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PHILOSOPHY

It is the responsibility of the Sanborn Central School District 55-5 to provide opportunities for academic, physical and social growth to enable the student to become a productive citizen in society. This can best be attained through the joint effort of students, parents, staff, and the community; as students are motivated to achieve their individual potentials and are encouraged to own the desire for life-long learning through positive attitudes and dedication to the educational process. The school shall maintain an environment conducive to learning by providing a knowledgeable, dedicated staff, an up-to-date curriculum, and recognition of individual and extracurricular activities.

GOALS OF THE SANBORN CENTRAL SCHOOL DISTRICT 55-5

1. The student will be encouraged to develop all around skills which will enable them to be productive members of any community through participation in district sponsored programs.
2. The student shall have opportunity to receive a full and appropriate education with recognition for work done and provision for individual differences in order that each student may develop to their full potential.
3. When the regular education program does not meet the needs of a student, the District will request the parent's permission to initiate a multifaceted evaluation conducted by qualified personnel
4. The curriculum shall develop the basic skills and knowledge in the following areas: reading, spelling, phonics, English, mathematics, writing, music, science, social science, art, physical education, health, and technology.
5. The student shall be guided in the development of positive self-concepts, learn to respect the abilities, rights, feelings of others, and develop appropriate social skills.
6. Classes will be provided in vocational agriculture, computer science, English, foreign language, social science, science, mathematics, and business with career awareness to insure vocational and academic skills for the student.
7. The curriculum shall also include the development of problem-solving skills, literal, interpretive and critical levels of thinking and independent study skills.
8. The student shall develop an awareness of their role in family, school, and community with opportunities to show and practice these roles in school settings.
9. The student shall be given opportunities to participate in programs to develop positive health habits and attitudes in order to maintain good physical and mental health. Programs will include self-awareness, drug/alcohol/tobacco prevention, and sex education appropriate to the level of the student.
10. The school will provide testing and counseling opportunities that will enable each student to identify career areas that best fit their interests and abilities.
11. The student shall be encouraged to develop positive attitudes and behaviors that contribute to a productive learning environment in the classroom and during school functions, which carry over to living in society.
12. The administration and school board of the Sanborn Central School District 55-5 shall review this philosophy and these goals annually as regular components of their meetings.

ORGANIZATIONAL STRUCTURE

When concerns and problems arise with the internal operation of the school program, whenever possible the concerns should be discussed with the immediate supervisor if possible and if an equitable solution cannot be reached, that concern should be taken to the next highest level in the administration, the Superintendent of schools. If the issue is not resolved at the Superintendent's level, the concern may be carried to the next higher level, the Board of Education. The decision of the Board of Education shall be final unless the person has the right under law to challenge the decision of the Board.

<u>POLICY COMMAND</u>	<u>POLICY CONCERN</u>
Board	Board
Superintendent	Superintendent
Principal	Principal
Staff	Staff

It is inappropriate to present school problems directly to the school board without first consulting the administration. Professional difficulties must be discussed with the principal or the superintendent in a way suggest by the chart determined as the chain of command. If one wishes to be on the agenda for a school board meeting, one should notify the superintendent or board chairperson and state the purpose for meeting with the school board.

If the superintendent is absent from the building, the principal will be in charge. If both the superintendent and the principal are absent, one of the staff members will be designated to be in charge of the building and the school program. (Exhibit B1-A)

The Board of Education is granted its authority by state law. According to state law, the Board of Education of the Sanborn Central School shall consist of five (5) regular members. Election date will be set by the Board of Education.

Newly elected members will take office at the annual meeting, which shall be on the second Monday in July unless otherwise designated.

At the regular July meeting following election, the board shall organize itself electing a chairperson and vice chairperson. The superintendent shall act as chairperson during elections until such time as a definite permanent chairperson is elected. This organizational procedure shall follow the old business on the agenda. Following the reorganization of the board, the following actions shall be taken:

1. Name the official depository for the school district funds.
2. Name the official publication for the school district.
3. Name the time and place of regular school board meetings.
4. Appoint a truancy officer.
5. Appoint a representative to apply for federal and state funds.
6. Appoint a representative to invest and borrow funds in the name of the school district.
7. Appoint an approval officer for school food services applications and name a hearing official.
8. Approve a line of authority.
9. Appoint a coordinator for sexual discrimination.
10. Set salaries for board members.

The following may be the order of business at each regular school board meeting:

- I. Roll Call
- II. Pledge of Allegiance
- III. Approve Agenda
- IV. Minutes
- V. Approve financial statement and bills
- VI. Board request and report
- VII. Citizen – Public Input
- VIII. Action items
- IX. Discussion items
- X. Executive session
- XI. Information items

The preliminary budget for the following school year will be presented by the superintendent at the May Board meeting for board consideration. The board will schedule a budget hearing date in July. The proposed budget shall be published in the official newspaper not later than July fifteenth (15) and a budget hearing shall be held before August first (1st). Final approval of the budget shall be before October first (1st). The Board follows "Robert's Rules of Order (Revised)

1. Special meetings may be called by any member of the Board.
2. Members of the board of education shall be paid in accordance with state law. Their salary is to be determined at the annual meeting held in July.
3. A majority of the Board of Education, or three (3) members, shall constitute a quorum.
4. It is generally agreed that any statement of board policies should be based upon a recognition of three distinct principles of school control and management:
 - A. The board should formulate policies for the general management of the school
 - B. The board delegates to the Superintendent duties and responsibilities for carrying out the Board's policies.
 - C. The superintendent is responsible for furnishing complete information necessary to the Board's final evaluation of the school program.
5. With respect to committees, special committees should be appointed as needed and dismissed when their tasks have been completed.
6. The board of education shall transact all business at a legal meeting of the board.
7. No member of the board of education shall have power to act in the name of the board outside of board meetings.

New policies may be adopted, or existing policies may be deleted or amended at any regular meeting of the Board by a majority vote of the Board members. Any adoption, deletion, or amendment shall be voted upon only after the circumstances exist which require immediate action thereon.

An agenda for each board meeting will be prepared by the superintendent and shall be distributed to each board member no later than two days prior to the regular meeting.

Publishing of board minutes shall be made in a legal newspaper according to law.

Compensation for members of the school board will be set for regular and special meetings and when serving on negotiation committees. When on school business the board member will be compensated plus per diem at state rates.

Duties of the chairperson:

1. Call the meetings to order.
2. Represent the district in all legal action, or designee.
3. Appoint special committees and members when needed.
4. Counter-sign all orders upon the official depository for claims allowed by the board.

5. Be the presiding officer at all regular and special meetings.
6. Sign all contracts and/or agreements approved by the board.
7. He/she with the vice-chairperson shall assist when called upon by the superintendent to make administrative decisions.
8. Confer with the superintendent, as may be necessary and desirable regarding school and related matters.
9. Call special meetings of the board providing legal notice is given to all members.

Duties of the vice-chairperson:

1. Preside in the absence of the chairperson.
2. Carry on any activities so designated by the chairperson.
3. Assume roll of chairperson for the remainder of the term, should chairperson be unable to perform his/her duties.

BOARD OF EDUCATION MEMBERS

1. Are responsible to the people of the school district for formulating policies for the general management of the school. It shall do such other functions and duties as required by law. It may delegate authority to the Superintendent as deemed necessary by the board.
2. May accept, modify, or reject the recommendations of the superintendent and may call for new recommendations.
3. Has sole authority within the District to hire and dismiss all employees.
4. Shall appoint a coordinator/contact person for discrimination/harassment and adopt such grievance procedures to comply with federal and state laws.
5. Shall plan in advance capital outlay and maintenance expenditures including building alterations and additions, new equipment, improvement of grounds, repair and replacement of buildings and equipment based on a five-year plan.
6. Shall study, anticipate and recognize the educational need of the community and incorporate them into the school program.
7. Shall interpret the educational program and school policies to citizens in the community.
8. Shall be informed of all phases of the activities of the school, educational, financial, academic, and custodial in the district by the superintendent and his/her staff.
9. May make salary schedules, staff working agreements, and agreements involving school business after consideration of the recommendations of the superintendent.
10. Shall approve materials of instruction, school philosophy, and changes in the curriculum.
11. Shall adopt a final budget and designate depositories for school funds.
12. Shall approve a school calendar for each school year and approve the payment of all bills and other disbursements.
13. Shall select a Superintendent of Schools and advise him/her in the fulfillment of his/her duties and responsibilities.
14. Shall evaluate the educational program on an annual basis and evaluate the Superintendent in accordance with State Law.
15. Shall provide financial management of the schools.
16. Shall determine the polling places and hours the polls will be open at least thirty (30) days before the date of the annual school election.
17. Shall choose three election officials; canvass the election returns at a meeting of the board called for that purpose.
18. Shall not be interested, either by himself/herself or through an agent, in any contract entered into by the District, either for labor or services, or the purchase of commodities, materials, supplies, or equipment of any kind, the expense, price or consideration of which is paid from public funds or in the purchase of any real or personal property, except as may be allowable pursuant to SDCL 6-1-2 and SDCL 6-13. *Any contract entered into in violation of this policy is deemed null and void from the beginning, pursuant to SDCL 6-1-1.*

Each board member should set for themselves a code of ethics, which should include:

1. Advance and defend his/her own opinion on an issue up for action but the final decision of the board is the official and legal action of that body.
2. Representatives of the district as a whole and should so conduct ourselves.
3. Announcements should wait official action and properly come from the chairperson of the board.
4. School board discussions should be undertaken to throw light upon all aspects of any problem. All discussions should be in strictest confidence.
5. We shall insist that all business transactions of the school district be on an ethical, open, and above board basis.
6. We shall make all decisions with the needs and attitudes of the community in mind.
7. As we are responsible for the entire operation of the school district, we will make every attempt to acquire the services of administration, certified staff, and support staff in meeting the District and Board's goal for providing students with the best education available.
8. We recognize that authority rests with the board in legal sessions and not with individual members.
9. We will be motivated only by a desire to serve the children of the community.
10. We are a trustee of public education and will do the best to conserve it for the progress of our democratic nation.

MEETINGS: OPEN TO THE PUBLIC

Unless otherwise provided by law, all meetings shall be open to the public. Meetings, including executive closed meetings may be conducted by tele-conference. Members shall be deemed present if they answer present of the roll taken by tele-conference. Any vote at a meeting held by tele-conference shall be taken by roll call. Public notice, with proposed agenda, shall be posted at least 24 hours prior to any regular meeting by posting a copy of the notice in the office of the business manager. Notice for special or rescheduled meetings shall be made by delivering, in person, by mail, e-mail, or telephone, the information in the notice to members of the local news media who have requested notice.

Any official action concerning such matters shall be made at an open official meeting. An executive or closed meeting shall be held only upon a majority vote of the members of such body present and voting, and discussion during the closed meeting is restricted to the purpose specified in the closure motion. Nothing in SDCL 1-25-1 or this section may be construed to prevent an executive or closed meeting if the federal or state constitution or federal or state statutes require or permit it. A violation of this section is a Class 2 misdemeanor. It is good practice for the minutes to reflect the time at which the board goes into executive session and for what purpose. It is also good practice to show the time when the board closed executive session and returned to open session. All that transpires in executive session is to be considered confidential. The Board shall determine what persons, other than Board members, shall be present during executive sessions or any portions thereof.

Nothing herein shall be construed to restrict the right of any patron to discuss issues of concern with Board members individually and at times other than board meetings. However, Board members have no legal authority to individually take formal action.

Whenever a complaint is made directly to any individual Board member, the Board member will request the individual to take his/her concern to the appropriate staff member. In only extreme situations would it be appropriate for the Board to address a complaint directed against a school employee, as it is the Board's philosophy that resolution to concerns, complaints, and grievances in most cases is possible through discussion and mutual problem solving done by the parties directly involved. Except in most urgent circumstances the District employees should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement

by the Board. In most cases, the proper channeling of complaints involving instruction, discipline, or learning materials will be having the matter presented initially to the staff member involved, and if no resolution is forthcoming then to the Principal, then the Superintendent, and ultimately the Board.

The Board expects District employees to receive complaints courteously and to make proper reply and to attempt to resolve the problem. No person will be subject to retaliation should a complaint be made.

Should it be necessary for the Board to address a complaint involving a school employee, the matter will be addressed in executive session. The complaining party and the employee will both be asked to be present. Should the situation warrant, a formal hearing may be scheduled.

PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes citizens of the District to attend Board meetings so that citizens may become better acquainted with the operation and programs of the school. In order to provide citizens with an opportunity to address the Board while at the same time providing for a method whereby meetings may be conducted efficiently the following procedure shall be used: Any individual who desires to speak about an item on the agenda is asked to indicate his or her desire to speak on an agenda item by signing his/her name on a sign-up sheet prior to the beginning of the meeting and indicate the agenda item on which he/she wishes to discuss with the Board. For non-agenda items, the Board may then amend the agenda to have the matter addressed or may schedule the topic to be heard at the next regular Board meeting.

DISCRIMINATION AND GRIEVANCE PROCEDURE

POLICY: The Sanborn Central 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 IX, Chapter I, Rehabilitation Act Section 504, Americans with Disabilities Act).

In compliance with applicable federal laws and regulations, the Sanborn Central School District 55-5 has appointed the Superintendent of Schools to coordinate District programs and compliance with federal mandates prohibiting discrimination. The Superintendent can be reached at the school in Forestburg, SD 57314 or by calling 605-495-4183.

GRIEVANCE PROCEDURE:

Definitions:

- A. A grievance is a complaint by a student, parent, or other patron of the District, employee, employee representatives, or other concerned groups or advisory organizations based upon or concerning an alleged violation, misinterpretation, or inequitable application of any existing policy, rule, regulation, or program, or the school district, state, or federal statutes/regulations, regarding discrimination or concerning violations relating to federal programs.
- B. An employee is considered to apply to all persons employed by the school district.
- C. A student is considered to apply to all persons enrolled in the school district.
- D. An aggrieved person is the individual making the claim.
- E. The board means the Board of Education of the Sanborn Central School District.
- F. Days shall mean calendar days. Time frames may be extended upon written mutual agreement.

I. Informal Procedure

Any person wishing to pursue the filing of a grievance should first utilize normal channels of communication (Chain of Command) involving the teacher, administrator, or Board in an attempt to seek clarification of areas of concern and resolve the problem. It is of utmost importance that students and employees first discuss areas of concern with their immediate supervisor to whom they are directly responsible prior to filing a grievance.

II. Formal Procedure

A. Level One

1. A grievance must be filed in writing within 90 days after the grievant knew, or should have known, of the act or condition on which the grievance is based and the specific remedy requested. The grievance shall be complete and specific as it related to the facts from which the grievance arises.
2. The grievant shall file the formal grievance in writing with the designated federal programs coordinator.
3. Such coordinator or his/her designee shall respond in writing to said grievance within 15 days. If the grievant is not satisfied with this disposition of the complaint at this level, grievant may proceed to Level II.

B. Level Two

1. If the aggrieved is not satisfied with the disposition at Level One, he or she may appeal that decision by filing in writing with the business manager an appeal within 10 days of the receipt of the decision at Level One.
2. The notice of appeal shall include a copy of the Level One decision and with specific statement(s) or reason(s) why the Level One decision is being appealed (i.e., how or why the Level One decision is wrong).
3. At its next regular meeting, the Board or its designated agent shall consider the grievance and may (A) schedule a time for a hearing before the Board, or (B) may designate an individual or committee (1) to investigate the grievance and to report to the Board, (2) to hold a hearing on the grievance and recommend to the Board for the Board's approval the appropriate disposition of the grievance.
4. At any hearing before the Board or the Board's designee, the complainant shall have the opportunity to present evidence, including an opportunity to question parties involved. The standards of Due Process shall be adhered to and the Rules of Evidence shall be applicable to the degree necessary and appropriate for an orderly hearing and production of facts and evidence necessary for the Board to make an informed decision.
5. The Board shall make a final decision thereon at the following regular or special board meeting, and the decision shall be in writing with a copy of the same provided for the complainant.
6. If the aggrieved is not satisfied with the disposition of the grievance by the Board, he/she may appeal the decision of the Board as provided by law.

POLICY PROHIBITING HARASSMENT

POLICY STATEMENT: It is the policy of the District to prohibit harassment of its employees, students, and guests of the District by a person and in any form. All employees, students, and guests should be able to enjoy a work and learning environment free from all forms of harassment.

POLICY: It is expressly against District policy for any individual (employee, student, guest) to harass any other person on school property or at a school activity while not on District property, when

1. Submission to such conduct is made an express or implied condition of employment;

2. Submission to or rejections of such conduct is used as a basis for employment decisions or academic or extracurricular decisions affecting the individual who either submits to or rejects the conduct;
3. Such conduct has the purpose or effect of interfering with the employee's work performance, student's educational performance, or creates an intimidating, hostile, or offensive working or educational environment.

HARASSMENT: Harassment is defined as words and actions, which tend to annoy, alarm, or be physically or verbally abusive toward another person and which serve no legitimate or valid purpose. Policies such as the student conduct policy, the District's nondiscrimination policy, and the Codes of Professional Ethics for Teachers and for Administrators prohibit inappropriate conduct and are incorporated by this reference into this policy. However, sexual harassment is a specific type of harassment and sexual harassment is prohibited under another District policy.

REPORTING HARASSMENT: Any individual who believe that he or she has been or is being subjected to harassing conduct should immediately report it to a school administrator. The report initially may be made verbally or in writing, but if made initially verbally the individual making the complaint must submit a written complaint which must include the name of the person making the complaint, the person(s) alleged to have harassed the complaining party, the date(s) and nature of the harassment. In order to protect individuals against unfounded allegations, only those complaints put in writing and signed by the complaining individual will be formally investigated.

INVESTIGATION:

- (1) Should an individual come forward with a written complaint of harassment, an investigation of the alleged incident(s) behavior(s) will be initiated. The District's investigation will include, but is not limited to, such things as what happened, when and over what period of time the conduct occurred, whether the conduct affects the employment or learning environment (and if so, in what manner), and possible verification from other employees, students, or other individuals.
- (2) The person alleged to have harassed another person will be notified in that a complaint has been filed pursuant to this policy and that the complaint is being investigated. If deemed appropriate, an employee or a student alleged to have harassed another person may be suspended from employment or school pending the outcome of the investigation.
- (3) The person alleged to have harassed another person in violation of this policy shall be afforded an opportunity to respond prior to any discipline action being taken if discipline appears warranted.
- (4) At the conclusion of the investigation, the administration may up to the extent of administrative authority impose disciplinary action or refer the matter to the Board of Education. Should the administration impose discipline on an employee or student and not refer the matter to the Board, the employee or student disciplined may file an appeal (grievance) directly with the Board of Education pursuant to the applicable grievance policy.
- (5) If there is reasonable suspicion to believe that a guest at school or at a school activity or non-school property harassed another person in violation of this policy, the administration may prohibit that person from being on school property or at school activities.

BOARD HEARING:

- (1) Should the matter be referred by the Administration to the Board, a formal hearing shall be held before the Board in executive session.
- (2) At the hearing, the Administration shall present evidence relative to the allegation of harassment and the employee or student accused of

violating this policy will have an opportunity to present evidence in his/her defense.

- (3) The standards of Due Process shall be adhered to at the Board hearing, including the right of the person accused of violating this policy to have representation and to cross-examine the complaining party.

BOARD DISCIPLINARY ACTION: If following the Board hearing the Board determines there has been a violation of this policy prohibiting harassment, Board action may include but is not limited to the following:

- (1) if the person found violating this policy is an employee, suspend the employee with or without pay, terminate the employment contract, issue a written reprimand (a copy of which would be placed in the employee's file), pursuant to law determine not renew the employee contract for the subsequent school year, file a Professional Practices Complaint, or more than one of the above, provided the same is not prohibited by District policy, the employment contract between the employee and the District, and state law.
- (2) If the person found violating this policy is a student, the Board may suspend or expel the student from any or all school programs, including but not limited to classes, extracurricular activities, or attendance at school activities. The Board may also refer the violation to the Department of Social Services or other authorities (i.e., State's Attorney, Court Services/Probation Officer, etc.)

POLICY PROHIBITING SEXUAL HARASSMENT

POLICY STATEMENT: It is the policy of the District to prohibit sexual harassment of its employees, students, and guests of the District by a person and in any form. All employees, students, and guests should be able to enjoy a work and learning environment free from all forms of discrimination, including sexual harassment.

POLICY: It is expressly against District policy for any individual (employee, student, or guest) to make unwelcome sexual advances or requests for sexual favors, or to engage in any other physical or verbal conduct of a sexual nature toward any other person on school property or at a school activity while not on District property, when

1. Submission to such conduct is made an express or implied condition of employment;
2. Submission to or rejections of such conduct is used as a basis for employment decisions or academic or extracurricular decisions affecting the individual who either submits to or rejects the conduct;
3. Such conduct has the purpose or effect of interfering with the employee's work performance, student's educational performance, or creates an intimidating, hostile, or offensive working or educational environment.

SEXUAL HARASSMENT: Harassment is defined as words or actions, which tend to annoy, alarm, or be physically or verbally abusive toward another person and which serve no legitimate or valid purpose. Not all harassment falls within the definition of sexual harassment (i.e., harassment that is of a sexual nature). Other policies (such as the student conduct policy, the District's nondiscrimination policy, and the Code of Professional Ethics for Teachers and for Administrators) also prohibit inappropriate conduct and provide a means for addressing inappropriate conduct should it occur. Sexual harassment is a specific type of harassment and the type of harassment prohibited under this policy. Examples of sexual harassment include, but is not limited to:

1. Unwelcome sexual flirtations, advances, or propositions;

2. Verbal abuse of a sexual nature;
3. Graphic verbal comments about an individual's body;
4. Sexually degrading words used to describe an individual;
5. Displaying pornographic material;
6. Inappropriate physical contact or language of a sexually suggestive nature.

REPORTING SEXUAL HARASSMENT: Any individual who believe that he or she has been or is being subjected to sexually harassing conduct should immediately report it to a school administrator. The report initially may be made verbally or in writing, but if made initially verbally the individual making the complaint must submit a written complaint which must include the name of the person making the complaint, the person(s) alleged to have sexually harassed the complaining party, the date(s) and nature of the sexual harassment. In order to protect individuals against unfounded allegations, only those complaints put in writing and signed by the complaining individual will be formally investigated.

INVESTIGATION:

- (1) Should an individual come forward with a written complaint of sexual harassment, an investigation of the alleged incident(s)/behavior(s) will be initiated. If the allegation involves a student and a District employee, the Department of Social Services will be notified. The District's investigation will include, but is not limited to, such things as what happened, when and over what period of time the conduct occurred, whether the conduct affects the employment or learning environment (and if so, in what manner), and possible verification from other employees, students, or other individuals.
- (2) The person alleged to have sexually harassed another person will be notified in writing that a complaint has been filed pursuant to this policy and that the complaint is being investigated. If deemed appropriate, an employee or a student alleged to have sexually harassed another person may be suspended from employment or school pending the outcome of the investigation.
- (3) Upon reasonable suspicion by the person responsible for the investigation that the allegation may be true, the employee or students accused of sexually harassing conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the complaining individual(s).
- (4) The person alleged to have sexually harassed another person in violation of this policy shall be afforded an opportunity to respond in writing.
- (5) At the conclusion of the investigation, the administration may up to the extent of administrative authority impose disciplinary action or refer the matter to the Board of Education. Should the administration impose discipline on an employee or student and not refer the matter to the Board, the employee or student disciplined may file an appeal (grievance) directly with the Board of Education pursuant to the applicable grievance policy.
- (6) If there is reasonable suspicion to believe that a guest at school or at a school activity on non-school property sexually harassed another person in violation of this policy, the administration may prohibit that person from being on school property or at school activities.

BOARD HEARING:

- (1) Should the matter be referred by the Administration of the Board, a formal hearing shall be held before the Board in executive session.
- (2) At the hearing, the Administration shall present evidence relative to the allegation of sexual harassment and the employee or student accused of violating this policy will have an opportunity to present evidence in his/her defense.
- (3) The standards of Due Process shall be adhered to at the Board hearing, including the right of the person accused of violating this policy to have representation and to cross-examine the complaining party.

BOARD DISCIPLINARY ACTION: If following the Board hearing the Board determines there has been a violation of this policy prohibiting sexual harassment, Board action may include but is not limited to the following:

- (1) if the person found violating this policy is an employee, suspend the employee with or without pay, terminate the employment contract, issue a written reprimand (a copy of which would be placed in the employee's file), pursuant to law determine not renew the employee contract for the subsequent school year, file a Professional Practices Complaint, or more than one of the above, provided the same is not prohibited by District policy, the employment contract between the employee and District, and state law.
- (2) If the person found violating this policy is a student, the Board may suspend or expel the student from any or all school programs, including but not limited to classes, extracurricular activities, or attendance at school activities. The Board may also refer the violation to the Department of Social Services or other authorities (i.e., State's Attorney, Court Services/Probation Officer, etc.).

EMPLOYMENT DISCRIMINATION NON-DISCRIMINATION ON THE BASIS OF SEX

The Board of Education, pursuant to Title IX of the Education Amendments of 1972 declares that the school system does not and will not discriminate on the basis of sex, race, and age in the educational programs and activities of the District. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities. The Sanborn Central School Board of Education appoints the Superintendent of Schools as coordinator for the Title IX Program. Superintendent can be reached at the Sanborn Central building, Forestburg, SD, 57314, or by calling 605-495-4183.

NON-DISCRIMINATION ON THE BASIS OF DISABILITIES

Section 504 of the Rehabilitation Act of 1973 and its accompanying regulations apply to all school districts receiving federal funds. Under this body of law a school district:

- a. May not discriminate against persons with disabilities in any aspect of school district employment solely on the basis of disability.
- b. Must make facilities, programs, and activities accessible, usable and open to persons with disabilities.
- c. Must provide free appropriate education at the elementary and secondary levels, including non-academic and extracurricular services and activities, to persons with disabilities.
- d. May not exclude any persons with disabilities solely on the basis of disability from participation in any preschool education or daycare program or activity or any adult education or vocational program or activity.
- e. Must provide each person with disability with the same health, welfare, and other social services as are provided other persons.

The Board of Education declares that the school system does not and will not discriminate on the basis of disabled persons in the educational programs and activities of the District.

TITLE IX GRIEVANCE PROCEDURE

Title IX is the portion of the Education Amendments of 1972, which prohibits sexual discrimination in federally assisted education programs. Specifically, Title IX states:

“No person in the United States shall, on the basis of sex, race, and age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

The governing regulations cover all aspects of sex discrimination in schools with regard to admissions, treatment of students, and employment.

In an effort to comply with Title IX, the Sanborn Central School District 55-5 has appointed the Superintendent of Schools to coordinate its Title IX effort. The Superintendent can be reached at the Sanborn Central building, Forestburg, SD, 57314 or by calling 605-495-4183.

In further conformity with Title IX, the following grievance procedure will be used in reference to questions or complaints raised by students and patrons of the District:

1. Definition: A grievance shall mean a complaint, which has been filed by a student or by a student's parents on his/her behalf, dealing specifically with Title IX. This grievance procedure is not applicable to situations for which other appeal and adjudication procedures are provided in state law or in which the board is without authority to act. Normal channels of communication from student to teacher to administrator to Board of Education shall be used whenever feasible in seeking clarification of questions of concern to the student before the grievance procedure is utilized.
2. Purpose: The primary purpose of this procedure is to secure at the earliest level possible equitable solutions to a claim of a complainant if the claim of a complainant if the claim is justifiable. The proceedings shall be kept confidential at each level of this procedure.
3. Time: The number of days indicated at each level shall be regarded as a maximum and every effort shall be made to expedite the process. However, the time limits may be extended by mutual agreement of the complainant and the administration. In the event the complaint is filed on or after may 1, the time limits stated hereinafter shall include all calendar days so that the matter may be resolved before the close of the school term or as soon as possible thereafter.
4. Level One: A student with a complaint shall first present it orally and informally to his/her teacher. If the complaint is not promptly resolved, he/she may present a formal claim in writing including all supporting statements and evidence to his/her school grievance committee. Within five (5) days after receiving the written complaint, the grievance committee shall state its decision in writing with all supporting reasons and evidence.
5. Level Two: Within five (5) school days after receiving the decision at Level One, the complainant may appeal the decision to the principal of the school. This appeal shall be in writing and shall be accompanied by the original complaint and copies of all previous supporting statements, evidence, and decisions. The principal shall evaluate the evidence and render his/her decision within ten (10) school days after receiving the appeal.
6. Level Three: If the complainant deems it desirable to carry the complaint beyond the decision reached in Level Two, he/she may within ten (10) school days file his/her complaint with the superintendent. The superintendent shall evaluate the evidence and render his/her decision within ten (10) school days after receiving the appeal.
7. Level Four: If the complainant deems it desirable to carry the complaint beyond the decision reached in Level Three, he/she may within ten (10) school days file his/her complaint with the Board of Education. Upon receiving the complaint, the matter shall be placed upon the agenda of the Board of Education. Upon receiving the complaint, the matter shall be placed upon the agenda of the Board of Education for consideration at the next regular meeting of the Board. Final determination shall be made within thirty calendar days from said meeting.

8. **Withdrawal:** A complaint may be withdrawn by the complainant at any level without prejudice or record.
9. **Hearings and Decisions:** At each of the above four levels, the complainant shall be given the opportunity to be present and to be heard. All decisions at each level, with the exception of Level One, shall be in writing and shall include supporting reasons. Copies of all decisions and recommendations shall be furnished promptly to all parties of interest.
10. **Reprisals:** No reprisal of any kind shall be taken by or against any party of legitimate interest or any legitimate participant in the grievance procedure by reason of such participation.
11. **Preservation of Records:** All proceedings external to the decision of the Board of Education shall be destroyed. However, any complainant who wishes the proceedings, relative to his/her own complaint, to be placed in his/her school records may achieve such action by filing a written request.

NON-DISCRIMINATION

The Board of Education is committed to the policy of non-discrimination in relation to race, sex, religion, national background, disability, and other human differences. Respect for the dignity and worth of each individual will be paramount in the establishment of all policies by the Board of Education. The Board's policy on non-discrimination will extend to the students, staff, and the general public. The Superintendent can be reached at Sanborn Central School District, 40405 SD Hwy 34, Forestburg, SD, 57314 or by calling 605-495-4183. He/she is designated to coordinate Title IX and Section 504, Affirmative Action, and the Americans With Disabilities Act compliance activities, and shall reference the Regional Director, Department of Education, Office for Civil Rights, 1244 Spear Blvd. Suite 310, Denver, CO 80202-3582.

CITIZEN'S ADVISORY COMMITTEES

The Board of Education recognizes that one of the best methods to maintain good communications with the community and to establish sound public relations is through temporary citizens' advisory committees.

These committees will be appointed when needed for a specific time and purpose and will be under the supervisory control of the Superintendent. The Superintendent will report to the Board on its membership, function, progress, and final report.

