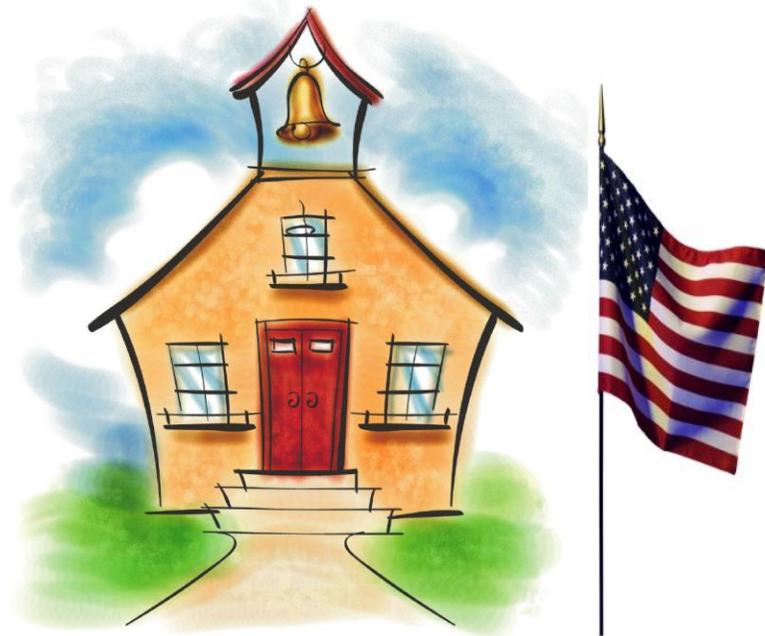


# *Meade School District 46-1*

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## RURAL TEACHER HANDBOOK 2015-2016



Whitewood/Rural Principal  
Bev Rosenboom

“To build knowledge and skills for success today and  
tomorrow”

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August, 2015

Dear Staff,

Welcome back! I am looking forward to another great year in the Meade District and I hope you are, too. I hope you have taken time to relax and enjoy family and friends this past summer and are ready to apply your expertise to the task at hand—providing rigor and relevant educational opportunities to the students in your classrooms.

Much of our professional development time this year will focus on developing the writing process with our students. We will return to the PASS “train the trainer” model where a consultant from BHSU will train the PASS trainers from within the district and they will, in turn, provide the professional development training to their colleagues at each of the inservice days. We will also return to having grade level meetings and department meetings throughout the year.

The Danielson Framework for Teaching Evaluation Model will be implemented in the 2015-2016 school year. Probationary teachers (in years one through three of employment) will be evaluated twice each year, prior to December 1 and April 1. Continuing Contract teachers will be evaluated at least once every two years. Informal observations (walk throughs, drop-ins) will occur at least twice per year for all teachers. Student Learning Objectives (SLO’s) will be a part of the evaluation process for those being evaluated in any given year. Teachers are certainly encouraged to write SLO’s, based on student assessment results from the previous year, to challenge themselves in moving their students forward in the learning process.

A new social studies text will be utilized in grades 6 through 8. It is part of the MacMillan McGraw Hill series. Here is a link to the newly adopted social studies standards <http://doe.sd.gov/contentstandards/documents/15PropdSS.pdf>

Some of you will be venturing forth with Apple Macbooks. I hope you feel you have sufficient training to utilize these instructional tools to the greatest extent possible with your 6<sup>th</sup>-8<sup>th</sup> students. I am pleased at the strides many of you have made to find effective educational applications and programs for use in your classrooms. Many of you have found creative ways to utilize the productivity tools on the Ipads. I have seen some wonderful applications of these productivity tools integrated into the curriculum. I hope you will continue to share your learning with your colleagues. I hope you will find many ways for your students to demonstrate their knowledge with these tools.

Best wishes for a great year!

Bev Rosenboom, Principal  
Whitewood/Rural Schools

Meade School District Mission Statement  
“To build knowledge and skills for success today and tomorrow”

Meade School District  
2015-16 School Calendar

Inservice	Tuesday/Wednesday/Thursday		August 25-27, 2015
First Day of School	Monday		August 31, 2015
Labor Day (NS)	Monday		September 7, 2015
Parent-Teacher Conferences	Monday/Tuesday/Thursday		October 5, 6, & 8, 2015
High School	Monday	4:00-7:00 PM	October 5, 2015
Middle School	Tuesday	4:00-7:00 PM	October 6, 2015
Elementary	Tuesday	4:00-7:00 PM	October 6, 2015
All Schools	Thursday	4:00-7:00 PM	October 8, 2015
Inservice Day (NS)	Friday		October 9, 2015
Native Americans Day (NS)	Monday		October 12, 2015
Thanksgiving (NS)	Wednesday/Thursday/Friday		November 25-27, 2015
Inservice Day (NS)	Friday		December 4, 2015
Christmas Vacation	Wednesday thru Friday		December 23, 2015 - January 1, 2016
Inservice Day (NS)	Friday		January 15, 2016
Martin Luther King Jr Day (NS)	Monday		January 18, 2016
Parent-Teacher Conferences	Monday/Tuesday/Thursday		February 8, 9, & 11, 2016
Middle School	Monday	4:00-7:00 PM	February 8, 2016
High School	Tuesday	4:00-7:00 PM	February 9, 2016
Middle & High School	Thursday	4:00-7:00 PM	February 11, 2016
Presidents Day (NS)	Monday		February 15, 2016
Elementary	Tuesday	4:00-7:00 PM	February 23, 2016
Elementary	Thursday	4:00-7:00 PM	February 25, 2016
Inservice Day (NS)	Thursday		March 10, 2016
Spring Break (NS)	Friday		March 11, 2016
Good Friday/Easter Monday (NS)	Friday and Monday		March 25 and March 28, 2016
Graduation	Sunday	2:00 PM	May 22, 2016
Last Day of School	Tuesday		May 24, 2016

	Student Days	PT Conf	Inservice	Total Contract
August	1		3	4
September	21	0	0	21
October	20	1	1	22
November	18		0	18
December	15		1	16
January	18	0	1	19
February	20	1	0	21
March	19		1	20
April	21	0	0	21
May	17		0	17
<b>Total</b>	<b>170</b>	<b>2</b>	<b>7</b>	<b>179</b>

Any snow days will be made up by adding additional days at the end of the school calendar. Furthermore, February 15, March 11 and March 28, 2016 could also be used at the discretion of the Meade School Board with recommendations from the Superintendent.

Quarter Dates	Start Date	End Date
	Monday, August 31, 2015	Friday, October 30, 2015
	Monday, November 2, 2015	Thursday, January 14, 2016
	Tuesday, January 19, 2016	Friday, March 18, 2016
	Monday, March 21, 2016	Tuesday, May 24, 2016

Trimester Dates	Start Date	End Date
	Monday, August 31, 2015	Friday, November 20, 2015
	Monday, November 23, 2015	Friday, February 26, 2016
	Monday, February 29, 2016	Tuesday, May 24, 2016

## NONDISCRIMINATION

The Meade School District does not discriminate on the basis of gender, color, disability, national origin, race, creed, religion, homelessness, marital status, pregnancy or age in the education programs or activities it offers or to admission to or employment in its education programs or activities. Inquiries concerning Title VI or Title IX may be referred to Jeff Ward, 1230 Douglas Street, Sturgis, SD 57785, 605-347-4454. Inquiries concerning ADA may be referred to Brett Burditt, 1230 Douglas Street, Sturgis, SD 57785, 605-347-2523. Inquiries concerning Section 504 may be directed to Deb Kerstiens, 1230 Douglas Street, Sturgis, SD 57785, 605-347-4770. Inquiries concerning Title X, Part C may be directed to Chrissy Peterson, 1230 Douglas Street, Sturgis, SD 57785, 605-347-4770. Inquiries may also be directed to the Kansas City Office, Office of Civil Rights, US Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, 816-268-0550, Fax: 816-823-1404, TDD: 877-521-2172, Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

### Federal Acts Designed to Eliminate Discrimination

**Title VI** is part of the Civil Rights Act of 1964 that indicates that no person in the United States shall be subject to discrimination under any program or activity receiving Federal financial assistance.

**Title IX** is part of the Education Amendments of 1972 which is designed to eliminate (with exception) discrimination on the basis of sex in any educational program or activity receiving Federal financial assistance.

**Title X, Part C** is part of the McKinney-Vento Homeless Education Assistance Improvements Act of 2001 which is designed to eliminate discrimination on the basis of homelessness in any educational program or activity receiving Federal financial assistance.

**Section 504** states that no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under any program or activity that receives Federal financial assistance.

**ADA, Title II** is part of the Americans with Disabilities Act of 1990 which is designed to enforce equal opportunity access to programs, services, and activities through specific architectural standards to avoid discrimination.

**Age Discrimination in Employment Act of 1967** is designed to prohibit age discrimination in employment.

### Accessibility Contingency Plan

In the case of an emergency, Meade School District staff will be assigned to assist students with a disability to ensure that they are able to get to safety and be with their class at the appropriately assigned area. In order to facilitate participation, accommodations will be made on an individual basis. Each disability is unique; the reasonable accommodations principal should be applied on a case by case basis for both students and staff. The 504 Coordinator will work with Meade staff to coordinate who may need additional assistance in the case of an emergency. The ADA Coordinator may refer issues regarding accessibility and accommodations for students to the student services department. If further information is needed, please contact Deb Kerstiens, 504 Coordinator, at 605-347-4770 or Brett Burditt, ADA Coordinator, at 605-347-2523.

This faculty handbook is to help educators become acquainted with various operational procedures established for rural elementary schools. It will serve as a ready reference for staff and will help to ensure uniformity and smoothness of operation. **PLEASE READ CAREFULLY!!**

### **POLICIES MANUAL**

The Meade School District 46-1 Board of Education Policies Manual contains the official policy for items concerning all the schools and their operation. The Policies Manual may be found at the district website under the school board link and it will be well worth your time to become acquainted with the directives. Questions about board policies should be addressed to the immediate supervisor or superintendent. Meade School Board Policies can be found at <http://meade.k12.sd.us>

### **CLASS SCHEDULES**

A class schedule should be developed as soon as possible and posted in every classroom and submitted to principal.

**The principal must be notified of any changes or variations during the year, for example, release time schedules, field trips, dismissal for inclement weather, etc. Your substitute folder, lesson plan book, schedules and seating chart should be on your desk.**

### **LESSON PLANS**

Lesson plans will be developed by all teachers. This should be a brief outline, including the main objectives and applicable content standards. Lesson plans will be available for the observation of the principal. Lesson plans should be a clear, definite and informative plan that allows a substitute to proceed with your objectives.

To provide each class and the individual students within that class a meaningful experience, considerable planning is essential. Plans and materials to complete plans should be laid out each evening for the following day. Both long term and daily planning is encouraged.

Lesson plans have several purposes:

- a. They give reasonable reassurance that each day's activities have been planned in advance with consideration for the specific needs of individuals and the group.
- b. They give the teacher and the substitute teacher a meaningful and descriptive guide of the day's activities.
- c. They give an overview of the curriculum experienced by each child within each classroom.

**Planning time:** Each teacher is provided with time before and after school. Teachers are strongly encouraged to utilize the time well in preparation for the needs of the students.

## **TEACHER EVALUATION**

According to the School Board policies and regulations, the principal shall submit to the superintendent a written report on the status of each teacher relative to achievement, performance and fitness for the position held. Teachers should be aware that any evaluation procedures which are adopted in the district are adopted for one and only one reason-to help teachers with their instruction of students. Classroom visits, supervision and conferences give the principal the opportunity to know what is going on in the classroom. Recommendations for improvement will be given when necessary.

Formal evaluations will be done as follows:

- a. First, second and third year teacher – twice a year, prior to December 1 and April 1
- b. Fourth year and up - every two years or more often if deemed necessary by the administrator.
- c. Will utilize the Danielson Framework for Teaching Model.
- d. Informal observations (walk throughs, drop-ins) at least twice a year for all teachers.

Support staff evaluations are conducted annually using the designated form.

## **PLAYGROUND SUPERVISION—TOP PRIORITY**

Playground supervision at all times is imperative. Playground supervision is an important part of staff responsibility. It is necessary for the following reasons:

- ✚ Preventing possible accidents and subsequent liability.
- ✚ Supervising pupil to pupil relations (sportsmanship, courtesy, etc.)
- ✚ Teaching young people organized play, purposeful rules, etc.
- ✚ Becoming a part of the teacher-pupil relations and communication in an area other than academic.

For these reasons, a teacher or classroom aide must be on the playground with the students. A playground supervisor has the authority to determine the types of activities in which students participate and has the authority to determine if students are to remain indoors due to inclement weather.



### **STUDENT SUPERVISION**

Learning activities are not limited to the classroom, but extend to the total school. Teachers and staff will not restrict their responsibilities to the classroom.

The teacher is expected to assume responsibility for his/her class for the entire class period. Under no circumstance should students be left unattended.

### **STUDENT PRESENTATIONS**

Teachers are asked to inform the principal and office staff of these presentations. When possible, parents should be invited to encourage community interactions. Presentations done by students should be purposeful and reflect classroom learning.

### **GRADING**

Kindergarten through fifth grade teachers will use a Standards Based grading scale using the letters M, P, N. Teachers in sixth through eighth grade will use A, B, C, D, F or I in all subject areas. Music, computer, and P.E. teachers for grades kindergarten through fifth will use M,P, N.

#### **Level of Achievement Based on the South Dakota Standards**

**M = Meets Grade Level Expectation** Student has mastered the majority of grade expectations/standards and performs satisfactorily on assessments.

**P = Progressing** Student has mastered some grade level expectations and is working toward grade level competency and proficiency on assessments.

**N = Needs Improvement – Minimal Progress** Student has not yet demonstrated mastery of grade level expectations/standards and needs support and reinforcement to achieve proficiency on assessments.

**Blank** = Skill or concept has not yet been introduced and/or assessed.

This is a suggested six point system of marking, a word statement of what the letters stand for, and what the teacher should have in mind when using them.

#### **Grade A EXCELLENT**

Scholarship ~ Strong, exceeding requirements of instructor.

Initiative ~ Contributions exceeding the assignment, shows independent resourcefulness; shows leadership

Attitude ~ Positive benefit to class.

Cooperation ~ Works well with staff and other students

Individual Improvement ~ Demonstrates strong growth

#### **Grade B ABOVE AVERAGE**

Scholarship ~ Accurate and complete, meeting all requirements of instructor.

Initiative ~ Good

Attitude ~ Proper and beneficial to group.

Cooperation ~ Works well with staff and students

Individual Improvement ~ Demonstrates good growth

**Grade C      AVERAGE**

Scholarship ~ Progress in meeting assignments  
Initiative ~ May need prompting to complete assignments  
Attitude ~ Not objectionable.  
Cooperation ~ Dependent on personality  
Individual Improvement ~ Showing growth but not at attainment of skills level

**Grade D      BELOW AVERAGE**

Scholarship ~ Not meeting assignments and requirements of instructor.  
Initiative ~ May be lacking.  
Attitude ~ May need to apply self more in academic pursuit  
Cooperation ~ Dependent on personality  
Individual Improvement ~ Lacking in attainment of skills level

**Grade F      FAILING**

Work unsatisfactory.  
Student failing grade.

**Grade I      Incomplete (grades fourth through sixth)**

**Sixth, Seventh, & Eighth Grades**

A	97-100	Excellent
A-	94-96	
B+	92-93	Above Average
B	89-91	
B-	87-88	
C+	85-86	Average
C	82-84	
C-	80-81	
D+	78-79	Below Average
D	75-77	
D-	73-74	
F	72	Failing
I	Incomplete	

Grades will be available on the Internet to the parents.

**A LIST OF MID-TERM FAILING GRADES WILL BE TURNED INTO THE ADMINISTRATOR.**

**STUDENT ATTENDANCE**

Students will be marked tardy if they are absent for less than 1/2 hour. Daily absences are marked four times in increments of 1 and 1/2 hours each. Perfect attendance is defined as having no tardies, no absences (other than school exempt), and no early releases.

**HOMEWORK POLICY**

The amount of homework assigned should depend upon the age of the students. Students normally should be given time in class to work on assignments. Students have a major responsibility for completing homework assignments. Parents are encouraged to take an active interest in their students' homework.

**HONOR ROLL REPORTS**

Please submit this report to the office upon the end of grading period. Your Honor Roll provides us with the necessary information for newspaper publication. **NOTE:** The Honor Roll is published for grades 6-8. Principal Merit = 4.0; A Honor Roll = 3.6-3.9; B Honor Roll = 3.0 - 3.5

### **SUBSTITUTES**

An approved substitute list will be provided from which the teacher may choose a substitute to call. The teacher must notify the principal on the day of or prior to the day of with the reason for the absence, the name of the person substituting, and the date(s) for which leave is being taken.

### **SUBSTITUTE FOLDER**

Your substitute folder should include

- Daily schedule (include music and computer)
- Playground supervision and rules
- General helps in regard to students
- Attendance
- Location of manuals and materials
- Emergency lesson plans - have something that can readily be implemented in case you didn't have time to prepare
- Grading papers
- Written plans for next day
- Seating chart and/or name tags on desks

### **STAFF MEETINGS**

The rural staff will meet on designated dates as determined by the principal.

### **SCHOOL CLOSING**

When school is not going to be held in the Meade School District, it will be announced between 6:00 a.m. and 6:30 a.m. Closures will be announced on the school district website ([www.meade.k12.sd.us](http://www.meade.k12.sd.us)). Notification will be submitted to the following radio stations:

KBHB (810 AM); KOTA (1380AM) KOUT (98.7 FM); KFXS (100.3 FM); KIMM (1150 AM); KKMK (93.9); KKLS (920 AM); KRCS (93.1 FM); KSQY (95.1 FM); KIQK (104 FM); KTOQ (1340 AM); KDDX (101.1 FM); KZZI (95.9 FM); and KDSJ (980 AM). Local television stations KOTA, KEVN, KNBN, and AND KELO will also be notified. The information will be posted on the [www.cancellations.com](http://www.cancellations.com), a website where patrons can create accounts to receive email notifications. Staff and parents will also be notified via the School Reach calling system.

Parents are responsible for making alternate arrangements for their children in the event that school is closed early and/or if buses cannot return the children home.

### **PARENT/TEACHER CONFERENCES**

Conferences are held to inform parents of the progress of their child. It is important that teachers be very honest with parents and the student so that they both know exactly where the student stands relative to objectives. Time should be allocated to discuss concerns of the student or parent or teacher. Listen well; many good things can develop from these conferences. Students are invited to be a part of the conferences. Parent Teacher Conferences will be held in the fall and spring. Keep parents informed on all matters.

## CONFIDENTIAL INFORMATION

Extreme care will be taken in the handling of confidential information concerning staff, students and administrators. This information cannot be given to anyone other than relevant staff unless a signed written release is in place.

## BEHAVIOR OF STUDENTS

Educators teach not only basic subjects, but respect for law and property, respect for fellow beings, and cooperation for the good of the whole and for the good of each individual. Teach these things by example, by reminding the violators and by praising the well behaved. Adult behavior cannot be expected from our students in all circumstances, but we can expect behavior which will lead to responsible adulthood. Remember, students are people, too.

Teach good attitudes. They are contagious. Don't destroy the inherent qualities of enthusiasm, persistence, interest, and natural curiosity which are natural motivators.

**MOTIVATION:** The best way to motivate students is by being excited yourself about the subject matter. Nothing motivates as well as a motivated teacher with a passion for teaching.

## STUDENT DISCIPLINE

It is expected that each student will be a well-mannered productive student. Each is encouraged to be as respectful to each other as they would expect to be respected. Adults are to model respect for others at all times. The more quickly problems are identified and resolved, the more optimum the experiences become for the student, teacher and the school as a whole. Teachers, you have the responsibility to work through problems right away. Never assume students know appropriate behavior! Tell them, show them, and have them act out good behavior in fun ways - provide alternate ways of behaving that are acceptable. A plan should be made for any identified problem immediately so either growth can be positively affirmed or lack of growth be given more distinct consequences.

The major focus is to assist students in realizing they have a choice in their behaviors. However, they need to realize that each behavior has a consequence. Please assist each student in developing a process for making good choices. Establish reasonable expectations and boundaries in advance. A student should know what is and what is not acceptable behavior BEFORE he/she is held responsible for those rules. Enforcing a disciplinary procedure must be defined in ADVANCE. Students need to understand what is expected and be held accountable for their actions.

The principal is here to help with unusual circumstances, to give advice, to back you up, and to step in whenever it is deemed necessary. Please inform me of any actions that you need to take, as I would like to be informed prior to a parent calling me.

## STUDENT RESPONSIBILITY

Teach students about responsibility, first of all, to themselves and then to those around them such as their family, community, state, nation and to the world.



### TEACHER ATTITUDES

School climate is the feeling one gets when they enter a school building. You, the teacher, are an integral part of establishing a positive school climate. Do parents feel they can talk to you openly about their children? Do you share honestly with them about their children's abilities and lack of abilities? Do they feel welcome when they help in your classroom or stop in to visit? Do your students feel that you recognize them for whom they are? Do they feel they can come to you with concerns? Do they know you want them to achieve as much as they can each year? Do your co-workers know they can come to you for ideas and support? Do you emit positive vibes in the workplace? Does your principal know that you come to work each day ready to be a leader?

### SCHOOL ORIENTATION

I encourage all schools to have an open house sometime during the first two weeks of school. Some items you can address:

- Methods of communication
- What you expect of students
- What you expect of parents
- What parents and students can expect of you
- Discipline
- Curriculum
- Homework policy
- Field trips

### CHANNELS OF COMMUNICATION

All district business involving staff must be conducted through appropriate channels. Staff members having concerns first should discuss these with their immediate supervisor. If not satisfied, the concerns should be discussed with the superintendent. If still not satisfied, staff members may ask (through the superintendent) to have the issue placed on the agenda of a School Board meeting. It is not appropriate to contact individual Board members with such concerns prior to following established channels. (It should be noted however, that staff members are welcome to participate in discussions at Board meetings about any agenda topic and to discuss agenda topics with individual Board members.) **Staff members should take care to avoid discussing internal school matters in the community before they have been addressed through proper channels.**

### COMMUNICATION WITH ADMINISTRATION

Do not hesitate to discuss matters with the administration. Feel free to ask questions and make suggestions. Always remember that together we are working for one goal—the **CHILD**.

### STUDENT RETENTION

Parents, teachers and the principal are to be a part of a decision to retain a student. Decisions regarding retention should be made by May 1.

### STUDENT TRANSFERS

When a new student enrolls, notify the principal immediately. Registration forms should be filled out sent to the principal's office. Also, please have the parent sign a consent form to release their child's records from the school last attended. If a student leaves the system, please get a forwarding or new address.

### STUDENT VISITATION

Student visitations need to be cleared in advance with the classroom teacher and the office staff. They shall be limited to an hour.

### DISASTER DRILLS

Schools must hold drills to expedite evacuation if needed. Four fire drills a year and two disaster drills (one each semester) are required. Please keep posted at your classroom door the dates, times and time required to vacate the building. Also, post your emergency evacuation of both fire and tornado at your door.

### **ORDERING**

Do not order any classroom material without the approval of the principal. Do not order anything on a trial basis. The principal must approve any buying from local merchants and a local purchase order must be used.

### **FIELD TRIPS**

Teachers will be allowed to take students on meaningful, educational field trips authorized by the principal or superintendent. Field trips should be requested via email at least three days prior to the trip and approved by the principal. These trips should be relevant to what the students are studying and can be taken anytime during the year. There is no reason to wait until spring or the last week of school. On field trips the students are to be supervised at all times; because, if the teacher is absent from a group and an accident occurs, the teacher may be held liable. **Please make sure you have signed parental approval for each trip.**

### **COURSE OF STUDY**

All teachers in the schools of Meade School District 46-1 will be expected to use the adopted curriculum materials and supportive resources.

### **LIBRARY SERVICES**

Many instructional resources are available in the schools. Questions or requests may be placed with the district's elementary librarian. Students are scheduled for regular library presentations by district personnel.

### **CLASSROOM UPKEEP**

Teachers, with pupils' helping hands, will keep their classrooms neat and clean. Better learning results in a clean, well-organized classroom.

### **PERMANENT RECORDS**

Please ensure that state assessment results are included in the student cumulative file.

### **HEALTH AND SAFETY**

Be aware of the health of your students. Watch for skin eruptions, excessive coughing or flushed faces. Encourage the general cleanliness of students. If a child does not appear well, parents should be notified.

Any time an accident occurs, contact the parents or the emergency contact number they provide for you. (Please make sure the emergency contact person is someone other than the parents.) An accident report form must be completed anytime a child is injured.



## **STAFF DRESS CODE**

Please dress appropriately for your teaching duties. Students like to see their teacher looking professional. Use good judgment. Dress professionally on district in-service days.

## **RESPONSIBILITY FOR SCHOOL PROPERTY**

All personnel are responsible for facilities, equipment, textbooks, and other materials. Business office inventory procedures must be followed whenever equipment is transferred permanently from any building to another. Sale or exchange of equipment must have the approval of the superintendent or business manager.

## **PROCEDURES FOR HANDLING UNEXPECTED EVENTS**

There will be things that happen that are not already covered in some policy or procedure. These “unexpected” events need to be handled promptly and professionally. Please follow these steps when they happen.

1. Call or speak to the building principal immediately.
2. If the principal is unavailable, make the situation known to the administrative assistant.
3. The administrative assistant will contact the necessary persons-emergency personnel, superintendent, maintenance director, and principal.
4. The principal or administrative assistant will direct the staff on how to further proceed.
  - ◆ Remember that it is your responsibility to care for the immediate safety and concerns of the students.
5. Do not contact parents or others outside the school until instructed by the principal or his/her designee.

## **SPECIAL EDUCATION REFERRAL**

Staff who suspects that a child may be in need of special education services should make a written referral for evaluation to the building principal, special education personnel or the director of special services. School personnel shall

1. Review the child’s records and consult with appropriate staff to collect pertinent information.
2. Obtain a copy of the special education referral form. Complete accurately and in detail all sections of the referral form and forward it to the principal or building special education teacher.
3. If necessary, confer with the principal, or special education staff about the referral for clarification of information listed, the reasons for the referral and possible areas that need to be assessed.
4. If testing is deemed appropriate, the special education personnel will initiate written parent permission to test.



**GRIEVANCE PROCEDURE FOR TITLE VI, TITLE IX, TITLE X, (File: GBMA\*)**  
**Part C, SECTION 504, ADA, AND AGE DISCRIMINATION ACT**

Any person who believes that Meade School District 46-1 or any part of the school organization has inequitably applied the principles and/or regulations of Title VI, Title IX, Title X, Part C (Homeless Education), Section 504, ADA, or the Age Discrimination Act may file a grievance. The District designates coordinators for each of these programs, and the grievant should contact the appropriate coordinator to initiate the grievance procedure. (The name of the appropriate coordinator may be secured from the Superintendent's office.)

The grievant first shall discuss the alleged grievance informally with the coordinator, who shall investigate the complaint and reply to the grievant within five (5) business days. If the reply is not acceptable, the grievant may initiate formal procedures according to the following steps:

**LEVEL I** -- The grievant shall submit a written statement of the grievance to the coordinator within five (5) business days of the receipt of the reply to the informal complaint.

The coordinator, within five (5) business days of receipt of the written grievance, shall require the employee or group who allegedly committed the grievance to submit a written grievance answer to the coordinator. Such answer shall a) confirm or deny each fact alleged in the grievance; b) indicate the extent to which the grievance has merit; and c) indicate acceptance or rejection of any desired redress specified by the grievant, or outline an alternative proposal for redress.

Within ten (10) business days of the receipt of the written grievance, the coordinator shall submit a written reply to the grievant.

**LEVEL II** --- If the grievant is not satisfied with the resolution of the grievance at Level I, he/she may submit a written statement of appeal to the Superintendent within five (5) business days of receipt of the written reply of the coordinator. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievant within ten (10) business days.

**LEVEL III** -- If the grievant remains unsatisfied, he/she may submit a written statement of appeal to the School Board within five (5) business days of receipt of the written reply of the Superintendent. The School Board shall meet with the concerned parties and/or their representatives no later than the next regular School Board meeting following receipt of the appeal. A copy of the Board's disposition of the appeal shall be sent to the grievant within ten (10) business days of the meeting.

**LEVEL IV** -- If the grievant still is not satisfied, he/she may appeal to the Office for Civil Rights, Federal Building, Suite 310, 1244 Spear Boulevard, Denver, Colorado 80204-3582. Telephone:(303-844-5695)

**Special provisions:**

- 1) A grievance must be filed within forty-five (45) days after the occurrence that gave rise to the grievance. If the grievance is not filed within this time limit, it shall be considered null and void.
- 2) If the grievant fails to appeal from Level I to Level II or from Level II to Level III within the specified time limits, the grievance shall be considered null and void. If the coordinator or the Superintendent fails to reply within the specified time limits, the grievance shall automatically advance to the next Level.
- 3) The grievant has the right to be represented at his/her expense by knowledgeable persons, organizations, or groups of his/her selection at any point during the initiation, filing, or processing of the grievance. The coordinator shall provide help in identifying such knowledgeable persons or groups.
- 4) The District shall provide assistance to the grievant, including access to copies of the regulations, related guidelines, memoranda, and other relevant materials supplied to the District by the Federal government, and access to public grievance records. In addition, the coordinator and designated representatives shall provide consultation and assistance in the interpretation of such information and the use of the grievance procedure.

- 5) The grievant and the District shall jointly determine whether any grievance hearing or other grievance procedure shall be open to the public or open only to participants.
- 6) No person shall be subject to discharge, suspension, discipline, harassment, or any form of discrimination for having utilized or having assisted others in the utilization of this grievance procedure.
- 7) It should be understood that a complaint can be made to the Office for Civil Rights without following the District's grievance procedure, but the grievance procedure provides a method for getting a prompt and equitable resolution of a complaint.

### **USE OF SCHOOL FACILITIES, EQUIPMENT, OR SUPPLIES**

Any staff member wishing to utilize the Central Meade County Community Center or the softball fields MUST have approval from the rural principal in advance of using the facility. Any staff member using either facility without prior approval will be responsible for paying the usage fee.

All school facilities, equipment and supplies are for instructional purposes. Staff members may not use paper, copy machines, or other supplies, make long distance phone calls, or otherwise utilize district property for personal purposes unless arrangements have been made in advance for appropriate reimbursement.

### **MISCELLANEOUS**

Conserve lights, paper and supplies to the greatest extent possible.

Do not conduct personal business from the school phone or your personal phone while supervising students during the school day. These calls can be done before or after school or during recess break.



**USE OF ALCOHOL AND OTHER DRUGS BY EMPLOYEES (File: GBED\*)  
(DRUG-FREE WORKPLACE POLICY)**

The District prohibits the unlawful manufacturing, distributing, selling, dispensing, possessing, using, or being under the influence of alcohol and/or other drugs in the workplace.

Any employee who violates this policy will be subject to disciplinary action which may include dismissal and referral for prosecution. It shall be a condition of employment in the District that each employee must abide by the terms of this policy and shall notify the Superintendent of any criminal alcohol and/or drug statute conviction for any alcohol and/or drug violation no later than five (5) days after conviction. Within thirty (30) days after receipt of such notification, one of the following actions shall be taken:

- a) Appropriate personnel actions, including possible suspension or termination.
- b) Requiring the employee to participate satisfactorily in an alcohol and/or other drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. 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.
- c) Possible referral for prosecution.

A copy of this policy will be provided to each new employee and will be incorporated into all employee handbooks.

All convictions of employees for violating any criminal drug statutes shall be reported to the federal agencies that provide grants to the District, as required by law.

When an on-duty staff member has consumed alcohol 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.

**Reasonable Suspicion**

A. The District may request an employee to undergo drug and alcohol testing if there is a reasonable suspicion that the employee is under the influence of, or has drugs or alcohol in his or her system during work hours. There shall be no random testing. Circumstances which constitute a basis for determining a reasonable suspicion may include, but are not limited to:

1. A pattern of abnormal or erratic behavior which is so unusual that it warrants summoning a supervisor, department head, or someone else for assistance.
2. Information provided by a reliable and credible source with personal knowledge.
3. Direct observation of drug or alcohol use.
4. Presence of the physical symptoms of drug or alcohol use, i.e., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes.
5. The possession of substances in violation of the District's drug and alcohol policy.

B. The employee may be asked to submit to blood and urine testing by a qualified medical physician or hospital at District's expense and on District's time. A group representative may be present during the discussion if the employee so requests. Prior to testing, the administrator or supervisor shall secure a signed release statement from the employee to have the hospital/physician release medical information to the District.

The employee who refuses to consent to a drug and alcohol test when reasonable suspicion of drug or alcohol use has been identified may be subject to disciplinary action based upon the facts and circumstances that led to the reasonable suspicion.

C. A positive result from the drug and/or alcohol analysis may result in disciplinary action. The District retains the right to discipline and terminate from employment any employee testing positive for drug/alcohol use, without first having to offer that employee an opportunity for treatment or rehabilitation.

D. Supervisors are required to detail in writing the specific facts, symptoms or observations which form the basis for their determination that a reasonable suspicion existed to warrant the testing of an employee.

### **Testing Procedures**

Drug/alcohol testing will be done within two hours or as soon as possible following request for testing.

Massa-Berry Clinic has been selected to provide drug/alcohol testing. The selection of a single laboratory will insure one standard chain of custody procedure and consistency of processing throughout the District. The District may use its discretion to select an alternate laboratory if it feels Massa-Berry Clinic cannot meet the requirements of the testing.

The administrator, supervisor, or school liaison officer will escort the employee to the Massa-Berry Clinic or alternate facility for testing. If after testing the employee is deemed unfit to continue working, he/she will be suspended pending further investigation and the results of the drug/alcohol testing.

The results of such testing shall be given to the Office of the Superintendent. The Superintendent and the administrator or supervisor will meet with the employee to discuss the situation, test results, and future actions.

Nothing contained herein shall prohibit the District from requiring an employee to submit to a portable breath test and/or a blood test in the case of suspected alcohol use.

The employee may request that re-testing be done at a facility of his/her own choosing. Such re-testing must be done on the same sample as was originally tested and at the employee's own expense.

Any attempt to falsify test samples or results shall be grounds for immediate dismissal.

### **Confidentiality**

Information obtained on individuals as part of the drug screening test or pursuant to this policy will be disclosed only to those persons having legitimate need for it. Medical records pertaining to drug or alcohol use are confidential, and access to such records shall be in accordance with the District policy. Medical records are not kept in the personnel file.

**LEGAL REF.:                   Public Law 100-690(Drug-Free Workplace Act of 1988)**

**REPORTING CHILD ABUSE**

**(File: JHG\*)**

Any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by a parent or other person, must report orally or in writing this information to the counselor, principal or superintendent.

The counselor, principal or superintendent should immediately report this information to the state's attorney; or the Department of Social Services; or the county sheriff; or the city police. The administrator's report will contain the following information: name, address, and age of child; name and address of parent or caretaker; nature and extent of injuries or description of neglect; and any other information that might help establish the cause of injuries or condition.

School employees, including administrators, will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected, or to determine whether the child is in need of protection, but only to report suspicions of abuse or neglect.

Anyone who participates in making a report in accordance with the law and in good faith is immune from any civil or criminal liability that may otherwise arise from the reporting, or from any resulting judicial proceeding, even if the suspicion is proved to be unfounded.

LEGAL REFS: SDCL 26-8-6

- 26-10-10
- 26-10-11.1
- 26-10-12
- 26-10-12.2
- 26-10-12.3
- 26-10-14

Revised March 12, 2013

Revised July 14, 1986

Adopted June 2, 1981

**LIVING QUARTERS FOR RURAL TEACHERS**

**(File: GCBC\*)**

Living quarters may be provided at remote locations for teachers in the District. Teachers occupying district mobile homes will be required to:

1. Pay monthly utilities, i.e., electricity, gas or oil, and telephone if a private line is desired,.
2. Notify service companies to connect and disconnect utilities.
3. Pay monthly rental charge based on Board approved renter's lease.
4. Pay a deposit in accordance with the Board approved renter's lease. This deposit will be kept until the premises are vacated. At that time an assessment will be made for damages and cleanliness and the deposit adjusted and returned. If no damage is incurred and the premises left in the same condition as when the occupant moved in, the deposit will be returned in its entirety.
5. Obtain approval from the District office for keeping pets.

Revised August 13, 2013

### RURAL SCHOOL CUSTODIAN – PART-TIME DUTIES

- Clean all restroom facilities
- Clean all drinking fountains
- Clean the front hall or entrance areas

After the cleaning of the aforementioned areas, (if there is time available), the following duties are then to be performed

- Clean classroom floors
- Clean chalkboards and trays
- Clean tables and desks
- Spot wash walls, dust and wash windows
- Other duties as assigned by supervisor

### EQUIPMENT

The custodian shall be responsible to keep all of the equipment that he/she uses in good repair, in as much as his/her capabilities and expertise shall allow.

### SUPPLIES

All needed supplies shall be requested from the supervisor in a timely manner to allow for the supplies to be delivered during a routine maintenance trip so as to avoid the necessity of a special trip for the delivery of supplies.

### DISPOSAL OF GARBAGE

Do not burn garbage at *any time* during the school year. Put your garbage in bags and tie shut. We will pick up the bags, or arrange to have them picked up.



## GRIEVANCE

### A. STUDENT GRIEVANCE

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices:

1. that a school rule is unfair
2. that a school rule or regulation discriminates between students
3. that a unfair procedure has been used in arriving at a punishment

Grievances are processed through 3 steps:

1. to the Counselor
2. to the Principal; and
3. to the Superintendent

in that order. On all three levels an informal conference is to be held within five (5) days of the date of filing of the complaint so that no student's complaint shall consume more than 15 days time in all. The burden of proof is upon the student to show that a rule is unfair, is discriminatory, or that unfair procedure (lack of due process) has been perpetrated. The final resolution of the grievance is to be in writing at the principal ship level and designed to provide the student with a basis for resolution of the problem as originally stated.

### **B. STUDENT GRIEVANCE PROCEDURE**

If a student has a grievance, they should present it in writing to:

**LEVEL I:** The school counselor should be scheduled for an informal discussion of said grievance. It is expected that many grievances may be resolved at this level. The counselor must hold a conference within (5) days of the date of the filing.

**LEVEL II:** If a student is not satisfied with the resolution made at Level 1, that person may appeal in writing to the Principal for an informal conference and discussion of said grievances.

**LEVEL III:** If a student is not satisfied with the resolution made at Level 2, they may appeal to the Superintendent for an informal conference and discussion of said grievances.

**LEVEL IV:** If a student is not satisfied with the resolution at Level 3, they may appeal to the Board of Education.

### PUBLIC COMPLAINTS

(File: KL\*)

Constructive criticism of the schools is welcomed by the District when it is motivated by a sincere desire to improve the quality of the education program and to help the school personnel in performing their tasks more effectively.

Whenever a complaint is made directly to the Board as a whole or to an individual Board member, the individual or group involved will be advised to take the concern to the appropriate staff member.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Board. The proper channeling of complaints is as follows:

1. The complainant should discuss the complaint in a timely manner with the personnel involved in an effort to resolve the problem.
2. If, after discussion with the personnel involved, the complainant is not satisfied, the complaint should be discussed informally with the administrator in charge.
3. If, after informal discussion with the administrator in charge, the complainant is not satisfied, the complainant may fill out the formal complaint form and submit it to the administrator in charge. The administrator then will respond in writing to the complaint within ten (10) days.

4. If the complainant is not satisfied with the written disposition of the matter by the administrator in charge, the complainant may, within ten (10) days after receiving the written response, appeal the matter to the superintendent, who will read the written complaint and the administrator's written response and will meet with the complainant if requested. The superintendent then will respond in writing to the complaint within ten (10) days of receipt.

(NOTE: A complainant may bring an informal complaint to the superintendent after having the informal discussion with the administrator in charge, but if this does not resolve the matter, it is required that the complaint form be filed with the administrator in charge before the superintendent will render a formal decision.)

5. If the complainant is not satisfied with the written response of the superintendent, the complainant may, within ten

(10) days after receiving the written response, request placement of the complaint on the agenda of the next regular Board meeting. In considering the complaint, the Board will review the written complaint and the written responses of the administrator in charge and the superintendent as well as listen to oral presentations if appropriate. The Board will render its decision by majority vote and respond in writing within ten (10) days of the meeting.

Exceptions to this policy will be made when the complaints concern Board actions or Board operations only.

If the complainant fails to follow the timelines given above, the complaint will be considered to be resolved. If the principal fails to render a written response in a timely manner, the complaint may be appealed to the superintendent. If the superintendent fails to render a written response in a timely manner, the complaint may be appealed to the Board.

Copies of the District complaint form will be available in the offices of all administrators. A complainant will be given a copy of this policy along with the complaint form.

For purposes of the timelines stated in this policy a "day" refers to a day that school is in session, except that during the summer it refers to regular working days that the Business office is open.

## SEXUAL HARASSMENT

(File: GBEE\*)

- I. It is the policy of Meade School District 46-1 to maintain learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the Meade 46-1 staff to harass another staff member or student through conduct or communication of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined in Section II.
  
- II. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical contact of a sexual nature when made by a member of the school staff to a student, a member of the school staff or another staff member, a student to another student, or a student to a staff member. Such behavior constitutes sexual harassment when any of the following statements apply:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
  - b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;
  - c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.
  
- III. Sexual harassment, as set forth in Section II, may include, but is not limited to, the following:
  - a. Verbal harassment or abuse
  - b. Pressure for sexual activity
  - c. Repeated remarks to a person with sexual or demeaning implications
  - d. Unwelcome touching
  - e. Suggesting or demanding sexual involvement accompanied by implicit or explicit threats concerning one's grades, job, etc.
  
- IV. Any person who alleges sexual harassment by any staff member or student in the District may contact the Title IX Coordinator, Jeff Ward, at 605-347-4454 and use the procedure detailed in the Title IX policy (File GBMA\*) or may complain directly to his/her immediate supervisor or building principal. In the event that the complaint is filed directly with the immediate supervisor or building principal, the immediate supervisor or building principal shall conduct a timely investigation into the matter and shall report the results of the investigation to the Superintendent. Any subsequent action taken shall be consistent with the results of the investigation and with Section V of this policy should the charges be substantiated. Filing of a Title IX grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments. The right of confidentiality, both of the complainant and of the accused, will be respected, consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective

action when this conduct has occurred.

- V. A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action, up to and including discharge. A substantiated charge against a student in the District shall subject that student to disciplinary procedures.
- VI. This policy will be reviewed on an annual basis with all employees and students in each administrative unit and incorporated into teacher and student handbooks. Information on the prevention of sexual harassment will be provided to teachers and students in all schools as needed.

LEGAL REF: South Dakota Executive Order 81-08"Sexual Harassment"  
Title VII of the Civil Rights Acts of 1964  
Title IX of the 1972 Education Amendments

**ADMISSIONS AND IMMUNIZATIONS REQUIREMENTS**  
**Administrative Memorandum #6**

**Student Immunization Records**

SDCL 13-28-7.1 states that...”any pupil entering school or an early childhood program in this state, shall, prior to admission, be required to present to the appropriate school authorities certification from a licensed physician that the child has received or is in the process of receiving adequate immunization against poliomyelitis, diphtheria, pertussis, rubeola, rubella, mumps, tetanus, and varicella, according to recommendation provided by the Department of Health.”

**Parents of new students must submit** appropriate documentation that their children have received the minimum immunization requirements set forth in SDCL 13-28-7.1 **before** the first day their children enter school.

Students will not be admitted to school until and unless the school nurse has received and verified the immunization documentation.

**Procedures**

1. At the time of the initial entrance of a student into Meade School District, the appropriate documentation will be required from a parent/guardian. Students who attempt to enroll without such documentation will be denied entrance until such forms are submitted.
2. The immunization documentation will be transferred to the school nurses, in an expedient manner, for verification. If the school nurse determines that the student does not have appropriate immunization, the parents of the student will be contacted by the school nurse.
3. Parents of kindergarten students are informed of the requirements during kindergarten screening sessions prior to school. The immunization status of all kindergarten students will be reviewed and monitored by the school nurses.
4. In cases where the certification indicates that immunization have begun, but are not completed, new students may be admitted to school upon verification of the process by the school nurse.
5. The only exceptions for the above immunization requirements are:
  - a. Medical Exemption. The physical condition of the child is such that a test or immunization would endanger life or health. The parent must provide an exemption form SIGNED BY A DOCTOR.
  - b. Religious Exemption. Parents or guardians of the child adhere to a religious doctrine whose teachings are opposed to immunization. The parent must sign an exemption form.

**In the case of a communicable disease outbreak, students who fall in the above two categories MAY be denied entrance to the schools during this time as a safety precaution for themselves and others.**

## STUDENT TRANSPORTATION ON SCHOOL TRIPS

(File: JHFE\*)

The following constitutes the arrangements of the Meade School District concerning the transportation of students to and from extra-curricular school activities and school functions:

1. In most instances, District shall provide transportation to the students for all trips of more than ten (10) miles one way from the attendance center. This shall apply to all school functions where the attendance of the student is required, as well as extra-curricular activities. In most cases, the District will pay the cost of transportation, but in some cases, a student may be assessed a transportation fee. A student must travel on the school provided bus or van both ways. School personnel may release students to ride with the custodial parent, legal guardian, or other persons authorized by the parent and school, with written request.
2. In the case of school activities or school functions which are less than ten (10) miles one way from the attendance center, the District will generally provide transportation, provided the entire class is being transported. If less than the entire class is being transported, or in the case of extra-curricular off-campus home events, the students may be asked to provide their own transportation or be transported by District personnel or in private vehicles driven by a licensed and insured adult.
3. No student may ride with another student to or from a school function or activity during the school day, unless the students are siblings.



**MEADE SCHOOL DISTRICT 46-1  
BUILDINGS & GROUNDS DEPARTMENT**



“To Build Knowledge and Skills for Success Today and Tomorrow”

May 11, 2015

**BRETT BURDITT  
BUSINESS MANAGER  
1230 DOUGLAS STREET  
STURGIS, SD 57785  
Phone: 605-347-2523  
Fax: 605-347-0005  
E-mail: [brett.burditt@k12.sd.us](mailto:brett.burditt@k12.sd.us)**

Dear Parents & Staff:

Meade School district 46-1 completed an asbestos survey and assessment of all the school buildings in August of 2013. From the audit, a report was developed called the Asbestos Management Plan that documents the areas that have asbestos-containing materials, and which also provides us with the information necessary to maintain the asbestos in good condition until its eventual removal. This plan is on file for review at 12940 E Highway 34, Sturgis, South Dakota, in the Buildings & Grounds office.

The danger of asbestos comes from breathing in tiny fibers when the material has been damaged. When this material is maintained in good condition, the potential hazard diminishes and the material may be kept in place for the life of the building or until renovation will disturb it.

To avoid exposure, it is important to know what types of materials may contain asbestos, to avoid any damaged areas, and to contact the appropriate personnel when these areas are found so the problem can be immediately remedied. Common applications of asbestos in buildings have included sprayed-on fireproofing, soundproofing, or thermal insulation; acoustic plaster soundproofing or ceiling tiles, pipe insulation, cement containing asbestos called transite; and floor tile and mastic, linoleum and backing. Most buildings constructed from 1950 to 1970 contain some of these asbestos-containing materials, but it is important to realize that not all buildings contain asbestos. The management plan pinpoints these materials and their locations within our buildings.

We are continually working to maintain the asbestos containing materials in good condition through our Operations and Maintenance Program. When any material cannot be repaired or maintained it is then removed. All work is performed in strict compliance with State and Federal regulations. Activity involving asbestos within the district during the 2014-15 year included removal of tile in the boys and girls restroom at SBHS. All removal was conducted by a professional contractor in compliance with State and Federal regulations. The district plan has been updated to reflect the changes.

The entire maintenance staff received annual asbestos training which supports the district goals of providing a safe environment for learning. .

Should you have any questions or comments, or if you would like to review the Management Plan, please contact me by phone at 347-2523 or stop at the Williams Administrative Building at 1230 Douglas Street, Sturgis, SD.

Sincerely,

Brett Burditt  
Business Manager