

GENERAL HANDBOOK

Preparing students to step forward with confidence and a vision of lifetime success



SD School for the Blind
and Visually Impaired

Partners in educational success



South Dakota School for the Deaf

Dear State of South Dakota Employees,

Public service is essential to maintaining our democratic society, providing services to our citizens, and helping the state and country prosper. Thank you for your dedication to the State of South Dakota and its citizens.

Beyond day-to-day duties, each State employee, regardless of title or pay grade, is responsible to help maintain the public trust. Any misappropriation of resources, conflict of interest or other illegal activity, undermines the confidence citizens have in our State government. It overshadows the otherwise good work being done for society.

In addition to reading and abiding by the personal responsibility policies outlined here, you are asked to report acts that you believe violate these policies. If you see something, please say something. To create a comfortable atmosphere for recounting such concerns, an internal control officer has been appointed in each department. If you do not feel comfortable discussing your concerns with the internal control officer in your department, you may reach out to an internal control officer from another department or contact your human resources manager.

Thank you in advance for representing yourself and your fellow State employees with integrity.

Sincerely,

Governor Dennis Daugaard

Dear Board of Regents Employees,

Integrity. Ethics. Transparency. Protecting the public trust. You and I not only have the responsibility to maintain the very highest standards in these areas, but also to pass these values along to our students. Our society has long depended on higher education to enhance the ability of our democracy to function effectively and fairly for all of the people that call our nation and state home. We must assist students in their search for knowledge, in understanding themselves and their cultural and physical environments, and in developing the wisdom and skills necessary to function as responsible citizens in society.

As a Regental system employee, you play an integral role in carrying out that mission. Each and every employee has a responsibility to demonstrate to each other, our students, and the citizens of the State of South Dakota, a commitment to making stewardship and ethical behavior a part of our everyday activity. Thank you for representing the Board of Regents and your institution with honesty and integrity, and leading by example for the future leaders of South Dakota.

Sincerely,

A handwritten signature in cursive script that reads "Mike Rush".

Mike Rush
Executive Director and CEO

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WORKDAY AND WORKWEEK (updated September 2016)

A forty (40) hour workweek is basic for most departments. Office working hours are from 7:30 a.m. to 4:00 p.m., Monday through Friday. Certain operations at SDSBVI and SDSD require different hours of rotating schedules for evening and weekend assignments. SDSBVI Faculty workday is 7:45 AM – 3:45 p.m. Monday through Thursday and 7:45 AM – 3:30 p.m. on Friday. (SDSBVI Faculty workday changes were made during faculty contract negotiations. This “offsets” the later school start after Labor Day.) At the discretion of department supervisors, summer hours may vary from the school year schedule.

Classroom Teachers SDSBVI - Workday will be 7 hours 45 minutes in duration with a 45 minute duty-free lunch. In most instances the day will commence at 7:45 a.m. and end at 3:45 p.m. though some faculty unit members may be assigned a workday of similar duration based upon times other than 7:45 a.m. and 3:45 p.m. Students will be released from the dormitory at 7:55 a.m. and teachers are to be in their assigned rooms. Classes will begin at 8:00 a.m. In the normal schedule, the class day will end at 3:00 p.m. Teachers must remain until 3:45 p.m. unless working under a modified schedule.

Teachers are expected to remain in the school during working hours unless permission to leave campus is approved by the administration. Such approval does not relieve the teacher of the responsibility of signing out on the board provided. Teachers may leave the building during noon lunch break, but must be back at their assigned stations at the end of the lunch period.

Outreach Consultants and Low Vision Specialist – These faculty members will have a flexible schedule to accommodate the needs of school districts, students, and their families. Weekly workload hours will remain comparable to those of other faculty.

All employees are to be at work on time and leave when scheduled to leave. Being late for work or leaving early makes it inconvenient for those people already on duty. If for some reason you will be late for work or must leave early, see your supervisor first, or contact the Superintendent or Director of Human Resources. Employees who have a duty-free lunch may leave the building if time permits.

The working calendar is from 12:01 a.m. on the first day of every month through 12:00 midnight (a.m.) on the last day of every month. Hours in excess of forty (40) hours per week constitute overtime [12:01 a.m. Sunday morning to 12:00 midnight (a.m.) Saturday night] and will be authorized only in emergencies or unusual circumstance. Employees who are eligible for overtime are FLSA employees. For Civil Service Employees (CSE) refer to “Overtime and Compensatory Time” in the Civil Service Employee Handbook. For Non-Unit Faculty (NUF) and Non-Faculty Employees (NF) refer to “Overtime Compensation” in the Non-Unit and Non-Faculty Handbook. Overtime must be requested by the supervisor and approved by the Superintendent or Director of Human Resources in advance. Requests should be writing stating the reason and approximate number of hours required.

Note: Every employee is to be on duty during scheduled working hours unless permission to be absent has been approved in advance. See your supervisor first, or the Superintendent or Human Resources Director.

Safe Harbor: It is the policy of the School to abide by all federal and state wage and hour laws. The School prohibits improper pay practices and improper deductions. Employees with concerns about possible violations of wage and hour laws should contact the Director of Human Resources or the Business Manager. Every effort will be made to investigate the concern and promptly rectify any inadvertent errors.

WORK-STUDY POSITIONS

These positions were created to assist staff. At no time are these positions to have anyone fill in for them during their absence. These positions are supervised help, and can never be left alone with a student other than in a common area such as the lobby and hallways.

EMPLOYMENT PERIOD

Each employee is given a contract and/or letter of appointment that indicates the dates he/she will be employed during the fiscal or school year. The salary and/or hourly wage is also indicated in the contract and/or letter of appointment.

EMPLOYEE RECORDS

Employee records are confidential records and must be treated as such. Employee records maintained by the School must be kept in a secure location, except when they are being reviewed or supplemented by an authorized employee. Employee records never leave the Human Resource Office, except as permitted by the Director of Human Resources.

PAYDAY

Payday is the last working weekday of the month. Paystubs are available for viewing and printing in SNAP one day prior to payday.

HOLIDAYS

55:01:21:02. Holiday Pay. To be eligible for holiday pay, the following qualifications must be met:

1. The employee worked the last scheduled shift prior to the holiday and the first scheduled shift after the holiday unless on approved paid leave (not on leave without pay).
2. If the employee was scheduled to work on the holiday and refused to do so, no payment will be made for the holiday.
3. Employees who work less than full-time will be given prorated holiday pay, determined by calculating an average for the past five pay periods.
4. New employees who report to work on the day following a holiday will not be allowed holiday pay.
5. Employees who are on leave without pay during the week when a holiday occurs will not receive holiday pay.

Source: SL 1975, ch 16, s 1; 2 SDR 16, effective September 8, 1985; 3 SDR 58, effective February 17, 1977; 4 SDR 82, effective June 1, 1978. General Authority: SDCL 3-6-10.1 Law Implemented: SDCL 3-6A-29.

Holidays observed (SDCL 1-5-1. Holidays enumerated)

- January 1**, New Year's Day
- Second Monday in January**, Martin Luther King
- Third Monday in February**, Lincoln's & Washington's Birthday
- Last Monday in May**, Memorial Day
- July 4**, Independence Day
- First Monday in September**, Labor Day
- Second Monday in October**, Native American Day
- November 11**, Veterans' Day
- Fourth Thursday in November**, Thanksgiving Day
- December 25**, Christmas Day

If the first day of January, the fourth day of July, the eleventh day of November, or the twenty-fifth day of December falls upon Sunday, the Monday following is a legal holiday and shall be so observed; and if any such day falls upon a Saturday, the preceding Friday is a legal holiday and shall be so observed.

Note: A schedule will be arranged for Civil Service employees who may be required to work on Veterans' Day, November 11. Those Civil Service employees who work on the traditional Veterans' Day will, in lieu, receive one additional day to be scheduled by the administration at Thanksgiving.

Civil Service and Exempt employees who are scheduled to work on a holiday will be allowed to take their holiday as soon as possible after the holiday -- but not before.

Faculty: Please refer to BOR/COHE Contract, BOR Policy Manual (www.sdbor.edu).

LONGEVITY PAY

Current "non-faculty" "A" and "B" type employees are eligible for longevity who also have completed seven (7) or more years of total state service. A lump sum payment will be made during the anniversary month of total state service, which is included with the monthly payroll warrants.

If an employee who is eligible for longevity pay is on layoff status at the time of his/her anniversary date, that employee is NOT eligible to receive a longevity check. Lay-off employees who return to permanent state employment within a year will be allowed to count the layoff period as continuous service. Eligible employees who die prior to their anniversary date are still eligible to receive a longevity check. The check will be sent to the immediate family.

<u>Years of Service</u>	<u>Longevity Amount</u>
7 years - 9 years	\$100
10 years - 14 years	\$ 10 per year
15 years - 19 years	\$ 15 per year
20 years - 24 years	\$ 20 per year
25 years - 29 years	\$ 25 per year
30 years - 34 years	\$ 30 per year
35 years - 39 years	\$ 35 per year, etc.

STATE SERVICE PINS

All permanent employees are eligible for a State Service Pin based on total years of state service. Pins are handed out on the employee's anniversary month of total years of service.

10 years	color
15 years	copper
20 years	bronze
30 years	silver

NOTIFICATION OF ILLNESS

Notification of absence shall be given to the employee's immediate supervisor or the administration PRIOR to the employee's normal starting time for the day involved. Unauthorized and unreported absences shall be absence without leave and deduction of pay shall be made for the period of absence. This also may be cause for disciplinary action. An employee who has been ill for three (3) days or longer may be required to have a letter from his/her doctor indicating the employee's ability to return to work fully and/or with any restrictions (lifting restrictions, number of hours able to work, etc.) Failure to provide this information to one's supervisor immediately upon return to work will result in disciplinary actions.

LEAVE AND LEAVE REQUEST

All leave requests must be approved by the supervisor **IN ADVANCE** for a planned leave. For unplanned leave, leave request must be approved by the supervisor within eight (8) hours upon returning to work.

SICK LEAVE - Sick leave may be granted for personal illness, pregnancy, and related disabilities, exposure to contagious disease that would endanger the health of fellow employees and students, required eye and dental care, required medical examination and in-house counseling care. The minimum charge for sick leave shall be one (1) hour; additional time will be taken in fifteen (15) minute increments.

Reminder to staff: Sick leave is to be reported after doctor appointments, not before.

Sick leave is a privilege and as such should not be abused. The Superintendent and the Director of Human Resources have the authority to investigate the use of sick leave privilege. If it is found that sick leave has been used for other than the purpose stated above, the time off will be changed to leave without pay, and may be cause for disciplinary action.

When requesting sick leave, the employee must indicate the reason for using sick leave in the "note box" in leave accounting.

	ACCRUAL RATE:
Civil Service Employees	.053846154 per hour worked (no more than 9.334 hours per month) (No Maximum)
All Exempt Employees	9.334 hours per month (no more than 9.334 hours per month) (No Maximum)
Faculty	.053846154 per hour worked (no more than 9.334 hours per month) (No Maximum)

Sick leave can only be taken during days in which the employee was actually scheduled for work.

Faculty: Please refer to BOR/COHE Contract, BOR Policy Manual (www.sdbor.edu).

Employees who are retiring, voluntarily resigning, lay off, or terminate for physical disability will be paid for one-fourth (1/4) (up to 480 hours) of their unused sick leave that has accrued. Employees must have worked for the state continuously for seven (7) years. Employees who have been terminated for cause are not eligible for payment of unused sick leave.

PERSONAL LEAVE - All state employees are allowed to use forty (40) hours of their accumulated sick leave for personal leave (based on a calendar year).

The use of sick leave for personal leave may be granted due to:

1. Death in the immediate family
2. Temporary care of members of the immediate family (home care, surgery, hospital stay)
(Home care can include, in addition to care of an illness in the immediate family, care of immediate family members when a daycare or school is closed [age appropriate]. All avenues should be sought before requesting Personal Leave for home care during closings. PLEASE use appropriately.)
3. Volunteer police or rescue work
4. Call to state active duty

Personal leave may not exceed forty (40) hours per calendar year and may not be accumulated.

An employee's immediate family includes spouse, children, mother, father, mother-in-law, father-in-law, brother, sister, grandparents, grandchildren, stepchildren, stepparents, daughter-in-law and son-in-law. Spouse's grandparents are not included.

ANNUAL LEAVE

Accumulated annual leave will be granted to civil service, exempt non-faculty, non-unit faculty exempt, and SDSD 10-month faculty (SDSBVI faculty do not accrue annual leave) upon completion of six (6) months of service.

Annual leave must be approved by the supervisor IN ADVANCE.

Leave can only be taken during the period employees are assigned to work and can only be taken during days in which the employee was actually scheduled for work. Annual leave can be used during Christmas and Easter breaks or any other designated breaks when all the students go home between the first day of in-service and the last day of school.

Annual leave may be granted as such time or times as will least interfere with the efficient operation of the school. Requests may be denied by the supervisor for appropriate reasons relating to scheduling conflicts or staffing problems.

All civil service, exempt non-faculty, non-unit faculty, and SDSD 10-month faculty will accumulate vacation leave credits according to the following schedule based on continuous years of state service:

Years of Service	Rate of Accumulation Hourly	Rate of Accumulation Salary
0-15 years of service	.0576925 hour per hour worked (no more than 10.00 hours/month)	10.00 hours per month
15 years of service and over	.076923125 hour per hour worked (no more than 13.33 hours/month)	13.33 hours per month

Employees may accumulate up to 320 hours (40 working days) for 15 or more years of service and 240 hours (30 working days) for 0-15 years of service.

SDSBVI Faculty - Please refer to BOR/COHE Contract, BOR Policy Manual (www.sdbor.edu).

DONATION OF LEAVE - Recipient Requirements - An employee may receive donated vested leave if the following requirements are met:

1. He is employed in a permanent position for at least one year and is eligible for the accumulation of leave under SDCL 3-6-6 and 3-6-7;
2. He has been certified by a physician as:
 - a. terminally ill (life threatening) and unable to return to work; or
 - b. suffering from an acutely life threatening illness or injury which has prevented him from working for at least 90 consecutive days;
3. He has made a written request for and obtained the approval of the Commissioner to received donated vested leave; and
4. He has applied for any other public disability programs for which he may be eligible; and
5. He has exhausted all his leave benefits.

Donated leave benefits cease after 2080 hours of donated leave have been used, or after 1040 hours for a recipient employee as defined in subdivision (2) (b) of this section, or when other public disability benefits have been approved, or upon the death of the recipient employee. The rate of payment of donated leave is the recipient's current base pay. Sick and annual leave may not be accrued by a recipient employee on donated leave.

For every four (4) hours of sick leave donated by an employee, the recipient employee receives one (1) hour of sick leave. For every one (1) hour of annual leave donated by an employee, the recipient employee receives (1) hour of annual leave.

Donor Requirements - An employee is eligible to donate his vested leave if he is employed in a position eligible for the accumulation of leave under SDCL 3-6-6 and 3-6-7 and he has accumulated more than 80 hours of annual leave or 120 hours of sick leave. **The donating employee does not have to be employed within the same agency as the recipient employee.**

The donating employee may donate his annual leave in excess of 80 hours or his sick leave in excess of 120 hours. The minimum donation of vested annual leave is one (1) hour. The minimum donation of vested sick leave is four (4) hours. Sick leave must be donated in increments of four (4) hours. **The donating employee may donate leave to an employee who is at the same or lower pay grade as the donating employee.**

Procedure - An employee donating vested leave shall give written notice to his appointing authority of the amount and type of leave being donated and the name of the recipient of the leave and his place of employment.

The supervisor receiving the notice of intent to donate shall forward the notice to the campus Human Resources Director. The Human Resources Director shall maintain a register including the name of the donating and recipient employee, the total hours and type of leave donated and the date the donation was made.

If a recipient receives a donation of leave from more than one donor, the leave shall be distributed in the order received.

LEAVE WITHOUT PAY - Leave without pay exceeding three (3) months requires the approval of the South Dakota Board of Regents (ARSD 55:01:22:06). Please see the Director of Human Resources for appropriate form. Employees granted leave without pay exceeding three (3) months must bear the cost of their group health/life add premiums if he/she desires to remain covered by the group policy. Employees granted leave without pay for up to a total of three (3) months will continue to have the employee's share of group health/life paid by the employer.

VOLUNTEER FIREFIGHTERS -- Any person engaged in fighting fire as a member of a local volunteer fire department is deemed to be fulfilling their assigned responsibilities and shall not be required to take leave when absent from their duty station.

MILITARY SERVICE AND VETERANS RIGHTS -- Any eligible employee of South Dakota's Unified System of Higher Education who is called for training or active duty in the uniformed services of the United States is eligible for military leave, provided the employee gives notice of his or her military obligations. In carrying out the terms of this policy and in all its dealings with employees regarding military leave issues, system complies fully with all federal and state laws granting leave and employment rights to employees serving in any branch of military or other uniformed services of the United States.

Compensation Procedures

Activated employees may choose from the following five (5) options or a combination of these options:

1. Up to 15 days of unused military training leave
2. Up to 40 hours of unused personal leave
3. Accrued vacation leave
4. Active military duty status without pay
5. Separation

In the case of military training leave or personal leave, the employee must not have already exhausted his or her annual allotment. All restrictions regarding these types of leave still apply. (Please refer to BOR Policy Manual section #4 (www.sdbor.edu) for additional information on Military Service and Veterans Rights.)

COURT AND JURY LEAVE - If a state employee is subpoenaed to testify in court, the employee shall receive both the employee's regular salary from the state without loss of leave credits and witness fees. If the employee is subpoenaed by either party to testify in any civil or criminal proceeding because of his official capacity, he shall receive his regular salary without loss of leave credits and may not receive witness fees. If an employee is a party to or witness who has not been subpoenaed for private litigation, the employee must use vacation leave or leave without pay. If a state employee is summoned to serve on a jury, the employee shall receive his regular salary without loss of leave credits and the per diem and mileage provided for by SDCL 16-13-46. A state employee summoned either as a witness or a juror shall notify his employer at once.

ADMINISTRATIVE LEAVE FOR PARTIAL DAYS (July 2016) - The guidelines for administrative leave ruling for partial days is as follows.

Hourly Employees

- Work at your assigned location; receive four hours of administrative leave.
- With prior approval from the employee's supervisor, work remotely; receive four hours of administrative leave.
- With prior approval from the employee's supervisor, take four hours annual/sick leave; receive four hours administrative leave.

Salaries Employees Employees planning to take the full day off must request 8 hours of annual leave; otherwise:

- Work at your assigned location; receive four hours of administrative leave.
- With prior approval from the employee's supervisor, work remotely; receive four hours of administrative leave.

LEAVE PAYMENTS

TERMINAL VACATION - (For employees who have completed 1,040 hours of employment.) SDCL 3-6-6.2. Terminal vacation on retirement or resignation, lump sum payment option, payment upon death states: "Any employee who retires or voluntarily resigns shall have the option of terminating his employment at the end of his accrued vacation period or of receiving a lump sum payment for the unused vacation time which has accrued as of his final working day; provided, however, that in the case of death of the employee, payment for such accumulated leave of absence for vacation time shall be paid as provided under the provisions of 3-8-8 to 3-8-11, inclusive."

ACCRUED VACATION HOURS - Lump sum payment is authorized only when a status employee is terminating employment. Under no other conditions may an employee be paid for more hours than would be normally worked in a pay period.

SICK LEAVE - Every state employee, who has been continuously employed in a permanent position by the state of South Dakota or any department or agency thereof for at least seven (7) years prior to the date of his retirement, voluntary resignation, layoff, or termination for inability to perform job functions due to physical disability or death shall receive payment for one-fourth (1/4) of the unused leave of absence for sickness which has accrued as of his final day on payroll. Such payment may not exceed the sum of four hundred eighty (480) hours. Payment shall be made in a lump sum with the employee's last payroll warrant. Employees who have been terminated for cause are not eligible for payment of unused sick leave. Faculty who complete seven (7) contracts become eligible for the payment as long as they meet the other requirements of the status.

FAMILY (MEDICAL) LEAVE - Please refer to BOR Policy Manual section #4 (www.sdbor.edu). The FMLA policy is covered by federal and state regulations according to the law (SDCL 3-6-6.3-6-7, and 3-6-8). Please see the Human Resources Director for more information and to start the process.

SCHOOL-WORK ADJUSTMENT POLICY (SWAP)

ELIGIBLE EMPLOYEES - All permanent full-time and part-time employees with at least six months of service may take advantage of the SWAP program. Participation is not limited to parents or grandparents of students. Employees may volunteer to assist with activities even if they do not have children in school.

ELIGIBLE SCHOOL SUPPORT ACTIVITIES - Employees may assist with any school-sponsored academic or extracurricular activity for grades K through 12 in any public or private school. Some examples of volunteer work include reading groups, tutoring, and field trips. Coaching or chaperoning extracurricular activities may also be included in this program. Work adjustment will not be granted as part of this program to employees to merely attend an activity as opposed to actively assisting students with an activity. Teaching religion classes is not an activity covered by this policy. Activities may be ongoing and regularly scheduled or one-time exercises.

SWAP activities are intended only for volunteer efforts. If an employee is receiving a salary or fee from the school district or other organization for the particular activity, the employee is not entitled to use the work adjustment option. Employees must take annual leave or leave without pay if remuneration is received for the duties performed for the school.

APPROVAL OF EMPLOYEES' WORK SCHEDULES - The employee must request, in writing, the work schedule adjustment from the immediate supervisor. The hours that may be adjusted without the use of annual leave or leave without pay will be limited to three hours every two weeks. If the school activity is ongoing and regularly scheduled throughout the semester or the request is for more than three hours per every two weeks, the approval of the Superintendent must be obtained. Employees must have written approval of the adjusted schedule before departing work. Approval of the adjusted work schedule must be based upon the workload and not the supervisor's evaluation of the value of the school activity. Every attempt should be made to accommodate the employee's request.

HOURS WORKED - The time spent in support of school activities is not to be considered hours worked unless the employee's job requires support of a school activity. The employee must arrange the work schedule so that the same number of hours donated to school activities during regularly scheduled work periods are worked during the same work period. For example, if an employee donates two hours to a school activity during the week, two hours must be worked at some other time during that same week. Adjustments to the work schedule must be accomplished within the work period, which is the 40 hour workweek for most employees.

If an employee is directed by the supervisor to support a school activity because of the employee's expertise in an area, those hours are considered hours worked and not hours to be adjusted. For example, if a biologist is asked by the supervisor to speak to a high school biology class, the hours are working time. The supervisor, in this instance, will not require the employee to work additional hours to make up for the time in support of a school activity.

SCHOOL CLOSING (ADMINISTRATIVE LEAVE)

If an office or institution closes under any circumstances, e.g., inclement weather, power outages, broken pipes, inoperable furnace/air conditioner, civil disturbances, etc., employees will not be required to take any type of leave. The absence will be treated as a temporary reassignment of duty location to the employee's home and the employee will be paid for the normal hours worked. Hours accumulated during this time will not be used in computing overtime. If an office is closed, but essential employees are required to report to work these employees will, at the discretion of the appointing authority, either receive administrative leave hours off at straight time at a later date or cash payment at their regular hourly rate for the hours they are required to work during the emergency. In circumstances of inclement weather where the office is not closed, staff who cannot reach work will be required to take annual leave, leave without pay, compensatory time or flex time. Check with the Human Resources Director for the appropriate leave you will be required to take.

Employees on paid or unpaid leave when an office is closed due to inclement weather are not entitled to adjust their leave by the number of hours the office was closed. The Commissioner shall be informed of all office closings.

SDSBVI will not close school if students are on campus. If school is closed at SDSBVI, the school will be obligated to make up the day elsewhere, which could mean extending the school year. It is in our best interest to conduct a full day of school activity

No state vehicles will be issued out when hazardous road conditions exist and a travel advisory has been issued by either the South Dakota Department of Transportation or the South Dakota Highway Patrol. Staff members who cannot reach work will be required to take leave as detailed above. If travel conditions are so poor that you are not comfortable traveling...don't. Call in and notify your supervisor.

Some personnel at SDSBVI will be needed at the school even during a blizzard. If travel is restricted, the Superintendent will determine which staff members are needed and, if necessary, request assistance from the police department for transportation.

Faculty: Please refer to BOR/COHE Contract, BOR Policy Manual (www.sdbor.edu).

DIRECT DEPOSIT

Direct Deposit allows employees to have their paycheck automatically deposited in their checking or savings account on payday. We can accommodate split deposits. Direct Deposit is mandatory and services are provided free to you.

SDBOR REDUCED TUITION BENEFITS (SDCL 3.20)

To receive reduced tuition benefits (for any state educational institution under the control and management of the South Dakota Board of Regents) you must:

1. Be employed in a permanent benefit eligible position.
2. Be employed continuously for the state of South Dakota for one (1) year or more.
3. Not currently on a prescriptive or work improvement plan.
4. Maintain a 2.0 or greater Grade Point Average.
5. Be a resident of the state of South Dakota.
6. Not be entitled to other reduced tuition benefits by law.
7. Six (6) credit hours maximum per semester. (All hours over these limits will be billed at full tuition rates.)

Employees wishing to take advantage of this reduced tuition benefit must:

1. Make application to the Board of Regents by completing form BOR-50.
2. Obtain certification by the employee's supervisor and Director of Human Resources.
3. Provide to the staff member for verification of space available.
4. Deliver this application to the Business Office or Registrar's Office for certification that all requirements have been met.

One hundred percent (100%) of all required fees and fifty percent (50%) of tuition must be paid. Entitlement to any other type of reduced tuition benefits would supersede this benefit.

STATE OF SOUTH DAKOTA APPLICATION FOR REDUCED TUITION (Elementary, Secondary, & Vocational Teachers) – SDCL 13-55-24 [updated June 15, 2017]

Any elementary or secondary teacher or vocational instructor who is required to take college courses as a condition of employment or to maintain a certificate to teach may, upon compliance with § 13-55-27 and all of the requirements for admission, attend and pursue any undergraduate or graduate course in any state educational institution under the control and management of the Board of Regents upon the payment of fifty percent of tuition and one hundred percent of required fees. If the teacher enrolls in a distance education course under the control and management of the Board of Regents or other course under the control and management of the Board of Regents that is not subsidized by the general fund, the teacher is entitled to a benefit of fifty percent of the tuition to be paid to the institution by the Board of Regents based on the in-state resident tuition rate. The Board of Regents shall maintain an annual record of the number of participants and the tuition dollar value of such participation.

SDCL 13-55-26, 13-55-27, 13-55-28 – To receive reduced tuition benefits (for any state educational institution), you must:

1. Be a resident of the state of South Dakota.
2. Be a certified elementary (K-6) or secondary teacher or vocational instructor
3. Required by state law, administrative rules or an employment contract to attend college as a condition of employment or to maintain a certificate to teach
4. Not be entitled to other reduced tuition benefits by law
5. Maintain an academic grade point average of 3.0 or better
6. Not request reduced tuition for more than six (6) semester credit hours under this act in the current budget year (July 1-June 30).

Faculty wishing to take advantage of this reduced tuition benefit must:

1. Make application to the Superintendent by completing 55D-250-9S
2. Obtain certification by the Superintendent
3. Provide to the faculty member for verification of space available
4. Deliver this to the Business Office or Registrar's Office for certification that all requirements have been met.

EDUCATIONAL RELEASE TIME (Job Related Training)

All full-time overtime eligible non-faculty employees of the Board of Regents with one or more years of continuous full-time service immediately prior to the academic census date may request approval to take up to three clock hours per week of classwork without being required to make up this time.

- A. CSA and NFE overtime eligible positions:** Employees need to complete a request form and should forward requests through their supervisor to the Superintendent. The original signed form should be forwarded according to your institutional processes for leave reporting. Either supervisor can deny the request. All hours over the three-clock hours limitation must be made up. If time off is allowed to attend classes, the supervisor must assure that the job requirements are met. If the projected workload requires that projected overtime be worked for that semester, then the supervisor should not approve the educational release time. In the event the class is offered during off hours, on the Internet via asynchronous, or on weekends during that semester, then the release time may not be approved. All hours approved for release time will not be counted toward overtime and must be placed on the employee time sheet as paid educational leave.
- B. CSA and NFE exempt from overtime positions:** All full-time employees exempt from the overtime provisions of the Fair Labor Standards Act with one or more years of continuous service immediately prior to the academic census date may also request permission to enroll in classes held during normal business hours. As with overtime-eligible employees, employees need to complete a request form and the request must be approved by the employee's immediate supervisor and the Superintendent. The original signed form should be forwarded according to your institutional processes for leave reporting. If time off is allowed to attend classes, the supervisor must assure that the job requirements are met. In the event the class is offered during off hours, on the Internet via asynchronous, or on weekends during that semester, then the release time may not be approved.

IN-SERVICE AND STAFF DEVELOPMENT POLICY)

The Special Schools Strategic Plan includes providing educational leadership in statewide programming for students with hearing or vision loss, which includes professional growth and development for the faculty and staff, and active participation in public education as it relates to vision or hearing loss. It is essential that our faculty and staff members maintain professional contacts within the state and increase their knowledge of the many aspects of educating children with vision or hearing loss. We in turn have an obligation to share that information within our own school as well with parents, local public schools, and other agencies and groups throughout the state.

In keeping with those goals, the Special Schools have made a commitment to ongoing staff development and develops an annual Staff Development Plan. This is done in several ways.

The BOR/COHE Contract established no more than five (5) professional days, including one day or two half days exclusively for classroom preparation. A committee with both COHE and administration representatives is established under the contract to make recommendations and evaluate the content and format of such activities.

In addition each department is asked to assess its own needs for staff development and make recommendations to the Superintendent annually. Staff development should be consistent with and support the School Improvement Plan.

Attendance at off-campus professional activities and conferences is encouraged and will be considered for approval based upon identified school needs and budget limitations. Authorizations for travel forms must be completed and approved by the immediate supervisor. A copy of the agenda (if applicable) should be attached to the request. All travel must have the **PRIOR APPROVAL** of the Superintendent.

EVALUATION POLICY

All employees shall be evaluated in accordance with established rules. Performance appraisals for Civil Service Employees will be completed by immediate supervisors using the procedures established by the South Dakota Bureau of Human Resources (BHR). Faculty members are evaluated as detailed in the BOR/COHE Contract. All exempt employees are evaluated annually by their supervisors. The Superintendent is evaluated annually by the South Dakota Board of Regents. Temporary employees will be evaluated annually by their immediate supervisor.

RESIGNATION OF STATE EMPLOYEES

The administration requests that any employee terminating employment should submit a written resignation to the Superintendent ten (10) working days prior to the effective date. When possible, more advanced notice should be given so that services to students are not adversely affected. Failure to provide the required notice shall be recorded in the employee's permanent file.

The Director of Human Resources will hold an exit meeting with the employee to answer any questions concerning termination procedure (i.e. pay, insurance, retirement benefits, etc.).

Any employee terminating employment will receive their last paycheck no later than the next regular stated payday or as soon thereafter as the employee returns all property of the schools in the employee's possession.

TERMINATION OF STATE EMPLOYEES

Before a status employee is terminated, demoted, suspended, or reduced in pay for disciplinary reasons, he or she is entitled to notice and an opportunity to present reasons, either in person or in writing, why the proposed action should not be taken.

- A. Faculty: Please refer to BOR/COHE Contract, BOR Policy Manual section #4 (www.sdbor.edu).
- B. Civil Service: Please refer to BOR Policy Manual section #4 (www.sdbor.edu).
- C. Non-Faculty Employees and Non-Unit Faculty Employees: Please refer to BOR Policy Manual section #4 (www.sdbor.edu).

LAYOFF PLAN AND REEMPLOYMENT PROCEDURES

The Board of Regents has a reduction in force, re-employment rights and reinstatement rights procedures that need be followed by BOR employees.

- A. Faculty - Please refer to BOR/COHE Contract, BOR Policy Manual section #4 (www.sdbor.edu).
- B. Civil Service - The Board of Regents adopted the Civil Service Act Layoff Plan in accordance with SDCL-3-6A. This plan will be utilized in the event of a layoff. Please refer to BOR Policy Manual section #4 (www.sdbor.edu).
- C. Non-Faculty Employees and Non-Unit Faculty Employees: Please refer to BOR Policy Manual section #4 (www.sdbor.edu).

GRIEVANCE PROCEDURE

The Board of Regents has a grievance procedure that should be followed by regental employees.

- A. Faculty: Please refer to BOR/COHE Contract, BOR Policy Manual section #4 (www.sdbor.edu).
- B. CSE: Please refer to BOR Policy Manual section #4 (www.sdbor.edu).
- C. Non-Faculty Employees and Non-Unit Faculty Employees: Please refer to BOR Policy Manual section #4 (www.sdbor.edu).

SAFETY DOCUMENTATION (August 2016)

Employees will be required to report to the Risk Manager all accidents, incidents, or unsafe working conditions by filling out the REPORT OF ACCIDENT, INCIDENT OR UNSAFE CONDITION Form which is available in the Business Office. These forms will be used to track the number of accidents, incidents, or unsafe conditions in order to try to avoid their reoccurrence and thereby ensure a safer working environment for all of the SDSBVI employees and students. This form does not replace the employee's Workmen's Comp form.

1. Always complete the ACCIDENT, INCIDENT OR UNSAFE CONDITION REPORT (yellow form) when student behavior involves self-injury, injury to others, or intentional destruction of property.
2. To qualify as "injury", the actions of student behavior must require medical attention. Superficial scratches that stop bleeding after washing with soap and water and blotting are not injuries, except in the case of specific students with special medical needs as identified by the Nurses. Scratches or cuts that require a bandage are considered injuries.
3. Write simply, clearly, and concisely about direct observations only.
4. The ACCIDENT, INCIDENT OR UNSAFE CONDITION REPORT is to be completed and distributed before leaving the present work shift.
5. The original (yellow form) of this report goes to the Risk Manager and distribute copies to the Student Services Director, Superintendent, and Principal. These individuals will share the information as appropriate.

EDUCATIONAL RECORDS

Information regarding Family Educational Rights and Privacy Act (FERPA) is provided to parents/legal guardians and can also be accessed on the website <http://familypolicy.ed.gov/> and "FERPA General Guidance for Parents" at <http://familypolicy.ed.gov/content/ferpa-general-guidance-parents>.

Student educational records are maintained and filed in the Staff Work Area (SDSBVI) and on ImageNow (SDSD).

When parents, legal guardians, or eligible students, because of a visual impairment, cannot personally read the materials in the student record, a responsible adult may assist the requesting party to review the record in the presence of the administrator or administrator's representative.

Parent, legal guardians, or eligible students may have copies of the record, or portions of the record, duplicated at their own expense.

The student's records may include:

1. Name, date of birth, sex, and racial or ethnic group
2. Name, address, and telephone number of parents
3. District of residence
4. Date of referral
5. Type of disability(s)
6. Services being provided
7. Curricular records and reports -- both academic and social
8. Academic assessment data
9. Health information and reports
10. Social history
11. Individual Educational Planning Committee Reports and Individual Educational Plans
12. Conduct and behavior evaluations
13. Communications

COMPLAINT - The parent or guardian has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the agency or institution to comply with the requirements of the Family Rights and Privacy Act and this section.

AMENDMENT - Parents, legal guardians or adult students retain the right to request that the educational records or portions thereof, be amended. Such requests may be made if the information is felt to be inaccurate, misleading or otherwise violates the privacy or the rights of the students. School officials shall decide within forty-five (45) calendar days to amend the records as requested. If the request to amend the records is denied, the requesting party shall be advised of their right to a hearing.

HEARING PROCESS AND RIGHTS - Parents, legal guardians or adult students retain the right to challenge included record materials by a hearing process. The hearing process is as follows:

1. The school shall provide a hearing at the written request of parents, legal guardians, or eligible students to challenge records on grounds of their being inaccurate, misleading, or otherwise in violation of the privacy or other right of the students.
2. The hearing shall be held within thirty (30) days after the request has been made.
3. Parents, legal guardians or eligible students shall be given five (5) days advance notice of the date, place, and time of the hearing.
4. The hearing shall be conducted by a person chosen by the school (it can be a school official) who does not have direct interest in the hearing's outcome.
5. The parents, legal guardians, or eligible students shall be afforded a full and fair opportunity to present evidence related to the issues being challenged.
6. The parents, legal guardians, or eligible students may be assisted or represented by individuals of their own choice, including an attorney, at their own expense.
7. The hearing official shall make a decision based solely upon evidence presented at the hearing and include a summary of the evidence and the reasons for that decision.
8. The institutional decision must be issued within thirty (30) days following the conclusion of the hearing.
9. If the hearing's decision is to amend the record as requested, the school shall amend the information accordingly and inform the parents, legal guardians, or eligible students of the change.

10. If the decision of the hearing is to deny the requested amendment, the parents, legal guardians, or eligible students shall be informed of their right to place a statement in the record commenting on the decision or indicating any reason for disagreement with the decision of the school.
11. The statement or explanation of the parent, legal guardians or eligible student shall be maintained by the school for as long as the record is maintained.
12. If the contested portion of the record is ever disclosed by the school to any party, the statement must also be disclosed.

SUBPOENA - If a subpoena is issued by a court of competent jurisdiction, the school is obligated to release materials after proper notification of parents or legal guardians.

LIMITATIONS - The working notes, professional observations, speculations and anecdotal experiences of teachers, administrators, case managers and student services director are private and the protected domain of the maker's work files and may not be shared with others. Once these working files are shared, they are no longer considered private files.

DESTRUCTION - Parents, legal guardians or eligible students have a right to destroy records or portions thereof when the child graduates or leaves school. IEPs must be retained for five years. Parents will be notified before files are purged or destroyed. "Destruction" means either physical destruction of information or the removal of all personal identifiers from the record. Destruction of records will be in accordance with approved Records Retention and Destruction Schedule.

STUDENT DIRECTORY INFORMATION - By law this information may be disclosed for informational purposes. If a student (over the age of 21) or custodial parent chooses not to allow disclosure of directory information, the SDSBVI must be notified in writing.

The SDSBVI will maintain indefinitely a record of:

- student's name
- contact information
- parents' name and contact information
- date and place of birth
- enrollment status
- dates of participation
- degrees or honors received

FEES - A minimal fee will be charged for each copy of records provided to parents, legal guardians or eligible students if the fee to be charged does not prevent the requesting party from obtaining desired records. The school will not charge a fee to search for or retrieve information. The Special Schools may charge a cost recovery fee for records copied for attorneys or other service providers.

STUDENT RIGHTS. - All parental rights in this section are extended to the child upon reaching the age of eighteen (18), unless the child has been declared incompetent by the courts. If the parents or legal guardians of an adult student deem this student mentally or emotionally incompetent to be responsible for the proper handling and disposition of his/her school record, these parents or guardians and not the school, must assume sole responsibility for having this incompetence legally established. No later than the student's 17th birthday, the IEP team will discuss the Transfer of Rights to the student which occurs at age 18. As a result of this discussion, SDSBVI will follow up by having the Student Services Director send the parent's information about guardianship.

SCHOOL FACILITIES, USE OF (updated August 2016)

The schools have a schedule of charges to be followed under which part of the facility can be rented to groups not part of the school. For permission and rates, contact the Superintendent or Business Manager for SDSBVI rental or the Physical Plant Manager for SDSD rental. Any groups using the school's facilities must complete a release of liability form (forms are available from the Business Office) and provide proof of insurance coverage.

CODE OF CONDUCT (August 2016)

All persons acting in any capacity for a state agency should demonstrate the highest standards of personal integrity, truthfulness, and honesty in all public activities. The protection of confidential information from inappropriate use is of utmost importance and should be handled accordingly. No person acting in any capacity for a state agency shall use the funds, property, equipment, supplies, or labor of the State for a purpose which is for the private benefit of such person or any other individual or group of individuals unless the same benefit is available to the general public on equal terms or the use is in accordance with State policies and/or ordinances.

KEYS (updated August 2016)

SDSBVI: All building keys will be managed by the Physical Plant Manager. Keys will be issued based on the employee's position and needs in the facility. The issue form will be completed as to what keys were issued to the employee and the employee will sign the form accepting responsibility for the keys while they are in their possession. The form will be filed and when the employee leaves employment, the keys will be checked in with the Physical Plant Manager and the form will be double-checked for accuracy. The original issue form will be initialed for proof of the return of the keys and a copy given to the employee. The keys will be returned to the key box kept in the maintenance office. If an employee loses a key, there is a \$50 replacement charge. Keys should not be given to another employee. If keys are lost or forgotten maintenance should be contacted immediately and they will accommodate the employee until a replacement key can be obtained. Keys will not be issued to work study or other staff that are temporary and have no need to access the building after regular work hours.

Employees should make sure doors are locked behind them at all times as suggested by the Police Department. This procedure will ensure that your door will be secure in the event of a lockdown.

SDSD: SDSD has installed the Blackboard keyless entrance systems for outside doors. Staff name badges are equipped with a bar code for entering the facility. Bar code readers are installed at specific entrances and will record the time staff enter the facility. All staff are required to enter the facility using the office bar code reader. Anyone losing an ID card should notify the Physical Plant Manager or Accountant immediately so the card can be removed from the system. New cards will be issued at the employee's expense of \$5.00 per card. Inside keys will be issued for classroom and offices.

All building keys will be managed by the Physical Plant Manager. Keys will be issued based on the employee's position and needs in the facility. The issue form will be completed as to what keys/swipe card were issued to the employee and the employee will sign the form accepting responsibility for the keys/swipe card while they are in their possession. The form will be filed and when the employee leaves employment, the keys/swipe card will be checked in with the Physical Plant Manager and the form will be double-checked for accuracy. The original issue form will be initialed for proof of the return of the keys/swipe card and a copy given to the employee. The keys/swipe card will be returned to the key box kept in the maintenance office. If an employee loses a key, there is a \$50 replacement charge. Keys should not be given to another employee. If keys are lost or forgotten maintenance should be contacted immediately and they will accommodate the employee until a replacement key can be obtained. Keys will not be issued to work study or other staff that are temporary and have no need to access the building after regular work hours.

Employees should make sure doors are locked behind them at all times as suggested by the Police Department. This procedure will ensure that your door will be secure in the event of a lockdown.

OFF-CAMPUS ACTIVITIES

Staff members are not permitted to take students to their home without prior permission from both the parents and supervisor.

LOUNGE

The Staff Lounge should be a pleasant and relaxing place to take a break. It is a place to be used by all staff and the following suggestions are made relative to the Lounge.

1. Everyone should do their part to keep the Lounge clean at all times.
2. No meetings should be scheduled in the Lounge.
3. Student behaviors or student related problems should not be discussed in the Lounge.
4. The Lounge is not a workroom - offices, classroom, or respective areas should be used for work.
5. During working hours, breaks in the Lounge should be kept to 15 minutes (excluding lunch time).
6. Coffee drinkers are expected to contribute to the coffee stock.
7. Label items with your name before putting in the refrigerator.

INTERPRETER REQUEST PROTOCOL (updated August 2016)

To provide barrier free access to communication, it is important that interpreters be scheduled in a timely manner. These may be sign language interpreters or foreign language interpreters. At SDSD, the form is provided on SNAP. Include the following information:

- The amount of time an interpreter is needed
- Preference of interpreter (if you have one)
- The date the interpreter is needed
- Where the interpreter is to report
- Type of interpreting that will be done (large group, movie, lecture, etc.)
- Estimated number of interpreters (meetings over one and half hours required two interpreters)

The level of interpreter needed is determined by state law and the agency providing the interpreter. Make the request for an interpreter at least 3 days in advance. Request a foreign language interpreter at least one week in advance. Last minute requests may result in no interpreter or limited choices. Cancellation of interpreters must be made 24 hours in advance or the school will be billed; thus it is important to notify the Business Office if an interpreter is not needed. In the event of an emergency, every effort will be made to provide access to an interpreter. The schools reserve the right to choose the agency which provides interpreters. Individuals may have their own interpreter at their own expense. SDSD requests a 24 hours in advance notification that another interpreter will be present.

MAINTENANCE REQUESTS (updated August 2016)

UNSAFE CONDITIONS should be reported immediately through the use of a **REPORT OF ACCIDENT, INCIDENT OR UNSAFE CONDITION** Form which may be obtained from the Business Manager.

SDSBVI: Requests for minor room changes such as light bulbs, moving of furniture or requests for the maintenance staff to fix minor items not related to the safety or well-being of staff and students should be reported on a Maintenance Request Form and placed in the Physical Plant Manager's mailbox in the Staff Lounge. Maintenance requests may also be made by e-mail; be sure all maintenance department employees receive these requests.

SDSD: The Maintenance Department has the responsibility of providing a clean and attractive physical environment. If there are items in need of repair or adjustment, please send an email to Brad Hansen at brad.hansen@sdsd.sdbor.edu. For situations that need immediate attention, call Brad Hansen at 553-3365 or Harlyn at 201-3753.

Be very careful about securing items to the wall. Please use tacky gum rather than tape. Remove items carefully from the walls so that paint does not come off. Velcro is to be used on the acoustically treated walls in the classroom. Stick pins should only be used on bulletin boards.

POLITICAL ACTIVITY

Regental employees may seek and hold elective political office subject to the following conditions:

1. Regental employees, both during an election and during the term of any part-time office to which the employee may be elected, are required to make specific arrangements, satisfactory to his/her superintendent, to assure that his/her regular duties are performed without additional cost to the institution.
2. Following election to any full-time public office a regental employee must arrange for leave without pay according to the provisions and limitations of 4:15 of the Board of Regents Policy Manual.

REPRESENTING A SPECIAL SCHOOL

The Superintendent must approve representation of the SDSBVI and SDSD on any local or state committee or organization.

LOBBYING

A staff member may be in Pierre, on his/her own time, during the legislative session provided there is compliance with the general regulations governing lobbying and specific status making the Executive Director of Higher Education the official contact for the state's higher education institutions with the legislature. Any citizen has the right of petition. Staff members are free to represent their own views, but should not represent them as institutional views.

SDSBVI & SDSD VOLUNTEER POLICY (updated August 2016)

1. **SDSBVI-SPONSORED EVENTS.** All volunteers who are working with students who are not employees must be approved by the BOR and undergo a background check. For such activities as goalball, track meets, wrestling matches, Special Olympics, or social events sponsored by the school in which volunteers are determined to be necessary, the selection of volunteers shall be determined in the following order:
 - First:** The established non-employee volunteer list will be reviewed.
 - Second:** Volunteers not covered by Fair Labor Standards Act (FLSA) will be solicited.
 - Third:** "Volunteers" covered by FLSA will be solicited. These "volunteers" will have to be paid for an approved number of hours, which must be obtained from the Superintendent prior to the week in which the "volunteer" time occurs. If possible, the employee's workweek should be readjusted to allow the approved "volunteer time." If readjustment is not possible and overtime results because of the "volunteer" work, then the employee must be compensated at the rate of time and one-half for hours over 40 for the week.

If the outing requires the employee to be on duty for 24 hours or more, then the following (taken from the Regent's Overtime Policy--Draft) applies:

DUTY OF 24 HOURS OR MORE. Where an employee is required to be on duty for 24 hours or more, the employer and the employee may agree to exclude bona fide meal periods and a bona fide regularly scheduled sleeping period of not more than 8 hours worked, provided adequate sleeping facilities are furnished by the employer and the employee can usually enjoy an uninterrupted night's sleep. If sleeping period is of more than 8 hours, only 8 hours will be credited. Where no expressed or implied agreement to the contrary is present, the 8 hours' sleeping time and lunch periods constitute hours worked.

If the sleeping period is interrupted by a call to duty, the interruption must be counted as hours worked. If the period is interrupted to such an extent that the employee cannot get a reasonable night's sleep, the entire period must be counted. For enforcement purposes, if the employee cannot get at least five hours sleep during the scheduled period the entire time is working time.

2. **NON-SDSBVI-SPONSORED EVENTS.** Events sponsored by outside groups for which it is determined that volunteers are necessary will adhere to the following selection procedure:

First: The established non-employee volunteer list will be reviewed.

Second: Volunteers not covered by FLSA will be solicited.

Third: Volunteers covered by FLSA will be solicited. These volunteers WILL NOT be paid for volunteer work not sponsored by the SDSBVI.

If an FLSA-eligible employee is selected as a volunteer, and if the employee was originally scheduled to work at the SDSBVI (was on-duty), he/she would be required to take vacation leave or leave without pay for the hours he/she was scheduled to work, but chose to volunteer instead.

SERVICE ANIMAL POLICY (Updated August 2016)

In the blindness field, the most common service animal is a dog guide. According to the U.S. Department of Justice, "service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure or performing other special tasks. Service animals are working animals, not pets." Beginning on March 15, 2011, only dogs are recognized as service animals under Titles II and III of the ADA.

"Under the ADA, businesses and organizations that serve the public must allow people with disabilities to bring their service animals into all areas of the facility where customers are allowed to go. This federal law applies to all businesses open to the public."

For a person to legally qualify to have a service animal, he or she must have a disability that substantially limits their ability to perform at least one major life task without assistance. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

VISITORS

- It is the responsibility of the owner to retain control of the animal.
- Waste must be properly disposed of where children and other animals will not come in contact with it. For blind users of service animals, a designated area will be provided with appropriate containers for disposal.
- Visitors are to comply if they are requested by a staff member to remove the service animal from a certain area if the animal poses a direct threat to the health or safety of others.

STAFF AND VOLUNTEERS

Any staff member or volunteer who brings a service dog to the campus needs to contact the Superintendent in advance so any necessary accommodations can be made.

- Service animals are allowed on campus under harness (working) or on a leash (at rest).
- The individual responsible for the animal must provide proof of training from a recognized school.
- A health certificate with annual report of immunizations must be on file at the school.
- Service animals must be kept under control at all times.
- Waste must be properly disposed of where children and other animals will not come in contact with it. For blind users of service animals, a designated area will be provided with appropriate containers for disposal.
- The school will facilitate education for students and staff about the appropriate way to approach a service animal.
- The staff member or volunteer is responsible for any damage caused by the service animal on school property or vehicles.
- Staff and volunteers are to comply if they are requested by a staff member to remove the service animal from a certain area if there is a direct and immediate threat to the health or safety concern.

STUDENTS - SDSBVI

Students are allowed to have service animals on campus and in harness if they can meet several requirements. The student must:

- Have a certified service animal and proof of training from a recognized school.
- Provide a certificate of health and an annual report of immunizations.
- Have a report from their trainer or school indicating what the student is able to do with the service animal.
- Be able to travel independently on campus with the service animal.
- Insure that the service animal utilizes the relieving area provided and to properly dispose of waste.
- Be responsible for purchase of food.
- Be responsible for feeding and watering the service animal.
- Prepare and implement an effective plan of action when students or others approach to pet or feed the service animal.
- Remove the service animal upon request from an area where it poses an immediate and direct threat to the health or safety concern of another student.
- Be responsible for any damage caused by the service animal on school property or vehicles.
- Receive instruction from an orientation and mobility specialist to orient the student to campus if necessary, including the relieving and exercise areas.
- Work with the SDSBVI to facilitate education for students and staff about the appropriate way to approach a service animal.
- Understand that concerns with the service animal or student/service animal working relationship will be referred to the service animal school.

RESIDENTIAL STUDENTS - SDSBVI

Residential students are allowed to have service animals on campus if they can meet the requirements above, and

- Insure that the service animal utilizes the exercise area provided for off harness exercise. This designated area is the only outside area where the service animal can be off the harness.
- Be responsible for the service animal and its needs on school trips.
- Some students in the residential program may have severe health issues. If such a student lives in a residence hall, a service animal may not be allowed to live in that residence.

ADDITIONAL ITEMS - SDSBVI

- New students admitted with a service animal will be evaluated at intake to determine if the student is independent in handling and care of the service animal.
- Service animal immunization records, the health certificate, and report from the trainer or school must be on file before the admission date.

POLICIES FOR TAKING, STORING, AND USING PHOTOGRAPHS (updated August 2016)

INTRODUCTION: PURPOSES OF PHOTOGRAPHY

1. Sharing events with students and their families.
2. Using photographs for internal educational purposes within the classroom setting.
3. Using photographs for public educational purposes through our publications, brochures, website, Facebook, and other social media.
4. Preserving a record of events for historic purposes.

RELEASE OF INFORMATION: PARENTAL RIGHTS AND PRIVACY

1. Parents are annually asked to give their permission for *public* sharing of information, such as name, photograph of their minor child for educational purposes. They are asked to indicate if this information can be used in social media and mass media. This SDSBVI list must be maintained by the educational secretary and shared with all staff annually (or when new students are enrolled); the SDSD list is maintained and shared by the Service Coordinator.
2. At the age of 18, permission rights transfer to the individual student, who will be asked to sign a release.
3. Staff members at the Special Schools are also asked to sign a release if they are willing to be included in photos and other media. This SDSBVI list is maintained by the Administrative Assistant and shared with staff annually (or as new employee is hired); the SDSD list is maintained and shared by the Service Coordinator.
4. Unless a current release form is on file, no photos may be used in any Special Schools documents which are to be used outside the school. This includes newsletters, website, Facebook, etc.
5. Unless a release form has been signed, no photos may be used by outside media (newspaper, television, etc.)
6. **NO staff member is authorized to use photos of our students for any purpose not relating to the school.** (For example, you may not post individual photos on your personal Facebook page, etc.) You can both “like” and “share” the Special Schools posts and we hope you will!

7. It is the responsibility of every staff member to act in compliance with the wishes of the parents, student, or staff member regarding confidentiality.
8. If we want to include a student or staff member (who has designated “no photos”) in a specific photograph or press release (such as years of service or specific awards), the person will be asked for a “one event” release. This “one-time release” would be attached to or noted on the original release maintained by the Administrative Assistant. It is *entirely* up to them whether they choose to be included or not.

TAKING PHOTOS

1. A variety of people take photos, which is extremely helpful. Since we don’t have a full time PR position, it is helpful to have multiple contributors.
2. Photos become the property of the Special Schools and not the individual photographer.
3. Because most of the photos taken today are digital, it is very easy to take multiple shots of a single event. Please delete photos that are of poor quality or closely duplicate another photo. It is very helpful to improve pictures through cropping or color correction.
4. Because of the size and shape of the photo block on our website and Facebook pages, not all photos work well.
 - a. For the website homepage, photos must be horizontal as the space is wide and narrow. Close up shots don’t work very well.
 - b. For Facebook, photos taken horizontally are easier to use.
5. Simple rules for good photographs
 - a. Each picture should tell a story. If the story isn’t clear, it is of little value.
 - b. The purpose of the story should be evident to any viewer. This is particularly important for any photo we share with the public.
 - c. If the photo is poorly lit or blurry, delete it.
 - d. Unless you are taking a large group shot, get in close enough to see the group members.
 - e. Pay attention to the background. Position yourself to avoid clutter or other elements that do not contribute to the story.
 - f. Remember the rule of thirds – positioning your subject dead center is less interesting than a well composed photo. If the subject is outdoors, pay attention to the amount of sky and ground in the photo.
 - g. Leading lines also help direct the viewer’s gaze to the most important elements of the photograph.
 - h. In some cases a photo can be vastly improved by cropping it to remove extraneous material and focus on the subject.
 - i. Lighting makes a big difference. If the picture is taken outdoors, use a fill in flash when people have the sun to their backs.
 - j. Photos taken in the gym require particular attention to both distance and lighting.

SHARING PHOTOS

1. With the exception of photos taken to be used solely within the classroom setting, all photos need to be made available to everyone.
2. The selection of photos to be used in various publications is at the discretion of the individual who is responsible for the publication.

SDSBVI

- a. Website: Sonia Malsom
- b. Pinterest: Sonia Malsom
- c. Facebook: designated contributors
- d. Pioneer: Dawn LaMee

SDSD

- a. Website: Laura Scholten
- b. Facebook: designated contributors

3. The following individuals are the only ones who can authorize television or newspaper coverage.

SDSBVI

- a. Superintendent or Principal
- b. Director of Student Services
- c. Liaison for Services

SDSD

- a. Superintendent
- b. Outreach Director
- c. Director of Audiology

STORING PHOTOS (SDSBVI)

1. Photos will continue to be stored on the H Drive. Space assigned to an individual can be expanded when necessary through NSU.
2. Store **only** photos that are of good quality.
3. Follow this sequence for labeling photos:
 - a. Main folder by school year (“Photos 2013-2014”)
 - b. Subfolders labeled by activity (“Halloween”, “Graduation”, “Awards Banquet”, “Goalball SDSBVI”, “Goalball WSB”)
 - c. Within folder by key participant (“Kelly and Bill”, “SDSBVI grads” “Coach Christie with Billy” or “SDSBVI team 1”, “SDSBVI team 2”)
 - d. **Do not** use the assigned camera numbers. This is especially important as historic data. We think we will never forget names, but in time we do. Even a first name will help us narrow the search.