

# **Policy and Procedures Handbook**

## **Castlewood School District**

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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 21<sup>st</sup> 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.

## **A CODE OF ETHICS FOR SCHOOL BOARD MEMBERS**

1. I will view service on a board of education as an opportunity to serve my community, state and nation, because I believe public education is the best means to promote the welfare of our people and to preserve our democratic way of life.
2. I will work to help the people in my community understand the importance of public education and support the highest level of education which we can afford.
3. I will observe and enforce state laws and regulations pertaining to education.
4. I will try to make decisions in terms of the best interests of the educational welfare of children.
5. I will seek to provide equal educational opportunity for all children regardless of ability, race, creed or location of residence.
6. I will recognize that my responsibility is not to run the school, but to see that it is well run.
7. I will confine my board action to policy making, planning and appraisal.
8. I will refuse to represent special interest or partisan politics or to use the school for personal gain or for the gain of friends or supporters.
9. I will arrive at conclusions only after I have discussed matters fully with members of the professional staff and board members assembled at a meeting.
10. Once a decision has been reached by the majority of the board, I will support it graciously.

11. I will recognize that authority rests with the whole board assembled in a meeting, and that I have no legal status to bind the board outside of a meeting.
12. I will vote only for the best-trained technical and professional personnel who have been properly recommended by the appropriate administrative officer.
13. I will support and protect school personnel in performance of their duties.
14. I will refer all complaints that require board action to the proper administrative officer and will discuss such complaints only at a regular meeting after failure of administrative solution.
15. I will present personal criticisms of school employees only to the appropriate administrative officer.

## **POLICIES PERTAINING TO THE BOARD OF EDUCATION AND**

### **ADMINISTRATION (rev. 8/2007)**

1. In the selection of a superintendent of schools, it shall be the policy of the Castlewood Board of Education to seek the counsel of educational institutions and departments whose officials are acquainted with the needs of the school and community and with the prospective candidates for the position. Whenever possible, the board or a committee of board members shall visit the community last served by the candidate and seek pertinent information to assist in judging the candidate.
2. The school board, representing the people of the district, shall function as a policy-making body and have complete jurisdiction over the school and its employees.
3. The superintendent shall serve under the direction of the board as its executive officer and it shall be his/her duty to make recommendations to the board concerning the educational policies of the school and make regulations necessary for the government of the school.
4. Regular meetings shall be held in the administrative area. The regular monthly meeting time shall be decided on by the board members at the organizational meeting in July of each year.
5. The superintendent shall attend all meetings of the board of education, but shall not be entitled to a vote.
6. In the superintendent's absence, the principal will be the chief administrative officer of the school district and handle any problem that may arise. On the rare occasion when both the superintendent and the principal must be absent, the business manager and then the senior teacher may be designated to be in charge.
7. The order of business at regular board meetings shall be:
  - a. Recognition of visitors
  - b. Approval of agenda
  - c. Approval of minutes
  - d. Approval of financial reports
  - e. Presentation of bills
  - f. Motions
  - g. Discussion items
  - h. Adjournment
8. Special meetings may be called when necessary. All members should be notified at least 24 hours before the time of the meeting if possible.
9. The board shall not have standing committees. Special committees for matters relative to certain problems shall be appointed by the chairperson upon motion of the board. Such committees shall be dissolved once they have fulfilled their specific function.

10. Policies may be revised, added to or amended at a regular meeting of the board of education by a majority vote at any meeting subsequent to their presentation. All policy review will be handled on an ongoing basis.
11. The re-election of the superintendent, principal and business manager, unless they are on term contracts, should be a major item of business at the regular January meeting of the school board. The re-election of the teachers shall be scheduled for March. The superintendent and the principals shall make specific recommendations for the consideration of the board. All recommendations are to be supported with reasons which have been made known to the individual under consideration. Unfavorable recommendations will include evidence of professional effort to help the teacher succeed if appropriate. The same professional procedures which apply to teacher re-election apply to the superintendent and all other personnel.

### **POLITICAL ACTIVITY POLICY**

No school district officer or employee having a financial or policy interest in any federally funded program or activity in the district will in any way use or cause to have used funds or other valuable consideration from that program or activity for any political purposes or activity.

### **HEALTH INSURANCE DEDUCTIBLE PAYMENT POLICY** (revised 7/2017)

The current deductible for the NPIP Health Insurance plan is \$2,000.00 or \$4,000.00/individual within either a single or family plan. The school will pay up to \$1,000.00 toward the deductible after an individual has paid the first \$1,000.00 on the \$2,000.00 deductible plan or \$3,000.00 on the \$4,000.00 deductible plan. Deductibles are computed on an annual basis (January 1-December 31). The school will pay a maximum of \$1,000.00 in benefits under this plan for each employee enrolled, regardless of plan (single or family). Payments under this plan will be in the form of a check payable to the employee.

Employees must provide a member claim list from the NPIP Insurance pool and a copy of insurance card to substantiate a claim under this plan. Employees must request the member claim list from the NPIP Insurance pool and have it faxed or emailed to the business manager. Requests for payment must be received by the business office by the last business day of the month or payment will be delayed until the following month. Payments will be processed and approved by board action. Checks will be available in the business office on the Tuesday following the regular Monday school board meeting.

The school is not responsible for any errors on the part of an employee that may result in non-payment of claims under this policy.

### **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

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**



**USE OF BUSES** (rev. 8/2007)

It shall be the policy of the Castlewood School Board of Education to allow individuals or groups use of district buses. A written request must be submitted to the business office at least one week prior to planned use. No overnight trips will be allowed unless approved by the Board of Education. Persons using the bus will be required to pay for driver's wages, expenses and fuel. Bus drivers must be employed by the school district. Persons or groups using buses must provide proof of liability and use of non-owned vehicle insurance coverage.

**PUPIL TRANSPORTATION** (rev. 7/14/2014)

Students must remember that riding a bus is a privilege and rules are to be followed. Bus drivers shall use their own discretion as to routine discipline measures that are necessary to maintain order. The driver is in full charge of the bus and pupils. Pupils will obey the driver promptly and cheerfully.

If the driver wishes, he/she may assign seats in the bus and pupils will take the seats assigned to them. When the bus is in motion, students may not stand, extend their arms out of the window, move about or leave or enter the bus. Damage done to seats or other equipment must be paid for by the pupil. Conversation must be clean and not boisterous. Fellow pupils should be treated with courtesy.

Students should refrain from unnecessary conversation with the driver. Throwing or snatching of hats, caps, books, etc., will not be permitted. Pupils shall help keep the bus clean. They are not to throw paper or other refuse on the floor or spit on the floor. The right to ride the bus is conditional on the student's behavior and observance of these rules. The bus drivers are authorized to enforce these rules and to make other suggestions as deemed necessary.

All pupils shall be ready in the morning at the usual time for the bus to arrive at their homes or at the school bus stop. The bus cannot wait for those who are tardy. Pupils are not to stand in the roadway while waiting for the bus.

When leaving the bus, students must remain seated until the bus stops. They should cross the road in front of the bus after making sure the highway is clear. No pupil will leave the bus without the driver's consent except at home and at school.

A student may be suspended from riding the bus when his/her behavior does not comply with these rules. The bus driver will inform the administration of such problems. The procedure on the following page will be followed.

**BUS VIOLATION REPORT TO PARENTS**

Student's name \_\_\_\_\_

Date \_\_\_\_\_

Reason for action checked below:

- Continually too noisy       Improper language
- Will not follow directions       Fighting on bus
- Bothers others continually       Destroying school property
- Other \_\_\_\_\_

1. The "first" note is only a **WARNING** that the above has taken place. This note must be signed and returned to the driver the next morning in order for the student to ride the bus.
2. The "second" note will bring **DISCIPLINARY ACTION** and possible suspension of bus-riding privileges from one to five days. Parents must contact either the bus driver or the child's principal to see if a solution to the problem can be reached. If no contact is made with one of the above, the student will not be allowed to ride the bus.
3. The "third" note may bring from one day to complete **SUSPENSION** from riding the bus. Parents must meet with the bus driver, principal and superintendent to determine if the student will be allowed to ride the bus after the suspension period, and then only if proper corrective measures have been worked out.

Driver's signature \_\_\_\_\_

Principal's signature \_\_\_\_\_

Date \_\_\_\_\_

Parent's signature \_\_\_\_\_

Date \_\_\_\_\_

**POLICIES PERTAINING TO BUSINESS ADMINISTRATION, INCLUDING SCHOOL PLANT, AND PUBLIC RELATIONS**

**FISCAL ACCOUNTING AND REPORTING (rev. 8/9/2010)**

The business manager will be designated by the school board to be responsible for receiving and properly accounting for all funds of the district.

The Uniform Financial Accounting System for the South Dakota School Districts will be used to record receipts and disbursements of the district.

The business manager will report all financial information to the state as required. The board will receive monthly financial reports from the business manager that will include a statement of operating receipts and expenditures and balance on hand in the several funds, a budget position report and any other financial information that should be brought to the board's attention.

The business manager is authorized to prepare an annual budget which is to be presented to the board at the regular meeting in May for study and possible modification prior to its adoption in July. The budget is to be in detailed form and is to direct the administration without further board

action. Expenditures for items which are not included in the budget are to be made only as a result of favorable board action.

The Castlewood Board of Education recognizes that the Castlewood Public Schools belong to the people of the community. Consequently, it is necessary that attention be given to the planning of two-way communication of accurate and timely information from the school to the people, and from the people to the school.

The sale or use of alcohol on school property is prohibited.

The board of education will consistently seek to maintain school property in good condition.

All certified employees shall receive their salary on or about the 20th day of the month. Certified personnel shall have the choice of a 9 or 12-month pay period.

All classified employees shall receive their salary on or about the 15th day of the month. These wages are for the previous month's time sheets.

The rate of mileage for use of private cars for school purposes shall be the rate set by the state of South Dakota. If the school vehicle is available but the employee desires to drive a personal vehicle, the employee shall be paid at the rate of 25 cents per mile. (8/07)

Public service groups, nonprofit organizations and private individuals may use loanable school property on a limited basis. No individual profit may be made from the use of this equipment. The user assumes the responsibility for any damages to the equipment, to be approved by the administration or his/her representative.

The board authorizes the business manager to charge \$30 for returned checks. (1/13/03)

### **ORGANIZATIONAL RECORDS AND COMMUNICATIONS**

The employee responsible for accounting and record keeping must fully disclose and record all assets, liabilities or both, and must exercise diligence in enforcing these requirements.

Employees must not make or engage in any false record or communication of any kind, including false expense, attendance, financial or similar reports and statements.

### **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. Items that have not been approved in the budget should not be ordered. To have flexibility to order items during the year, staff members should request a dollar amount on their 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.

### **GASB POLICIES**

Private sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the GASB. Governments also have the option of following subsequent private sector guidance for the

business-type activities and enterprise funds, subject to the same limitation. This entity has elected not to follow subsequent private sector guidance. (GASB P80.103)

**BASIS OF ACCOUNTING**

The government-wide financial statements will be prepared using the economic resources measurement focus and the accrual basis of accounting as will the proprietary fund and fiduciary fund financial statements. Governmental fund financial statements will be reported using the current financial resources measurement focus and the modified accrual basis of accounting. (GASB 1600.103)

**REVENUE AVAILABILITY CRITERION (rev. 11/06)**

Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, our school considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Property taxes are levied on an annual basis. On the fund financial statements, the portion of the property tax levies that have not been collected by the end of the fiscal year and are not available will be considered deferred revenue (GASB 1600.106)

**CASH AND CASH EQUIVALENTS**

The entity cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

**INVESTMENT POLICY**

WHEREAS, the nature of tax collections and other revenue is such that cash on deposit in the district's depositories at times exceeds the requirements of current expenditures, and

WHEREAS, it is in the best interest of the district to invest these monies not required for immediate expenditures, now therefore,

BE IT RESOLVED, that the business manager is hereby directed to invest such cash balances which may exist in interest-bearing certificates, time deposits or government issues of securities of the United States and securities guaranteed by the U.S. Government either directly or indirectly, in state or out-of-state institutions. The term of the investments is to be determined in accordance with expenditure requirement, and that such interest as is earned on said deposits be credited to the respective funds.

**PREPAYMENT OF UTILITY BILLS**

The Board of Education of the Castlewood School District 28-1 authorizes the business manager for the Castlewood School District to pay credit card, utility, rent and fuel bills by due dates, without prior board approval, when it is in the best interests of the school district. The monthly payment of bills does at times prevent the school district from taking discounts or avoiding late fees.

**RESTRICTED AND UNRESTRICTED RESOURCES**

When both restricted and unrestricted resources are available for use, it is the entity's policy to use restricted resources first, then unrestricted resources as they are needed.

## **PROPRIETARY FUND TYPES - OPERATING VS. NON-OPERATING REVENUES AND EXPENSES**

Our Food Service Fund distinguishes operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing goods relating to the food service operation. Principal operating revenues of this operation are meal charges. Non-operating revenues include grants, donated commodities and interest earned. Operating expenses of the food service operation include salaries and benefits, food purchases and depreciation. The loss on disposal of capital assets is a non-operating cost. (GASB P80.118)

### **TRUST AND AGENCY FUND POLICY** (rev. 8/9/2010)

The Board of Education of the Castlewood School District shall prescribe policies and procedures governing the stewardship of trust and agency funds. The board authorizes the establishment of a central trust and agency system for the handling of all class and club funds and the Advance Payments Fund, which will be the only authorized depository fund for student clubs or organizations.

The business manager is to be placed in charge of the account and be adequately bonded. He/she shall keep the records, issue pre-numbered receipts for all money, write checks, make payments and prepare a monthly statement for the board.

The annual school district audit will include an audit of student organization funds. Payment for the audit will be made from district funds.

The Board of Education of the Castlewood School District authorizes the business manager for the Castlewood School District to establish an **ADVANCE PAYMENT FUND** in the amount of \$4,000, within the Trust and Agency Fund.

Such funds are to be used for the payment of credit card, travel expenses, entry fees, postage, referees, rents, judges and speakers.

All clubs/organizations must get approval from the school board to establish a school agency fund. Club officers or class advisers are required to pre-approve all expenditures by signing the voucher. All classes, clubs and organizations are required to provide annual certification to the business manager that describes who the officers are and who the adviser is.

Senior class accounts shall be closed at the end of the following year and any balances transferred to the Student Council account.

Dormant accounts shall be closed and any balance transferred to the General Fund.

Moneys raised by student organizations must be expended for the benefit of students.

All fund-raising projects must be approved in advance by the organization adviser and the principal. This approval will be based upon the intended usage of the funds raised, the nature of the fund-raising activity and the degree to which the proposed activity fulfills the purposes of the organization. Interest earned on Trust and Agency funds is to be deposited to the respective accounts.

## **AUDITS**

Audits of school transactions are to be completed every year unless a state audit has been required. The Statement of Auditing Standards (SAS) #99 indicates that management is responsible for designing and implementing systems and procedures for the prevention and detection of fraud and for ensuring a culture and environment that promotes honesty and ethical behavior.

## **ANTI-FRAUD PROGRAMS AND CONTROLS (SAS 99)**

Three fundamental elements have been identified to assist schools to prevent, deter and detect fraud: creating a culture of honesty and high ethics, evaluating antifraud processes and controls and developing an appropriate oversight process.

## **ORGANIZATIONAL CODE OF CONDUCT**

The school and its employees must, at all times, comply with all applicable laws and regulations. The school will not condone the activities of employees who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, direct contributions, rebates and bribery. The school does not permit any activity that fails to withstand the closest possible public scrutiny.

Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their superior, who, if necessary, should seek legal advice.

## **GIFTS ENTERTAINMENT AND FAVORS**

Employees must not accept significant entertainment, gifts or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which the school has, or is likely to have, business dealings.

## **KICKBACKS AND SECRET COMMISSIONS**

The school strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule will result in immediate suspension and prosecution to the fullest extent of the law.

## **FLEXIBLE BENEFITS PLAN**

Adoption of a Flexible Benefits Plan in accordance with Section 125 of the Internal Revenue Code: WHEREAS, the Castlewood School District wishes to join the Flexible Benefits Plan provided by American Family Assurance Company for the benefit of its employees; now therefore,

BE IT RESOLVED by the Board of Education of Castlewood School District that Castlewood School District hereby joins the plan and extends to all its employees the opportunity to participate in the plan.

BE IT FURTHER RESOLVED that the business manager be authorized to execute all documents necessary for the establishment of a Flexible Benefits Plan.

## **SOUTH DAKOTA SUPPLEMENTAL RETIREMENT PLAN**

Adopting the SDRS Supplemental Retirement Plan permitting all employees of Castlewood School District to defer a portion of their compensation:

WHEREAS, South Dakota Codified Laws (SDCL), Chapter 3-13, provides that the South Dakota Retirement System Board (“board”), may establish the South Dakota deferred compensation plan, for state government and political subdivision governments to join; and

WHEREAS, the board has established the plan, entitled the “SDRS Supplemental Retirement Plan” and has adopted procedures for political subdivision governments to join; and

WHEREAS, Castlewood School District wishes to join the plan for the benefit of its employees; now therefore,

BE IT RESOLVED by the Board of Education of Castlewood School District that Castlewood School District hereby joins the plan and extends to all its employees the opportunity to participate in the plan.

BE IT FURTHER RESOLVED that the business manager is hereby authorized, empowered and directed to do all acts and things and to execute all documents in writing, including, without limitation, a Joinder Agreement and Request for Participation, which the board determines to be necessary or desirable in order to effectuate joining the plan, and to make contributions there under.

**POLICY ON ASBESTOS**

WHEREAS, the Federal AHERA Act required school districts to contract and manage asbestos, and

WHEREAS, the Castlewood School District does have asbestos in its schools, and

WHEREAS, the district has appointed a designated official to manage this program, and

WHEREAS, this official can be liable for violation of any regulation of this act, and

WHEREAS, the Castlewood School District’s insurance excludes any liability for violation of any regulation of the AHERA Act,

THEREFORE, LET IT BE RESOLVED that the School Board of the Castlewood School District 28- 1, in accordance with SDCL 3-19-1 and 2, hereby approves and resolves to indemnify the school’s asbestos designated official up to the maximum provided by law for allowable costs, fees, judgments or settlements in claims resulting from alleged violations of the AHERA Act, while in the active discharge of duties.

**CASTLEWOOD SCHOOL DISTRICT 28-1 INVENTORY POLICY (rev. 8/9/2010)**

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 the employees are quite certain they 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.

**CASTLEWOOD SCHOOL DISTRICT 28-1 GENERAL FIXED ASSET CAPITALIZATION POLICY**

It is the policy of the Castlewood Board of Education that all real and personal property meeting the criteria as a General Fixed Asset (GFA) as presented in the following shall be capitalized at actual cost or estimated cost based upon a reasonable estimate in those cases where it is not feasible to ascertain actual cost. Donated GFAs shall be recorded at their estimated fair value at the time received.

Depreciation will be charged on GFAs according to GASB.

All land not appropriately accounted for in a proprietary or trust fund shall be capitalized and recorded as a GFA.

All real property other than land not appropriately accounted for in a proprietary or trust fund shall be capitalized and recorded as a GFA.

Certain aspects of capital assets are required disclosures in the notes to financial statements.

General fixed assets are divided into five main classes: land, building, improvements other than buildings, equipment and construction work in process.

Equipment with an initial cost in excess of \$5,000 and an expected life exceeding one year shall be included on the District’s capital assets inventory listing for depreciation purposes. The business manager shall determine when equipment of a value less than \$5,000 will be included to the listing to provide additional accountability for fixed assets. Buildings and building improvements shall be recorded as a capital asset when the initial cost exceeds \$25,000. Improvements other than building improvements shall be recorded as a capital asset when the initial cost exceeds \$10,000.

<b>Assets</b>	<b>Years</b>	<b>Depreciation Method</b>	<b>Capitalization Amount</b>
Land	N/A	N/A	All
Buildings	50	St. Line	\$25,000
Improvements other than buildings	15-25	St. Line	\$10,000
Equipment and vehicles	5-20	St. Line	\$5,000

(GASB 1400.102, 104)

All personal property shall be capitalized and recorded as a GFA when meeting all of the following:

- (1) It is tangible in nature, not being consumed or losing its identity in use or incorporated into a different unit or substance.
- (2) It has a useful life extending beyond the year of acquisition.

(3) It has an acquisition value of at least \$5,000.

(4) It is a fixed asset not properly accounted for in a proprietary or trust fund.

In the acquisition of or additions to real property, plant or equipment, any expenditure of \$1,000 or more shall be paid from the Capital Outlay Fund as required by SDCL 13-16-6. The \$1,000 limitation shall apply to the total of each asset type on an invoice. Equipment purchases per invoice of less than \$1,000 may be acquired from either the General or Capital Outlay Fund.

To fulfill accounting needs and satisfy fiduciary responsibility, a complete record of all general fixed assets must be established and maintained in a current and accurate condition, and control procedures must be implemented to insure the records are being properly maintained and the assets properly utilized.

The General Fixed Asset records shall be the responsibility of the business manager. The subsidiary record developed for each GFA should contain the information listed in the Inventory Policy. Documentation supporting all of this information should be developed and retained.

It may be necessary to make adjustments to the formal GFA subsidiary record because of errors found in some of the information recorded for an asset, assets located that are not on the records, or assets that are on the records but cannot be located. Because there are no entries to the record authorized without documentation supporting the entry and approval for the entry, it will be necessary to establish a file to retain documentation for these types of changes.

#### **DISPOSING OF FIXED ASSETS**

1. Before any fixed asset can be disposed of in any manner, it must be declared surplus by resolution of the school board (SDCL 6-13-1).

2. Unless the surplus property is equipment that is to be traded in or destroyed, it must first be appraised by three freeholders of the district as appointed by the governing board (SDCL 6-13-2).

3. If the surplus property is personal property appraised at less than \$500, it can be sold at a private or public sale without notice (SDCL 6-13-5).

4. All other property being sold must be advertised for sale at least twice (SDCL 6-13-5).

5. Property must be sold to the highest bidder and the sale must bring 90 percent of the appraised price (SDCL 6-13-5).

6. Surplus property may be sold at an auction in lieu of sealed bids (SDCL 6-13-6). No minimum price need be obtained at auction.

7. Appraisers and governing board members may not purchase surplus property, except at public auction (SDCL 6-13-7).

8. Whenever a fixed asset is disposed of, a permanent record should be made to include the following:

a. Number. Each form initiated shall be sequentially numbered on a chronologically continuous basis with all other disposal forms.

b. Early resolution reference. This will state the date of the board meeting, according to the minutes, the resolution was adopted and the resolution number if used.

c. Asset number. The specific identification number of the asset to be disposed of.

d. Asset description. This will be a general description of the asset.

e. Date of disposal. The date the asset was actually disposed.

### **DSS/LAW ENFORCEMENT INVESTIGATIONS**

To comply with the law (SDCL 26-8-6, 26-10-10, 26-10-12), it is the policy of the Castlewood School District that any teacher or other school employee who suspects that a child has been neglected or abused has the responsibility to report such suspected abuse to authorities. In accordance with SDCL 26-81-8, the Department of Social Services or law enforcement officers shall investigate such reports. Investigating personnel may personally interview a child out of the presence of the child's parents, guardians or custodian without advance notice or consent.

The behavior of pupils outside of school hours and away from the school grounds is the responsibility of the parent rather than the education system. As a consequence, police questioning of children in school and during school hours should be undertaken only after the parent has been duly notified if appropriate.

### **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.

### **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.

### **COMMUNITY USE OF CASTLEWOOD PUBLIC SCHOOL FACILITIES REGULATIONS AND CHARGES**

Community access to the Castlewood School building is a reasonable expectation of the patrons of this district. The use of school buildings is a privilege afforded the citizens and organizations of the Castlewood community. It is the responsibility of the board to protect the local assets entrusted to it. Therefore, the board reserves the right to set rules, fees and restrictions for access to various areas of the overall school building (Reference: SDCL 13-24-20)

It is the intent of the board that regulations concerning access to the school building should be structured to allow use by the greatest number of individuals at any given time for the most diverse uses. Therefore, the following order of priority has been established.

1. (School use) School activities always have priority over public and private use.
2. (Public use) Activities open to the entire public free of charge have priority over private use.
3. (Private use) Restricted access activities follow open activities.

4. (Commercial use) Activities which charge admission or sell items have the lowest priority.

The following rules and guidelines will apply to any person or group requesting to make use of school facilities.

1. A request for facility usage must be submitted by all NON-SCHOOL groups at the administrative office. The request must include the date and time of the event, the type of event and what facilities are to be used.
2. The administration will schedule the use of the facility as prioritized above.
3. All non-school district-sponsored groups requesting the use of the district facilities must sign a rental agreement. A rental fee will be charged depending on the nature of the sponsoring organization or group and the type of facility requested.
4. Any non-school group requesting to use the school facility may be required to provide a certificate of liability insurance.

**FACILITY RENTAL POLICY** (rev. 8/8/2011)

1. North gym . . . . . \$150 fee
2. South gym . . . . . \$100 fee
3. Profit organizations/activities using other school facilities. . . . \$50 fee

This fee may be waived by the administration depending on the type of activity. Groups will be billed for any custodial services required during their activity at overtime rates. Also, a building usage agreement form must be filled out when renting.

**OPEN GYM ON WEEKENDS** (rev. 8/11/08)

Open gym on weekends will be sponsored by the school.

**OPEN GYM DURING THE SUMMER**

Varsity coaches may run open gym sessions during the summer months. Coaches must be in compliance with the S.D. High School Activities Association policies. Coaches must inform the administration of times and dates scheduled. There will be times that the facilities will not be available due to maintenance and/or school activities.

**DISTRICT AND CONFERENCE TOURNAMENTS**

The fee will be \$250 per night, which includes the cost of ticket takers, scorers, timers and custodians.

**BUILDING USAGE AGREEMENT FORM**

Organization \_\_\_\_\_  
 Facility to be used \_\_\_\_\_  
 Purpose \_\_\_\_\_  
 Equipment needed \_\_\_\_\_  
 Date \_\_\_\_\_ Time \_\_\_\_\_ To \_\_\_\_\_  
 Will admission be charged? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Facility fee \$ \_\_\_\_\_ # of hours for custodial help \_\_\_\_\_  
 Key pickup date \_\_\_\_\_ Key returned date \_\_\_\_\_

\_\_\_\_\_  
Signature of renter

\_\_\_\_\_  
Signature of Superintendent

**SOUTH GYM POLICY** (rev. 7/11/16)

**I. SUPERVISION**

The Castlewood School Board encourages the use of the south gym. Employees of the district should not lend out their keys to the south gym. Any responsible adult (no currently enrolled student) who is associated with the Castlewood community may be allowed to check out a key for the purpose of open gym under the following conditions:

The person who has checked out the key will:

- maintain control over participants using the gym and surrounding areas
- see that all equipment is properly put away, turn off lights and make sure building is secure when leaving
- under no circumstances prop building entrance doors open
- be responsible for any and all damage to school property that may occur while they are in the gym
- not loan keys to anyone else
- not use the gym when school events are taking place in the building
- only use the south gym and weight room area
- \$25.00 fee for the first year and \$10.00 yearly renewal
- return the key to the school administration when requested
- report lost keys and pay fee of \$10.00 to receive a replacement

The south door and the east locker room door are the only doors that may be used to enter the school for open gym purposes. The weight room can be accessed with the key as well. Access times are as follows:

Weekdays	6:00 PM-10:00 PM
Weekends/Holidays	1:00 PM-10:00 PM

**Special circumstances may arise whereby a patron of the district may request access to the building during times other than those listed above. Adjustments may be made by administration based on specific needs and will be handled on a case by case basis. Access privileges will expire on May 31 of each school year and individuals must contact the school after that date to renew for the following school year.**

Courtesy to people using the gym and weight room area is very important. If someone is in the gym and another person or group comes in, they must work together. No one person or group of people has any more right than another. An exception to this rule would be an organized community group which has made prior arrangements to use the building. Coaches in charge of non-school sponsored sporting activities should schedule practices/games with the school office. No school age children will be in the weight room without adult supervision.

I have read the above policy and agree to the terms outlined within it.

Key# \_\_\_\_\_ \$25.00 fee received \_\_\_\_\_

\_\_\_\_\_  
Signature of key holder

## **TEAM PRACTICES**

Only single grade specific teams are allowed in the north gym for practice, and then only when the south gym is in use.

## **POLICIES PERTAINING TO PUPIL PERSONNEL AND THE INSTRUCTIONAL PROGRAM** (Rev. 8/9/2010)

To be eligible for graduation from Castlewood High School, a student must have earned a total of 22 credits and have met all the requirements as set forth by the South Dakota State Board of Education. Exceptions to the provisions of these requirements may be granted by the board of education in accordance to South Dakota Codified Laws transfer provisions.

1. A proper balance shall be maintained between all school activities. School authorities are to encourage some participation of all students and discourage excessive participation on the part of a few. All activities are to be considered in terms of their relationship to the growth and development of youth.

2. Teachers are cautioned to avoid corporal punishment or other severe punishment except under extreme necessity. All cases of such punishment must be reported immediately to the principal and through him/her to the superintendent. It should be administered in the presence of a reliable witness. It should be forgotten as quickly as possible and not allowed to influence subsequent action or attitudes on the part of the teacher.

3. Adoption of new textbooks shall be made when necessary and shall be often enough to keep the texts in good condition and up-to-date. The adoption shall be by the method outlined by the principal of the given area.

4. Truancy is in effect a violation of the school attendance law. The board of education authorizes the superintendent and the staff to deal with it systematically and firmly.

5. The behavior of pupils outside of school hours and away from the school grounds is the responsibility of the parent rather than the educational system. It follows, therefore, that the child is entitled to the guidance, assistance and protection of the school authorities. As a consequence, police questioning of children in school and during school hours should be undertaken only after the parent has been duly notified, if appropriate.

6. The number of foreign exchange students attending the Castlewood School District shall be limited to two per school year.

7. All students involved in extracurricular activities must provide proof of insurance coverage. No student will be allowed to participate/practice without this documentation prior to the beginning of the season.

8. No teacher has the authority to suspend or expel a student. The administration may suspend a pupil for a period of time not to exceed 10 days. Only the board of education has the authority to expel a pupil in accordance to State Law 13-32-4.

## **PRESCHOOL POLICY**

Preschool is provided at cost for all children who reside in the Castlewood School District and who are four years of age before September 1. Cost is set annually by the Board of Education. Students who qualify for reduced meals have their preschool cost reduced, and students qualifying

for free meals may attend preschool at no cost. In the event a four-year-old child resides outside the district and the parents intend to enroll the child in kindergarten after preschool, the nonresident child may attend the Castlewood preschool subject to the following provisions:

1. The parents will indicate their intent to open enroll the student in the Castlewood School District on a form provided by the district.
2. The parents shall pay by the 5th of each month a preschool fee for the school year at a rate established by the Castlewood Board of Education.
3. The enrollment of the child in the preschool does not require additional preschool staff.

### **GENERAL HEALTH AND WELFARE OF STUDENTS**

It shall be the policy of the Castlewood School District to promote the health and general welfare of all students. At such time as a student may be in need of medical services, it shall be the school's intent to provide first-aid services to a pupil who is injured or who becomes ill while engaged in a school activity.

### **MEDICATION** (rev. 8/11/08)

The school district will follow federal and state rules and regulations that pertain to medication dispensed by school personnel. No medication will be dispensed by the teacher. Aspirin will not be provided by school personnel. A permission note for the taking of medication must be on file with the school nurse. All medication must be in its original container and only enough medication for the doses needed should be sent.

### **STUDENT SUSPENSIONS AND EXPULSIONS - PART I**

#### **School board code prohibiting serious student misconduct**

#### **RULE 1: DISRUPTION OF SCHOOL**

A student shall not, nor urge other students to, use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct to intentionally cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school.

The kinds of offenses encompassed in this ruling include:

- (1) occupying any school building, schools grounds or part thereof with intent to deprive others of its use;
- (2) blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
- (3) setting fire to or substantially damaging any school building or corridor or room;
- (4) firing, displaying or threatening use of firearms, explosives or other weapons on the school premises for any unlawful purpose;
- (5) prevention of or attempting to prevent by physical act the convening or continued functioning of any school, class or activity or of any lawful meeting or assembly on the school campus;
- (6) preventing students from attending a class or school activity;
- (7) except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic on a school campus; or

- (8) continuously and intentionally making noise or acting in such a manner as to interfere seriously with the teacher's ability to conduct his or her class.

Because it is not possible to list every inappropriate behavior that occurs, the administration and staff reserve the right to respond to any inappropriate behavior which may not be included in this handbook. Consequences are designed to be fair, firm and consistent for all students.

**RULE 2: DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY**

A student shall not intentionally cause or attempt to cause substantial damage to valuable school property or steal or attempt to steal school property of substantial value. Repeated damage or theft involving school property of small value also shall be a basis for long-term suspension or expulsion from school.

**RULE 3: DAMAGE OR DESTRUCTION OF PRIVATE PROPERTY**

A student shall not intentionally cause or attempt to cause substantial damage to valuable private property or steal or attempt to steal valuable private property either on the school grounds or during a school activity, function or event off school grounds. Repeated damage or theft involving private property of small value also shall be a basis for long-term suspension or expulsion from school.

**RULE 4: ASSAULT ON A SCHOOL EMPLOYEE**

A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to a school employee:

- (1) on the school grounds during and immediately before or immediately after school hours;
- (2) on the school grounds at any other time when the school is being used by a school group; or
- (3) off the school grounds at a school activity, function or event.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

**RULE 5: PHYSICAL ABUSE OF A STUDENT OR OTHER PERSON NOT EMPLOYED BY THE SCHOOL**

A student shall not intentionally do serious bodily injury to any person:

- (1) on the school grounds during and immediately before or immediately after school hours;
- (2) on the school grounds at any other time when the school is being used by a school group; or
- (3) off the school grounds at a school activity, function or event.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act.

**RULE 6: WEAPONS AND DANGEROUS INSTRUMENTS**

As required by SCDCL 13-332-7, a student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon:

- (1) on the school grounds during and immediately before or immediately after school hours;
- (2) on the school grounds at any other time when the school is being used by a school group; or
- (3) off the school grounds at a school activity, function or event.

This rule does not apply to normal school supplies like pencils or compasses, but does apply to any firearm, any explosive including firecrackers, any knife other than a small penknife and other dangerous objects of no reasonable use to the pupil at school. Any student who has intentionally brought a firearm or other dangerous weapon as described in this policy shall be expelled for no



less than 12 months. However, the superintendent may increase or decrease the length of the expulsion on a case-by-case basis.

Any student who is in violation of this policy will be referred to the Hamlin County Sheriff's Department.

Due process procedures are required to be followed under this expulsion.

#### **RULE 7: NARCOTICS, ALCOHOLIC BEVERAGES, STIMULANT DRUGS AND TOBACCO**

A student shall not knowingly possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tobacco, alcoholic beverage or intoxicant of any kind:

- (1) on the school grounds during and immediately before or immediately after school hours;
- (2) on the school grounds at any other time when the school is being used by a school group; or
- (3) off the school grounds at a school activity, function or event.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

#### **RULE 8: REPEATED SCHOOL VIOLATIONS**

A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals or other authorized school personnel during any period of time when he/she is properly under the authority of school personnel.

### **STUDENT SUSPENSIONS AND EXPULSIONS - PART II**

#### **Procedural code for dealing with alleged violations**

##### **SECTION 1: COVERAGE**

Alleged misconduct shall be dealt with by the principal\* or his/her designee:

- (1) whenever a teacher considers a problem of classroom discipline to be so serious as to warrant the principal's attention;
- (2) whenever the alleged misconduct constitutes a violation of the rules that govern serious misconduct; or
- (3) whenever the principal deems it advisable that he/she deal personally with the misconduct.

\* Future references to the principal refer also to any other school administrator to whom he/she may delegate authority.

##### **SECTION 2: PRINCIPAL'S INVESTIGATION**

In dealing with alleged misconduct, the principal shall investigate the incident and hear all available accounts of it. The student shall be encouraged to raise any defense he/she thinks relevant. If the student requests that other witnesses be questioned, the principal should talk to them if possible. If the student makes a reasonable claim of other defensive matter that, if true, would free him/her from blame but is not immediately available, the principal should postpone disciplinary action for a reasonable time until such evidence may be presented to him/her.

### **SECTION 3: LIMITATION ON PRINCIPAL'S POWER TO SUSPEND OR TO REQUEST A HEARING**

If the principal investigates a student's alleged misconduct and decides to take disciplinary action, he/she must investigate and take action on alleged misconduct known to him/her at the that time. Consequently, the most serious action he/she can take on his/her own authority for any and all misconduct by a particular student, known to him/her at any one time, is to give a 10-day suspension.

If he/she thinks additional penalties appropriate, he/she may seek the superintendent's approval to initiate the procedure for obtaining a long-term suspension or expulsion (see Section 8).

### **SECTION 4: SUMMARY SUSPENSIONS**

If the principal witnesses any serious student misconduct and he/she thinks that immediate removal of the student(s) is necessary to restore order or to protect persons on the school grounds, he/she may suspend the student immediately for not more than 10 school days.

In such cases the principal is not required to conduct the investigation described in Section 2 before he/she suspends, but he/she shall carry out such an investigation and decide on further disciplinary action, if any, at least by the end of the school day following the summary suspension. If he/she thinks an additional penalty is necessary, he/she may invoke the procedures under Section 8 of this policy.

Once a principal has decided to suspend a student, he/she shall follow the procedures described in Section 6 for sending a student home during the school day.

Any student who is suspended from school will not be allowed to make up work for those days he/she was suspended. A student would receive zeros for any work missed during this time.

### **SECTION 5: SHORT-TERM SUSPENSION**

A short-term suspension is a denial to a student of the right to attend school and to take part in any school function for any period of time up to 10 school days. The principal may invoke a short-term suspension only after investigating the misconduct and only for the following reasons:

- (1) a violation of the school board rules prohibiting serious student misconduct listed in Part I of this document;
- (2) misconduct of the same type as that prohibited by the rules governing serious student misconduct but which does not rise to the gravity of the misconduct stated by these rules; or
- (3) misconduct that is prescribed by rules adopted by the school board covering minor misconduct.

Any suspension denying a student the right to attend school during the last 10 days of the school year must be approved by the superintendent.

Once a principal has decided to invoke a short-term suspension, he/she shall follow the procedures of Section 6 for sending a student home during the school day.

### **SECTION 6: SENDING A SUSPENDED STUDENT HOME DURING THE SCHOOL DAY**

When a student is suspended, the principal shall attempt to reach the student's parents or legal guardian (hereinafter the term parent includes legal guardian) to inform them of the school's action and to request that they come to the school for their child. If the parents are unable to come for

their child, the school shall provide transportation to his/her home, assuming that a parent is there to receive him/her. If the principal cannot reach the parents, the student must remain on school property or be remanded to police custody until the close of the day.

Notwithstanding the above requirement that a suspended student be released only to a parent, the principal may order students to leave the school premises immediately when he/she is faced with mass violations of school rules and it is not possible to keep the students on school grounds and restore order or protect people on the school grounds. Even in this case, distance to home and the age and gender of the individual child may require keeping him/her until his/her parents can be contacted.

### **SECTION 7: INFORMING THE PARENTS IN CASES OF SUMMARY AND SHORT-TERM SUSPENSION**

When a student is suspended the principal shall:

- (1) send a statement to his parents and to the superintendent fully describing his/her misconduct, stating the rule violated and stating the principal's reasons for action;
- (2) make every effort to hold a conference with the parents before or at the time the student returns to school; and
- (3) secure written statements and keep on file all documents and relevant information received about the misconduct.

### **SECTION 8: INITIATING LONG-TERM SUSPENSION OR EXPULSION**

#### **A. Decision to seek suspension over 10 days or expulsion**

If, after his/her investigation, the principal decides that a penalty more severe than any within his/her own authority is warranted, he/she may notify the superintendent of schools and ask that a hearing date be set (see hearing procedures). The principal must decide to do this and ask for a long-term suspension before the end of the day following the day of the alleged misconduct.

#### **B. Sanction before hearing**

The procedure described in Subsection A above does not affect the principal's authority to invoke a short-term suspension or other sanction other than to turn the entire matter over to the hearing board.

### **SECTION 9: NOTICE**

Whenever the principal seeks a long-term suspension or expulsion, he/she must give written notice to the superintendent of schools, who shall invoke the procedures established by the guidelines of the state board of education for long-term suspension or expulsion of students.

### **SECTION 10: CHRONIC OFFENDER**

If a student has been suspended for a total of 10 school days during a semester, any further short-term suspension by the principal must be followed as soon as possible by a hearing board review of the student's record, including the principal's findings and action in relation to the latest misconduct, and of any explanation, mitigating circumstances or defenses that the student or his/her parents desire to make. A report should be made to the principal with a copy to the

superintendent stating the board's findings as to the facts of the latest incident and its recommendations, if any, about dealing with the student in the future.

### **SECTION 11: REMOVAL OF DANGEROUS STUDENTS**

1. Any student who has a dangerous communicable disease that poses a substantial threat to the health or safety of the school community may be removed from school by the principal on the approval of the superintendent until he/she no longer poses such a threat.
2. A student who has been charged with the unlawful selling of narcotics or other such serious violations of the criminal law may be removed from the school by the principal upon the approval of the superintendent when it is necessary to protect other students or avoid substantial disruptions to school operations. The school must be able to show that the continued presence of the student endangers other students or would substantially disrupt school operations. As soon as the student no longer poses such a threat, he/she shall be reinstated.

### **SECTION 12: DISSEMINATION OF POLICIES**

1. The school board shall provide notice of all such policies and regulations affecting student conduct which could result in suspension or expulsion to be given to the student or parents, and otherwise give general publicity. Distribution of the student handbook shall be considered adequate notice.

### **HOME SCHOOL STUDENTS PARTICIPATION IN EXTRACURRICULAR ACTIVITIES (Revised 8/2007)**

Students that are home schooled may participate in extracurricular activities at Castlewood School under the following conditions:

- Students must be enrolled in the Castlewood School and maintain an academic load equal to 50% of that of a full time regular student during each semester of attendance.
- Students must meet all other eligibility requirements as specified in policy pertaining to participation in extracurricular activities.

### **ATHLETIC PARTICIPATION**

#### **JUNIOR HIGH PARTICIPATION IN HIGH SCHOOL ATHLETICS**

A coach will be allowed to make the decision to move eighth graders up to the high school level. This will be done only after making an invitation to all eighth graders to participate in the preseason tryouts. The decision to move up would then be made by the coach, student/athlete and parent, with the understanding they would only participate at one level, either the high school level or the junior high level. When high school participant numbers are low, eighth graders may participate at both levels.

This policy pertains to the sports of football, volleyball and basketball.

Due to the individuality in the sports of track, golf, and cross country, a coach, with parental permission, has the flexibility to allow a junior high student to compete at either the high school or junior high level.

**CROSS COUNTRY**

Coaches ..... 1

Number of meets.....1 a week, not more than 4 during school hours, not including regional and state meets.

**FOOTBALL**

Junior varsity .....Maximum number of games —6

7th and 8th .....Maximum number of games —6  
Maximum number of coaches — 1

Varsity .....Maximum number of coaches — 3

**BASKETBALL AND VOLLEYBALL**

High school boys/girls ..... Maximum number of coaches —2

Grades ..... Maximum number of coaches — 1

7th-8th boys/girls ..... Maximum number of games — 16

**TRACK**

Grades 7-12 boys/girls ..... Maximum number of coaches — 2  
Maximum number of varsity meets — 10, not including conference, regional and state

Junior high ..... Maximum number of meets — 8, not including conference

**GOLF**

Grades 7-12 boys/girls .....Maximum number of coaches — 2

With respect to loss of school time, every effort will be made to limit the amount of time each particular team schedules events during the school day.

**CASTLEWOOD SCHOOL DISTRICT 28-1**

**FAMILY MEDICAL LEAVE ACT (FMLA)**

The Family Medical Leave Act (FMLA) is a federal regulation that allows eligible employees up to 12 weeks of leave in any 12-month period for the following reasons: (a) to care for a child upon the birth or placement for adoption or foster care of the child; (b) to care for a spouse, child or parent who has a serious health condition; or (c) when the employee is unable to work because of the employee’s own serious health condition.

Leave being taken under the FMLA will count against the 12-week entitlement as follows:

First: The district will apply any unused or accumulated sick leave, in which the employee will be entitled to compensation as per board policies.

Second: The district will apply any unused or accumulated personal leave, in which the employee will be entitled to compensation as per board policies.

Third: The district will apply any unused or accumulated vacation leave, in which the employee will be entitled to compensation as per board policies.

Fourth: When the leave requested under the FMLA is in excess of the days the employee has available in the above three steps, the excess will be considered leave without compensation.

The employee does, however, have the right to preserve the accumulated leaves stated above if, by written request, asks that their allowable leave under the FMLA be leave without compensation.

As required by the FMLA, the Castlewood School District will provide group medical coverage under the same terms and conditions as if the leave had not taken place. The district will contribute an amount toward the cost of group medical insurance coverage as it was contributing during the month prior to the requested leave. The employee is responsible for the remaining cost of continuing coverage on a monthly basis.

The intent of this notice is to provide a brief overview of the key points addressed in the FMLA and as additional questions or concerns arise, please feel free to contact the Castlewood School business office.

### **Castlewood School Acceptable use of District Computers / Network (rev.7/14/2014)**

#### **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 efforts 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): (rev.7/18/2013)

- 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.

7. Students will be held responsible for maintaining their individual school computers and keeping them in good working order.

- a. Computer batteries must be charged and ready for school each day.
- b. Only labels or stickers approved by the Castlewood School District may be applied to the computer.
- c. Protective computer cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a replacement fee.
- d. Computers that malfunction or are damaged must first be reported to the Network Administrator or Principal's Office. The school district will be responsible for repairing computers that malfunction. Computers that have been damaged from normal use or accidentally will be repaired. The student will be charged a \$25.00 fee for each repair incident. Students will be entirely responsible for the cost of replacement or repair for computers that are lost, damaged intentionally or with reckless disregard. In the event that tablet accessories are lost or stolen the student is responsible for the replacement. The cost to replace specific accessories is a) AC adapter & power cord: \$31, b) Tablet case \$42, and c) Stylus Pen \$49.00.  
**Accidental Tablet damage: Students who have recorded 3 or more instances of accidental Tablet damage may be asked to check their Tablet in after school each day. Tablets may be checked out again before classes begin the next day.**
- e. Computers that are lost or stolen must be reported immediately to the Principal's Office and the police department.
- f. Individual school Tablet computers and accessories must be returned to CHS at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at CHS for any other reason must return their individual school Tablet computer on the date of termination.

If a student fails to return the computer at the end of the school year or upon termination of enrollment at CHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the computer, or, if applicable, any insurance deductible. Failure to return the computer will result in a grand theft report being filed with the Hamlin County Sheriff's Department.

Furthermore, the student will be responsible for any damage to the computer, consistent with the District's Tablet Computer Protection plan and must return the computer and accessories to the school in satisfactory condition. The student will be charged a \$25.00 fee, per incident, for any needed repairs. For



any repairs needed that are not covered under accidental damage protection or table warranty, the student may be charged a fee not to exceed the replacement cost of the computer.

## **CASTLEWOOD SCHOOL DISTRICT 28-1 PROCEDURE FOR HANDLING BLOOD OR BODY FLUIDS**

### **PROTECTION FROM AIDS AND OTHER INFECTIOUS DISEASES**

The danger to custodial workers, teachers and children arises out of exposure to potentially infectious body fluids from children with communicable diseases in the school setting. The term “body fluids” includes blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g. nasal discharge) and saliva.

Contact with body fluids presents a risk of infection with a variety of germs.

#### **AVOID CONTACT**

When possible, direct skin contact with body fluids should be avoided. Disposable gloves will be available in the office of the nurse, custodian, and/or principal.

#### **IF CONTACT OCCURS**

In many instances, unanticipated skin contact with body fluids may occur in situations where gloves may be immediately unavailable (e.g., when wiping a runny nose, applying pressure to a bleeding injury outside the classroom, helping a child in the bathroom). In these instances, hands and other affected skin areas of all exposed persons should be routinely washed with soap and water after direct contact has ceased. Clothing and other non-disposable items (e.g., towels used to wipe up body fluid) that are soaked through with body fluids should be rinsed and placed in plastic bags. If presoaking is required to remove stains (e.g., blood, feces), use gloves to rinse or soak the item in cold water prior to bagging.

#### **REMOVAL OF SPILLED BODY FLUIDS**

1. Disposable gloves should be worn.
2. Apply absorbent dry substance to the area.
3. Leave for a few minutes while fluid is absorbed.
4. Vacuum or sweep.
5. Dispose vacuum bag or sweeping in a plastic bag.
6. Broom and dustpan should be rinsed in a disinfectant.
7. No special handling is required for vacuuming equipment.
8. Apply disinfectant to the area.
9. Soak mops in disinfectant and rinse thoroughly.
10. Disposable cleaning equipment should be placed in plastic bag.
11. Water used in cleaning should be placed in toilet.
12. Disinfectant solution should be promptly disposed down a drain pipe.
13. Remove gloves and discard in appropriate receptacles.

#### **DISINFECTANTS**

A 10% solution of bleach may be used on hard surfaces and rubbing alcohol can be used on carpet to avoid bleaching the carpet.

## **RESTROOMS**

Restrooms are to be disinfected daily.

1. Wear rubber gloves.
2. Clean restroom fixtures, partitions, walls and floors with a disinfectant.
3. Disinfect cleaning utensils before leaving the restroom.
4. Wash hands thoroughly after removing the gloves.

## **CASTLEWOOD SCHOOL DISTRICT 28-1 STUDENT COMMUNICABLE DISEASES POLICY**

The quality and quantity of learning for each student is in direct proportion to the student's physical, mental, emotional and social levels of health. The board recognizes its responsibility to provide a healthy environment for all school students and employees, and in addition, further recognizes its responsibility that, to the extent possible, all students should be permitted to continuously attend school and participate in school activities.

The decision as to whether an infected student should be excluded from school or school activities shall be made on a case by case basis by the building principal and health nurse. They shall consider the following:

- (1) the type and severity of the disease;
- (2) the potential risk to the infected student and other students and staff members;
- (3) the expected type(s) of interaction with others in the school setting;
- (4) the behavior, developmental level and medical condition of the student.

When determining appropriate action in regard to a student with a communicable disease, the S.D. Department of Health will be contacted for assistance.

If an infected student is restricted from attending classes, the school will provide the student with as appropriate an educational program as possible. If such program requires personal contact between the student and school employees, only trained volunteer employees will be utilized.

If an infected student remains in school, staff members assigned to work with the student will be given instructions regarding the necessary steps to be followed. The school policy outlining appropriate methods for the handling of blood and body fluids will be reviewed. The county health nurse will provide information regarding recommended hygiene measures to be observed and practiced when dealing with any communicable disease in order to maintain a healthy environment.

The board of education recognizes the importance of protecting the privacy rights of students who have a communicable disease. Therefore, the confidentiality of the infected students will be protected in the following manner: health information related to the disease will be released only when the student's parent or guardian, or the student, if of legal age, has given written permission, or if it is ordered to be released by the court. The information will be released only to those persons determined by the superintendent to have a direct need to know.

**STUDENT COMMUNICABLE DISEASE GUIDELINES (rev. 8/9/2010)**  
**DISEASES AND RULES FOR SCHOOL ATTENDANCE**

Acquired Immune Deficiency Syndrome (AIDS)

Determination will be made by the advisory committee as outlined in the Communicable Disease Policy.

Chicken Pox

The student may attend school after all pox are dry and scabbed.

Cytomegalovirus

(CMV) Salivary Gland Viruses

The student may attend school. Precautions should be taken to prevent contacts with certain immuno-suppressed persons such as those on anti-neoplastic treatment, organ transplants or similar situations, as well as anyone with known or suspected pregnancy. Good hand washing in all cases should eliminate risk or transfer of infection.

Fifth Disease (Erythema Infectiosum)

The student may attend school with physician's permission.

Giardiasis (Intestinal Protozoan Infection)

The student may attend school. Good hand washing in all cases should eliminate risk of transfer of infection.

Herpes Simplex

The student may attend school during an active case. Good hand washing in all cases should eliminate risk of transfer of infection.

Impetigo

The student may attend school if treatment is verified and sores are covered or dry.

Infectious Hepatitis

The student may attend school with physician's written permission and if the student has ability to take appropriate personal hygiene precautions.

Mono (Infectious Mononucleosis, Glandular Fever)

The student may attend school with physician's permission. The student may need adjusted school days and activities.

Pediculosis (lice, "crabs")

The student may attend school after treatment. After repeated infestation of the same student, the student may be excluded until certification by the county health nurse.

Pink Eye (Conjunctivitis)

The student may attend school after the eye is no longer inflamed or under medical management. Generally, 24 hours after treatment student is noninfectious.

Ring Worm (Scalp, body, athlete's foot)

The student may attend school if the area is under treatment and covered. Restrict known cases of athlete's foot from showers until healed or shower shoes worn.

Vaccine Preventable Diseases (Measles, Mumps and Rubella)

The student will be excluded until presenting certification from a licensed physician that the student has been immunized or is in the process of receiving adequate immunization.

Scabies (7-year itch or mites)

The student may attend school after treatment.

Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat)

The student may attend school 24 hours after initiating treatment and upon presentation of a physician's written statement verifying date of return.

Tuberculosis

The student may attend school upon presentation of a physician's written statement that he/she is not communicable.

Enteric Infections (Salmonella, Shigella)

Intestinal bacterial infection

The student may attend school once diarrhea has subsided. Good hand washing in all cases should eliminate risk of transfer or infection.

Plantar's Warts

The student may attend school. Restrict known cases from showers unless shower shoes are worn.

Fevers (rev. 8/2012)

In order to reduce the spread of illness, any student with a fever of 100° or above will be sent home. Students should remain at home for at least 24 hours after they no longer have a fever without using fever-reducing drugs.

**EMPLOYEE COMMUNICABLE DISEASE GUIDELINES  
DISEASES AND RULES FOR WORK ATTENDANCE**

Acquired Immune Deficiency Syndrome (AIDS)

Determination will be made by the advisory committee as outlined in the Communicable Disease Policy.

Chicken Pox

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 to prevent contacts with certain immuno-suppressed persons such as those on anti-neoplastic treatment, organ transplants or similar situations, as well as anyone with known or suspected pregnancy. Good hand washing in all cases should eliminate risk or transfer of infection.

Giardiasis (Intestinal Protozoan Infection)

The employee may attend work. Good hand washing in all cases should eliminate risk of transfer of infection.

Herpes Simplex

The employee may attend work during an active case. Good hand washing in all cases should eliminate risk of transfer of infection.

Impetigo

The employee may attend work if treatment is verified and sores are covered or dry.

Infectious Hepatitis

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

Mono (Infectious Mononucleosis, Glandular Fever)

The employee may attend work as directed by a physician.

Pediculosis (lice, “crabs”)

The employee may attend work after treatment.

Pink Eye (Conjunctivitis)

The employee may attend work after the eye is no longer inflamed or under medical treatment.

Ring Worm (Scalp, body, athlete’s foot)

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

Scabies (7-year itch or mites)

The employee may attend work after treatment.

Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat)

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

Tuberculosis

The employee may attend work upon presentation of a physician’s written permission.

ALL COMMUNICABLE AND CHRONIC DISEASE MUST BE REPORTED TO THE HEALTH OFFICE.

**TREATMENT OF CHILDREN WITH AIDS/ARC**

1. Most school-age children with AIDS/ARC or HTLV-III antibody should be allowed to attend school and before- and after-school care, with the approval of the child’s physician, in an unrestricted manner because of the apparent negligible risk of AIDS virus transmission in this setting. For most children with AIDS virus infection, the benefits of their unrestricted school attendance outweigh the risks of their acquiring another potentially serious illness in that setting. When the local school board or administration is advised by school or health officials that a school-age child does have AIDS/ARC or HTLV-III antibody, the school board should not exclude the child from attending school unless the school board can document compelling reasons to do so, as is prescribed in this policy.

2. Some infected children may potentially pose more of a risk to others. Until more is known about transmission of the AIDS virus, the following exceptional conditions may require a more restricted environment for the infected school-age child:

- a. The child is not toilet-trained, is incontinent or is unable to control drooling.
- b. The child is unusually physically aggressive, with a documented history of biting or harming others.
- c. The child has other medical conditions, such as un-coverable oozing sores.

3. For infected school-age children with questionable behavior or other medical conditions, individual judgments need to be made regarding placing those children in an unrestricted school setting. The South Dakota secretary of health will authorize an expert advisory committee to evaluate each of these children on an ongoing basis. The committee will consist of five permanent members and will include the state epidemiologist, the medical officer for the South Dakota Department of Health, a representative from the

South Dakota Department of Education and Cultural Affairs, a physician with expertise in infectious diseases and a physician with expertise in the care of AIDS patients. Other members of the committee will be specifically assigned for each child and may include the child's parent or guardian and personal physician and relevant employees from the school in which the child is to be enrolled. The state epidemiologist will chair the committee and will be responsible for convening the committee as necessary. The committee's appraisal and recommendation on each child's placement will be based on the child's behavior, neurological development, physical condition and expected type of interaction with others in the school setting. The committee will weigh the risks and benefits to both the infected child and to others. The hygienic practices of a child with HTLV-III infection may improve as the child matures; conversely, the hygienic practices may deteriorate if the child's condition worsens. The committee will re-evaluate children periodically as deemed necessary by the state epidemiologist.

4. School districts must seek an evaluation by the advisory committee, through an official request of the secretary of health, to individually evaluate an AIDS/ARC or HTLV-III antibody positive child whom a local school board deems has any of the exceptional conditions described above. School districts seeking review by the committee will bear the burden of proof of demonstrating that the child exhibits the behavior or manifests the symptoms which would justify exclusion from school. Between the time of referral and the rendering of the evaluation by the committee, the child should be excluded from school, but shall be provided with an alternate educational program. Results of the committee's appraisal and its recommendation will be issued as rapidly as possible and not later than 30 days after referral by the school district to the secretary of health, the superintendent of the child's school and the president of the local school board. If the committee concludes that the child should attend school, the child should immediately be admitted to school.

5. A school-age child with AIDS/ARC or HTLV-III antibody who is recommended by the committee to not attend school and who is a home-bound child must be provided with special education programs and all other rights and privileges provided by federal and state law.

6. All schools, regardless of whether children with AIDS/ARC or HTLV-III antibody are known to be in attendance, should adopt routine procedures for handling blood or body fluids. School health care workers, teachers and other employees should be educated about these procedures. For example, interior surfaces soiled with blood, vomitus, urine, feces or saliva should be promptly cleaned with a detergent, followed by a disinfectant such as a freshly prepared solution of household bleach (sodium hypochlorite) which is both inexpensive and very effective. Concentrations ranging from a 1:10 dilution to a 1:100 dilution of bleach to water are effective, depending on the amount of organic material present on the surface to be cleaned and disinfected. After removal of the major portion of the spill with a detergent, soil surfaces can also be decontaminated with other germicides that are approved and registered by the U.S. Environmental Protection Agency (EPA) as "hospital disinfectants" capable of killing tuberculosis germs. Information on specific commercial germicides can be obtained by writing to the Disinfectants Branch, Office of Pesticides, Environmental Protection Agency, 401 M Street S.W., Washington, D.C. 20460. Disposable towels or tissues should be used whenever possible and disposed of properly, and mops should be rinsed in disinfectant. Cleaning personnel should always avoid exposing any open skin lesions to blood or body fluids and should wear disposable gloves when cleaning up spills. In any setting involving the exposure of blood and body fluids, good hand

washing practices should be observed. Blood- or fluid-soaked items (e.g., sanitary napkins, towels, used bandages and dressings) should be disposed of in sealed plastic bags. Laundry and dishwashing cycles commonly used in medical facilities and commercial establishments are adequate to decontaminate linens, dishes, glassware and utensils.

7. Children infected with the AIDS virus may experience immunodeficiency and are at increased risk of experiencing severe complications from such infections as chicken pox, tuberculosis, herpes and measles. Children may have a greater risk of encountering these infections in school than at home. Thus, assessment of the risk to the immuno-suppressed child of attending school in an unrestricted setting is best made by the child's parents and personal physician who are aware of his/her immune status. If outbreaks of chicken pox, measles or other acute infectious diseases occur in school, the child's parents and physician should be notified and the child should be excluded from school until the outbreak is over.

8. An immuno-suppressed child should not receive live virus vaccines and should be medically exempted from any such requirements.

9. A school-age child with AIDS/ARC or HTLV-III antibody has the right to privacy. Persons involved in the care and education of infected children should respect their right to privacy, and private records should be maintained and protected as specified by state law. Only those individuals who are necessary to assure the proper care of the infected child and to detect situations in which the potential for transmission may increase should be informed of the child's condition (e.g., principal, child's teacher, school nurse).

10. Based on available data, mandatory screening of children as a condition for school entry or attendance is not warranted.

### **SCHOOL ENTRANCES** (rev. 8/9/10)

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.

### **FIRE DRILLS**

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

### **BUILDING CRISIS MANAGEMENT TEAM GUIDELINES**

#### **DEFINITION:**

If a situation arises that causes an abnormal effect within the Castlewood School system, it can be considered a crisis.

#### **GOAL:**

The following suggested procedures and guidelines are intended to enable the Castlewood School District to better deal with the unforeseen tragedies that affect the ordinary functioning of the students, their families and faculty members in the event of a crisis or tragic loss.

#### **PURPOSE:**

To maintain the orderly operation of the school and to meet the needs of students, their families and staff in the event of a crisis or tragic loss as defined by the crisis management team.

## **OBJECTIVES:**

1. To maintain a safe environment for students and staff.
2. To meet the special needs of individual students by working with parents, school staff, community and/or specialists.
3. To communicate with staff, students, parents and the general public through the most effective and practical methods.
4. To continue effective instruction and carry out established routines, rules and regulations.
5. To present a unified and predictable plan of action by the school in the event of a crisis. Crisis team members shall include (1) superintendent; (2) building principal or designee; (3) counselor(s); and (4) support staff — appropriate community members designated by the crisis team to facilitate during individual crisis. Each building principal shall submit to the superintendent a list of names for the crisis team for his/her building at the beginning of the school year.

## **IDENTIFIED ROLES OF CRISIS TEAM MEMBERS**

### **Superintendent:**

Coordinate the response of the building principals and manage the school's response to the general public and media.

### **Principals:**

Make sure the crisis procedures are in operation in their buildings and initiate a "chain call" to other team members when necessary.

### **Counselor(s):**

Work as a team to initiate strategies in the management of the crisis.

### **Support staff:**

May include teachers, school nurse, coaches, clergy, consultants or other individuals deemed appropriate by the crisis team.

## **PROCEDURES (TIME SEQUENCE)**

1. Before meeting with staff, the crisis management team will meet to determine the necessity of initiating any or all of the following procedures. Local authorities or appropriate individuals may be called in to consult with the team in this decision. Responsibilities will be delegated to individual team members at this time. Team members will also write a statement to be given by the principal.
2. Individual building principals and crisis team members will meet with staff before school to give teachers facts and answers to their questions, dispel rumors, initiate strategies to deal with student reactions and identify "high risk" students who may be strongly affected.
3. Immediate friends will be identified and provided counseling. Staff will be directed to heighten their sensitivity to those students.
4. Principals will make an announcement to the students in their classrooms. Teachers will be in their classrooms during the announcement and will openly acknowledge student feelings, explain the circumstances of the death/tragedy, dispel rumors and let students know that counseling is available. Classes should then resume as normally as possible.



5. Parents of students identified as “high risk” will be contacted and offered support from the school.
6. All building staff will be assembled after school to allow for expression of feelings and support, review and evaluate the day’s events, compile a list of “high risk” students and assess their individual needs.
7. The crisis management team will meet to evaluate the day’s events. The team will discuss the appropriateness of meetings to support students and parents, review and plan classroom meetings for the next day, identify and assess the needs of “high risk” students and discuss school dismissal policy as it pertains to funeral arrangements, staff attendance and student dismissal.
8. Continued crisis counseling will be offered to students, parents and staff as needed.
9. The crisis management team will meet to evaluate the effectiveness of the school and staff.
10. The principal and/or counselor will be responsible for returning the personal effects and records to the student’s family.

#### **APPENDIX A**

##### **DESIGNATED ANNOUNCEMENT FOR SECRETARY OR PERSON ANSWERING PHONE:**

“Hello, Castlewood Public School.” (Make sure you know to whom you are talking.)

“How may I help you?” (If call is concerning crisis, refer caller to superintendent.)

“Questions concerning \_\_\_\_\_ are referred to the superintendent’s office.” (If you are not sure how to handle a call or caller, refer caller to the principal.)

##### **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 Addiction Services	Watertown, SD	886-0123	<a href="http://www.humanserviceagency.org">www.humanserviceagency.org</a>
Glacial Lakes Professional Counseling Services	Watertown, SD	886-3845	
Veterans Hospital	Sioux Falls, SD	336-3230	
Lutheran Social Services	Watertown, SD	882-2740	

### **CASTLEWOOD SCHOOL STUDENT POLICY ALCOHOL AND OTHER DRUG USE**

The Castlewood School Board recognizes its share of the responsibility for the health, welfare, and good of the students who attend the Castlewood school district. Alcohol and other drug use is wrong and harmful and can interfere with a student's ability to learn and function responsibly in the school setting and community. Anything that can interfere with the development of an adolescent, therefore, must be evaluated as to its impact on both the young person and the community. The Castlewood School District and community recognize alcohol and/or other drug use as a serious health problem and are committed to discouraging this behavior and to encourage young people to choose a drug-free lifestyle and to seek help should a problem arise.

As educators, we recognize that chemical use has become a serious problem in our country. We accept our obligation to establish a positive environment in which these problems can be presented through a comprehensive school drug-free program and be addressed locally in a helpful and supportive, rather than punitive, way. One of our goals is to prevent all use by students. Accomplishing this goal, we realize, will entail training teachers, counselors and other staff members to educate themselves and the community about the impact of drug use. Other goals are to teach staff to identify indicators of alcohol and/or other drug use problems and to know what resources are available to address these problems if they are observed. The administration at Castlewood School recognizes that the problem of alcohol and/or other drug use is a school and community issue. Therefore, we are committed to cooperate with agencies and community groups that address these issues.

The following document outlines policy on student use of alcohol and other drugs in the Castlewood School District. This policy is in effect on premises owned, leased or maintained by the Castlewood School District, at all school-related activities on and off school grounds, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property. Students and parent members of the Castlewood School community are expected to know and understand the policy provisions and its mandatory nature. A copy of the policy will be provided to all students and parents.

A student shall not possess, use, distribute, conceal, sell, attempt to sell, deliver, nor be under the influence of alcohol and/or other drugs which affect the educational process of the school. Students shall not engage in alcohol and/or other drug use/abuse, nor possess paraphernalia specific to the use of alcohol and/or other drugs. Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

## **DISCIPLINARY SANCTIONS AND IMPLEMENTATION PROCEDURES**

The following procedures will be used in dealing with possession, use, distribution, or being under the influence of alcohol and other drugs:

### **FIRST OFFENSE**

1. The administration will try to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference.
2. The administration may suspend the student for ten (10) days in compliance with student due process procedures.
3. The administration will notify the parent(s)/guardian(s) in writing of the suspension within thirty-six (36) hours.
4. The administration may notify available law enforcement authorities.

The school district will require that students with alcohol and other drug abuse problems seek professional assessment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident that such early intervention can benefit the student before significant harm or dependency results.

The suspension of a student who agrees to be assessed will be commuted to three (3) days. The administration will provide a list of agencies/professionals who can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family.

Upon receipt of appropriate authorization, the agency or professional will notify the school administration that the student is willing to be evaluated and to comply with the treatment process.

### **SECOND AND SUBSEQUENT OFFENSES**

1. The administration will contact the parent(s)/guardian(s) to arrange for a conference.
2. The administration may notify available law enforcement authorities.
3. The administration may suspend for ten (10) days in compliance with student due process procedures.
4. Within thirty-six (36) hours, the administration will notify parent(s)/guardian(s) in writing of the suspension.
5. The administration will recommend to the school board that the student be expelled unless the following procedure is followed:
  - a. The student must agree to be assessed by a trained chemical dependency counselor or a licensed physician trained in chemical dependency.
  - b. Upon appropriate authorization, the agency or professional notifies the administration that the student had been assessed and does or does not require treatment. If the student is accepting needed treatment, the recommendation for expulsion may be commuted. Fees for this assessment are the responsibility of the student and family.

**SUPPLYING/DISTRIBUTING OR SELLING ALCOHOL AND OTHER DRUGS OF MATERIAL REPRESENTED TO BE A CONTROLLED SUBSTANCE**

1. Within thirty-six (36) hours, the administration will notify parent(s)/guardian(s) in writing of the suspension.
2. Supplying or selling chemicals may result in a ten (10) day suspension.
3. The administration will refer the case to available law enforcement authorities.
4. A hearing on the case will be conducted by the school board pursuant to due process rules for expulsion. Expulsion may be recommended by the administration.

**BEHAVIOR EXHIBITING POSSIBLE ALOCHOL AND/OR OTHER DRUG USE**

1. Students whose observed behavior indicates possible use of alcohol and/or drugs will be referred to the building administrator. The building administrator and/or “first-responder” medical personnel will determine whether to contact the parent for further instruction, refer to the emergency authorization form or immediately seek additional medical treatment. Following the handling of the medical emergency, this Policy Statement for Alcohol and/or Other Drug Abuse will be followed.

**PROGRAM REVIEW**

1. Biennial review of the school district’s program will be made:
  - a. to determine the programs’ effectiveness and implement changes if they are needed; and
  - b. to insure that disciplinary sanctions are consistently enforced.

Legal Reference: Public Law 101-226

Amended: \_\_\_\_\_

**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. <sup>1</sup> 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.

<sup>1</sup> 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.”

### **EXCEPTIONAL CHILD SERVICES** (new 7/9/2012)

A limited variety of services are available for the student with problems which affect achievement. These services include: reading, math, speech services, physical therapy, occupational therapy, special education services, and counseling. Testing and parent/teacher recommendations are required in order to provide a student with services.

### **CHILD FIND POLICY**

The Castlewood School District, in order to fulfill the obligations of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act is required to inform and provide full educational opportunities to all individuals with disabilities ages birth through twenty-one.

Peter Books, Superintendent of the Castlewood School District needs your assistance to identify, locate, and evaluate all children with disabilities. This public awareness notice is to inform parents and other individuals/agencies of the availability of educational services and related services to all individuals who reside within the jurisdiction of the Castlewood School District and who are between the ages of birth through twenty-one, regardless of the severity of their disability. This includes individuals in all public and private agencies and institutions and highly mobile children with disabilities, such as migrant and homeless children, who reside within the legal boundaries of the district.

Anyone aware of an individual who may benefit from educational services and related services is encouraged to call the Castlewood School District at 605-793-2351.

### **PUBLIC INFORMATION POLICY** (new 7/9/2012)

The Castlewood School District has the following documents available for review by parents of children with disabilities and to the general public:

1. Comprehensive Plan for Special Education.
2. IDEA Federal Applications for Funds.
3. Special Education Accountability/Monitoring Final Report.
4. Applications, evaluations, periodic program plan or reports relating to federal programs including auditor’s reports, statements of assurance, budget, and grant materials.

### **SERVICE ANIMALS POLICY** (new 8/13/12)

The Castlewood School District acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a “service animal” in its school buildings, in classrooms, and at school functions, as required by the Americans with Disabilities Act, 28 CFR Part 35, subject to the following:

1. All requests for an individual with a disability to be accompanied by a service animal must be addressed in writing to the Superintendent of Schools at 310 E. Harry St., Castlewood, SD, 57223 and must contain required documentation of vaccinations. This written request must be delivered to the Superintendent of Schools' Office at least 10 business days prior to bringing the service animal to school or a school function.
2. Owners of a service dog must provide annual proof of the following vaccinations: DHLPPC (Distemper, Hepatitis, Leptospirosis, Parainfluenza, Parvovirus, Coronavirus), Bordetella, and Rabies.
3. Owners of service miniature horses must provide annual proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), Rabies, Tetanus, Encephelomyelitis, Rhinoneumonitis, Influenza, and Strangles.
4. All service dogs must be spayed or neutered.
5. All service animals must be treated for, and kept free of, fleas and ticks.
6. All service animals must be kept clean and groomed to avoid shedding and dander.
7. Owners of service animals are liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property.
8. The animal must be a dog or, in specific circumstances, a miniature horse. No other species of animal, whether wild or domestic, will be permitted in schools as a "service animal."
9. The animal must be "required" for the individual with a disability.
10. The animal must be "individually trained" to do work or a task for the individual with a disability.
11. Special Provisions/Miniature Horses: Requests to permit a miniature horse to accompany a student or adult with a disability in school buildings, in classroom, or at school functions, will be handled on a case-by-case basis, considering:
  - a. The type, size, and weight of the miniature horse and whether the facility can accommodate these features.
  - b. Whether the handler has sufficient control of the miniature horse.
  - c. Whether the miniature horse is housebroken.
  - d. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.
12. Removal of a Service Animal: A school administrator may ask an individual with a disability or his parents to remove a service animal from a school building, a classroom, or from a school function if any one of the following circumstances occurs:
  - a. The animal is out of control and the animal's handler does not take effective action to control it.
  - b. The animal is not housebroken.
  - c. The animal's presence would "fundamentally alter" the nature of the service, program, or activity.
13. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control.

14. The school system is not responsible for the care or supervision of a service animal, including walking the animal or responding to the animal's need to relieve itself.

- a. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
- b. Students with service animals are expected to care and supervise their animal. In the case of a young child or a student with disabilities who is unable to care for or supervise his service animal, the parent is responsible for providing care and supervision of the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the building administrator.

*Reference: ADA Regulations, 28 CFR Part 35 (as amended, 2010).*

### **OPEN ENROLLMENT POLICY (rev.7/11/16)**

State law provides nonresident parents and students an opportunity to apply for enrollment within the District. It also allows resident parents and students an opportunity to apply for enrollment in an attendance center within the District other than that to which the student has been assigned.

The parent or legal guardian of a South Dakota kindergarten through twelfth grade student, or a student who is at least 18 years old, and resides in another school district (i.e., nonresident student), and who wishes to enroll the student in the District, or the parent or legal guardian of a South Dakota kindergarten through twelfth grade student, or a student who is at least 18 years old, and resides within the District and wishes to enroll the student at an attendance center within the District other than that to which the student has been assigned, must apply to open enroll in the School District.

1. Nonresident student open enrollment: The District shall grant a request for a transfer into the district of a child who is a resident of another school district unless the transfer would result in an inability to provide a quality educational program based on criteria established by the District pursuant to statute and this policy.
2. Nonresident alternative instruction student open enrollment: The District shall grant a request to admit into the district a child who is a resident of another school district and who is receiving alternative instruction in the resident district pursuant to law, unless admitting the nonresident child would result in an inability to provide a quality educational program based on criteria established by the District pursuant to statute and this policy.
3. Resident student open enrollment to different attendance center: The District shall grant a request from a resident of the District for a student transfer to an attendance center within the District other than that to which the student has been assigned unless the transfer would result in an inability to provide a quality educational program based on criteria established by the District pursuant to statute and this policy.

A. General Rules:

1. Transfers from another school district into the District may only take place prior to the last Friday in September during the first semester of any school year, and prior to the last Friday in January during the second semester of any school year. If the District approves an application for such a transfer after the deadline in the first semester, the transfer will occur at the start of the second semester. If the District approves an application for such a transfer after the deadline in the second semester, the transfer will occur at the start of the following school year. The deadlines for transfer do not apply if:
  - (1) A student is seeking to transfer to an alternative school or a specialized nonpublic educational program;
  - (2) A student enrolls in a school district after the deadline in either semester; or
  - (3) The District's Superintendent determines that special circumstances exist and allows a student to transfer into the District after the deadline.
2. All nonresident requests for open enrollment into the District must be submitted to the District's Superintendent on the official application form provided by the South Dakota Department of Education.
3. Nonresident student open enrollment applications to attend school within the District will be reviewed and acted upon in the order in which they are received. However, if the applicant is a sibling of a student accepted into and currently enrolled in the District, that student's application shall take priority over all other applications.
4. The Superintendent shall either approve or deny the application for open enrollment. A decision of the Superintendent to deny an open enrollment application may be appealed to the School Board. A decision of the School Board to deny student's application for open enrollment may be appealed to the circuit court pursuant to State Law.
5. Decisions to accept or reject open enrollment applications will be based on the criteria listed in "Open Enrollment Application Standards" (Section C).
6. The applicant and the resident school board will be notified within five days of the decision.
7. An application may be withdrawn by the applicant prior to the approval of the request and upon written notification to the District's Superintendent.
8. Once approved by the District, the approved application serves as the applicant's notice of intent to enroll in the District and obligates the student to attend school within the District during the school year, unless the affected school board or boards agree in writing to allow the student to transfer back to the resident district or assigned school, or unless the parents, guardians, or emancipated student change residence to another district. A decision by either school board to deny a request to return to the resident school district may be appealed to circuit court pursuant to law.
9. Once enrolled under open enrollment in the District, the student may remain enrolled and is not required to resubmit annual applications.
10. The parent or legal guardian of a student who has been accepted for transfer under open enrollment is responsible for transporting the student to and from school without reimbursement.



11. The District shall accept credits for any course completed in any other accredited school district but shall award a diploma to a nonresident student only if the student satisfactorily meets the District's graduation requirements.
12. If two or more nonresident students from the same family, residing in the same household, request open enrollment into the District, all requests from that family must be either approved or denied and the District shall not deny an application if doing so would result in children from the same household enrolling in different school districts, unless the applicant agrees to the same. However, if the District cannot provide an appropriate education for a child in need of special education or special education and related services, the District may deny that child's application for open enrollment.
13. Any student under suspension or expulsion will not be allowed to open enroll until the suspension or expulsion is completed.
14. The rules of the South Dakota High School Activities Association will govern eligibility for participation in activities.

**B. Resident Student Transfers:**

The provisions of this policy apply to resident student transfers (applications to attend an attendance center different than that to which the student is assigned) except as modified below:

1. Resident student open enrollment applications to attend an attendance center within the District other than that to which the student has been assigned will be reviewed and acted upon in the order in which they are received. However, if the applicant is a sibling of a student accepted into and currently enrolled in the attendance center to which the applicant is wishing to enroll, that student's application shall take priority over all other applications.
2. If a student is transferred from one attendance center to another attendance center within the District at the request of the student's parent or guardian, the District shall not provide transportation services to the student.

**C. Open Enrollment Application Standards:**

The following standards will be used to accept or reject nonresident student open enrollment applications to enroll within the District and resident student applications to attend an attendance center within the District other than that to which the student was assigned: Open enrollment requests will be granted on a space available basis at the time the request is considered. The approval of an open enrollment request may not result in exceeding the average student to teacher ratio, program capacity, or building capacity criteria listed below. The ratios listed for grade level student to teacher ratios are for open enrollment purposes only and actual class sizes may be greater than the capacity listed below because of students residing within the school district and school attendance center area.

- Kindergarten through grades five: The student to teacher ratio may not exceed 25 students in each grade as a result of open enrollment.
- Grade six through grade eight: The student to teacher ratio for core classes may not exceed 28 students in each grade as a result of open enrollment.

- Grade nine through grade twelve: The student to teacher ratio for each grade may not exceed 30 students as a result of open enrollment.
- An open enrollment transfer may not cause a building or program to exceed capacity, including special education programs.
- Open enrollment of a special education student will not be approved if the students cannot be accommodated at current staffing levels or the program is at capacity.

D. Open Enrollment of Special Education Students:

1. A request to transfer a student in need of special education or special education and related services may be granted only if, after a review of all relevant student education records and direct communication with the student's parent or guardian and representatives of the resident district, the School District determines that the district can provide an appropriate instructional program and facilities, including transportation if required as a related service, to meet the student's needs. If the request to transfer is granted, the district is responsible for the provision of a free appropriate public education for the student in need of special education or special education and related services. If the student requires transportation as a related service, the district shall provide or ensure the provision of transportation within the boundaries of the District.
2. If the District is not able to confirm that the District can provide an appropriate instructional program, facilities, and transportation if necessary, based on the records review and communication with the student's parent or guardian and representatives of the resident district, the District shall initiate an individual education program team meeting consisting of representatives from the District, the resident school district and the parents or guardians, to determine whether the District can provide an appropriate instructional program, facilities, and transportation necessary.
3. A request to transfer a student in need of special education or special education and related services may be denied only pursuant to the "Open Enrollment Application Standards" (Section C) or if the individual education program team as set forth in "Open Enrollment of Special Education Students" (Section D.2.) determines that the District cannot provide an appropriate instructional program and facilities, including transportation, to meet the student's needs.
4. If a parent or guardian of a student in need of special education or special education and related services request to transfer the student back to the resident district, the affected school boards must agree in writing to allow the student to transfer back to the resident district or unless the parents, guardian, or emancipated student change residence to another district.
5. If two or more students from the same family residing in the same household request open enrollment and the District determines it can provide an appropriate special education or special education and related services for the special education student(s), the applications shall be approved subject to consideration of the Open Enrollment Application Standards (Section C). However, if the District cannot provide appropriate special education or special education and related service for one or more of the students in need of special education or special education and related

services, the District may deny the application for open enrollment related to the individual special education student(s).

6. If it is determined that a parent or guardian of a student, or an emancipated student, in need of special education or special education and related services submitted a request for an open enrollment transfer, but did not indicate on the application that the student has an IEP and needs special education services, as required on the form, any approval by the District of the open enrollment transfer application will be deemed void.

### **Castlewood Complaint Policy for Federal Programs (new 7/29/08)**

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)

**District Policy on Enrollment, Transportation, and the Elimination of Barriers for Children or Youth Experiencing Homelessness including Unaccompanied Youth (new 7/29/08)**

The Castlewood School District policy is to:

- Ensure the immediate enrollment of children or youth experiencing homelessness until all enrollment records may be secured, i.e. academic records, medical records, proof of residency, or other documentation.
- Ensure the elimination of stigmatization or segregated services and the elimination of other identified barriers for homeless children and youth.
- Provide children or youth experiencing homelessness with services comparable to services offered to other students in the school including the following:

Transportation services.

Educational services for which the child or youth meets the eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs, educational programs for children with disabilities, and educational programs for students with limited English proficient.

Programs in vocational and technical education.

Programs for gifted and talented students.

School nutrition programs.

**Castlewood School District Title I  
Parental Involvement Policy (rev. 7/11/2016)**

The Castlewood School District will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children. An annual District Title I Parent meeting will be held each spring with parent and school representation dedicated to revising the district policy. The District Parent Involvement Policy will be evaluated annually and adopted by the Board of Education.

Castlewood Public Schools agree to implement the following statutory requirements for Title I Parent Involvement:

- Consistent with section 1118, Castlewood School District will work to ensure that the required school level parental involvement policies meet the requirements of section

1118 of the ESEA, and include as a component, a school-parent compact consistent with section 1118(d) of the ESEA.

- Castlewood School District will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of the parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, Castlewood School District will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
- If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the Castlewood School Board.
- Castlewood School District will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.
- Castlewood School District will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- Castlewood Public School will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.
- The Castlewood School District will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

***Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—***

- (A) that parents play an integral role in assisting their child's learning;*
- (B) that parents are encouraged to be actively involved in their child's education at school;*
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.*

**Castlewood Elementary School**  
**Title I Parental Involvement Policy (rev. 7/11/2016)**

Each school receiving funds under Title I, Part A, of the Elementary and Secondary Education Act (ESEA) must develop a written school-parent involvement policy jointly with parents for all children participating in Title I, Part A, activities, services, and programs. This document represents joint development with parents, teachers, and administration. This policy was distributed to parents of all Castlewood elementary students and to the extent practicable provided in a language the parents can understand. This parent involvement plan will be updated annually to meet the changing needs of parents and the school.

Castlewood Elementary will involve parents in the development of the school parental involvement plan by implementing the following actions:

- Parents will be invited to the meetings via email as well as in the principal's monthly newsletter. A reminder will also be sent out on the day of the meeting confirming the meeting time and place.
- The meeting date and time will be on the school calendar which is sent home monthly and also published in the local newspaper.

Castlewood Elementary will take the following actions to involve parents in the process of school review and improvement:

- Use findings of an annual evaluation survey to design strategies for more effective parent involvement.
- Parent meetings will be held at various times of the day and evening to enable more parents to participate.
- Parents will be encouraged to work with the school yearly to review and update the School-Parent Compact. The compact must outline how parents, staff, and students will share the responsibility for improved student academic achievement.

Castlewood Elementary will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will encourage parents to attend, by:

- Holding the meeting within the first three weeks of the new school year.
- Inviting all parents, as children receiving Title I services could change throughout the year.
- Host the same meeting at least twice in one week – once in the morning and once in the evening – in order to ensure all parents have an opportunity to attend.
- Coordinating a child friendly event at the same time so parents can bring children to the school while attending the meeting

Castlewood Elementary will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:

- Showing and explaining the intervention curriculum that will be utilized at the Title I meeting.
- Sharing information regarding the Common Core State Standards.
- Informing parents of state and local assessments that are utilized to make Title I placement decisions.

Castlewood School will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:

- Accepting input and emails from parents.
- Inviting parents to attend PTO meetings.
- Scheduling meetings within 2 weeks of receiving a request from a parent.

Castlewood School will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:

- Providing them with the reports from Smarter Balanced testing and holding a meeting to assist parents in interpreting the results.
- Sharing reports with information gathered from school district assessments.

Castlewood School will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:

- Sending written notice of any teacher who is not highly qualified to parents.

Castlewood School will provide assistance to parents of children served by the school, as appropriate, in understanding the following topics by undertaking the actions described below --

- ✓ the state's academic content standards,
  - ✓ the state's student academic achievement standards,
  - ✓ the state and local academic assessments including alternate assessments,
  - ✓ the requirements of Title I Part A,
  - ✓ how to monitor their child's progress, and
  - ✓ how to work with educators:
- Grade level standards will be sent home in parent friendly language such as "I can" statements.
  - Meetings will be held to help parents interpret data from testing.

- Quarterly reports will be sent home to parents so they can monitor their child's progress.
- Guidelines for parents will be sent home prior to conferences so parents can be prepared to meet with the teacher and know what to ask.

Castlewood School will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by:

- The Title I instructor will hold two sessions to educate parents to better enable parents to work with their children.
- A Family Reading Night & Family Math Night will also be held so parents can see the types of reading and math being done in school.
- Monthly Home-School Connections will be distributed to parents.
- Informing parents that supplies and materials are available by request.

Castlewood School will, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- Gathering input from parents regarding what works to encourage them to be involved.
- Opportunities will be available for parents to submit comments.
- Opportunities will also be made available for parents to participate in decisions relating to the education of their children.

Castlewood School will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, local preschools, the public preschool, and other programs. The school will also conduct other activities, such as parent conferences, that encourage and support parents in more fully participating in the education of their children, by:

- Maintaining an open-door policy for parents/community members to observe Title I activities.

Castlewood School will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- The district will gather information from registration papers in regards to the home language survey and send the information in the native language spoken in the home.



**PART III. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS**

NOTE: The School Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents’ capacity for involvement in the school and school system to support their children’s academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- providing necessary literacy and math training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parental involvement activities, including providing child care, to enable parents to participate in school-related meetings and training sessions;
- arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children, arrange meetings with parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children’s education

**PART IV. ADOPTION**

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs.

This policy was adopted by the Castlewood School on **July 11, 2016** and will be in effect for the period of July 2016 – July 2017. The information will be included yearly in the Student Handbook.

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*(Signature of Authorized Official)*

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*(Date)*

**CASTLEWOOD COMPLAINT POLICY FOR FOOD SERVICE PROGRAMS** (new 7/2017)

A parent, student, employee, or district stakeholder who has a complaint regarding the school’s food service program and is unable to resolve the issue, may address the complaint in writing to the district’s superintendent.

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 of 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)

## **CASTLEWOOD SCHOOL DISTRICT FOOD SERVICE PROCUREMENT PLAN**

(rev. 3/9/20)

The Castlewood School District will purchase food and other items for use in the Child Nutrition Program in compliance with Federal regulations in Code of Federal Regulations Volume 7, as well as state and local laws and regulations, using the following procedures:

- Develop descriptions for all items
- Develop instructions for providing service or product
- Obtain price quotes from a minimum of three suppliers
- Prepare a price quote documentation sheet, and indicate the supplier who was awarded the quote and the length of time the price is set.
- Submit documentation sheet for approval to business manager
- Emergency purchases may be necessary to continue uninterrupted service and may be accomplished using non-competitive negotiations to establish price and terms.

All persons engaged in the award and administration of contracts supported by School Food and Nutrition Program funds will adhere to the following Code of Conduct:

No employee, officer or agent of the Castlewood School District shall participate in selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved. The Castlewood School District employees, officers or agents shall neither solicit nor accept gratuities, favors, or anything of material monetary value from contractors, potential contractors, or parties to sub-agreements. Failure of any employee to abide by the above stated code will be subject to disciplinary action, up to and including termination of employment.

Good faith effort will be made to include the following affirmative steps: Place qualified small and minority businesses and women’s business enterprises on solicitation list. Soliciting small and minority businesses and women’s business enterprises whenever they are a potential source.

**Castlewood School District Wellness Policy** (new 7/2017)

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**Castlewood School District Wellness Policy**

**Preamble**

Castlewood School District (hereto referred to as the District) is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe

and health-promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture’s (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism and better performance on cognitive tasks.<sup>i,ii,iii,iv,v,vi,1</sup> Conversely, less-than-adequate consumption of specific foods including fruits, vegetables and dairy products, is associated with lower grades among students.<sup>vii,2,viii</sup> In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education and extracurricular activities – do better academically.<sup>ix,x,xi,xii</sup> Finally, there is evidence that adequate hydration is associated with better cognitive performance.<sup>15,16,17</sup>

This policy outlines the District’s approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. **Specifically, this policy establishes goals and procedures to ensure that:**

- Students in the District have **access to healthy foods throughout the school day** – both through reimbursable school meals and other foods available throughout the school campus– in accordance with Federal and state nutrition standards;
- Students receive quality **nutrition education** that helps them develop lifelong healthy eating behaviors;
- Students have **opportunities to be physically active** before, during and after school;
- Schools engage in **nutrition and physical activity promotion** and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The District establishes and maintains an infrastructure for **management, oversight, implementation, communication** about and monitoring of the policy and its established goals and objectives.

This policy applies to all students, staff and schools in the District. Specific measureable goals and outcomes are identified within each section below.

## **School Wellness Committee**

### **Committee Role and Membership**

The District will convene a representative district wellness committee (hereto referred to as the local wellness committee or work within an existing school health committee) periodically to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this district-level wellness policy (heretofore referred as “wellness policy”).

The local wellness committee membership will represent all school levels (elementary and secondary schools) and include (to the extent possible), but not be limited to: *parents and caregivers; students; representatives of the school nutrition program (e.g., school nutrition director); physical education teachers; health education teachers; school health professionals (e.g., health education teachers, school health services staff [e.g., nurses, physicians, dentists, health educators, and other allied health personnel who provide school health services], school administrators (e.g., superintendent, principal, vice principal), school board members; health professionals (e.g., dietitians, doctors, nurses, dentists); and the general public.*

### **Leadership**

The Superintendent or designee(s) will convene the local wellness committee and facilitate development of and updates to the wellness policy, and will ensure each school’s compliance with the policy.

**The designated official for oversight is *Superintendent, Peter Books.***

**The name(s), title(s), and contact information (email address is sufficient) of this/these individual(s) is(are): (Wellness Policy Committee)**

<b>Name</b>	<b>Title / Relationship to the School or District</b>	<b>Email address</b>	<b>Role on Committee</b>
Keith Fodness	Superintendent	<a href="mailto:keith.fodness@k12.sd.us">keith.fodness@k12.sd.us</a>	Assists in the evaluation of the wellness policy implementation
Brandon Girard	Elementary Principal	<a href="mailto:brandon.girard@k12.sd.us">brandon.girard@k12.sd.us</a>	Assists in the evaluation of the wellness policy implementation
Dawn Wiersma	Business Manager	<a href="mailto:dawn.wiersma@k12.sd.us">dawn.wiersma@k12.sd.us</a>	Assists in the evaluation of the wellness policy implementation
Neda Ries	Food Service Director	<a href="mailto:neda.ries@k12.sd.us">neda.ries@k12.sd.us</a>	Ensures that food service program meets guidelines
Doug Ruesink	PE/Health Teacher	<a href="mailto:doug.ruesink@k12.sd.us">doug.ruesink@k12.sd.us</a>	Implements PE and Health education requirements
Deb Mack	Elementary Teacher	<a href="mailto:deb.mack@k12.sd.us">deb.mack@k12.sd.us</a>	Assists in wellness plan evaluation
Tamra Ching	School Nurse	<a href="mailto:tamra.ching@k12.sd.us">tamra.ching@k12.sd.us</a>	Assists in wellness plan evaluation and implementation
Angela Heyn	School Board member/parent		Assists in wellness plan evaluation

Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy.

## **Wellness Policy Implementation, Monitoring, Accountability and Community Engagement**

### **Implementation Plan**

**The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy.** The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about responsibilities, specific goals, and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the [Healthy Schools Program online tools](#) to complete a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation and generate an annual progress report.

This wellness policy and the progress reports/policy updates can be found at:  
[www.castlewood.k12.sd.us](http://www.castlewood.k12.sd.us).

### **Recordkeeping**

The District will retain records to document compliance with the requirements of the wellness policy at the District's Administrative Offices for three years past the current year.

Documentation maintained in this location will include but will not be limited to:

- **The written wellness policy;**
- **Documentation demonstrating that the policy has been made available to the public;**
- **Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware annually of their ability to participate on the local wellness committee;**
- **Documentation to demonstrate compliance with the annual public notification requirements;**
- **The most recent assessment on the implementation of the local school wellness policy;**
- **Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.**

### **Annual Notification of Policy**

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the district website and/or district-wide communications. The District will provide as much information as possible about the school nutrition

environment. This will include a summary of the District's events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District/school officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

### **Triennial Progress Assessments**

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy for all sites under district jurisdiction and include:

- The extent to which schools under the jurisdiction of the District are in compliance with the local wellness policy;
- The extent to which the District's wellness policy compares to a model policy (like the Alliance for a Healthier Generation's model wellness policy or the State Model Wellness Policy); and
- A description of the progress made in attaining the goals of the District's wellness policy.
  - Assessment will identify how the policy will be updated to add areas as needed, improve progress toward goals, etc.
  - Documentation of when and how the policy was evaluated will be maintained.

The person responsible for managing the triennial assessment and contact information is Keith Fodness, Superintendent.

The local wellness committee, in collaboration with the District, will monitor the District's compliance with this wellness policy.

The District will actively notify households/families of the availability of the triennial progress report.

### **Revisions and Updating the Policy**

The local wellness committee will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. **The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment. Documentation of update will be maintained, such as attendance sheet, meeting minutes, etc.**

### **Community Involvement, Outreach and Communications**

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of local wellness committee and others can participate in the development, implementation and



periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

## **Nutrition**

### **School Meals**

Our school district is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams trans fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet [USDA nutrition standards](#).)
- Promote healthy food and beverage choices, such as one or more of the following:

- Whole fruit options are displayed in attractive bowls or baskets (instead of chaffing dishes or hotel pans).
- Sliced or cut fruit is available daily.
- Daily fruit options are displayed in a location in the line of sight and reach of students.
- All available vegetable options have been given creative or descriptive names.
- All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal.
- White milk is placed in front of other beverages in all coolers.
- Student artwork is displayed in the service and/or dining areas.
- Daily announcements are used to promote and market menu options.

### **Staff Qualifications and Professional Development**

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the [USDA professional standards for child nutrition professionals](#). These school nutrition personnel will refer to [USDA’s Professional Standards for School Nutrition Standards website](#) to search for training that meets their learning needs.

### **Water**

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day\* and throughout every school campus\* (“school campus” and “school day” are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes.

### **Competitive Foods and Beverages**

The District is committed to ensuring that all foods and beverages available to students on the school campus\* during the school day\* support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at [www.foodplanner.healthiergeneration.org](http://www.foodplanner.healthiergeneration.org).

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards. These standards will apply in all locations and through all services where foods and beverages

are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

### **Celebrations and Rewards (Optional)**

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards including through:

1. Celebrations and parties. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas are available from the [Alliance for a Healthier Generation](#) and from the [USDA](#).
2. Classroom snacks brought by parents. The District will provide to parents a [list of foods and beverages that meet Smart Snacks](#) nutrition standards.
3. Rewards and incentives. The District will provide teachers and other relevant school staff a [list of alternative ways to reward children](#). Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

### **Fundraising**

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. The District will make available to parents and teachers a list of healthy fundraising ideas [*examples from the [Alliance for a Healthier Generation](#) and the [USDA](#)*].

### **Nutrition Promotion**

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

- Review and consider evidence-based healthy food promotion techniques through the school meal programs using [Smarter Lunchroom techniques](#); and
- Ensuring 100% of foods and beverages promoted to students meet the USDA Smart Snacks in School nutrition standards. Additional promotion techniques that the District and individual schools may use are available at <http://www.foodplanner.healthiergeneration.org/>.

## **Nutrition Education**

The District will teach, model, encourage and support healthy eating by all students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences and elective subjects;
- Includes enjoyable, developmentally-appropriate, culturally-relevant and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits and school gardens;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Teaches media literacy with an emphasis on food and beverage marketing; and
- Includes nutrition education training for teachers and other staff.

## **Nutrition Education will be achieved through classroom instruction in Health classes Food and Beverage Marketing in Schools**

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.<sup>xiii</sup> This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is in financially possible over time so that items are in compliance with the marketing policy.)
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District/school nutrition services/Athletics Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

### **Physical Activity**

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and the district is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection). All schools in the district will be encouraged to participate in *Let's Move!* Active Schools ([www.letsmoveschools.org](http://www.letsmoveschools.org)) in order to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to recess, classroom physical activity breaks or physical education) **will not be withheld** as punishment for any reason. The district will provide teachers and other school staff with a [list of ideas](#) for alternative ways to discipline students.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

### **Physical Education**

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the “*Essential Physical Activity Topics in Health Education*” subsection). The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All District **elementary students** in each grade will receive physical education for at least 90 minutes per week throughout the school year.

All District **secondary students** will meet minimum state PE/Health Education requirements.

### **Examples of Physical Activity Topics in Health Education**

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise and fitness
- Phases of an exercise session, that is, warm up, workout and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness

- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity.

### **Other Activities that Promote Student Wellness**

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

All efforts related to obtaining federal, state or association 354 recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the local wellness committee.

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

### **Glossary:**

**Extended School Day** – the time during, before and after school that includes activities such as clubs, intramural sports, band and choir practice, drama rehearsals and more.

**School Campus** - areas that are owned or leased by the school and used at any time for school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums (e.g., on scoreboards, coolers, cups, and water bottles), or parking lots.

**School Day** – the time between midnight the night before to 30 minutes after the end of the instructional day.

**Triennial** – recurring every three years.

**Superintendent Job Description** (new 3/19/2020)

**Position:** Superintendent

**Reports To:** Castlewood Public School Board of Education

**Supervises:** Directly or indirectly, every district employee for Castlewood School

**Classification:** Exempt

**Qualifications:** The Superintendent shall have the proper and valid certification, according to the standards prescribed by the State Board of Education

**Appointment:** The Castlewood School Board shall appoint the Superintendent for a term of not more than three (3) years. If, at any time, his/her services are unsatisfactory, he/she shall be notified in writing and be given an opportunity to correct the conditions that are unsatisfactory. If conditions are not corrected, he/she shall be given notice of termination of contract according to South Dakota Codified Law.

**Evaluation:** By Castlewood School Board annually in accordance with Board Policy

**Terms of Employment:** Twelve months a year. Salary and benefits to be set by District Board.

**PROFESSIONAL RESPONSIBILITIES AND EXAMPLES OF DUTIES**

1. Promotes and values the mission and vision of the Castlewood School District as it is listed in the Employee Handbook.
2. Promotes and monitors the success of every student and staff member, sustaining a culture of collaboration, trust, learning and high expectations. Shall include but not limited to the following:
  - a. Recommend certified and non-certified employees for appointment, demotion, transfer, or dismissal in accordance with State law and the policies and contracts of the School Board.
  - b. Transferring personnel from one assignment to another without Board approval if no change in rank or if not in violation of adopted personnel policies, but all such transfers shall be reported to the Board.
  - c. Observe the work of all the employees as frequently as possible and shall guide, direct, and evaluate their work.
  - d. Hold regular meetings to collaborate, formulate plans and to instruct and lead all staff members.
  - e. Delegate responsibility, however is responsible to the Board for all results produced.



- f. Use effective conflict resolution techniques, communication, and consultation, negotiation, and collaboration skills with all members of the District staff and Board.
  - g. Devise and maintain a system of reporting to keep parents informed of the attendance, scholarship, conduct and health of their children.
  - h. Develop a School/community relationship through school publications, newspaper releases, social media, and other appropriate media with the objective of providing the Board, school personnel and community with all possible information of the operation of the school district.
  - i. Close school using resources and best judgement due to weather, road conditions and other emergencies, ensuring parents and students are properly notified.
3. Responsible for the management of the entire district organization, including the operation and resources for a safe, efficient, and effective learning environment. Shall include, but not limited to the following:
- a. Recommend materials of instruction, textbooks, equipment, and facilities for fulfilling the objectives of the school curriculum. Assist staff when necessary to implement these materials.
  - b. Recommend to the Board any changes in the overall program of the district. To recognize the needs of the community and structure the educational pattern to meet those needs.
  - c. Act as executive and advisory office to the School Board, keeping them current with all matters relating to the school including finance, facilities, curriculum, teachers, and students.
  - d. Interpret and implement the policies of the Board and keep policy and procedure manual current.
  - e. Prepare agenda for each Board meeting, attend all Board meetings, and participate in all deliberations of the Board. Have all data and materials necessary present for the meetings.
  - f. Keep informed regarding local and national educational trends by visiting and collaborating with other school districts, attending educational meetings, workshops, and conventions.
  - g. Prepare and present a school calendar for Board approval.
  - h. Prepare an annual budget for Board approval prior to July of each year.
  - i. Approve directly or indirectly all expenditures of the school money, subject to the Board approval.
  - j. Give recommendations to the Board for any changes in salary schedules, custodial working agreements, and any/all contracts or agreements involving school business, executing all said contracts and agreements.
  - k. Recommend to the Board any and all building alterations, additions, new equipment, and improvement of grounds and is responsible for supervising and administering the capital outlay improvements.

- l. Continue to keep facility grounds and building running in pristine order and appearance. Give recommendations to the Board of any upgrades to grounds or building.
  - m. Verifies compliance with all local, state, and federal school laws.
  - n. Agree to step in and provide temporary or permanent job duty relief until position can be filled or replaced. (Examples: Bus driver, Study Hall monitor, instructor, etc.)
4. Essential functions include but not limited to:
- a. Reading, writing, hearing, listening, and speaking effectively with the ability to analyze data.
  - b. Ability to sit and stand for periods of time, have use of hands, ability to climb and other postures that may be required as duties are assigned.
  - c. Specific vision abilities required by this job include close vision, distant vision, and depth perception.
  - d. Be able to occasionally lift/move items weighing up to 40 pounds.
  - e. Must hold a valid driver's license and be able to drive to school locations and events.
  - f. The position regularly requires evening and weekend work.
  - g. The position deals with noise levels that of a typical school office and building setting.
  - h. The position regularly requires the ability to handle stressful situations and resolve conflict.
5. Other Duties:
- a. The Superintendent performs these and other duties as may be assigned by the board, both consistent with local board policies and South Dakota Codified Law.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and it not an exhaustive list of the duties performed for the position.

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- <sup>1</sup> MacLellan D, Taylor J, Wood K. Food intake and academic performance among adolescents. *Canadian Journal of Dietetic Practice and Research*. 2008;69(3):141–144.
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- <sup>1</sup> Neumark-Sztainer D, Story M, Resnick MD, Blum RW. Correlates of inadequate fruit and vegetable consumption among adolescents. *Preventive Medicine*. 1996;25(5):497–505.
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- <sup>1</sup> Singh A, Uijtendewilligne L, Twisk J, van Mechelen W, Chinapaw M. *Physical activity and performance at school: A systematic review of the literature including a methodological quality assessment*. *Arch Pediatr Adolesc Med*, 2012; 166(1):49-55.
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- <sup>15</sup> Change Lab Solutions. (2014). *District Policy Restricting the Advertising of Food and Beverages Not Permitted to be Sold on School Grounds*. Retrieved from <http://changelabsolutions.org/publications/district-policy-school-food-ads>

## **Handbook Receipt and Acknowledgement**

I have received a copy of the Policy and Procedures Handbook, Staff Handbook, and PK-12<sup>th</sup> Student Handbook that pertain to my teaching area. I have read and reviewed these handbooks and agree to follow the guidelines set forth therein.

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Teacher Signature