

ADMINISTRATION

(Approved 2-14-2005 unless otherwise noted)

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ADMINISTRATIVE SECTION

PERSONNEL RECORDS

The superintendent shall implement a comprehensive and efficient system of personnel records:

1. A personnel folder for each employee will be accurately kept.
2. These records will be kept in the office of the superintendent and may not be released without the employee's written approval to an outside agency or person except to meet federal compliance.
3. Information to be included in the personnel record file, but not limited to, is:
 - a. Contract.
 - b. Compensation items.
 - c. Evaluations for the most recent three years.
 - d. Pertinent information that may be required.
 - e. Teaching Certificate.
4. All personnel records shall be considered confidential and will not be opened for public inspection. Access will be limited to the superintendent, appropriate principal, and administrative staff authorized by the superintendent.
5. Each employee will have the right, upon written request to the superintendent, to review the contents of his/her own personnel file.
6. These records are subject to board review at a duly authorized meeting, provided this item is on the agenda of the board meeting and such review is done only in executive session.
7. Employees may make written objections to any information in their file. These objections must be signed by the maker.
8. The employee shall have the right to make copies of any item in the file at the employee's expense, at the rate of \$.10 per copy, and to be accompanied by a representative during the review of the file.

FEDERAL ADMINISTRATIVE CONTROL POLICY

To insure the federal and state monies are properly utilized and accountable, the following procedure will be followed in the Sanborn Central District: The supervisor or coordinator of the program will prepare the required reports and present the reports to the business manager who will review the reports to verify that allowable costs are being met. The reports will then be sent to the superintendent for review and final approval.

POLICY ON OUT-OF-DISTRICT TRANSPORTATION

When it becomes necessary to attend a function out of district a request in writing will be forwarded to the transportation supervisor. A school vehicle will be provided for those activities based on criteria.

1. Whoever is traveling the farthest distance.
2. First come request if the distance traveled is the same.
3. Availability of a vehicle. If a vehicle is not available then the district will pay current state rates on mileage.
4. If a vehicle is available but the individual chooses to drive their own vehicle then a rate of 6 cents a mile will be reimbursed by the district.

A fuel credit card may be checked out through the business manager's office. The responsibility to return the card is on the driver of the vehicle. All credit card purchase receipts must accompany the return of the card.

INCLEMENT WEATHER PROCEDURE

The procedure used in the Sanborn Central School District 55-5 in the event that inclement weather forces the buses to run late, call school off early, or to cancel school for the day is as follows:

- | | |
|--|-----------------------|
| 1. Notice will be announced on radio stations: | 2. TV stations: |
| A. KORN/107.3 – Mitchell | A. KELO – Sioux Falls |
| B. KMIT/KOOL98 – Mitchell | B. KSFY – Sioux Falls |
| C. KIJV – Huron | C. KDLT – Sioux Falls |

Announcements will be made on the above-mentioned stations before 6:00 am on the day involved, when possible.

When inclement weather conditions prevail for an extended period of time, the procedure for operation of the school will be determined on a day-to-day basis. During bad road conditions, when buses are running late, the bus students will not be counted as tardy. Administration will run emergency bus routes when appropriate.

As a general rule, there will be no extra-curricular practices scheduled when school is closed or dismissed early.

Should students not be able to get home due to inclement weather, the students will go to previously designated locations.

During periods of inclement weather, when buses are running, the final decision to send students to school on the bus remains with the parents.

When school days are missed because of inclement weather, emergency, disaster or disease the days missed will be made up to comply with the minimum hours as set forth in SDCL 13-26-1 and SD Administrative Rule 24:03:04:15. Days missed will be rescheduled by the superintendent in an effort to establish make up dates which will allow for school to recess at the earliest possible date in the spring.

SOLICITATIONS IN THE SCHOOL

No person will sell or offer for sale within the school buildings or on school property any articles or services, or solicit contributions, except those approved by the superintendent. Salespeople are prohibited from talking to teachers at any time during the school day. Salespeople representing educational companies may be granted this opportunity by making arrangements through the superintendent or principal at a time that will not interfere with the classroom instruction of the teacher.

VISITORS TO THE SCHOOL

Parents, district patrons, and other interested persons are invited and encouraged to visit the school. Immediately upon arrival at school the person shall report to the administrative office. Disruption of the educational process will not be permitted.

Parents are to schedule classroom visits and visits during nonclass time (lunch, recess, etc.) through the office. Visits are to be on an infrequent basis because regular visits can be disruptive to the class and instructional process, and can also be disruptive during nonclass time as visits change the regular school day. When making visits, and unless the parent is asked to assist with his or her child or a group of children, the parent should remain quiet and seated when in class, in order to not disrupt the educational process, teaching, and students doing their work.

In order to avoid disturbing students and school employees in the performance of their duties, classroom and non-classroom visits will not be permitted (or terminated) in the following situations:

1. When the regular teacher is absent;
2. If a student teacher is teaching or responsible for the class;
3. The day before or after a vacation period/holiday, or special activity for the purpose of observing the teacher;
4. If the visits have become regular (i.e., more than two times per month), unless special reasons exist or more frequent visits as determined by the principal and upon request of either the teacher or the parent;
5. If the classroom visit infringes upon the confidentiality rights of other students;
6. If the classroom visit exceeds 1 hour, unless special approval is given by the principal upon a parent request and showing of a good reason for a longer period;
7. If the parental visits have become disruptive to the educational process or to the teacher;
8. If the parent assumes the role of a school employee in directing or disciplining any student, unless having been given direct authority to do so. Should the parent become aware of any situation, which warrants directing or disciplining any student, the parent is to contact either the teacher or the office. The parent is not to assume that the role of a school employee who is responsible for student conduct and student safety.

While the District certainly invites and wants to promote parental visits to school, parental visits during the school day can change the regular routine and school day for the parent's child, other children, and teacher. Should there be a need by a parent to acquire more insight and information regarding how the parent's child is doing in school and what the child is doing, the parent should request a time to meet with the teacher outside the regular student school day in order to discuss those things with the teacher.

Legal authority: SDCL 13-32-6. It is a class 2 misdemeanor for a person to intentionally disturb a public school when in session or who intentionally interferes with or interrupts the proper order or management of a public school by acts of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his or her duty.

REGULATIONS FOR USE OF SCHOOL FACILITIES

(This section of policy was adopted 11/8/2004)

The buildings and properties of the school district shall be available for local civic and social organizations under conditions prescribed by law in accordance with the adopted policies of the Sanborn Central Board of Education. Application for the use of school facilities shall be made through the superintendent of schools. (Exhibit A)

All users of the school facilities are to be aware of the following rules and regulations:

1. Rental scheduling cannot conflict with the use of the facilities for school purposes.
2. All school facilities, tools, materials, machinery, etc. are not to be used by any citizen for their private use.
3. Adults are to accompany and be in charge of any group using any facility.
4. Organizations such as scouts, 4-H community organizations and other non-profit groups that contribute to the district's educational process may use the facilities without charge.
5. The school district is to be reimbursed for any damage or loss to the buildings and/or equipment by the user.
6. The users shall assume all responsibility and liability for any injury or damage to person or property while they are using the school facilities.
7. The fees charged are to cover the cost of operation of the facility to the district.

The board/administration reserves the right to approve or refuse all applications.

OPEN GYM

There may be circumstances, which arise that constitute the gym being open. At all times during open gym there must be an adult present. The opening of the gym(s) will be approved either by the principal or superintendent. Patrons of the district may request the use of the gym.

CURRICULUM ADOPTION

All new programs and courses of study will be subject to school board approval, as will the elimination of programs, courses, and extensive alteration in their content. Curricular proposals from the faculty and administration will be presented through the superintendent to the board.

TOBACCO FREE

(This policy was adopted 6-14-2004)

The negative effects of smoking on persons who smoke and persons occupying smoking areas are well documented. The Sanborn Central School District is committed to encouraging healthful living styles and healthful working environments. Because of that commitment, the following policy will apply to Sanborn Central School District effective July 1, 2004: All K-12 Sanborn Central School District school facilities and grounds will be tobacco/smoke free in all areas. Smoking or tobacco use is prohibited in all K-12 schools and vehicles.

HOT LUNCH PROGRAM

This program is under the general supervision of the superintendent and under the direction of the school employees hired for that purpose. The school lunch program shall be carried out as efficiently as possible and according to the recommendations of the DOE. The board will set the amount charged for meals each year. Parents will be billed at the end of each month for meals.

EMERGENCY POLICIES

When unusual or emergency situations arise which are not covered by definite policy, it will be handled in the most sensible manner possible. South Dakota School Laws will govern any procedures used.

CONTRACTS

All contracts with certified personnel employed by the board, shall be in writing and signed by the president and business manager of said board of education. The contract shall specify the approximate date at which time school shall begin, the term of employment, and wages per year, per month, and the number of months.

EXPOSURE CONTROL POLICY

Cleaning and sanitization recommendations for custodians dealing with bodily fluids at the Sanborn Central School District 55-5:

Bodily fluids may include, but not limited to: blood, breast milk, feces, saliva, semen, sweat, tears, urine, and vomit. Several steps to prevent transmission of infectious agents (protozoa, bacteria, fungi and viruses, responsible for such diseases as giardiasis, pneumonia, athlete's foot, cytomegalovirus, hepatitis B and AIDS/HIV) when dealing with the secretions and excretions listed above include:

1. Wear rubber gloves.
2. Clean (wipe, mop, scoop, absorb, etc.) up the bodily fluids with disposable paper towels or rags.
3. Disinfect (sanitize) the surfaces soiled using germicides labeled as (tabric)mycobactericidal at the indicated dilutions; if the surface is cleanable by household bleach, use a 1 to 10 (10%0 to 1 to 100 (1%0 solution; for surfaces which would be ruined by bleach (i.e. carpet), use an agent labeled as mycobactericidal that will not ruin the surface, in addition, a hot shampoo treatment and drying are recommended after the mycobacteriidal treatment.
4. Using doubled plastic bags, contain, transport, and dispose of the cleaning materials and secretions/excretions involved per standard guidelines for garbage disposal.
5. At the conclusion of the cleaning and disinfections process, even though gloves were worn, wash hands thoroughly using soap, water, and vigorous rubbing for at least 15 to 30 seconds; dry hands with paper towel and use the paper towel to shut off the water supply.

Following these guidelines will effectively reduce the transmission of infectious agents and inhibit the subsequent development of disease when dealing with bodily fluids in the home, school, or work environment.

PRIMARILY NON-CUSTODIAL SCHOOL STAFF AT THE SANBORN CENTRAL SCHOOL DISTRICT 55-5

In any disaster, the board of education believes that the protection of students, staff, and facilities is of primary importance. Therefore, the board of education authorizes the superintendent to cooperate with proper local, state, and federal agencies in providing maximum protection for all students, staff, and facilities. The board authorizes the superintendent to develop and implement a program of disaster preparedness and a program of emergency planning commensurate with the needs of the school and community.

General Procedures: All school staff shall be instructed in the warning signals for each specific disaster and pending disaster. It shall be the responsibility of each teacher to instruct their students concerning the dangers of any disaster which may occur. Emergency procedure cards will be on file in the school office for each family having students attending the Sanborn Central Schools.

Fire: The school principal shall coordinate the overall fire safety program. He/she shall, under the direction of the superintendent, conduct fire drills as a part of the instructional program. Fire drills will be held approximately twice each semester. Each teacher and administrator shall be familiar with the location of fire extinguishers and shall be informed regarding the location and operation of fire alarms. Records of time used in evacuation of the building, along with the date, time, and fire station used will be recorded and submitted to the office of the superintendent.

1. 911 will be called in the event of fire.
2. The principal shall arrange for the safe removal of disabled students.
3. Personnel shall be assigned to search restrooms for students.
4. Evacuation routes and procedures shall be posted in each classroom.
5. The classroom teacher shall instruct the students in the route to follow out the building and make certain that the students are far enough away from the evacuated building to be safe.
6. In an actual emergency, the fire alarm will be sounded and the building will be evacuated. The fire department will be notified by a designated person.
7. Assigned school personnel will check all rooms to see that everyone is out of the building.
8. Every effort will be made to extinguish small fires.
9. Following the emergency, reports will be made to the proper authorities.
10. Accident reports will be filed.

Tornado: The school principal shall coordinate the overall tornado safety program. He/she shall, under the direction of the superintendent, conduct tornado drills as a part of the instructional program. Tornado drills will be held twice a year. Records of time used in the drill, along with the date and time will be recorded and submitted to the office of the superintendent.

1. Teachers shall instruct their students in the procedure to be followed during the tornado drill.
2. Upon the sounding of the warning, the teachers shall go with their students to the designated safest area in the building.
3. Students and teachers will stay in their designated area until the "all clear" is given.

4. Following an actual emergency, reports will be made to the proper authorities.
5. Accident reports will be filed.

Bomb Threats: The person taking the telephone call will attempt to gain all possible information from the caller. This information would include the location of the bomb, when it will explode, what it looks like, and whether or not there are other bombs in the building. The person should also note the sex, approximate age, voice tone, background noise, and the exact words used in the threat.

1. The police, fire department, and telephone company will be notified.
2. Students will be evacuated and will be supervised by their teachers.
3. Names of all missing students will be submitted to the principals.
4. The search team will search the building. If an object is found, it is not to be opened, moved, or tampered with in any way.
5. Upon completion of the search and after consultation with the investigation officers, the superintendent of schools will determine whether or not the school building may be re-entered that day.

Blizzards: If time permits, the students will be transported to their homes by bus. In the event a severe blizzard develops so rapidly that students cannot be returned to their homes, they will be housed in the school or at homes in town and the parents will be notified.

Civil Disorders: The principal should go to where the disturbance is and attempt to stop it. He/she should not enter the group to prevent violence. The police will be notified. If the disturbance is located on the outside of the building, doors will be locked to prevent entering the building. Students shall remain in their classes with doors locked and the bell system shall be turned off. If it is a student disturbance, the teacher shall take roll and submit the names of those students who are absent to the principal. School will be dismissed only with the approval of the superintendent.

Hazardous Chemicals: In the event of an internal hazard, the building will be evacuated, as during a fire emergency and arrangements will be made to transport the students to their homes. In the event of an external hazard, arrangements will be made to transport the student to their homes or a safe place outside of the area of contamination.

Noise: Teachers shall instruct their students of the damage that may be caused by exposure to such damaging noises over long periods of time in the work environment.

Telephone Harassment: The person receiving the call should hang up as soon as the harassment is indicated. If they persist in calling, the police and the telephone company should be informed. Threatening calls should be reported to the police and the telephone company.

Walk Out: The school doors will be locked and an accurate roll call will be taken in order to determine the names of the students who did not return to their classes. The parents of the missing students will be notified that a parent conference will be necessary in order to re-instate the students. If violence occurs, the entire matter becomes the responsibility of the police.

Bus Evacuation: Bus drivers will practice bus evacuation drills three times a year for all types of emergencies. In the event of an accident with a pupil transportation vehicle, the following procedure shall be followed:

1. Evacuate the bus; remove student passengers to a safe place.
2. All passengers shall be taken to a hospital for an examination.
3. A list of all pupils and the extent of their injuries will be submitted to the school office.
4. An official report to the Department of Education shall be completed.

In the event of a tornado, the following procedures shall be followed:

1. If a tornado is sighted and shelter is not near, the bus should be headed at a 90-degree angle to the tornado and drive out of the area.
2. If escape seems impossible, the bus should be evacuated and pupils led to a ditch, ravine, or culvert. Pupils should lie face down in an area away from the bus.

In the event of a blizzard, the following procedure shall be followed:

1. Buses should always leave with a full fuel tank. Pupils should be encouraged to dress warmly during times of severe weather.
2. If the bus is stranded, the location of the bus should be reported by radio.
3. Everyone should wait on the bus for help to arrive when a bus is stranded.
4. The motor should be used intermittently if the exhaust fumes will be carried away.
5. Students and driver should exercise to keep warm.
6. In the event that pupils cannot be returned to their homes, they will be housed at school or in town and the parents or guardians will be notified.

DISTRICT POLICY PROHIBITING HARASSMENT OF EMPLOYEES AND STUDENTS

It is the policy of our District that our employees and students should be able to enjoy a work and learning environment free from all forms of discrimination, including harassment. It is expressly against school policy for any employee to make unwelcome advances or requests of favors, or to engage in any other physical or verbal conduct of a sexual nature, when

1. submission to such conduct is made an express or implied condition of employment, passing grades, or participation in school activities or related student's rights; or
2. submissions to or rejections of such conduct is used as a basis for employment decisions or academic or extracurricular decisions affecting the individual who submits to rejects the advances; or
3. such conduct has a purpose or effect of interfering with the employees work performance, student's educational performance, or creates an intimidating, hostile or offensive working or educational environment.

Conduct that is harassing to other employees or students will not be tolerated, and is prohibited. Upon the completion of due process afforded to the individual alleged to have sexually harassed an employee or student, should such allegations be shown by a preponderance of the evidence, the employment of the employee found to have sexually harassed another employee or student may be terminated; if the accused is a student, the student may be expelled for the balance of the school year.

Any employee or student who believes that he/she has been or is being subjected to harassing acts or conduct should bring such acts or conduct to the immediate attention of any administrator or the president of the board of education.

Should an individual come forward with a complaint of sexual harassment, an investigation of the alleged incident or behavior will be conducted. If the allegation involves both a student and an employee of the district, the Department of Social Services will be notified. The internal investigation of the complaint will include, but is not limited to, such things as what happened, when and over what period of time the conduct occurred, did the conduct affect your employment or educational environment (and if so, in what manner), appropriate background information, possible verification from other employees and/or students. The individual who is alleged to have committed the act or conduct is to be notified in writing by the person conducting the investigation as to the allegation upon reasonable suspicion that the allegation may be true.

Due process will be adhered to in order to protect the interests of the employees and/or students involved. This includes the right of the person who is accused of the conduct to face and question the person(s) making the allegation(s) at the board hearing which may be held relative to the long-term employment status of an employee or the expulsion of a student from school. Should the person alleged to have committed the conduct by an employee and the person making the allegation be a student, the identity of the student(s) involved will be confidential until after the preliminary investigation is completed and the person conducting the investigation recommends to the board that the board suspend the employee, with pay, pending completion of the investigation.

EXHIBIT A
GENERAL USE/RENTAL AGREEMENT OF SCHOOL FACILITIES

The School Board has granted the use of _____ school _____ facilities, motor vehicles or land belonging to the school district for any purpose which it considers advisable as a community service and receives compensation as it determines. The use of it will not interfere with school activities. Any person(s) or public body using such school facilities, motor vehicles, or land is responsible to the school district for any and all damages that may be caused by reason of the use or occupancy. The school district is not liable for any suit for damages that may be caused by reason of the use or occupancy. The school district is not liable for any suit for damages, which might arise as the result of such use or occupancy. The school district may grant use of their facilities for dances and no dance hall license is required.

In accordance with SDCL 35-1-5.3. Misdemeanor to consume or mix alcoholic beverages in public place other than licensed on-sale premises. EXEPTION: It is a Class Two misdemeanor for any person to consume any intoxicating liquor or to mix or blend any alcoholic beverage with any other beverage, regardless of whether the beverage is an alcoholic beverage, in any public place, other than upon the premises of a licensed on-sale dealer where the alcoholic beverage was purchased from the dealer for on-sale purpose. For purpose of this section "public place" means any place, whether in or out of a building, commonly and customarily open to or used by the general public and any street or highway. However, this section does not apply if the governing body of the municipality, charged with the approval of alcoholic beverage license issuance, shall give prior authorization for persons to consume or blend alcoholic beverages, but not to engage in the sale thereof, in or upon property described by authorizing governmental subdivision, which property is publicly owned, or owned by a non-profit corporation. The permit period shall not exceed 24 hours, and hours of authorized consumption shall not exceed those permitted for on-sale licenses. Artesian gym leased for non-school functions only – tobacco/alcohol/drug free zone will not be enforced. Charges for the use of the gymnasium are as follows:

1. \$10 use of commons or lobby
2. \$50 use of kitchen and gym for banquet
3. \$100 use of kitchen and gym for dance

Renter(s) will also provide the following:

1. Liquor license for all dances
2. Law enforcement
3. Clean grounds
4. Leave building clean
 - a. Mop kitchen & commons/lobby & bathrooms/locker rooms
 - b. Sweep gym
 - c. Prepare building
5. When school gym is used for community events, a deposit of \$200 will be required. \$100 will be kept for rental and \$100 will be refunded after proper clean up and inspection for vandalism.

Board/Superintendent reserves the right to approve or refuse all applications.

Activity: _____ When: _____

Date

Renter(s) Signature

DRUG-FREE WORKPLACE

Policy Statement:

The Sanborn Central School District 55-5 is committed to maintaining a drug-free workplace and prohibits all employees from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace. Violations of this policy shall be reported to the proper law enforcement agency and may be cause for suspension or dismissal.

Procedures:

1. Sanborn Central School District employees will abide by the policy and will notify District Board, Superintendent, or his/her designee of any drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
2. A Sanborn Central School District employee convicted of a criminal drug statute could have the following personnel actions:
 - A. A corrective conference with the employee's supervisor and/or the superintendent.
 - B. Discharge could be an option of the Superintendent/Board based on the nature of the violation of this policy. Any employee who has two (2) drug related workplace convictions will automatically be suspended without pay until such time as the Board can act on discharge and will report to the proper authorities.
 - C. The employee could be required to participate satisfactorily in a drug abuse assistance or drug rehabilitation program approved by a federal, state, or local health, law enforcement, or other appropriate agency.
3. Sanborn Central School District employees will sign a statement that will be placed in their personnel file that identified that they are aware of this policy and are aware of the potential consequences of this policy. (Exhibit A8-A)

In-Service Awareness Program:

The Sanborn Central School District 55-5, through Administration, shall provide in-service training and a copy of this policy statement to all supervisors and employees to inform them of:

1. The dangers of drug abuse in the workplace;
2. The District's policy of maintaining a drug-free workplace;
3. The drug counseling, rehabilitation, and employee assistance program available; and
4. The penalties that may be imposed upon employees for violations of this Drug-Free Workplace Policy.

EXHIBIT A8-A

SANBORN CENTRAL SCHOOL DISTRICT 55-5 DRUG-FREE WORKPLACE STATEMENT

Sanborn Central School District 55-5 employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in their workplace. Violation of this prohibition will result in the following actions:

1. Corrective personnel action up to and including discharge; or
2. The employee will be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

As an employee, I am aware that my signature to this statement is a condition of my employment in the Sanborn Central School District. Furthermore, I agree to abide by the terms of this statement and I will notify the Sanborn Central District Administration of his/her designee of any criminal drug statute conviction or indictment for a violation occurring in the workplace no later than five (5) days after such conviction or indictment.

Signature

Date