

Colome Consolidated School District

District 59-3



Teacher Handbook

2019-2020

TABLE OF CONTENTS

Pg. 4	Welcome
	Policy AA: Philosophy
	Policy AC: Objectives
Pg. 5	Board of Education
	Administration
	Elementary Faculty
Pg. 6	Middle & High School Faculty
	Classified Personnel
	School Hours
Pg. 7	Classroom Manner
	Care of Rooms
	Room Supervision
	Manner in Which Students Address Staff
	Discipline
Pg. 8	Policy EB Accident Reporting
	Secondary Classroom Discipline
Pg. 9	Consequences for Breaking Class Rules
	Guidance & Counseling
	Preparation Periods
Pg. 10	Rooms & Department Inventory
	Lesson Plans
	Study Hall Regulations
	School Attendance Procedures
Pg. 11	Pass Slips
	Student Illnesses
	Policy JED: Student Absences and Excuses
Pg. 12	Tardiness
Pg. 13	School Lunch Program
	Policy JC: Lunch Account Policy
Pg. 15	Bus Transportation and Regulations
	Grading System
Pg. 16	Progress Reports
	Parent Teacher Conferences
Pg. 17	Keys
	Windows and Lights
	Bulletin Boards
	Teacher's Bulletin
	Teacher's Mail & Email
Pg. 18	Telephone Calls
	Custodian
	Faculty Meeting
	Teacher Evaluation
	Sending Students Downtown
	Media & Social Networking Sites
Pg. 19	Publicity
	Borrowing

- Purchase Orders
- Copy Machines
- Pg. 20 Charges for Personal Copies
- Handling Money
- Inclement Weather Closing
- Fire Drill
- Tornado Drill
- Class Advisors
- Pg. 21 School Activities & Official Calendar
- Supervision of Activities
- Complimentary of Tickets
- Season Activity Passes
- Pg. 22 Concessions
- Homecoming
- Policy JOD Extra-Curricular Programs
- State Rates for Meals, Rooms & Mileage
- Policy JD: State Extra-Curricular Meals
- Pg. 23 Policy JOC: Extra-Curricular Eligibility
- Pg. 24 Eligibility Standards
- Pg. 25 School Parties & Dances
- School Trips
- School Vehicles
- Pg. 26 College Visitation
- Workmen's Compensation
- Certification Lapse
- Policy GCBD: Staff Leave and Absences
- Pg. 28 Colome School District ESLB Policy
- Pg. 30 Policy GBB Retire/Rehire Policy
- Policy GBEC: Use of Alcohol, Drugs, and Controlled Substances
- Pg. 31 Policy AG: Sexual Harassment
- Pg. 32 Policy JFCD: Bullying Policy
- Pg. 33 Cyber Bullying
- Pg. 34 Policy CF Reporting Child Abuse
- Policy JOB: Complaint Policy for Federal Programs
- Pg. 35 Policy JFH: Student Complaints and Grievances
- Pg. 36 Complaint Against School Employee
- Pg. 41 Asbestos Abatement Notice
- Pg. 42 Colome School-wide Compact

WELCOME

We welcome you, the teachers of Colome Consolidated School District to 2019-2020 school year. We thank you for putting forth every effort to help the students of Colome Consolidated School District to not only master academics but learn how to be good citizens.

One of the chief aims of an education in a democratic republic is to impart what it means to be a good citizen. The school affords students excellent opportunities to learn and practice responsibility, concern and consideration for fellow students as they work together in class. These traits must be learned early in life if they are to become the natural way of living.

PHILOSOPHY OF EDUCATION

The primary function of the Colome Consolidated Public School System is to promote the well-rounded and continuous growth of its youth into effective citizens in society. To attain this goal the school shall endeavor to provide a suitable environment for helpful guidance, training, and experiences which will assist each student to develop his/her full potential within his/her family, social, and business relationships; demonstrate concern for his/her own welfare and the welfare of others; develop an open mind on controversial issues; become trained in work habits, skills, and logical reasoning, and prepared for profitable and gratifying use of leisure time. Furthermore, the school shall endeavor to provide for the physical and moral well-being of each student. Finally, the school shall cooperate with the home, church, and other community forces to build the education experiences of the youth.

POLICY AC: OBJECTIVES

WE BELIEVE:

1. That the school should encourage each student, being mindful of individual needs and abilities, and assist all students to develop the skills necessary to become a productive member of an integrated society.
2. That an ever-changing curriculum is necessary to prepare our students for today's world as well as equip them with the skills to transition to a future not yet imagined.
3. That this curriculum should provide for each student:
 - a. Organized fields of information and opportunity to develop basic skills.
 - b. A constructive program of physical development and health education.
 - c. A guidance program which permits them to consider all possible procedures, select and carry to completion that course of action which will encourage unified and positive growth.
 - d. Curricular and co-curricular programs which emphasize: teamwork, good sportsmanship and skill development.
 - e. The ideals of American democracy, including the development of responsibility, respect for the rights of others, and moral obligations of themselves, their family, their school, their country and the world.

- f. Concepts of citizenship, patriotism and understanding of governmental functions.
 - g. The development of acceptable social attitudes and desirable behavior patterns.
 - h. The development of abilities and personality.
 - i. Conservation of all resources, both human and natural.
4. That insofar as possible, instruction should be carried on through the process of inquiry and problem solving rather than ready acceptance or rejection of new ideas. With the goal of leading students to become critical thinking individuals capable of logical reasoning.
5. That the student should be made cognizant of the cultural resources of the community and the importance of community involvement.
6. That parents and citizens should be encouraged to visit classes, ask questions of administration and become friends of the school and staff.

BOARD OF EDUCATION

Mr. Matthew Bolie.....	President
Mr. Justin Heath	Vice President
Mr. Ryan DeSmet.....	Member
Mr. Joel Koskan.....	Member
Ms. Pamela Haukaas	Member
Mr. Brent Gill.....	Member
Mr. Brett Galbraith.....	Member

ADMINISTRATION

Mr. Ryan Orrock	Superintendent
Mrs. Betsy Rohde	Business Manager
Ms. Debbie O'Doan	K-12 Principal

ELEMENTARY FACULTY

Mrs. Tammi Tate	Kindergarten
Mrs. Teresa Yeaman	First Grade
Mrs. Teresa Lincoln	Second Grade
Ms. Samantha West	Third Grade
Mrs. Bria Peppel	Fourth Grade
Mrs. Danielle Foss	Fifth Grade
Mrs. Carol Slaymaker	Title I Reading
Mrs. Shelby Ewing	Special Education Teacher
Mrs. Misty Brown	Special Education Teacher
Mrs. Jean Harter Shutt	K-12 Counselor
Ms. Chisyl Joy Cristobal	K-12 Music
Mrs. Sonya Nelsen	Wood 4-8 Teacher
Mrs. Mary White	Wood K-3 Teacher

MIDDLE & HIGH SCHOOL FACULTY

Mrs. Renee Bolie	High School Math Teacher
Mrs. Shelby Ewing	Special Education Teacher
Mrs. Patty Demers	Middle School/High School Math & FACS Teacher
Mr. Kory Foss	Middle School/High School Social Studies Teacher
Ms. Katie Gubbels	Middle School/High School Science Teacher
Ms. Chisyl Joy Cristobal	K-12 Chorus/Band Teacher
Mr. Charles Hosford	K-12 PE Teacher, High School Business Teacher
Ms. Sarah Manderfeld	Middle School/High School Agriculture/Shop Teacher
Mrs. Tina Novotny	Middle School/High School Art Teacher
Mrs. Julie Rohde	Middle School English & Computers Teacher
Mrs. Jean Harter Shutt	K-12 Counselor
Mrs. Carol Slaymaker	Title I Reading Coordinator
Mr. Wade Juracek	High School English
Mrs. Roberta Viedt	Technology
Mrs. Maria Bertram	Middle School English, Science, Social Studies Teacher

CLASSIFIED PERSONNEL

Mr. Stan Assman	Bus Driver
Mr. Brett Heath	Bus Driver
Mrs. Deanna Steinke	Bus Driver
Ms. Tanya Fletcher	Preschool Teacher
Mrs. Korey Bertram	Special Education Paraprofessional
Ms. CarLynn Sundquist	Special Education Paraprofessional
Mrs. Kate Vandembark	Administrative Assistant
Mrs. Edna Jorgensen	Head Cook
Mrs. Susan Larson	Assistant Cook
Mrs. Ruth Giedd	Dishwasher
Mrs. Melanie Cole	Custodian
Mr. Krystal Kubal	Custodian
Mrs. LaGrande Woods	Title 1 Math

SCHOOL HOURS

School hours will run from 8:15 A.M. to 3:25 P.M. Monday through Thursday and 8:15 A.M. to 2:00 P.M. on Fridays. However, all teachers are expected to be at the school by 7:55 A.M. and remain until 3:40 P.M. unless otherwise indicated by the administration. The time after the regular school hour is expressly for students, parents and administration conferences or may be used as a preparation period. If the occasion arises wherein a staff member must leave earlier than the stated time, please arrange with the Superintendent. Teachers shall be in their respective classrooms or study halls at least 15 minutes before the start of the school day in the morning and at 12:40 after noon lunch. (Teachers shall be in their classroom, study hall or present at their own sponsored activity during the day.)

CLASSROOM MANNER

During the time when a teacher is giving a lecture, making explanations, leading a discussion or otherwise engaged in activity, it is recommended that the teacher be in front of the class, either standing or moving about. This allows more direct contact with students as well as enhanced classroom control. Lecturing from one's desk, barring any physical disability, is not an acceptable delivery method. If students are to be engaged in the subject matter the teacher must model that engagement in delivery of the curriculum.

CARE OF ROOMS

Cleanliness and good housekeeping are two objectives of every class. See that all paper is picked up and all equipment has been returned to its proper place before the class is dismissed. Special attention should be given to proper ventilation and lighting. Lights should be used when necessary. Lights should be turned out when you leave at night. Pay extra attention to the lights in the multi-purpose room.

ROOM SUPERVISION

Teachers should remain in their rooms at all times during class periods unless there is an urgent need to leave. Such matters as obtaining supplies, checking mailboxes and going to the lounge for coffee should be done during your prep periods.

MANNER IN WHICH STUDENTS ADDRESS STAFF

Students should at all times address faculty members as Mr., Mrs. or Miss. The use of first names or last names alone should not be tolerated. Though, as individuals, you may sometimes not mind students being informal in their manner of address, this informality tends to break down school respect and discipline.

DISCIPLINE

School discipline has two main goals (1) create an atmosphere conducive to learning and (2) insure the safety of staff and students.

Minor offenses should be handled by the teacher. For continuous or serious disciplinary problems, the teacher should contact the respective building principal. Students who become serious problems should be removed from classes. Please follow the Discipline Matrix which will be handed out at the beginning of the year.

Students who are removed from class for disciplinary reasons shall be sent to the Principal's office and to no other place. A written explanation should be sent along so that the offense is completely understood. All disciplinary problems are to be written up by the teacher the day of the problem and this note should contain all the facts. These discipline reports will then be filed in the Principal's office. If a parent comes to see a

teacher about a serious discipline problem be sure that you have the Principal present when you are discussing a given situation (both grade and high school).

Teachers or students are never to go directly to the Board concerning discipline problems.

EB: ACCIDENT REPORTS

Accurate and prompt accident reporting is essential to maintaining the safety of our students, staff, and facilities. Prompt reports are also important for proper insurance coverage and claims.

The Colome Consolidated School Board requires that an accident report be filed for every accident.

Accident reports are required for an accident that:

- takes place on the school property
- involves a school vehicle
- involves students or staff on school-sponsored trips
- involves staff members on authorized school business trips.

Such accident reports are required whether or not there is an injury or damage immediately evident.

When an accident or injury involves a student, the teacher responsible for that student will promptly complete an accident report detailing where the accident occurred and any contributing factors of the incident. Accident reports will be given to the principal as soon as possible but must be given to administration on the same day as the occurred accident. The principal will notify the parents/guardians of the student involved about the incident and any first aid provided.

Accidents occurring off school property or involving school transportation vehicles will be reported promptly to principal and an accident report will be filed when returning to school. Reports will be maintained in accordance with procedures developed by the superintendent.

SECONDARY (GRADES 6-12) CLASSROOM DISCIPLINE PLAN

The following is the general classroom discipline plan to be followed by the secondary teaching staff. At all steps during the discipline plan the counselor will be involved.

GENERAL RULES:

1. No student will be allowed to disrupt the educational process in the classroom or study hall.
2. Students are to follow the directions of the teacher.
3. Students should keep hands, feet and objects to themselves.

4. No teasing, swearing or talking back.
5. A student leaving the classroom without permission will be treated the same as a referral to the Principal's office.
6. Teachers may establish some individual classroom rules.

CONSEQUENCES FOR BREAKING CLASSROOM RULES:

1. Verbal warning.
2. Teacher will call parent to discuss student behavior.
3. Sent to Principal.

ONCE A STUDENT IS SENT TO THE PRINCIPAL THE FOLLOWING PLAN WILL BE FOLLOWED. THESE STEPS WILL BE FOLLOWED ON A SEMESTER BASIS.

1. Discipline referral form will be sent home detailing the behavior problem. An attempt will be made to contact the parent by phone. The student will not return to class that day.
2. The second referral to the principal in a semester the student will not return to class that day.
3. Third referral may result in a conference with guardians. Student will not return to classroom.
4. Fourth Referral: Will result in an In-School Suspension. The student is isolated from other students in the principal's office to do school work and will receive credit for work done. Parents are welcome to attend In-School Suspension
5. Out-Of-School Suspension: The student is not allowed to attend school and receive zeroes in all classes. (One to five days possible.) All out of school suspension days will count toward the student's absence total.
6. Hearing before Colome Consolidated School Board of Education for possible expulsion.

GUIDANCE & COUNSELING

Mrs. Jean Harter Shutt is our High School and Elementary Guidance Counselor; however, all of us will be doing this work each day since guidance is the art of helping boys and girls.

PREPARATION PERIODS

Teachers are to regard preparation periods as regular school hours. These may be used for lesson preparation, assisting students, correcting papers and organization. Teachers may be called upon to take study hall or class at such time, and although free, should remain in the building. Duty free doesn't mean responsibility free!

ROOM & DEPARTMENT INVENTORY

A complete inventory of all school equipment and proper inventory will be made each year. Each faculty member will furnish an itemized inventory with prices and values of all equipment in his or her department. Forms will be furnished for this purpose.

LESSON PLANS

Lesson plans for the teachers are to be made one week in advance. Lesson Plan are to be submitted to the school website by Monday morning 8:00 a.m. All staff will be using Planbook to submit their lesson plans.

STUDY HALL REGULATIONS

The following list of rules regarding Study Hall will be used:

1. Roll is taken immediately.
2. Students remain in their assigned seats until roll is taken.
3. Not more than one boy and one girl may be checked out at one time. Students must sign the check-out sheet and must show where they are going and what time they left. When they return, they are to indicate the time of return on the check-out sheet.
4. The number of students working in the Library will be limited. The number of students working on computers will be limited to one per computer. If school projects are being done the teacher may waive this rule.
5. No one is allowed to check out to see a teacher who is teaching a class.
6. It must be quiet at all times.
7. Five minutes before the study period ends there is to be no one checked out of the room, no one in library and no one speaking. The Study Hall is to be left clean and orderly.
8. Abuse of the privileges will result in the Study Hall Teacher taking the privileges away.
9. Students may, with the teacher's permission, work together on class work but it must be kept quiet.

SCHOOL ATTENDANCE PROCEDURES

Each instructor must check roll at the beginning of each class period and record absences on DDN Campus. Do not admit a student who is tardy unless he has an admit slip properly signed.

Following an absence a student must present an admit slip. This must be presented at the beginning of the period. Each instructor will initial the slip for the student. It is up to the instructor and the student to see that all make-up work is completed.

PASS SLIPS

Pass slips will be issued by the teacher to whom the student is to report to obtain help with his or her class work. Students will be allowed to leave the Study Hall, with the Supervisor's permission, after he or she has shown the pass slip to the Study Hall supervisor. The teacher in charge of the Study Hall will fill in the time of leaving and sign the slip. The students make similar notations on the sign-out sheet. The teacher at the destination will fill in the time of arrival, time of leaving and initial it. The pass slip will be checked in at the Study Hall desk when the student returns.

STUDENT ILLNESSES

Student illnesses should be reported to the office immediately. Dismissal for illness and arrangements for transportation home will be handled through the principal's office.

POLICY JED: STUDENT ABSENCES AND EXCUSES

Colome Consolidated School District strives to provide a quality education which requires a regular continuity of instruction, classroom participation, learning experiences and individual study in order to reach the goal of maximum educational benefits for each student. While it is true that written work can be completed despite a student's absence from class, class instruction and presentation, discussions, audio-visual presentations and student-teacher interaction can never be made up when an individual student is not in attendance. This is the essence of schooling. A student's contribution to, and achievement in a class are directly correlated to attendance.

It is critical for both students and parents to understand that students miss an essential portion of their education when they are absent from class. Furthermore, South Dakota statutes require the local Board of Education to enforce definite standards of attendance with few valid excuses for absence.

With these educational and legal requirements in mind, the following requirements for attendance covering all regularly enrolled students in grades 7-12 will be enforced. Students will be allowed six absences per semester. Such absences may be excused by a parent for reasons such as illness, appointments, or other reasons at a parents' discretion.

Absences that will not count towards the six days include:

- 1) Illness or injury with doctor's written excuse
- 2) Family emergencies, such as death, serious injury, etc.
- 3) Medical or dental appointments with doctor's written excuse
- 4) Participation in school-sponsored activities
- 5) Other reason at administrator's discretion- examples include special circumstances with prior permission, inclement weather, etc.
- 6) College Visits- Limited to two visits

The following procedures will be followed to handle student absences:

- All absences, except for illness and emergency situations, must be cleared with the administration for the absence to be excused.
- Written note or phone calls from parents are necessary for all absences and should include the following: student name, date of absence, reason for absence & parent or guardian signature. Note should be given to the principal or secretary.
- Students going to an appointment (doctor, dentist, etc.) should provide a note from the doctor stating the date & time of the appointment for the absence to be excused.
- Students will not be allowed to leave the school during the day unless the parent contacts the school in advance.
- Students who participate in school related activities that require periodic absence from school will be required to make up their work prior to the absence and the student will not be counted absent from school.
- Students who plan to participate in an evening school related activity must be in school for at least four periods. Exceptions must be approved by administration prior to the date of the activity. Students who leave school due to illness will not be allowed to participate in events that day.
- Special circumstances will be addressed by the administration (prolonged illness, hospitalizations, etc.)

The following procedures will be followed in regards to the limited absences:

- After the third (3) limited absence in a semester, a letter will be sent home reminding parents of our attendance policy
- After the sixth limited absence (6) in a semester, a letter will be sent home reminding parents of our attendance policy, their statutory obligation, the school's obligation to file truancy, and a meeting with the parents.
- The seventh (7) and eighth (8) limited absences will result in after school detentions. Limited absences will be treated as truant and a report will be filed with the State's Attorney.
- Nine (9) or more that are not excused will be treated as truant and a report will be filed with the State's Attorney.

Grade Reductions

The student's grade will be reduced after he/she misses over 6 periods of a class that is unexcused. Every day of unexcused absence after the six days they will receive a zero.

- 9 or more unexcused will result in failing the class.

Students must audit the course for the remainder of the term.

TARDINESS

Middle School & High School

Students are expected to be punctual, a warning bell rings at 8:10 A.M. The tardy bell rings at 8:15 A.M. (it is our expectation that students will be seated in their first period class.) When a student is tardy to start the school day they must report to the office with a note and pick up a tardy slip.

Because tardiness to school is neither conducive to positive learning nor a good habit builder, Colome Consolidated High School will not condone the practice. In keeping with this position, the following procedures will be followed: Upon receiving the third tardy the student will be alerted on how many they have. The fourth tardy will result in 30 minutes of after school detention. The fifth tardy will result in parents being contacted and one week of lunch detention. The 6th tardy will mean an automatic parent notification to set up a conference with the Counselor, Principal, parents/guardian and student to discuss late arrival habits, and student will ISS. All after school time will be spent in the Principal's Office. Subsequent tardies will result in possible Board of Education action. Parents will be kept aware of unexcused tardies (dates, reasons and punishment).

When a student is detained by a staff member, a pass must be received from that staff member. This pass will allow the student to enter the next class with no penalty. Remember by definition, "tardy" means "not at the appointed place at the appointed time."

TARDIES:

A student is tardy if not in class by 8:15 AM.

Consequences for Tardies:

- Third Tardy will result in a letter home from the office.
- Any Tardy after that will result in a parent meeting and if parents do not attend a home visit.

SCHOOL LUNCH PROGRAM

Free and reduced meals are available for low income families. The application forms will be sent home with your child on the first day of school.

The cost of a student lunch is as follows:

Kindergarten – 5th Grade - \$2.75 per Meal – 20 Meals at \$55.00

6th through 12th Grade- \$3.00 per Meal- 20 Meals at \$60.00

Adult - \$3.75 per Meal - 20 Meals for \$75.00

Milk for student or adults: .15 each – \$1.50 for 10

In accordance to federal regulations additional servings of the entrée will cost \$0.50 per serving regardless of free and reduced lunch status. Additional servings of fruits and vegetables have no additional cost.

POLICY JC: LUNCH ACCOUNT POLICY

Colome Consolidated School District Lunch Account Policies are as follows:

Middle School and High School

- The school secretary will send out a warning whenever a student is 20 meals behind or more on their lunch account.
- It is recommended that student accounts are paid 20 meals in advance.
- The school secretary will send lunch account balances to families twice a month.
- If a student is 20 meals behind the procedures will be:

- Week 1: Students are told the account balance and that they need to pay the balance.
- Week 2: Students are told the account balance and that they need to pay the balance. Students are sent home with their account balance.
- Week 3: If the student does not pay the balance they will be sent home with the account balance. The parents or guardians will be called.
- Week 4: Students that are still 20 meals or more behind on their lunch account will be offered an alternative meal. They cannot continue eating the scheduled school lunch until their balance is fully paid.
- Parents and/or students can check their account balance by calling the school secretary at 842-1624.

Colome Elementary and Wood School

- The school secretary will send out a warning whenever a student is 20 meals behind or more on their lunch account.
- It is recommended that student accounts are paid 20 meals in advance.
- The school secretary will send lunch account balances to families twice a month.
- If a student is 20 meals behind the procedures will be:
 - Week 1: Students are sent home with their account balance with request for payment.
 - Week 2/3: Students are sent home with their account balance with request for payment. The parents or guardians will be called.
 - Week 4: Students that are still 20 meals or more behind on their lunch account will be offered an alternative meal. They cannot continue eating the scheduled school lunch until their balance is fully paid.
- Statements for elementary students will be sent home with the youngest child that attends the school district. Parents should check student's backpacks for lunch account statements.
- Parents and/or students can check their lunch account balance by calling the school secretary at 842-1624.

When the student is on week 4 they will start to receive an alternative meal of a cheese sandwich, and chips unless the child has an allergy documentation on file that meets the requirements for a substitution option, and milk at no charge. Students can receive the alternative meal a maximum of five (5) times during the school year. When a student has used all alternative meals, he/she will have the opportunity to call home during the lunch period; however, the student will not be provided food by the school district.

After two insufficient fund checks have been written from the same checking account, only cash or a cashier's check will be accepted for future lunch account deposits.

After thirty (60) days of any negative balance, collection procedures will be initiated on all negative balance accounts, starting with a letter to the responsible party. If there is no response, a second letter will be sent. After it is judged that the usual methods to collect the money owed the district have failed, then action will be taken to collect in small claims court.

BUS TRANSPORTATION AND REGULATIONS

Many students ride public school buses to school. The bus driver is the person responsible for the control and discipline of the children while they are being transported. Students are expected to extend the same courteous manner to the bus drivers as to faculty members and other school personnel. Students who are unwilling or unable to abide by the rules and regulations as established by the bus driver may be subject to dismissal from the bus.

Students wishing to ride home with another student on the bus must bring a note of parental permission and receive a note of permission from the Principal's office for the bus driver's records.

Discipline Rules and Consequences will be sent home with each student.

The Bus Driver is in charge of the bus just as the teacher is in charge of the classroom. All students should be seated and remained seated while the bus in is motion. The driver should not move the bus while riders are standing.

Students should not eat or drink on the school bus. Tobacco use is prohibited.

If the driver finds that some students cannot ride without causing a commotion, he may assign a student a seat either on a daily, weekly or yearly basis.

Speaking should be kept to a normal voice. There should be no shouting or loud talk.

Profane language will not be tolerated.

No horseplay is permitted such as throwing things or hitting someone on the head with a book.

If a driver corrects a student, he/she should accept the correction without a show of ill feeling.

If a serious infraction of bad behavior takes place on the bus, the driver will report the incident to the school Superintendent who will notify the parent.

If behavior continues the superintendent will develop a corrective action plan.

The bus is not allowed to stop downtown for students.

Buses will wait no more than 2 minutes past the designated pick-up or drop-off time.

Parents will have to bring students to school or pick them up at school if they cannot meet the bus at the designated time. If parents know students will be late, please phone the school and the bus drivers will be contacted by radio.

GRADING SYSTEM

The following grading system is suggested at Colome High School:

A	100-94	Indicates the student has done work which is exceptional.
B	93-86	Work above average in quality and quantity.

C	85-78	Student has done work that is average.
D	77-70	Student has done work that is passing but below average.
F	69-0	Work is unsatisfactory to such an extent that credit is not given.
0		No Credit
I		Incomplete; must be made up within two weeks or the Grade will be recorded as an "F".

12 Grade Point Average...

12 Points	- 100-99	- A+
11 Points	- 98-96	- A
10 Points	- 95-94	- A-
9 Points	- 93-92	- B+
8 Points	- 91-89	- B
7 Points	- 88-86	- B-
6 Points	- 85-84	- C+
5 Points	- 83-81	- C
4 Points	- 80-78	- C-
3 Points	- 77-76	- D+
2 Points	- 75-73	- D
1 Point	- 72-70	- D-
0 Points	-69-Below-	- F

IMPORTANT: Teachers should average at least two marks per student for each week of each grading period. All marks in grade books must be recorded either in letter, number or percent grades from the grade system listed above.

All students will take nine week exams regardless of their grade level or scholastic average. All teachers must give quarter exams not unit tests in lieu of them. At the end of the second semester, there will be posted a schedule for semester testing. All students are expected to take semester finals. At the end of the first semester, final exams will be given to those classes that are ending.

PROGRESS REPORTS

Progress reports will be sent home to the parents as student progress indicates, including the last nine weeks. The teachers are to fill these reports out for each applicable student and turn the slips in to the Principal's office. If a student is at a D or lower there should be a Progress report sent home or contact made with the parents. It should be documented that the contact was made and when it was made.

PARENT TEACHER CONFERENCES

At the Colome Consolidated School District our goal is that families and the school are in a partnership to provide each student with a quality education that meets individual needs:

1. Be professional in your manner of dealing with the parent.
2. Try to give the parent a clear picture of the child's strengths and weaknesses.
3. Have several daily papers, quizzes and tests to show parents during the Parent/Teacher Conference.
4. Before the parents leave, reach a mutual understanding of their student's progress, class expectations, student goals, and the parent's role in supporting these goals.
5. Be aware of timing; parents may be waiting for their conference.
6. There will be Student Led Conferences for grades 4-8. These will be scheduled times that allow for the student to lead conferences.

KEYS

Each teacher will be provided with the necessary keys to the rooms he/she normally uses. The only people having office keys will be the Superintendent, Principal, Business Manager, Administrative Secretary and the Custodians. Teachers will be responsible for the keys assigned.

WINDOWS AND LIGHTS

Teachers, not students, should open windows and drapes. It is the teacher's duty to see that all windows and doors are closed, lights off, etc. when leaving the room for periods of more than a few minutes at night. Make sure lights in the multi-purpose room are turned off when you leave.

BULLETIN BOARDS

Most of the rooms have bulletin boards. Bulletin boards and other display places should be used by teachers. This is an excellent phase of visual education. Use bulletin boards to depict the areas being studied in your classes or to build interest centers. Bulletin boards can be effectively used to promote good citizenship. Regular change materials on your bulletin boards to reflect current curriculum.

TEACHER'S BULLETIN

In order to avoid misunderstanding and to keep the teachers and students informed about all the activities and events, a bulletin will be issued daily. If a teacher wishes to have an announcement in the bulletin, please have it in the Secretary before 8:30 A.M. This daily bulletin will be distributed at the end of the first period; the bulletin will be read to secondary classrooms at 9:50 a.m. Please approve things to be put on the bulletin with the Principal by 8:30 a.m.

TEACHER'S MAIL & E-MAIL

Teachers' mail will be placed in the mailboxes in the Principal's office. Other announcements, materials, etc., will be placed in the mailboxes also. Please make it a

habit to check e-mail often as many announcements and information will be distributed via e-mail.

TELEPHONE CALLS

All long distance calls must be school business related; notify the Business Manager if a long distance call was made. Please use e-mail if possible. Do not allow students to use phones in the classrooms. Send them to the office to use the telephone. Be sure personal cell phones are put away when students are in the classroom.

CUSTODIAN

Work requests are to be given to the custodian by the Superintendent or Principal, except in cases of emergency or major room problems, in which case the teacher may request assistance of the custodian. Please email anything that needs to be fixed to the Superintendent so administration is aware of the problem.

FACULTY MEETINGS

It is important to have regular staff meetings in order to have a smooth running school. A regular meeting of the entire teaching staff will be held twice a month. Special meetings may be called by the administration. The announcement will be posted or delivered to you. All teachers are expected to attend.

TEACHER EVALUATION

See Negotiated Agreement.

SENDING STUDENTS DOWNTOWN

No student is to go downtown or on errands away from school while school is in session without permission from the Principal.

MEDIA & SOCIAL NETWORKING SITES

Employees and students must conduct themselves so that they do not distract from or disrupt the educational process. The Superintendent will ensure that staff members are reminded and informed of the importance of maintaining proper decorum in the use of technology as in person. This will include but is not limited to:

1. Improper fraternization with students using Facebook or similar Internet sites or social networks, or via cell phone, texting or telephone.
 - Staff members may not list any students as “friends” on personal networking sites, except for immediate family
 - All contact and messages by coaches with team members shall be sent to all team members, except concerning medical or academic matters, in which case the messages will be copied to the athletic director and the school principal.

- Inappropriate contact via e-mail or phone is prohibited.
- 2. Inappropriateness of posting items with sexual content.
- 3. Inappropriateness of posting items exhibiting or advocating the use of drugs and alcohol.
- 4. Monitoring and penalties for improper use of district computers and technology.
- 5. The possibility of penalties, including dismissal from employment or suspension, for failure to exercise good judgment in on-line conduct.

When inappropriate use of computers and websites is discovered, disciplinary action will be considered and taken. Employees and students of the school district understand that pursuant to this policy that media and social networking sites may be monitored by the school district.

PUBLICITY

An excellent phase of good relations is to keep the public informed about what happens in school. School events are news to the people of the community. If you plan special curriculum that may be newsworthy inform the principal so that it may be included in the monthly school paper or local newspaper.

BORROWING

Borrowing of school equipment is not permitted.

PURCHASE ORDERS

All purchase of materials, equipment and other items shall be made on a purchase order.

1. Make the request for the materials in person; don't send the salesman for the Principal's approval.
2. If the preliminary request is approved, fill out a purchase order.
3. The completed purchase order must be signed by the Superintendent or Principal in advance of ordering.
4. This policy applies to purchases of all materials in all funds unless specifically waived by the Superintendent: General Fund, Capital Outlay Fund, all student association fund accounts, etc.
5. **NO PURCHASES OR PURCHASES ON APPROVAL WILL BE MADE WITHOUT A SIGNED PURCHASE ORDER IN ADVANCE.** (Exception: Sheet Music)

COPY MACHINES

There are plain paper copies in the High School office, business manager's office, gym office, Colome Elementary and Wood Attendance Center. Staff is encouraged to use the high school office machine for large copying needs. This machine will sort, staple,

reduce/enlarge and print both sides of paper. Make sure any copying conforms to copyright laws.

CHARGES FOR PERSONAL COPIES

Colored copies for personal use - \$1.00 per sheet; .50 partial sheet. Black and white personal copies - .25 per sheet.

HANDLING MONEY

The school has bonded administrative personnel and all money should be presented at the office. A receipt will be given for all money turned in and allocated to the proper fund. Teachers are responsible for the money they handle. Do not leave money in your desk, except at your personal risk. Warn students again and again against carrying money or leaving money in their desks or lockers. The school will not be responsible for money lost in this way.

INCLEMENT WEATHER CLOSING

School will be closed when in the judgment of the Superintendent or his designee, conditions would not be safe for students to drive, walk or ride the buses to school. The official statement regarding the dismissal will be made over radio station KWYR and KPLO and TV stations KELO, KSFY, and KDLT at about 7:00 A.M and Campus Messenger telephone service.

FIRE DRILL

When the fire alarm sounds, all students will leave the building immediately. All books and wraps should be left in the building. Teachers must accompany their classes out of the building. All personnel must leave the building. Take your class roll books with you and make certain all are safely out of the building (take roll). Do not reenter until the "all clear" sounds. Go over the room escape routes with the students.

TORNADO DRILL

When the tornado siren blows all personnel in the elementary and high school are to go to the basement (7th Grade and 8th Grade Rooms) and help place the students in the approved position. Students should be located along the walls. Personnel in the gym should take their students to the rest rooms in that building. **YOU MUST STAY OUT OF THE SCIENCE ROOM** and door must be shut. Remain in position until the "all clear" sounds.

CLASS ADVISORS

Before a class or club meeting takes place where expenses are involved have the budget approved by the advisor. The advisor will present the budget to the administration for final approval. Class meetings will be held as needed. No class meeting will be held without having an advisor present or without proper arrangements having been made.

6 th Grade	Maria Bertram
7 th Grade	Ms. Gubbels
8 th Grade	Mrs. DeMers
9 th Grade	Mr. Hosford
10 th Grade	Mrs. Novotny
11 th Grade	Mr. Foss, Ms. Manderfeld
12 th Grade	Mrs. O'Doan, Mr. Juracek
Student Council	Mrs. Rohde
Teachers as Advisors	Mrs. Jean Harter Shutt

SCHOOL ACTIVITIES & OFFICIAL CALENDAR

The official school calendar will be kept in the superintendent's office. No activities or events may be scheduled without approval of FIRST – the Class Advisor; SECOND – the Superintendent. The activity will then be entered on the calendar. The first person to ask for a date on the calendar will get that date unless an emergency arises. It is essential that the school calendar be complete and accurate at all times. Once a date is set on the calendar, it will be very difficult to change it.

SUPERVISION OF ACTIVITIES

It is necessary for teachers to assist with extracurricular activities operated by the school. This often requires extra time from that spent in classroom instruction and preparation, study hall supervision and individual aid to students. These are expected to be conducted on the same basis as any classroom situation in regard to schedules, records, attendance and accomplishment. The administration prohibits any unsupervised student school activities.

COMPLIMENTARY TICKETS

School personnel are expected to sell tickets at least at two events per school year. During the times worked, the children of school personnel will then be admitted to events free of charge. Children 8th grade and younger should be accompanied by a parent. Members of school personnel's families who are college age or older will pay adult admission prices. Complimentary tickets do not admit you to SDHSAA events. Admission prices for all home events are \$3.00 students and \$5.00 adults, student price is \$4.00 and adult price is \$6.00 for double headers (activity tickets will be accepted). Activity tickets are available for all home games.

SEASON ACTIVITY PASSES

An Activity Passes for all home high school athletic contests will again be available to all school students. Purchase of the Activity Passes is strictly optional and will be available at the office after school begins.

Student Passes: \$10.00 for 5 Events - \$20.00 for 10 Events - \$40.00 for 20 Events

Adult Passes: \$20.00 for 5 Events - \$40.00 for 10 Events - \$80.00 for 20 Events

Individual event Student prices are \$3.00 and adults \$5.00; Double-header student prices are \$4.00 and adult prices are \$6.00 (activity passes will be accepted).

CONCESSIONS

Concessions for ball games are given to school organizations; Girls Volleyball (first 4 games) to the Freshmen Class, Football to the Sophomore Class, Boys Basketball and Girls Basketball to needy organizations.

HOMECOMING

While float building and activities to promote school spirit are encouraged there must to be a balance of academics each day. Students may work on Homecoming floats from 3:00 to 6:00 p.m. with supervision.

JOD: EXTRA-CURRICULAR PROGRAMS

Practices will not be held on evenings past 6:00 P.M. with the exception of Wednesday where practice will be completed by 5:30 P.M. If an athlete needs to leave practice for another event, they are allowed without any penalty. Athletes need to inform the coach ahead of time.

Middle School Students attending the Wood Attendance Center are encouraged to participate in activities in Colome but may participate at neighboring districts should they desire.

School activities, voluntary or otherwise, will not be scheduled on Sunday.

STATE RATES FOR MEALS, ROOMS & MILEAGE

In State Travel:	Breakfast - \$6.00
	Lunch - \$11.00
	Dinner - \$15.00
	Rooms - \$45.00
	Mileage - \$.42 per mile

POLICY JD: STATE EXTRA-CURRICULAR MEALS

The Colome Consolidated School District supports student participation in extra-curricular events. If a team or individual student participates in a SDHSAA state event they will be reimbursed for meals. Coaches and Advisors will also be reimbursed at these rates. They will receive \$6.00 for Breakfast, \$7.00 for Lunch, and \$7.00 for Supper. The procedures are as follows:

- Coach or advisor will turn in a voucher.

- Voucher will be approved by the superintendent.
- Business Manager procures funds.
- Business Manager has coach or advisor sign off that they received the cash.
- Students sign an acknowledgement that they received the money from the coach or advisor.

POLICY JOC: EXTRA-CURRICULAR ELIGIBILITY

The Colome Consolidated School adheres to the eligibility regulations of the South Dakota High School Activities Association.

In addition to the SDHSAA eligibility regulations the Colome School has implemented additional regulations which will apply to all Colome Consolidated School students that participate in extra-curricular activities.

Extra-Curricular Activities are defined as activities not directly related to a class grade.

A student must be passing in all his/her classes to be considered eligible for extra-curricular participation in a SDHSAA sponsored event. In the event the student is not passing in one or more classes, the following procedures will be in effect.

- If a student has a 77% (D) or lower in any class, they will be put on the ICU list for the week.
- If a student has a 69% (F) or lower in any class, they will be placed on academic probation.
- Students who are on academic probation at the end of a nine week period will be ineligible for two weeks.
- If a student is on academic probation, he/she may not participate in any extra-curricular activities or events, including SDHSAA sponsored activities or events. The student may be allowed to continue to practice while on probation.
- Students on probation will not be allowed to miss any school time for activities.
- Upon entering into a third consecutive week of probation, that student will not be allowed to travel to events with the team.
- If at any posting date a student's grade(s) fall below a 70%, they will be placed on probation immediately. If at any weekly eligibility posting a student's grades are all 70% or above, they will no longer be on probation and will be allowed to participate in all scheduled activities.

Any student carrying an Incomplete on quarter grades shall be considered as not passing that class. This means that all make-up work must be done by the due date on the make-up slip and the make-up slip must be turned into the office by the due date. Lost or laundered slips shall be considered as Incomplete until turned in.

These regulations shall cover students in grades 5,6,7,8,9,10,11 & 12. These regulations are in addition to any and all regulations of the South Dakota High School Activities Association.

In order to participate in a contest or practice, the student must have been in school at least two periods on the day of the contest or practice. When the activity in question occurs on a holiday, a Saturday or a Sunday the student will generally be permitted to attend or participate if:

- a. His or her absence on the last regular school day is legitimate. And
- b. He or she expects to be in school on the next regular school day.

The only exceptions to the 2 period a day rule are:

- a. Pre-approval from Principal. This should be a scheduled appointment and a doctor's note should be provided.
- b. Attending a Funeral.

ELIGIBILITY STANDARDS

A student must be passing in all his/her classes to be considered eligible for extra-curricular participation in a SDHSAA sponsored event. In the event the student is not passing in one or more classes, the following procedures will be in effect.

- Academic eligibility will be reported every week beginning on **August 26th**.
- All subsequent grading reports will be posted on the first school day of the week.
- If a student has a 77% (D) or lower in any class, they will be put on the eligibility list for the week.
- If a student has a 69% (F) or lower in any class, they will be placed on academic probation.
- Students who are on academic probation at the end of a nine week period will be ineligible for two weeks.
- If a student is on academic probation, he/she may not participate in any extra-curricular activities or events, including SDHSAA sponsored activities or events. The student may be allowed to continue to practice while on probation.
- Students on probation will not be allowed to miss any school time for activities.
- Upon entering into a third consecutive week of probation, that student will not be allowed to travel to events with the team.
- Grades will be posted on **October 18th**. These grades will be for the end of the 1st nine weeks. Any probation at this time will be in effect until grades are posted again on **November 1st**. These grades will be the first posting on the 2nd nine weeks grades.
- Grades will be posted on **December 20th**. These grades will be the end of the 2nd nine weeks. Any probation at this time will be in effect **from January 4th – January 11th**.

- Eligibility will not affect activities during Christmas Break.
- Grades for the 3rd nine week period will begin to be posted on **January 17th**. Grades will be posted on **March 13th**. These grades will be for the end of the 3rd nine weeks. Any probation at this time will be in effect until grades are posted again on **March 27th**. These grades will be the first posting of the 4th nine weeks grades.
- Grades will be posted on **May 15th**. These grades will be the end of the 4th nine weeks. Any probation at this time will be in effect until **May 29th**.
- If at any posting date a student's grade(s) fall below a 70%, they will be placed on probation immediately. If at any weekly eligibility posting a student's grades are all 70% or above, they will no longer be on probation and will be allowed to participate in all scheduled activities.

SCHOOL PARTIES & DANCES

Parties and dances must be cleared through the office of the Superintendent to eliminate conflicts. Parties should be well organized and planned so that all students are out of the building by 12:00 A.M. The teachers in charge should be in the building at least 15 minutes before scheduled starting time and must remain until all students have left the building. Care of equipment and building should be stressed in planning. Groups should leave the building clean when they leave. Sponsors must work with the particular group on the project. NO elementary students allowed. The only alumni who will be allowed are those who have been registered in the Principal's office. High school students must register one alumni for school dances and these individuals must be the dates of the high school student. All teachers should help chaperone.

SCHOOL TRIPS

Before any school sponsored activity trip, the teacher in charge shall submit a list of students involved to each teacher and to the Superintendent and Principal.

Teachers are responsible to verify that each student participating in a school trip has a signed permission slip. In addition, a note indicating the date, time and location of the trip should be sent to the parents prior to the event.

SCHOOL VEHICLE

Staff needing a school vehicle will sign out the vehicle and receive the keys from the Business Manager's Office. If possible make arrangements for the vehicle in advance of the need. Be sure to fill out the mileage sheet. When returning the school vehicle be sure the tank is over half full. If the tank is below half make it must be filled before returning the keys to the Business Manager. All trash in the vehicle is to be picked up and disposed of. If the vehicle needs to be vacuumed then contact the Superintendent.

COLLEGE VISITATION

Each Junior and Senior may be granted a maximum of two days each year to be used for the purpose of college visitation. These two days will not count against the Junior/Senior as days absent but all work must be made up prior to the visitation. In the event that the Junior/Senior is visiting a college on the day of a regularly scheduled school event, that Junior/Senior may, at the discretion of the advisor/coach of that event, participate in that event. Excuse slips must be returned to the office. All such visitations must be scheduled through the Colome Consolidated School Counselor's office and the make-up slip(s) must be issued three school days prior to each visitation. If these two conditions are not met, the day(s) missed will count against the Junior/Senior as days absent and all Colome High School only.

WORKMEN'S COMPENSATION

All employees are protected under the Workmen's Compensation Act. In order to secure the benefits of this, employees must report immediately to the Superintendent or Business Manager all accidents when they occur in the building or any accident that occurs while on business for the school.

CERTIFICATION LAPSE

Any teacher who fails to keep his/her South Dakota teaching certificate up-to-date will have his/her contract declared null and void. The Board shall take no further action for damages against the teacher. Any teacher who agrees, in writing, to take additional hours to properly certify or qualify himself according to the accreditation department of Division of Elementary and Secondary Education to teach or coach a subject area or activity shall provide the superintendent with proof that he is pursuing this end (such as receipt for tuition, registration fees, registration papers, etc) by June 15th for first session and /or July 15th for second session, and upon completion of this work the teacher shall supply the superintendent with a copy of his transcript as soon as possible. In the event these conditions are not met, the Board shall take no further action for damages against the teacher but shall consider the teacher's contract null and void.

POLICY GCBD- STAFF LEAVE AND ABSENCES

The Board believes that the provision of leave helps to attract and retain faculty who will continue to grow professionally, maintain their physical health, and have a feeling of security. This is done by:

1. Providing the employee with an opportunity for continued professional growth.
2. Encouraging the employee to take the necessary time to recuperate from illnesses.
3. Providing the employee with income in the event of illness or accident.
4. Providing a way for the employee to arrange for absence in the event of an emergency.

5. Cooperating with the employee in arranging time for the performance of certain obligations or for other personal purposes that can be accomplished only during school time.

Leave requests will be made to the Superintendent or Principal. All requests for long-term leaves of absence will be submitted by the Superintendent, along with his/her recommendation, for Board approval.

3.1 Accumulated Sick Leave

A total of twelve days of sick leave per year is granted and may accumulate up to seventy total days. No teacher will have more than seventy individual sick leave days at his/her disposal. Four days will be available for use the first day of the term and one will be added for each month taught to a maximum of twelve days per year. Sick leave may not be used for personal leave. Sick leave may be used for pregnancy or adoptive leave within the immediate household. Sick leave includes leave for serious illness in the immediate family. The immediate family shall include mother, father, children, step-children, wife, husband, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandmother, grandfather, grandchildren, and son-in-law or daughter-in-law. If an employee misses more than three (3) consecutive days the administration, at its discretion may request a doctor's certification of the illness.

Sick Leave Reimbursement

The maximum carryover is 70 sick days. Staff will be granted an additional 12 days of sick leave for the current contract year. If these days are not used the staff member will be paid \$20.00 per day of unused sick leave not to exceed 12 days. This will be paid at the end of the contract year.

Personal Leave

Employees are entitled to three (3) days personal/business leave per year and may accumulate this leave. All personal leave is granted by prior approval of the administration. For each additional personal day, the employee will take a day without pay.

3.4A Personal Leave Reimbursement

Should an employee not use their 3 days personal leave, any unused leave will be bought back at the rate of pay as a substitute, \$75 per day.

3.5 Funeral / Bereavement Leave

Full time employees are eligible for funeral/bereavement leave. Up to three days (3) leave with pay will be granted in the event of the death of an immediate family member. Definition of immediate family member is; spouse, sibling, step brother, step sister, sister-in-law, brother-in-law, child, stepchild, father, father-in law, stepfather, mother, mother-in-law, stepmother, grandparents and grandchildren. If any additional leave is necessary three days of personal leave may be used (provided days are still available) and five (5) days of personal sick leave. No sick leave bank days may be used for bereavement leave. If additional time is needed the employee may request leave without

pay. When at all possible employees must give reasonable prior notice of intended absence from scheduled work and the intended date of return.

Civic/Jury Duty

Any time during the school year, a teacher may be granted civic duty leave for subpoena, court appearance, or jury duty with no reduction in salary/ or use of personal or sick leave reimbursed. The pay received for such civic duty will be paid over to the District.

Professional Leave

Professional leave may be granted as deemed necessary by the Principal or Superintendent/CEO.

COLOME SCHOOL DISTRICT ESLB POLICY

Membership:

Any employee of the Colome School District who works 20 or more hours per week is eligible to join the Sick Leave Bank. All employees who were assessed one day prior to February 20, 2004 are a member of the bank. Newly hired employees will be able to enroll in the Bank within thirty (30) days of the beginning of contracted service with the District and by filling out an application form. Employees who work less than full time will be required to donate (8 hrs.) one day, the same as full time employees. The term days shall refer to eight (8) hours of employment.

At the beginning of each school year, should the bank have less than 20 days, in October, one day will automatically be withdrawn from bank members' accumulated days. October enables new employees, and/or continued membership of employees who may have used all their leave the previous year. If you were a member of the SLB at the beginning of the school year and have exhausted your ability to donate leave to the Sick Leave Bank policy during the school year, you may utilize sick days donated by other individual members and your first earned sick leave day will be assessed by the ESLB. The ESLB will have a maximum cap of 150 days. The only exception to the cap is new member's enrollment. Retired and terminated staff are allowed to donate 40 days, per employee, unreimbursed sick leave days.

Membership shall continue until revoked in writing by the member. Donated days will not revert back to the employee, should the employee terminate employment, or choose to discontinue membership, or be denied continued membership because of failure to contribute additional days in the Sick Leave Bank. The days in the Sick Leave Bank will be cumulative from year to year.

Use of Days:

The bank is to be used for employee, employee's spouse, or children. Sick Leave Bank days may not be drawn until the employee has utilized all days available to the employee; i.e. sick leave, personal leave and vacation leave. Application for use of Sick Leave Bank must be submitted in writing on the Application for Sick Leave Bank Assistance Form. The Sick Leave Bank Committee may request a doctor's written excuse stating the illness and the number of days the employee will be unable to work. In case of severe

disability or illness, application may be made for the Bank member by a family member. When at all possible the form should be submitted prior to leave of absence.

Employee illness, a maximum of 20 days per contract year. For the illness of a spouse and/or child up to a maximum of 20 days per contract year. Days do not have to be concurrent, but a new leave form must be submitted for each absence. In case of extreme or unusual circumstances, the employee may appeal to the Sick Leave Bank Committee for consideration to extend beyond the 20 days per school year limit. Sick leave received from the bank will be paid at 1/180 daily rate of the employees contracted salary. Members are not guaranteed the maximum days allowed. The days granted will be dependent on each individual situation.

Parental Leave: Employees may use the ESLB for leave related to maternity, paternity, adoption, or foster care up to six weeks directly after the birth, adoption, or placement of foster child with family. Employees are required to utilize their individual sick and vacation days before using the ESLB and those days will count towards the six weeks approved by the school board. If an employee has enough leave to take the six weeks paid without the use of the ESLB, their option to use the ESLB will have passed. The use of the ESLB for these parental leave situations will be limited to one family per event per year. All parental leave will run concurrently with the FMLA. The request to use the ESLB for parental leave will be upon approval of the ESLB Committee established at the beginning of the school year.

ESLB for a family member; If days are requested from the ESLB for other family members other than employee, spouse or children then the guidelines listed below will be followed. A member may submit an application for the committee's consideration. The committee shall request a written statement from the attending licensed physician stating that it is medically necessary for the employee to be absent from work for the care of the family member. The maximum number of days the committee may extend to a member is 10 days after the initial five days are taken without pay. Should the emergency still exist the employee may make a second request for another 10 days from the ESLB after taking five more days without pay. At no time may the member be granted more than a total of 20 days paid leave from the Bank for an extended family member; i.e. parent. Employee will be compensated at the rate of 80% of 1/180 of employee's current annual salary for each day granted. Application should be submitted prior to leave. The committee will notify the member in writing of their decision.

ESLB Policy Continued:

OTHER:

No one will be allowed to draw from the Bank if they are receiving workmen's compensation or another form of public compensation, or have been released to work for any portion of the workday. The School Board, as the employer, shall not be held accountable or liable as to how the days will be dispensed. The District Administration or the Board will not be held responsible for any grievances regarding the sick leave bank. The Committee will make no rule or decision, which will be in conflict with any District Policy.

Committee:

The Colome School Staff voted that the Sick Leave Bank Committee would serve one year. Each year three CEA members, one classified member and one administrative personnel will randomly be drawn from the remaining members. Employees that have served will not be eligible to serve until all members have served one year.

Past committee members: '2003-'04: Brian Jorgensen, Diane Larson, Carol Slaymaker, Mende Supik, LaVonne Ring.

'2004 through '2009 not used. '2009-'10:-Viedt, G. Sherman, Hall, Armstrong and Fletcher. FY -'10 not used.

FY-'11-'12 was used but no record who served on committee.

2012-2013 Committee: Kortan, Larsen, Sealey, DeMers, R. Sherman

2013-2014 Committee: Admin. Rep.-Supt. Armstrong, Classified Member-Edna Jorgensen.

CEA Members-Janette Shippy, Sandy Atteberry and Julie Rohde.

2016-2017: Samantha West, Renee Bolie, Betsy Rohde

2017-2018: Melanie Cole, Patty DeMers, Brock Dufek, Cheyenne Heath, Betsy Rohde

2018-2019: Tanya Fletcher, Danielle Foss, Charles Hosford, Teresa Lincoln, Betsy Rohde

2019-2020: Kory Foss, Edna Jorgensen, Sonya Nelsen, Tina Novotny, Betsy Rohde

POLICY GBB: RETIRE/REHIRE POLICY

A certified teacher who has met the Rule of 85 (combination of age and years of experience) can retire and may reapply to the Colome School Board to be rehired. There will be complete severance from the date of retirement to the date of rehire and the position will be advertised through normal job listings. Any retire/rehire teacher will lose all accumulated leave and will be considered a new employee for benefits, but will be credited with a maximum of seven (7) years of experience for placement on the salary schedule. In the case of teachers in high need areas the school board reserves the right to increase the step on the salary at which a teacher is hired.

POLICY GBEC- USE OF ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES

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 she 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.

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.

POLICY AG: SEXUAL HARASSMENT

POLICY

It is the policy of the Colome Consolidated School District that sexual harassment shall not be tolerated and that no employee or student may sexually harass another. All employees and students will be subject to disciplinary action for violation of this policy.

I. Definition of Sexual Harassment

Sexual harassment is herein defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- 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 such individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment or educational environment.

II. Corrective Actions

Sexual harassment is illegal under both South Dakota (Executive Order 81-08) and Federal (Title VII, Title IV) law. In some cases, it may be liable to prosecution under criminal statutory laws. All reported incidents of sexual harassment will be promptly and thoroughly investigated and all acts of sexual harassment will result in immediate and appropriate corrective actions.

These actions may include, but are not limited to:

- a. Counseling with the offender
- b. Probation, with a warning of suspension or discharge if there are continuing or recurring offenses.
- c. Suspension from school or employment (with or without pay)
- d. Discharge of an employee or expulsion of a student. Confidentiality consistent with due process will be maintained.

III. Individual Responsibility

The staff, administrators and students of the Colome Consolidated School District are responsible for maintaining a working and learning environment free from sexual harassment. It is the obligation of each employee and student to become fully informed of the provisions of this policy. Copies will be distributed to all administrative units serving both employees and students. Copies will be posted at appropriate locations throughout the District and the policy will be announced in appropriate District publications, including student handbooks.

POLICY JFCD: BULLYING POLICY

Persistent bullying can severely inhibit a student's ability to learn effectively or a member of the staff's ability to do their job. The negative effects of bullying can have a negative impact on a person for their entire life. The Colome Consolidated School District is committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur, all pupils should be able to report it and to know that incidents will be dealt with promptly and effectively.

Definition:

Bullying is repeated and intentional harmful behavior initiated by one or more students and directed toward another person. Bullying exists when a student with more apparent social and/or physical power deliberately dominates and harasses another who has less apparent power. Bullying is unjustified and is typically repeated. Bullying differs from conflict. Two or more students can have a disagreement or a conflict. Bullying involves a power imbalance element where a bully targets another who may have difficulty defending himself or herself from the bullying or from its adverse effects.

The general forms of bullying are:

Physical: this involves harmful actions against another person's body

Verbal: this involves speaking to or about another person in an unkind or hurtful way

Emotional: this involves behaviors that intentionally upset, exclude or embarrass another.

Sexual: involves singling out a person because of gender identity or unwanted sexual advances.

Racial: this involves rejection or isolation of a person because of race, religion, or ethnicity.

Bullying of any form or type is not permitted in the Colome Consolidated School District. The Board of Education expects students to conduct themselves in a manner appropriate of their levels of development, maturity and demonstrated capabilities with proper regard for the right and welfare of other students and staff.

Consequences

Appropriate consequences for bullying will be determined by the age of the student and the seriousness of the incident. Parents will be notified and the school counselor will be involved with remediation of each incident. In general, the school discipline plan will be followed.

CYBER BULLYING

Cyber bullying is all forms of harassment over the Internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or district property to harass or stalk another. The District's computer network and the Internet, whether accessed at school or away from school, during or after school hours, may not be used for the purpose of cyber bullying. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the District's acceptable computer use policy and procedures.

Users are responsible for the appropriateness of the material they transmit. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited. Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting in inappropriate and hurtful e-mail messages, text messages, digital pictures or images, or web site postings, including blogs. It is recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material

from the system, a copy of the material should be brought to the attention of a principal or teacher.

The administration shall fully investigate all reports of cyber bullying.

In situations in which cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of the school. In addition, such conduct must also violate a school policy. Such conduct includes, but is not limited to, threats, or making threats off school grounds, to harm a member of the school staff or a student.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users to gain unauthorized access to, any entity on the system and/or damage the components of an entity on the network is prohibited.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law enforcement official.

POLICY CF: REPORTING CHILD ABUSE

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) will report orally or in writing this information to the principal or superintendent. The principal or superintendent will immediately report this information to the state's attorney; or the Department of Social Services; or the county sheriff; or the city police. If the principal or superintendent does not confirm to the teacher or the employee within 24 hours that the action has been initiated, the employee will report this information directly to the proper authorities.

For the full policy please visit the school website.

POLICY JOB: COMPLAINT POLICY FOR FEDERAL PROGRAMS

The Colome School District will not discriminate, in any of its policies and programs, on the basis of age, race, color, creed, national origin, ancestry, religion, sex or disability and will not violate any of the provisions of applicable federal programs, statutes or regulations (e.g., Title IV, Title I, Rehabilitation Act Section 504, and Americans with Disabilities Act).

In compliance with the applicable federal laws and regulations, the Colome Consolidated School District has appointed Superintendent of Schools to coordinate District programs and compliance with federal mandates prohibiting discrimination. The superintendent

can be reached at P.O. Box 367, Colome, South Dakota 57528 or by calling (605) 842-0583.

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

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

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

POLICY JFH: STUDENT COMPLAINTS AND GRIEVANCES

The Colome Consolidated School Board recognizes that there may be conditions in the school district that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well-conceived and understood in advance, can do much to maintain harmonious relationships between the schools and the students and community.

The Board desires student complaints and grievances to be resolved through orderly processes and at the lowest possible level, but that channels be provided for eventual hearing by the Board in instances when this becomes necessary. Therefore:

1. Any student or his or her parent or guardian will be provided the opportunity to discuss with the student's teacher a decision or situation which the student, parent, or guardian considers unjust or unfair.
2. If the incident remains unresolved, the student or his or her parent or guardian or the teacher, may bring the matter to the principal's attention for consideration and action.
3. The student may also bring a matter of general student concern to the attention of class officers or the student council (in grades and schools where such are elected) for possible presentation to the principal.
4. If the matter is still unresolved after the procedure outlined above, it may be brought to the Superintendent for consideration.
5. Complaints that remain unresolved following any action of the Superintendent may be referred in writing to the Board for review.

The Board's decision will be final unless an appeal hearing is requested.

COMPLAINT AGAINST SCHOOL EMPLOYEE

The Colome Consolidated School Board understands that complaints may arise as the result of misunderstandings which could be resolved through the mutual efforts of the person having the complaint and the employee involved. For that reason, efforts should be made by all parties involved to resolve the complaint at the lowest procedural level. It is only in those situations when the complaint cannot be resolved that the Board should be involved. During this time all parties should keep the situation confidential.

The purpose of this policy is to outline a procedure for addressing parent/student/public complaints about an employee's conduct, performance, or an employee's administration of a curricular, co-curricular or extra-curricular program.

When a complaint against a school employee is brought directly to an individual board member or the entire Board, the board member or entire Board may listen to the person's complaint but shall take no action unless there has been compliance with this Policy. The person bringing the complaint will be directed to the procedure as set forth below. The following procedure is designed to ensure the proper balance in protecting the rights of the person(s) bringing the complaint and the rights of the person against whom the complaint is made. It is only when the person having the complaint and the employee involved cannot resolve the problem, and the complaint cannot be resolved at the administrative level, will the Board and board members become involved.

COMPLAINT PROCEDURE

STEP 1: Initial Complaint

- A. The person having a complaint ("Complainant") must initiate the complaint procedure within thirty (30) calendar days from the date the Complainant knew or should have known of the conduct of the Employee giving rise to the complaint.

The person having the complaint related to a school employee must initiate the complaint procedure in one of the following ways:

- meet and discuss the concern with the Employee involved; OR
 - meet and discuss the concern with the Employee's Principal.
1. If the Complainant met with the Employee and the complaint was not resolved, the Complainant must meet and discuss the complaint with the Employee's Principal within ten (10) calendar days of the meeting with the Employee. The Principal shall complete a Complaint Form. The Complainant shall sign and date the Complaint Form verifying the accuracy of its content.
 2. If the Complainant initiates the complaint by meeting the Principal, the Principal shall complete a Complaint Form. The Complainant shall sign and date the Complaint Form verifying the accuracy of its contents.
- B.** Upon the Complaint Form being signed and dated by the Complainant, the Principal shall give a copy of the complaint to the Employee and schedule an informal meeting with only the Complainant, Employee and Principal present. At the meeting, the Principal shall attempt to facilitate discussion between the Complainant and Employee by seeking clarification of the issue(s) and seeking a resolution to the complaint. Should a resolution be obtained, the resolution shall be noted on the Complaint Form. Should a resolution not be obtained, the Complainant and/or the Employee may request a decision by the Principal on the merits of the complaint by making the request on the Complaint Form.
- C.** If the Principal is asked to make a decision on the merits of the complaint, the Principal has the authority to investigate the complaint beyond the information received from the Complainant and Employee during the meeting with the Complainant, Employee and Principal. The Principal shall render a decision in writing within fourteen (14) calendar days of the request for a decision on the merits of the complaint. The time frame for rendering a decision by the Principal may be extended by the Principal for good cause and upon written notification to the Complainant and Employee, which notification shall identify the reason for the extension and the date on or before which the decision shall be rendered. The Complainant and the Employee shall receive written notification of the Principal's determination/resolution.
- D.** The Principal's decision may be appealed by the Complainant or Employee to the Superintendent within (10) ten calendar days of receipt of the Principal's written decision pursuant to Step 2. If the Principal does not render a written decision within the required time frame (14 days unless extended) the Complainant or Employee may appeal to the Superintendent pursuant to Step 3.

Should the complaint be against a Principal, the Superintendent shall address the complaint through the procedure set forth in Step 1. An appeal by the Complainant pursuant to Step 1D may be filed with the School Board pursuant to Step 3.

Should the complaint be against the Superintendent (or the Principal who also is the Superintendent) the Complaint Form shall be given to the Business Manager. The Business Manager shall give the Complaint Form to the School Board President or Chairperson. At the next School Board meeting, the School Board will designate a person who is not an Employee of the District to address the complaint through the procedure set forth in Step 1. An appeal by the Complainant pursuant to Step 1D may be filed with the School Board pursuant to Step 3.

STEP 2: Appeal to the Superintendent

The following procedure shall be used to address an appeal of the Principal's decision made in Step 1, or if the Principal failed to render a decision in the required time frame:

- A. The appeal shall be in writing using the Complaint Form. The appealing party must attach the Complaint and the Principal's written decision, if a decision was rendered.
- B. Upon receipt of an appeal, the Superintendent will provide a copy of the appeal to the other party. Within five (5) calendar days, the other party may submit a written response to the appeal. The Superintendent shall provide a copy of the response to the appealing party.
- C. In the Superintendent's sole discretion, the Superintendent may (a) meet and discuss the matter with the Complainant and Employee, (b) meet and discuss the matter with the Complainant, Employee and Principal, or (c) meet and discuss the matter with the Principal.
- D. Within fourteen (14) calendar days from the date the appeal was filed with the Superintendent, the Superintendent shall render a decision in writing. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to the Complainant and Employee; the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered. The Complainant, Employee and Principal shall receive copies of the decision. The Superintendent may uphold, reverse or modify the Principal's decision. The Superintendent may also refer the matter back to the Principal for further investigation. The Principal may uphold, modify or reverse his or her initial decision. After a matter has been referred back to the Principal, and the Principal rendered a second decision, that decision may also be appealed to the Superintendent.
- E. The Superintendent's decision may be appealed by the Complainant to the School Board within (10) ten calendar days of receipt of the Superintendent's written decision pursuant to Step 3. If the Superintendent does not render a written decision within the required time frame (14 calendar days unless extended) the Complainant may appeal to the School Board pursuant to Step 3.

STEP 3: Complainant's Appeal to the School Board

The following procedure shall be used to address an appeal of the Superintendent's decision made in Step 2, or if the Superintendent failed to render a decision in the required time frame:

- A. An appeal to the School Board shall be in writing using the Complaint Form. The Complainant must attach the complaint, the Principal's written decision if a decision was rendered, the appeal to the Superintendent, the response to the appeal if any, and the Superintendent's decision if one was rendered.
- B. The appeal must be filed with the President/Chairperson of the School Board or Business Manager within ten (10) calendar days of Complainant's receipt of the Superintendent's written decision, or within ten (10) days of the deadline for the Superintendent's written decision, whichever comes first.
- C. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the employee involved.
- D. Upon receipt of an appeal to the School Board, the School Board shall at its next meeting schedule a date, time and location for the appeal hearing.
- E. The following procedure shall be applicable at the appeal hearing before the School Board:
 1. The School Board shall appoint a school board member or a person who is not an employee of the school district as the hearing officer.
 2. Within thirty (30) calendar days of an appeal being filed with the School Board, the School Board shall conduct a hearing in executive session.
 3. The Complainant, Employee and Superintendent each have the right to be represented at the hearing.
 4. The School Board shall make a verbatim record of the hearing by means of an electronic device or a court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed.
 5. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified by the School Board; in the absence of a decision by the Superintendent, the School Board will make a decision on the merits of the Complaint.
 6. All parties shall be given the opportunity to make an opening statement, with the Complainant being given the first opportunity, followed by the Employee and then the Superintendent.
 7. The Complainant shall present his or her case first, and the Employee shall then present his or her case. Both parties shall have the opportunity to ask questions of the other's witnesses. The hearing officer and school board members may ask questions of any witness.

8. After the Complainant and the Employee have presented their respective cases, the Superintendent shall then present the basis of his/her decision which led to the appeal, if a decision was rendered. The Complainant and Employee shall have the opportunity to ask the Superintendent questions. The hearing officer and board members may also ask questions of the Superintendent.
9. Unless a witness is a party to the appeal, witnesses may be present only when testifying unless the Hearing Officer rules otherwise. All witnesses must take an oath or affirmation administered by the School Board President/ Chairperson, Hearing Officer or other person authorized by law to take oaths and affirmations.
10. The Hearing Officer shall admit all relevant evidence. The Hearing Officer may limit unproductive or repetitious evidence. The strict rules of evidence do not apply.
11. Both parties shall be given the opportunity to make a closing statement, with the Complainant having the first opportunity, followed by the Employee, and then the Superintendent. The Complainant shall be given the opportunity for a brief rebuttal.
12. After the evidentiary hearing, the School Board shall continue to meet in executive session for deliberations. No one other than the Hearing Officer may meet with the Board during deliberations. During deliberations, the Board may seek advice from an attorney who did not represent any of the parties in the hearing. Consultation with any other person during deliberation may occur only if a representative of the Complainant, Employee and Superintendent are present. The Board may, in its sole discretion, continue the proceedings and make a final decision on the appeal at a later date.
13. Within twenty (20) calendar days of the hearing, the School Board shall render its decision and issue its written Findings of Fact, Conclusions of Law and Decision. The time frame for rendering a decision may be extended by the Board President for good cause and upon written notification to the Complainant, Employee and Superintendent. The notification shall identify the reason for the extension and the date on or before which the decision shall be rendered.
14. The decision of the School Board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The Board will reconvene in open session. The Board may uphold, reverse, or modify the Superintendent's decision, or render a decision on the merits of the Complaint in the absence of a Superintendent's decision. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion, shall be in writing and approved by the Board. The Complainant, Employee, Principal and Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the School Board.

15. If the Complainant is dissatisfied with the School Board's decision, the Complainant may appeal the decision by filing an appeal to the circuit court pursuant to SDCL Ch. 13-46.

ASBESTOS ABATEMENT NOTICE

The Asbestos Hazard Emergency Response Act (AHERA) requires that all public school buildings be inspected or re-inspected for the presence of asbestos containing material every three years after a management plan is in effect. The same statute also requires initial and annual notification of the availability of a management plan which outlines the steps to be taken to eliminate any hazards.

The Colome Consolidated School District has a very limited amount of asbestos containing materials in the school buildings and it is being managed in strict compliance

Colome Consolidated School
Schoolwide Compact
Student – Parent – Teacher – Administrator
School and Home Working Together

As a Student:

- I will always do my very best, whether it be school work or other activities.
- I will always be on my very best behavior.
- I will always be prepared for school.
- I will always treat all people with dignity and respect.

As a Parent:

- I will help my child/children do their very best to reach their full potential.
- I will encourage my child/children to be a good citizen.
- I will set a good example for my child/children.
- I will make sure that my child/children are prepared for school.
- I will always treat people with dignity and respect.

As a Teacher:

- I will believe that every child can learn.
- I will encourage the children with positive motivation.
- I will keep an open line of communication with parents and students.
- I will ensure that each child has the opportunity and encouragement to reach their full potential.

As an Administrator:

- Students will be encouraged with a positive attitude and motivation.
- Parents and students will be notified of any findings that need attention.
- A good example will be set for the students and parents.
- The rules of the school will be enforced.
- People will always be treated with dignity and respect.

Parent/Guardian/Student/Teacher/Administrator

Date

