

De Smet School District

Certified Staff Handbook



Mrs. Abi Van Regenmorter, Superintendent
Mr. Andy Armstead, MS/HS Principal

The **MISSION** of the De Smet School District is to educate all students to their individual potential.

The **VISION** of the De Smet School District is to

REACH EVERY STUDENT.
Everyday

NONDISCRIMINATION

The Board is committed to a policy of nondiscrimination in relations to race, sex, religion, national background, handicap and other human differences. Respect for the dignity and worth of each individual will be paramount in the establishment of all policies by the Board and in the administration of those policies. The Constitutions of our nation and state, pertinent legislation enacted at those two levels of government, as well as court interpretations regarding citizens' rights, under gird this statement.

In keeping with these statements, the following will be objectives of this school district:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
2. To encourage positive experiences in human values for children and adults who have differing personal and family characteristics or who come from various socioeconomic, racial and ethnic groups.
3. To carefully consider, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To initiate a process of reviewing all policies and practices of this school district in order to achieve to the greatest extent possible the objectives of this policy.
5. To work toward a more integrated society and to enlist the support of individuals as well as that of groups and agencies, both private and governmental, in such an effort.

The Board's policy on nondiscrimination will extend to students, staff, the general public and individuals with whom it does business.

PHILOSOPHY AND PURPOSE

Philosophy

We believe that education is a process whereby children grow in knowledge and skills at rates peculiar to their abilities and surroundings. De Smet School District 38-2 is therefore dedicated to the purpose of providing a stimulating environment of human and material resources, which will contribute to that growth.

More specifically stated, the purpose of De Smet School District is:

1. To provide each child an opportunity to acquire a reasonable mastery of the basic skills of reading, writing, oral communications, logical problem solving, numbers, computer awareness, and the fundamental skills of learning.
2. To provide assistance to each child in formulating educational, social, and vocational objectives.
3. To provide an opportunity for children to meet the requirements for admission to post high school educational institutions.
4. To provide the means for exploring a variety of academic, vocational, and recreational areas.
5. To assist each child in developing a sense of personal and group worth.
6. To assist each child in acquiring an understanding and appreciation of the basic concepts supporting our American institutions and the civic skills and attitudes to insure the perpetuation of our process of self-government.
7. To assist each child in building habits of healthful living and the importance of wise use of human and natural resources.
8. To foster in each child awareness and appreciation for beauty and a high regard for the arts.

De Smet School District 38-2

Line of Authority

Line of authority authorizing persons to be in charge in the event of an emergency in the absence of regular administrative staff.

Abi Van Regenmorter - Superintendent
Susan L. Purintun - Business Manager

Laura Ingalls Wilder Elementary (preK-5)

Abi Van Regenmorter - Elementary Principal
Traci Schoenfelder - School Secretary
Emily Martian - Teacher

De Smet High School (9-12)

Andy Armstead - Principal
Melody Perry - School Secretary
Robin Gigov – Teacher

De Smet Middle School (6-8)

Andy Armstead - Principal
Melody Perry - School Secretary
Robin Gigov – Teacher

De Smet School District 38-2

School Board

Shane Roth- President
Barb Asleson - Vice President
Donita Garry
Jared Tolzin
Evan Buckmiller

Administration

Abi Van Regenmorter - Superintendent
Susan Purintun - Business Manager
Andy Armstead - Middle School/High School Principal
Abi Van Regenmorter - Elementary School Principal

De Smet School District 38-2

Certified Staff

Albrecht, Becky	Preschool/Jr. Kindergarten
Albrecht, Tammy	Fourth Grade
Armstead, Andy	MS/HS Principal & Tech Coordinator
Birkel, Mark	M.S. Science & K-5/M.S./H.S. PE
Boldt, Tacy	Third Grade
Brown, Lynne	Chorus
Fast, Roxy	Second Grade
Fods, Kari	Counselor
Geyer, Connie	H.S. Math & Computers
Gigov, Robin	Special Education
Haugen, Cory	M.S./H.S. Social Science/A.D.
Hojer, Jennifer	Fifth Grade
Holland, Tricia	M.S. Reading/ M.S. Science
Johnson, Lexi	Kindergarten
Larsen, Marlys	K-5 Vocal Music & Reading Recovery
Martian, Emily	Special Education
McCune, Marvin	Social Science & Athletic Administrator
Nolte, Lindsay	M.S./H.S. English
Osthus, Shelly	M.S./H.S. Math
Ostrander, Angela	7-12 Family & Consumer Science
Penney, Jeanne	First Grade
Pitts, Brendon	Business Education, Computer Science
Poppen, Janice	Title I
Rusche, April	Art
Sanderson, Kathryn	H.S. English and Spanish
Schmidt, Sheila	H.S. Science
Tangen, Cheryl	Librarian
VanderWal, Dave	Vocational Agriculture
Van Regenmorter, Abi	Superintendent/Elementary Principal
Vockrodt, Brandon	H.S. Math
Vockrodt, Mikayla	Instrumental Music, Middle School Vocal Music
Wilkinson, Brittani	Kindergarten

De Smet School District 38-2

Classified Staff

Coughlin, Ralene	Cook
Foley, Linda	Paraprofessional
Hauck, Jason	Custodian
Holland, Terry	Custodial Director
Jeffrey, Lindsey	Paraprofessional
Kruse, Dennis	Bus Driver
Larson, Marie	Custodian
Larson, Ryan	Custodian
Martens, Mike	Bus Driver
Muser, Nita	Food Supervisor
Novak, Micheala	Paraprofessional
Pamlund, Teresa	Cook
Perry, Melody	H.S. Secretary
Pommer, Deb	Paraprofessional
Schoenfelder, Traci	Elementary Secretary
Schultz, Dianne	Paraprofessional
Sinclair, Suzanne	Remote Learning Coordinator
Todd, Andrew	Paraprofessional/Transportation Manager
Wilkinson, Cheryl	Paraprofessional

De Smet School District 38-2
Co-curricular and Extra Duty Directory

Athletic Director
Athletic Administrator

Cory Haugen
Marvin McCune

Coaches

Football

Wes Clubb & Dan Wilkinson
Mark Birkel
Brendon Pitts

Boys Basketball

Jeff Gruenhagen
Cory Haugen
Andy Armstead

Girls Basketball

Brendon Pitts
Angela Ostrander
Tacy Boldt

Wrestling

Steve Gilbertson
Mike Johnson

Volleyball

Vicki Dylla
Tacy Boldt
Shelly Osthus

Track

Cory Haugen
Devon Wolkow

Cross Country

Cory Haugen

Golf

Cory Beck

Directors and Advisors

One Act Play

Jennifer Rudebusch

All School Play

Traci Schoenfelder

Oral Interp

Jennifer Rudebusch

Annual

April Rusche

National Honor Society

Brandon Vockrodt

FFA

Dave VanderWal

FCCLA

Angela Ostrander

Cheerleading

Suzie Sinclair

Student Council

Andy Armstead

Concessions

Suzie Sinclair

**SALARY SCHEDULE
DE SMET SCHOOL DISTRICT 38-2
2020-2021**

If directly related to the work assignment of the teacher, teaching experience outside the De Smet School District will be credited on the salary schedule not to exceed step 12 on the bachelor's lane, step 16 on the bachelor's +15, and step 28 on the bachelor's +30 and step 28 on the master's lanes.

The school district reserves the right to waive the provisions of the salary schedule in order to insure the timely delivery of educational services to its students.

All course work to be applied toward the bachelor's +15, bachelor's +30, and master's lanes must be approved by the district superintendent and must be related to the work assignment of the teacher and/or in the area of child development or guidance. Credits may be either graduate or undergraduate.

To be eligible for advancement to the master's lane, a teacher must have an earned master's degree in education from an accredited college or university.

Credits to be applied toward teacher certificate renewal must be approved by the superintendent in accordance with the district staff development plan.

Due to the state funding formula and the accountability set forth by the state, the DeSmet School District may pay teachers additional salary to satisfy minimum teacher accountability compliance. The money will be paid to the teachers without having to re-open negotiations.

De Smet School District Hiring Schedule 2019-2020

Step	Bachelors	Bachelors +15	Bachelors +30	Masters	Masters +15
1	\$ 41,000.00	\$ 41,500.00	\$ 42,000.00	\$ 43,900.00	\$ 44,400.00
2	\$ 41,000.00	\$ 41,500.00	\$ 42,000.00	\$ 43,900.00	\$ 44,400.00
3	\$ 41,000.00	\$ 41,500.00	\$ 42,000.00	\$ 43,900.00	\$ 44,400.00
4	\$ 41,000.00	\$ 41,500.00	\$ 42,000.00	\$ 43,900.00	\$ 44,400.00
5	\$ 42,000.00	\$ 42,500.00	\$ 43,000.00	\$ 44,900.00	\$ 45,400.00
6	\$ 42,000.00	\$ 42,500.00	\$ 43,000.00	\$ 44,900.00	\$ 45,400.00
7	\$ 42,000.00	\$ 42,500.00	\$ 43,000.00	\$ 44,900.00	\$ 45,400.00
8	\$ 42,000.00	\$ 42,500.00	\$ 43,000.00	\$ 44,900.00	\$ 45,400.00
9	\$ 42,000.00	\$ 42,500.00	\$ 43,000.00	\$ 44,900.00	\$ 45,400.00
10	\$ 42,000.00	\$ 42,500.00	\$ 43,000.00	\$ 44,900.00	\$ 45,400.00
11	\$ 42,200.00	\$ 42,700.00	\$ 43,200.00	\$ 45,100.00	\$ 45,600.00
12	\$ 42,400.00	\$ 42,900.00	\$ 43,400.00	\$ 45,300.00	\$ 45,800.00
13	\$ 42,600.00	\$ 43,100.00	\$ 43,600.00	\$ 45,500.00	\$ 46,000.00
14	\$ 42,800.00	\$ 43,300.00	\$ 43,800.00	\$ 45,700.00	\$ 46,200.00
15	\$ 43,000.00	\$ 43,500.00	\$ 44,000.00	\$ 45,900.00	\$ 46,400.00
16	\$ 43,200.00	\$ 43,700.00	\$ 44,200.00	\$ 46,100.00	\$ 46,600.00
17	\$ 43,400.00	\$ 43,900.00	\$ 44,400.00	\$ 46,300.00	\$ 46,800.00
18	\$ 43,600.00	\$ 44,100.00	\$ 44,600.00	\$ 46,500.00	\$ 47,000.00
19	\$ 43,800.00	\$ 44,300.00	\$ 44,800.00	\$ 46,700.00	\$ 47,200.00
20	\$ 44,000.00	\$ 44,500.00	\$ 45,000.00	\$ 46,900.00	\$ 47,400.00

**COCURRICULAR AND EXTRA DUTY SCHEDULE
DE SMET SCHOOL DISTRICT 38-2
2020-2021**

6100 Male Activities

Football	Head Coach	\$	3,802
	Asst. Coach	\$	2,661
	7th/8th Coach	\$	1,862
Basketball	Head Coach	\$	4,052
	Asst. Coach	\$	2,836
	7th/8th Coach	\$	1,985
Wrestling	Head Coach	\$	3,802
	Asst. Coach	\$	2,661

6200 Female Activities

Basketball	Head Coach	\$	4,052
	Asst. Coach	\$	2,836
	7th/8th Coach	\$	1,985
Volleyball	Head Coach	\$	3,802
	Asst. Coach	\$	2,661
	7th/8th Coach	\$	1,862
Cheerleaders	Not to Exceed	\$	1,327

6900 Combined Activities

Athletic Director		\$	1,920
Track	Head Coach	\$	3,000
	Asst. Coach	\$	1,050
	Asst. Coach	\$	1,050
	7th/8th Coach	\$	1,050
Golf	Head Coach	\$	2,000
Cross Country	Head Coach	\$	3,000
Concessions	Not to Exceed	\$	1,600
Oral Interp		\$	1,427
Plays	One-Act	\$	1,333
	All School	\$	1,910
Extra-Duties	Yearbook	\$	2,191
	DDN		
	Instruction	\$	800

****DDN Instruction stipend allocated per Semester**

with experience increases of .5% per increase schedule.

Music	Elementary	\$	811
	HS Vocal	\$	2,121
	Band	\$	2,037
FFA		\$	2,713
FCCLA		\$	2,713

The above extra duty pay schedule is effective for the 2017-18 school year for all new hires. Any existing employees will be grandfathered in and retain their existing pay if existing pay is greater than the new extra duty salary schedule. Said pay will be frozen at that higher rate until such time as the new salary schedule exceeds that rate of pay.

Every employee on the extra duty schedule shall receive an increase of \$320 for every four (4) years of consecutive experience in the school district at the extra duty assignment under contract. This increase will begin on the fifth contract.

5th year	\$320
9th year	\$640
13th year	\$960
17th year	\$1,280
21st year	\$1,600

**An employee accepting an assignment in the same activity will be allowed to carry their years of experience to the new assignment.

GATE WORKER COMPENSATION FOR EVENTS

Certified staff will be paid \$15 per event for collecting gate receipts. Every certified staff member will be responsible for two (2) events per year. Payment of the stipend will be subject to balance manifest within \$15 + or -.

FAMILY ACTIVITY PASSES

A full time teacher in the De Smet School District will receive a family activity pass to include their spouse and school age children.

TUITION REIMBURSEMENT

The School District will provide reimbursement of tuition to teachers who take classes or workshops for credit that are consistent with the staff development plan of the district and/or related to the work assignment of the teacher to include child development and guidance. The reimbursement shall be no greater than \$300.00 per teacher per year (*Revised April, 2014*). (Year defined as Sept. 1 through Aug. 31). Classes or workshops will be counted in the year that classes or workshops are taken. Payment will be made to the teacher upon receipt of official transcripts from the institution and evidence of payment of actual cost. To be eligible for reimbursement of tuition expenses incurred during any given year, the teacher must be under contract with the District for the next six months. The amount of tuition reimbursement is subject to the provisions

of SDCL 13-55-23 and 13-55-24 to 13-55-28 inclusive, enacted by the 1993 legislature. If, after applying the reduced tuition rates provided in the aforementioned codified law, the balance is less than \$300.00, the lesser amount will be reimbursed to the teacher under this policy. Tuition reimbursement will be noncumulative.

INSURANCE

De Smet School District provides a group health insurance program for employees with the District paying the single premium or the single premium plus \$10.00 per month for “single plus” coverage.

Teachers with 20 or more years of continuous teaching service with De Smet School District may elect to remain in the District’s group at their own expense until they are eligible for Medicare or reach age 65.

PAYROLL DEDUCTIONS

Upon proper authorization by the employee, the business manager will make deductions from an employee’s wages and submit same to various tax shelter plans or other programs approved by the School District. Such salary adjustments will be made only on the first week in September, the first week in January, and the first week in May of any year.

SICK LEAVE

Commencing with the first day of school, each full time certified teacher shall have available 10 days leave with pay for illness or other disability. Such leave may accumulate at the rate of 10 days per year to a maximum accumulation of 65 days. Sick leave may not be taken for less than one-half day. Payment received by an employee from workers compensation shall be subtracted from sick leave payments. It shall be the duty of the employee to report all payments received from workers compensation to the business manager of the School District. An employee may use their accumulated sick leave for illness or injury to the employee’s spouse; children or biological, adoptive or step parents. A teacher may use up to five (5) sick leave days to care for a sick or injured loved one. Part-time certified teachers will earn commutative sick leave on a pro-rata basis related to their full time equivalency. The school board or administration may require a physician’s statement certifying disability or illness after the second day of an employee’s absence from work. The board may require an examination by a doctor designated by the board and the board may grant or deny sick leave on the basis of a recommendation resulting from such examination. The fees charged by a board-designated doctor will be paid by the School District.

FUNERAL LEAVE

An employee may use up to 5 of his/her earned sick leave days to attend the funeral of a spouse, child, mother or father, brother or sister, in-laws, and grandparents. An employee may use 2 other sick leave days to attend the funeral of other relatives or friends. If an employee has used all his/her sick leave and is eligible, days may be taken from the sick leave bank.

ADDITIONAL LEAVE

In addition to sick leave, other leave will be granted as follows:

Two days of leave without salary reduction per year. Unused days of leave can be reimbursed at the end of the year at the rate of a substitute teacher pay or accumulated to a maximum of four days in any given year. Days accumulated cannot be used for reimbursement. Two days subject to the approval of the building principal for personal or family business that cannot be conducted outside the school day. Days so approved will be at a reduction in salary equal to the regular substitute's salary, and are non-accumulative.

Any days requested in addition to the days outlined above will be at the discretion of the school board or superintendent and will be at a reduction in salary equal to 1/175th of the teacher's basic assignment salary. Teachers must make reimbursement requests to the business office by June 1.

Any and/or all-additional leave may be denied on days immediately preceding and/or following scheduled vacation periods, or days of parent-teacher conferences, and days of in-service instruction.

After additional leave is used one sick leave day could be used for weather related travel delays.

The business manager will administer this policy.

JURY LEAVE

Any teacher called for jury duty during school hours, or who is subpoenaed to testify in a hearing during school hours in a matter in which he/she is not a named party, shall be granted leave with pay for the days or parts of days such absence is required. Any per diem received for jury duty or the designated subpoena absence shall be deducted from the regular salary. Such teacher shall notify the superintendent at least 48 hours in advance of the necessity for taking jury leave.

LEAVE OF ABSENCE

A teacher may apply to the school board through the superintendent for a leave of absence not to exceed 1 school year. The board will rule on each such application individually.

PROFESSIONAL LEAVE

A teacher will receive 1 day professional leave to pursue activities related to their work in the School District. This day will be non-accumulative. Adequate notification must be given to the principal and/or superintendent. The teacher must secure approval from the principal or superintendent before taking professional leave.

A teacher may apply in writing to the superintendent for up to 3 additional professional leave days in any school year to pursue professional activities approved by the principal and in keeping with the staff development needs of the School District.

SICK LEAVE BANK

A teacher may voluntarily give one day sick leave to be put in a sick leave bank. One day so deposited will entitle the teacher to a maximum of 7 days for medical or family medical reasons after all sick leave and personal days have been used. This day will be non-accumulative and not refunded at the end of the year. A form will be given each teacher at the beginning of the school year to determine the number of days to be placed in the bank. "Family" is defined as spouse; children or biological, adoptive or stepparents. The business manager will administer this policy.

ASSOCIATION LEAVE

In the event that the De Smet Education Association desires to send representatives to local, state or national conferences or to participate in other business pertinent to association affairs, the DEA representative may take leave for a number of days not to exceed 4 days in any school term. One representative may use only 2 days per school term. No more than 2 representatives may use association leave on any day. A written notice for leave must be submitted through the DEA president to the superintendent at least 5 days prior to the start of the leave. The DEA will reimburse the school District for the cost of substitute teachers required for association leave. Any and/or all association leave may be denied on days immediately preceding and/or following scheduled vacation periods, on days of parent-teacher conferences, and days on in-service instruction.

MILITARY LEAVE

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), the Superintendent shall grant military leave to employees for voluntary or involuntary service in the uniformed services of the United States, upon receipt of the required notice. Benefits shall be maintained for these employees as required by law and/or collective bargaining agreements. A service member who returns to the District for work following a period of active military duty must be reinstated to the same or similar position and at the same rate of pay unless otherwise provided by law.

Time spent in active military service shall be counted in the same manner as regular employment for purposes of seniority or District service unless otherwise provided in a collective bargaining agreement.

The District will not discriminate in hiring, reemployment, promotion or benefits based upon membership or service in the uniformed services. The Superintendent may enact rules to implement this policy.

All requests for military leave will be submitted to the Superintendent in writing accompanied by copies of the proper documentation showing the necessity for the military leave request.

Unless otherwise impossible, all requests for military leave will be submitted at least one full month in advance of the date military service is to begin. Persons returning from military leave are asked to give notice of intent to return to the Superintendent, in writing, at least one full month in advance of the return date.

SICK LEAVE REIMBURSEMENT UPON RETIREMENT

Upon retirement a teacher who had taught in the De Smet School District for 5 or more years will receive up to 10 days reimbursement for unused sick leave at \$50 a day.

SPECIAL EARLY RETIREMENT

A teacher being eligible for special early retirement benefits with the South Dakota Retirement System (age and years of credited service equal to 85) may apply to the school board to retire and be rehired again. A teacher so rehired would enter the hiring schedule at step 10 on the lane that they qualify for. A teacher would be able to carry over ten years experience for the extra duty schedule. Such teacher would lose all accumulated leave and would be considered a new employee for leave benefits.

CURRICULUM DEVELOPMENT

A teacher can submit to their principal a written proposal for Curriculum Development above and beyond normal expectations in their teaching field. A committee of three teachers (one from the elementary staff, one from the middle school staff, and one from the high school staff) along with each building principal would evaluate proposals. The principals would determine membership to this committee. Applications in written form must be submitted to the teacher's principal by April 15th. Notification of acceptance would be done by May 1st. If accepted by this committee the applying teacher would receive a \$500.00 stipend from the school district. The teacher upon completion of such work would provide a copy of the result of such work and how it is to be incorporated into their classroom and lesson plans to their principal by September 1st. The total amount available for curriculum development would be \$1,000.00 per contract year.

GRIEVANCE PROCEDURE

Definitions - The word "grievance" as used in this policy shall mean a complaint by an employee or group of employees based upon an alleged violation, misinterpretation or inequitable application of any existing agreements, contracts, policies, rules or regulations of the School District as they apply to conditions of employment. Negotiations for, or a disagreement over, a nonexistent agreement, contract, policy, rule, or regulation is not a "grievance" and is not subject to this policy.

Principles - The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems, which may arise affecting the welfare or working conditions of district employees. All parties agree that any proceedings shall be kept as informal and confidential as may be appropriate.

Structure - Employees shall at their option have the right to be represented at all levels of the grievance procedure by a representative of their choosing.

Informal Procedure - If an employee has a grievance, he should first discuss the matter with the principal or supervisor to whom he/she is directly responsible in an effort to resolve the problem informally.

Formal Procedure - Level One - School Principal or other Administrator: If an aggrieved person is not satisfied with the disposition of the problem through informal procedures, the grievance shall be submitted in writing to the principal or other administrator. The administrator, within 5 school days of the filing of the grievance shall render a decision in writing to the aggrieved person.

Level Two - Superintendent of Schools: If the aggrieved person is not satisfied with the decision concerning the grievance at Level One, or if no written decision has been rendered within 5 school days, she/he may, within 3 school days after the decision is rendered, or within 8 school days after filing at Level One, resubmit the grievance in writing to the superintendent of schools. The superintendent of schools shall within 5 school days from the filing of the written grievance meet with the aggrieved person for the purpose of resolving the grievance. The superintendent shall, within 5 school days after this meeting render a decision in writing to the aggrieved person.

Level Three - School Board: If the aggrieved is not satisfied with the disposition of the grievance at the superintendent level, or if no written decision has been rendered within 5 school days, he/she shall within 5 school days thereafter transmit it by letter to the business manager with a statement of reasons why it is being appealed. At the next regular meeting, the board or its designated agent, shall consider the grievance and set a hearing to be held within 5 school days or otherwise investigate the grievance. The board shall make a final decision thereon at the following regular or special board meeting.

Department of Labor - If the aggrieved person is not satisfied with the disposition of the grievance at the school board level or if no written decision has been rendered within the time period set forth in the preceding paragraph, he/she may, within 10 school days after receipt of the written decision of the board, or within 10 school days of the date when the decision is due, whichever is earlier, appeal to the Department of Labor, pursuant to SDCL 3-18-15.2. The inclusion of this paragraph in this grievance procedure shall not constitute a waiver by either party of its right to dispute the authority of the Department or Labor to hear the appeal and/or render any particular decision.

Other - If a grievant initiates an action in a duly constituted court of law, this procedural policy shall not be available.

Non-reemployment is not subject to the provisions of this grievance procedure.

The school board reserves the right to appoint a 3rd party hearing officer to hear grievances on the school board level.

CITIZENS COMPLAINT PROCEDURE

It is the intent of this policy to resolve, at the lowest level, complaints from citizens that are lodged against the teaching staff of the district and to protect the interests and privacy of students, teachers, and/or the public while such complaint is being heard.

Step One - Citizen complaints lodged against teachers should be referred to and resolved informally by the individual teacher and complainant.

Step Two - If the complaint is not resolved in step one it should be referred to the building principal. The principal will inform the teacher of receipt of said complaint within 2 school days.

Step Three - If the complaint is not resolved at the building principal level it should be referred to the superintendent. The superintendent will notify the teacher of receipt of said complaint within 2 school days.

Step Four - If the complaint is not resolved at the superintendent level the complainant will be requested to reduce the complaint to writing and address it to the school board. Complaints so addressed will be considered in executive session. The teacher will be given a copy of the complaint within 2 school days of its receipt by the superintendent.

Meetings at step 3 or 4 in which either party is represented by council will be held after 3 days notice to the other party of such meeting and the nature of council to be retained.

This procedure is not available to teachers in instances where alleged criminal activity has occurred and appropriate law enforcement agencies are involved in the investigation.

STAFF REDUCTION

Whenever in the judgment of the board it is advisable to reduce staff in the District, the board may consider the following, not necessarily in order of priority, any of which may be used in determining which staff members will be non-renewed: Student needs, financial condition of the District, priority of programs, program elimination, recommendations of administrative staff, evaluation records, competence, qualifications, certification, longevity, educational background, continuing contract status, federal mandates, and any other relevant considerations. In making staff reductions involving teachers on continuing contract status, the board will give notice in writing by April 15.

RECALL

For the purpose of this policy, the effective date of a lay-off by reduction in force shall be June 30. If during the first 2 fiscal years subsequent to the time a continuing contract teacher is laid off because of reduction in staff and a vacancy occurs in the grade, subject areas and activities in which a laid-off teacher has been teaching or is qualified to teach, reemployment shall be extended to the teacher in reverse order of lay-off. When more than one staff member has the same recall date and is qualified for the open position the board may consider, among other things, recommendations of administrative staff, qualifications, years of service and educational background in selecting the person to be hired. A recalled teacher shall retain previously accumulated sick leave benefits. Recall privileges cease when a staff member resigns. Recall privileges will also cease if upon being recalled the staff member fails to report within 30 calendar days after the mailing of a written notice of recall. Such notice shall be sent by certified mail to the last address furnished to the superintendent by the staff member and the 30-day period shall commence to run on the day the notice is mailed. Recall privileges will not apply to teachers under contract with another school district unless that recall is for anticipated positions in the ensuing year.

TEN MONTH SALARY OPTION

Teachers will have the option of receiving salary payments in 10 or 12 monthly installments. Teachers must specify by August 1st that they choose the 10 month payment option. A minimum of 25% of the teachers must choose the 10 month payment option for this plan to be implemented

each year. For those teachers choosing the 10 month option plan, health insurance premiums for July and August will be withheld from their June check.

VISITOR NOTICE

The following notice will be posted at all major entrances to school buildings housing students:

VISITORS ARE WELCOME - PLEASE GO TO THE PRINCIPALS OFFICE FOR ASSISTANCE

USE OF ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES BY EMPLOYEES

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

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

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

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

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

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

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

SMOKING IN SCHOOL FACILITIES AND SCHOOL OWNED VEHICLES

All De Smet School District facilities are smoke free facilities pursuant to SDCL 22-36-2 as are all school owned vehicles.

A.I.D.S. POLICY

The principle purpose of AIDS instruction in the De Smet Schools is to prevent HIV infection. The content of the AIDS education program must address the broad range of behaviors exhibited by young people that puts them at risk of contracting the virus. Emphasis in all programs should work to assure that all students acquire the knowledge and skills needed to adopt and maintain life-styles that virtually eliminate their risk of becoming infected.

The central focus of all instructional programs in the De Smet Schools must be toward enabling and encouraging young people who have not engaged in sexual intercourse and who have not used illicit drugs to:

1. Abstain from sexual intercourse until they are ready to establish a mutually monogamous relationship within the context of marriage.
2. Refrain from using or injecting illicit drugs.

For young people who have engaged in sexual intercourse or who have injected illicit drugs, school programs must be directed toward enabling and encouraging them to:

1. Stop engaging in sexual intercourse until they are ready to establish a mutually monogamous relationship within the context of marriage.
2. Stop using or injecting illicit drugs.

Despite all efforts, some young people may be unwilling to adopt behavior that would greatly reduce their risk of becoming infected. Therefore, De Smet Schools, in consultation with parents and health officials, will provide individual AIDS programs that address preventative types of behavior that should be practiced by those with an increased risk of HIV infection. They include:

1. Avoiding sexual intercourse with anyone who is known to be infected or who is at risk of being infected or whose HIV infection status is not known.
2. Using a latex condom with spermicide if they engage in sexual intercourse.
3. Seeking treatment if addicted to illicit drugs.
4. Not sharing needles or other injection equipment.
5. Seeking HIV counseling and testing if HIV infection is suspected.

EMPLOYEE COMMUNICABLE DISEASE

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

The determination of whether an infected employee be excluded from work activities shall be made on a case-by-case basis, under the direction of the district superintendent or designee.

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

The advisory committee may be composed of a representative from the State Health Department, the employee's physician, the employee and/or designee, the county health nurse, the superintendent or designee and other appropriate personnel.

In making the determination, the advisory committee shall consider the physical condition of the school employee, the expected type(s) of interaction with others in the school setting, the impact on both the infected school employee and others in that setting, the South Dakota Department of Health guidelines and policies, the status of certification of the employee as is promulgated in SDCL 13-43-3 and SDCL 13-43-3.3., the recommendation of the County Health Officer, which may be controlling, and information regarding the infected employee which is deemed part of his/her personnel records, therefore is classified as "Confidential" as required by SDCL 1-27-3.

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

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

Public information will not be revealed about the employee who may be infected. If the employee is permitted to remain in the school setting the following procedure will be followed by the principal:

Information will be provided, as appropriate to school employees who have regular contact with the employee, as to the employee's medical condition and other factors needed for consideration in carrying out job responsibilities.

Health guidelines for work attendance are established and interpreted within the context of the case. The guidelines are not inclusive but are available to be used as a resource. School personnel will refer to school health professionals for specific judgments in interpreting the guidelines.

Instructions in appropriate handling of blood and body fluids will be provided. Hand washing after contamination, food preparation and health/hygiene care performed in different sink and work areas, maintenance cleaning and other personal hygiene measures are part of creating a healthy environment.

Specific health concerns may require the advisory committee to make a determination on school attendance or participation in school activities.

See School Board Policy Handbook for additional information.

SEXUAL HARASSMENT POLICY

The District is committed to a school environment which is free from sexual harassment and conducive to all students' educational opportunities. Sexual harassment can inhibit a student's educational opportunities and an employee's work. Sexual harassment of students attending school in the District or students from other schools who are at a District activity, and sexual harassment of school employees, school volunteers, parents, guests, visitors and vendors of the District shall also not be tolerated and is strictly prohibited.

All students, school employees, school volunteers, parents, guests, visitors and vendors shall conduct themselves in a civil and responsible manner and in a manner consistent with school policies. This policy prohibiting sexual harassment shall apply to all students, school employees,

school volunteers, parents, guests, visitors and vendors while on school property, while attending or participating in school activities, on school-owned property or on non-school property, while in any school-owned or leased vehicle, while at a school bus stop, or when in a private vehicle located on school property during school or during school activities.

The District shall investigate all reported instances involving sexual harassment. Attempts to informally or voluntarily resolve the complaint should not delay the commencement of the District's investigation. Unless a different person is designated by the Superintendent to conduct the investigation, the school administrator of the school attendance center where the sexual harassment is alleged to have occurred is responsible for investigating the alleged sexual harassment. Allegations of sexual harassment may also be reported by the administration to other authorities, including but not limited to law enforcement.

The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting sexual harassing conduct must understand that should the administrator who is investigating the report determine there is reasonable cause to suspect that sexual harassment did occur which could result in administrative discipline or a referral to the School Board, the person alleged to have sexually harassed another person may have the right to know the identity of the person(s) making the report in order that he/ she may have an opportunity to defend himself/herself.

The District strictly prohibits retaliation against any person because he or she has made a report, testified, assisted, or participated in the investigation of a report of alleged sexual harassment. Retaliation includes, but is not limited to, any form of verbal or physical reprisal or adverse pressure. The person(s) alleged to have sexually harassed another person shall not directly or indirectly (such as through a third person) harass, pressure, or retaliate against any other person because of the complaint being reported. A violation of this provision may lead to separate disciplinary action based on the retaliation. Any person who believes he or she is being subjected to retaliation because of his or her involvement with a sexual harassment report should immediately contact a school administrator.

Definition

Sexual harassment is defined as sexually oriented words and actions which tend to annoy, alarm or be physically or verbally abusive toward another person and which serve no legitimate or valid purpose regardless of the intent of the person accused of the sexually harassing conduct. Not all harassment falls within the definition of sexual harassment (i.e., harassment that is of a sexual nature). Other laws, regulations and policies also prohibit inappropriate conduct and provide a means for addressing inappropriate conduct should it occur.

Complaints

Any individual who believes that he or she has been or is being subjected to sexual harassment or has reason to suspect another person has been or is being subjected to sexual harassment should immediately report it to a teacher, guidance counselor, or school administrator. The report may be made verbally or in writing. A report may be made anonymously, although disciplinary action may not be based solely on an anonymous report. If disciplinary action is being requested, the individual reporting the sexual harassment will be asked to either submit a signed written complaint or sign a completed Sexual Harassment Report Form, Exhibit ACAA-E(1), verifying the accuracy of its content.

See School Board Policy Handbook for additional information.

ABSENCE FROM DUTY

When a teacher knows in advance that he/she must be absent from duty, the principal must be notified well in advance. If the absence is unexpected due to sudden illness etc., the principal must be notified by telephone as early as practical. In all cases principals will arrange for substitute teachers.

ATTENDANCE AT SCHOOL FUNCTIONS

Teachers are encouraged to attend a variety of school sponsored and related activities. The school and students reflect each teacher's time, effort and skill. Therefore, each teacher must make an effort to support the students and the school in all endeavors.

CARE OF EQUIPMENT AND ROOM

The physical arrangements and comfort of a classroom is indicative of the pride and organization of that teacher. It is the teacher's responsibility to organize the room to provide each student the best learning environment possible. Teachers must insist that students help keep the buildings clean by keeping paper etc. off the floor. Teachers are also responsible for the proper care and use of all school district equipment.

COMMUNITY RELATIONS

The education profession is frequently judged by the attitude and conduct of its individual members. It is therefore important for each teacher to give careful and professional thought to his/her individual actions and activities. Teachers are encouraged to become active members of the church and clubs of their choice. The community interaction provided by these types of activities is invaluable in understanding the community and building strong public support for the school and its programs.

The use of alcoholic beverages is a matter, which must be approached with extreme caution. Although teachers have the same legal rights as other adults, communities expect a high standard of conduct from those who have such a direct influence on their youth.

Teacher is expected to dress in keeping with their positions.

Educators become privy to a great deal of confidential information. Data regarding student achievement, individual and family problems of students and staff, discipline problems, and a host of other information. A professional will keep this information confidential.

DISCIPLINE OF SCHOOL DISTRICT EMPLOYEES

When an employee of De Smet School District is found to be operating outside the limits of established school policy or practice; or in a manner, which is not in the best interests of the schools philosophy or purpose, corrective disciplinary measures must be taken. The following measures

are not all inclusive nor do they need to be followed in order. They are presented as a guide and shall not serve to create any substantive or procedural rights to any person.

1. Oral warning, oral reprimand
2. Written warning, written reprimand
3. Disciplinary time off with pay (must be cleared with the superintendent)
4. Disciplinary time off without pay (must be cleared with the school board)
5. Discharge or termination

Oral reprimands and warnings should be noted in the employees' evaluation file. Written reprimands and warnings should be filed in the employees' evaluation file with the employee's knowledge and signature. Records of disciplinary time off should become part of the employees' evaluation file.

KEYS

Keys to enter the school, classrooms, or other areas will be provided to each staff member. Under no circumstances are keys to be given to students or unauthorized personnel without the permission of the principal or superintendent. Staff members who violate this policy will have their keys taken from them and will have to appear before the De Smet Board of Education to have them returned.

PROFESSIONAL ATTITUDE

The superintendent is the executive head of the school and it is his/her function to present to the school board all matters necessary for the operation and administration of the school. All professional problems should be discussed with the superintendent and/or the principal. The classroom is not the place to discuss school policy, teachers, or administrators. Neither should professional problems or disagreements be discussed with individual students or the public. If difficulties arise, and satisfaction is not achieved through normal channels, it is then the teacher's right to go to the board with his/her problem or use the grievance procedure if appropriate.

TELEPHONE CALLS

The building principal must approve all long distance calls involving school business before the call is made. No long distance personal calls are to be charged to school district numbers.

Teachers will not be interrupted during classes to make or receive telephone calls or visitors. It is the teacher's responsibility to alert prospective callers of this and to acquaint them with appropriate times to call.

CELL PHONES

Staff members are allowed to have cell phones in the building on a limited basis. Cell phones will be off or on vibrate when a staff member is in the instructional setting. At no time should a staff member receive a call or make a call with students present in an instructional setting. Cell phone use is permissible during planning time, lunch break, before school, and after school as long as staff member is duty free.

TEACHERS DAY

The teacher's workday is from 8:00 a.m. to 4:00 p.m. All teachers are expected to be at the school at 8:00 in the morning and to be present in their first period classroom at 8:15. Teachers may leave the building at 4:00 p.m. except the day before vacations and holidays when they may leave upon school dismissal. If a teacher has an urgent reason to leave the building before 4:00 p.m., the principal must be so notified.

CLASS ADVISORS AND ASSIGNED DUTIES

Teachers will be assigned to help at school activities and to sell tickets at school events. High school teachers will be assigned as class advisors.

CREDENTIALS

All teachers must have a South Dakota Teaching Certificate, a transcript of college credits earned, and a personnel form on file in the superintendent's office. Failure to meet this requirement will necessitate withholding of salary until such time as the requirement is met.

ORDERS THROUGH THE GENERAL FUND AND TRUST AND AGENCY FUND

All orders and purchases made for classroom and co-curricular activities must have a purchase order signed by the business manager. Any orders or purchases billed through the district for Trust and Agency funds (class activities, clubs, athletics, etc.) must have prior approval through the business office. This practice includes orders for merchandise for re-sale, for fund raising projects etc. If payment is to be made by the business office approval must have been granted prior to ordering.

REIMBURSEMENTS

Employees will be reimbursed for approved travel, meals and lodging. **TO CLAIM SUCH REIMBURSEMENT, THE EMPLOYEE MUST SUBMIT VALID RECEIPTS.** No reimbursement for meals will be allowed unless an overnight stay is required. Mileage for private automobiles when approved will be at .42 per mile.

SCHEDULING OF EVENTS

All events to be scheduled by teachers must be placed on the Master Calendar in the high school principal's office and cleared by him/her. Teachers must have items for the weekly calendar to the appropriate principal by 8:30 a.m. Friday of the preceding week.

SCHOOL FOOD SERVICE

Teachers are allowed and encourage to support the school food service program. A single lunch meal costs \$4.00.

SECRETARIAL SERVICES

Secretarial service to teachers is restricted to the athletic director for his duties, principals, and superintendent. All work to be assisted with by the secretarial staff will be cleared officially through the principal.

SUMMER ACADEMIC PROJECTS

The teacher of any academic class who wishes to require students to complete summer activities and/or projects must get prior School Board approval for such activities and/or projects.

VOLUNTEERS FOR EXTRA-CURRICULAR ACTIVITIES

Any volunteer for an extra-curricular activity must have board of education approval before helping supervise or coach the activity. Volunteers who were approved the previous year do need approval.

STUDENT ACTIVITIES

A variety of student activities are offered to provide enrichment, entertainment, and training in cooperative life skills. Most activities are designed to build team spirit and teach the skills of working as a team member. Students must understand that to join a team means to be willing to give up some individual rights for the good of the group. Whether it is the band or a basketball team, each member must be present for practice or the whole team suffers for the absence. Good sportsmanship, improved physical and mental health, and the fun and good feeling of being a vital member of a recognized group are direct benefits to the student who actively participates in co-curricular activities.

Student participation

De Smet School District encourages student participation and exploration in worthwhile activities sponsored and directed by the school district. The district will not support or sanction competitive athletic programs below grade seven. Activities organized for grades seven and eight will have as their primary objectives exploration, recreation and instruction in the basic skills.

Student absence from school for co-curricular activities

In order to maintain a reasonable balance of academic and student activities, efforts will be made to limit the amount of school time lost to activities. It shall be the responsibility of the principal and the athletic director to schedule events to provide a minimum of disruption to the academic program. Students must complete makeup work prior to the school days missed.

Participation of Alternative Instruction Students

The De Smet School District will not grant permission for alternative instruction students to participate in interscholastic contests.

Limits on Scheduled Events

Student activities regulated by the SDHSAA have season and contest limits. De Smet School District limits 7th, 8th and 9th grade to no longer than the corresponding high school season and no more than 80% of the contests allowed for the equivalent high school activity.

Canceling and Rescheduling Events

When classes are cancelled due to inclement weather or other emergency, scheduled activity practices and evening contests or events will usually be cancelled as well. Should weather conditions improve during the day, the Superintendent will decide if an evening activity will go on as scheduled.

Guidelines for Athletic Participation

Because participation in student activities requires a significant investment of time and energy, it is the intent of this policy to provide student access to a variety of activities and at the same time limit that access to a level reasonable to the age/grade level demands of the students.

Academic standards for students in grades 7 through 12 for participation in athletic activities to include cheerleading are as follows:

1. All students participating in sports activities under the control of the South Dakota High School Activities Association must at all time meet their standards.
2. Students participating in one sport during any one sports season must maintain passing grades (D- or above) in all courses taken.
3. Students participating in more than one sport during any one sports season must maintain a grade of C- or better in all courses taken.

Eligibility will be determined on a four and one-half weeks basis.

Where the school district maintains a separate 7th and 8th grade program, 7th and 8th grade students will not be allowed to participate in high school (grade 9-12) activities. Activities included are basketball, football and Volleyball.

Where the school district does not maintain separate 7th and 8th grade programs, 7th and 8th grade students will be allowed to participate along with high school students. Activities included are cross-country, wrestling and golf.

In the sport of track where both 7th and 8th grade and high school programs are provided, students will generally participate with their grade level. 7th and/or 8th grade students may be allowed to compete at the high school level in special cases. Such cases might include the need for a 7th or 8th grade student to fill out a high school relay team etc. When 7th or 8th grade students participate on such high school teams, the students practice time and the time spent in competition must not exceed the amount of time required of a student participating only at the high school level.

Training Rules

The following training rules are in effect. These rules are in force for all athletes in any sport, including cheerleaders, from the time a student becomes eligible in the seventh grade until the end of their athletic participation as a senior. These rules will be applied on a twelve-month basis.

1. NO SMOKING, DRINKING OF ALCOHOLIC BEVERAGES, CHEWING TOBACCO, OR USE OF DRUGS IS ALLOWED. Any incident resulting in a definite abuse of these rules will call for the following:

a) The first offense will result in the loss of participation time equivalent to 50% of the sport that the student is presently participating in. If there is not 50% of the season left the penalty applies to the next sport season that the student participates in. It is to be noted that the student must attend all practices while on suspension or the penalty does not apply. Students in violation of this policy are not allowed to dress for an event. Any student in violation of this policy between seasons or during the summer will have the penalty applied to the next sport season that they participate in.

b) The second offense will result in the student losing his eligibility to participate in sports for one year from the date of the second offense.

Only the following people can make an accusation: Any high school coach, school administrator or law enforcement officer. *

2. Hours	Sunday through Thursday (Weekdays)	11:00 P.M.
	Friday and Saturday (Weekends)	1:00 A.M.
	Night before a game (Weekday or Weekend)	10:00 P.M.

The head coach of any sport may make an exception on occasions such as holidays or school vacation.

Any violation of these hours will result in a one (1) game suspension for each occurrence up to three (3). The third penalty will result in suspension for the remainder of the year. Excuses and exceptions will be granted only by the coach of each sport beforehand.

* Any student participating in an extra-curricular activity at De Smet School District automatically gives their consent for law enforcement officers to release information regarding the enforcement of this policy.

Family Night

Wednesday evenings will be reserved without exception for non-school activities. No contests or practices will be scheduled on Wednesday from 3:30 P.M. through the evening for K-8 and 6:00 P.M. through the evening for grades 9-12.

Saturday, Sunday and Vacation Practices

Practices scheduled during vacation periods, Saturdays or Sundays will not require mandatory attendance and no penalties of any kind will be placed on students not in attendance.

Out of Town Trips

Many activities require trips out of town. When such trips are necessary, the school district will provide transportation. Any student who rides the bus to an out of town function will be required to return on the bus unless he/she is released directly to his/her parents or has a written statement of release from the parents in advance, co-signed by the Superintendent or Principal, naming the party to whom the student is to be released. Three dollars for each breakfast, \$4.00 for each lunch and \$5.00 for each dinner, plus the cost of lodging will be provided for students participating in

SDHSAA sponsored activities, or equivalent, on the state level or when approved by the superintendent.

Supervision of Activities and Field Trips

The very nature of school activities and field trips requires a high level of teacher supervision. Parents have every right to expect a high level of supervision when they place their children in the trust of teachers and coaches on out-of-town and overnight trips. All teachers and/or coaches sent to a function and whose expenses the district is paying will actively supervise students in their charge. Such supervisors will refrain from drinking alcoholic beverages at any time while on such trips. Such supervisors will conduct themselves so as to bring nothing but credit to them and to the school district.

Supervision of Practice Sessions

Coaches and directors will at all times be present and actively supervising students while at practice. Coaches and directors will be the last to leave the practice area or locker room to insure the proper supervision of students that lights are out, and doors locked.

Open Gym Policy

This policy incorporates the South Dakota High School Activities Association guidelines regarding the operation of “Open Gym” and other SDHSAA policies regarding “out of season sports activities”.

The main purpose of high school sports is to teach and role model the highest ethical standards to all students who participate in interscholastic athletic or fine arts activities. The following policy governs open gym activities during the school year and during the summer vacation schedule. Its purpose is to insure that all participants and coaches are competing on an equal basis. The South Dakota High School Activities Association regulates the beginning and ending dates for each sports season under the auspices of the Association. No player or team should be able to gain an advantage not intended by the regulation through open gym activities. The SDHSAA places great emphasis on the point that “open gyms should never be used as a means whereby a member school attempts to get a jump on the season and/or extend a sports season that has concluded”.

The following are SDHSAA and De Smet School District guidelines for open gym:

1. This is a program whereby the gymnasium, playing field or other school facility is made available to all students for recreational purposes.
2. Adults are allowed access to open gym at designated times provided they comply with all the rules of participation.
3. School District equipment related to the open gym activity such as balls, goals, standards, nets, mats, may be used in open gym provided proper care and usage is maintained.
4. The gym or other school facility used for the activity must be open to anyone enrolled in De Smet Schools and must be on a voluntary basis.
5. The time and day(s) of the open gym shall be made known to the entire student body by the administration, in a timely manner, through announcements, bulletin board posting, school paper articles, etc.
6. Certain time and day schedules for girls only, boys only and/or grade level only is permissible.

7. Participants must furnish their own clothing such as sweat suits, shorts, shoes, etc.
8. Supervision of open gym shall be subject, but not limited, too:
 - A. The person in charge of supervising open gym may not coach, teach specific skills related to the sport or instruct students in any sport not in season.
 - B. High school coaches may supervise open gyms provided they do not engage in coaching or teaching specific athletic skills.
9. The weight training area will be off limits to open gym participants unless a coach or a parent of a De Smet student other than the open gym supervisor supervises the area.
10. Summer open gym will operate from June 1st through July 31st, from Monday through Friday. There will be no Saturday or Sunday open gym.
11. Open gym conducted during the school year will be subject to the control of the administration.

Note: Item 9 was amended by School Board action June 8, 1993 to allow a parent of any De Smet student to supervise the weight room.

Uniforms

Athletic uniforms, choir robes and band uniforms are the property of the school district and are loaned to the student for use only for scheduled events. Coaches and directors will issue uniforms to students and account for their return. Uniforms will be issued clean and in good condition. Students will be responsible for necessary cleaning and repairs during the season.

Field Trips

Field trips can be an excellent aid to classroom work if planned and handled properly. The use of such teaching aids is suggested but all such trips must have the approval of the principal and/or superintendent before they are to be used. Students will be required to make up class work missed prior to the field trip.

Grading

It is recognized that grades do not necessarily accurately reflect the effort and individual achievement of students, however, grades are universally accepted for college and employment references. Therefore, the standard system for grading will be as follows:

A - Superior work
 B - Above average
 C - Average
 D - Passing
 F - Failure (no credit)
 I - Incomplete

A 96% and above	B- 84 - 87%	D+ 72 - 75%
A- 93 - 96%	C+ 81 - 84%	D 69 - 72%
B+ 90 - 93%	C 78 - 80%	D- 66 - 69%
B 87 - 90%	C- 75 - 78%	F Below 66%

The Awarding of grades and decisions relative to promotion and retention of students is the serious responsibility of the professional staff of the district.

The lower elementary grades uses Standards Based Report Cards to better reflect the mastery of specific skills.

Lesson Plans

Teachers are required to prepare lesson plans, which are given to the principal as requested. This not only allows each teacher to plan wisely the use of available time, but also serves to aid a substitute teacher when needed.

Parent Teacher Conferences

Student progress will be reported to parents at the end of each 9-weeks period. In addition to the report card a parent-teacher conference will be scheduled in the fall and spring. The main objective of the fall conference is to bring parents and teachers together early in the term. Both parents and teachers are encouraged to schedule additional conferences as needs arise. The spring conference is primarily an evaluation conference where the student's progress for the year is reviewed and plans formulated for the next year.

Report Cards

Progress reports will be given out on the week following the close of each nine-week period at the Middle School and High School. Elementary students will receive progress reports on a trimester schedule. No report cards will be issued at the end of the year until the student's record is clear. Bills and fees must be paid. All textbooks, library books, athletic equipment, and musical instruments etc. must be turned in.

Student Detention

Detention is assigned and carried out by the principal. Individual teacher use of detention is permissible, but the principal must be notified. All detention has priority over any after school activity. Detention will require the parent to pick up students if they ride the bus. Bus students will be given one day notice of detention.

Homework Policy

De Smet School District encourages teachers to assign constructive and imaginative homework to students. *Teachers are cautioned to always consider the school's activity schedule when determining homework assignments.*

Confidentiality of Student Records

Teachers and administrators are cautioned to be diligent in protecting the confidentiality of student records. Documents from grade books to permanent student records contain information personal to the individual student. This information must be shared only for professional purposes.

Student-Teacher Conferences During the School Day

Each teacher will have an office or classroom as a home base. Student-teacher conferences will be held there rather than any student admittance into the faculty work areas. Students must not interrupt a teacher when conducting a class.

Injuries, Accidents, and Sickness

Accidents, injuries, or sickness that occurs during the school day are to be reported to the principal. Students are to be sent home from the office only. Students who are included in the student or other insurance plan may be eligible for insurance reimbursement. However, all charges must be billed to the student not to the school. Teachers must take care to see that students are always well supervised.

Dangerous Weapons in the School

State and federal law as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police. Appropriate disciplinary or legal action or both shall be pursued.

A dangerous weapon is defined as any firearm or air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air guns at firing ranges, gun shows, and authorized supervised school training sessions for the use of firearms.

Any student intentionally bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The chief executive officer/superintendent shall have the authority to recommend to the school board, and the school board shall have independent authority to modify the expulsion requirement on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

Student Handbook

A handbook outlining the general policy in regard to students and activities has been prepared. All teachers are urged to read it and become familiar with its contents.

COUNSELOR EVALUATION FORM

Name _____ Date _____

Evaluating Degrees Explained:

- W The counselor goes beyond the basic requirements of the District.
- X The counselor meets the basic requirements of the District.
- Y The counselor is weak in this area and effort must be made to improve.
- Z The counselor is unsatisfactory in this area and immediate attention is required.

I. Personal Characteristics:

- W X Y Z 1. Flexibility
- W X Y Z 2. Dependability
- W X Y Z 3. Sincerity
- W X Y Z 4. Demonstrates effective communication skills
- W X Y Z 5. Judgment
- W X Y Z 6. Resourcefulness

Comments:

II. Knowledge of the Field:

- W X Y Z 1. The school enterprise
- W X Y Z 2. Administering and interpreting tests
- W X Y Z 3. Professional issues
- W X Y Z 4. Life-styles and career development
- W X Y Z 5. Individual and group behavior
- W X Y Z 6. Social and cultural foundations

Comments:

III. Use of Time:

- W X Y Z 1. Plans time and meets needs of situations
- W X Y Z 2. Availability to students and parents
- W X Y Z 3. Efficient and effective use of time in performing counseling functions

Comments:

IV. Student Relations:

- W X Y Z 1. Always maintains confidentiality
- W X Y Z 2. Knows the student's background
- W X Y Z 3. Follows up cases
- W X Y Z 4. Self-referrals

Comments:

V. Staff Relations:

- W X Y Z 1. Understands teacher's roles
- W X Y Z 2. Functions as a team member
- W X Y Z 3. Promotes good staff relations
- W X Y Z 4. Counselor and staff share relevant information concerning students
- W X Y Z 5. Provides alternatives and works toward solutions to student problems
- W X Y Z 6. Inservice training
- W X Y Z 7. Understands administrative perspectives
- W X Y Z 8. Counselor shares information with administrators

Comments:

VI. Community Relations:

- W X Y Z 1. Referrals
- W X Y Z 2. Serves parents
- W X Y Z 3. Public relations
- W X Y Z 4. Parent conferences

Comments:

VII. Professional Involvement:

- W X Y Z 1. Joins professional organizations
- W X Y Z 2. Continued professional growth

Comments:

Date of office or other observation_____

Evaluation conference held with counselor on _____

Signed_____ Signed_____

(Evaluator) (Counselor)

Note: The counselor's signature indicates that he/she has read this evaluation but it does not imply that he/she concurs with any or all its contents.

LIBRARIAN EVALUATION FORM

Name _____ Date _____

Evaluating Degrees Explained:

- W The Librarian goes beyond the basic requirements of the District.
- X The Librarian meets the basic requirements of the District.
- Y The Librarian is weak in this area and effort must be made to improve.
- Z The Librarian is unsatisfactory in this area and immediate attention is required.

I. Job Description:

- W X Y Z 1. Supervises the educational activities of the library.
- W X Y Z 2. Supervises library personnel and assists in their evaluation.
- W X Y Z 3. Supervises all student and parent volunteers working in the library.
- W X Y Z 4. Aids students or teachers with their research projects
- W X Y Z 5. Orientates students and teachers to the library - helps them to know what is available and how it can be acquired.
- W X Y Z 6. Instructs students in library skills.
- W X Y Z 7. Maintains an up-to-date inventory by weeding, repairing and maintaining the library collection.
- W X Y Z 8. Promotes the use and value of the school library
- W X Y Z 9. Maintains an attractive physical appearance in the library.
- W X Y Z 10. Keeps informed as to new library trends and communicates relevant information to the staff.
- W X Y Z 11. Helps teachers/principals become more aware of new and relevant happenings in their fields.
- W X Y Z 12. Keeps all records necessary for the efficient functioning of the library.
- W X Y Z 13. Assists students with materials selection by providing interlibrary loan counseling.
- W X Y Z 14. Is responsible for the cataloging and dissemination of all audio-visual equipment and software assigned to the school library.
- W X Y Z 15. Instructs teachers in the use of audio-visual equipment.
- W X Y Z 16. Manages the building library budget under the direction of the superintendent.
- W X Y Z 17. Evaluates the efficiency of the school library.

Comments:

II. General Criteria

- W X Y Z 1. Dependability
- W X Y Z 2. Supports school policies and their purposes
- W X Y Z 3. Attitude
- W X Y Z 4. Appearance
- W X Y Z 5. Initiative

W X Y Z 6. Judgment

W X Y Z 7. Recognizes the needs of the school and assumes additional responsibilities where qualified and able.

Comments:

Date of Library or other observation _____

Evaluation conference held with librarian on _____

Signed _____
(Evaluator) (Librarian)

Note: The librarian's signature indicates that he/she has read this evaluation but it does not imply that he/she concurs with any or all its contents.

Certified Staff Evaluation Process

1. Purpose

The primary purpose and role of an evaluation program is to strengthen and improve the educational program of the district by assisting the individual teacher in becoming a better and more effective teacher.

Other purposes are:

1. To provide structured and informal opportunities for administrators and teachers to objectively consider and evaluate the effectiveness and the contribution of the teacher to the total school program. It is the belief of the Board, Administration, and Association that these evaluations provide the best opportunity for a teacher's growth to include strengths and possible weaknesses and to improve in effectiveness as a teacher.
2. To aid in planning programs of in-service training for all teachers and to identify areas in which teachers need individual assistance and support.
3. To encourage teachers to constantly self-evaluate their teaching effectiveness in accordance with evaluation criteria.
4. To provide an objective means by which recommendations may be made to the Board regarding the employment status of teachers and to provide data for reports, studies, recommendations as needed.

2. Teacher Effectiveness

A. Domains and Components

Charlotte Danielson's Domains 1, 2, 3, and 4 from the 2011 A Framework for Teaching will be used for observation/evaluation purposes. All components in Domain 2 (The Classroom Environment) and Domain 3 (Instruction) will be used. Components not observable during formal or informal observations will not be used in the final calculation for the evaluation. At least two components in Domain 1 (Planning and Preparation) and in Domain 4 (Professional Responsibilities) will be selected by the evaluator and teacher. One component will be selected by the individual teacher and one will be selected by the evaluator, for a total of 2 components in Domain 1 and 2 components in Domain 4. The components selected by the teacher and evaluator will be identified at the time of developing the student learning objective (SLO) or at the time of the 1st semester pre-conference meeting, whichever comes first. The selected components will be used for the entire evaluation cycle. *Refer to Appendix D - A Framework for Teaching. 10*

a. Counselor Domains and Components

Counselors will be evaluated using the "Counselor Performance Tool". *Refer to Appendix E – Counselor Performance Evaluation.*

B. Evaluating Practice Using Evidence Provided by Artifacts

Professional practice evaluations also require the consideration of evidence that cannot be collected through classroom observation. Components that are not observable are supported by the collection of artifacts. Artifacts are documents, materials, processes, strategies, and other

information that demonstrate performance relative to a standard of professional teaching practice. To ensure expectations are established and artifact collection is focused, evaluators and teachers will discuss artifacts which support the evaluation. In many cases, artifacts stem from a teacher’s day-to-day work and teachers do not need to create documentation specifically to support the evaluation process. *Refer to Appendix F – Examples of Artifacts Aligned to Domains of Professional Practice.*

C. Student Learning Objective

- A **Student Learning Objective (SLO)** is a teacher-driven goal or set of goals that establish expectations for student academic growth over a period of time. The specific, measurable goals must be based on baseline data and represent the most important learning that needs to occur during the instructional period. *Refer to Appendix G - SLO Process Guide.*
- Teachers who teach subjects that are tested by the state will write an SLO in one of those areas. Others will choose any area they are assigned to teach.
- Teachers and evaluators are encouraged to use an online tool such as the SDEA SLO Attainment Calculator

Student Growth Performance Categories

Performance Category	Description
Low	The teacher’s SLO was less than 65 percent attained.
Expected	The teacher’s SLO was greater than or equal to 65 and less than 85 percent attained.
High	The teacher’s SLO was greater than or equal to 85 percent attained.

a. Dates for SLO Completion

The SLO should be finalized by the last working day in October of each school year. *Refer to Appendix H – Professional Practices Rating & Documentation.*

b. Exemptions to SLO requirements

Counselors and librarians are exempt from the requirement to develop SLOs. (Reference ARSD 24:57:01:01)

D. Overall Professional Practices Rating

After using standards-based rubrics to determine teaching performance for each component evaluated, the evaluator will use a three-step process to determine a professional practice rating of Unsatisfactory, Basic, Proficient or Distinguished.

Step 1: Determine Component-Level Performance

Point values are assigned to teaching performance for each component evaluated: A Distinguished rating is assigned 4 points; a Proficient rating is assigned 3 points; a Basic rating is assigned 2 points; and an unsatisfactory rating is assigned 1 point.

Step 2: Calculate an Average Score for All Components Evaluated

An average component-level score is calculated by dividing the total of all points earned by the number of components evaluated. The average will range from 1 to 4, and is rounded to the nearest hundredth of a point. All components are given equal weight.

Step 3: Determine the Overall Professional Practice Rating

The average component-level score is used to assign a Professional Practice Rating of Unsatisfactory, Basic, Proficient or Distinguished. The chart below presents the scoring ranges aligned to the four performance categories.

Overall Professional Practice Rating				
Scoring Ranges	1.00 to 1.49	1.50 to 2.49	2.50 to 3.49	3.50 to 4.00
Rating	Unsatisfactory	Basic	Proficient	Distinguished

E. Descriptions

Each of the four final Professional Practice Ratings – Unsatisfactory, Basic, Proficient and Distinguished – are defined in general terms to illustrate the continuum of possible performance relative to the rigorous professional teaching standards outlined in the South Dakota Framework for Teaching.

- **Unsatisfactory:** A teacher performing at the Unsatisfactory level does not appear to understand the underlying concepts represented by the Framework for Teaching. Performance at this level requires significant intervention and coaching to improve the teacher’s performance.
- **Basic:** A teacher performing at the Basic level appears to understand the Framework conceptually but struggles to implement the standards into professional practice. Performance at this level is generally considered minimally competent for teachers early in their careers and improvement is expected to occur with experience.
- **Proficient:** A teacher performing at the Proficient level clearly understands the concepts represented by the Framework and implements them well. Teachers performing at this level are qualified in the craft of teaching and work to continually improve practice.
- **Distinguished:** A teacher performing at the Distinguished level is a master teacher and makes a contribution to the field, both inside and outside the classroom. While all teachers strive to attain Distinguished-level performance, this level is considered difficult to attain consistently.

F. Professional Practice Rating and Student Growth Rating

The recommended summative rating matrix model does not rely on uniform, prescriptive formulas to calculate the summative effectiveness rating. By default, evaluations of professional practice account for two-thirds of the final rating, and the final one-third of the rating is influenced by evaluations of student growth. However, the matrix design also provides opportunity for professional judgement to be used in cases where the professional practice and student growth ratings appear to conflict. *Refer to Appendix H – Professional Practices Rating & Documentation.*

G. Observation Procedures

1. Observation procedures, according to SDCL 13-42-34, will be as follows:
 - a. For teachers in years one through three of continuous employment:
 - A minimum of two (2) informal observations per year; one prior to the first formal evaluation, the remainder delivered throughout the year.
 - A minimum of two (2) formal observations of professional practice per year; one completed each semester.

- b. For teachers in their fourth continuous year of employment and beyond:
- A minimum of two (2) informal observations each year.
 - A minimum of one (1) formal observation of professional practice each year.
- c. A **formal observation** must be at least 15 minutes long, conducted by the evaluator. The process of formal observation includes structured pre- and post-observation conferences. A notice of five school days, unless other timelines are mutually agreed upon by the evaluator and teacher, will be given to the teacher to prepare for the pre-observation conference. A **pre-observation conference** provides the evaluator and teacher a time to discuss the upcoming observation, including any lesson standards, assessment tools, instructional strategies, or differentiation needed. First through third year teachers will have a face to face meeting for their first semester pre-conference meeting in the 1st semester. A **post-observation conference**, which occurs following a formal observation, is an opportunity for reflection and analysis, giving the evaluator and teacher time to engage in a professional dialogue about effective strategies that support teaching and learning. The post-observation conference should occur within five school days of the formal observation unless other timelines are mutually agreed-upon by evaluator and teacher.
- d. An **informal observation**, or drop-in, is not necessarily announced, but could be. It is a least five (5) minutes in length and is followed by feedback to the teacher. Feedback will be provided within five school days of the informal observation unless other timelines are mutually agreed upon by the evaluator and teacher.
- e. It is the expectation that frequent conferences of a more informal nature will take place concerning improving the quality of teaching performance. These conferences may result from a variety of circumstances such as (1) observation by the evaluator in the routine performance of the evaluator's duties with respect to any aspects of job performance in need of immediate improvements, (2) concerns expressed by the teacher concerning any problem area(s) in which the teacher feels the need for assistance in order to improve teaching performance.

H. Records

Signed copies of all teacher evaluations, which include at a minimum the formal observation(s), Student Learning Objective (SLO) results and summative evaluation shall be filed in the teacher's personnel file in the De Smet School Administration office. By signing, the teacher and evaluator acknowledge that (a) a conference was held and (b) the teacher is aware of the contents of the evaluation report and (c) the report has been thoroughly discussed with the teacher.

A copy of the above is also to be given to the teacher. *Refer to Appendix H – Professional Practices Rating & Documentation.*

In the event the teacher is dissatisfied with an evaluation, the teacher may respond to the evaluation in writing, stating reasons why it is felt the evaluation is unfair, inaccurate, or incomplete. This statement will then become a permanent part of the teacher's evaluation folder and personnel file.

3. Plan of Assistance

If, as a result of informal or formal observation and ensuing conferences, specific guidelines and

directives are determined to improve teaching performance, these are to be filed in the same manner as the formal evaluation reports. In no way will this language affect the district's ability to non-renew a probationary teacher with no cause given.

Criteria/Elements should include:

1. A statement of the observed deficiency(ies) with examples given to demonstrate deficiency. This description should also include which domain(s) and component(s) of the Danielson Model are in question.
2. Specific directives to address the deficiency(ies)
 - a. Each directive must be measurable.
 - b. Each directive must be achievable in the timeframe given.
 - c. Each directive must be objective.
3. A timeline for the plan of assistance to be completed.
4. A description of the district's offer of assistance in completing the plan.
5. Provision for periodic meetings to ascertain progress.

4. Nonrenewal

It sometimes happens, however, that a teacher does not grow in skill as anticipated. In such cases, after a genuine effort has been made by the administrative and supervisory personnel in assisting the teacher to grow, the Board, upon recommendation of the Superintendent, shall not renew the teachers' contract. Nonrenewal of the teacher's contract (reference SDCL 13-43-6.3) provides that the superintendent shall give written notice of the nonrenewal by April 15 for teachers in years one through three of their continuous teaching in the district and on or before April 15th for teachers who are in or beyond their fourth year of continuous teaching in the district.

Name of Teacher :

Classes/Grades responsible for:

Date of Evaluation:

Name of Evaluator:

Please select rating for each component in the "Rating" dropdown box for that component (Column "F", yellow cells). Scores will automatically be calculated based on component ranking. Do not enter overall performance, component point totals, or total points. The link to the rubrics is located at the bottom.

Domain 1: Planning and Preparation					
	Unsatisfactory	Basic	Proficient	Distinguished	Rating
	(1 point)	(2 points)	(3 points)	(4 points)	
1a: Demonstrating Knowledge of Content and Pedagogy	Notes:	Notes:	Notes:	Notes:	
1a Point Total					0
1b: Demonstrating Knowledge of Students	Notes:	Notes:	Notes:	Notes:	
1b Point Total					0
1c: Setting Instructional Outcomes	Notes:	Notes:	Notes:	Notes:	
1c Point Total					0
1d: Demonstrating Knowledge of Resources	Notes:	Notes:	Notes:	Notes:	
1d Point Total					0
1e: Designing Coherent Instruction	Notes:	Notes:	Notes:	Notes:	
1e Point Total					0
1f: Designing Student Assessments	Notes:	Notes:	Notes:	Notes:	
1f Point Total					0
Total Points					0
Possible Points					0
Domain 1 performance is determined by a combination of scores on 1a-1f.			DOMAIN 1 PERFORMANCE #DIV/0!		

Download the rubrics at <http://www.teachscope.com/states/south-dakota.html>

Name of Teacher :

Classes/Grades responsible for:

Date of Evaluation:

Name of Evaluator:

Please select rating for each component in the "Rating" dropdown box for that component (Column "F", yellow cells). Scores will automatically be calculated based on component ranking. Do not enter overall performance, component point totals, or total points. The link to the rubrics is located at the bottom.

Domain 2: The Classroom Environment					
	Unsatisfactory	Basic	Proficient	Distinguished	Rating
	(1 point)	(2 points)	(3 points)	(4 points)	
2a: Creating an Environment of Respect and Rapport	Notes:	Notes:	Notes:	Notes:	
2a Point Total					0
2b: Establishing a Culture for Learning	Notes:	Notes:	Notes:	Notes:	
2b Point Total					0
2c: Managing Classroom Procedures	Notes:	Notes:	Notes:	Notes:	
2c Point Total					0
2d: Managing Student Behavior	Notes:	Notes:	Notes:	Notes:	
2d Point Total					0
2e: Organizing Physical Space	Notes:	Notes:	Notes:	Notes:	
2e Point Total					0
					0
Possible Points					0
Domain 2 performance is determined by a combination of scores on 2a-2e.			DOMAIN 2 PERFORMANCE #DIV/0!		

Download the rubrics at <http://www.teachscape.com/states/south-dakota.html>

Name of Teacher :
Classes/Grades responsible for:
Date of Evaluation:
Name of Evaluator:

Please select rating for each component in the "Rating" dropdown box for that component (Column "F", yellow cells). Scores will automatically be calculated based on component ranking. Do not enter overall performance, component point totals, or total points. The link to the rubrics is located at the bottom.

Domain 3: Instruction					
	Unsatisfactory	Basic	Proficient	Distinguished	Rating
	(1 point)	(2 points)	(3 points)	(4 points)	
3a: Communicating with Students	Notes:	Notes:	Notes:	Notes:	
3a Point Total					0
3b: Using Questioning and Discussion Techniques	Notes:	Notes:	Notes:	Notes:	
3b Point Total					0
3c: Engaging Students in Learning	Notes:	Notes:	Notes:	Notes:	
3c Point Total					0
3d: Using Assessment in Instruction	Notes:	Notes:	Notes:	Notes:	
3d Point Total					0
3e: Demonstrating Flexibility and Responsiveness	Notes:	Notes:	Notes:	Notes:	
3e Point Total					0
Total Points					0
Possible Points					0
Domain 3 performance is determined by a combination of scores on 3a-3e.			DOMAIN 3 PERFORMANCE #DIV/0!		

Download the rubrics at <http://www.teachscape.com/states/south-dakota.html>

Name of Teacher :

Classes/Grades responsible for:

Date of Evaluation:

Name of Evaluator:

Please select rating for each component in the "Rating" dropdown box for that component (Column "F", yellow cells). Scores will automatically be calculated based on component ranking. Do not enter overall performance, component point totals, or total points. The link to the rubrics is located at the bottom.

Domain 4: Professional Responsibilities					
	Unsatisfactory	Basic	Proficient	Distinguished	Rating
	(1 point)	(2 points)	(3 points)	(4 points)	
4a: Reflecting on Teaching	Notes:	Notes:	Notes:	Notes:	
4a Point Total					0
4b: Maintaining Accurate Records	Notes:	Notes:	Notes:	Notes:	
4b Point Total					0
4c: Communicating with Families	Notes:	Notes:	Notes:	Notes:	
4c Point Total					0
4d: Participating in a Professional Community	Notes:	Notes:	Notes:	Notes:	
4d Point Total					0
4e: Growing and Developing Professionally	Notes:	Notes:	Notes:	Notes:	
4e Point Total					0
4f: Showing Professionalism	Notes:	Notes:	Notes:	Notes:	
4f Point Total					0
Total Points					0
Possible Points					0
Domain 4 performance is determined by a combination of scores on 4a-4f.			DOMAIN 4 PERFORMANCE #DIV/0!		

Download the rubrics at <http://www.teachscape.com/states/south-dakota.html>

Name of Teacher :

Classes/Grades responsible for:

Date of Evaluation:

Name of Evaluator:

Do not enter any scores in these fields other than the "Notes" column. You may adjust the district weights if your district is not using the recommended weights. All other information will be automatically filled based on previous entries.

Final Professional Practices Rating

	Notes	Rating	Total Points	Possible Points
Domain 1: Planning and Preparation		#DIV/0!	0	0
Domain 2: The Classroom Environment		#DIV/0!	0	0
Domain 3: Instruction		#DIV/0!	0	0
Domain 4: Professional Responsibilities		#DIV/0!	0	0
Total Points			0	0
Average Component-Level Score			#####	

OVERALL PROFESSIONAL PRACTICE RATING

#DIV/0!

Name of Teacher :
Classes/Grades responsible for:
Date of Evaluation:
Name of Evaluator:

Enter in the number of teachers attaining expected student growth on SLOs (cell B3) and the total number of teachers writing SLOs (cell B4). The spreadsheet will calculate the Final Growth Rating.

STUDENT GROWTH RATING	
Number of Students Meeting the SLO Goal	0
TOTAL Number of Students	0
Percent of Students Meeting the SLO Goal (if no percentage goal)	#DIV/0!
Suggested SLO Growth Rating based on SLO attainment percentage	#DIV/0!
If the teacher is using a percentage goal, multiply the percent of students meeting the SLO goal by the percentage goal to calculate the new percentages for low, expected, and high growth. Otherwise, use the SLO Attainment Calculator found at http://sdea.org/home/682.htm .	
SLO Growth Rating:	EXPECTED
SLO Growth Points:	2

***Select the Student Growth Performance Category based on the teacher's SLO attainment.**

OVERALL STUDENT GROWTH RATING
EXPECTED

Name of Teacher :

Classes/Grades responsible for:

Date of Evaluation:

Name of Evaluator:

Professional Practice Rating	#DIV/0!
School Growth Rating	EXPECTED

STUDENT GROWTH RATING

		PROFESSIONAL PRACTICE RATING			
		UNSATISFACTORY	BASIC	PROFICIENT	DISTINGUISHED
STUDENT GROWTH RATING	HIGH				
	EXPECTED				
	LOW				

Summative Effectiveness Rating Categories

	EXCEEDS EXPECTATIONS
	MEETS EXPECTATIONS
	BELOW EXPECTATIONS
	PROFESSIONAL JUDGMENT AND POLICY REVIEW

FINAL RATING	#DIV/0!
--------------	---------

Date:	
Comments:	
Teacher's Signature:	
Date:	
Comments:	

Final Evaluation	
Evaluator's Signature:	
Date:	
Comments:	
Teacher's Signature:	
Date:	
Comments:	

Summative Evaluation Form

RECOMMENDATIONS AND ACKNOWLEDGEMENT

EVALUATOR RECOMMENDATION

Based on the evidence gathered throughout the evaluation cycle, the teacher's performance will result in the development of a:

PROFESSIONAL GROWTH PLAN	PLAN OF ASSISTANCE
<input type="checkbox"/>	<input type="checkbox"/>

SIGNATURES

The signature of the employee shall not imply that the employee agrees with evaluation, but merely indicates that the evaluation has been discussed.

We have discussed the evaluation.

Evaluator: _____ Date: _____

Employee: _____ Date: _____

On the basis of supervision and evaluation as outlined in official school board policy, I recommend the above named individual as follows:

___ Recommended for Reemployment

___ Recommended for Reemployment with the following qualifications:

___ Not Recommended for Reemployment

Principal's Signature

Date

COMPOSITE EVALUATION REPORT

Counselor- Librarian -Teacher's Name_____

Major Assignment_____

Extra Duty Assignment_____

On the basis of supervision and evaluation as outlined in official school board policy, I recommend the above named individual as follows:

Recommended for Reemployment

Recommended for Reemployment with the following qualifications

Not Recommended for Reemployment

(Principal's Signature)

(Date)

COACHES/ADVISORS EVALUATION FORM

Activity: _____ Level: _____ Year: _____

Coach/Advisor: _____

KEY: (1) Needs Improvement, (2) Average, (3) Above Average, (4) Outstanding,
(NA) Not Applicable

Area of Evaluation

Circle One

I. Administration

Equipment Responsibility	1	2	3	4	NA
Care of Facilities	1	2	3	4	NA
Management of Paperwork	1	2	3	4	NA
Organization of Staff	1	2	3	4	NA
Communication with Staff	1	2	3	4	NA
Organization of Practices	1	2	3	4	NA
Follows Established Policies	1	2	3	4	NA
Enforces State/Local Rules	1	2	3	4	NA

II. Skill

Knowledge of Fundamentals	1	2	3	4	NA
Presentation of Fundamentals	1	2	3	4	NA
Conditioning Methods	1	2	3	4	NA
Game Preparation	1	2	3	4	NA
Injury Prevention and Treatment	1	2	3	4	NA
Injured Player Follow-up	1	2	3	4	NA
Scouting System	1	2	3	4	NA

III. Performance

Conduct During Games	1	2	3	4	NA
Appearance of Team	1	2	3	4	NA
Execution of team	1	2	3	4	NA
Attitude of Team	1	2	3	4	NA

IV. Relationships

Discipline (Firm, Fair, Consistent)	1	2	3	4	NA
Communication with Team	1	2	3	4	NA
Accessible to Players	1	2	3	4	NA
Accessible to Parents	1	2	3	4	NA
Accessible to Media	1	2	3	4	NA
Enthusiasm for this Program	1	2	3	4	NA

Enthusiasm for Overall Program 1 2 3 4 NA

V. Professional Growth

Personal Organization	1	2	3	4	NA
Clearly Defined Goals	1	2	3	4	NA
Seeks to Improve	1	2	3	4	NA
Willingness to Mentor	1	2	3	4	NA

VI. Open

_____	1	2	3	4	NA
_____	1	2	3	4	NA

VII. Evaluators Comments:

Signature: _____ Date: _____

VIII. Evaluatees Comments:

Signature: _____ Date: _____

GRIEVANCE FORM
DE SMET SCHOOL DISTRICT 38-2

This form shall be used to file a formal grievance in accordance with the School District Grievance Procedure.

Name of Aggrieved person/persons _____

Policy, Rule or Regulation involved:

Date and time of alleged action: _____

Has the informal portion of the Grievance Procedure been followed completely?

Yes_____ No_____

Employee's statement of grievance:

Remedy requested:

(Signature)

(Date)