

Section III-PERSONNEL

PERSONNEL POLICIES/GOALS:

The Board recognizes that a dynamic and efficient staff dedicated to education is necessary to maintain a constantly improving educational program. The Board is interested in its personnel as individuals, and it recognizes its responsibility for promoting the general welfare of the staff.

The Board's specific personnel goals are:

1. To recruit, select and employ the best qualified personnel to staff the school system.
2. To provide staff compensation and benefit programs sufficient to attract and retain qualified employees.
3. To provide programs for all employees to improve their performance and the overall rate of retention and promotion of staff.
4. To conduct an employee appraisal program that will contribute to the continuous improvement of staff performance.
5. To deploy personnel so as to ensure their skills are used as effectively as possible.
6. To develop the quality of human relationships necessary to obtain maximum staff performance and satisfaction.
7. To help all employees realize that the efficient and courteous performance of their assignment has a positive impact on the public support of education in the district.

Adopted: May 13, 2002

CRIMINAL BACKGROUND INVESTIGATION OF PROSPECTIVE EMPLOYEES

The Selby Area School Board shall require each person hired over eighteen years of age to submit to a criminal background investigation, by means of fingerprint checks by the Division of Criminal Investigation and the Federal Bureau of Investigation. The school district shall submit completed fingerprint cards to the Division of Criminal Investigation before the prospective new employee enters into service. If no disqualifying record is identified at the state level, the fingerprints shall be forwarded by the Division of Criminal Investigation to the Federal Bureau of Investigation for a national criminal history record check. Any person whose employment is subject to the requirements of this section may enter into service on a temporary basis pending receipt of results of the criminal background investigation. The employing school district may, without liability, withdraw its offer of employment or terminate the temporary employment without notice if the report reveals a disqualifying record. Any person whose employment is subject to the requirements of this section may be required to pay any fees charged for the criminal record check, or the school district may pay the fees charged. Any person hired to officiate, judge, adjudicate, or referee an event conducted under the authority of the South Dakota High School Activities Association is not required to submit to a criminal background investigation as required in this section.

When the Superintendent receives the result of the criminal history record check, he/she will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulations or executive order, or rule, procedure or standard established by the National Criminal Prevention and Privacy Compact Council.

Adopted: Aug 13, 2018

EQUAL OPPORTUNITY EMPLOYMENT:

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

Adopted: May 13, 2002

STAFF ETHICS

An effective educational program requires the services of men and women of integrity, high ideals and human understanding. To maintain and promote these essentials, all employees of the District are expected to maintain high standards in their school relationships. These standards include the following:

1. The maintenance of just and courteous professional relationships with students, parents, staff members and others.
2. The maintenance of their own efficiency and knowledge of the developments in their fields of work.
3. The transaction of all official business with the properly designated authorities of the school system.
4. The establishment of friendly and intelligent cooperation between the community and the school district.
5. Favorable representation of the school district at local events that are in recognition of the school's contributions to the community.
6. The placement of the welfare of children as the first concern of the school district, thus appointments to positions and promotion must be based solely on merit. The use of pressure on school officials for appointment or promotion is unethical.
7. Restraint from using school contacts and privileges to promote partisan politics, sectarian religious views or selfish propaganda of any kind.
8. Directing any criticism of other staff members or of a department of the school district toward the improvement of the school district. Such constructive criticism is to be made directly to the particular school administrator who has the administrative responsibility for improving the situation and then to the chief executive officer (CEO)/superintendent if necessary.

Adopted: May 13, 2002

STAFF CONFLICT OF INTEREST

Employees of the Board will not engage in nor have a financial interest, directly or indirectly, in any activity that conflicts, or raises a reasonable question of conflict, with their duties and responsibilities in the school system.

Employees will not engage in work of any type where information concerning customer, client or employer originates from any information available to them through school resources.

Employees will not sell textbooks, instructional supplies, equipment, reference books or any other school products to the schools in the district. They will not furnish the names of students or parents to anyone selling these materials.

In order that there is no conflict of interest in the supervision and evaluation of employees, at no time may an administrator be responsible for the supervision and/or evaluation of an employee who is related to him/her who is within the third degree of consanguinity or is his/her spouse.

Neither the spouse of a Board member, nor any person who is related to a Board member within the third degree of consanguinity will be employed in the District, except by a unanimous vote by the Board.

Adopted: May 13, 2002

STAFF CONDUCT

All staff members have a responsibility to familiarize themselves with and abide by the laws of the State as these affect their work, the policies of the Board and the regulations to implement them.

In the area of personal conduct, the Board expects that teachers and others will conduct themselves in a manner that not only reflects credit to the school district, but also sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Board and regulations of the school administration in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.

5. Concern for and attention to their own and the school district's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

Adopted: May 13, 2002

RESTRAINT & SECLUSION

The Selby Area School District believes that the school environment should be one in which the care, safety and welfare of all students and staff members are priority.

Definitions:

Physical Restraint – the use of physical contact that immobilizes or reduces the ability of a student to move their arms, legs, body or head freely. Such term does not include a physical escort.

Seclusion - The involuntary isolation of a student in a room, enclosure, or space from which the student is prevented from leaving by physical restraint, a locked door or other physical barriers.

Prone Restraint – physical pressure applied to any part of the student's body to keep the student in a face down position on the floor or other surface.

Physical Restraint:

Physical restraint may be used only when there is an immediate risk of physical harm to the student or others and no other safe and effective intervention is possible.

Physical restraint does not include brief, but necessary physical contact for the following or similar purposes,

1. To break up a fight
2. To knock a weapon away from a student's possession
3. To calm or comfort
4. To assist a student in completing a task/response if the student does not resist the contact
5. To prevent an impulsive behavior that threatens the student's immediate safety (i.e running in front of a car).

Prone Restraint: prone restraint may only be used when it is necessary and reasonable in manner and moderation in degree.

Seclusion:

Seclusion may only be used in the event of immediate risk or harm to the student or others.

In the event that Physical Restraint or Seclusion as defined above is required, staff members will inform the appropriate school administrator. An incident report will be submitted to the appropriate administrator the day the incident occurred. An administrator or staff member shall attempt to contact the parent/guardian during the same day of the incident.

Adopted: Aug 13, 2018

UNUSED PERSONAL LEAVE POLICY

Teachers may be reimbursed for up to three days per year for unused personal leave. Unused personal leave will be reimbursed at a rate equal to the amount a regular substitute teacher would receive. Maximum of three days per year may be reimbursed.

Paraprofessionals/Librarian may be reimbursed for up to two days per year for unused personal leave. Unused personal leave will be reimbursed at a rate of \$50.00 per day, up to a maximum of two days per year.

For reimbursement, employees must notify the business office by May 1st. All reimbursements will be included in the June payroll.

The Unused Personal Leave Policy is not part of the negotiated contract and may be discontinued by majority vote of the Selby Area School Board prior to the start of a new school calendar year.

Adopted: July 2011

STAFF HEALTH AND SAFETY

The Board may require an employee returning from an extended leave of absence for health reasons to submit a new certification of health. **The Superintendent may require a certification of health from an employee, if there is reasonable cause to believe that the individual is suffering from a mental or physical condition that could be detrimental to the health or safety of the employee, or other employees or students.** The expense of this examination will be borne by the District.

Worker's Compensation

Employees who are injured while performing their duties must immediately report the injury to his/her immediate supervisor. Employees are asked to seek medical attention immediately if circumstances warrant. The employee must report to the Superintendent within three (3) days and complete a First Report of Injury Form. This completed form must be forwarded to the insurance carrier even if medical attention was not needed. Failing to report the injury and complete the form may jeopardize your Worker's Compensation benefits.

Work related injuries are covered by Worker's Compensation and therefore ineligible for group health insurance coverage.

Employees injured while on duty have the opportunity to utilize any or all accumulated sick leave to the extent that total salary payments and Worker's Compensation payments do not exceed regular salary payments. The portion of your salary paid by Worker's Compensation may be used to reduce the amount of sick leave used. (Adopted August 2010)

USE OF TOBACCO PRODUCTS

The Selby Area Board of Education, recognizing that the Surgeon General of the United States has stated that tobacco, tobacco products and tobacco smoke pose serious threats to the health and well-being of the district's students, employees and patrons, prohibits the use of such products in any school district facilities or vehicles routinely or regularly used to provide services to students. The school district supports and will be in full compliance with the Pro-Children Act of 1994. The Pro-Children Act of 1994 provides a \$1000/day penalty for violation of its provisions.

Activities within the fenced in area of the athletic complex and inside the gymnasium are to be tobacco free. Non-students, whether employees or spectators, who wish to use tobacco products at these activities must leave the gymnasium or fenced in areas of the athletic complex and stand not less than twenty feet from spectator entrances when using tobacco products.

Adopted: June 10, 2002

EMPLOYEE COMMUNICABLE DISEASES

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

The determination of whether an infected employee be excluded from work activities shall be made on a case-by-case basis under the direction of the chief executive officer (CEO)/superintendent.

In situations where the decision requires additional knowledge and expertise, the chief executive officer (CEO)/superintendent will refer the case to an advisory committee for assistance in determining the proper course of action.

The advisory committee may be composed of:

1. A representative from the State Health Department
2. The employee's physician
3. The employee and/or designee
4. The school's health service counsel
5. The chief executive officer (CEO)/superintendent
6. Other appropriate school personnel.

In making the determination, the advisory committee will consider:

1. The physical condition of the school employee
2. The expected type(s) of interaction with others in the school setting
3. The impact on both the infected school employee and others in that setting
4. The South Dakota Department of Health guidelines and policies
5. The recommendation(s) of licensed medical physicians

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

If employment of an infected employee is to be interrupted or discontinued, the employee will be entitled to use available medical leave and receive benefits earned until employment is discontinued.

Adopted: May 13, 2002

EMPLOYEE COMMUNICABLE DISEASE GUIDELINES

Health guidelines for work attendance are established and interpreted within the context of the situation. The guidelines are not all-inclusive, but are available to be used as a resource. Specific needs will be addressed individually. School personnel will refer to health professionals for specific judgments in interpreting the guidelines.

<u>Disease and Incubation Period*</u>	<u>Rules for Work Attendance</u>
Acquired Immune Process Deficiency Syndrome (AIDS) 6 months-five years	Determination should be made by the team as outlined in the Communicable Disease Policy. The State Department of Health guidelines on AIDS shall be used as reference.
Chicken Pox 14-21 days	The employee may attend work after all pox are dry and scabbed.
Cytomegalovirus (CMV) Salivary Gland Viruses	The employee may attend work. Precautions should be taken by contacts with immunosuppression as anti-cancer or organ transplants as well as anyone with suspected or known pregnancy. Good hand washing in all cases should eliminate risk of transfer of infection.
Giardiasis and Infectious Enteric Diseases 5-25 days/longer	The employee may attend work. Food handlers must remain at home until they have three negative stool specimens. Good hand washing in all cases should eliminate risk of transfer of infection.
Herpes Simplex 2-12 days	The employee may attend work during an active case. Good hand washing in all cases should eliminate risk of transfer of infection.
Impetigo variable 4-10 days	The employee may attend school if under treatment and dry.

Disease and Incubation Period*

Rules for Work Attendance

Infectious Hepatitis 15-40 days
Average 25 days

The employee may attend work as directed by the physician. Appropriate personal hygiene precautions should eliminate risk of transfer of infection.

Measles (Red, Hard, Rubeola, 7-day) 8-14 days

The employee may attend work after a minimum of seven days. Employees who have had contact with measles may attend work if the employee has had the measles or if immunization is up to date.

Infectious Mononucleosis (Glandular Fever) 2-6 weeks

The employee may attend work as directed by the physician.

Mumps 12-21 days

The employee may attend work after swelling has disappeared.

Pediculosis (Lice, Crabs)

The employee may attend work after treatment.

Pink Eye (Conjunctivitis) 5-12 days

The employee may attend work after the eye is clear, under treatment or with physician's written permission

Plantar's Warts

The employees may attend work.

Ring Worm (Scalp, Body, Athlete's Foot)

The employee may attend work if the area is under treatment.

Rubella (3-day, German Measles) 14-21 days

The employee may attend work after a minimum of four days. Prevent exposure of pregnant women.

Scabies (7 year itch, Mites)

The employee may attend work after treatment.

Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat) 1-3 days

The employee may attend work 24 hours after initiating oral antibiotic therapy, and clinically well.

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

Adopted: May 13, 2002

HEAD LICE POLICY & PROCEDURES

The following guidelines for managing head lice in the Selby Area School are based on recommendations from the National Association of School Nurses, The American Academy of Pediatrics, The Center of Disease Control, and the State Department of Health.

Teachers and /or parents may request that a student be checked for lice, based on excessive head scratching, student report of a “crawling” feeling or observation of suspected lice and/or eggs. Students should be screened by the county health nurse or a trained, designated school employee. Screening may occur either on an individual basis or as a group.

Head lice do not jump, fly, or swim and can only crawl short distances. The usual mode of transmission is through direct head to head contact. Transmission via clothing, hats, furniture and other objects can occur, but the likelihood is low because head lice can only live off the host for 1 or 2 days. By the time the head lice are detectable they have been living on the host for a month or more; so, immediate exclusion at the time of detection does nothing to control an outbreak, is not medically warranted and deprives students of valuable education time.

Students with lice eggs (nits) will be allowed to remain in the classroom until the end of the day. Sending home a student with live lice will be determined on an individual basis. Students identified with live lice will be discouraged from close head to head contact with other students. Parents will be notified and may wish to begin treatment immediately. Students will not be counted absent for leaving early for treatment. It is expected that parents/guardians will treat the child before sending them back to school. The county nurse or designated staff will determine if a student has been treated based on parent/guardian report and visual inspection.

Classrooms and other contacts will be screened immediately upon discovery of lice by a designated screener. Parents/guardians of all student in the classroom will be notified.

FAMILY AND MEDICAL LEAVE ACT OF 1993

To be eligible for the provisions of the Family and Medical Leave Act (FMLA), the employee must have been employed by the Employer:

1. For at least 12 months; and
2. For at least one thousand two hundred fifty (1250) hours of service during the twelve (12) month period immediately preceding the commencement of the leave; and
3. At a worksite where 50 or more employees are employed by the Employer within 75 miles of the worksite.

An eligible employee FMLA leave entitlement is limited to a total of twelve (12) work weeks of leave during any 12 month period for:

1. The birth of an employee’s son or daughter, and to care for the newborn child;
2. The placement with the employee of a son or daughter for adoption or foster care, and to care for the newly placed child;
3. The care of the employee’s spouse, son, daughter, or parent with a serious health condition; and
4. The employee’s own serious health condition that makes the employee unable to perform the essential functions of the employee’s job.

In certain circumstances, eligible employees may choose to substitute paid leave for FMLA leave. If an employee does not choose to substitute accrued paid leave, the Employer may require the employee to substitute accrued paid leave for FMLA leave. An employee's entitlement to benefits other than group health benefits during a period of FMLA leave is to be determined by the Employer's established policy for providing such benefits when the employee is on other forms of leave. The Employer will continue to pay its portion of the health insurance, and it will be the employee's responsibility to continue to pay for his or her portion. Upon return to work, the employee will be entitled to his or her same position or an equivalent position with equivalent pay, benefits and other terms and conditions of employment, except that return to work during the last two (2) or three (3) weeks of a semester is subject to certain restrictions. An employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period. An employee unable to perform an essential function of the position because of a physical or mental condition, including the continuation of a serious health condition has no right to restoration to another position under the FMLA. If the employee is a key employee, restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to the Employer.

In 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. Twelve months after adoption or foster placement.

FMLA leave to care for a child would include leave for a stepparent or person in loco parentis.

In cases where both spouses are employed by the Employer, FMLA leave for the birth of a child or to care for the child after birth, for adoption or foster placement of a child or care for the child after placement, or to care for an employee's parent with a serious health condition is limited to a combined total of twelve (12) weeks of leave during any twelve (12) month period. The employee's leave for his/her own serious health condition or to care for a child with a serious health condition is not limited to the combined total.

The Employer, at the request of the employee, may agree that the employee may take leave intermittently or on a reduced leave schedule after the birth or placement of a child for adoption or foster care or in certain situations when medically necessary for medical treatment of or for recovery from a serious health condition.

When FMLA leave is foreseeable based on any expected birth, adoption or foster care placement, or planned medical treatment for a serious health condition of the employee or of a family member, the employee must provide at least thirty (30) days notice of the date when the FMLA leave is to begin. When planning medical treatment, the employee must consult with the Employer and make a reasonable effort to schedule the leave, including intermittent and reduced hour leave, so as not to unduly disrupt the operations of the Employer, subject to the approval of the health care provider.

In addition to current sick leave policy requirements, the Employer may require the employee to provide medical certification that the employee is fit for duty and able to return to work at the time

the employee seeks reinstatement at the end of FMLA leave taken for the employee's serious health condition.

If an employee fails to return to work after the FMLA leave entitlement has been exhausted or has expired, unless the absence is due to continued, recurring or the onset of a serious health condition of the employee or the employee's family member which would otherwise entitle the employee to leave under FMLA or other circumstances beyond the employee's control, the Employer will require the employee to reimburse the Employer's share of the health insurance premiums paid while the employee was on unpaid FMLA leave.

Special Rules:

Rules Applicable to Instructors in Periods Near the Conclusion of an Academic Term (School Semester). The following rules apply to any employee who takes FMLA Leave under this policy and who is employed principally in an instructional capacity:

1. If FMLA Leave begins more than five (5) weeks before the end of an academic term, the chief executive officer (C.E.O.)/Superintendent may require the employee to continue taking leave until the end of that term, if:
 - The Leave will last at least three (3) weeks; and
 - The return to work would occur during the three week period before the end of the academic term.
2. If FMLA Leave begins for a purpose other than the employee's own serious health condition during the five (5) week period before the end of an academic term, the chief executive officer (CEO)/Superintendent may require the employee to continue taking leave until the end of that term if:
 - The Leave will last more than two (2) weeks; and
 - The return to work would occur during the two (2) week period before the end of the academic term.
3. If FMLA leave begins for a purpose other than the employee's own serious health condition during the three (3) week period before the end of an academic term and the leave will last more than five working days, the chief executive officer(CEO)/Superintendent may require the employee to continue taking leave until the end of that term.
4. In the case of an employee who is required to take leave until the end of an academic term, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement.

Questions on these special rules should be addressed to the chief executive officer(C.E.O.)/Superintendent. The chief executive officer(C.E.O.)/Superintendent will work individually with an employee who wants to apply for FMLA Leave. FMLA Leave request forms are available in the business manager's office.

Adopted: December 9, 2002

USE OF ALCOHOL AND OTHER DRUGS BY EMPLOYEES (Drug Free Workplace)

Student and employee safety is a paramount concern to the school board. Employees under the influence of alcohol and/or other drugs are a serious risk to themselves, to students and to other employees. Therefore, the school board will not tolerate the unlawful manufacture, use, possession, sale distribution or being under the influence of alcohol and/or other drugs. Any employee who violates this policy will be subject to disciplinary action, which may include dismissal and referral for prosecution. Each employee of the district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and will report to the chief executive officer (CEO)/superintendent any criminal alcohol and/or other drug statute convictions for any alcohol and/or drug violation. Such notification must be made by the employee to the chief executive officer (CEO)/superintendent no later than five (5) days after conviction. Should the affected employee be the chief executive officer (CEO)/superintendent, s/he will report to the Board no later than the next regular meeting of the Board.

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

The school board recognizes that employees who have an alcohol and/or other drug use/abuse problem should be encouraged to seek professional assistance. Any employee who requests assistance will be provided a listing of the treatment facilities or agencies in the region 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 whether at home or away. Staff members who violate this regulation will be subject to the same disciplinary sanctions as for possession, use or consumption on school property.

The school board hereby commits itself to a continuing good faith effort to maintain a drug-free environment.

A copy of this policy will be made available to all present and future employees.

Adopted: May 13, 2002

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The Board recognizes that employees of the district have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for elective public office and holding an elective or appointive public office.

Any employee who intends to campaign for an elective public office will notify the chief executive officer (CEO)/superintendent, in writing at the earliest possible moment, of the office which s/he intends to seek, together with the decision as to whether s/he wishes to continue employment, and under what terms and conditions.

The chief executive officer (CEO)/superintendent will meet with and discuss these matters with the employee involved and will present a proposed solution to the Board for consideration. The essential element to be determined by the Board is whether the activities proposed by the employee are compatible with the time requirement for fulfilling the employee's responsibilities to the district. The educational welfare of students will be a prime consideration.

In connection with his/her campaigning, no employee will use school system facilities, equipment, or supplies. The employee will not discuss his/her campaign with students or school personnel during the working day, nor will the employee use any time during the working day for campaigning purposes.

A teacher seeking an extended leave of absence for campaigning, office holding or other time consuming activities connected with government service will apply for such leave in writing. The Board will provide the teacher with a written response to a request for political leave including salary and fringe benefit arrangements.

Adopted: May 13, 2002

CODE OF ETHICS FOR ADMINISTRATORS

Every member of a profession carries a responsibility to act in a manner becoming a professional. The conduct of any administrator influences the attitude of the public toward the profession and to education in general. To these ends, administrators in the Selby Area School District subscribe to the following Code of Ethics:

The professional administrator will:

- Make the well-being of students the basis of decision-making and action
- Enforce and obey local, state and national rules and laws in the performance of duties
- Exemplify high moral standards by not engaging in or becoming a party to such activities as fraud, embezzlement, deceit, moral turpitude, illegal drugs or use of misleading false statements
- Respect the civil rights of those with whom the administrator has contact in the performance of duties
- Interpret, accurately represent, and implement the school board policies and administrative regulations
- Distinguish personal politics, attitudes, and opinions from stated school board policies
- Fulfill professional responsibilities with honesty and integrity
- Maintain professional relationships which are free from vindictiveness, willful intimidation and disparagement
- Safeguard confidential information

- Not allow professional decisions or actions to be impaired or influenced by personal gain, gifts, gratuities, favors and services made or withheld
- Avoid preferential treatment and conflicts of interest
- Honor all contracts until fulfillment, release, or dissolution by mutual agreement of all parties
- Apply for, accept, offer or assign a position of responsibility on the basis of professional preparation and legal qualifications
- Accurately represent his/her own qualifications and the evaluations and recommendations of others
- Cooperate with authorities regarding violations of the codes of ethics for the South Dakota Professional Administrators Practices and Standards Commission and the Professional Practices and Standards Commission.

Adopted: May 13, 2002

Job Description/Conditions of Employment: Chief Executive Officer (CEO)/Superintendent

- **Qualifications:** The Superintendent, at the time of his/her appointment shall hold a Master's Degree in the field of elementary or secondary educational administration and a Superintendent's certificate qualifying him/her for the position. A Chief Executive Officer shall have the training and skills necessary for him/her to carry out the duties of the position.
- **Terms of Employment:** The Chief Executive Officer (CEO)/Superintendent shall be employed on a twelve month basis, beginning with July 1st of each year.
- **Salary:** The salary of the Chief Executive Officer (CEO)/Superintendent shall be determined each year by the Board of Education.
- **Sick Leave:** The Chief Executive Officer (CEO)/Superintendent shall have 25/12 sick days available each year cumulative to 65.
- **Sick Leave Bank:** May participate in the District sick leave bank by contributing required sick leave days each Sept. 1st.
- **Personal Leave:** The Chief Executive Officer (CEO)/Superintendent shall have 3 personal leave days available each year cumulative to 5.
- **Insurance:** The Board will pay the full cost of health insurance.
- **Vacation:** The Chief Executive Officer (CEO)/Superintendent shall receive 20 days of vacation each contract year. 5 days of unused vacation may be carried forward, but must be used by December 31st.
- **Other Fringe Benefits:** The Chief Executive Officer (CEO)/Superintendent will receive other fringe benefits as negotiated with the Board of Education.
- **Duties: The Chief Executive Officer (CEO)/Superintendent Shall:**
 1. Be responsible to the Board of Education for the execution of its policies and observance of its rules;
 2. Attend all Board meetings, except at the request of the Board when consideration is given to his/her employment;

3. Be responsible for developing a comprehensive program of education for the Selby Area Schools;
4. Make recommendations to the Board for all appointments, promotions, and dismissals for teaching and non-teaching personnel;
5. Confer with his/her administrative assistants regarding appointments, promotions and dismissals
6. Recommend for the Board's consideration changes in the salary and wage schedules for regular and substitute employees, as well as changes in work schedules;
7. Recommend major changes in the curriculum offerings of the schools;
8. Make recommendations to the Board relative to purchasing equipment and supplies, building alterations and any other such matters that may be vital to the successful operation of the schools;
9. Maintain complete records and reports as may be required by supervisory agencies;
10. Be responsible for the preparation of the applications for State Aid and Accreditation to the Division of Elementary and Secondary Education;
11. Work with the Budget/Finance Committee to recommend a final budget no later than in July of each year;
12. Make applications for any State or Federal funds available to the District which are approved by the Board
13. Be responsible for and coordinate all school funds;
14. Arrange office hours as may be necessary for the successful administration of the school and the convenience of the public;
15. Close school due to inclement weather conditions or other conditions when s/he deems it advisable for the welfare of the students and staff;
16. Spend money only within the limits of the budget. Only in extreme cases will authorization be given to overspend the budget;
17. Delegate responsibility, but remain responsible to the Board for the results produced;
18. Conduct staff evaluations as prescribed by law;
19. Perform other duties as assigned by the Board of Education.

Adopted: May 13, 2002

Job Description/Conditions of Employment: Business Manager

- **Qualifications:** The Business Manager shall have such training and skills as may be required to successfully carry out the requirements of the position.
- **Work Schedule:** The daily work schedule shall be arranged by the Chief Executive Officer (C.E.O.)/Superintendent. It shall not be the same as the school calendar for the classroom teacher.
- **Employment:** The Business Manager shall be employed by contract for a 12 month period.
- **Vacation:** The Business Manager shall receive two weeks of paid vacation each year to be scheduled with the Superintendent.

- **Salary:** The salary of the Business Manager shall be determined by the Board of Education each year.
- **Sick Leave Bank:** May participate in the District sick leave bank by contributing required sick leave days each Sept. 1st
- **Sick Leave:** The Business Manager shall have 10 days of sick leave available each year cumulative to 60.
- **Personal Leave:** The Business Manager shall have 3 days of personal leave available each year cumulative to 5.
- **Duties: The Business Manager Shall:**
 1. With the Chief Executive Officer (C.E.O.)/Superintendent, direct the financial activities of the school district.
 2. Prepare or direct preparation of reports which summarize and forecast school business activity and financial position in areas of income, expenses based on past, present and anticipated operations.
 3. Direct determination of depreciation rates to apply to capital assets.
 4. Manage all accounting records.
 5. Direct preparation of the budget for submission through the Chief Executive Officer (C.E.O.)/Superintendent to the Board of Education.
 6. Direct control of budget upon its approval by the Board, including collection, custody, investment, disbursement, accounting and auditing of all funds.
 7. With the Chief Executive Officer (C.E.O.)/Superintendent, formulate policies and procedures governing financial activities.
 8. Keep financial records and prepares annual financial report for approval by the Board of Education.
 9. Prepare financial reports for grants, federal programs and the National School Lunch program.
 10. Direct financial planning, procurement and investment of funds for the school.
 11. Coordinate collection and preparation of operating reports, such as time and attendance records, new hires, budget expenditures.
 12. Disburse funds, records financial transactions or directs recording of such transactions of all Trust and Agency Funds.
 13. Audit and balance all trust and agency funds.
 14. Make all purchase in the name of the District within the approved budget.
 15. Issue warrants, supported by a duly verified voucher/invoice approved by the Board.
 16. Keep an accurate journal of the proceedings of the Board.
 17. Prepare the annual report for the District as required by SDCL 13-8-47.
 18. Prepare financial reports to the Board as needed or as required by law.
 19. Publish items as required by SDCL 13-8-35.
 20. Adhere to the guidance prescribed in the School Accounting Manual promulgated by the State of South Dakota, Department of Legislative Audit.
 21. Assume other duties as assigned by the Board of Education or Chief Executive Officer (CEO)/superintendent.

Job Description & Conditions of Employment—Secondary Principal

- **Qualifications:** The Secondary Principal will hold a Master’s Degree in Secondary School Administration and a Certificate granted by the Division of Education and Cultural Affairs qualifying him/her to serve in the position.
- **Employment:** The Secondary Principal will be employed beginning three weeks prior to the first day for teachers and continuing until two weeks after the last day of classes for students.
- **Salary & Fringe Benefits:** Salary and fringe benefits are determined by the school board. They are listed on the Selby Area School District Salary Schedule.
- **Duties:** The Secondary Principal will:
 1. be responsible for all aspects of the educational program for students in grades 7-12.
 2. provide instructional leadership for all aspects of the school program in grades 7-12 for students and teachers.
 3. keep the secondary school attendance records.
 4. prepare the annual attendance report.
 5. be responsible for report cards, transcripts and the permanent record file.
 6. coordinate and monitor the co-curricular and extra-curricular programs.
 7. assign duties to other staff members within their ability to perform.
 8. be responsible for the general discipline within the areas used by students in grades 7-12.
 9. suspend students, for a period of not more than 10 school days, when a student’s behavior is a danger to others, is otherwise serious, or frequently in violation of the rules established by teachers or the student handbook.
 10. be responsible for administering the rules and regulations in the Secondary School Handbook as approved by the school board.
 11. be responsible for lunch supervision.
 12. be responsible for teacher and substitute teacher orientation.
 13. chaperone or approve chaperones for all high school activities.
 14. plan a yearly class schedule for students and teachers.
 15. be responsible for reports required by the SDHSAA.
 16. observe and evaluate the work of teachers who teach in grades 7-12.
 17. teach the number of classes which the schedule makes necessary.
 18. schedule secondary school parent/teacher conferences.
 19. make recommendations regarding the curriculum and course of study.
 20. prepare requisitions for supplies and equipment.
 21. assist in budget preparation for areas under his/her supervision.
 22. be present at IEP meetings as necessary.
 23. assume other duties as assigned by the chief executive officer (C.E.O.)/Superintendent.

Adopted: December 9, 2002

Job Description & Conditions of Employment—Elementary Principal

- **Qualifications:** The Elementary Principal will hold a Master’s Degree in elementary school administration and a Certificate granted by the Division of Education and Cultural Affairs qualifying him/her to serve in the position.
- **Employment:** The Elementary Principal will be employed beginning three weeks prior to the first day for teachers and continuing until two weeks after the last day of classes for students.
- **Salary & Fringe Benefits:** Salary and fringe benefits are determined by the school board. They are listed on the Selby Area School District Salary Schedule.
- **Duties:** The Elementary Principal will:
 1. be responsible for all aspects of the educational program for students in grades PK-6.
 2. provide instructional leadership for all aspects of the education program for students and teachers.
 3. maintain attendance records for students in grades PK-6.
 4. prepare the annual attendance report
 5. be responsible for report cards, transcripts and the cumulative record file.
 6. be responsible to monitor immunizations and birth certificate requirements.
 7. assign duties to other staff members within their ability to perform.
 8. be responsible for the general discipline within the areas used by students in grades PK-6
 9. be responsible for administering rules and regulations in the Elementary School Handbook as approved by the School Board.
 10. be responsible for lunch supervision.
 11. be responsible for teacher and substitute teacher orientation.
 12. plan a yearly class schedule for students and teachers including the areas of physical education, music, technology and recesses.
 13. observe and evaluate the work of teacher who teach in grades PK-6.
 14. teach classes which the schedule makes necessary.
 15. schedule elementary school parent/teacher conferences.
 16. make recommendations regarding the curriculum and course of study.
 17. prepare requisitions for supplies and equipment.
 18. assist in budget preparation for areas under his/her supervision.
 19. be present at IEP meetings as necessary.
 20. perform other duties as assigned by the chief executive officer (C.E.O.)/Superintendent.

Adopted: December 9, 2002

CHAIN OF COMMAND

The chief executive officer (C.E.O.)/Superintendent is in charge of the school system. If the chief executive officer (C.E.O.)/Superintendent is gone, the HS Principal is in charge followed by the Athletic Director.

Adopted: December 9, 2002

Job Description & Conditions of Employment—Teachers

Qualifications:

- The Selby Area School District will employ teachers meeting the standards established by the Division of Education and Cultural Affairs. For teachers teaching courses required for graduation, the minimum qualification will be a Bachelor's Degree.
- All teachers must meet the specific qualifications for his/her job as required by the Division of Education and Cultural Affairs.
- All instructional personnel shall have an appropriate, current certificate on file in the office of the chief executive officer (C.E.O.)/Superintendent before s/he can draw any salary from the school district.

Salary and Fringe Benefits: Salary and fringe benefits are detailed in the Negotiated Agreement.

Duties: Teachers will:

- meet and instruct assigned classes in the locations and at the times designated.
- plan a program of study that meets the individual needs, interests, and abilities of each of the students assigned to his/her class.
- create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- prepare for classes assigned, and provide lesson plans as required.
- encourage students to set and maintain standards of classroom behavior.
- guide the learning process toward the achievement of curriculum goals established by the school district.
- employ a variety of instructional techniques appropriate for the ability and maturity of the students.
- implement instruction based on the school district's philosophy of education and instructional goals and objectives.
- assess the achievement levels of the students on a regular basis and provide progress reports as required.
- diagnose the learning abilities and disabilities of students on a regular basis.
- work to implement individual educational plans created for students with special needs.
- take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- maintain accurate records as required by law, district policy or administrative regulation.

- assist the administration in implementing all policies and rules governing student life and conduct.
- develop reasonable and fair rules for the classroom.
- make provisions to be available to students and parents for education related purposes outside the instructional day when required or requested to do so under reasonable terms.
- work to maintain and improve their professional competence.
- attend staff meetings and serve on staff committees as required.
- supervise extracurricular activities as assigned.
- assume other duties as assigned by the administration or school board.

Instructional Assignment: The instructional assignment for junior and senior high school teachers will be five classes, a study hall and a preparation period, or six classes with no study hall assignment, and a preparation period.

Adopted: November 11, 2002

CODE OF PROFESSIONAL ETHICS FOR TEACHERS

Obligations to Students. In fulfilling their obligations to students, educators shall act as follows:

1. Not, without just cause, restrain students from independent action in their pursuit of learning;
2. Not, without just cause, deny to the students access to varying points of view in the classroom;
3. Present subject matter for which they bear responsibility without deliberate suppression or distortion;
4. Make a reasonable effort to maintain discipline and order in the classroom and the school system to protect the students from conditions harmful to learning, physical and emotional well-being, health and safety;
5. Conduct professional business in such a way that they do not expose the students to unnecessary embarrassment or disparagement;
6. Accord just and equitable treatment to every student, regardless of race, color, creed, sex, sexual preference, age, marital status, handicapping condition, national origin or ethnic background;
7. Maintain professional relationships with students without exploitation of a student for personal gain or advantage;
8. Keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law; and
9. Maintain professional relationships with students in a manner which is free of vindictiveness, recrimination, and harassment.

Obligations to the Public. In fulfilling their obligations to the public, educators shall act as follows:

1. Take precautions to distinguish between their personal views and those of the local school district or governing board;

2. Not knowingly distort or misrepresent the facts concerning educational matters in direct and indirect public expressions;
3. Not interfere with a colleague's exercise of political and citizenship rights and responsibilities;
4. Not exploit the local school district or governing board for private gain;
5. Not exploit the local school district or governing board to promote political candidates or partisan political activities;
6. Accept no gratuities, gifts, or favors that might impair professional judgment, nor offer any favor, service or thing of value to obtain special advantage;
7. Engage in no act that would lead to a felony conviction; and
8. Commit no act of moral turpitude or gross immorality.

Obligations to the Profession. In fulfilling their obligations to the profession, educators shall act as follows:

1. Accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
2. Maintain confidentiality of professional information acquired about colleagues in the course of employment, unless disclosure serves professional purposes;
3. Discuss professional matters concerning colleagues in a professional manner;
4. Accept a position or responsibility only on the basis of professional preparation and legal qualifications;
5. Adhere to the terms of a contract or appointment unless the contract has been altered without the consent of the affected parties, except as provided by law, legally terminated or legally voided;
6. Use sound professional judgment in delegating professional responsibilities to others;
7. Not interfere with the free participation of colleagues in the affairs of their associations;
8. Not use coercive or threatening means in order to influence professional decisions of colleagues;
9. Not knowingly misrepresent their professional qualifications;
10. Not knowingly distort evaluation of colleagues; and
11. Not criticize a colleague before students, except as unavoidably related to an administrative or judicial proceeding.

Adopted: November 11, 2002

TEACHER EVALUATION POLICY

Purpose of Evaluation. The purpose of teacher evaluation is to assure competent, effective instruction.

Frequency of Evaluation.

1. Teachers in their first three years of employment in the school district will be evaluated a minimum of once each semester. The evaluation will consist of a formal observation, followed by a post-observation conference with the evaluator. The post-observation conference will be held within five working days of the formal observation unless a longer period of time is agreed upon by the evaluator and evaluate.

2. For teachers beyond their first three years of employment in the school district will be evaluated a minimum of once every two years. The evaluation will consist of a formal observation followed by a post-observation conference with the evaluator. The post-observation conference will be held within five working days of the formal observation unless a longer period of time is agreed upon by the evaluator and evaluate.

Observation Outcome.

1. The Selby Area School District Evaluation Form will be used to evaluate the results of teacher observations. The teacher and evaluator will sign and date the form at the end of the post-observation conference. Signing the form does not indicate agreement. Within five working days of the post-observation conference, the teacher may make a written demurral statement concerning any part of the observation outcome with which s/he disagrees. The written demurral will be attached to the Teacher Observation Record form and included in the teacher's personnel file.
2. Any areas rated "Unsatisfactory" and/or any Domain with 50% or more ratings of "Basic" may be followed by written suggestions for improvement and may include a timeline for the expected improvement.

Areas of Evaluation.

1. Domain 1: Planning and preparation (Demonstrating knowledge of content and pedagogy, Demonstrating knowledge of students, Setting instructional outcomes, Demonstrating knowledge of resources, Designing coherent instruction, Designing student assessment.)
2. Domain 2: The classroom environment (Creating an environment of respect and rapport, Establishing a culture of learning, Managing classroom procedures, Managing student behavior.)
3. Domain 3: Instruction (Communicating with students, Using questioning and discussion techniques, Engaging students in learning, Using assessment in instruction, Demonstrating flexibility and responsiveness.)
4. Domain 4: Professional responsibility (Reflecting on teaching, Maintaining accurate records, Communicating with families, Participating in a professional community, Growing and developing professionally, Showing professionalism.)

Use of Results.

The results of the observation/evaluation process will lead to one of the following:

- Recommended for Continued Employment,
- Recommended for Continued Employment with Qualifications, which must be listed
- Not Recommended For Continued Employment

All information gathered in the observation/evaluation process will be maintained in the teacher's personnel file.

Each teacher will with the guidance of the Principal, create at a minimum of one SLO for their classroom per year. The Plan must then be approved by the Principal and will be used as a component of the teacher's evaluation. This SLO will meet or exceed the guidelines established by the South Dakota Department of Education.

The recommendation regarding future employment in the Selby Area School District will be made no later than April 15th.

Adopted: July 9, 2012

Job Description & Conditions of Employment—Guidance Counselor

QUALIFICATIONS: The guidance counselor will meet the qualifications required by the Division of Education and Cultural Affairs.

TERMS OF EMPLOYMENT: The guidance counselor will report for duty each year three weeks before the first day for teachers, and continue until two weeks after the last day of classes for students.

SALARY AND FRINGE BENEFITS: The guidance counselor is entitled to the same salary and fringe benefits as teachers as outlined in the Negotiated Agreement.

DUTIES: The guidance counselor will:

1. provide individual or group counseling to students in grades K-12
2. involve students in activities related to career awareness, self-concept, goal-setting, and understanding relationships with others
3. provide students and parents with information regarding post-high school institutions, apprenticeship training, military training, financial aid, scholarships and seeking employment
4. provide students with problem-solving skills, skills in decision-making and selecting healthy alternatives
5. consult with teachers, parents, the administration and others regarding specific needs of students
6. develop group guidance activities dealing with social and personal concerns of students
7. orient all new students to the school and its programs
8. assist in the development of an appraisal program for students
9. administer and interpret standardized tests and serve as test coordinator for the District
10. make parents and students aware of other agencies and their services providing services and refer students to other professionals or agencies as appropriate
11. provide students with information designed to promote equality and understanding about racism, sexism, the disadvantaged, the handicapped, students with special needs and those who speak English with limited proficiency.

Adopted: November 11, 2002

CHILD ABUSE & NEGLECT POLICY

Because of their regular contact with school-age children, school employees are in an excellent position to identify abused or neglected children.

To comply with the laws of the State of South Dakota, it is the policy of the Selby Area School District 62-5 that any teacher or other school employee who suspects that a child under eighteen years of age has been neglected or physically abused by any person including a parent or other person, other than by accidental means, shall report orally or in writing to the chief executive officer (C.E.O.) / Superintendent who shall then immediately report to the proper authorities. The chief executive officer (C.E.O.) / Superintendent shall inform the school employee initiating the action within twenty-four hours that the report has been made. The employee shall make the report directly to the proper authorities if the chief executive officer (C.E.O.) / Superintendent fails to do so.

The report shall contain the following information: Name; Address; Age of the Child; Name and Address of Parent or Caretaker; Nature and Extent of Injuries or Description of Neglect; and any other information that may help establish the cause of injuries or condition.

School employees, including the administration, shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employee to prove that the child has been abused or neglected, or to determine whether the child is in the need of protection. Employee responsibility is limited to reporting.

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 and release to persons other than provided by law is punishable by \$1,000 fine, one year in jail or both. Failure to make a report where abuse or neglect is subject to the same penalty.

Anyone who participates in making a report in accordance with the law and in good faith is immune from any civil 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.

Copies of this policy shall be made available to all school employees at the beginning of the school term or to new employees when they begin employment if at a time other than at the beginning of the school term.

Adopted: November 11, 2002

ATHLETIC DEPARTMENT DUTIES AND RESPONSIBILITIES

ATHLETIC DIRECTOR: The athletic director reports to the Chief Executive Officer (C.E.O.) / Superintendent.

Duties:

1. Act as an advisor in all aspects of a well organized athletic program.
2. To set up schedules for golf, cross country, football, track, volleyball, and basketball for grades 7-12.
3. To write all contracts with scheduled schools as prescribed by the South Dakota High School Activities Association.
4. To contract all officials as prescribed by the South Dakota High School Activities Association.
5. To act as a representative of the athletic programs to the School Board.

6. To organize and administer all home athletic contests.
7. To be present at as many home athletic contests as possible.
8. To be responsible for the upkeep and inventory of all athletic equipment and facilities.
9. To assist the Administration in the coordination of athletic and non-athletic activities to avoid conflicts in dates.
10. To recommend to the Administration the athletic budget and all major purchases of uniforms and equipment.
11. To inform the coaches of the SDHSAA rules meetings and that the rules and regulations can be found in the All Sports Bulletin.
12. To coordinate the Athletic Awards program presented by Selby Area High School in the spring, or at other times of the year as directed by the administration, manage wall of fame and trophy cases.
13. Recommend to the Administration and/or School Board Athletic Training Rules.
14. To be the official spokesperson of the school at all conference meetings when no administrators are present.
15. To attend all conference meetings and drawings representing the school when an administrator or coach is required to be in attendance.
16. Be responsible, with the administration, to see that all reports as required by the South Dakota High School Activities Association have been filed.
17. Organize coaches meetings as necessary to discuss items important to the program.
18. Coordinate with Herreid's athletic director of all cooperative athletics.

COACHING STAFF:

Duties:

1. Plan and administer well-organized practice sessions and workouts.
2. Place before the public a team that represents the spirit of the school and community.
3. Administer discipline or offer encouragement as appropriate to all participants.
4. Be responsible for the equipment used in their activity.
5. Make sure that all doors are closed and locked and lights are off after practice sessions.
6. Supervise shower rooms.
7. Supply opposing schools with rosters and other necessary contest information.
8. Contact the bus supervisor and arrange for transportation to away events.
9. Work with the athletes for proper behavior on the bus.
10. Recommend recipients of letter awards at the close of the season.
11. Recommend to the athletic director any changes needed in scheduling.
12. Report results of all home contests to the printed press, radio and/or television stations.
13. All coaches are responsible for adhering to the Code of Ethics, the Fundamentals of Sportsmanship, and the Responsibilities of Coaches and Players in the All Sports Bulletin.
14. All coaches are responsible for attending meetings required by the South Dakota High School Activities Association.
15. All coaches are responsible for seeing that all forms and information required by the South Dakota High School Activities Association are filed on time.

Adopted: November 11, 2002

SCHOOL VOLUNTEERS

The School Board recognizes the need to develop a volunteer program to support district instructional programs and extracurricular activities. The purposes of the volunteer program will be to:

- Assist employees in providing more individualization and enrichment of instruction.
- Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total educational process.
- Strengthen school/community relations through positive participation.

A volunteer is a person who works on an occasional or regular basis at school sites or other educational facilities to support the efforts of professional personnel. Such an adult volunteer worker will serve in that capacity without compensation or employee benefits of any type, except for Worker's Compensation as per SDCL 62-1-5.1. To be covered for worker's compensation the appointment of the volunteer must be entered into official school board minutes.

Volunteers are expected to comply with all rules and regulations set forth by the district.

Volunteers are immune from civil liability when acting in good faith and within the scope of the individual's function and duties for the school district. SDCL 47-23-29

Adopted: November 11, 2002

EMPLOYEE GRIEVANCE PROCEDURE

DEFINITIONS:

1. A grievance is a complaint by an employee or group of employees based upon an alleged violation, misinterpretation or inequitable application of any existing policy, rule or regulation of the school district. The absence of, or disagreement with existing policy, rules or regulations is not a grievance.
2. The term employee is considered to apply to any employee of the Selby Area School District and may include an individual or group of employees who are similarly affected by a grievance.
3. An aggrieved person is the person or persons making the claim.
4. A party of interest is any person or persons making the claim or any person or persons who might be required to take action, or against whom action might be taken, in order to resolve the problem.
5. The term days means working school days.
6. Board means the Board of Education for the Selby Area School District 62-5.

PURPOSES:

The purpose of this statement of grievance procedure policy is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise affecting working conditions or welfare of employees.

TIME LIMITS:

1. It is important that a grievance be processed as rapidly as possible, and every effort should be made to expedite the grievance procedure.
2. In the event a grievance is filed on or after April 15th, the time limits set forth herein shall be reduced so that the grievance procedure is expedited.
3. If an employee does not file a grievance in writing with the chief executive officer (C.E.O.)/Superintendent within thirty days after the employee knew, or should have known of the act or condition on which the grievance is based, the right to grieve shall be considered as having been waived.

INFORMAL PROCEDURES:

1. If an employee feels s/he has a grievance, s/he should first discuss the matter with his/her immediate supervisor to whom s/he is directly responsible in an effort to resolve the problem.
2. The immediate supervisor shall within 5 days, render his/her decision and the rationale behind the decision in writing to the complainant.

CHIEF EXECUTIVE OFFICER (C.E.O.)/SUPERINTENDENT:

1. If the aggrieved person is not satisfied with the disposition of his/her immediate supervisor, or if no decision has been rendered within 5 days after presentation of the grievance in writing, s/he may file a formal written grievance with the Chief Executive Officer (C.E.O.)/Superintendent, who shall meet with the aggrieved person and his/her representative for the purpose of considering the grievance.
2. The Chief Executive Officer (C.E.O.)/Superintendent shall render his/her decision and the rationale behind the decision in writing to the complainant within 5 days.

BOARD OF EDUCATION:

1. If the aggrieved person is not satisfied with the disposition of his/her grievance by the Chief Executive Officer (C.E.O.)/Superintendent, or if no decision has been rendered within 5 days, the aggrieved person may file the grievance in writing with the President of the Board of Education.
2. The Board of Education will consider the grievance at its next regularly scheduled meeting.
3. The aggrieved person and his/her representative may appear before the Board.
4. The decision of the Board shall be rendered in writing to the aggrieved person within 10 days of the Board meeting.

MISCELLANEOUS:

1. If the person filing the grievance requests a representative, the representative must report to the business office and state his/her purpose of the visit.
2. Every effort will be made to avoid interruption of the complainant's work schedule, and to avoid involvement of students in all phases of the grievance procedure.

Adopted: November 11, 2002

SUPPORT PERSONNEL

CUSTODIAL. Custodial personnel report to the chief executive officer (CEO)/Superintendent.

Salary & Fringe Benefits: Salary and fringe benefits are determined by the school board. They are listed on the Selby Area School District Salary Schedule and as required per FLSA (Fair Labor Standards Act).

Duties:

1. All classrooms are to be cleaned daily.
2. Corridors and restrooms are to be swept daily.
3. Clean carpeted areas, including the library, at least weekly.
4. The gymnasium is to be cleaned after each function.
5. Toilets are to be scrubbed daily. Fixtures are to be cleaned and disinfected daily.
6. Furniture is to be dusted weekly. Chalk trays are to be cleaned daily. Blackboards are to be cleaned once a week. Blackboards with heavy use are to be cleaned more often.
7. Windows are to be washed before the opening of school and as many times throughout the year as needed to keep them clean.
8. Custodians are responsible for minor repairs of furniture or equipment not requiring licensure or specialized technological training.
9. Custodians are responsible for storing or distributing supplies received at the building.
10. Walkways and steps and approaches are to be kept free of ice and snow.
11. Custodians are to monitor the operation of the heating, plumbing, cooling, ventilating, electrical, mechanical and temperature control systems. When a system needs repair or service from non-school personnel, the chief executive officer (C.E.O.)/Superintendent must be contacted prior to arranging for the service, except in an emergency situation.
12. Custodians are to perform grounds keeping duties such as lawn care, tree trimming and maintenance of playground equipment.
13. Custodians are to arrange to have the bleachers moved to and from the football field and track as needed. They will assist in the preparation of the football field for the start of the season by installing fences and preparing the concession stand and ticket booth.
14. All mechanical rooms and storage areas are to be kept clean, safe and orderly.
15. Custodians will perform other duties as assigned by the chief executive officer(C.E.O.)/Superintendent.

Adopted: December 9, 2002

Revised: April 10, 2006

BUSINESS OFFICE ASSISTANT/SECRETARY Secretarial personnel report to the chief executive officer (C.E.O.)/Superintendent.

Salary and Fringe Benefits: Salary and fringe benefits are determined by the school board. They are listed on the Selby Area School District Salary Schedule and as required per FLSA (Fair Labor Standards Act).

Qualifications: The business office assistant will have the training and skills necessary to perform the requirements of the position. High school graduation is considered to be a minimum requirement.

Duties:

1. Answer the telephone, route calls and messages to staff and students as necessary.
2. Provide assistance and direction to parents, vendors, service personnel, students and other visitors when they report to the business office.
3. Prepare and distribute morning announcements.
4. Monitor and record daily attendance and tardy records.
5. Maintain and update student records including enrollment, attendance, demographic, and academic.
6. Compile student and staff handbooks, schedules and locker assignments.
7. Prepare report cards.
8. Prepare reports and correspondence for the Business Manager, chief executive officer (C.E.O.)/Superintendent and Principal
9. Serve as lunch clerk
10. Maintain school lunch and activity accounts, receipt money and make bank deposits.
11. Prepare and send “lunch money” reminders to parents.
12. Maintain Trust & Agency accounts, and prepare reports for the Business Manager.
13. Prepare cash boxes for extra curricular activities, record and receipt gate and concession stand money.
14. Distribute morning mail, and take afternoon mail to the post office.

15. Assume other duties as assigned by the chief executive officer (C.E.O.)/Superintendent, Principal, and Business Manager

Adopted: December 9, 2002

Revised: August 13, 2007

FOOD SERVICE PERSONNEL: Food service personnel report to the chief executive officer(C.E.O.)/Superintendent.

Salary and Fringe Benefits. Salary and fringe benefits are determined by the school board. They are listed on the Selby Area School District Salary Schedule and as required per FLSA (Fair Labor Standards Act).

Qualifications: All cooks will be knowledgeable in the preparation and serving of food.

Work Schedule: Daily work schedules may vary depending upon the type of menu for the day, and the preparation time needed. In general, cooks will report to work in the morning in

time to make all necessary preparations for breakfast and the noon meal, and will remain on duty until all cleaning is completed.

FOOD SERVICE DIRECTOR:

Duties:

- Cooperates with health officials in supporting local and state public health laws and codes.
- Participates in in-service and continuing educational programs.*
- Maintains membership and provides leadership in professional organizations.*
- Encourages each worker to observe high standards of grooming and work habits.
- Maintains accurate records and controls including financial, personnel, inventories, operational reports and records, purchasing of food supplies, and equipment.
- Develops and maintains a systematic purchasing system. Purchases food wisely. Upon delivery, checks or has a check made against order and invoice, for quality, quantity and an accurate weight.
- Supervises and assists in the production, service and storage of food.
- Maintains a file of standard recipes and instructs personnel in the use of recipes.
- Outlines specific duties and work schedules for all other employees.
- Instructs and supervises employees on the job, including the correct use and maintenance of equipment.
- Creates an atmosphere in the lunchroom that encourages students and faculty to eat there.
- S/he is responsible for assisting in the preparation of breakfast and noon meal.
- S/he is responsible for preparing menus four to six weeks in advance.
- S/he is responsible for the general cleanliness of the lunchroom.
- S/he is responsible for keeping the administration informed of all matters concerning the lunch program.
- Assume other duties as assigned by the chief executive officer(C.E.O.)/Superintendent.

COOKS: All cooks will:

- know the aims, purposes and policies of the school lunch program.
- maintain desirable standards of operations in the school lunch program.
- have a genuine interest in children and an understanding of their nutritional needs.
- work cooperatively.
- participate in in-service training and continuing educational programs.*

*When participating in in-service or continuing educational programs, or when attending meetings of professional organizations of which they are a member, cooks and the head cook will be paid an hourly rate established by the school board. Cooks and the head cook will be reimbursed for travel, meal and lodging expenses at the rate adopted by the school board.

Miscellaneous:

1. The school lunch room may be rented from the school for \$15.00/day. Outside of school organizations such as Boy Scouts, Girl Scouts, Cub Scouts, 4-H Clubs or other groups supporting activities for the youth of the school district may use the lunchroom without charge.
2. The school lunchroom and kitchen may be rented from the school for \$20.00/day. When renting the kitchen or using any school equipment, there must be a school district cook on duty. All groups using the kitchen or equipment are responsible for paying the school district cook on duty at \$8.00/hour.

Adopted: December 9, 2002

Revised: April 10, 2006

BUS DRIVERS & TRANSPORTATION SUPERVISOR Bus Drivers and the Transportation Supervisor report to the chief executive officer (C.E.O.)/Superintendent.

Qualifications: All bus drivers working for the District will hold a current Commercial Driver's License with a PS endorsement. All bus drivers must meet the physical requirements as verified by a qualified medical professional. The School District pays the cost of physicals for bus drivers. All bus drivers and the Transportation Supervisor must submit to alcohol and drug testing as required by law.

Terms of Employment: The Transportation Supervisor position is a salaried 12-month position. The Transportation Supervisor will have the regular school term vacation periods, subject to modification based on work needing to be done. His/her summer work schedule will also be determined by the amount of work needing to be done. The Transportation Supervisor will drive one of the regular bus routes during the months of August, September, October, April and May. During the other months of the school term, a full-time substitute will drive his/her route. Bus Drivers are hired for the duration of the school term.

Salary, Wages and Fringe Benefits: Salary, wages and fringe benefits are determined by the school board. They are listed on the Selby Area School District Salary Schedule, as required per FLSA (Fair Labor Standards Act) and by following the formula on the Bus Driver's Salary Schedule.

Duties of the Transportation Supervisor: The Transportation Supervisor will:

1. drive a regular bus route during the months of August, September, October, April and May.
2. be responsible for transporting students safely.
3. be responsible for arranging in-service training for bus drivers.
4. maintain discipline on his/her route, and assist other bus drivers in maintaining discipline on their routes.
5. be responsible for care of the bus shed and all buses.
6. keep expense and maintenance records for all buses.
7. prepare all buses for an annual inspection by the South Dakota Highway Patrol.
8. do normal maintenance and repair work as allowed by the equipment owned by the District.
9. make decisions and/or recommendations for major repair work for all buses.
10. purchase all necessary parts and equipment for all buses.
11. clean out all buses after activity trips.
12. set up regular bus routes for each bus.

13. report any accident involving a school bus.
14. maintain a spare bus for use in case of an emergency.
15. keep necessary safety equipment such as flares, reflectors, first aid kits, fire extinguishers & shovels on all buses.
16. will participate with the chief executive officer (C.E.O.)/Superintendent in hiring or releasing bus drivers.

Bus Driver Duties: Bus Drivers will:

1. be responsible for transporting students safely.
2. report the need for repair work to the Transportation Supervisor.
3. be responsible for the care of his/her bus.
4. clean the inside of his/her bus regularly used on the bus route.
5. maintain appropriate discipline in his/her route.
6. comply with all traffic laws and regulations of the South Dakota Department of Motor Vehicles.

Miscellaneous:

1. All bus routes will begin and end at the Selby Area Bus Shed.
2. Decisions regarding whether or not the buses will travel during inclement weather will be made by the chief executive officer (C. E.O.)/Superintendent or designee after consulting with the Transportation Supervisor.
3. Organizations outside the school may rent school district buses after obtaining permission from the Transportation Supervisor or chief executive officer (C.E.O.)/Superintendent. The organization renting the school bus must provide evidence of liability insurance in amount equal to that carried by the school district. The organization using the bus is also responsible for the salary of the bus driver and the cost of fuel used. All rented buses will be driven by qualified employees of the school district.

Adopted: December 9, 2002

Revised: April 10, 2006