

Employee Handbook

Castlewood School District

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“Working Together To Build A Foundation For Life”

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☞ **MISSION STATEMENT** (rev. 8/8/2011)

“Working Together to Build a Foundation for Life”

Teachers/Staff/Administration will work together collaboratively to:

- Support individual differences.
- Promote a safe, caring, stimulating instructional climate.
- Involve parents and community in the education of students.
- Integrate 21st century skills by having students work creatively to solve problems.
- Develop curriculum, instruction, and assessment to achieve proficiency with common core content standards.
- Provide access for students to use the tools of modern technology in their everyday life.
- Advance written and oral communication skills enabling students to meaningfully contribute to their world.
- Serve as role models of life-long learners.

Parents/Community will:

- Be actively involved in the school.
- Support opportunities to develop parenting skills.
- Establish high expectations for their children.

Students will:

- Engage in the learning process with an open mind.
- Work within society’s rules and structures.
- Appreciate and respect individual diversity.
- Respect staff, students, school, and self.

FOREWORD

Organizations in which several individuals work together must operate a policy imposed by some authority somewhere. A school is no exception to this principle. In South Dakota, the Constitution, Legislature and Department of Education delegate much of this authority to local officials.

In a public school district such as ours, the board of education is the most important single authority. It is subject only to limitations and regulations imposed by the state and our own policies. The board of education in turn adopts certain policies which are to be administered by the local superintendent of schools. The bulk of these policies are so broad that the administration and the staff must cooperatively determine regulations which will give to them a certain amount of clarity. In addition, other policies must be adopted for the sake of producing the harmony and the uniformity so essential for the efficient operation of the school. It is the sum total of these various regulations that constitute the GENERAL POLICIES of any school.

It is quite evident that there may be more than one right way to administer the various phases of the activities of a school. Yet it is equally evident that only one of these several ways can be in effect at any one time.

Just as the authority of the board takes precedence over that of the superintendent, so must the authority of the administration of the system prevail over that of other members. However, problems that arise from time to time should be disposed of in an amicable manner on a cooperative basis.

The superintendent must of necessity delegate much of his/her authority; however, the circumstances and conditions must be of his/her own choosing. It is always his/her duty and responsibility to evaluate the results of instruction and to take such action as may be necessary to correct undesirable situations.

This handbook represents a conscientious effort to clarify local school policies on a number of subjects. Certainly not all phases of the operation of the school have been included. However, rational judgment and a spirit of professional cooperation among and between the members of the staff are asked to accept these general principles in the friendly manner in which they are submitted.

Your superintendent pledges his/her best efforts to aid and assist you at all times. Always feel free to come to the office with your problems. In like manner, your suggestions will be genuinely welcomed.

PROFESSIONAL PRACTICES AND STANDARDS COMMISSION
CODE OF PROFESSIONAL ETHICS CHAPTER 24:08:03

OBLIGATION TO STUDENTS. 24:08:03:01.

In fulfilling their obligations to the 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) not deliberately suppress or distort subject matter for which they bear responsibility;
- (4) make reasonable effort to maintain discipline and order in the classroom and the school system to protect the students from the condition harmful to learning, 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) not exploit a professional relationship with 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 and recrimination.

OBLIGATIONS TO THE PUBLIC 24:08:03:02.

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 indirect 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, gift or favors that might impair professional judgment, nor offer any favor, service or thing of value to obtain special advantage;
- (7) not engage in activities that would lead to a felony conviction; and
- (8) not commit any act of moral turpitude or gross immorality.

OBLIGATIONS TO THE PROFESSION. 24:08:03:03.

In fulfilling their obligations to other professionals, 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 qualification;
- (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.

☛ OFFICIAL REPRESENTATIVE OF BOARD OF EDUCATION

The superintendent is designated as the chief executive officer of the school and is responsible for the general management of the school. He / She is the official representative for the board of education, and all matters relating to the administration of the school shall be referred to him/her by instructors, custodians, parents and students.

☞ LINE OF AUTHORITY

The general line of authority shall be the board of education, superintendent, principal in respective area, principal from the other school area, business manager, senior teacher in respective area. When the principal is absent from the building, he/she shall advise the staff of who is in charge.

☞ SALARY CHECKS (rev. 8/10/09)

Salary checks will be paid monthly via the use of electronic transfer directly into an account specified by the employee on the 15th day of each month for non-certified staff and on the 20th of each month for certified staff. Certified staff will have the option of 9 - or 12-month pay period.

☞ CERTIFICATION

Teachers must meet all requirement of the state for certification and renewed certification.

☞ PROFESSIONAL GROWTH

Teachers are encouraged to participate in workshops, classes and in-services that will allow them to grow in their areas of education.

☞ DUTY HOURS (revised 8/9/2010)

Punctuality and faithfulness are prime requisites for the efficient operation of our school. It is exceedingly important that everyone be at his/her appointed place before the appointed time every day.

Everyone is expected to report for duty no later than 7:50 each morning. Teachers are expected to be in their classrooms by 8:00 a.m.

Staff will remain on duty until at least 4:00 p.m. Should it be necessary to depart before 4:00 p.m., seek permission from your principal. Remember that teaching is a profession and that we do not punch a time clock.

☞ STAFF ATTIRE (new 8/2007)

All faculty and employees of the Castlewood Public School serve as role models for the students with whom they work and as leaders in the community. Consistent with these roles, all faculty and employees shall dress in a manner and have an appearance that is appropriate and professional in light of the environment in which they work, the duties of their jobs, and the impressionable youth they serve. Administrators are authorized to interpret this policy and their interpretations shall be given deference.

☞ SCHOOL ENTRANCES (revised 8/9/2010)

Prior to school starting each day, students may enter the school building from most exterior doors. As a safety measure, at 8:10 a.m. all exterior doors will be locked. By restricting unmonitored access to the school, the safety of all students will be enhanced. No student will be in the building before 7:50 a.m. without faculty supervision

☞ SUPERVISION OF HALLS AND RESTROOMS

The entire staff is expected to aid and assist in eliminating loitering in the halls and in restrooms. Generally speaking, each instructor is expected to help maintain quiet and order in all areas of the school.

☞ LESSON PLANS

All instructors are expected to prepare lesson plans. Each respective principal shall determine how they desire to have staff complete these plans.

☞ MAIL DISTRIBUTION AND ANNOUNCEMENTS (revised 8/9/2010)

Each instructor has an assigned mailbox. Make it a daily habit to check your box every morning before school and immediately following the lunch hour.

Announcements will be available on the school website (castlewood.k12.sd.us) and Infinite Campus Portal each school day and should be read to students before the end of the first-period class. Any information staff members want to include in these daily announcements should be brought to the office before 8:10 a.m.

☞ ADMINISTRATIVE AND SUPERVISORY BULLETINS/ANNOUNCEMENTS

It is essential that the office issue bulletins and announcements from time to time concerning general school problems. Please read these carefully and then file them for future reference. Should any member of the staff have information that he/she would like to have appear in these bulletins, please bring it to the office.

☞ FACULTY MEETINGS

General staff meetings will be called as required. A general monthly meeting of all staff members will be held. It is expected that all faculty members will attend these regular meetings.

☞ FIRE EVACUATION

In the event of a fire, faculty members are to see that doors and windows are closed and lights are turned off. Students are to move swiftly and carefully when leaving the building. **THERE WILL BE ABSOLUTELY NO TALKING. STUDENTS MUST GET AWAY FROM THE BUILDING AND STAY AWAY UNTIL TOLD TO RETURN. TEACHERS MUST ACCOUNT FOR ALL OF THEIR STUDENTS.**

☛ FIRE, EMERGENCY, AND BUS EVACUATION DRILLS

Fire, disaster and bus evacuation drills will be done per state requirements.

☛ FIRE DRILL EXITS (rev. 7/11/16)

- GRADES K, 1, 2.....Use the south door and walk quickly to the east corner of the playground, then move inside the fence.
- GRADES 4,5,6, AND TITLE I.....Use the east door and walk quickly to the north end of the new playground equipment.
- ROOMS 600-607.....Use the west exit by the guidance office and move straight across the street to the garage by the alley.
- NORTH AND SOUTH GYMS, LOCKER ROOMS, WEIGHT ROOM.....Use the east exits of both gyms and move to the southeast corner of the playground area.
- LIBRARYUse the south elementary doors and quickly move across the street
- LUNCH ROOM.....Use the east exit from lunch room through the gym lobby and move straight across the street.
- KITCHEN AREAUse the north exit from the kitchen through the gym lobby and move straight across the street.
- MUSIC ROOM (ELEMENTARY)Use the music door north exit and walk quickly to the northeast corner of the playground fence.
- MUSIC ROOM (SECONDARY).....Use the music door north exit and move straight across the street.
- ADMIN. AREA (201-206), 207, 208, 221, 222, 223, 224.....Use the northeast exit and move straight across the street.
- ROOMS 209, 210, 211, 212, 218, 219, 220 Use the northwest exit and move straight across the street.
- ROOMS 216 and 217 (SHOP AREAS) Use the south shop door exit and move to the southwest corner of the school block.

☛ EMERGENCY DRILLS (rev. 7/11/16)

During a disaster, a message will be given over the intercom indicating severe weather conditions exist. At that time teachers should review the designated areas where the students

should report. If a warning is issued, a message would be given over the intercom for the students to proceed to their designated areas. THERE SHOULD BE ABSOLUTELY NO TALKING. STUDENTS SHOULD WAIT SILENTLY FACING THE WALL IN THEIR DESIGNATED AREA IN A CROUCHED POSITION WITH HANDS OVER THE BACK OF THE HEAD.

GRADES K, 1, 2Line up in a single file line on the south side of the elementary hall and wait for command.

GRADES 4, 5, and TITLE I.....Line up in a single file line on the north side of the elementary hall and wait for command.

GRADE 6...Grade 6 will use both sides of the elementary hall following the fifth grade students.

ROOMS 600, 601, 603 and 605.....Go to the hallway outside your room and move to the east side of the double doors.

ROOMS 602, 604, 606 and 607.....Go to the west hallway and move to the north side of the double doors.

ROOMS 201-207, 209, 210,211 and 212.....Line up along the north wall of the corridor by the administrative area.

ROOMS 208, 221 and 222.....Stay in your room and crouch down against the south wall.

ROOMS 216, 217, 218, 219, 220 and 223.....Go to the corridor outside your room and face the north or south wall, whichever wall is empty.

LIBRARY.....Go to the lunch room.

MUSIC ROOM.....If a music class is in session, go to the lunch room. If you are having lessons, go to the lesson rooms.

NORTH OR SOUTH GYM.....Go to the south gym locker rooms.

When children are assembled in hallways they should wait silently, facing the wall in a crouched position. Children should be forewarned that absolutely NO TALKING WILL BE PERMITTED.

WINDOWS

It is the duty of every instructor to close and lock all windows in his or her department before leaving.

GENERAL ROOM CARE

Your cooperation is needed in order to provide a safe and clean environment. Do not allow students to use desks and the floor as waste baskets. Return the room to the proper desk arrangement after each period. Require students to pick up the room before excusing from class. Report any items in need of repair to your principal. Make sure that you turn off lights when you leave the classroom and building.

☞ EVENING MEETINGS, PRACTICES AND REHEARSALS

When you use the school or gymnasium for evening meetings, practices, rehearsals or other non-public functions, the outside door must be kept locked. Don't permit unauthorized persons to be in the building. Make certain that all doors are locked and all lights are turned out when you leave.

Instructors are not to permit students to remain in the building without supervision.

Class meetings shall be arranged through the class advisor. Advisors shall attend all class meetings and chaperone all class functions.

☞ SUPPLIES

Plan your needs far enough in advance so that it will not be necessary to rush to the supply room during a class period to pick up necessary supplies. We will not ask you to list the supplies you take, but we do ask that you take only such a quantity of supplies as you may require for a reasonable period of time. Do not waste or hoard supplies; be thrifty in your use of items supplied by the school.

☞ PURCHASING OF MATERIALS (rev. 8/10/09)

Any staff member who orders materials must first fill out a purchase requisition with the business manager. This includes materials ordered on a preview/pre-approval basis. You should not be ordering items that have not been approved in the budget. If you wish to have flexibility to order items during the year, you should request a dollar amount on your requisitions for purchase of materials during the year.

☞ RESALE ITEMS

Any items that are to be purchased through the school for resale must be paid for in advance. Any staff member ordering materials for resale must follow the same procedure as listed above.

☞ HIGH SCHOOL ATTENDANCE PROCEDURE (rev. 7/14/2014)

The Castlewood administration and board of education believe that regular school attendance is necessary for a student to receive a good education. Regular attendance is the responsibility of both the student and parents. A good attendance record is just one sign of a responsible person.

If a student is expecting to be absent, parents are requested to notify the school prior to 8:30 a.m. If a student is absent and the school has not received notification, the parents will be called at the start of the school day. Parents must call the school prior to the absence in order for the absence to be excused. After an absence, a secondary school student must report to the attendance office to get an admittance slip before attending classes.

An unexcused absence results when a student is suspended from school, when a student leaves school without parental notification, fails to follow the schedule of NTHS or other institution offering classes in which the student is enrolled, or when a student "skips" school. Coursework

that is missed as a result of an unexcused absence will receive a grade of zero. All absences are unexcused if a parent does not call the school prior to the absence occurring.

In the case of excessive absenteeism, (10 days) the school may contact parents so administration, parents, and student can work together to resolve the issue. The Department of Social Services and/or the Hamlin County Sheriff's Office may be contacted in the case of habitual absenteeism.

☛ GRADE SCHOOL ATTENDANCE PROCEDURE (rev. 7/14/2014)

The Castlewood School Board believes that regular school attendance is necessary for a student to receive a good education. Regular attendance is the responsibility of both the student and parents. A good attendance record is just one sign of present and future success. Parents are encouraged to help promote good attendance patterns at an early age.

Parents and guardians of children are responsible for having their children in school full time during the school term. Parents who fail to comply are subject to a class 2 misdemeanor for first offense and a class 1 misdemeanor for each subsequent offense. SDCL 12-27.

- 1) PARENTS MUST CALL THE SCHOOL IF A STUDENT IS TO BE ABSENT. If a student is expecting to be absent, parents are requested to notify the school prior to 8:10 a.m. If a student is absent and the school has not received notification, the parents will be called at the start of the school day. Advance notice should be given to the office and teacher when possible.
- 2) A student is required to make up all work missed. In the case of a planned absence contact the teacher to see what make-up work can be complete in advance.
- 3) A student shall not leave school during the day without permission from the office and parent/guardian.
- 4) After 10 absences, an administrative review may be held in which the school contacts parents. This will insure that the administration, parents, and the student can work together to resolve the absence issue. The Department of Social Services and/or the Hamlin County Sheriff's Office may be contacted in the case of habitual absenteeism.
- 5) Extenuating circumstances will be considered on an individual basis.

A student's contribution to and achievement in class is directly related to attendance. Both students and parents must understand that students miss an important portion of their education when they are absent from school. Activities that take place in the classroom are a vital part of the teaching/learning process. A day lost from the class can never be recaptured. The dialogue that has taken place between teacher and students will not be duplicated. Thus, the importance of attendance cannot be overlooked.

🌀 GRADING SCALE

The recommended grading in the Castlewood Public School is the letter system as follows: A = Exceptional, B = Above Average, C = Average, D = Passing, F = Failing, I = Incomplete (incomplete not made up in two weeks will become an “F”).

A	96-ABOVE	B+	92-93	C+	85-86	D+	75-76	F	BELOW 70
A-	94-95	B	89-91	C	80-84	D	72-74	WF	WITHDRAWAL FAILING
		B-	87-88	C-	77-79	D-	70-71	WP	WITHDRAWAL PASSING

🌀 GRADE REPORTING

Each instructor is responsible for recording his/her grades on the school’s administrative software. In order to provide parents/guardians and students with feedback on educational progress, instructors must update grades on a weekly basis.

🌀 DISCIPLINE

In spite of all the modern theories in regard to discipline, it is still true that for many instructors it constitutes their greatest problem. Many instructors leave the profession because they are unable to cope satisfactorily with disciplinary problems. Many more are “nervous wrecks” at the close of the school day because they never solve the problem of proper teacher-pupil relationships.

In school, as in life, there is a certain type of behavior that is desirable and necessary for the success and welfare of the individual and the group as a whole. In general, the type of behavior which a pupil reveals will be dependent upon the situation and child’s maturity. We should not expect a child to portray a behavior pattern that is not normal for his/her age or maturity.

It is, generally speaking, the responsibility of the instructor to maintain good discipline within his/her classes. This does not mean that the administration will do nothing to help in this important matter. But it is usually true that an instructor must solve his/her own problems with the aid of suggestions from others. If the child cannot be handled by the instructor, he/she should then be sent to the office of the principal or superintendent.

🌀 TICKET TAKING AND SELLING

Early in the school year, the superintendent of schools will prepare a list of all employees selling and taking tickets.

🌀 STUDENT ERRANDS

In general it is poor policy to send students downtown on errands. The mere appearance of students on the streets during school hours produces an unfavorable impression on the general public. No student will leave the school during school hours without the permission of the administration and parent/guardian. This requirement may be waived in case of an emergency.

☛ COMMUNITY RELATIONS

It is not the duty of the administration to dictate on the matter of community relationships to any instructor. It is the hope of the administration that all instructors will make their contributions to the social life of the community and support worthwhile and valuable community endeavors.

☛ ATTENDANCE AT SCHOOL FUNCTIONS (revised 8/9/2010)

To attend all school functions held in the local community is simply a part of the job. Surely our students have the right to expect our attendance at their performances. Let's not disappoint them.

Teachers are expected to attend all functions which take place during the regular school day. This includes pep meetings, assembly programs, etc. As with all discipline, it is the responsibility of each instructor to maintain good discipline at these events.

☛ STAFF WORKROOM - LOUNGE

Avoid negative comments. Make it a place where people want to go rather than avoid. There should be no disrespect shown toward others—including students, staff, administration and parents. Negative talk in the lounge is without question destructive. It becomes difficult to be positive and upbeat after spending time in the lounge when it is negative.

CLEAN UP YOUR OWN MESS. OTHERS WILL BE USING THE LOUNGE AFTER YOU LEAVE. IT BELONGS TO EVERYONE

☛ TOBACCO FREE POLICY

Because tobacco is classified as a drug and the Castlewood School has a drug/alcohol policy, the use of tobacco in any form is forbidden during or after school hours at school, on any school premises or at school-related events. This policy applies to:

1. Premises owned, leased or maintained by the school district.
2. All school-related activities on and off campus.
3. Vehicles used to transport students and staff to and from school or at other activities.
4. Vehicles parked on school property.

☛ PARKING POLICY

The Castlewood School District shall implement the following policy for student and staff parking:

- (1) School staff may park on the north, south and west sides of the building.
- (2) Students may park on the west side, in the west parking lot and on the north side of the new gym from the entrance doors east to the highway. There will be no student parking on the east side of the school. School administration will strictly enforce this parking policy.

☛ MISCELLANEOUS (revised 8/9/2010)

1. It must be emphasized that every instructor in the Castlewood Schools has authority over students in all areas. It is oftentimes your duty to exercise such authority, especially on the playground and in the corridors.
2. Make it a point to insist upon discipline in the halls. Following dismissal make certain that students move quietly and quickly to their next class.
3. A monthly calendar covering all school activities is posted each month on the school web site. School personnel are encouraged to keep up on events happening at school by accessing this calendar. Make sure you place any items on the calendar that should be there.
4. A yearly calendar will be in the main office area. Be sure to check this before you schedule any events.

☛ CASTLEWOOD STAFF DRUG/ALCOHOL POLICY

No employee shall manufacture, possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver nor be under the influence of alcohol and other drugs or substances before, during or after school hours at school, on any school premises or at school-related events. This policy applies to:

1. Premises owned, leased or maintained by the school district.
2. All school-related activities on and off campus.
3. Vehicles used to transport students and staff to and from school or at other activities.
4. Vehicles parked on school property.

Since physician-directed use of drugs can affect behavior and performance, employees are encouraged to advise their supervisor whenever they are taking drugs for medical reasons.

As a condition of employment, each employee who is engaged either directly or indirectly in performance of a school-related function or activity shall abide by the terms of this policy. The employee who suspects a violation of the standards of conduct by another employee shall refer that employee to the administration. Each employee shall notify the administration in writing of his/her conviction of any criminal drug statute for a violation occurring in any of the places previously described no later than five calendar days after such conviction. All employees will attend, when offered, a drug-free awareness program at which employees will be informed about the dangers of drug use in the workplace.

Any employee who violates the terms of this policy is subject to disciplinary action, up to and including non-renewal, suspension, termination, referral for prosecution, and participation in alcohol and other drug use counseling or rehabilitation programs approved by the school district. If it is required that the employee participate in a counseling or rehabilitation program as a condition of continued employment and the employee fails to do so, he/she may be subject to non-renewal, suspension or termination, as deemed appropriate by the school board. Employees

entering treatment programs for the first time will be allowed to use accumulated sick leave for time absent from duties.

The school board recognizes that employees who have an alcohol, drug and/or substance use problem should be encouraged to seek professional assistance. A list of available resources is provided in this policy. Other programs may be approved on an individual basis.

Human Service Agency Watertown, SD 886-0123 www.humanserviceagency.org

Addiction Services

Glacial Lakes Professional Watertown, SD 886-3845

Counseling Services

Veterans Hospital Sioux Falls, SD 336-3230

Lutheran Social Services Watertown, SD 882-2740

CASTLEWOOD SCHOOL DISTRICT 28-1 INVENTORY POLICY (rev. 8/9/10)

The Castlewood School District requires an annual inventory of personal property to be made and placed on file with the business manager by June 30th of each year.

SDCL 5-24-2 states:

The inventories required by SDCL 5-24-1 and 5-24-1.1 shall show for each item actual cost, the estimated cost at the time of acquisition, if the actual cost cannot be ascertained, and, in the case of gifts, the estimated fair market value at the time of acquisition. One copy of inventory the officer or employee shall retain in his/her office and the others he shall file, as provided in SDCL 5-24-3.

SDCL 5-24-3 states:

The inventory shall be filed by “all school employees with the business manager.” Regarding the rules issued by the commissioner of the bureau of administration referenced in the above-quoted SDCL 5-24-1, ARSD 10:02:01:01 states:

The Castlewood School District requires all district property with an expected useful life exceeding one year and an initial purchase cost in excess of \$50 to be inventoried.

Any property purchased with federal funds, i.e. Title I and II and vocational grants, must be inventoried regardless of cost. All textbooks and uniforms are to be inventoried.

The business manager will select a pre-numbered property tag and write the number for each item on the invoice. Then the tag will be placed on the item and the serial number (when available) shall be written on the invoice. The invoice and tag number will then be posted to the Inventory Account as recorded on the computer.

The computer record will include the following:

- | | |
|--------------------|---------------------|
| 1. Tag number | 8. Equipment class |
| 2. Description | 9. Equipment code |
| 3. Serial number | 10. Purchase date |
| 4. Location code | 11. Vendor number |
| 5. Building ID | 12. Purchase amount |
| 6. Department code | 13. Quantity |
| 7. Room ID | 14. Vendor name |

Once each year a complete inventory listing of all personal property will be prepared for each inventory area.

District personnel will be required to:

(1) Compare the assets identified on the listing with those located in the area for physical presence. Place a check mark beside the description on the listing if it is present. For those items on the listing that are not present, note this exception on the listing.

(2) Compare the inventory tag number on the asset with the number identified on the listing. If the tags are on the item and the numbers match, place a check mark beside the item number on the listing. If the numbers are different and you are quite certain you are comparing the correct asset with the correct asset identified on the listing or if any tags are missing, prepare notes on these observations.

(3) Observe the location being inventoried and prepare notes on all items present that are not on the listing.

(4) Observe the assets at the location and prepare notes on any items in an unexpected or unusual condition.

(5) Attempt to determine the cause for any exceptions and note these determinations.

Upon completion of the inventory, each individual responsible for the inventory shall sign and date the inventory and return it to the business office.

The business manager will review the form for propriety and initial and date each page when the review is completed. Questionable items should be noted and the problem resolved with the individual responsible for the inventory.

DISPOSALS:

The disposal of all school district property shall be done by resolution of the school board in accordance with the provisions contained in SDCL 13-21.

SDCL 13-24-1 states:

Whenever any school district in this state shall have property consisting of land, structures, supplies, equipment or other property which shall be determined by resolution of the school board to be no longer necessary, useful or suitable for school purposes, such school board may, by resolution, order the sale, trade-in, destruction or other disposal of said property.

☛ NON-DISCRIMINATION POLICY (rev. 8/2012)

The Castlewood School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. ¹ The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Peter Books, Superintendent
310 E. Harry St.
Castlewood, SD 57223
(605) 793-2351

Tyler Bolstad, PK-12 Principal
310 E. Harry St.
Castlewood, SD 57223
(605) 793-2351

For further information on notice of non-discrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

¹ Only public elementary or secondary schools or local or state educational agencies that receive funds made available through the Department of Education should include the words “and provides equal access to the Boy Scouts and other designated youth groups.”

☛ CASTLEWOOD COMPLAINT POLICY FOR FEDERAL PROGRAMS (new 7/21/08)

A parent, student, employee, or district stakeholder who has a complaint regarding the use of federal NCLB funds and is unable to resolve the issue, may address the complaint in writing to the district’s superintendent.

Disputes addressing the enrollment, transportation, and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolution process directly at the district or district’s homeless liaison’s office. The parent or guardian or unaccompanied youth shall be provided with a written explanation if the school’s decision including the rights of the

parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

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

**⌘ Notification of Rights under FERPA
for Elementary and Secondary Schools
(rev. 7/14/14)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Castlewood School receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and

specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

🌀 NOTICE FOR DIRECTORY INFORMATION

(rev. 7/14/14)

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

type of information from your child's education records in certain school publications. Examples include:

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

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

If you do not want Castlewood School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the second Monday in September. Castlewood School has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

- **Student's name**
- **Address**
- **Telephone/cell listing**
- **Photograph**
- **Birthdate**
- **Grade level**
- **Parents/Guardians names**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**

**NOTIFICATION OF RIGHTS UNDER THE
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) (rev. 7/14/14)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Castlewood School has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Castlewood School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Castlewood School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Castlewood School District will make this notification to parents at the beginning of the school year if the District has identified the

specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5901

**CASTLEWOOD SCHOOL ACCEPTABLE USE OF DISTRICT
COMPUTERS / NETWORK (rev. 7/9/2012)**

Purpose

The Castlewood School District offers students access to technology resources for educational activities. The purpose of the Castlewood School District's technology resources is to provide additional educational resources and communication tools for students. These resources will help teachers to facilitate education and research consistent with the objectives of the Castlewood School District.

Definition – Technology Resources

The Castlewood School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

Regulations

The use of the Castlewood School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by Castlewood School District and the State of South Dakota is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Castlewood School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. In compliance with the Children's Internet Protection Act (CIPA), the Castlewood School District will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. The Superintendent is delegated authority to implement these educational requirements. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied.

User Terms and Conditions

The use of Castlewood School District's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Castlewood School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.

3. Prohibited technology resources activities include, but are not limited to, the following:

Computer/Network Violations (Tablets, Laptops, Desktops):

- a. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- b. Downloading or transmitting multi-player game, music, or video files using the school network.
- c. Vandalizing, damaging, or disabling property of the school or another individual or organization.
- d. Accessing another individual's materials, information, or files without permission.
- e. Using the network or Internet for commercial, political campaign, or financial gain purposes.
- f. Releasing files, home address, personal phone numbers, passwords, or other vital accessing information to others.
- g. Promoting or soliciting for illegal activities.
- h. Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- i. Violating copyright or other protected material laws.
- j. Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- k. Intentionally wasting school resources.
- l. Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
- m. Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
- n. Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
- o. Creating, uploading, or transmitting computer viruses.
- p. Attempting to defeat computer or network security.

Consequences: Violations may result in a loss of access to technology resources. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior. When applicable, law enforcement agencies may be involved.

4. Castlewood School District/State of South Dakota does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.

5. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.

6. Any security or equipment problems arising from the use of technology resources must be reported to the Network Administrator or Principal's Office.