles (Rubeola) 7-21 days Commonly 2-10 days</p>	<p>The employee may attend work four (4) days after the onset of rash. Employees who have had contact with measles may attend work if the employee has had the measles or immunization. Pregnant women who have been exposed should consult with their physician. However, for outbreaks, staff who are exposed and who have not been immunized will be excluded until they become immunized or, if they are not immunized because of an accepted exemption, the district will continue to exclude them until the health department determines it is safe for them to return.</p>
<p>Meningitis (Bacterial) Variable Commonly 2-10 days</p>	<p>The employee should return to work only after given written permission and/or permit is issued by a physician or local health authority. Employee should perform effective hand washing, respiratory hygiene, and cough etiquette. This can only be confirmed with a laboratory test. A vaccine is available and employees are recommended to receive the vaccine as directed by their physician.</p>
<p>Meningitis (Viral) Variable Commonly 2-10 days</p>	<p>The employee should be fever free for 24 hours without the use of fever reducing medications before returning to work. If no fever is present, they may attend work. Employee should perform effective hand washing, respiratory hygiene, and cough etiquette. This can only be confirmed with a laboratory test.</p>
<p>Mononucleosis Infections (Epstein Barr Virus) Commonly 30-50 days</p>	<p>The employee must have physician approval to return to work or the employee should be fever free for 24 hours without the use of fever reducing medications. Employees should minimize contact with saliva or nasal discharge, use effective handwashing, and sanitize shared items</p>
<p>Mumps Range 12-25 days Commonly 14-18 days</p>	<p>The employee may attend work 5 days after the onset of swelling has disappeared. A vaccine is available and employees are recommended to receive the vaccine as directed by their physician. However, for outbreaks, staff who are exposed and who have not been immunized will be excluded until they become immunized or, if they are not immunized because of an accepted exemption, the district will continue to exclude them until the health department determines it is safe for them to return.</p>

<u>Disease and Incubation Period</u>	<u>Rules for Work Attendance</u>
MRSA (Methicillin-resistant Staphylococcus aureus) Variable	The employee should be fever free for 24 hours without the use of fever reducing medications before returning to work. Good hand washing in all cases should eliminate risk of transfer of infection. Lesions need to be covered before returning to work. Appropriate treatment should have begun before returning to work.
Pediculosis (Head Lice) Commonly 7-10 days	The employee may attend work after treatment. Treatment is recommended. Do not share combs, brushes, hats, and coats. Avoid close physical contact with others as head lice can transfer from person to person
Pertussis (Whooping Cough) Range 4-21 days Commonly 7-10 days	The employee must complete five consecutive days of appropriate antibiotic therapy. Employee should perform effective hand washing, respiratory hygiene, and cough etiquette. A vaccine is available and employees are recommended to receive the vaccine as directed by their physician.
Pneumonia Varies depending on source	The employee may attend work after treatment and be cleared to return to work by a physician. The employee should be fever free for 24 hours without the use of fever reducing medications before returning to work. Employee should practice effective handwashing and respiratory hygiene and cough etiquette.
Ringworm Range 4-21 days	The employee may attend work if the area is under treatment. Infected area must be completely covered by clothing or a bandage or treatment has begun.
Respiratory Syncytial Virus (RSV) Range 2-8 days Commonly 4-6 days	The employee may attend work, unless they have a fever. The employee should be fever free for 24 hours without the use of fever reducing medications before returning to work. Employee should practice effective handwashing and respiratory hygiene and cough etiquette.
Rubella (German Measles) Range 12-23 days Commonly 14-18 days	The employee may attend work after seven days after onset of rash. A vaccine is available and employees are recommended to receive the vaccine as directed by their physician. Pregnant women who have been exposed should consult with their physician. However, for outbreaks, staff who are exposed and who have not been immunized will be excluded until they become immunized or, if they are not immunized because of an accepted exemption, the district will continue to exclude them until the health department determines it is safe for them to return.
Scabies First Infection 2-6 weeks	The employee may attend work after treatment has begun. Employee should not share clothing and may have a rash and itching after treatment, but it will subside.
Shingles Variable	The employee may attend work when the rash can be covered or all the lesions have crusted.
Sinus Infection Variable	The employee may attend work, unless they have a fever. The employee should be fever free for 24 hours without the use of fever reducing medications before returning to work. Employee should practice effective handwashing and respiratory hygiene and cough etiquette.
Streptococcal Sore Throat and Scarlet Fever 1-3 days	The employee may attend work 24 hours after initiating oral antibiotic therapy as well as fever free for 24 hours without the use of fever reducing medications before returning to work. This may only be diagnosed with a laboratory test. Employee should use effective handwashing and good hygiene and cough etiquette.
Tuberculosis (Pulmonary) Variable	The employee must have an antibiotic treatment AND a physician's certificate or health permit obtained to return to work. Employee should practice effective handwashing and respiratory hygiene and cough etiquette.

<u>Disease and Incubation Period</u>	<u>Rules for Work Attendance</u>
Vomiting Variable	The employee should not attend work if they have vomited more than two times in the past 24 hours. Employee should be fever free for 24 hours without the use of fever reducing medications before returning to work. Employee should practice effective handwashing and respiratory hygiene and cough etiquette.

School Board Policy: GBGF—Employee Communicable Diseases
GBGG—Employee Communicable Disease Guidelines

Legal Reference: SDCL 13-43-60 Certification of health of employee

Evacuation Drills

There will be Fire and Tornado drills periodically held during the 1st & 2nd semester with specific procedures posted in each classroom. The purpose of a fire drill is to make the exit of pupils from the building as nearly automatic as possible and will take precedence over every other school activity. Superintendent and teachers will be responsible for the enforcement of the following rules.

FIRE: (two per semester)

- A. Each teacher shall lead their own lines of students.
- B. There should be no talking.
- C. All lines shall move steadily and rapidly until they reach their assigned places along the street.
- D. No coats, school, or personal property shall be taken by the children.
- E. Fire bells shall be the signal to indicate there is a fire in the building throughout the school district.

TORNADO: (one in the spring)

- A. Signal - 5 second alarm bell with 1 second intervals.
- B. Follow teacher. Use the most direct, unobstructed path.
- C. Students must not run or talk. Listen for directions.
- D. Roll will be taken by teachers.
- E. Face wall and assume crouch position until the "clear" signal is given.

Faculty Bulletins

The weekly school newspaper (THE BUGLE) is printed on each Monday and placed in teacher's mailboxes. The Superintendent (or his designee) will broadcast additional announcements that are necessary during the school day. All announcements will be made at the beginning or ending of a class period unless an emergency exists.

FERPA Notification

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age, certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the Hoven School receives a request for access. Parents or eligible students should submit to the school administration a written request that identifies the record(s) they wish to inspect. The Superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of student educational records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students should write the school administration, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, psychologist or test examiner, or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - A. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

Public Notification for Release of Directory Information for Public Schools:

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

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

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

If you do not want the Hoven School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by September 1st of each academic year. The Hoven School District has designated the following information as directory information:

1. The student's name
2. The student's address
3. The student's telephone listing
4. The student's electronic mail address
5. The student's photograph

6. The student's date/place of birth
7. The student's major field of study
8. Dates of the student's attendance
9. The student's grade level
10. The student's participation in officially recognized activities and sports
11. The weight and height of the student
12. Degrees, honors, and awards received by the student
13. The most recent educational agency or institution attended.

Complaints regarding violation of rights accorded parents and students should be submitted to the Superintendent of Schools of the Hoven School District at 948-2252, or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

Field Trips and Special Events

Field trips and other student activities involving travel may be authorized by the Superintendent when such trips or activities contribute to the achievement of desirable educational goals.

A written plan containing the following must be submitted to the Superintendent for approval: leaving and returning times and dates; places you will visit and dates and times of visits; costs of the trips; names of chaperons; lodging locations and phone numbers; and a list of students participating.

Requests should be submitted to the Superintendent well in advance of the proposed activity. All such requests will be considered, based on such factors as availability of funds, the educational value derived, the safety and welfare of the students involved, impact on the regular school program, and availability of appropriate supervision, either from within school staff or from volunteers.

Written parental permission must be obtained for each approved trip. Teachers are expected to submit the signed forms showing parental approval to the office prior to departure for the scheduled activity. Staff members should contact the office for appropriate substitute and vehicle arrangements.

Gifts and Solicitations

Staff members are to avoid accepting anything of value offered by another for the purpose of influencing his/her professional judgment. No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the school without Superintendent approval.

The solicitation of staff by salespeople, other staff, or agents during on-duty hours is prohibited without the Superintendent's approval. Any solicitation should be reported at once to the Superintendent.

Guidelines for Appropriate Handling of Bodily Fluids and Blood

The following guidelines for appropriate handling of blood and body fluids associated with all diseases will be followed by employees dealing with student care:

1. Wash hands before and after each student contact and immediately after gloves are removed. Wash hands and other skin surfaces immediately and thoroughly if contaminated with blood or other body fluids.

2. Wear gloves for touching blood, body fluids, mucous membranes, or non-intact skin and for handling items or surfaces soiled with blood or body fluids. Wear gloves if hands are chapped or have cuts or abrasions on them. Change gloves after contact with each student.
3. Seal all towels, linen, or other items contaminated with blood or body fluids in a plastic bag. Dispose of in a lined garbage can or launder in a household bleach and water solution. Place all needles and other “sharps” in puncture-resistant containers.
4. Following initial clean-up of blood or body fluid spills, disinfect the site with one of the following: a chemical germicide approved for use as a hospital disinfectant, a product registered by the Environmental Protection Agency as being effective against HIV with an accepted HIV label, or a solution of 5.25% sodium hypochlorite (household bleach) diluted between 1:10 and 1:100 with water.

Highly Qualified Teachers

Federal legislation requires all core academic subject teachers be “highly qualified.” It is the parents’ right to know if their child’s teacher is highly qualified. Parents may request such information from the Superintendent who has it on file in his/her office. The school will inform parents if their child has been taught four or more consecutive weeks by a teacher not highly qualified. To determine if teacher is considered “highly qualified” go to DOE website, teacher 411.

Homework Policy

Elementary Students

Since it seems wise to bridge the gap between limited homework in primary grades to regular homework assignments in the junior and senior high years, the following is suggested as a guide for elementary students:

- Primary Grades (K-2): Even though daily homework is not assigned, it is expected that students will have weekly word lists for spelling, daily reading for practice and possible worksheets assigned occasionally for any one of their subject areas. In terms of time, one-half hour per night, four nights per week, would be an average.
- Intermediate Grades (3-6): Homework assignments will include a continuation of assignments such as those for primary grades, as well as more frequent worksheets, workbook assignments, and occasional preparing for tests. One-half to an hour of homework per night would be a normal expectation for these grades.

Junior High Students

Again, keep in mind that the amount of homework per student will vary according to the individual differences of students. Teachers should keep this in mind when judging their normal homework load. It is suggested that all homework be constructive study material and not merely busy work; also, that it be regularly reviewed by teachers. Homework should pertain to the subject area taught within our curriculum.

- Junior High Grades (7-8): This grade level being a transition to high school, it is expected that students will have daily homework in 2-3 subjects, which will require one to one and one-half hours of combined study time.

High School Students

It must be remembered that, for four years, going to school is a full-time occupation for the student – comparable to having a full-time job. Homework for the students must be discussed with that concept in mind.

It is expected that there will be more homework as the student enters high school, especially for those who are college bound. The broader concept and depth of material in high school subjects demand more time spent in preparation

than do elementary grade levels. However, homework load should not be so burdensome as to endanger the mental and physical health of the student or preclude his taking part in those activities that contribute to his/her social well-being.

It can be expected that the high school student with a full academic load will normally spend at least one and one-half hours on homework, at least four nights per week. Due to other activity involvement and scheduling of course tests, some nights may require two to three hours of homework and other nights very little or no homework. This homework will vary according to the individual abilities of respective students – what may take one student one hour may take another student two hours.

In that Wednesday night has been set aside for church activities, it would be well for teachers to adjust assignments so that the lighter load of homework would fall on Wednesday night. Homework should be of value—not only busy work to the student – and contribute directly to the learning process in the particular subject. Announcements of tests should be well in advance in order for students to schedule their time accordingly for all subjects.

Instructional Load

The administration shall make as equitable as possible the distribution of work among members of the staff. The standard load for junior high school and senior high school teachers will be six (6) class periods of assigned duty. However, administration may approve increases to instructional load based upon student needs, a teacher wanting to extend their instructional load, or in the need of staff reductions/reassignment that may be needed to meet graduation requirements.

Extra-duty assignments such as homeroom supervision, noon duty, class advisors, club sponsorships, etc., will be made by the Superintendent.

Instructional Planning Period

Each teacher is given one unassigned period during the school day. It is expected that this time is used for planning, for giving individual assistance to students and for other school activities. Each teacher should be in his or her classroom during the unassigned period unless their classroom is being used for another class. This is intended for individual help, not a “duty/work free” period for teachers. Teachers should be available for students who plan for individual help at this time. It is not the Superintendent’s job to look for a teacher in a situation such as this. Any teacher wishing to leave the building during this period must clear it with the Superintendent.

Inventory

Inventories are required by each teacher at the beginning and end of the school year. This is part of the check-in and check-out procedure and must be completed at the beginning of the school year and prior to leaving school for the summer. Inventories should be made in triplicate showing the cost or estimated value of each item, the year purchased and serial number if available. The inventory will show the current year and the prior year’s inventory. One copy will be retained by the school employee, one copy will be located in the business manager’s office, and the original will be stored off-site. Inventories will be filed with the business manager by September 30th and at the end of each school term but no later than June 15 of each year. Paychecks may be withheld until inventories are turned in.

Keys

Keys are issued to staff by the Business Manager. In order to protect property, students, and staff and to ensure the building is adequately secured when no authorized personnel are present, all staff are expected to follow the following key-control procedures:

- The duplication of keys is prohibited;
- Keys are not to be left unattended. Avoid having keys on desks, tables, in mailboxes, unattended coat pockets, etc...;
- Keys may not be loaned to students or individuals not employed by the district. Under no circumstances should staff provide keys to students to “run errands”, “unlock/lock” doors, etc...;
- Lost or stolen keys must be reported to the Superintendent within 24 hours of discovery of the loss or theft so that measures may be taken to protect school district property. Three days will be allowed for the finding or recovery of keys before any charges are assessed;
- Charges for lost or stolen keys will be made to the staff member to whom the key(s) have been issued.

Lesson Plans

The quality of the instructional program reflects the effort invested by teachers in developing lesson plans consistent with district curriculum and appropriate to the individual needs of students.

Teachers are expected to prepare lesson plans on a weekly basis. A digital copy of your lesson plans is to be submitted to the Superintendent, per his/her discretion, no later than the end of the school day Friday, for the upcoming week. Teachers may use any online lesson plan template they find to be useful and easy to follow and understand. A hard copy of the lesson plans is to be kept by teachers in a place known to and accessible to the Superintendent.

Lesson plans should be of sufficient length and substance to allow a substitute teacher to carry on the course of study and to provide a means by which the Superintendent may monitor instruction to assure that the educational program in a particular class or activity is consistent with the district approved course of study. **They must include the standard number that is being covered in the lesson. (Please take time to highlight these numbers before you hand them in.)**

An up-to-date seating chart, class schedules, and information identifying any classroom student aides or other special student needs should be included in all lesson plan books.

Mailboxes

Teachers’ mailboxes will be located in the offices. Please check your mailbox daily and keep it cleaned out so that we can continue to put mail and bulletins in it.

Parent-Teacher Conferences

In order that parents may have the opportunity to visit with teachers about their son/daughter’s progress in their academic subjects, there will be two Parent-Teacher Conferences scheduled during the school year. Parents will be notified of the correct time/place. Up-to-date records will assist you if faced with a parent who feels their son/daughter was given an unfair grade.

Conferences should be treated as an opportunity for constructive, mutual exchange of information and ideas for the welfare and continued academic growth of the student. Occasionally, teachers or parents may arrange for conferences outside regularly scheduled conference dates, to meet more immediate student needs. Teachers should be prepared to provide after school or pre-school time to meet with students as necessary.

Conferences are held in the appropriate classrooms and parents can visit at any time during the published hours. Additional conferences during the school year are encouraged if a student appears to be experiencing difficulty (or is failing). These additional conferences help the teacher provide further documentation of the student's lack of progress.

Permanent Records/Transcripts 7-12

Permanent student records are located in the high school office. Transcripts are in the office. Teachers requesting to view a student's record or transcript should contact the Superintendent. Remember, all information found in these files is confidential.

Personnel Records

An official personnel file is established for each person employed by the district. A staff member's personnel file may contain such information as applications for employment, references, records relative to compensation, payroll deductions, evaluations, complaints, and written disciplinary actions.

All records containing medical condition information, such as workers' compensation reports and release/permission to return to work forms, will be kept confidential, in a separate file from personnel records.

All personnel records are considered confidential and not open to public inspection. Access to personnel files is limited to use and inspection only by the following or as otherwise required by law:

- The individual employee. An employee or designee may arrange with the personnel office to inspect the contents of his/her personnel file on any day the personnel office is open for business;
- Others designated in writing by the employee;
- The comptroller or auditor, when such inspection is pertinent to carrying out their respective duties or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. No files will be removed from their central location for personal inspection.
- A Board member, when specifically authorized by the Board. Information will be kept confidential. No files will be removed from their central location for personal inspection.
- The Superintendent;
- Attorneys for the district or the district's designated representative on matters of district business.

The Superintendent may permit persons other than those specified above, to use and to inspect employee records when, in his/her opinion, the person requesting access has a legitimate official purpose. The Superintendent will determine, in each case, the appropriateness and extent of such access.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

Personnel Use of Facilities and Equipment

No employee shall use any school building, equipment, or supplies for his/her private gain. Employees' presence in school facilities should always be for the benefit of furthering the education of the students.

The school day should be used to its greatest extent to limit teachers working in the building in the evening or on weekends, to a minimum. Non-administrative employees may use school facilities after regular working hours to perform duties related to their respective responsibilities. An employee desiring to use the school building, equipment, or supplies for personal reasons must have prior approval from the Superintendent in order to remove school

equipment of any nature from the building. Only the Superintendent or his/her designee is authorized to loan school equipment to individuals or organizations.

Teachers working in their rooms after school or supervising late afternoon or evening activities should check carefully to see that all doors are locked, windows closed, and that all lights are off. The janitorial staff is not expected to make a special trip through the building to check these items. The teacher supervising the activity should be the first to arrive and the last to leave. Don't assume that someone will assume your responsibility. If un-authorized people are at these activities, it is your duty to ask them to leave.

No teacher or any other employee should take it upon themselves to have any desks, tables, or other school furniture, or equipment refinished, sanded, repaired, or otherwise altered or changed without the permission of the Superintendent of schools. A list of necessary or suggested equipment, furniture, and building repairs, relevant to a respective classroom or department, is requested from teachers at the conclusion of each school term or as needed if immediate action is necessary.

Political Activity

School district funds, whether derived from local, state, or federal sources, cannot be used for partisan political purposes.

Purchase Orders

Purchase orders are required for any staff purchase. Requests should include the item being requested, approximate cost (with shipping and handling charges), place of purchase, and whether you plan to order it yourself. These requests must be approved by the Superintendent and business manager prior to ordering. No items can be ordered without approval of the purchase order.

Recommendations

Hoven High School students receive many scholarships during the school year. If students need recommendations from the staff, a three-day notice should be given before they are needed.

Report Cards

Teachers are required to complete quarterly reports each year. These reports include student information such as enrollment, attendance, and grades.

Requisitions

Teaching supplies, textbooks, and workbooks will be requisitioned in the winter for the subsequent school year. A form will be provided by the business office.

Vouchers

Vouchers must be approved before any reimbursement can be made and submitted to the business office. All vouchers are to be submitted to the business office by the first Monday each month. Voucher forms can be requested from the business office.

Schedule

Schedules are due within the first week of school. All teachers must submit one and, if need be, an amended schedule later in the year.

Scheduling Activities

Scheduling of special activities should be approved by the Superintendent prior to planning for such an activity. Double check the activity book in the offices.

School Calendar

A monthly parent/patron calendar will be sent home with each student on the first of each month. Teachers wishing to include any pertinent information should submit it to the central office before the calendar goes to print.

School Hours and Workday

The employee's workday shall begin at 7:45 AM and conclude thirty minutes after school dismissal at 3:45 PM on regular school days. Exceptions are Fridays and days of vacation dismissal, whereby teachers are permitted to leave the building five minutes after school dismissal.

On days of irregular hours, due to late start or early dismissal for inclement weather or other Acts of God, teachers may leave the building five minutes after dismissal of students and may report to work thirty minutes before starting time. Teachers are expected to devote adequate time to professional duties within the scheduled school program, except during weeks of vacation. During periods before and after classes, teachers should avail themselves to students for individual help and/or parental or administrative conferences.

When one's circumstances necessitate arrival after or departure before the conclusion of the school day as defined herein, one shall request prior approval from the administration. In the event of an emergency, notify the Superintendent's office as soon as possible. Such requests should be an exception rather than common practice. Persistent non-compliance will be cause for recommended non-renewal of contract for the ensuing school term.

School Lunch

School lunch is available for students and staff in the Hoven School District. Meals may be purchased from the central office at the employee approved rate for Hoven School Staff. Teachers are responsible for getting the daily pupil count to the cooks. Teachers are allowed to leave school during the lunch hour.

School Vehicles

The school system does have school vehicles that can be checked out for school purposes through the calendar in the HS secretary's office. It is expected that people traveling to the same conference will travel together in the same vehicle and that the school vehicle(s) be used unless there is a conflict. If there is a conflict on the calendar, see the Superintendent to work out a suitable alternative. The school district will not pay mileage if a school vehicle is available for you to use. Seatbelts must be worn for all passengers when riding in school vehicles. All drivers of school vehicles are expected to follow all school district board policies and handbook language regarding the use of school vehicles.

Selling Merchandise/Fundraising

All fundraisers for school organizations, clubs, or activities must be approved by the Superintendent in advance. No items or merchandise shall be sold by teachers or students on school premises unless they are necessary fundraisers approved by the Superintendent, and then, only on rare occasions.

In an effort to keep the support of the community for our educational system and activities associated therewith, all fund raisers and selling should be kept to a minimum. **A guideline of one fundraiser per recognized organization or club, per year, shall be followed.** With consideration given to the student involvement, magnitude and proceeds of the fundraiser, the discretion of the Superintendent may allow more than one fundraiser to a requesting organization or club. All proceeds and expenses of fundraisers must be handled through the bookkeeper of the School District Custodial Funds account.

Sexual/Verbal/Physical Harassment Policy

It is the Hoven Board of Education's policy that sexual/verbal/physical harassment is illegal, unacceptable, and shall not be tolerated; and, that not employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including termination and/or expulsion for violation of this policy.

Any unwelcome sexual advance, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitutes 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 and/or educational environment.

School district employees and students are responsible for maintaining a working and learning environment free from sexual/verbal/physical harassment. Careful scrutiny will be undertaken of all allegations of sexual/verbal/physical harassment. False allegations that are malicious or if found to be true, may constitute libel or slander.

Any employee/student who believes he/she has been a subject of sexual harassment by another employee/student should report this incident immediately to his/her supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the guidance counselor, who will immediately notify the Superintendent. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

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

School Board Policy: GBAA—Sexual Harassment JICK—Sexual Harassment

Smoking/Tobacco/E-Cigarettes/Vaping

No smoking, tobacco, e-cigarettes, or vaping (of any kind) is allowed in the school building, on school grounds, or in school vehicles. This applies to staff, students, and any other adults that may visit our campus, including attending sporting events.

Special Education

The Hoven School District is a member of the Oahe Special Services Cooperative. Anyone who feels that a student may be in need of any services should first contact the special education teacher, and then the Superintendent.

Staff Dress and Grooming

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

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

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

The employee dress code shall apply to all employees during the normal school day and at all times when the employee is in contact with students or parents in the performance of the employee's duties. Cleanliness, neatness and professionalism are the primary guidewords for the employee's dress and appearance.

Staff Development

The Board recognizes the importance of continued educational experiences and other professional growth activities as a means to improve job performance.

Professional growth experiences may include, but are not limited to, college courses, workshops, curriculum planning, individual research, travel supervision of teacher trainees, and other such activities.

All requests for release time from regular work duties for attendance at meetings or conferences will be decided based upon such factors as availability of funds, consistency with district and building goals, and job assignment. Requests require prior Superintendent approval. Forms are available in the office.

Staff Evaluation

As part of the annual evaluation of each teacher the Superintendent will visit classrooms. Both informal and formal observations will be done. The evaluation process is designed as a constructive tool for improving oneself and receiving feedback on positive areas, as well as areas needing improvement. The following is a general outline which will give an idea of some, but not all, of the items that will be observed by the Superintendent/Principal.

1. Planning and Preparation
 - a. Demonstrating Knowledge of Content and Pedagogy
 - b. Demonstrating Knowledge of Students
 - c. Selecting Instructional Objectives

- d. Demonstrating Knowledge of Resources
 - e. Designing Coherent Instruction
 - f. Designing Student Assessments
2. The Classroom Environment
 - a. Creating an Environment of Respect and Rapport
 - b. Establishing a Culture for Learning
 - c. Managing Classroom Procedures
 - d. Managing Student Behavior
 - e. Organizing Physical Space
 3. Professional Responsibilities
 - a. Reflecting on Teaching
 - b. Maintaining Accurate Records
 - c. Communicating with Families
 - d. Participating in a Professional Community
 - e. Growing and Developing Professionally
 - f. Showing Professionalism
 4. Instruction
 - a. Communicating with Students
 - b. Using Questioning and Discussion Techniques
 - c. Engaging Students in Learning
 - d. Using Assessment in Instruction
 - e. Demonstrating Flexibility and Responsiveness

All monitoring or observation of the teacher’s activities shall be conducted openly. Any judgments or statements contained in any or all evaluation(s) of a teacher are not subject to the grievance procedure. The process of evaluation is subject to the grievance procedure.

All teachers are evaluated at least once each semester for the first three years of employment and at least once a year after that period. Each evaluation and observation will be followed by a conference unless said conference is waived by the teacher. All observations will be unannounced except for the first one of each school year, for non-tenured staff.

Student Discipline

The teacher is expected to handle minor discipline problems in his/her classroom and throughout the school. Problems of a more serious nature should be reported immediately to the Superintendent. To help in student control, a teacher should not leave his/her classroom unsupervised. Also, classes should not be dismissed prior to the appropriate bell. A student will not be permanently removed from your class without the permission of the Superintendent.

Discipline Procedure

1. Level 1 – Discipline is handled by the teacher. Teachers will maintain a record of each incident including remedies attempted. If a parent conference is required, please inform the Superintendent so that he/she can field any parent questions if they arise.
2. Level 2 – Discipline is handled by the Administration. The administrator will request a discipline report filled out by the teacher involved. Teacher input will be considered in the discipline considered by the administrator but do not assign discipline if you are sending the student to the administrator’s office for that purpose. Parents will be notified that the student has been sent to the administrator for disciplinary measures.
3. Level 3 – After all other options have been exhausted, serious behavior problems will be referred to the Board consistent with the requirements of Board policy. (When long term suspension has been

implemented or expulsion from school is being considered) Suspension from school, the bus, or student activities will occur only with the authorization from the Superintendent. Long term suspensions or exclusions may go to the Board based on each situation. Any suspension longer than twenty days will go to the Board for a hearing.

Student Record Confidentiality

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian or the student, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, and yet be guarded as confidential information.

It is the responsibility of the Superintendent to provide for the proper administration of student records in keeping with state and federal requirements, and to standardize procedures for the collection of necessary information about individual students throughout the district. All student cumulative folders of educational data shall be kept in fireproof file cabinets in the respective Superintendents office.

The administration shall obtain the written consent of the parents of a student or the eligible student, if 18, before disclosing personally identifiable information from the records of a student, other than information designated as "directory information". At the time a student enrolls in the Hoven Public School a "Release of Directory Information" form is sent to every parent or guardian for their written consent to release their student's directory information. Directory information includes: student's name, parents, address, birth date, class designation and subjects of study, extra-curricular participation, achievement awards and honors, weight and height for athletic rosters, photograph, and school last attended if prior enrollment in another school.

Substitute Teacher/Substitute Handbook

Familiarize yourself with the Substitute Teacher's Handbook. Teachers must have a file that identifies the schedule, class list, location of educational materials, and special instructions for the substitute.

Supervision

Teachers are responsible for supervising all students in their assigned classrooms. Fifteen minutes prior to the beginning of the school day the teacher is to be in his/her classroom and is responsible for supervising the classroom and hallway area immediately outside their door.

Please do not leave your classroom or study hall unattended. Teachers should be in their rooms when students are arriving for class.

Supplies

Supplies in the storeroom are available to you at all times. Take only what you need and do not use your classroom as a storeroom. It is the policy of the school to provide teachers with everything they need to do a good job of teaching so long as funds for supplies are available. Free exchange of supplies and equipment between rooms is encouraged. Every piece of equipment or material is the property of the school, not an individual or department. Return borrowed items promptly and take care of school equipment, see that students do likewise. If you see that a particular item in the supply is getting low, please inform the secretary.

Teacher Attendance Responsibilities

K-6: Classroom teachers are responsible for recording absences and tardies on Infinite Campus. They should maintain a separate file containing the written excuses from the parents.

7-12: Classroom teachers are responsible for taking roll at the beginning of every class or study hall. Teachers should keep their own attendance record for their own classes. If you suspect an absent student of “skipping” you should contact the administration immediately. No student should be re-admitted to class after an absence without a make-up slip. Nor should they be admitted late to class without a pass from the office.

Teacher Grading Responsibilities

Teachers of students in grades K-12 will be responsible for posting grades on DDN campus by Friday evening. If there are no classes on Friday, then grades should be posted on the last day of that week. If there are no classes on Monday, then grade reports will be due by 8:00 AM on the first day of that week. This will allow the Superintendent/Athletic Director time to compile a master ineligibility list and to notify affected students and their parents in a timely manner. A copy of the master list will be emailed to all high school/junior high staff so that if you have these students in your study hall you will know that they need to be using this time constructively. Please keep this list confidential and do not leave it out where it can be viewed by students, parents, or members of the public.

Teacher Meetings

Staff meetings are scheduled for the purpose of organization and communication of business. All staff are expected to attend staff meetings unless prior arrangements have been made with the Superintendent. Meetings sponsored or called by recognized collective bargaining units during contract hours are subject to prior approval of the Superintendent. Attendance of staff members at such meetings is left to the discretion of each employee. Elementary and High School Meeting: Schedule as needed. Building your own agendas for these meetings ensures that we discuss items of interest to the group.

Teacher Workroom

A staff workroom is provided for staff use during break, lunch, and preparation periods as may be appropriate. All staff are expected to “pitch in”, as needed, to help keep this gathering area clean and orderly.

Personal items of value should not be left in the staff workroom. Staff members leaving such items in the staff workroom do so at their own risk. Students are not permitted in the staff room.

Ticket Taking

All staff members will be required to take tickets at various athletic events throughout the academic year. The Superintendent will provide staff with a schedule that outlines who is responsible for each athletic contest. Staff is allowed to change with other staff if there is a conflict. Any revisions, however, should be communicated to the Superintendent.

Prior to each ball game, the Business Manager will hand deliver the gate money to one of the two gate workers or the Superintendent. The gate workers will be responsible for collecting money from fans, counting the money together, reporting each denomination of money and signing the Activities Cash Report form. The money will then be given to the Superintendent, Business Manager, or another authorized person that night/day of the event. The Business Manager will reconcile the money, sign the Activities Cash Report and deposit money in a timely fashion.

Telephone Calls/Messages

If you receive a telephone call during class, a message will be placed in your mailbox. In the case of emergency, someone will cover your class so that the call can be taken.

Workday Checkout

Departures during preparation periods must be approved by the Superintendent. All staff are required to check out/in with the office. This will enable office staff to respond appropriately in the event of message or emergency situations that may arise.

Written Work and Daily Assignments

Every teacher is expected to provide feedback on student assignments. Even though certain lessons and assignments can be corrected by the students and teacher in class, test and daily grades recorded in the grade book should be reviewed personally by the teacher. Students put in a lot of time and effort on this material, so it is expected that teachers would show an interest in their progress. The quickest way to turn-off-a-student is for the teacher to show a lack of interest in his/her work.

Teachers are requested to use discretion for student help in correcting examination papers or other schoolwork that has a direct bearing on the school work and marks of the student. Workbooks are not to be used as merely busy work or filling time for an ill prepared teacher.

Year End Checkout

The Superintendent will distribute a checkout sheet prior to the end of the year. All items listed on the checkout form must be completed prior to the issuance of final paychecks.

ACTIVITY REQUEST FORM

Activity Requested: _____

Date(s) of Requested Activity: _____

Hours of Requested Activity: _____

Sponsoring Group: _____

Sponsor's Signature: _____

Group Treasurer's Signature: _____

Anticipated Cost of Activity: _____

Funds Available in Groups Activity Account: _____

Student Body President's Signature: _____

Superintendent's Signature: _____

_____ **Approved**

_____ **Disapproved**

****** To be considered for addition to the school calendar the completed form must be returned to the office two days prior to the date of the requested event.**

Complaint Form

Today's Date: _____

Name of person(s) making complaint: _____

Date of Incident: _____

Complaint or Concern: _____

Complaint made: _____ phone _____ in person _____ written

Action Taken by Superintendent:

By signing this form I am only indicating that I have seen it and not that I agree with it. I am aware that I have a right to attach a written response to this form.

Signature of person the complaint was made against: _____

Custodial/Maintenance Work Request

Check Type of Work: () Custodial () Maintenance

Requested by: _____ Date: _____

Please list work to be completed, location, and other necessary requirements.

Superintendent's Signature: _____ Date: _____

Received by the office (date): _____

HOVEN SCHOOL DISTRICT STUDENT ACCIDENT REPORT

NAME: _____ DATE: _____ AGE: _____

STAFF MEMBER SUPERVISING: _____

WITNESS: _____ YES: _____ NO: _____

ACCIDENT DATE: _____ TIME: _____ AM/PM

Accident occurred while the student was participating in:

INTERSCHOLASTIC SPORTS

- () Practice
- () Game
- () Travel

NON-INTERSCHOLASTIC

- () Travel to/from school
- () In classroom
- () Physical education
- () On school grounds
- () Recess
- () Other: _____

Describe Injury and Body Part: _____

Description of accident by person preparing the report (including activity, equipment, special situations, and contributing factors).

Care Provided: _____

By Whom: _____

Action Taken:

- () Return to Class () Sent to Office () Sent to Physician
- () Released to Parent () Sent to Hospital () EMT's
- () Other: _____

Parent/Guardian Notified: () Yes () No By Whom: _____

Prepared By: _____ Date: _____

Administrator's or Athletic Director's Signature: _____

Technology Work Request

Requested by: _____ Date: _____

Please list work to be completed, location, and other necessary requirements.

Superintendent's Signature: _____ Date: _____

Received by the office (date): _____

Date Completed: _____ Tech Coordinator's Initials _____

**Hoven School District 53-2
District Handbook Sign-Off Form**

I acknowledge that I have received a copy of the Hoven School District 53-2 Student Handbook, Staff Handbook, Laptop Handbook, Substitute Teacher Handbook, and Potter County Athletics Handbook dated August 15, 2022. I understand that these handbooks replace any and all prior verbal and written communications regarding Hoven School District 53-2 working conditions, policies, procedures, appeal processes, and benefits. I also will make myself aware of the Hoven School District School Board policies and understand that these policies supersede any handbook policy. Language in handbooks should match school board policies and particular policies are referenced in the handbook to relevant school board policies.

I have read and understood the contents of these handbooks and will act in accord with these policies and procedures as a condition of my employment with the Hoven School District 53-2.

I understand that if I have questions or concerns at any time about any handbook, I will consult with the Superintendent.

Finally, I understand that the contents of these handbooks are simply policies and guidelines, not a contract or implied contract with employees. The contents of the handbook may change at any time with school board approval.

Please read all District Handbooks carefully to understand these conditions before you sign this document.

Employee Signature

Date

Employee Name (Please Print)

Hoven School District 53-2 Confidentiality Agreement

It is the policy of Hoven School District 53-2 to provide our employees and students with a level of privacy and confidentiality with any information concerning any of these employees or students.

In the course of your employment with the District or independent contractor work for the District, employees and independent contractors may have access to confidential information (oral, written or computer generated and not otherwise available to the public at large) about students, employees their families and/or about their personal business.

The State of South Dakota Code of Ethics for educators states educators shall “keep in confidence information (about students) that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law,” ARSD 24:08:03:01(8), and shall “maintain confidentiality of professional information acquired about colleagues in the course of employment, unless disclosure serves professional purposes.” ARSD 24:08:03:03(2). It is the policy of the District that those same confidentiality requirements apply to certified employees, non-certified employees and also independent contractors and their employees. Federal law (FERPA) also prohibits disclosure of confidential student information without authorization, and other federal laws such as HIPPA may apply. Also see policy F-3, Staff Ethics.

THEREFORE, I ACKNOWLEDGE and AGREE that:

My right to enter or make use of confidential information is restricted to my need to know the data or information to perform my job responsibilities. I will not discuss any confidential information in any public areas, hallways, gathering spaces etc. Nor will I discuss such confidential information with anyone except as part of my work for the Hoven School District 53-2.

I will hold all confidential information of which I have knowledge in the fullest confidence and as required by law. I agree to utilize confidential information obtained by me only for the benefit of the students or in performance of my job responsibilities.

Unauthorized disclosure, copying and/or misuse of confidential information is a serious breach of duty, and will result in disciplinary action. Further, this agreement extends beyond my employment, contract, or association with Hoven School District 53-2, as may be required and/or authorized by law.

I acknowledge that I have received the Hoven School District Confidentiality Agreement. I understand that it is my responsibility to be familiar with and conform to the procedures contained in this agreement. I am expected to abide by the rules and requirements contained in the agreement with regard to the seriousness of privacy and confidentiality for students and staff of the district.

Printed Name _____

Date _____

Signature _____

Hoven School District 53-2 affirms its commitment to ensuring the right of privacy and confidentiality for students and employees.

Hoven School District 53-2 Sexual Harassment Policy-GBAA

It is the Hoven School District's policy that sexual harassment is illegal, unacceptable, and shall not be tolerated; that no employee or student of the school system may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination or expulsion for violation of this policy.

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

School district administration, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Careful scrutiny will be undertaken of all allegations of sexual harassment. False allegations that are malicious or ill-founded may constitute libel or slander.

Any employee who believes that he/she has been a subject of sexual harassment by another district employee should report this incident immediately to his/her 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, high school principal or superintendent. All reported incidents will be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

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

I acknowledge that I have received the Hoven School District Policy Statement on Sexual Harassment. I understand that it is my responsibility to be familiar with and conform to the procedures contained in this policy. I am expected to abide by the rules and requirements contained in the policy with regard to the reporting of harassment, including the obligation to report violations of the policy and not to retaliate against anyone for exercising his/her rights under this policy.

Printed Name _____

Date _____

Signature _____

Hoven School District affirms its commitment to ensuring a work environment that is free from any form of harassment, including sexual harassment.