

# **LITTLE WOUND SCHOOL BOARD**

## **POLICY REVISIONS FOR 2020-2021**



**The LWS Board is posting the policy revisions for 30 days ending August 27 for public comment. Any comments to these changes should be made in writing and submitted to the LWS Human Resources Director by 4:30 pm, August 27, 2020.**

**By Email: [anne.hunter@littlewound.us](mailto:anne.hunter@littlewound.us)**

**Or Send to: LWS – PO Box 500 – Kyle, SD 57752**

**For more information call: 605-455-6179**

## RECOMMENDED POLICY REVISIONS

The LWS Board is posting the policy changes for 30 days for public comment. Any comments to these changes should be made in writing and submitted to the LWS Human Resources Director by COB, August 27, 2020. Note: Only the revisions are included in these policies. To view the complete policy where a revision is made, policies can be obtained at the LWS administrative office or view online at <http://www.littlewound.us/PolicyProcedures.aspx>

Content added or revised to policy

~~Content deleted from policy~~

New policy

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### 3.07 PERSONNEL DISCIPLINE

Disciplinary action may result from, but is not limited to, the following employee behavior:

42. Falsifying credentials or application for financial personal gain.

### 3.08 STAFF GRIEVANCE

#### Formal Grievance

Employees must attempt to informally resolve their complaints prior to filing a formal grievance. This shall be accomplished by contacting the employee's immediate supervisor within five (5) regular business days ~~of~~ from the incident giving rise to the grievance, or if the supervisor is the subject of the complaint, then contacting the next supervisor in line. This process shall continue until the grievance is received by the Superintendent. At each level the employee and the supervisor will be required to provide written documentation, and the complaint will be heard and attempted to be resolved to the employee's satisfaction. If the employee fails to timely follow the informal grievance, the employee shall be prohibited from filing a formal grievance.

#### Formal Grievance

If the employee is not satisfied with the informal resolution, then the employee must file a formal grievance with the Human Resource Office of Little Wound School. The formal grievance must be received by the Human Resource Office within ten (10) regular business days ~~of~~ from the date of the incident giving rise to the complaint, or the employee may not proceed any further within the grievance procedures of Little Wound School. This ten (10) business day limitation includes the informal counseling period, so employees are reminded to file within ten (10) regular business days, even if informal counseling is still continuing. The ten (10) regular business day limitation is counted beginning the day after the alleged incident.

### 3.22 COMPENSATION GUIDES AND CONTRACTS

At the discretion of the Superintendent, ~~department heads~~ salaried *(exempt)* employees may be compensated for time worked or required to work that exceeds their daily required work hours. These employees must have prior approval from their supervisor or Superintendent prior to performing work after regular work hours.

### 3.27 SCREENING COMMITTEE

Included in 3.28 Personnel Hiring

### 3.28 PERSONNEL HIRING

4. Interviews may be conducted by the telephone *or other electronic platform, e.g. skype, zoom, etc.*

If in the opinion of the Board, the applicants interviewed for a position are not suitable for the position, the Board may request that the position be re-advertised or other qualified applicants screened for the position be scheduled for an interview.

A background investigation for all personnel providing services to LWS shall be completed by the Human Resources Director prior to beginning employment and may be conducted *every five years* ~~annually~~ thereafter.

### 3.38 REDUCTION-IN-FORCE

An employee laid off due to a RIF action may, if it meets the needs of LWS, be given priority in hiring for job vacancies for which they are qualified *and if prior job performance was satisfactory*. The position offered may be at a salary or under conditions which are less than the former position of the RIF'D employee. If a RIF'D employee is offered a position, and that RIF'D employee rejects it, then LWS shall not give the RIF'D employee priority consideration for any further positions. All personnel must keep the Human Resources Director informed of their current mailing address in order for them to be eligible for employment.

### 3.42 RE-EMPLOYMENT

#### Certified Employees:

*Following review of performance assessments and consultation with an employee, the supervisor will submit recommendations to the Board for re-employment for the following school term. The ~~Board~~ Human Resources Director will, whenever, feasible notify the employee of renewal or nonrenewal for the following school term thirty days before the end of an employee's current contract or employment agreement. Failure to notify an employee does not constitute an*

~~expressed or implied promise to renew the employee's employment~~, the Board will, whenever possible, notify the teacher ~~certified employee~~ of contract renewal or non-renewal for the following year by the first scheduled board meeting in May. Failure to so notify a teacher ~~the employee~~ does not constitute an expressed or implied promise to renew the teacher's contract for the following year. If an employee or administrator ~~the employee~~ is not renewed, the ~~employee~~ ~~employee or administrator~~ is not entitled to utilize grievance procedures or to a due process hearing.

#### Support Employees:

~~Following consultation and review of performance assessments with the supervisor, the Superintendent shall submit recommendations to the Board as to support personnel re-employment for the following school term. If an employee is not renewed, the employee is not entitled to utilize grievance procedures or to a due process hearing.~~

The employee must notify the Board in writing whether they will accept or reject the re-employment offer within fourteen (14) calendar days following the date of notification. Failure to provide the Board with such notification shall constitute a rejection of the offer of employment *and the position is declared vacant.*

### 3.44 PERSONNEL TIME SCHEDULE

The Board requires employees to report to work punctually as scheduled and to work all scheduled hours.

It is the responsibility of the supervisor to keep an accurate record of employee time and attendance and to discuss with the employee any difficulties that they may have in this area.

#### Work Schedule:

- a. *All employees, except those listed in (b) and (c) shall have a forty (40) hour work week. Daily time schedule shall be 8:00 am to 4:30 pm unless position requires varying work hours, e.g. nightwatch, custodians, cooks). These daily time schedules will be determined by their supervisor.*

~~**Department heads/supervisors/counselors/social workers:** The work schedule for department heads and supervisors shall be from 8:00 AM to 4:30 PM during the regular workday for a minimum of eight hours per day. At the discretion of the Superintendent, department heads may be compensated for time worked or required to work that exceeds their required work hours. This compensation schedule shall be set by the board.~~

~~**Hourly wage employees:** The work schedule for hourly wage employees shall be from 8:00 AM to 4:30 PM during the regular workday for a minimum of eight (8) hours per day, unless otherwise indicated by the Board. Forty (40) hours constitutes a regular workweek. All hourly~~

~~wage employees are expected to work 40 hours per week, on a schedule set by their supervisor. Supervisors may implement varying time schedules for employees based on the needs of the school after consulting with the employee and Superintendent. All hourly employees are required to utilize an electronic time clock to sign in and out each work day.~~

**Other work schedules:** ~~**Instructional employees:**~~

- b. Teachers, student assistants, ~~full-time~~ **student** mentors: ½ before school begins and ½ hour after school ends. The Board shall indicate the length (start and end time) of a school day annually. ~~The work schedule for instructional employees (teachers and student assistants) shall be~~
- c. Bus Drivers: Each bus driver will have a specific drive time schedule and is dependent upon the bus route assigned to each.

Personnel shall assist in clearing students from school building areas daily unless they are working, receiving tutorial assistance, participating in a school sponsored activity, or are supervised by staff.

Personnel are not to have their own children, family members, friends or significant others at their duty station during the regular workday. This includes children not of school age and school age children.

### **3.48 PERSONNEL EXTRA DUTY**

**Athletic/Activities Extra Duty:**

~~LWS~~ **Athletic/Activities** Extra-duty positions will be advertised and may be issued for activity sponsorship or coaching that requires consistent supervision when applicable and approved in advance by the Board. Background checks and pre-employment drug tests must be completed by all coaches/sponsors prior to beginning activity if coach or sponsors is not a regular LWS employee.

The Athletic/Activities Director shall be responsible for providing an orientation for all individuals having extra-duty athletic/activities assignments and have documentation submitted to the Superintendent's office. Orientation shall be provided to sponsors and coaches on expectations, rules and regulations, purchasing procedures, proceeds from fund-raising activities (see section 5.43), philosophical elements, supervision, and other documentation requirements.

Extra-duty payment shall not be made until the activity has been completed AND an evaluation by the Activities/Athletic Director and/or Principals has been submitted to the Human Resources Director, unless the Board has authorized in advance other payment options. Bonuses may be considered by the Board for post-season involvement.

Coaches/sponsors shall be evaluated annually following the completion of the coaching/sponsor assignment. The Activities/Athletic Director shall have the coaching/sponsor assessments available for the Board's review at the next regular meeting.

All high school head coaches must attend SDHSAA rules meetings for their respective activity. Failure to do so shall result in coaches reimbursing the LWS any fines assessed by the SDHSAA. Violation of any SDHSAA rule may result in the immediate termination of coaching assignment. If a coach is fined for failing to pass the coaches test, it shall be the responsibility of the employee to pay such fines. The coach must pass the open-book test. The coach can be tutored.

Family members of coaches traveling with team is prohibited.

*Other extra duty assignments:*

*Other extra duty are assignments that may occur that do not fall under the responsibility of the Athletic/Activities Director, e.g. after school tutoring, bus monitors, etc. Depending on the nature of an activity, advertising may or may not be required.*

*The department supervisor where these extra duty assignments are located will be responsible for:*

- a. *Submit the need for an extra duty activity to Superintendent that identifies the activity, the responsibilities of the activity, and the budget.*
- b. *Evaluate the activities.*
- c. *Determined when payment will be paid e.g. biweekly, end of activity.*

### **3.55 LEAVES AND ABSENCES**

There are only specified forms of leave available to LWS personnel. These include: annual, administrative, sick, personal, bereavement, legal, military, family care, family and medical leave, and Sundance leave ~~and leave without pay (LWOP)~~, all of which require advance approval by the requesting employee's immediate supervisor, based upon a completed leave slip application.

Administrative leave is defined as leave granted by the Superintendent or the Superintendent's designee only for the following situations: conferences and visitations, during a disciplinary investigation, weather-related school closings, *health and safety of staff and students*, or any other required closing of the school necessitating the dismissal of staff.

### **3.63 PERSONAL LEAVE**

*No more than 10 days of personal leave can be carried over to the following year.*

### 3.67 SUBSTITUTE EMPLOYEES

Substitute Orientation will be held at the beginning of each ~~semester~~ **month** or more frequently to acquire a suitable pool of substitutes. All substitute ~~teachers~~ shall possess and file a copy of their high school diploma or GED with the Human Resources Director. It is preferred that substitute teachers who are substituting in a classroom have at least two years experience or at least thirty (30) college credit hours. A substitute **teacher** in high school may not substitute any sooner than four (4) years after graduation from high school.

### 3.76 EMPLOYEE USE OF SOCIAL MEDIA

Employees must make clear that any views expressed are the employee's alone and do not necessarily reflect the views of the School. Employees may not act as a spokesperson for the School or post comments as a representative of the School, except as authorized by the Superintendent, or ~~the Superintendent's~~ designee.

### 4.03 COMPULSORY SCHOOL ATTENDANCE

*If applicable to Little Wound School, then the School will comply with the Individuals with Disabilities Education Act in all attendance issues that involves a student with disabilities. (ref. IDEA)*

### 4.10 STUDENT ABSENCES AND EXCUSES

In accordance with the State of South Dakota school accreditation standards and the Oglala Sioux Tribal mandatory school attendance ordinance, it is necessary that LWS adopt policies and procedures. In order that the LWS remain in compliance with both tribal and state standards for attendance, the LWS shall provide students and their parents/guardians established attendance procedures from the K-12 student handbook at the beginning of each school year.

*If applicable to Little Wound School, then the School will comply with the Individuals with Disabilities Education Act in all attendance issues that involves a student with disabilities. (ref. IDEA)*

#### 4.19 STUDENT CONDUCT/DISCIPLINE EXPECTATIONS

##### CONSEQUENCES

**Individuals with Disabilities Education Act (IDEA):** If applicable to LWS, then the School will comply with the Individuals with Disabilities Education Act in all disciplinary actions that involves a student with disabilities. (ref. IDEA)

NATURE OF OFFENSE	CONSEQUENCES: The TOTAL number of offenses in any section will be used to determine the appropriate consequence.
Possession or Use of Alcohol	1 <sup>st</sup> Offense: 5 days O.S.S and referral to local law enforcement. Referral to Project Aware to for drug and alcohol assessment and plan. Student must return with parent/guardian with <del>a</del> the drug and alcohol assessment plan in order to be re-admitted back to school. A behavior plan and assessment plan will be followed up with counseling team. *Any subsequent violations will result in long-term suspension or an expulsion hearing. Referrals will be filed with local law enforcement.
Possession or Use of Drugs	
Possession or Use of Inhalants	

#### 4.22 HOMEBOUND STUDY

The Board shall provide appropriate instruction for students confined to home or hospitalized for a period exceeding ten (10) consecutive school days upon the written request of the parent(s)/guardian(s) with the approval of the respective Principal.

- A physician must certify that the student will be unable to attend school, estimate the probable length of the student convalescence, and state that they are capable of receiving home instruction.
- Should the student illness exceed the period, the parent(s) should request homebound instruction prior to the end of the ten (10) days so that instruction may begin as soon as the student is able to receive instruction.
- Homebound instruction shall be geared to the student needs and capabilities during convalescence. Textbooks, supporting materials or remote/online instruction shall be provided by the school in a timely manner, along with a highly qualified staff.

#### 5.38 PURCHASING

The Board shall ensure that all purchases are made in the best interest of the school and comply with tribal, state and federal rules and regulations. Employees must utilize purchasing procedures, which will be processed through the Business Office in the following manner:



- a. Staff needing supplies must complete and sign a purchase request and submit it to their immediate supervisor listing the pertinent information and name of the vendor. Supervisors will ensure need and available funding to cover expenditures noting account number on purchase requisition. The immediate supervisor will verify their approval through a signature. The Superintendent and Business Manager will approve for reasonable budgeted expense. Expenditures **exceeding \$5,000 \$10,000 or more must have Board approval.**
- b. Purchase requests shall be submitted to the business office one week prior to the desired purchase date. Upon submission to the business office a purchase order will be prepared with the following exceptions:
  - a. Board stipends will be paid from preliminary board minutes, voucher and the attendance roster, and shall be subject to payroll procedures and necessary withholding.
  - b. Travel authorizations will be used when requesting permission and an advance to travel for the school.
  - c. Field Trip Request Form will be used when requesting permission and advances for any trip with students. All out of state travel with students must be approved by the Board with the exception of towns located within a 125 mile radius.

Daily meal rates are established by the Board for both adults and students, and shall be reimbursed at the established federal rate:

Breakfast \$6.00    Lunch ~~\$10.00~~ **\$12.00**    Supper ~~\$12.00~~ **\$15.00**

- d. Student Activities purchases only require a purchase requisition.
- e. Recurring expenses. (i.e. monthly utilities, etc.) Utilities and fixed costs require voucher approval by the Business Manager. Once proper approval signatures are affixed, this form shall be attached to the invoice and follow the Schools General Purchasing procedures as outlined above.
- f. Contractual services with a Board approved written contract. ***The Superintendent can approve contractual services of \$500 or less.***
- g. Expenses approved by the Board will be documented with a copy of Board minutes and approved voucher, invoice or contract.

***h. Additional funds may be included for miscellaneous fees, e.g. entertainment***

## **6.08 CURRICULUM MAPS, PLANS OF STUDY, AND SYLLABI**

**It shall be at the discretion of the Principal when teachers will submit their curriculum map,**

syllabus, or plan of study, however, it shall be no later than the second week in September. ~~All staff shall submit a curriculum map, syllabus, or plan of study to their respective Principal no later than the second week in September.~~

## 6.12 SEX EDUCATION

The family shall be a fundamental element in the sex education program of the school. Development of a strong family institution is largely dependent on sexual maturity. Children will be provided with *developmentally* appropriate and timely information regarding sexuality, from birth to the establishment of their own families.

*Parents will be notified when these lessons will be taught.* Should a parent request their child not participate in a given aspect of the program, an alternate educational assignment shall be arranged for the student by the respective Principal.

## 6.13 DRUG AND ALCOHOL EDUCATION PROGRAM

*Review changes in student section and ensure it aligns*

The Board believes that alcohol and drug abuse prevention requires education, which will create an awareness of the total drug and alcohol problem. Drug, alcohol and inhalant abuse education shall be included in the curriculum.

## 6.23 INDEPENDENT STUDY

Independent study plans shall be allowed pending the conference and agreement of guidelines between the student, the student's parent(s), the teacher, counselor and the respective Principal.

A student who may need to take an independent study course whether through a teacher or online course will meet with the counselor and sign an Independent Study Contract with the beginning and ending date so the student is clear on when they will finish the course of independent study. Independent study will only be granted to seniors. *GC – teacher of record would provide the necessary documentation for the records clerk to record on the students transcript the IDS completed, grade, and credit status.*

## 6.34 GRADING SYSTEM

Credits for Class Standing:

5 credits = sophomore status

11 credits = junior status

~~16~~ credits = senior status *change to 17*

## 6.46 LESSON PLANS

All instructional staff are required to prepare lesson plans and utilize the process designated by their respective principal. K-12 staff will utilize NASIS. Teachers will provide the respective

Principal with a copy of their weekly lesson plans ~~before the week they will be implemented.~~ ~~by Friday of the week before they will be implemented.~~ The respective Principal or their designee shall monitor teacher lesson plans to ensure the daily instructional objectives are referenced to the basic curriculum content, objective and competency, and designated content standards.

#### 7.36.1 FOOD PROCUREMENT & CODE OF CONDUCT

Little Wound School shall conduct all procurement procedures in compliance with state regulations; and to prohibit conflicts of interest and actions of employees engaged in the selection, award and administration of contracts.

No employee, officer, or agency may participate in the selection, award, or administration of a contract supported by a Federal, State, or Tribal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agency, any member of his or her immediate family, his or partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee may neither solicit not accept gratuities, favors, or anything of monetary value from contractors of parties to subcontracts. However, the school may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

Non-compliance by the school employees with these standards of conduct may be subject to disciplinary procedures, up to termination, in accordance with LWS school policy 3.07.

Little Wound School procedures shall avoid acquisition of unnecessary or duplicative items. Consideration is given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made to determine the most economical approach.

#### 7.54 NEWS RELEASE

The ~~Media/Communications Coordinator~~ ~~Superintendent~~ shall be responsible for releasing information about the school system and Board action(s). News releases will only be made through ~~this person,~~ ~~the~~ Superintendent and the Superintendent's designee.

Staff and students shall submit information regarding classroom, school or community activities to the Principal who shall submit copies to the ~~Media/Communications Coordinator~~ ~~Superintendent~~ for appropriate action.