

**SECTION III**

**STAFF**

### **III-A. Certified**

#### **TEACHER RESPONSIBILITIES**

All teachers shall file their certificate with the superintendent prior to the commencement of service. For reporting purposes, a transcript of all college credit shall be on file in the superintendent's office.

Any teacher who is to be absent from school shall cause immediate notice of such absence and the duration and reason thereof to be given to the principal. Principals shall report absences of teachers as well as their personal absences to the superintendent.

Teachers shall devote themselves exclusively during (school hours) 8:30 - 3:30 to the duties of their respective positions. They shall acquaint themselves with the school regulations and shall cooperate with the principal and superintendent in all measures that may be adopted for promoting the welfare of the school. Any variations from their hours must be approved by the principal.

Teachers shall furnish such reports as may be required from time to time, either by the principal or superintendent. Teachers shall have the care of their individual rooms and shall be held responsible for the proper protection of any furniture and equipment belonging thereto. They shall give proper notice to the principal of any damages to any equipment or school property.

Teachers shall maintain good order and neatness in their rooms and aid in securing the same in the halls and on the school premises before and after school and during intermissions, subject to the direction of the principal.

In their dealings with parents and guardians of the pupils, teachers shall show the courtesy and maintain the dignity that befits their position as teachers, and at all times they shall conduct themselves so that no reproach may be brought against them. All teachers are expected to work for the general interest of the school as a whole and to this end render any aid in their power to their fellow teachers.

Teachers shall make no rules for the government of their school except subject to the approval of the principal of the building.

Teachers shall not vary the regular program in regard to dismissing classes before schedule time without the approval of the principal.

Teachers shall use kindness, and appeal to the better nature of the pupils. They shall abstain from all indiscretion in words or actions and avoid severe means of discipline.

Teachers shall confer with the principal concerning all pupils requiring special discipline.

Teachers shall in no case send pupils into another room as a punishment, but for good reason may send them to the principal; nor shall they send pupils home or on errands without the consent of the principal.

All teachers are to be in their rooms by 8:00 A.M. and are requested to remain after dismissal until 4:00 P.M. except on Fridays and holidays. If it is necessary to leave earlier than 4:00 P.M., please obtain permission from the principal. Teachers should plan to be available for student and parent

conferences within those time limits. Your being in the building some place will not serve this purpose if you cannot be found. You should be sure that you look in your mailbox daily. It is located in the principal's office.

Phone message and e-mails should be checked daily.

A. LEAVING THE BUILDING

Teachers who wish to leave the building during school hours or who wish to leave early after school are asked to let the principal know.

B. USE OF BUILDING

No teacher or other school personnel is to allow any student access to any part of the building without adequate supervision. Use of buildings or equipment by local non-school organizations or individuals must be cleared through the principal previous to its use.

C. SMOKING POLICY

The Hamlin School Board recognizes that tobacco and tobacco smoke pose a serious threat to the health and well-being of the district's students and employees. It is detrimental to the effective operation and maintenance of the schools. Therefore, the Board expresses the following policy. The policy applies to all individuals regardless of age and regardless of whether they may legally use the products.

1. The use of tobacco products shall be forbidden in all school buildings and in all school vehicles. (DATE OF ADOPTION: DECEMBER 12, 1988)

D. PLAN BOOKS, CLASS RECORD BOOKS AND SEATING CHARTS (ALL IN ONE BOOK)

Please place your name in the Plan Book and Class Record Book and leave at your desk where they can easily be found in case a substitute is necessary. A seating chart for each of your teaching sections should be kept in your desk where it can easily be found by a substitute teacher. Make lesson plans for at least (5) five days in advance.

E. TEXTBOOKS

All textbooks are furnished by the Hamlin School District. A reasonable amount of wear is expected, however, students must pay for all books rendered unusable or lost. A record by number of textbooks given out to the students for the year shall be kept.

F. GRADING OF STUDENTS

Students of high school level are given periodic (quarterly) appraisals of their progress by means of a standard grading system which is an alphabetic arrangement at Hamlin High School.

Below is the key to letter grades:

- A - Superior work
- B - Good work
- C - Average work
- D - Below average work
- F - Non acceptable work
- I - Incomplete

An incomplete grade should be given only when a student has missed school and has not had sufficient time to make-up work.

In addition to the standard report card, a system of reporting failing or near failing students is followed on a five-week basis.

#### G. WARNING REPORTS

One of our means of communication with parents is a written mid-term warning report. These should be completed in duplicate with one copy retained by the principal or in the student's permanent record file. Although mid-term warning reports are not mandatory, they can and should serve at least two purposes. Parents are alerted to the situation so that they may take appropriate action. Students receive formal notice of their mid-term report.

Grade cards are issued every nine weeks. Each teacher may give tests as he/she chooses, either at the end of the nine-week period or when finishing a unit of work. Students should be tested frequently and thoroughly. Tests are an effective methods of improving instruction.

#### H. DAILY ASSIGNMENTS

Teachers are responsible for the development of language, spelling, writing, speaking, and numeral skills, and should inform students that these items will be considered a part of any adequate preparation.

#### I. MAKE-UP WORK

The student shall be given two days to make up work for each day missed.

#### J. ANNOUNCEMENTS

Announcements will be read daily. Teachers should have morning announcements in before 8:45 A.M.

#### K. ATTENDANCE

Attendance will be taken by the teacher at the beginning of each period and submitted electronically to the office.

##### 1. ABSENTEES

Students who have been absent will be returned to attain an admit slip from the principal's office prior to the beginning of the school day. Teachers should check these admit slips to verify excused or unexcused absence.

2. TARDINESS

Students are expected to be in class on time so the instructional work can start promptly at the beginning of the period. Any student who enters after the bell begins to ring is tardy. Teachers will be responsible to record names of students who are tardy and submit the list to the office at the end of the day.

L. KEYS

Students are not to be given keys for the building except for student managers and custodial helpers.

M. SALESMEN AND SOLICITORS

Salesmen are not to contact teachers during class time unless prior approval is received from the principal.

N. CHURCH NIGHT

All staff will make every effort to keep Wednesday evenings free from school activities so students may participate in church related activities.

O. TEACHER CONTROL

Teachers can do a number of things that will be helpful in establishing good control:

- A. An effective daily classroom lesson plan(s) is necessary to avoid discipline problems.
- B. Focus on student's strong points.
- C. Give students the security of knowing exactly where they stand--act then--don't' threaten. Follow through with firmness.
- D. Establish a classroom organizational pattern which provides a structure within which the students can operate.
- E. When enforcing a rule, there is no place for argument. Do not be drawn into one!
- F. Seek the cooperative aid of parents. Do not let minor problems become major ones.
- G. Develop standards of behavior that are within reach of the students and are understood by all of them.
- H. Be positive and give sincere praise.
- I. Provide opportunities for students to excel and help every student have some success each day.
- J. Handle the normal range of misbehaving yourself. Understand the disciplinary procedure in your school and know when and where to go for help. The help of your principal, counselor, or other school personnel may be enlisted.

K. Reprimand in private in serious discipline cases. Do not take class time for this.

L. Be consistent in the behavior you expect.

M. Good discipline should be positive and constructive. Ridicule and sarcasm are destructive to the student's self-respect and frequently incite long term hostility toward the teacher and the school.

N. A teacher may not exclude a student from class for more than one (1) subject period without approval from the principal or his/her representative.

P. UTILITY PASSES

Utility passes may be issued to students to come to your room to make up work, tests, etc. This permit will excuse them from study hall but must be given to the student before he/she enters the study hall.

Q. PASSES

Passes should be given to students sparingly. Students should not be in the hall at any time without a pass.

R. SCHOOL DAY TRIPS

If you take students on a field trip, clinic, workshop, or contest that takes place during the school day, the following procedures are to be followed:

1. Approval of the principal at least two (2) weeks in advance.
2. Students should have work missed in other classes made up in advance.

S. TRANSPORTATION ARRANGEMENTS

All transportation arrangements are to be made with the Principal and Transportation Manager at least two (2) weeks in advance.

U. TRIPS TO CONTESTS, TOURNAMENTS, ETC.

Teachers conveying students to contests or tournaments shall receive state rate for expenses. Citizens are often willing to transport students gratis, particularly when they have a special interest in a student or a group. This we accept and encourage. When mileage is to be paid to citizens, it must be agreed upon prior to starting.

Teachers will be allowed their meals and lodging on a supervising trip.

For special trips, special price arrangements may be made.

**U. SOME SPECIFIC ITEMS FOR YOUR PROTECTION AS WELL AS OURS**

1. No student activity will be allowed without the sponsor being present.
2. Never leave your classrooms unattended.
3. No card playing in the classroom at any time.
4. Attendance at all meetings or workshops unless specifically excused in advance.
5. Do not allow students to sit on desks or put their feet on furniture.
6. All classrooms should be quiet when announcements are being read.
7. Dates for activities planned should be submitted to the principal as soon as possible.
8. Faculty is expected to participate in school functions, and are strongly recommended to attend as many school events as possible.
9. Community involvement is highly desirable.
10. Teachers will be expected to be in school by 8:00 A.M. and in their classrooms by 8:30 A.M. This does not include the teacher work room.
11. No classes either in part or in total will be cancelled by a teacher without permission of the principal.
12. Students are not to leave the building on an errand for a teacher or for any other reason without the principal's approval.

**V. CHILD ABUSE POLICY**

It is the policy of the Hamlin School District that any teacher or other school employee who suspects that a child has been abused or neglected, as defined by SDCL 26-8A-2 shall notify the school principal or school superintendent or their designee of the suspected abuse or neglect. The school principal or superintendent or designee shall orally and immediately by telephone or otherwise report the suspected abuse or neglect to the state's attorney of the county in which the child resides or is present, to the department of social services, or to law enforcement officers. Any person receiving a report of suspected child abuse or neglect shall keep the report confidential as required by law.

The provisions of SDCL Chapter 26-8A, and its successor provisions, shall be followed in the event of suspected child abuse or neglect.

Any person participating in good faith in the making of a report of suspected child abuse or neglect is immune from any liability, civil or criminal, that might otherwise be incurred or imposed.

**W. HOMEWORK POLICY**

Homework serves an important purpose in a child's school life. It is a means of reviewing and reinforcing the lessons taught in school. Homework is also a way to help a child develop work and study habits that will assist him or her throughout the years spent in school. Homework should serve a useful purpose within the classroom and be related to the total class program. It should always be checked and corrected as soon as it is returned to school. Homework

that will not be checked and corrected should not be given. Consideration for the particular circumstances of a student should be made when homework is assigned. Homework should be given within a reasonable time frame for completion. Students in lower grades should not be asked to do homework for more than twenty to thirty minutes. In the upper grades, homework time should be between thirty and sixty minutes.

X. **GUIDELINES ABOUT HOMEWORK**

1. Homework should serve a sound educational purpose. It is not intended as punishment or busy work.
2. Homework must be within the capabilities of the individual student.
3. Students should be motivated to correctly and carefully complete the homework assignment.
4. If possible homework should be related to students' interest.
5. Homework should be intended to enlarge or extend the children's knowledge and understanding of the concept.
6. Homework must be suited to individual student's needs and capabilities.
7. Students must be completely clear about what they are to do and how they are to accomplish their homework.
8. Parents should be made aware that students will be expected to do homework projects throughout the year so that they can help their child learn good study habits and encourage the child to finish the homework and return it to school.



**III-B. GRIEVANCE PROCEDURES**

FORMS FOR USE IN GRIEVANCE PROCEDURES AS SET FORTH IN THE MASTER CONTRACT ARE AS FOLLOWS:

REQUEST FOR SETTLEMENT OF GRIEVANCE

LEVEL ONE

(To be completed by aggrieved person)

Date of Presentation to Principal \_\_\_\_\_

Name of Aggrieved Person \_\_\_\_\_

Home Address \_\_\_\_\_

School \_\_\_\_\_ Subject Area \_\_\_\_\_

HEA President \_\_\_\_\_

Nature of Grievance \_\_\_\_\_

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Settlement Requested \_\_\_\_\_

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Signed \_\_\_\_\_

Aggrieved Person

Copy 1. - Supervisor, principal or other administrator

Copy 2. - HEA President

Copy 3. - Superintendent of Schools

Copy 4. - Aggrieved Person

REPLY TO LEVEL ONE GRIEVANCE

Date Reply Sent to Aggrieved Person \_\_\_\_\_

Name of the Aggrieved Person \_\_\_\_\_

Home Address \_\_\_\_\_

School \_\_\_\_\_ Subject Area \_\_\_\_\_

Date of Presentation to Principal \_\_\_\_\_

Reply of supervisor, principal or other administrator with rationale

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Signed \_\_\_\_\_  
Supervisor, Principal or Other  
Administrator

- Copy 1. - Supervisor, Principal or Other Administrator
- Copy 2. - HEA President
- Copy 3. - Superintendent of Schools
- Copy 4. - Aggrieved Person

REQUEST FOR SETTLEMENT OF GRIEVANCE

LEVEL TWO

Copies of Request for Settlement of Grievance, Level One, and Reply must be attached).

Date of Presentation to Superintendent \_\_\_\_\_

Name of the Aggrieved Person \_\_\_\_\_

Home Address \_\_\_\_\_

School \_\_\_\_\_ Subject Area \_\_\_\_\_

State reasons for submission of grievance to Level Two: \_\_\_\_\_

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Settlement Requested \_\_\_\_\_

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Signed \_\_\_\_\_ Signed \_\_\_\_\_  
HEA President Aggrieved Person

- Copy 1. - Supervisor, Principal, or Other Administrator
- Copy 2. - HEA President
- Copy 3. - Superintendent of Schools
- Copy 4. - Aggrieved Person

REPLY TO LEVEL TWO GRIEVANCE

(Copies of Request for Settlement of Grievance, Level One, and reply must be submitted).

Date of Reply of Superintendent Sent to  
Aggrieved Person \_\_\_\_\_

Name of The Aggrieved Person \_\_\_\_\_

Home Address \_\_\_\_\_

School \_\_\_\_\_ Subject Area \_\_\_\_\_

Date of Submission of Grievance to Superintendent \_\_\_\_\_

Decision of Superintendent \_\_\_\_\_

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Signed \_\_\_\_\_  
Superintendent or Designee

- Copy 1. - Supervisor, Principal or Other Administrator
- Copy 2. - HEA President
- Copy 3. - Superintendent of Schools
- Copy 4. - Aggrieved Person

REQUEST FOR SETTLEMENT OF GRIEVANCE

LEVEL THREE

(Copies of all previous Requests for Settlement and Replies must be attached).

Date of Submission to the Hamlin Education  
Association \_\_\_\_\_

Name of the Aggrieved Person \_\_\_\_\_

Home Address \_\_\_\_\_

School \_\_\_\_\_ Subject Area \_\_\_\_\_

Date of Reply of Superintendent to LEVEL TWO  
Grievance \_\_\_\_\_

State Reason for Submission of Grievance to LEVEL THREE \_\_\_\_\_

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Settlement Requested: \_\_\_\_\_

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Signed \_\_\_\_\_

- Copy 1. - Supervisor, Principal or Other Administrator
- Copy 2. - HEA President
- Copy 3. - Superintendent of Schools
- Copy 4. - Aggrieved Person
- Copy 5. - Business Official

REPLY TO LEVEL THREE GRIEVANCE

Date of Submission to the Hamlin Education  
Association \_\_\_\_\_

Name of Aggrieved Person \_\_\_\_\_

Home Address \_\_\_\_\_

School \_\_\_\_\_ Subject Area \_\_\_\_\_

Date of Request for Settlement of Grievance,  
LEVEL THREE \_\_\_\_\_

Final Decision of the Hamlin Education Association's Grievance \_\_\_\_\_

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Signed \_\_\_\_\_

- Copy 1. - Supervisor, Principal or Other Administrator
- Copy 2. - HEA President
- Copy 3. - Superintendent of Schools
- Copy 4. - Aggrieved Person
- Copy 5. - Business Official

REQUEST FOR SETTLEMENT OF GRIEVANCE

LEVEL FOUR

(Copies of all previous requests for settlement and replies must be attached).

Date of submission to Business Official\_\_\_\_\_

Name of Aggrieved Person\_\_\_\_\_

Home Address\_\_\_\_\_

School\_\_\_\_\_ Subject Area\_\_\_\_\_

Date of HEA Reply to LEVEL THREE Grievance\_\_\_\_\_

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Signed\_\_\_\_\_

HEA President

- Copy 1. - Supervisor, Principal or Other Administrator
- Copy 2. - HEA President
- Copy 3. - Superintendent of Schools
- Copy 4. - Aggrieved Person
- Copy 5. - Business Official
- Copy 6. - President of School Board

REPLY TO LEVEL FOUR GRIEVANCE

Date of Submission to Business Official \_\_\_\_\_

Name of Aggrieved Person \_\_\_\_\_

Home Address \_\_\_\_\_

School \_\_\_\_\_ Subject Area \_\_\_\_\_

Date of LEVEL FOUR Hearing or Investigation \_\_\_\_\_

Final Decision of the School Board \_\_\_\_\_

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

- Copy 1. - Supervisor, Principal or Other Administrator
- Copy 2. - **HEA President**
- Copy 3. - **Superintendent of Schools**
- Copy 4. - **Aggrieved Person**
- Copy 5. - **Business Official**
- Copy 6. - **President of School Board**



**III-C. SUPERVISION, EVALUATION, AND EMPLOYMENT POLICY FOR CERTIFIED PERSONNEL**

A copy of this policy, including the wording of current statute in effect referred to herein, shall be presented to every certified staff member following adoption by the board and on initial employment in the district.

**I. EMPLOYMENT BASED ON SUPERVISION AND EVALUATION**

- A. A school exists for the welfare of students. Supervision and evaluation of certified staff members shall be oriented toward improving instruction.
- B. Minimum teacher evaluation shall be scheduled by the principal as follows:
  - 1. All teachers new to the school system shall be evaluated a minimum of once a semester during the first two (2) years of employment.
  - 2. All other teachers shall be evaluated as deemed necessary, but at least once a year.
- C. The GUIDELINES FOR EVALUATION (see exhibit I) shall provide a basis for common understanding of the evaluation process. The Professional Staff Form Evaluation Report (see exhibit II) shall be used as a reporting form.
- D. It is assumed that evaluation will be made in a variety of classroom situations, e.g., not always in the same subject matter or in the same size group. Sufficient time should be allocated to an evaluation relative to the activity being observed.
- E. Following the evaluation, the principal shall prepare the written record of the evaluation and shall have a conference with the teacher regarding the evaluation. The teacher shall have an opportunity during the conference to write any comments of reaction to the evaluation received.
- F. When a teacher receives an evaluation stating "recommended with qualification for reemployment", the teacher must be apprised of that in the conference with the principal. The teacher is to be advised in writing and counseled orally relative to areas in which improvement is necessary.
- G. Before a teacher is given an evaluation stating "not recommended for reemployment", the principal will have had a minimum of two conferences with the teacher relative to the areas of weakness.
- H. In cases cited in F, and G, a teacher may request an evaluation by and/or a conference with the superintendent.
- I. The teacher shall view, discuss, and sign all written evaluations being submitted to the superintendent by the principal for the teacher's evaluation file. Signing by the teacher does not imply agreement to the evaluation but merely indicates that these were the items discussed.

- J. Administrators shall be evaluated and conferred with by the superintendent insofar as possible on the basis of the GUIDELINES FOR EVALUATION and as deemed necessary. Minimum evaluation as outlined in B, 1, above applies to the superintendent.

## II. NON-REEMPLOYMENT PROCEDURES AND NOTICES

- A. The final district authority in cases of non-reemployment is the school board.
- B. The policy for non-reemployment is contained in SDCL **13-43-6.1** through **13-43-6.6**.

## III. TEMPORARY DISENGAGEMENT

The board recognizes the inadequacies of "crisis action" and the importance of expert legal counsel in the area of dismissal for any employee. In the event of a "crisis" situation, the employee will be temporarily disengaged from his/her responsibilities and requested to await further notice from the administrative office. This action only simplifies the situation so as to maintain a proper environment for learning and in no way imputes contributory involvement to the employee. He/she may be reinstated to his/her responsibilities when advisable, or he/she may be notified of suspension when investigation so indicates.

## IV. SUSPENSION

Where contributory involvement is ascertainable, the employee should be suspended pending an executive session hearing before the board and a decision regarding further employment. The employee shall have full opportunity for defense against charges and to face any person who has made allegations. If any counsel is to be present, both the employee and the board should be represented for advice in concerning legal rights and possible legal outcomes. In the event of a civil or criminal litigation, the welfare of the students shall be the only criterion on which continued employment is based.

## V. DISMISSAL

Dismissal shall be based on the provisions of SDCL 13-43-6.1 and the board shall follow the termination procedures established by law.

6. NON-REEMPLOYMENT BASED ON SUPERVISION AND EVALUATION
- A. Evaluation forms are to be completed every year as a result of supervision by the principal or the immediate administrator of each building. These are to be submitted to the superintendent of schools, and the teacher is to receive a copy.
  - B. Evaluation forms are to be checked in one of these three categories:
    - 1. Recommended
    - 2. Recommended with qualifications
    - 3. Not Recommended
  - C. When a teacher receives the evaluation "Recommended", no conferences are required.
  - D. When a teacher receives the evaluation "Recommended with qualifications", he/she is to be appraised of the evaluation in a conference with the principal prior to March 1, or prior to the presentation of the evaluation report to the superintendent whichever is sooner. The teacher is to be advised in writing relative to areas in which improvement is necessary. The teacher shall view, discuss, and sign the final evaluation form being submitted to the superintendent by the principal. Signing shall not imply agreement by the teacher to the evaluation but merely indicate that these items were discussed. If the individual, or the administrator deem it necessary; later conferences may be held with the administrator.
  - E. If a teacher is given the evaluation, "Not Recommended", the principal will have had a minimum of two conferences with the teacher relative to the areas of weakness. The first of these conferences shall be held no less than ninety (90) days prior to the time of issuing of contracts. The principal will have discussed the problem, and suggested remedial measures will be entered on the final evaluation form, dated and signed by both the teacher and principal as in Section D. If a teacher receives this evaluation he/she shall be given an opportunity of submitting a resignation prior to action on contracts, should he/she desire to do so.
  - F. All written notices to the teacher should be delivered confidentially by the superintendent, principal, or other school employee who can testify under oath, if necessary, that such notice was delivered on such a date.

**III-D. SUBSTITUTE TEACHERS**

1. The daily rate of pay for substitute teachers shall be set at the July board meeting.
2. The substitute teacher must have a high school diploma or its equivalent or advanced degrees; a copy of which must be on file in the administrative office.
3. Substitute teachers must attend an in-service training session which will be conducted by the Hamlin School District. The in-service shall include but not be limited to the review of school policies and procedures.
4. A substitute teacher record will be kept.

The elementary and secondary principals will each compile lists of qualified substitute teachers prior to the beginning of the school term. The Hamlin School Board mandates compliance with South Dakota State Board of Education Rules relating to the employment of substitute teachers and encourages the employment of certified individuals as substitute teachers with college preparation in the area of substitute assignment. Prior experience as a classroom teacher is preferred when employing substitute teachers. Availability of individuals to be hired as substitute teachers will in many cases dictate the degree of training and experience of the substitute teacher.

The principals will call a meeting of the substitute teachers prior to the beginning of the school term to explain expectations, schedules, policies, and procedures of the Hamlin School System. Substitute teachers will be presented with appropriate handbooks relating to school operation at that time. Methods of discipline and problems encountered by substitute teachers will be addressed in the form of verbal presentations from the administrators, video-tape presentations, recommended readings, and handouts will be the means of information dissemination to the substitute teachers. Throughout the year substitute teachers will be encouraged to participate in Hamlin School System Staff development activities.

**III-E. CLASSIFIED**

**LEAVE BENEFITS FOR CLASSIFIED EMPLOYEES**

Classified employees shall be entitled to the same funeral and personal leave benefits as are allowed for certified staff.

In addition, there is a sick leave assistance plan for classified staff, as follows:

Sick leave assistance plan is for classified staff who contribute a specific number of sick leave days to a plan which allows the use of contributed sick leave days by a classified staff member who has exhausted his/her accumulated sick leave.

Classified staff may become members of the sick leave assistance plan.

Classified staff to become members of the sick leave assistance plan must contribute one (1) day of their sick leave.

As demands are placed on the plan, each staff member agrees to contribute the necessary days in uniform, equal installments not to exceed one (1) day per year per staff member.

Participants who are not drawing sick leave assistance from the plan and are unable to contribute the necessary days when called for must contribute the days when they become available.

In the event a staff member exhausts his/her sick leave accumulation, the staff member may request assistance from the sick leave plan by making a written application to the Superintendent of School.

Applications for sick leave assistance shall be reviewed by the sick leave plan committee composed of five (5) classified staff members appointed by the Superintendent. The committee will make recommendations to the School Board, who shall have the final authority for granting sick leave assistance.

No assistance shall exceed a total of twenty (20) days for any one disability during two consecutive years.

Applicant staff members shall be considered totally disabled when under the regular care of a licensed physician and completely unable to fulfill his/her assignment and contract. The physician must provide the sick leave plan committee with a written statement prior to the committee's decision on assistance certifying that the applicant is totally disabled.

**The staff member shall draw from the plan only on his/her own personal illness or disability.**

No classified staff member shall draw from the plan while eligible to draw payments from the South Dakota Retirement System disability plan.

The staff member shall receive compensation based upon one hundred percent (100%) of his/her daily salary while drawing from the plan.

When a classified staff member reaches the age of sixty-five (65), the staff member participation in the plan shall automatically terminate. (Adopted in teacher negotiations March 30, 1983).

#### **Hourly Staff Cancellation Wages**

Whereas, the Hamlin School District No. 28-3 recommends that persons on hourly wages (with work days based on the school calendar) be paid for their average number of work hours on days when the school day is reduced for reasons other than by school calendar schedule. No wages will be paid for those employees who do not work on days when school is cancelled in advance. Persons on hourly wages (with work days not based on the school calendar) may also be paid on days when the school days is reduced but only upon approval of their direct supervisor or superintendent of schools. (05/12/97)

(Amended 4/14/14)

**III-F. All Employees**

HEALTH EXAMINATIONS

Each employee, each student teacher and each person providing services for students under contract, who is in regular contact with students, shall submit, within ten (10) days after first being employed, a certification of health signed by a licensed physician, nurse practitioner or certified nurse midwife or physician assistant. The certification shall include a statement that there is no evidence of physical condition that would endanger health, safety or welfare of students, as required by SDCL 13-43-3, or its successor.

## USE OF ALCOHOL AND OTHER DRUGS BY EMPLOYEES

Student and employee safety is a paramount concern to the Hamlin School Board. Employees under the influence of alcohol and/or other drugs are a serious risk to themselves, to students, and to other employees. Therefore, the Hamlin School Board will not tolerate the illegal manufacture, use, possession, sale, distribution, or being under the influence of alcohol and/or other drugs. Any employee who violated this policy will be subject to disciplinary action which may include dismissal, and referral for prosecution. Each employee of the Hamlin District is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and will report to the superintendent any criminal alcohol and/or other drug statute conviction for any alcohol and/or other drug violation. Such notification must be made by the employee to the superintendent no later than five (5) days after conviction.

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

Annually, all employees will attend a district alcohol and/or drug free awareness program at which employees will be informed about the dangers of alcohol and/or other drug use/abuse, this policy of maintaining an alcohol and/or other drug-free environment, available alcohol and/or other drug counseling, rehabilitation, and employee assistance programs, and the disciplinary sanctions that may be imposed upon employees for alcohol and/or other drugs use/abuse violations. The information will be disseminated to each employee via written and oral communication.

The Hamlin School Board recognized that employees who have an alcohol and/or other drug use/abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be provided a listing of the regional treatment facilities or agencies to assist him/her in their choice of a service provider.

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

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

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

A biennial review of the Hamlin School Districts Program will be made -

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

Approved by the Hamlin School Board on 4/11/95



The District has adopted an emergency management plan which shall be distributed and is to be referred to for reference.

#### BUILDING REGULATIONS

Those who will have outside door keys must be very careful about leaving the doors open. You are reminded that students and student groups are not permitted to remain in the building after the teacher has left. You are responsible for any group of individuals that you keep for special purposes and should be careful to see that the doors are locked when you leave the building.

We must be on the lookout for the defacement of school property, such as markings on the walls, desks, bulletin boards, etc. The property of the school district is under our guardianship; let us show that we appreciate the facilities by taking care of them. Please make daily checks of your room and try to do a better job of keeping all equipment in good condition.

The custodians have done a fine job in preparing our school buildings for use this year. Teachers should make special attempts to have classrooms as neat and attractive as possible.

#### School Personnel Responsibilities

Unless schedules specifically state otherwise, the entire school personnel is expected as a part of general responsibility to assist with activities in a supervising capacity during part of the noon hour, also before and after school sessions, as may be requested by the principal or the superintendent.

#### PAYMENT OF DELIQUENT SCHOOL LUNCH BILLS

The Hamlin School District No. 28-3 Board of Education has established a policy on paying delinquent lunch bills. The policy will become effective September 11, 2007 and will allow only twenty (20) meals to be charged per child. Parents will have the option to pay cash on a daily basis for their children's meals if they have charged the maximum number of meals.

Once a student has reached 15 charged meals, the parents will then be notified with a letter that the child/children will be denied meals in the lunchroom unless the bill is paid in full within five (5) days, or the parents have made arrangements through the Business Manager's Office to take care of the outstanding bill.

#### LUNCH ROOM SUPERVISION

The principals will direct the assignments for these duties.

#### REQUISITIONS FOR SUPPLIES AND PURCHASES

Requisition for all supplies must be made through the office of the principal. No supplies are to be purchased at any time without first obtaining the business office's permission.

#### BOOKS

The principal will be responsible for the efficient handling of textbooks. Teachers will be responsible for all books loaned to the pupils. All books should be issued by number showing to whom issued and the date. Lost books must be paid for by the pupil responsible for the book. The date of the adoption is stamped in the front part of each book. Assessments for lost books will be based on 80% of its value for the first year, 60% for the second year, 40% for the third year, and 20% after that.

#### PROMOTION POLICY

It should be the general policy of the school to promote on the basis of achievement, or meeting the requirements of a particular grade or course. However, it is obvious that a great variety of students as to ability will be in our school. Slow learners, too, must be given consideration for their development, and when the administration plus the teachers deem it advisable and helpful to provide for social promotion, it may be done. Full consultation with parents is advisable, and where feasible, special services shall be sought.

HAMLIN SCHOOL DISTRICT #28-3

AIDS POLICY FOR EMPLOYEES

1. The policy applies to all employees who are human T-lymphotropic virus type III antibody positive (HTLV-III) or who meet the clinical definitions of AIDS Related complex (ARC) or AIDS Syndrome (AIDS).
2. Employee is defined in this policy to mean all persons hired by the school board, volunteers, and student teachers working in the district.
3. Employees with AIDS/ARC or HTLV-III antibody will be allowed to work for the Hamlin School District #28-3, with the written approval of the employee's physician, in an unrestricted manner unless the school board documents reasons to exclude the employee.
4. One or more of the following conditions may require a more restricted environment or exclusion from work for the infected employee:
  - a. The person is physically unable to perform his/her job
  - b. The disability poses a substantial possibility of harm to others
5. The employee's immediate supervisor shall notify the superintendent of schools when an AIDS infected employee may require restricted work environment or exclusion from the work force.
6. The superintendent of schools may request a medical evaluation of the employee's physical ability to perform his/her job or if the disability poses a substantial possibility of harm to others in the work place. During the evaluation period, the employee may be excluded from work by the superintendent of schools with full pay and benefits.
7. The school board will weigh the risks and benefits to both the employee and to others and make a final determination concerning the employment disposition of such employee.
8. An employee with AIDS/ARC or HTLV-III antibody who is determined by the school board not suitable for employment shall be eligible for sick leave benefits in accordance with the employee's contract.
9. An employee with AIDS virus may experience immunodeficiency and is at increased risk of experiencing severe complications from such infections as chickenpox, tuberculosis, herpes, and measles.

Assessment of the risk to the immunosuppressed employee of working in an unrestricted setting is best made by the employee who is aware of his/her immune status. If outbreaks of chickenpox, measles, or other acute infectious diseases occur in the school, the employee may request a leave of absence without pay from the school board until the outbreak is over.
10. All employees shall immediately file a written report with the superintendent of schools if they are exposed to AIDS - contaminated blood or body fluid during the conduct of their duties.
11. Information concerning employees with AIDS/ARC or HTLV-III antibody shall be kept in strict confidence by school personnel.

Date Approved January 11, 1988