

Mission: Lifelong learners will be inspired and developed through effective teaching in a safe and caring environment.

Vision: Respect – Pride – Excellence for All



AGENDA
BOARD OF EDUCATION – SPECIAL MEETING
Instructional Planning Center/Huron Arena
Monday, June 24, 2024
5:30 p.m.



1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Adoption of the Agenda**
5. **Dates to Remember**
 - June 24-Aug 2 Grab & Go Meals (Offered Tues & Fri at the MS; free to any child 1-18 years old; parent registration form can be found on the school website.)
 - June 24-July 18 ESY for Early Childhood-HS
(June 17-18, June 20-21, June 24-27, July 8-11, July 15-18)
 - July 29-Aug 12 HSD On-Line Surplus Auction (Meyer Auction Service), Loadouts Aug 13
6. **Community Input on Items Not on the Agenda**
 - o See Policy BFB – **Public Participation at Board Meetings** – for more information
7. **Conflict Disclosure and Consideration of Waivers** – The School Board will review the disclosures and determine if the transactions or the terms of the contracts are fair, reasonable, and not contrary to the public interest.
 - a)
8. **CONSENT AGENDA**

The superintendent recommends approval of the following:

 - a) **Consideration and Approval of the Bills**
 - b) **Approval of New Hires to the District**

Classified personnel, substitute teachers, classroom aides, Board Members, and volunteers must be approved to be covered by our workers' compensation plan.

 - 1) Jose Ramirez-Garcia/Custodian, Arena/\$25.40 per hour
 - 2) Roxana Smith/Lunch Server, High School/\$19.72 per hour
 - 3) Angelina Della Rocco/SPED Para Educator, Middle School/\$20.69 per hour
 - c) **Resignations for Board Approval**
 - 1) Walter Wagemann/Custodian, Buchanan/3 years
 - d) **Contracts for Board Approval**
 - 1)
 - e) **Request to Approve Contract for Shared Services between the Huron School District and the following Schools to Provide CTE Offerings and Share Rotational Equipment: Hitchcock-Tulare School District, Sanborn Central School District, Wolsey-Wessington School District**

(The consent agenda may be approved with one motion. However, if a board member wishes to separate an item for discussion, he/she may do so.)

9. **CELEBRATE SUCCESSES IN THE DISTRICT**

Congratulations to:



Thank You to:

- **The staff, students, and community partners for a successful ESL Summer School**

10. **REPORTS TO THE BOARD**

- a) **Northern Academy –Eric Kline and Doug Pietz**
- b) **Superintendent’s Report**

11. **OLD BUSINESS**

- a) **Handbooks for 2024-2025 – 2nd reading**
- b) **Policy KL Complaint Against School Employee – 1st reading**
- c) **Adoption of the 2024-2025 Budget**
Superintendent recommends approval of the 2024-2025 Budget as submitted by Business Manager Kelly Christopherson

12. **NEW BUSINESS**

- a) **Huron School District Bullying Prevention Data Collection 2023-2024 School Year – Superintendent Steinhoff**
- b) **SDHSAA 2024 Runoff Ballot**
 - 1. **West River At-Large Representative**
 - a) **Chris Long, Lyman School District**
 - b) **Mark Naugle, Custer School District**

The Huron School District Activities Director is supported by the High School Principal and Superintendent of Schools and recommends a vote for Mark Naugle
- c) **Section B: School Board Governance & Operations Policy Review – introduction**
 - 1. **Current Section B Policies**
 - 2. **BA –Operational Goals - Updated Letterhead, no change to policy**
BB –Legal Status - Updated letterhead, changed policy name and contents, New policy
BBA – Powers and Duties – Coded differently same policy as BB
BBAA – Board Member Authority – New policy
BBB – School Board Elections – New Policy
BBBA – Qualifications – New Policy
BBBB – Oath to Office – New Policy
BC – Board Member Code of Ethics Delete entire policy and adopt new policy BBF
BBC – Resignation / Removal from Office – New Policy
BBE – School Board Member Vacancy – New Policy
BBEA – Unexpired Term Fulfillment Procedure – New Policy
BBF – Board Member Code of Ethics – New policy replacing BC
BD – Board Member Conflict of Interest - Delete entire policy and adopt new policy BBFA
BBFA – Board Member Conflict of Interest – new policy replacing BD

BCA – Annual Board Organizational Meeting – New Policy
BEA – Duties of the Board of Education President – Retire policy and adopt BCB
BCB – Board Officers – New Policy, replacing BEA
BEF – School Board & Superintendent Relationship – Retire policy, adopt BCD
BCD- School Board & Superintendent Relationship – new policy replacing BEF
BEB – Committees of the Board of Education – Retire policy adopt BCE
BCE – Board Committees – New policy replacing BEB
BEC – Advisory Committees to the Board – Retire policy adopt BCF
BCF - Advisory Committees to the Board – New Policy replacing BEC
BCG – School Attorney – New Policy
Retire BF – School board meetings – procedures and BFA – School Board Meetings – order of business and adopt BD
BD – School Board Meetings – new policy replaying BF and BFA
BEE – Electronic Communications by Board Members – Retire and adopt BDA
BDA – - Electronic Communications by Board Members - New policy replacing BEE
BGC – School Board Study Session and Work Retreats – Retire and adopt BDB
BDB - School Board Study Session and Work Retreats – new policy replacing BGC
BFC – Executive Sessions – retire and adopt BDC
BDC – Executive Sessions – New Policy replacing BFC
BDDA – Notification of school board meetings – New Policy
BDDB – Board Meeting Agendas and format – New Policy
BDDC – Agenda Preparation and Dissemination – New Policy
BFD – School Board Meetings Quorum – retire code and adopt BDDD code combine policy
BDDD – Quorum – New policy code replacing BFD
BDDE – Parliamentary Procedure – New Policy
BDDF – Voting Method – New Policy
BDDG – Minutes – New Policy
BDDH - Public Participation at Board Meetings – New policy replacing BFB
BE -Organization of the Board of Education – New letterhead no policy changes
BED – Compensation for School Board Members – Retire and adopt BHD
BFB – Public Participation at Board Meetings – Retire and adopt BDDH

BFC- Board Policy Development and Adoption – New policy replacing BH
BFCA – Board Regulations and Handbooks – New policy
BFF – Suspension of Policies and Regulations – New policy replacing BHB
BG – Board of Education Planning Efforts – New letterhead no policy changes
BGA – Evaluation of Board of Operational Procedures – Retire and adopt BK
BGB – Board Member Development Opportunities – update letterhead no policy change
BH – Board policy development adoption – Retire and replace with BFC
BHA – Board Review of Regulations – update letterhead no policy changes
BHAA – Board Member Education – New Policy
BHB – Suspension of Policies – Retire and adopt BFF (Code used for new policy)
BHD – Board Member Compensation and Expenses – New Policy replacing BED
BJ – School Board Memberships – New Policy
BK – Evaluation of Board of Operational Procedures – New Policy Replacing BGA

- d) Policy GCDB Criminal Background Checks - introduction
- e) Policy IIBG Use of Computers and Networks - retire and replace with new policy - introduction

13. **RECESS**

14. **6:00pm – SCHOOL BOARD GOALS SETTING SESSION**

No action will be taken

15. **ADJOURNMENT**

<u>Vendor Name</u>		<u>Vendor Description</u>	<u>Amount</u>
Checking	1		
Checking	1	Fund: 10 GENERAL FUND	
AMAZON CAPITAL SERVICES		SUPPLIES	2,124.18
B & H PHOTO		SUPPLIES	221.90
BECK ACE HARDWARE		MISCELLANEOUS	101.94
BECK ACE HARDWARE		SUPPLIES	50.75
BEST WESTERN PLUS RAMKOTA HOTEL		TRAVEL	315.00
CDW GOVERNMENT, INC.		SUPPLIES	403.28
CLIMATE SYSTEMS, INC.		SUPPLIES	545.00
COMMUNICAN		SUPPLIES	297.00
CONTINENTAL PRESS		SUPPLIES	327.26
CREATIVE PRINTING COMPANY		SUPPLIES	530.53
DATA CONTROL		SUPPLIES	223.73
FARMERS CASHWAY		SUPPLIES	23.98
FOLLETT CONTENT SOLUTIONS LLC		SUPPLIES	114.37
FREEMAN, JR., RODNEY		LEGAL SERVICES	1,100.00
GRAYSON AUTO PARTS		SUPPLIES	62.69
HAUFF MID-AMERICA SPORTS INC		SUPPLIES	4,816.73
HILLYARD/STOUX FALLS		SUPPLIES	1,304.88
HOLFORTHY, JAMIE		INCENTIVE	125.00
HURON AREA CENTER FOR INDEPENDENCE, INC.		PROF SVC	726.40
HURON GARAGE DOOR CO.		SUPPLIES	331.63
HURON PLAINSMAN		PUBLICATIONS	349.54
HURON REGIONAL MEDICAL CENTER		PROF SVC	440.00
INFINITE CAMPUS		SUPPLIES	7,289.65
INNOVATIVE OFFICE SOLUTION		SUPPLIES	2,649.34
J.W. PEPPER & SON, INC.		SUPPLIES	1,021.98
JOHN DEERE FINANCIAL		SUPPLIES	78.58
LAKESHORE LEARNING MATERIALS, LLC		SUPPLIES	1,200.00
LEARNING WITHOUT TEARS		SUPPLIES	32,576.65
MATHESON TRI-GAS INC		SUPPLIES	1,137.38
MG OIL COMPANY		SUPPLIES	11,239.70
MIDWEST SPEAKERS BUREAU			2,250.00
NAPA CENTRAL		SUPPLIES	136.20
NASCO		SUPPLIES	80.06
NEWSOLA, INC.		COMPUTER LICENSING	1,650.00
NORTHWEST PIPE FITTINGS, INC.		SUPPLIES	123.24
NORTHWESTERN ENERGY		UTILITIES	31,030.33
OFFICE PEEPS		SUPPLIES	757.43
POPLERS MUSIC INC.		SUPPLIES	953.95
PRORATE SERVICES		PROF SVC	732.64
QUICK ACCESS		TECH SUPPLIES	1,750.00
SCHOLASTIC, INC.		BOOKS	95.21
SCHOLASTIC, INC		SUPPLIES	624.00
SCHOOL HEALTH CORP		SUPPLIES	3,732.81
SCHOOL SPECIALTY LLC		SUPPLIES	2,566.72
SHAR PRODUCTS COMPANY		SUPPLIES	6,910.00

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
SHERWIN WILLIAMS	SUPPLIES	318.43
STAPLES	SUPPLIES	2,285.84
STERLING COMPUTERS	SUPPLIES	1,303.99
SWEETWATER MUSIC	SUPPLIES	328.00
TAYLOR MUSIC	SUPPLIES	8,890.97
TFD SUPPLIES	TECH SUPPLIES	357.50
US BANK VOYAGER FLEET SYSTEMS	SUPPLIES	530.17
VENTURE COMMUNICATIONS	LINE CHARGES	118.74
WARD'S SCIENCE	SUPPLIES	217.53
WASTE MANAGEMENT CORPORATE SVCS	SERVICES	413.51
		Fund Total:
		139,886.34

Checking 1 Fund: 21 CAPITAL OUTLAY FUND		
AMAZON CAPITAL SERVICES	SUPPLIES	687.16
ARS, A TECTA AMERICA COMPANY, LLC	REPAIRS	1,561.18
CDW GOVERNMENT, INC.	SUPPLIES	509.16
DLD TECHNOLOGIES CORP		19,000.00
FOLLETT CONTENT SOLUTIONS LLC	SUPPLIES	364.14
FULL COMPASS SYSTEM	SUPPLIES	13,511.76
HAUFF MID-AMERICA SPORTS INC	SUPPLIES	1,974.90
HOUSE OF GLASS, INC.	REPAIRS	30,302.03
INNOVATIVE OFFICE SOLUTION	SUPPLIES	38,707.57
MCGRAW-HILL EDUCATION INC	SUPPLIES	80,194.08
OFFICE EQUIPMENT SERVICE	SUPPLIES	4,500.00
SHI INTERNATIONAL CORP.	SOFTWARE	13,488.80
SOUTHWEST STRINGS	SUPPLIES	1,798.00
TAYLOR MUSIC	SUPPLIES	2,500.00
TURF & SOIL DIAGNOSTICS, INC.	REPAIRS	1,400.00
		Fund Total:
		210,498.78

Checking 1 Fund: 22 SPECIAL EDUCATION FUND		
AMAZON CAPITAL SERVICES	SUPPLIES	9,470.13
CORE EDUCATIONAL COOPERATIVE	PROF SVC	1,587.66
HURON AREA CENTER FOR INDEPENDENCE, INC.	PROF SVC	1,542.00
LAMINATOR.COM INC.	SUPPLIES	1,190.30
MICROSONIC	SUPPLIES	46.00
MIDWEST SPECIAL INSTRUMENTS	SUPPLIES	137.69
OFFICE PEEPS	SUPPLIES	495.00
PEARSON ASSESSMENT	SUPPLIES	12,313.21
PRO-ED	SUPPLIES	684.20
REMEDIA PUBLICATIONS, INC.	SUPPLIES	443.94
SUMMIT PROFESSIONAL EDUCATION	TRAVEL	2,549.85
TIE	TRAVEL	3,700.00
		Fund Total:
		34,159.98
		Checking Account Total:
		384,545.10

Dr. Steinhoff

I will be resigning my position with
the Heron School District effective June
24th 2024 at 3:30pm.

Walter Wingen



Jolene Konechne, Ed.S.

Director of ESL, CTE, Federal Programs, & Accreditation

150 5th St. SW

Huron, SD 57350

P: (605) 353-8660

F: (605) 353-6993

Jolene.Konechne@k12.sd.us

CONTRACT FOR SHARED SERVICES

THIS AGREEMENT is made and entered into as of the 11th day of June, 2024, by and among the Huron School District 02-2, 150 5th St SW, Huron SD 57350, sometimes hereinafter referred to as "Huron" and

WITNESSETH:

WHEREAS, Huron established a high school Career and Technical Education Center ("CTE Center") for the purpose of providing career education to its high school students; and

WHEREAS, the other parties to this Agreement desire to enter into this contract to share the service of Huron Employees who operate the CTE Center;

WHEREAS, Huron will enter into this Agreement to share such services upon the terms and conditions set forth herein,

NOW, THEREFORE, the parties agree as follows:

1. Operation of the CTE Center. Huron established a CTE Center and will continue to maintain, staff, and operate said facility for the purpose of providing career education to high school students. The CTE Center is not a multi-district career and technical educational services unit as authorized by SDCL 13-39. Huron shall continue to directly employ personnel or contract services necessary to provide the curriculum and services offered by the CTE Center.

2. CTE Center Association. The parties to this Agreement hereby establish the CTE Center Association (the "Association"). The Association shall operate as follows:

- a. The Superintendent of each District shall advise Huron of the name of the person who will serve as that District's representative to the Association.
- b. The Association shall meet, as necessary, to fulfill its obligation to advise Huron concerning curriculum offerings at the CTE Center and program effectiveness. The final

decision with respect to any such curriculum matter shall, however, be made by Huron, after receiving advice of the Association.

- C. Association meetings shall be coordinated by Huron. All business to be conducted by the Association may only be conducted if a quorum of the Association members is present. A quorum shall consist of all district representatives.

3. Participation In the CTE Center. The Districts who are parties hereto hereby undertake and agree with Huron that they will annually throughout the term hereof, commit to and pay tuition, to include instructional program and capital equipment costs, for the number of students set forth below:

_____5_____ (minimum yearly number of students)

Each of the Districts party hereto agrees that it will pay Huron tuition for the number of students set forth above for the initial term hereof whether or not utilized by said District. Swapping positions between members or non-members is not allowed. Association members may purchase additional positions on a space available basis.

Each district will be guaranteed 1 student seat per Huron CTE course per semester.

4. Tuition Rate. For FY25, the combined general and capital outlay fund tuition rate for members of the Association shall be \$1,234.00 /student/class/year (or \$617/student/class/semester) increased by the FY 25 General Fund State Aid percentage increase. Tuition shall cover one slot for one course for the entire school year (or ½ rate for a semester course). For the final two (2) years of the agreement, the tuition rate shall be increased by the appropriate year's General Fund State Aid percentage increase. In no case shall the tuition rate be reduced. Huron State Aid will be used for calculations. It will be based on one-sixth of Huron School District General Fund State Aid per class per student per year. Tuition will be billed twice a year in September and January and shall be paid within thirty (30) days of receiving the invoice.

5. IDEA and 504 Students. The home school district is responsible for any and all costs associated with special education or 504 students and their respective accommodations and modifications to curriculum and lab activities.

6. Term. The initial term of this Agreement, and the period for which the parties hereto commit to pay tuition for the number of positions set forth for each above, shall be three (3) years. A minimum 365 day notice is required for discontinuation or withdrawal from the CTE Center Association.

7. Additional Members. If requested, and so long as adequate space and staffing are available, Huron may enter into contractual arrangements similar to this Agreement with other school districts. Any such subsequent contractual arrangement shall be made upon terms no more advantageous to any

other district than the terms set forth herein for the parties to this Agreement. Upon entering into any such subsequent agreement, the other district party hereto shall become a member of the Association. The association shall meet, as necessary, to review requests of additional schools to enter into the CTE Center Association. The final decision shall, however, be made by Huron, after receiving advice of the Association.

8. Student Matters. Huron shall maintain records pertaining to course work, disciplinary matters, and other required records for students from all Association members with respect to each student from such member. Huron shall be entitled to suspend any student attending the CTE Center, and to remove from the grounds thereof, in accordance with its policies pertaining to students as they exist from time-to-time. As provided above, Huron shall provide each Association member with notice and records of disciplinary violations by students attending the CTE Center. Each Association member shall take such disciplinary action with respect to any such student as may be provided by its policies as they exist from time-to-time.

9. Mobile Units. The mobile units are only available to Association member districts and their students. Association members will assume liability when a mobile unit is within their individual district.

Huron School District is responsible for rotating and relocating the mobile units. Association member districts will be charged a flat fee of \$300 per trailer per year for quarterly rotation (time, mileage). This will increase by the appropriate year's General Fund State Aid percentage increase.

Future replacement of equipment within and pertaining to the Mobile Units will be shared among Association districts.

10. Miscellaneous. The parties agree and acknowledge that this Agreement is made pursuant to SDCL 13-15-1.1, and is a contract for sharing of services of the employees of Huron. This Agreement shall be binding upon the parties hereto and their successors. This Agreement may not be amended save and except by a subsequent, written agreement executed by a majority of the Districts then party hereto. This Agreement is made pursuant to and should be governed by the laws of the State of South Dakota.

11. Year 1, 2024-2025: There will be a Mobile Unit fee of \$1,000 per trailer per school. Beginning in Year 2, 2025-2026, see Section 4.

IN WITNESS WHEREOF, the parties signify their agreement effective the date above first written by signatures affixed below.

HURON SCHOOL DISTRICT 02-2

School Board President

(seal)

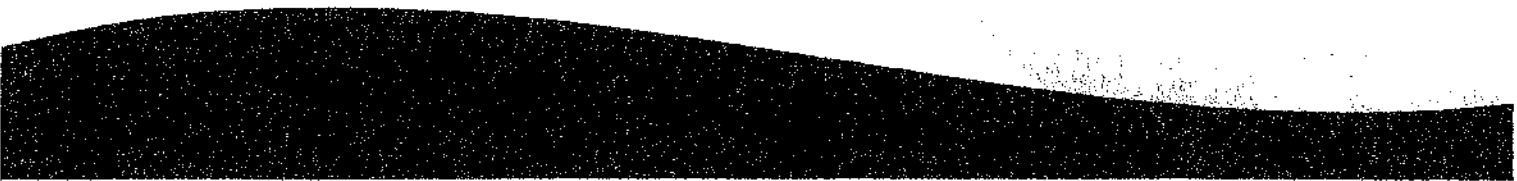
Business Manager

Hitchcock-Tulare School Dist. SCHOOL DISTRICT 56-6

Jay Roth
School Board President

(seal)

Mandy Miller
Business Manager





Jolene Konechne, Ed.S.

Director of ESL, CTE, Federal Programs, & Accreditation

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HURON SCHOOL DISTRICT 02-2

School Board President

(seal)

Business Manager

Sanborn Central SCHOOL DISTRICT 55-5

Clayton Dean
School Board President

(seal)

Dayle Becken
Business Manager





Jolene Konechne, Ed.S.
Director of ESL, CTE, Federal Programs, & Accreditation
150 5th St. SW
Huron, SD 57350
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6. Term. The initial term of this Agreement, and the period for which the parties hereto commit to pay tuition for the number of positions set forth for each above, shall be three (3) years. A minimum 365 day notice is required for discontinuation or withdrawal from the CTE Center Association.

7. Additional Members. If requested, and so long as adequate space and staffing are available, Huron may enter into contractual arrangements similar to this Agreement with other school districts. Any such subsequent contractual arrangement shall be made upon terms no more advantageous to any

other district than the terms set forth herein for the parties to this Agreement. Upon entering into any such subsequent agreement, the other district party hereto shall become a member of the Association. The association shall meet, as necessary, to review requests of additional schools to enter into the CTE Center Association. The final decision shall, however, be made by Huron, after receiving advice of the Association.

8. Student Matters. Huron shall maintain records pertaining to course work, disciplinary matters, and other required records for students from all Association members with respect to each student from such member. Huron shall be entitled to suspend any student attending the CTE Center, and to remove from the grounds thereof, in accordance with its policies pertaining to students as they exist from time-to-time. As provided above, Huron shall provide each Association member with notice and records of disciplinary violations by students attending the CTE Center. Each Association member shall take such disciplinary action with respect to any such student as may be provided by its policies as they exist from time-to-time.

9. Mobile Units. The mobile units are only available to Association member districts and their students. Association members will assume liability when a mobile unit is within their individual district.

Huron School District is responsible for rotating and relocating the mobile units. Association member districts will be charged a flat fee of \$300 per trailer per year for quarterly rotation (time, mileage). This will increase by the appropriate year's General Fund State Aid percentage increase.

Future replacement of equipment within and pertaining to the Mobile Units will be shared among Association districts.

10. Miscellaneous. The parties agree and acknowledge that this Agreement is made pursuant to SDCL 13-15-1.1, and is a contract for sharing of services of the employees of Huron. This Agreement shall be binding upon the parties hereto and their successors. This Agreement may not be amended save and except by a subsequent, written agreement executed by a majority of the Districts then party hereto. This Agreement is made pursuant to and should be governed by the laws of the State of South Dakota.

11. Year 1, 2024-2025: There will be a Mobile Unit fee of \$1,000 per trailer per school. Beginning in Year 2, 2025-2026, see Section 4.

IN WITNESS WHEREOF, the parties signify their agreement effective the date above first written by signatures affixed below.

HURON SCHOOL DISTRICT 02-2

School Board President

(seal)

Business Manager

Wolsey-Wessington SCHOOL DISTRICT 2-6


School Board President

(seal)


Business Manager



	Huron School District #2-2	Code:
	Policies and Regulations	KL Complaint Against School Employee

Complaint Against School Employee

It is the belief of the School Board that complaints may arise as the result of a misunderstanding which could be resolved through the mutual efforts of the person having the complaint and the employee involved. For that reason, efforts should be made by all parties involved to resolve the complaint at the lowest procedural level. It is only in those situations when the complaint cannot be resolved that the Board should be involved.


The purpose of this policy is to outline a procedure for addressing parent/student/public complaints about an employee's conduct, performance, or an employee's administration of a curricular, co-curricular or extra-curricular program. *Complaints related to sexual harassment, bullying, and instructional and library materials are addressed through other School District policies and not through this policy.*

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

COMPLAINT PROCEDURE

STEP 1: Initial Complaint

- A.** The person having a complaint ("Complainant") must initiate the complaint procedure within thirty (30) calendar days from the date the Complainant knew or should have known of the conduct of the Employee giving rise to the complaint. The person having the complaint related to a school employee must initiate the complaint procedure in one of the following ways:
- meet and discuss the concern with the Employee involved; OR
 - meet and discuss the concern with the Employee's Principal.
1. If the Complainant met with the Employee and the complaint was not resolved, the Complainant must meet and discuss the complaint with the Employee's Principal within ten (10) calendar days of the meeting with the Employee. The **Principal Complainant** shall complete a Complaint Form, Exhibit KL-E(1). The Complainant shall sign and date the Complaint Form verifying the accuracy of its content.
 2. If the Complainant initiates the complaint by meeting the Principal, the **Principal Complainant** shall complete a Complaint Form, Exhibit KL-E(1). The Complainant shall sign and date the Complaint Form verifying the accuracy of its contents.
- B.** Upon the Complaint Form being signed and dated by the Complainant, the Principal shall give a copy of the complaint to the Employee and schedule an informal meeting with only the Complainant, Employee and Principal present. At the meeting, the Principal shall attempt to facilitate discussion between the Complainant and Employee by seeking clarification of the issue(s) and seeking a

	Huron School District #2-2	Code:
	Policies and Regulations	KL Complaint Against School Employee

resolution to the complaint. Should a resolution be obtained, the resolution shall be noted on the Complaint Form. Should a resolution not be obtained, the Complainant and/or the Employee may request a decision by the Principal on the merits of the complaint by making the request on the Complaint Form.

- C. If the Principal is asked to make a decision on the merits of the complaint, the Principal has the authority to investigate the complaint beyond the information received from the Complainant and Employee during the meeting with the Complainant, Employee and Principal. The Principal shall render a decision in writing within fourteen (14) calendar days of the request for a decision on the merits of the complaint. The time frame for rendering a decision by the Principal may be extended by the Principal for good cause and upon written notification to the Complainant and Employee, which notification shall identify the reason for the extension and the date on or before which the decision shall be rendered. The Complainant and the Employee shall receive written notification of the Principal's determination/resolution.
- D. The Principal's decision may be appealed by the Complainant or Employee to the Superintendent within (10) ten calendar days of receipt of the Principal's written decision pursuant to Step 2. If the Principal does not render a written decision within the required time frame (14 days unless extended) the Complainant or Employee may appeal to the Superintendent pursuant to Step 2.

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

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

STEP 2: Appeal to the Superintendent

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

- A. The appeal shall be in writing using Exhibit KL-E(2). The appealing party must attach the Complaint and the Principal's written decision, if a decision was rendered.
- B. Upon receipt of an appeal, the Superintendent will provide a copy of the appeal to the other party. Within five (5) calendar days, the other party may submit a written response to the appeal. The Superintendent shall provide a copy of the response to the appealing party.
- C. In the Superintendent's sole discretion, the Superintendent may (a) meet and discuss the matter with the Complainant and Employee, (b) meet and discuss the matter with the Complainant, Employee and Principal, or (c) meet and discuss the matter with the Principal.



Huron School District #2-2

Policies and Regulations

Code:
KL Complaint Against School
Employee

- D. Within fourteen (14) calendar days from the date the appeal was filed with the Superintendent, the Superintendent shall render a decision in writing. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to the Complainant and Employee; the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered. The Complainant, Employee and Principal shall receive copies of the decision. The Superintendent may uphold, reverse or modify the Principal's decision. The Superintendent may also refer the matter back to the Principal for further investigation. The Principal may uphold, modify or reverse his or her initial decision. After a matter has been referred back to the Principal, and the Principal rendered a second decision, that decision may also be appealed to the Superintendent.
- E. The Superintendent's decision may be appealed by the Complainant to the School Board within (10) ten calendar days of receipt of the Superintendent's written decision pursuant to Step 3. If the Superintendent does not render a written decision within the required time frame (14 calendar days unless extended) the Complainant may appeal to the School Board pursuant to Step 3.
- F. If the Employee believes the Superintendent's decision constitutes a violation, misinterpretation or inequitable application of School Board policy or collective bargaining agreement applicable to the Employee, the Employee may file a grievance pursuant to the applicable grievance policy. A grievance filed pursuant to this provision shall be initiated at the Superintendent level.

STEP 3: Complainant's Appeal to the School Board

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

- A. An appeal to the School Board shall be in writing using Exhibit KL-E(3). The Complainant must attach the complaint, the Principal's written decision if a decision was rendered, the appeal to the Superintendent, the response to the appeal if any, and the Superintendent's decision if one was rendered.
- B. The appeal must be filed with the President/Chairperson of the School Board or Business Manager within ten (10) calendar days of Complainant's receipt of the Superintendent's written decision, or within ten (10) days of the deadline for the Superintendent's written decision, whichever comes first.
- C. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the employee involved.
- D. Upon receipt of an appeal to the School Board, the School Board shall determine if a formal hearing is necessary or if the matter can be decided on the record before the Board. If the Board determines a hearing is necessary, the School Board shall at its next meeting schedule a date, time and location for the appeal hearing.

If the Board determines to adjudicate the complaint on the record, the Board shall at its next meeting deliberate and render its decision pursuant to step 3 E, paragraph 14 of this policy.

- E. The following procedure shall be applicable at the appeal hearing before the School Board:
1. The School Board shall appoint a school board member or a person who is not an employee of the school district as the hearing officer.




Huron School District #2-2

Policies and Regulations

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KL Complaint Against School
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2. Within thirty (30) calendar days of an appeal being filed with the School Board, the School Board shall conduct a hearing in executive session.
3. The Complainant, Employee and Superintendent each have the right to be represented at the hearing.
4. The School Board shall make a verbatim record of the hearing by means of an electronic device or a court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed.
5. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified by the School Board; in the absence of a decision by the Superintendent, the School Board will make a decision on the merits of the Complaint.
6. All parties shall be given the opportunity to make an opening statement, with the Complainant being given the first opportunity, followed by the Employee and then the Superintendent.
7. The Complainant shall present his or her case first, and the Employee shall then present his or her case. Both parties shall have the opportunity to ask questions of the other's witnesses. The hearing officer and school board members may ask questions of any witness.
8. After the Complainant and the Employee have presented their respective cases, the Superintendent shall then present the basis of his/her decision which led to the appeal, if a decision was rendered. The Complainant and Employee shall have the opportunity to ask the Superintendent questions. The hearing officer and board members may also ask questions of the Superintendent.
9. Unless a witness is a party to the appeal, witnesses may be present only when testifying unless the Hearing Officer rules otherwise. All witnesses must take an oath or affirmation administered by the School Board President/ Chairperson, Hearing Officer or other person authorized by law to take oaths and affirmations.
10. The Hearing Officer shall admit all relevant evidence. The Hearing Officer may limit unproductive or repetitious evidence. The strict rules of evidence do not apply. *Moran v. Rapid City Area School Dist.*, 281 N.W.2d 595. 602 (S.D. 1979) ("This [school board hearing related to teacher contract nonrenewal] does not mandate nor necessitate the use of strict evidentiary rules.").
11. Both parties shall be given the opportunity to make a closing statement, with the Complainant having the first opportunity, followed by the Employee, and then the Superintendent. The Complainant shall be given the opportunity for a brief rebuttal.
12. After the evidentiary hearing, the School Board shall continue to meet in executive session for deliberations. No one other than the Hearing Officer may meet with the Board during deliberations. During deliberations, the Board may seek advice from an attorney who did not represent any of the parties in the hearing. Consultation with any other person during deliberation may occur only if a representative of the Complainant, Employee and

	Huron School District #2-2	Code:
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Superintendent are present. The Board may, in its sole discretion, continue the proceedings and make a final decision on the appeal at a later date.

13. Within twenty (20) calendar days of the hearing, the School Board shall render its decision, ~~and issue its written Findings of Fact, Conclusions of Law and Decision~~ **may be issued by the Board if, in its sole discretion, the Board believes the same are necessary.** The time frame for rendering a decision may be extended by the Board President for good cause and upon written notification to the Complainant, Employee and Superintendent. The notification shall identify the reason for the extension and the date on or before which the decision shall be rendered.

14. The decision of the School Board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The Board will reconvene in open session. The Board may uphold, reverse, or modify the Superintendent’s decision, or render a decision on the merits of the Complaint in the absence of a Superintendent’s decision. **If deemed necessary by the Board,** Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion, shall be in writing and approved by the Board. The Complainant, Employee, Principal and Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the School Board.

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

Huron School District 2-2

2024-2025 Budget Summary

Budgeted Revenue

Fund	General	Capital Outlay	Special Education	Building	Elementary Bond Redemption	Food Service	Enterprise	Total All Funds	Percent
Local Revenue	6,292,000	4,399,000	2,235,000	3,000	1,423,000	726,000	226,000	15,304,000	27.64%
County Revenue	243,000	-	-	-	-	-	-	243,000	0.44%
State Revenue	18,624,000	-	3,959,000	-	-	-	-	22,583,000	40.79%
Federal Revenue	1,875,000	1,745,000	946,000	-	-	1,844,000	-	6,410,000	11.58%
Other Sources	820,000	10,000,000	-	-	-	-	-	10,820,000	19.54%
Total	27,854,000	16,144,000	7,140,000	3,000	1,423,000	2,570,000	226,000	55,360,000	100.00%

Budgeted Expenditures

Fund	General	Capital Outlay	Special Education	Building	Elementary Bond Redemption	Food Service	Enterprise	Total All Funds	Percent
Salaries and Wages	18,602,600	-	5,382,700	-	-	1,132,000	98,000	25,215,300	45.44%
Employee Benefits	5,135,000	-	1,417,500	-	-	367,200	14,100	6,933,900	12.49%
Purchased Services	2,112,100	7,230,000	240,200	-	-	58,000	2,000	9,642,300	17.38%
Supplies & Materials	1,138,200	1,149,000	98,100	3,000	-	970,700	68,900	3,427,900	6.18%
Equipment & Improve.	40,000	5,625,000	-	-	-	-	-	5,665,000	10.21%
Other Objects	972,100	2,220,000	1,500	-	1,331,000	42,000	43,000	4,609,600	8.31%
Total	28,000,000	16,224,000	7,140,000	3,000	1,331,000	2,570,000	226,000	55,494,000	100.00%

Budget (Deficit)

Surplus	(\$146,000)	(\$80,000)	\$0	\$0	\$92,000	\$0	\$0	(\$134,000)
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Huron School District

Bullying Prevention Data Collection
2023-2024 School Year

The superintendent is responsible to monitor the effectiveness of the bullying/harassment prevention efforts and the timely reporting to the Board of Education. The principal will annually report to the superintendent the number and type of complaints investigated under this policy and the results, including disciplinary actions taken and the effectiveness of those actions, including follow-up contacts. The documentation supplied by the building principals will be reviewed by central administration to coordinate data district-wide and formulate a comprehensive report. The report will include the number and type of complaints filed under this policy with comparative data from previous years as it becomes available. The report may also include district-wide or individual building survey results related to bullying and harassment.

	Number of Alleged Incidents	Number of Founded Incidents	Disciplinary Actions					Location					
			Conference	Detention	Suspension	Expulsion	Other	Hallway	Classroom	Lunch Room	Bus	Technology	Other
September	3	1	1					1					
October	9	5	3		1		1	2	2			2	3
November	5	1	1		1			2	1			1	1
December	3	1		1	1			2	2	1			
January	3	2	1				3		1				
February	3	3	3						2	1		1	
March	3	1	1				1		1				
April	5	5			1		1	2	1				2
May	0	0											
TOTAL	34	19	10	1	4	0	6	8	11	2	0	4	6
TOTAL 2022-23	33	10	9	0	2	0	1	8	6	1	1	3	2
TOTAL 2021-22	56	38	23	0	5	0	5	2	19	4	5	3	9
TOTAL 2020-21	20	9	11	4	2	0	5	5	3	3	2	2	3
TOTAL 2019-20	40	12	14	2	1	0	1	8	11	2	4	8	6
TOTAL 2018-19	46	9	18	4	0	0	11	7	15	3	1	4	2
TOTAL 2017-18	49	16	26	4	5	0	18	8	16	7	2	7	8
TOTAL 2016-17	44	15	23	3	2	0	9	4	8	8	0	4	6
TOTAL 2015-16	31	12	16	6	0	0	11	3	13	6	1	4	6

Based on number of founded incidents

How many perpetrators were identified 20

How many victims were identified 20

Bullying prevention program plan for each building:

Buchanan K/1 Center:

- The School Counselor is in each classroom every month teaching lessons.

Madison 2/3 Center:

- Our counselor/social worker works with students and staff on conflict resolution and bullying education.

Washington 4/5 Center:

- Bullying Prevention Activities during the month of October provided in specials time during Social Skills class and also with classroom visits from Mr. Johnson (counselor).
- Bullying Awareness Activities during social skills class throughout the year, Choose Love Movement Curriculum.
- Daily announcement reminder to be kind
- Bullying is discussed on announcements during the month of October (social skill of the week).

HMS: Huron Middle School focuses on kindness/anti-bullying throughout the school year, but emphasize it directly during October. Below is a summary of the activities that were used.

For homeroom this week, please start by watching the Kindness Boomerang video. I have included a variety of discussion questions (attached) which you can use to talk through the meaning behind the video and how it might relate to bullying month in October. I have also included a short (2.5 min) PACER video explaining bullying month and Unity Day, so please save a few minutes at the end of class to watch that as well. –counseling office

Friday, 9/29/2023:

Life Vest Inside - Kindness Boomerang - "One Day" - YouTube

□

Life Vest Inside - Kindness Boomerang - "One Day"

Watch as the camera tracks an act of kindness as its passed from one individual to the next and manages to boomerang back to the person who set it into motion. Has Life Vest Inside's Kindness Boomerang inspired you? Take our Impact Survey and help us measure the impact of kindness on the world! Plus, get entered to win free LVI goodies just for ...

www.youtube.com

PACER Bullying Month video (2.5 min)

https://youtu.be/2G_3qw1w_YE

1. What is a kindness boomerang?

• Start with the basics. Ask students to explain what they understand by the term "kindness boomerang." Have they heard of it before, or is this a new concept for them?

2. Why is kindness important?

• Explore the significance of kindness in our lives. Discuss how acts of kindness can make people feel, both the giver and the receiver.

3. Have you ever experienced a kindness boomerang in your life?

• Encourage students to share personal stories of when they did something kind for someone, and it came back to them in a positive way.

4. How does kindness impact a community or school?

• Discuss the ripple effect of kindness. How can small acts of kindness contribute to creating a more positive and supportive community or school environment?

5. What are some examples of simple acts of kindness?

• Brainstorm a list of everyday acts of kindness that middle schoolers can easily do, like holding the door open for someone, offering a compliment, or helping a friend with homework.

6. Why do some people hesitate to be kind?
 - Explore the reasons why some individuals might be reluctant to show kindness. Discuss potential barriers and how they can be overcome.
7. How can we promote kindness in our school?
 - Brainstorm ideas for promoting kindness in the school environment. This could include creating a kindness club, organizing random acts of kindness days, or starting a kindness bulletin board.
8. What do you think are the benefits of being kind?
 - Discuss the positive outcomes of practicing kindness, both for the individual and for the people around them.
9. How can we respond to unkindness or bullying with kindness?
 - Talk about strategies for responding to unkind behavior with kindness, such as using empathy and understanding as a way to defuse negative situations.
10. What is the connection between self-kindness and kindness toward others?
 - Explore how being kind to oneself is linked to being kind to others. Discuss the

In February the focus is on inclusion-
Spread the Word Inclusion Day

Spread the Word was created to commit to acknowledging the hurt caused by disparaging words towards people with intellectual and developmental disabilities. The R-word (the word retard or retarded) is not as prevalent, but it is still used, along with other derogatory language words. Words matter because they hold the power to shape perceptions, influence emotions, and drive actions. The language we use can either foster understanding, empathy, and unity, or perpetuate stereotypes, division, and discrimination. Choosing our words carefully is essential for effective communication and building a more inclusive and compassionate society.

Instructions for Homeroom: You may read or summarize the above statement to your class as an intro. After that, please watch the attached videos with your students (links below). Read through the attached PowerPoint. Next, you can either go through the reflection questions as a class or have your students work on these individually. Lastly, have each of your students sign a pledge card (will be in your mailboxes). Please put the pledge cards in one of the school counselor's mailboxes by March 6th.

Mrs. Katzenberger will be putting Spread the Word Inclusion goodies in your mailboxes for each of your students as well!

Please reach out with any questions!

video 1: https://youtu.be/H10W1PSrxEU?si=blzB5wP4GuQ_fSaA

video 2: <https://youtu.be/waAakYJ5Zrg?si=0pmi08yyfH2fwYNY>

Students all sign a promise to be inclusive of one another.

Bullying report forms are reviewed at early release in-service with all staff.

The reports are readily available in all house areas, mailroom, main office and counseling office.

Groups are created by staff to support students- these are held after school and as needed during the school day.

April- Tiger Talk Parent Night

A night of fun and learning for Huron Middle School students and their parent or adult role model. Huron Middle School will be hosting Tiger Talk, formally known as Girls/Boys Night out, where 6th, 7th, and 8th grade students will be encouraged to bring one parent or guardian of their choice with them (mom, dad, grandma, grandpa, aunt, uncle, family friend, teacher, etc.). This event will be Tuesday April 9th, 2024 from 5:30pm-8:15pm.

This event aims at providing an evening of education and fun while also giving students and their guest an opportunity to further build their relationship. Activities for the evening will be a variety of carnival games including: inflatables, lawn games, glow-in-the-dark dodgeball, photo booth, painting, and much more! There will be the option to choose from FIVE different speakers this year. We will also be providing supper. If you would like to attend but do not have anyone to bring as a guest, please visit with Mrs. Decker or Ms. Kevan. Spanish and Karen interpreters will be available at the event. Please register for this event by March 29th. It is important that you register your student before the deadline in order to ensure that they receive a chance to win a prize! You can register by returning the form below or by signing up through our google form. The link for the form is: <https://forms.gle/eG3oHuKBaUKXh2uP7>
This event is an excellent opportunity for HMS students and their guests to build positive relationships with each other. We hope to see you there!

HHS: Bullying is one of the topics Mr. Radke and Mr. Mittelstedt cover with the freshmen during orientation. They also discuss the issue with each class during the first day of school. Additionally, each homeroom teacher covers the school policy on bullying and Mr. Radke and Mr. Mittelstedt meet with the sophomores and freshmen in October to discuss bullying and technology safety. Mr. Mittelstedt handles 90% of the bullying reports and educating the students involved is always part of his process. I believe that is a big part of the reason we rarely have repeat offenders.

Huron Colony: Bullying of students is against federal, state, and local policy, and is not tolerated by the Huron School District. School board policy ABB clearly details a student's rights and protection from bullying and harassment. This policy can be found on the school website.

Riverside Colony: Bullying of students is against federal, state, and local policy, and is not tolerated by the Huron School District. School board policy ABB clearly details a student's rights and protection from bullying and harassment. This policy can be found on the school website.



**SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION
2024 RUNOFF BALLOT
West River At-Large Representative
TERM: JULY 1, 2024 TO JUNE 30, 2029**

West River At-Large Representative- To be filled by a **Superintendent.**

This position is currently held by Kelly Messmer of Harding County High School. The West River At-Large Representative may be a Superintendent from any SDHSAA member school whose high school is physically located west of the Missouri River. This position must be filled by a Superintendent. **Any member school may nominate a person for this position and all member schools have the opportunity to vote.** The person elected will serve a **five-year term** on the SDHSAA Board of Directors and is unable to run for re-election in the West River At-Large Representative slot.

You may vote for one candidate.

The deadline for the return of this ballot is **JULY 25, 2024.**

- Chris Long, Lyman School District**
- Mark Naugle, Custer School District**

Name of Member School

Date

Signature (Superintendent or Principal)

Signature (School Board President)

Unless there are TWO signatures, this ballot will be unacceptable and declared void.

Chris Long, Lyman- Thank you for the opportunity to introduce myself as a candidate for the SDHSAA's Board of Directors and it's West River At-Large Superintendent position. I've been an educator in four South Dakota communities and am currently the superintendent in the Lyman School District. I feel that my education, extra-curricular and sports officiating experiences in South Dakota provide insights that would enable me to be an effective member of the SDHSAA Board of Directors.

The SDHSAA is an organization I have been fortunate to work with often. Since 1997, I've had tenures as a head and assistant football coach and as a head golf coach. I served a term on the SDHSAA Golf Advisory Board and, in cooperation with the SDHSAA, was the Class B State Golf meet director in 2017. I've been a certified high school basketball official since 2002. These experiences, along with many others, led to my interest in the Board of Directors and this open position.

I appreciate your district's consideration and would truly appreciate the opportunity to represent the schools of South Dakota on the SDHSAA Board of Directors.

Mark Naugle, Custer- With 33 years dedicated to public education, including over two decades as a school administrator and fifteen years as a Superintendent, I would bring a wealth of experience and a deep commitment to serving the students and schools of South Dakota as a member of the SDHSAA Board. Whether in the classroom, on the field, or within the community, I see every opportunity as a chance to make a positive impact and leave a lasting legacy of service and dedication. Joining the SDHSAA would not only be a continuation of this journey but also a new chapter filled with opportunities to serve the schools and students of our state. My journey in education has seen me wear many hats as a teacher, coach, principal, activities director, sports official, and finally, superintendent. After graduating from Custer High School and Black Hills State, I started my teaching/coaching career in Groton, with stops in Elk Point and Sturgis. Along the way, I completed my master's degree in education administration from South Dakota State and my education specialists and doctoral coursework from USD. I have served as a superintendent in South Dakota for fifteen years in Custer and Hill City and as a secondary principal/activities director in Philip and Hill City. In 2006, I was selected as the South Dakota Middle School Principal of the Year, and just this month, I was named the 2023 Outstanding Superintendent for South Dakota by the South Dakota School Superintendent's Association (SDSSA).

These experiences have helped me understand the importance of extracurricular activities in shaping students' lives. As a high school student, I personally witnessed school activities keep a classmate in school and become the first in his large family to graduate from high school. Without the support of teachers, coaches, and the activities he was involved in, he admitted he would not have graduated.

As a certified basketball official in South Dakota for 25 years, I've had the privilege of officiating multiple state tournaments. I was honored as the NFHS Boys' Basketball Official of the Year in 2010-2011 and inducted into the Black Hills Sports Officials Hall of Fame in 2023. I served as the SDHSAA Sports Advisory Council secretary for 17 years, and the SDHSAA Budget and Calendar Committee. Serving as the National President of the Federal Lands Impacted Schools Association for two years was a great learning experience, and I am currently a member of their executive board. Serving as the president of the South Dakota School Superintendent's Association (SDSSA) for two years was an honor, and I currently serve as a representative to the national superintendent's group, AASA, on their governing board.

	Huron School District #2-2	Code: BA
	Policies and Regulations	Priority Objectives of Board Operations

Priority Objectives of Board Operations

The statement of policies of the Board of Education shall be based upon a recognition of three district functions of school control and management:

1. Legislative Function

The Board of Education shall formulate policies for the general management of all schools within the district.

2. Executive Function

The Board of Education shall delegate to the superintendent as per job description its executive and administrative duties and responsibilities necessary for carrying out its policies and shall hold him/her responsible and accountable.

3. Appraisal Function

The Board of Education shall hold the superintendent responsible for furnishing complete information necessary for the Board's evaluation of the school program.

It is general practice for the Board of Education to act as a committee as a whole. Special committees shall be appointed as needed and dismissed when their tasks are completed.

In an effort to improve Board competence, education and development will be scheduled regularly and involve all board members.

The Board shall regularly appraise its own policies and practices.

Rules and regulations shall be guiding principles rather than detailed instructions. They shall reflect policy rather than administrative procedure, which is the responsibility of the superintendent.

Rules, regulations and policies shall be part of the minutes, on record and not to be modified except with consent of the Board of Education.



Huron School District #2-2

Policies and Regulations

Code: BB
School Board Powers
and Duties

School Board Powers and Duties

1. The Board of Education is the publicly designated steward at the local level for the education of children and youth. It is charged with the educational welfare of all students irrespective of age, sex, race, ethnicity or ability to learn. It recognizes the essential link between educational excellence and the economic and social health of the community.
2. The Board of Education is responsible for formulating policies for the general management of the schools in the district. Although the Board shall designate authority to the superintendent and his/her staff, the Board is responsible to district patrons for the results produced.
3. The Board of Education shall select a superintendent to fulfill administrative responsibilities as per board policy and statute.
4. The Board of Education shall select a business manager to fulfill administrative responsibilities as per board policy and statute.
5. The Board of Education shall elect, promote and/or dismiss all employees as per board policy and statute.
6. The Board of Education may accept, modify and/or reject the recommendations of the superintendent and may call for new recommendations.
7. The Board of Education shall approve salary schedules, employment policies, transportation contracts and agreements involving school business upon the recommendations of the superintendent.
8. The Board of Education shall provide educational programs that reflect the educational philosophy, goals, and needs of the community.
9. The Board of Education shall approve school philosophy, changes in the curriculum, and materials of instruction as per board policy.
10. The Board of Education shall evaluate the superintendent.
11. The Board of Education shall approve a school calendar for each school year.



Huron School District #2-2

Policies and Regulations

Code: BB
School Board Powers
and Duties

School Board Powers and Duties (continued)

12. The Board of Education shall provide finances for efficient management of the schools, including the adoption of the amount of the tax levy.
13. The Board of Education shall develop plans regarding capital outlay and maintenance expenditures including building alterations and additions, new equipment, improvement of grounds, repair and replacement of buildings and equipment.
14. The Board of Education shall adopt a final budget upon the recommendations of the superintendent and the business manager.
15. The Board of Education shall designate depositories for schools.
16. The Board of Education shall approve for payment all bills and other disbursements upon the recommendation of the superintendent and the business manager.
17. The Board of Education shall approve the annual audited financial reports of the business manager.
18. The Board of Education shall conduct all school elections in accordance with the general election laws of the state.
19. The Board of Education shall perform such other functions and duties as required by law.



Huron School District #2-2

Policies and Regulations

Code: BB
School Board Powers
and Duties

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Huron School District #2-2

Policies and Regulations

Code: BC
Board Member Code of
Ethics

Board Member Code of Ethics

Members of the District's Board of Education recognize that they are state officials of local government, elected to provide public education to the children in their communities. Members understand that alone, they have no authority – but convened as a Board at a legal meeting, they provide governance to the district and strive to improve student achievement.

In working to do so, the following standards of conduct will serve as a guide for the official conduct of board members:

1. I will consider myself a trustee of public education and will do my best to provide children in my community with high-quality educational opportunities.
2. I will recognize that the responsibility of the school board is to govern the District and forward its visions and goals by establishing effective policies, planning and appraisal.
3. I will practice good stewardship of the District's resources.
4. I will encourage community stakeholders to be engaged in public education and supportive of their students and schools.
5. I will leave the daily administration of schools to the superintendent.
6. I will respect the privileged communications from executive sessions and other administrative sources, and will not discuss confidential business of the Board at home, on the street or at work.
7. I will keep myself informed about education issues, through individual study and professional development, in an effort to become a more effective Board member.
8. I will express my honest and thoughtful opinions at Board meetings and will listen to the opinions of other Board Members.
9. I will make no disparaging remarks, in or out of the Board meeting, against Board members or their opinions.
10. I will refuse to use my position as a Board member for personal gain or the gain of special interests or partisan politics.
11. I will render decisions only after I have discussed matters with Board members, reviewed applicable data, and considered recommendations from the superintendent and



Huron School District #2-2

Policies and Regulations

Code: BC
Board Member Code of
Ethics

Board Member Code of Ethics (continued)

community members – once a majority vote has been reached, I will support Board decisions.

12. I will vote for the most competent and best-trained personnel recommended by the superintendent, and will support them in the performance of their duties.
13. I will refer complaints, including personal criticism, to the superintendent, and only after the failure of an administrative solution will I discuss the matter at a Board meeting.
14. I will observe and enforce school district, state and federal laws, policies and regulations.
15. I will remember that my first and greatest concern is the educational welfare of all students attending the District's schools.



Huron School District #2-2

Policies and Regulations

Code: BD
Board Member Conflict
of Interest

Board Member Conflict of Interest

Public office is a trust created in the interest of the common good and for the benefit of the people. As public officials holding the respect and trust of the community, board members will not use the office for personal advantage.

A board member will not have any direct pecuniary interest in a contract with the school district; nor furnish directly any labor, equipment or supplies to the district; unless the amount involved is less than three thousand dollars (\$3000).

Each member shall decide if any potential conflict of interest requires disqualification from participation in board discussion or action. No board member may participate in discussion or vote on any issue in which the member has a conflict of interest if the following circumstances apply:

1. The member has a direct pecuniary interest in the matter before the Board; or
2. At least two-thirds of the Board votes that a member has an identifiable conflict of interest that should prohibit the member from voting on a specific matter.



Huron School District #2-2


Policies and Regulations

Code: BEA

Duties of the Board of
Education President

Duties of the Board of Education President

1. The president shall preside at all meetings of the Board of Education when he/she is present. During his/her absence, the vice-president shall perform all functions normally carried out by the president.
2. He/She shall counter-sign all payments approved by the Board.
3. He/She shall sign all contracts or agreements approved by the Board.
4. He/She shall represent the district where such is deemed appropriate and/or necessary.
5. He/She shall appoint all special committees.
6. He/She shall confer with the superintendent regarding school-related matters when it is necessary. The president and the superintendent shall keep all Board members uniformly informed on relevant matters.
7. He/She shall call special meetings of the Board of Education, provided legal notice is given to all members. Legal notice may be written or oral, but must be received by all members.

	Huron School District #2-2	Code: BEB
	Policies and Regulations	Committees of the Board of Education

Committees of the Board of Education

The Board may authorize the establishment of committees from among its membership as it finds it necessary to study operations in specific areas and to make recommendations for Board action. The functions of committees will ordinarily be fact-finding, deliberative and advisory, and their reports will be made to the Board for discussion and action. All committee appointments will be for no longer than necessary to discharge the completion of their assignment. The Board shall have no standing committees.

All committees will be appointed by the Board president. The superintendent will serve as an advisor to all committees and may attend any committee meeting.

As required by open records laws, any final recommendations, findings, or reports that result from a meeting of a committee established by the Board shall be reported in an open meeting of the Board. The Board shall delay taking any official action on the recommendation, findings, or reports until the next meeting of the Board.

Committees of Board of Education

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Advisory Committees to the Board

The Board will, when it deems appropriate, appoint citizen committees to counsel and assist the district in planning programs and projects. The Board will have the power to dissolve any advisory committee and will reserve the right to exercise this power at any time during the life of any committee.

Committee Appointment and Function

The following policies will govern the appointment and functioning of citizens committees:

1. The composition of a citizens committee will be broadly representative and will take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to such committees as members or consultants, as found desirable.
2. All appointments will be made by the Board, which may name a community selection committee to make nominations for the purpose of obtaining broader community presentation. The appointment of any staff members to such committees will be made by the Board upon recommendation of the superintendent.
3. Each committee will be clearly instructed as to:
 - The length of time each member is being asked to serve;
 - The service the Board wishes the committee to render, and the extent and limitations of the its responsibility
 - The resources the Board will provide;
 - The approximate dates on which the Board wishes to receive major reports;
 - Board policies governing citizen committees and relationship of these committees to the Board as a whole, to individual Board members, to the superintendent, and other members of the professional staff;
 - Responsibilities for the release of information to the press.
4. Recommendations of citizens' committees will be based on research and fact.
5. A school board possesses certain legal powers and prerogatives, which cannot be delegated or surrendered to others. Therefore, all recommendations of a citizens' committee much be submitted to the Board for official action.



Huron School District #2-2

Policies and Regulations

Code: BED
Compensation for School
Board Members

Compensation for School Board Members

Compensation for all members of the Board of Education shall be up to \$75 per meeting (regular or special). When on school business, school Board members may receive the mileage, meals, and lodging allowance authorized by state regulations.

	Huron School District #2-2	Code: BEE
	Policies and Regulations	Electronic Communication by Board Members

Electronic Communication by Board Members

Use of electronic mail (e-mail) by members of the Board of Education shall conform to the same standards of judgment, propriety and ethics as other forms of school board-related communication. Board members shall comply with the following guidelines when using e-mail in the conduct of Board responsibilities:

1. The Board shall not use e-mail as a substitute for deliberations at board meetings or for other communications or business properly confined to board meetings.
2. Board members shall be aware that e-mail and e-mail attachments received or prepared for use in board business or containing information relating to board business may be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.
3. Board members shall avoid reference to confidential information about employees, students or other matters in e-mail communications because of risk of improper disclosure. Board members shall comply with the same standards as school employees with regards to confidential information.



Huron School District #2-2

Policies and Regulations

Code: BEF
School Board and
Superintendent
Relationship

School Board and Superintendent Relationship


The Board of Education believes the success of its mission to create a high-quality environment where all children can learn depends on the cooperation between the Board of Education and the superintendent.

To achieve this common goal of student achievement, the Board of Education-superintendent governance leadership team will make every possible effort to develop a mutual understanding of their respective roles, create clear expectations and transparency, build professional trust and respect, and communicate openly and honestly with each other.

The Board believes that the legislation of policies is its most important function and that the execution of those policies is the function of the superintendent.

The superintendent will be responsible for the administrative and advisory functions of the Board. Strategic planning, policy making and superintendent evaluations are the functions of the Board. The Board retains final authority within the district, as charged by the South Dakota Legislature.

Together, the Board and the superintendent are a team, each playing a well-defined position.

	Huron School District #2-2	Code: BE
	Policies and Regulations	Organization of the Board of Education

Organization of the Board of Education

Composition, Terms and Election of School Board Members

The school board shall consist of five (5) members. Each regularly elected member shall serve three (3) years. The annual election date will be the second Tuesday in April (general municipal election). Newly elected members shall take office at the annual organizational meeting which shall be held on the second Monday in July.

Vacancies

A vacancy on the Board shall be filled by the Board, by appointment, at any legal meeting thereof until such vacancy can be filled by election at the next annual election. All elections to fill vacancies shall be for the balance of the unexpired term.

Appointments

At the organizational meeting, the Board of Education shall appoint the following: 1) business manager, for a one-year appointment. 2) school district attorney, and 3) truant officer.

Student Representation

One high school student shall be elected annually, and they shall participate in all Board meetings for a one-year term from July 1 to June 30. The student shall not attend executive sessions of the Board. The student will be non-voting member. The high school principal will have the responsibility of formulating specific procedures for conducting student elections and shall coordinate with the superintendent to provide training to the student elected to the Board. One student will be elected from grades 11 and 12. If a candidate is not elected from grades 11 and 12 the principal may take nominations from students in grade 10. Students will serve one-year terms and will be eligible to run for re-election.

Organizational Duties

At the organizational meeting, the Board of Education shall also:

- 1) select a president and a vice-president;
- 2) designate depositories of school funds;
- 3) authorize custodians for all accounts;
- 4) designate newspaper(s) for publishing legal minutes; and
- 5) take any other action deemed necessary.



School Board Meetings/Procedures

- 1) The regular monthly meeting days shall be set or established at the organizational meeting. Members of the Board and the media must be legally notified of any change in time or place for regular meetings as well as for special meetings.
- 2) An agenda for each regular meeting, prepared by the superintendent with the Board president and/or vice-president, will be distributed to each Board member at least two school days prior to the regular meeting. Board members, through the superintendent's office, may place an item of business on the agenda.
- 3) Special meetings may be held upon call of the president or the superintendent. Public notice of the meeting shall be given to members of the Board and the media either by personal communication or in written form. This notice should be given as far in advance of the meeting as possible.
- 4) All regular and special meetings are open to the public.
- 5) The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with any special rules of order the Board may adopt. In order to facilitate the work of the Board, the President has the authority to use less formal procedures at any time unless any board member objects.



School Board Meetings/Order of Business

The order of business is to be determined by the Board of Education as it may deem necessary. The following is a suggested order for a regular meeting.

- 1) Call to Order
- 2) Roll Call
- 3) Adoption of the Agenda
- 4) Consent Agenda
 - a) Approval and/or correction of minutes of previous meeting
 - b) Approval and/or corrections of the financial report
 - c) Consideration and approval of the bills

Board members may remove items from the consent agenda for discussion and action. The consent agenda may contain more items than the three items listed above.

- 5) Celebrate Successes in the District
- 6) Reports to the Board (school department reports, etc.)
- 7) Old Business (consideration of tabled items, committee reports, etc.)
- 8) New Business
- 9) Executive Session (if necessary)
- 10) Community Input
- 11) Adjournment



School Board Meetings/Executive Session

Meetings of public boards shall be open to the public except as provided by law, which allows for executive or closed meetings to be held for the sole purposes of:

- a) discussing the qualifications, competence, performance, character, or fitness of any public officer or employee or prospective public officer or employee. The term "employee" does not include an independent contractor,
- b) discussing the expulsion, suspension, discipline, assignment, or the education program of a student,
- c) consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters,
- d) preparing for contract negotiations or negotiating with employees or employee representatives, and
- e) discussing marketing or pricing strategies by a board or commission of a business owned by the state or any political subdivisions, when public discussions may be harmful to the competitive position of the business.

Prior to entering an executive session or closed meeting, the reason for the executive session must be stated on the record and approved by the Board following a motion and second. Any official action concerning such matters (considered in executive session) shall be made at an open official meeting.



Huron School District #2-2

Policies and Regulations

Code: BFD
School Board Meetings
Quorum

School Board Meetings/Quorum

Three members of the Board of Education shall constitute a quorum for transacting official business of the district. Board action—approval or rejection--requires three like votes.

In the event that two or more board members are excused from discussion and consideration of a matter pursuant to SDCL ch. 3-23 for a conflict of interest, the vote of a majority of the remaining board members present and voting shall be sufficient to take action.

13-8-10. Meetings of board—Election of officers—Designation of depository and newspaper—Quorum. The annual meeting shall be held on the second Monday of July unless otherwise designated by the board at the prior regular meeting. Regular meetings shall be on the second Monday of each month unless otherwise designated by the board at the annual meeting. At the annual meeting the school board shall organize by the election of a president and a vice president from its membership, and such officers shall serve until the next annual meeting. The board shall designate the depository or depositories as provided in § 13-16-15, and the custodians of all accounts; and designate the legal newspaper to be used for publishing all official notices and proceedings. A majority of the members of the school board constitutes a quorum for the purpose of conducting business. Any board action may be taken if it is approved by the majority of the members voting.

Special meetings may be held upon call of the president or in the president's absence by the vice-president, or a majority of the board members. Notice of such meeting shall be given by the business manager to the board members either orally or in writing in sufficient time to permit their presence.



Board of Education/Planning Efforts

Because the school board is ultimately responsible for all facets of school operations and programs, it is imperative that planning efforts be carried out regularly. The planning efforts include, but are not limited to those listed below:

- Individual Board members and the Board as a whole will be involved in available in-service activities. Such activities will include state conventions, in-district opportunities, statewide and regional legislative area meetings/workshops, national conventions, etc.
- The Board of Education will develop a strategic plan for the district and will outline goals and a timeline for implementation of those goals. This plan will be reviewed on an annual basis and be modified or added as necessary.
- At the beginning of each school year, the school board and administrators will meet to establish goals for the upcoming school year. Board members and administrators will also meet in the spring of the year to discuss outcomes of the goals. Board members will receive written reports regarding both meetings.
- Board members will periodically – e.g., once every five years – review the Board policy handbook as a whole, section by section. The purpose of the review will be to examine, discuss, clarify, and revise policies if necessary.
- The Board will cooperate with private and public agencies in the community in an effort to maintain open lines of communication with the agencies.

Because attainment of school goals requires mutual understanding and cooperation among the Board of Education, superintendent, administrators, certified and classified staff, and community patrons, a free and open exchange of views is desirable, proper, and necessary. This exchange will be encouraged by the school board.



Evaluation of Board Operational Procedures

The Board of Education shall, at the end of a specified length of time (5 years), measure its performance against stated objectives and/or functions and duties through a self-evaluation process.

The following areas of Board operations and relationships are representative of those for which objectives may be set and progress appraised:

- 1) Board member orientation and continuing development
- 2) Board meetings
- 3) Fiscal management/Facilities management
- 4) Board-community relations and communications
- 5) Board-superintendent relations
- 6) Student achievement/Instructional management
- 7) Planning and goal setting
- 8) Board-staff relations
- 9) Legislative leadership
- 10) Policymaking



Huron School District #2-2

Policies and Regulations

Code: BGB Board
Member Development
Opportunities

Board Member Development Opportunities

Board members shall be encouraged to participate in meetings and activities of area, state, and national school board associations, as well as other educational groups, and to study, examine, and share the materials received from these organizations.

To advance their development as school board members, upon Board approval, travel and convention expenses shall be provided individual members as per established rates.

To help members develop understanding of the educational program, the superintendent shall request members of the professional staff to appear before the Board from time to time to present, discuss, and/or approve new developments in various areas of curriculum and instruction.



Huron School District #2-2

Policies and Regulations

Code: BGC
School Board Study
Sessions and Work
Retreats

School Board Study Sessions and Work Retreats

The Board of Education is tasked with a constant flow of governance issues that require action and is determined to expedite the business of the District. The Board of Education is also mindful of the importance of planning, brainstorming and thoughtful discussion.

At its discretion, the Board of Education may schedule study sessions or working retreats in order to provide the governance team an opportunity to deliberate without taking action. All study sessions or work retreats shall be open to the public and comply with state open meetings and public record laws.

Generally, study sessions and work retreats are not open to public input. However, the Board of Education may solicit input at the discretion of the Board Chair.



Huron School District #2-2

Policies and Regulations

Code: BGD
Policy Review and
Evaluation

Policy Review and Evaluation

In an effort to keep its written policies up to date so that they may be used consistently as a basis for Board action and administrative decision, the Board will review its policies on a continuing basis.

The Board will evaluate how the policies have been executed by the school staff and weigh the results. It will rely on the school staff, students and the community to provide evidence of the effects of the policies, which it has adopted.

1. The superintendent is given the continuing commission of calling to the Board's attention all policies that are out of date or for other reason appear to need revision.
2. Each Board policy that is reviewed by the superintendent shall be presented to the Board as part of the District's effort to continually review board policy.
3. The Board directs the superintendent to recall all policy and regulation manuals periodically for purposes of administrative updating and Board review.



Huron School District #2-2

Policies and Regulations

Code: BHA
Board Review of
Regulations

Board Review of Regulations

The Board reserves the right to review administrative regulations at its discretion, but it will revise or veto such rules only when, in the Board's judgment, they are inconsistent with policies adopted by the Board.

Administrative regulations need not be approved by the Board in advance of issuance except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for the regulation to have the Board's advance approval.

Before issuance, regulations will be properly titled and coded as appropriate to subject and in conformance with the codification system selected by the Board. Those officially approved by the Board will be so marked; all others appearing in this manual will be considered approved provided they are in accordance with the accompanying Board policy.



Huron School District #2-2

Policies and Regulations

Code: BHB

Suspension of Policies

Suspension of Policies

Board policies may be suspended only upon an affirmative vote of two-thirds of the members present, or, if only three members are present, only upon a unanimous vote.



Board Policy Development/Adoption

The formulation and adoption of written district policies shall constitute the basic method by which the Board of Education shall exercise its leadership in the operation of the district.

Policy issues may be presented by any Board member or by the superintendent, but all proposed policies shall be referred to the superintendent for review and analysis by the appropriate staff members before being considered by the Board. The superintendent shall formulate the proposed policy statement and present it to the Board for consideration.

To permit time for study of all new policies or amendments to policies and to provide an opportunity for others to react, proposed policies or amendments will be presented as an agenda item to the Board in the following sequence:


1. Information item – distribution with agenda (this may be an announcement that a policy is being developed in a particular area and that interested persons may submit suggestions).
2. Discussion item (First reading) – first reading of proposed policy or policies; response from superintendent; report from any Board or advisory committee assigned responsibility in the area; Board discussion and directions for any redrafting.
3. Action item (Second reading) – discussion, adoption or rejection.

It is intended that the Board and/or the superintendent shall inform affected persons of a proposed policy following its presentation as an information item. Any testimony received by the superintendent or individual Board members shall be presented to the Board at the time of the first or second reading on a policy.

Amendments to the policy at the action stage will not require repetition of the sequence, unless the Board so directs. When necessary, the Board may dispense with the above sequence to meet emergency conditions.

Policies adopted by the Board shall become effective immediately, unless specified otherwise in the motion for adoption. Once adopted, policies of the Board shall be distributed to the community, staff and students.

The formal adoption of policies shall be recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

	Huron School District #2-2	Code: BFB Public Participation at Board Meetings
	Policies and Regulations	

Public Participation at Board Meetings


Regular, special, and emergency meetings of the Board are open to the public. Executive sessions are not open to the public. The Board, as an elected representative body of the school district, wishes to provide an opportunity for citizens to express interests and concerns related to the school district.

Board meetings are conducted for the purpose of carrying on the official business of the school district. The meetings are not public forum meetings, but are meetings held in public. The purpose of Board meetings is to discuss, deliberate, and, when appropriate, take actions on the issues presented to the Board by the Superintendent or other Board members.

The Board welcomes citizens of the district to attend its sessions so they may become better acquainted with the operation and programs of the schools.

In order to ensure that citizens who wish to appear before the Board, and, at the same time, conduct its meeting properly and efficiently, the following procedures have been adopted:

1. Any individual who desires to speak about an item on the agenda must notify the superintendent or the Board president prior to the beginning of the meeting. The request to speak may be communicated orally or in written form. The individual may speak on the item when the agenda item is called. The person addressing the Board may not engage in a debate with the Board about the items. Each person is to state their position in a clear, concise manner. The person may ask for clarification on an item. As appropriate, the Board president may authorize a Board member or the administration to clarify the issue.
2. Persons who wish to speak about an item that is not on the agenda must notify the superintendent or the Board president prior to the beginning of the meeting. Persons who present such a request will be allowed to speak about the topic before the meeting is adjourned during community input. However, no response will be made by the Board or superintendent without further study of the issue presented. Community input is not designed as a forum to discuss personnel or specific students. Patrons are encouraged to use our grievance procedure to address such concerns.
3. Citizens who wish to have an item included on an agenda for a future board meeting shall submit the item to the superintendent's office at least ten (10) days prior to the meeting of the Board at which they desire for the item to be included. The superintendent shall refer the citizen to the appropriate party if the item is confidential, concerns personnel in the district, or is more appropriate to be handled by the Board's grievance policy prior to inclusion as an agenda item. The citizen bringing the item may present to the Board why he/she brought the item to the Board. Agenda items may or may not be addressed by the board at that initial meeting or any subsequent meetings. The board may ask questions as necessary to clarify the issue or item of concern, but may or may not take further action. Emergency items may be considered at the discretion of the Board.
4. Presentations should be as brief as possible. Unless an extension of time is granted, a speaker shall be limited to five (5) minutes or to such limitations as imposed by the Board president. Total time for

	Huron School District #2-2	Code: BFB Public Participation at Board Meetings
	Policies and Regulations	

testimony on a topic will be limited to fifteen (15) minutes per side. Any additional time is at the discretion of the Board president. Any comments or questions for the Board outside of these parameters during the meeting must be demonstrated by a raising of the hand and may be allowed at the discretion of the Board president. The Board encourages public input, but must also conduct business before the Board in a timely manner.

The Board vests in its president or other presiding officer authority to:

- Terminate the remarks of any individual when he/she does not adhere to the rules established above;
- Prohibit public comments which are frivolous, repetitive, or harassing;
- Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
- Request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting;
- Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting
- Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.



SECTION B – School Board Governance & Operations POLICY REVIEW 2024

CHANGE LOG

1. BA –Operational Goals - Updated Letterhead, no change to policy
2. BB –Legal Status - Updated letterhead, changed policy name and contents, New policy
3. BBA – Powers and Duties – Coded differently same policy as BB
4. BBAA – Board Member Authority – New policy
5. BBB – School Board Elections – New Policy
6. BBBA – Qualifications – New Policy
7. BBBB – Oath to Office – New Policy
8. BC – Board Member Code of Ethics Delete entire policy and adopt new policy BBF
9. BBC – Resignation / Removal from Office – New Policy
10. BBE – School Board Member Vacancy – New Policy
11. BBEA – Unexpired Term Fulfillment Procedure – New Policy
12. BBF – Board Member Code of Ethics – New policy replacing BC
13. BD – Board Member Conflict of Interest - Delete entire policy and adopt new policy BBFA
14. BBFA – Board Member Conflict of Interest – new policy replacing BD
15. BCA – Annual Board Organizational Meeting – New Policy
16. BEA – Duties of the Board of Education President – Retire policy and adopt BCB
17. BCB – Board Officers – New Policy, replacing BEA
18. BEF – School Board & Superintendent Relationship – Retire policy, adopt BCD
19. BCD- School Board & Superintendent Relationship – new policy replacing BEF
20. BEB – Committees of the Board of Education – Retire policy adopt BCE
21. BCE – Board Committees – New policy replaying BEB
22. BEC – Advisory Committees to the Board – Retire policy adopt BCF
23. BCF - Advisory Committees to the Board – New Policy replacing BEC
24. BCG – School Attorney – New Policy
25. Retire BF – School board meetings – procedures and BFA – School Board Meetings – order of business and adopt BD
26. BD – School Board Meetings – new policy replaying BF and BFA
27. BEE – Electronic Communications by Board Members – Retire and adopt BDA
28. BDA -- Electronic Communications by Board Members - New policy replacing BEE
29. BGC – School Board Study Session and Work Retreats – Retire and adopt BDB
30. BDB - School Board Study Session and Work Retreats – new policy replacing BGC
31. BFC – Executive Sessions – retire and adopt BDC
32. BDC – Executive Sessions – New Policy replacing BFC



Huron School District #2-2

Policies and Regulations

Section B
School Board Governance &
Operations

33. **BDDA – Notification of school board meetings – New Policy**
34. **BDDB – Board Meeting Agendas and format – New Policy**
35. **BDDC – Agenda Preparation and Dissemination – New Policy**
36. **BFD – School Board Meetings Quorum – retire code and adopt BDDD code combine policy**
37. **BDDD – Quorum – New policy code replacing BFD**
38. **BDDE – Parliamentary Procedure – New Policy**
39. **BDDF – Voting Method – New Policy**
40. **BDDG – Minutes – New Policy**
41. **BDDH - Public Participation at Board Meetings – New policy replacing BFB**
42. **BE -Organization of the Board of Education – New letterhead no policy changes**
43. **BED – Compensation for School Board Members – Retire and adopt BHD**
44. **BFB – Public Participation at Board Meetings – Retire and adopt BDDH**
45. **BFC- Board Policy Development and Adoption – New policy replacing BH**
46. **BFCA – Board Regulations and Handbooks – New policy**
47. **BFF – Suspension of Policies and Regulations – New policy replacing BHB**
48. **BG – Board of Education Planning Efforts – New letterhead no policy changes**
49. **BGA – Evaluation of Board of Operational Procedures – Retire and adopt BK**
50. **BGB – Board Member Development Opportunities – update letterhead no policy change**
51. **BH – Board policy development adoption – Retire and replace with BFC**
52. **BHA – Board Review of Regulations – update letterhead no policy changes**
53. **BHAA – Board Member Education – New Policy**
54. **BHB – Suspension of Policies – Retire and adopt BFF (Code used for new policy)**
55. **BHD – Board Member Compensation and Expenses – New Policy replacing BED**
56. **BJ – School Board Memberships – New Policy**
57. **BK – Evaluation of Board of Operational Procedures – New Policy Replacing BGA**



Priority Objectives of Board Operations

The statement of policies of the Board of Education shall be based upon a recognition of three district functions of school control and management:

1. Legislative Function

The Board of Education shall formulate policies for the general management of all schools within the district.

2. Executive Function

The Board of Education shall delegate to the superintendent as per job description its executive and administrative duties and responsibilities necessary for carrying out its policies and shall hold him/her responsible and accountable.

3. Appraisal Function

The Board of Education shall hold the superintendent responsible for furnishing complete information necessary for the Board's evaluation of the school program. It is general practice for the Board of Education to act as a committee as a whole. Special committees shall be appointed as needed and dismissed when their tasks are completed. In an effort to improve Board competence, education and development will be scheduled regularly and involve all board members.

The Board shall regularly appraise its own policies and practices.

Rules and regulations shall be guiding principles rather than detailed instructions.

They shall reflect policy rather than administrative procedure, which is the responsibility of the superintendent.

Rules, regulations and policies shall be part of the minutes, on record and not to be modified except with consent of the Board of Education



Huron School District #2-2

Policies and Regulations

CODE: BB School Board Legal Status

School Board Legal Status

The School Board derives its authority from the Constitution of the State of South Dakota, from the acts of the State Legislature, the electorate of the district and the regulations of the South Dakota Board of Education Standards and State Board of Technical Education.

As expressed in the law, the Board is the governing board of a school district, and is created. ". . . for the purpose of organizing, maintaining, and locating schools and for providing educational opportunities and services for all citizens residing within the school district."

The Board will consist of 5 members, elected at large by the registered voters of the district. Except as otherwise provided by law, Board members will hold office for terms of three years.



School Board Powers and Duties

1. The Board of Education is the publicly designated steward at the local level for the education of children and youth. It is charged with the educational welfare of all students irrespective of age, sex, race, ethnicity or ability to learn. It recognizes the essential link between educational excellence and the economic and social health of the community.
2. The Board of Education is responsible for formulating policies for the general management of the schools in the district. Although the Board shall designate authority to the superintendent and his/her staff, the Board is responsible to district patrons for the results produced.
3. The Board of Education shall select a superintendent to fulfill administrative responsibilities as per board policy and statute.
4. The Board of Education shall select a business manager to fulfill administrative responsibilities as per board policy and statute.
5. The Board of Education shall elect, promote and/or dismiss all employees as per board policy and statute.
6. The Board of Education may accept, modify and/or reject the recommendations of the superintendent and may call for new recommendations.
7. The Board of Education shall approve salary schedules, employment policies, transportation contracts and agreements involving school business upon the recommendations of the superintendent.
8. The Board of Education shall provide educational programs that reflect the educational philosophy, goals, and needs of the community.
9. The Board of Education shall approve school philosophy, changes in the curriculum, and materials of instruction as per board policy.
10. The Board of Education shall evaluate the superintendent.
11. The Board of Education shall approve a school calendar for each school year
12. The Board of Education shall provide finances for efficient management of the schools, including the adoption of the amount of the tax levy.



Huron School District #2-2

Policies and Regulations

CODE: BBA
School Board Powers and Duties

13. The Board of Education shall develop plans regarding capital outlay and maintenance expenditures including building alterations and additions, new equipment, improvement of grounds, repair and replacement of buildings and equipment.

14. The Board of Education shall adopt a final budget upon the recommendations of the superintendent and the business manager.

15. The Board of Education shall designate depositories for schools.

16. The Board of Education shall approve for payment all bills and other disbursements upon the recommendation of the superintendent and the business manager.

17. The Board of Education shall approve the annual audited financial reports of the business manager.

18. The Board of Education shall conduct all school elections in accordance with the general election laws of the state.

19. The Board of Education shall perform such other functions and duties as required by law.



The statement of policies of the Board of Education shall be based upon a recognition of three district functions of school control and management:

1. Legislative Function

The Board of Education shall formulate policies for the general management of all schools within the district.

2. Executive Function

The Board of Education shall delegate to the superintendent as per job description its executive and administrative duties and responsibilities necessary for carrying out its policies and shall hold him/her responsible and accountable.

3. Appraisal Function

The Board of Education shall hold the superintendent responsible for furnishing complete information necessary for the Board's evaluation of the school program.

It is general practice for the Board of Education to act as a committee as a whole. Special committees shall be appointed as needed and dismissed when their tasks are completed.

In an effort to improve Board competence, education and development will be scheduled regularly and involve all board members.

The Board shall regularly appraise its own policies and practices.

Rules and regulations shall be guiding principles rather than detailed instructions. They shall reflect policy rather than administrative procedure, which is the responsibility of the superintendent.

Rules, regulations and policies shall be part of the minutes, on record and not to be modified except with consent of the Board of Education.

	Huron School District #2-2	CODE: BBAA Board Member Authority
	Policies and Regulations	

Board Member Authority

The powers delegated to a School Board by the state are delegated to the Board as a whole. No authority is granted Board members acting as individuals.

The Board exercises its powers and duties only in properly called meetings, where a majority of the Board constitutes a quorum to transact business. Except when performing a specific duty as ordered by the Board, the decision, and actions of a single member of the Board are not binding on the entire Board.



Huron School District #2-2

Policies and Regulations

CODE: BBB
School Board Elections

School Board Elections

The school board shall select the date of the annual school election by resolution no later than the first regular meeting after January 1st of each year. The annual election shall be held between the second Tuesday in April and the third Tuesday in June between the hours of 7:00 a.m. and 7:00 p.m..

The school district and the municipality have the option of holding combined school district-municipal elections. Subject to approval of the governing bodies, the combined election may be held on the date set by the school district or the general municipal election (second Tuesday in April). Expenses and all other governmental responsibilities of a combined election are to be shared in an agreed upon manner by the governing bodies of the school district and the municipality.

Following each annual school election held pursuant to §13-7-10, the school board, within 60 days of the official canvas, shall include in the school board minutes the following information:

1. The number of registered voters of the school district on the date voter registration closes;
2. The number of registered voters of the school district who voted in the election;
3. The percentage of registered voters of the school district who voted in the election
4. The date of the election, and if the election was held in conjunction with a regular municipal election as provided in §13-7-10.1 or with the regular June primary as provided in §13-7-10.3.



Huron School District #2-2

Policies and Regulations

CODE: BBBA
Board Member Qualifications

Board Member Qualifications

A person is legally qualified to become a member of a school board if he or she is a United States citizen, complies with the provisions of law relating to the registration of voters and is a qualified elector, at least 18 years of age and not otherwise disqualified.

In accordance with state law, no elective county, municipal, or state officer or holder of any other office, whose duties are incompatible or inconsistent with the duties of the school board member will be eligible for such membership. This includes the elected offices of legislator, county commissioner and the municipality.



Huron School District #2-2

Policies and Regulations

CODE: BBBB
Board Member Oath of Office

Board Member Oath of Office

Before taking office, all Board members will take an oath of office as required by law. Newly elected members will take and subscribe to the oath on the second Monday in July at the annual meeting, at which time they also assume their duties of office. Appointed members will take and subscribe to the oath at the meeting following their appointment. All oaths will be filed in the office of the business manager.



Huron School District #2-2

Policies and Regulations

CODE: BBC
Board Member
Resignation/Removal from Office

Board Member Resignation/Removal from Office

According to the provisions of state law, a vacancy occurs on the School Board when an incumbent:

1. Dies.
2. Is removed from office;
3. Fails to qualify as provided by law;
4. Ceases to be a resident of the district, or representation area, where elected;
5. Is convicted of an infamous crime or of any offense involving a violation of the official oath of office;
6. Has a judgment obtained against him for breach of official bond;
7. Becomes incapable of attending to the duties of a board member;
8. Assumes the duties of an office incompatible with the duties of the board member;
9. Resigns and a successor is appointed and qualified as prescribed by law.
10. The resigning member will continue to serve in his or her official capacity as a Board member until the successor is appointed and qualified as prescribed by law.



Huron School District #2-2

Policies and Regulations

CODE: BBE
School Board Member Vacancy

School Board Member Vacancy

When a vacancy occurs on the board due to the failure to elect a person to succeed a school board member whose term has expired, or an elected school board member's failure to qualify, or a school board member's resignation, the vacancy shall be filled by all school board members, including the vacating member.

When a vacancy occurs on the board due to death of a board members, is removed from the board pursuant to law, ceases to be a resident of the school district or representation area where elected**, is convicted of any infamous crime or of any offense involving a violation of the member's official oath, has a judgment obtained against the member for breach of the member's official bond, is incapacitated and is unable to attend to the duties of the position, or assumes the duties of an office incompatible with the duties of a school board member, the remaining board members are responsible for the appointment of a new board member.

The new appointee will qualify as if elected, at or before the next school board meeting. The appointee will serve until the next succeeding election, at which time a successor will be elected to serve the unexpired term.

** A school board member who is displaced from the district by flood, tornado, fire, or other natural disaster may continue to serve until the expiration of the member's term



Huron School District #2-2

Policies and Regulations

CODE: BBEA
Unexpired Term Fulfillment
Procedure

Unexpired Term Fulfillment Procedure

Appointments to unexpired terms will be made by the board as follows:

1. An announcement of the vacancy will be published in the official newspaper.
2. The announcements will invite individuals to submit applications or nominations to the Board by a date set by the Board.
3. The Board will meet in executive session to discuss qualifications, interests, attitudes, and goals of the potential candidate.
4. The Board will interview potential appointees in executive session.
5. The appointment of the new member will be made by a majority of the Board members at an open meeting.
6. Action on the appointment will be included on the published agenda for the meeting.



Huron School District #2-2

Policies and Regulations

CODE: BBF
Board Member Code of Ethics

Board Member Code of Ethics

Members of the District's Board of Education are elected or appointed officials of local government, and are responsible for governing the educational system of the public school district. Each Board of Education governing board member shall:

1. adhere to the principle that the responsibility of the school board is to govern the District, which includes but is not limited to establishing goals, planning, developing effective policies, and evaluation;
2. practice good stewardship of the District's resources;
3. leave the daily administration of schools to the Superintendent;
4. participate in professional development;
5. recognize and follow the legal principles that (a) the authority vests with the majority of the members of the governing board when assembled in meetings as authorized by law, (b) no individual school board member has, or a minority of school board members have, the legal right to bind the District, and (c) no individual school board member may make decisions on behalf of the District unless upon approval of a majority of school board members.
6. make informed decisions on matters brought before the school board;
7. recognize and adhere to the policy that it is the responsibility of the school board to plan, make, implement, appraise, and enforce policies and that it is not the responsibility of the school board or school board members to run the day-to-day operations of the District;
8. observe and enforce federal and state laws and regulations;
9. respect the limited intent and scope of executive sessions as set forth in statute;



Huron School District #2-2

Policies and Regulations

CODE: BBF
Board Member Code of Ethics

10. respect confidential communications made during executive sessions held pursuant to SDCL 1-25-2 and shall not divulge privileged communications made during executive session held pursuant to SDCL 1-25-2 unless required by law, and shall respect confidential communications related to students and employees, and shall not discuss such confidential information at home, at work or in public;
11. distinguish between personal views and those of the school board when making public comments regarding school district matters;
12. present information to the school board without distortion and accurately represent facts concerning school district matters in direct or indirect public statements;
13. maintain professional relationships in a manner which are free of vindictiveness, recrimination and harassment;
14. refer persons having complaints to the applicable complaint policy and appropriate school administrator; refrain from giving an opinion on the merits of the complaint unless, following the complaint procedure required in the school board complaint policy, the matter is before the school board;
15. respect the legitimacy of the goals and interests of other school board members and respect the rights of other school board members to pursue goals and policies different from their own;
16. respect, require and contribute to the maintenance of order and decorum in proceedings before the school board;
17. be honest, patient, dignified, and courteous to those with whom he/she deals with in his/her official capacity;
18. diligently discharge responsibilities and dispose promptly of the business of the school district for which he/she is responsible;




Huron School District #2-2


Policies and Regulations

CODE: BBF
Board Member Code of Ethics

19. inform the school board president or school district business manager as soon as possible upon learning that he/she will not be in attendance at a school board meeting;
20. refrain from personal, professional, business and financial dealings that interfere with or are in conflict with, or give the appearance of interfering with or being in conflict with, the performance of official duties;
21. not use the office of a school board member to promote political candidates or partisan political activities;
22. not accept nor offer any gratuities, gifts, services, or things of value that (a) impair professional judgment, (b) offer special advantage or benefit to any person or organization, or (c) provide a direct or indirect personal benefit.
23. not commit any act of moral turpitude or gross immorality;
24. render a decision as a school board member only after having discussed the matter with other board members in a legal school board meeting, after having reviewed applicable information and data, and after having considered recommendations including but not limited to recommendations from school administration;
25. support Board decisions made by the majority of governing board members, subject to a board member's right to formally make a motion at a school board meeting to have the decision reconsidered or rescinded;
26. not have any direct pecuniary interest in a contract with the school district or furnish directly any labor, equipment or supplies to the district unless the amount involved is less than five thousand dollars (\$5,000).
27. not participate in discussion or vote on any issue in which I have an actual or the potential of a conflict of interest in the following circumstances:
 - a. a "direct pecuniary interest, (a matter benefiting the board member's own property or affording a direct financial gain);

	Huron School District #2-2	CODE: BBF
	Policies and Regulations	Board Member Code of Ethics

- b. an “indirect pecuniary interest” (a matter that financially benefits one closely tied to the board member, such as an immediate family member or an employer);
 - c. a “direct personal interest” (a matter that benefits a blood relative or close friend in a non-financial way); and
 - d. an “indirect personal interest” (a matter in which the board member individual's judgment may be affected because of membership in some organization and a desire to help that organization further its policies); or
 - e. when at least two-thirds of the governing board members vote that there is an identifiable conflict of interest that should prohibit the member from voting on a specific matter.
28. Pursuant to SDCL 1-25-2(1), the Board of Education may enter into executive session to discuss the performance of an elected school board member, which may include discussing a perceived or alleged violation of this policy. Should the majority of school board members determine that a school board member has violated one or more provisions of this policy, the school board may, in open session, reprimand the school board member for a violation of the School Board Member Code of Ethics.

	Huron School District #2-2	CODE: BBFA
	Policies and Regulations	Board Member Conflict of Interest

Board Member Conflict of Interest

Public office is a trust created in the interest of the common good and for the benefit of the people. As public officials holding the respect and trust of the community, board members will not use the office for personal advantage.

A board member will not have any direct pecuniary interest in a contract with the school district or furnish directly any, equipment or supplies to the district unless the amount involved is less than five thousand dollars (\$5,000).

Each member shall decide if any potential conflict of interest requires disqualification from participation in board discussion or action. No board member may participate in discussion or vote on any issue in which the member has a conflict of interest if the following circumstances apply:

1. “Direct pecuniary interests,” when a school board member votes on a matter benefiting the board member's own property or affording a direct financial gain;
2. “Indirect pecuniary interests,” when a school board member votes on a matter that financially benefits one closely tied to the official, such as an employer, or family member;
3. “Direct personal interest,” when a school board member votes on a matter that benefits a blood relative or close friend in a non-financial way; and
4. “Indirect Personal Interest,” when a school board member votes on a matter in which an individual's judgment may be affected because of membership in some organization and a desire to help that organization further its policies; or
5. At least two-thirds of the Board votes that a member has an identifiable conflict of interest that should prohibit the member from voting on a specific matter.



Annual Board Organizational Meeting

The annual organizational meeting of the Board will be held on the second Monday of July, unless otherwise designated by the Board at the previous regular meeting.

The meeting will be called to order by the business manager and the oath of office will be given by the business manager to all newly elected Board members. The business manager will conduct the election for the School Board President. The Board President will assume office and will conduct the election for the Vice-President. The persons elected as President and Vice President shall serve in the positions until the next annual meeting.

BUSINESS ITEMS

Items of business to come before the annual meeting may include but are not limited to:

1. Setting of date, time and place for regular meetings (required);
2. Designation of official depository or depositories (required);
3. Designation of the custodians of all accounts (required);
4. Authorize business manager to electronically transfer funds for specifically authorized purposes;
5. Designation of official legal newspaper (required);
6. Designation of school board member(s) who in addition to the school board president have the authority to countersign checks drawn by the business manager (required);
7. Authorization of continuation of existing funds or accounts and the establishment of any new accounts;
8. Establishment of school board committees (such as finance, curriculum, negotiations, facility, transportation, policy review and development and such other committees as determined by the school board) and school board representatives to serve on other boards as applicable (i.e., educational cooperative board, equalization board, ASBSD Delegate Assembly, etc.);
9. Setting bond for school business manager (required), and in discretion of school board, set bonds for school board members and other employees;
10. Appointment of truancy officer;
11. Appointment of Title IX compliance officer;



Huron School District #2-2

Policies and Regulations

CODE: BCA
Annual Board Organizational
Meeting

12. Appointment of Rehabilitation Act Section 504 compliance officer;
13. Appointment of Americans with Disabilities Act compliance officer;
14. Appointment of Age Discrimination Act compliance officer;
15. Appointment of Asbestos compliance officer;
16. Designation of parliamentary procedure guidelines for Board meetings;
17. Authorization of business manager to invest and reinvest funds in institution, which serves greatest advantage to school district;
18. Selecting date of annual school election;
19. Setting school activities admission fees;
20. Authorization of superintendent to close school in emergency situations and in case of inclement weather and setting chain of command in event superintendent is absent;
21. Establish Board of Education compensation;
22. Designation of School District Attorney(s);
23. Authorize participation in associations (i.e., ASBSD, SDHAA, etc.).



Huron School District #2-2

Policies and Regulations

CODE: BCB
Board Officers

Board Officers

PRESIDENT

The president will preside at all meetings of the Board and will perform other duties as directed by law, state regulations and by this Board. In carrying out these responsibilities the president will:

1. Countersign all orders drawn by the business manager for claims approved by the Board;
2. Appoint or provide for the election of all committees, of which he or she will be an ex-officio member;
3. Confer with the superintendent as may be necessary and desirable on school or related matters;
4. Call special meetings of the Board;
5. Be entitled to vote and discuss on all matters before the Board; and
6. Perform such other duties as may be prescribed by the Board.

VICE-PRESIDENT

The Vice-President of the Board will assume the duties and responsibilities of the President in his or her absence. He or she will also perform such other duties as may be assigned by the Board.



Huron School District #2-2

Policies and Regulations

CODE: BCD
School Board & Superintendent
Relationship

School Board & Superintendent Relationship

The board believes the success of its mission to create a high-quality learning environment where all children can learn depends upon the cooperation between the board and the superintendent.

To achieve this common goal of student achievement, the board-superintendent governance leadership team will make every possible effort to develop a mutual understanding of their respective roles, create clear expectations and transparency, build professional trust and respect, and communicate openly and honestly with each other.

The board believes that the legislation of policies is its most important function and that the execution of those policies is the function of the superintendent.

The Superintendent will be responsible for the administrative and advisory functions of the board. Strategic planning, policy making and superintendent evaluation are the functions of the board. The board retains final authority within the district, as charged by the South Dakota Legislature.

Together, the Board and the Superintendent are a team, each playing a well-defined position.

	Huron School District #2-2	CODE: BCE Board Committees
	Policies and Regulations	

Board Committees

The Board may authorize the establishment of committees from among its membership as it finds it necessary to study operations in specific areas and to make recommendations for Board action.

All committees will be appointed by the Board president. The Board president and the Superintendent will serve as ex-officio members of all committees.

The functions of committees will ordinarily be fact-finding, deliberative and advisory, and their reports will be made to the Board for discussion and action. All committee appointments will be for no longer than necessary to discharge the completion of their assignment.



Advisory Committees to the Board

The Board will, when it deems appropriate, appoint citizens committees to counsel and assist the district in planning programs and projects. The Board will have the power to dissolve any advisory committee and will reserve the right to exercise this power at any time during the life of any committee.

COMMITTEE APPOINTMENT AND FUNCTIONS

The following policies will govern the appointment and functioning of citizens committees:

1. The composition of a citizens committee will be broadly representative and will take into consideration the specific tasks assigned to the committee. Members of the professional staff may be appointed to such committee as members or consultants, as found desirable.
2. All appointments will be made by the Board, which may name a community selection committee to make nominations for the purpose of obtaining broader community presentation. The appointment of any staff members to such committees will be made by the Board upon recommendation of the Superintendent.
3. Each committee will be clearly instructed as to:
 - a. The length of time each member is being asked to serve;
 - b. The service the Board wishes the committee to render, and the extent and limitations of its responsibility;
 - c. The resources the Board will provide;
 - d. The approximate dates on which the Board wishes to receive major reports;
 - e. Board policies governing citizens committees and the relationship of these committees to the Board as a whole, to individual Board members, to the Superintendent, and other members of the professional staff;
 - f. Responsibilities for the release of information to the press.
4. Recommendations of citizens committees will be based on research and fact.
5. A school board possesses certain legal powers and prerogatives, which cannot be delegated or surrendered to others. Therefore, all recommendations of a citizens committee must be submitted to the Board for official action.



Huron School District #2-2

Policies and Regulations

CODE: BCG
School Attorney

School Attorney

The Board may appoint an attorney at its discretion to advise and represent the district.

It will be the duty of the school attorney to advise the Board and the Superintendent on the specific legal problems submitted to him or her. The school attorney will attend meetings upon request and will be sufficiently familiar with Board policies, practices and actions under these policies and requirements of the school code to enable him or her to offer the necessary legal advice.



School Board Meetings

REGULAR MEETINGS

All regular official School Board meetings will be held on the second Monday of each month, unless otherwise designated at the annual organizational meeting of the Board.

The official meetings of the school board are open to the public unless a specific law is cited by the school board to close the official meeting to the public. An official meeting is any meeting of a quorum of the school board at which official business of the school district is discussed or decided, or public policy is formulated, whether in person or by means of teleconference.

Subject to the following rules, any person may record, through audio or video technology, a school board meeting that is open to the public as long as the recording is reasonable, obvious, and not disruptive.

A person who wishes to audio or video record some or all of an official school board meeting must inform the school board president/chairperson or superintendent prior to the beginning of the meeting of the person's intent to record. At the beginning of the meeting, the school board president will then inform all persons present of the recording.

The quantity and type of recording equipment used shall be subject to the discretion of the school board, and the school board president/chairperson shall have the discretion to exclude or terminate recording of the meeting. This discretion is not to be exercised in an effort to restrict the public's right to be informed of school board meeting proceedings, but only where these rules have been violated.

Recording equipment must not produce distracting light or noise, and no artificial lighting device of any kind shall be employed with a video camera.

Recording equipment must not obstruct the vision of persons attending the school board meeting and their ability to see all school board members.

Any person violating the rules set forth above may be directed to cease the recording or leave the premises.

The School Board shall reserve at every official meeting a period for public comment, limited at the Board's discretion as to the time allowed for each topic and the total time allowed for public comment, but not so limited as to provide for no public comment. Public comment is not required at official meetings held solely for the purpose of meeting in executive session, an inauguration, swearing in of newly elected officials, or presentation of an annual report to the School Board.



Huron School District #2-2

Policies and Regulations

CODE: BD
School Board Meetings

SPECIAL MEETINGS

Special meetings may be called by the President of the Board, or in his or her absence the Vice-President, or a majority of the Board members. Notice stating the time and place of any special meeting and the purpose for its call will be given to each Board member and the Superintendent by the Business Manager, either orally or in writing, in sufficient time to allow each member's presence. No business other than that stated in the notice will be transacted at a special meeting. Local news media that have requested notice will be notified of the special meeting by mail, e-mail, delivered in person or telephone prior to the meeting.

TELECONFERENCE

Any official meeting, including executive meetings, may be conducted by teleconference. A teleconference is an exchange of information by audio, video, or electronic medium, including the internet. A member is deemed present if the member answers present to the roll call conducted by teleconference for the purpose of determining a quorum. Each vote at an official meeting held by teleconference may be taken by voice vote. If any member votes in the negative, the vote shall proceed to a roll call vote. Teleconferences may be used to conduct a hearing. If the school board conducts an official meeting by teleconference, the school board shall provide a place at which the public may listen to and participate in the teleconference meeting. For any official meeting held by teleconference, which has less than a quorum of school board members participating in the meeting who are present at the location open to the public, arrangements shall be provided for the public to listen to the meeting via telephone or internet. The requirement to provide one or more places for the public to listen to the teleconference does not apply to an executive meeting.



Huron School District #2-2

Policies and Regulations

CODE: BDA
Electronic Communication by
Board Members

Electronic Communication by Board Members

An exchange of information by audio, video, or electronic medium, including the internet, by a quorum of the school board and when official business of the school district is discussed or decided, or public policy is formulated, is subject to school district policies BD and BDDA and open meetings laws.

1. Board members shall not use electronic communication as a substitute for discussion or decision-making at regular or special board meetings open to the public.
2. School board members shall not use electronic communication to discuss or reach a consensus, majority opinion or unofficial decision, related to school district business.



Huron School District #2-2

Policies and Regulations

CODE: BDB
School Board Study Session and
Work Retreats

School Board Study Session and Work Retreats

The Board is tasked with a constant flow of governance issues that require action and is determined to expedite the business of the District. The Board is also mindful of the importance of planning, brainstorming and thoughtful discussion.

At its discretion, the board may schedule study sessions or working retreats in order to provide the governance team an opportunity to deliberate without taking action. All study sessions or work retreats shall be open to the public and comply with state open meetings and public records laws.

Generally, study sessions and work retreats are not open to public input. However, the Board may solicit input as the discretion of the Board Chair.



Executive Sessions

All official meetings of the school board are open to the public unless SDCL 1-25-2 and the appropriate subdivision of that statute is cited in a motion to close the meeting to the public.

As permitted by law, the school board may discuss some matters in executive (closed) session. An executive or closed meeting may be held only for the purposes of:

1. Discussing the qualifications, competence, performance, character or fitness of any public officer or employee or prospective public officer or employee. The term "employee" does not include any independent contractor;
2. Discussing the expulsion, suspension, discipline, assignment of or the educational program of a student;
3. Consulting with legal counsel or reviewing communications from legal counsel about proposed or pending litigation or contractual matters, or pertaining to matters to which the attorney-client privilege attaches;
4. Preparing for contract negotiations or negotiating with employees or employee representatives;
5. Discussing marketing or pricing strategies by a board or commission of a business owned by the state or any of its political subdivisions, when public discussion may be harmful to the competitive position of the business;
6. Discussing information related to emergency or disaster response plans or protocols, safety or security audits or review as set forth in SDCL 1-27-1.5(8) and SDCL 1-27-1.5(17).

An executive or closed session may be held only upon a majority vote of the members of the Board present and voting. Discussion during the executive/closed session is limited to the purpose(s) specified in the closure motion(s). Nothing in state law or this policy prevents an executive or closed meeting if the federal or state Constitution or the federal or state statutes require or permit it.

All official actions concerning the matters discussed will be made only at an open official meeting.



Huron School District #2-2

Policies and Regulations

CODE: BDC
Executive Sessions

By the very nature of the matter discussed in executive/closed session, the matters discussed shall be kept confidential by the Board and individual Board members (and the administration, as agents of the Board) unless and until allowed to be disclosed publicly by the individual(s) to whom the discussion relates or unless and until authorized or required by law.

It is therefore the policy of the Board that the Board and Board members shall respect the right of privacy of District employees and students, and neither the Board nor individual Board members shall disclose nor convey confidential information regarding District employees or students, the knowledge of which was acquired during executive/closed sessions unless authorized or required by law to disclose the information.



Huron School District #2-2

Policies and Regulations

CODE: BDDA
Notification of School Board
Meetings

Notification of School Board Meetings

Notice of all regular meetings of the Board will be given to the press, the public and all Board members. Dates of regular meetings of the Board will be provided in annual announcements made available in printed form to the news media and the public, following the setting of the dates, times and place of Board meetings at the annual meeting.

Public notice shall be given by posting the proposed agenda on the schools website and in a place that is visible, readable and accessible at least 24 hours prior to any meeting. The notice shall be posted at the building in which the school board holds its meeting. Local news media that have requested notice will be notified in person, by mail, email or telephone. Meetings conducted via telephone conference call are subject to the public notice law.

Except in rare emergencies, notification for all special, rescheduled meetings will be sent to the media in time for the public to be notified at least 24 hours in advance. When 24 hours printed notice of a special meeting cannot be given to the public, the Superintendent will make every effort to make the meeting known to the public through other channels.

All Board members will be personally notified by the Superintendent of special meetings in sufficient time to allow each member's presence.



Board Meeting Agendas and Format

The school board is committed to conducting the public's business in public and providing community members an opportunity to observe and participate in school board meetings. In keeping with those commitments, and to provide for the orderly conduct of the district's business, the superintendent, in cooperation with the board president, will prepare board meeting agendas that outline matters to be brought to the school board's attention at meetings.

The district will attempt to accommodate anyone who may request to have an item placed on a board meeting agenda, provided the request is reasonable, timely and made in a manner consistent with board policy and board meeting procedures. Each agenda will reflect that the board reserves suitable time at each meeting to allow citizens to address the board.

The board will follow the order of business established by the agenda unless the order is altered or items amended by a vote of the board.

CONSENT AGENDA

To encourage efficiency during school board meetings, the school board may elect to use a consent agenda for items which usually do not require discussion or explanation. A consent agenda allows the board to consider and vote on certain items as a group with a single motion.

Any school board member may request to remove any item from the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will be discussed and acted upon immediately following the consideration of the consent agenda.

AGENDA FORMAT

At regular meetings, the following will be the order of business; however, the particular order may vary from meeting to meeting in keeping with the business at hand:

1. Call to order
2. Roll call
3. Establishment of a quorum
4. Adoption of the agenda
5. Community Input
6. Conflict Disclosure and Consideration of Waivers
7. Consent agenda
8. Superintendent's report



Huron School District #2-2

Policies and Regulations

CODE: BDDDB
Board Meeting Agendas and
Format

9. Old business

- a. ____
- b. ____

10. New business

- a. ____
- b. ____

11. * Executive Session(s)

- a. SDCL 1-25-2 (__ ** __)
- b. SDCL 1-25-2 (__ ** __)

12. Adjournment



Huron School District #2-2

Policies and Regulations

CODE: BDDC
Agenda Preparation and
Dissemination

Agenda Preparation and Dissemination

The proposed agenda for all meetings of the Board will be prepared by the Superintendent in consultation with the Board President.

Items of business may be suggested by any Board member, staff member or citizen of the district. The agenda for official school board meetings, other than official meetings held solely for the purpose of meeting in executive session, will allow time for remarks from the public who wish to speak briefly before the Board.

The Board will follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items not on the posted proposed agenda may be discussed and acted upon only if a majority of the Board agrees to consider the item at the time the Board members adopt an amended agenda at the time of agenda adoption.

To ensure the board has the information necessary to make informed decisions, the superintendent may prepare and disseminate information to supplement items on the boards meeting agenda. All members of the school board will receive the agenda and any related supplemental information in advance of the board meeting and with ample time to review the material.

The proposed agenda, together with supporting materials, will be distributed to Board members at least 24 hours prior to regularly scheduled Board meetings to permit them time to give items of business careful consideration.

The supporting material shall either be posted on the school district's website or made available at the business office at least twenty-four hours prior to the meeting, or at the time the material is distributed to the school board, whichever is later. If the material is not posted on the school district's website, at least one copy of the printed material shall be available in the meeting room for inspection by any person while the school board is considering the printed material. However, the public's right to access printed information does not apply to any material or record that is legally exempt from disclosure.

The Board shall provide public notice, with proposed agenda, that is visible, readable, and accessible for at least an entire, continuous twenty-four hours immediately preceding any meeting, by posting a copy of the notice, visible to the public, at the building in which the Superintendent's office is located. The proposed agenda shall include the date, time, and location of the meeting. The notice shall also be posted on the public body's website upon dissemination of the notice. For special or rescheduled meetings, the information in the notice shall be delivered in person, by mail, by email, or by telephone, to members of the local news media who have requested notice.



Huron School District #2-2

Policies and Regulations

CODE: BDDD
Quorum

Quorum

A majority of the school board membership constitutes a quorum for the transaction of school business.

Three members of the Board of Education shall constitute a quorum for transacting official business of the district. Board action—approval or rejection--requires three like votes. In the event that two or more board members are excused from discussion and consideration of a matter pursuant to SDCL ch. 3-23 for a conflict of interest, the vote of a majority of the remaining board members present and voting shall be sufficient to take action.



Huron School District #2-2

Policies and Regulations


CODE: BDDE
Parliamentary Procedure

Parliamentary Procedure

The Board of Education shall utilize Robert's Rules of Order for Parliamentary Procedure as the guide for conducting official meetings held by the Board of Education. However, in utilizing Robert's Rules of Order for Parliamentary Procedure as a guide it is not intended nor is it required that there be strict compliance with Robert's Rules of Parliamentary Procedure. The Board President/Chairperson shall make all decisions related to parliamentary procedure that may arise during the course of a meeting. Any Board member may appeal the decision of the Board President/Chairperson to the full Board (school board members present at the meeting), and the Board shall, by majority vote, decide the procedural issue or question pending before the Board.

The purpose of parliamentary procedure is:

1. to establish guidelines by which the business of the governing board can be conducted in a regular and internally consistent manner;
2. to organize the meetings so that all necessary matters can be brought to the Board and that decisions of the Board can be made in an orderly and reasonable manner;
3. to insure that members of the Board, concentrating on the substantive issues at hand, have the necessary information to make decisions, and to insure adequate discussion of decisions to be made; and
4. to insure that meetings and actions of the Board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

	Huron School District #2-2	CODE: BDDF Voting Method
	Policies and Regulations	

Voting Method

As the elected officials responsible for the governance of the school district, the board sets the direction for the school district through the establishment of policies and by taking other official actions.

Any board action may be taken if it is approved by the majority of members voting.

Votes on all motions and resolutions will be by “ayes” and “nays.” No secret ballots will be used.

At the discretion of the president or on the request of a member, a show of hand vote will be made and the vote of members will be recorded. Any member may request a roll call vote.



Huron School District #2-2

Policies and Regulations

CODE: BDDG
Minutes

Minutes

The minutes of the meetings of the School Board are the written permanent records of the school district. The business manager will keep minutes of all the official actions of the Board. The minutes will include:

1. A record of all actions taken by the Board, with the vote of each member recorded except in cases of unanimous votes.
2. Resolutions and motions. This will include a detailed statement of all expenditures of money, with names of persons to whom payment is made for service rendered or goods furnished; a detailed statement of receipts, and balance on hand; and expenditures and receipts of custodial accounts.
3. A record of the disposition of all matters on which the Board considered, but did not take action.
4. The salaries of all employees will be published after the July organizational meeting, and total payroll by department monthly.

The unapproved minutes will be available for inspection by any person within 10 business days after the meeting.

Within 20 days after a Board meeting, minutes of the meeting will be published in the local newspaper, as in accordance with law. The business manager will sign each legal publication submitted to the newspaper.

The Board will approve the minutes of every meeting within 45 days after that meeting. The presiding officer and the business manager will sign the minutes of all regular and special meetings after approval by the Board. Any change or correction in the minutes will be reflected in the minutes of the meeting at which the changes are made.



Huron School District #2-2

Policies and Regulations

CODE: BDDG
Minutes

Following each annual school election held pursuant to §13-7-10, the school board, within 60 days of the official canvas, shall include in the school board minutes the following information:

1. The number of registered voters of the school district on the date voter registration closes;
2. The number of registered voters of the school district who voted in the election;
3. The percentage of registered voters of the school district who voted in the election;
4. The date of the election, and if the election was held in conjunction with a regular municipal election as provided in §13-7-10.1 or with the regular June primary as provided in §13-7-10.3.

If the annual election was not held because there was not a contested vacancy for the school board and no question was submitted to the voters, the school board shall provide that information in the school board minutes.

All minutes will be open to inspection by the public during the regular office hours of the business manager.



Huron School District #2-2

Policies and Regulations

CODE: BDDH
Public Participation at Board
Meetings

Public Participation at Board Meetings

The School Board recognizes and respects the input which may be provided by the public on school district matters. The Board also recognizes and respects the distinction between a school board meeting that is open to the public and a public hearing held by the school board.

- At a school board meeting which is open to the public, members of the public may be present, observe and listen to the school board conduct its business and may speak during the school board meeting consistent with this policy.
- At a public hearing held by the school board, there is usually one topic presented by the District and discussed. The public is given the opportunity to speak and be heard on the topic which is the reason for the public hearing. This type of meeting allows for public participation under the rules designed specifically for that meeting and is not subject to this policy.

This Policy applies only to school board meetings held in open session. Matters addressed in executive session pursuant to SDCL 1-25-2 are not open to the public.

Complaints against school employees or students, and complaints related to sexual harassment or bullying, must be addressed according to specific School District policies before being addressed by the School Board.

When a complaint against a school employee or a student is brought to the Board during the public forum, the Board President/Chairperson will direct the person bringing the complaint to the applicable complaint procedure. The complaint procedures are designed to ensure the proper balance in protecting the rights of the person(s) bringing the complaint and the rights of the person against whom the complaint is made. The Board will address the complaint only if the matter has been appealed to the Board pursuant to the applicable complaint policy.

Persons making references about a specific school employee or employees, or a specific student or students during the public forum should be mindful that based upon what the person says during the public forum the employee(s) or student(s) about whom the comments are made may have legal recourse against the person voicing the complaint.



Huron School District #2-2

Policies and Regulations

CODE: BDDH
Public Participation at Board
Meetings

Persons speaking during the Public Forum at a school board meeting shall not cause public inconvenience, annoyance, or alarm to the school board or any person, and shall not engage in threatening behavior, make unreasonable noise, be disruptive, boisterous, argumentative, or threatening, shall not make comments which are disrespectful to one or more persons, and shall not use profanity.

In order to assure that the Board may conduct its meetings in a respectful and efficient manner, the procedure for public participation at regularly scheduled monthly school board meetings is as follows:

1. Agenda and Non-Agenda Items:

Before the meeting is called to order, an individual who desires to speak at a school board meeting must verbally or in writing inform the Superintendent, the Business Manager or the Board President of the person's desire to speak and the topic upon which the person intends to speak. The requesting party must sign a form (prepared by the school district) with their name, address, email and topic to be addressed.

During the time designated for Public Forum the Board President will recognize the person who signed up to speak and the person may speak on the topic according to the rules set forth in this policy.

A speaker shall be granted 5 minutes to present comments to the school board. Upon receiving a request for an extension of time from the speaker, the school board, upon a motion being made and passed by a majority of school board members present and voting, may grant an additional amount of time not to exceed 5 minutes. Additional extensions may be granted only upon a two-thirds vote of school board members present and voting.

Should a number of persons wish to address the school board on the same agenda item, or should the comments become repetitious, the School Board President, in the President's sole discretion, may shorten the time for comments to two minutes per person in order that persons wishing to address the school board may be heard and still allow the school board sufficient time to conduct its agenda business.



Huron School District #2-2

Policies and Regulations

CODE: BDDH
Public Participation at Board
Meetings

2. Adding an Item to the School Board Meeting Agenda in Order to Request Specific School Board Action:

Any person or delegation (with one person being the spokesperson for the delegation) making a specific request to the school board which would require formal action by the school board must present a written request to the Superintendent for the item to be placed on the school board meeting proposed agenda. The written request must be submitted to the Superintendent at least five calendar days before the school board meeting.

The specific request to add an item to the agenda shall clearly identify what is being requested and why, signed by the person making the request, and include the person's name, address, email and telephone number.

The Superintendent will forward the request to the School Board President and the Board President will decide whether the item will be placed on the proposed agenda. Whether any item is to be addressed at the school board meeting is determined by a majority of school board members at the beginning of the school board meeting when the school board adopts the proposed agenda as printed or adopted after being modified.

If the item on the meeting agenda is adopted by the school board, the person or spokesperson for the delegation who has submitted the request for specific school board action will be granted 10 minutes to explain the request to the school board. Upon receiving a request for an extension of time from the speaker, the school board, upon a motion being made and passed by the majority of school board members present, may grant an additional amount of time not to exceed 5 minutes. Additional extensions may be granted only upon a two-thirds vote of school board members present and voting.

In the sole discretion of the school board, requests to the school board for specific action submitted after the proposed agenda has been posted may be:
deferred until the next regular meeting or a special school board meeting, or
added to the meeting agenda for discussion purposes only, or
added to the agenda for discussion and possible action.



Huron School District #2-2


Policies and Regulations

CODE: BDDH
Public Participation at Board
Meetings

3. Authority of Presiding Officer:

The Board vests in its presiding officer the authority to terminate the right of any person to speak at the end of the time granted pursuant to provision 1.d, provision 1.e. or provision 2.d. as set forth in this policy. The presiding officer may also terminate the right of a person to speak at a school board meeting should the person cause public inconvenience, annoyance, or alarm to the school board or any person, engage in threatening behavior, make unreasonable noise, disturb or be disruptive of an official school board meeting, or when comments are disrespectful to one or more persons, boisterous, argumentative, threatening, or contain profanity.

If deemed necessary by the presiding officer, the presiding officer may contact local law enforcement to have a person removed from the school board meeting as it is a violation of law for a person to intentionally cause or create a risk of serious public inconvenience, annoyance, alarm or disturbance at a school board meeting.

	Huron School District #2-2	CODE: BE
	Policies and Regulations	Organization of the Board of Education

Organization of the Board of Education

Composition, Terms and Election of School Board Members

The school board shall consist of five (5) members. Each regularly elected member shall serve three (3) years. The annual election date will be the second Tuesday in April (general municipal election). Newly elected members shall take office at the annual organizational meeting which shall be held on the second Monday in July.

Vacancies

A vacancy on the Board shall be filled by the Board, by appointment, at any legal meeting thereof until such vacancy can be filled by election at the next annual election. All elections to fill vacancies shall be for the balance of the unexpired term.

Appointments

At the organizational meeting, the Board of Education shall appoint the following: 1) business manager, for a one-year appointment. 2) school district attorney, and 3) truant officer.

Student Representation

One high school student shall be elected annually, and they shall participate in all Board meetings for a one-year term from July 1 to June 30. The student shall not attend executive sessions of the Board. The student will be non-voting member. The high school principal will have the responsibility of formulating specific procedures for conducting student elections and shall coordinate with the superintendent to provide training to the student elected to the Board. One student will be elected from grades 11 and 12. If a candidate is not elected from grades 11 and 12 the principal may take nominations from students in grade 10. Students will serve one-year terms and will be eligible to run for re-election.

Organizational Duties

At the organizational meeting, the Board of Education shall also:

- 1) select a president and a vice-president;
- 2) designate depositories of school funds;
- 3) authorize custodians for all accounts;
- 4) designate newspaper(s) for publishing legal minutes; and
- 5) take any other action deemed necessary.



Huron School District #2-2

Policies and Regulations

CODE: BFC
Board Policy Development and
Adoption

Board Policy Development and Adoption

School District policies approved by the Board have the full force and effect of law, and legally bind the school district.

Adoption of new policies or changing existing policies is solely the responsibility of the Board. It is through the adoption of written policies that the Board exercises its legal responsibility for the operation of the School District. Policies will be adopted and/or amended only by the affirmative vote of a majority of the members of the Board.


Proposals regarding new and amended school district policies may originate at any of several sources including but not limited to: a parent, a student, a school district patron, an employee, a member of the Board, the Superintendent, a consultant, a civic group.

The Board may:

- approve the new policy or policy amendment,
- amend the new policy or policy amendment and then approve as amended,
- reject the new policy or policy amendment, or
- defer action on the new policy or policy amendment until a later date.

Policies will be effective upon adoption by the Board. The Board will review School District policies on a continuing basis.

The Board's policies are a public record. Policies are available for reviewing and copying in the administrative offices of the school district during regular office hours. Policies may also be viewed on the District's website.

	Huron School District #2-2	CODE: BFCA Board Regulations and Handbooks
	Policies and Regulations	

Board Regulations and Handbooks

Regulations:

School board regulations are rules necessary to carry out the intent of school board policies. All regulations must have board approval. Regulations must be consistent with, and not contrary to, policies adopted by the Board.

Unless the regulation is proposed by the Board, all proposed new regulations shall be submitted by the Superintendent to the Board for approval prior to implementation.

Regulations become effective upon adoption by the Board. The Board will review its regulations on a continuing basis.

Principals may establish procedures for conducting activities in their attendance centers consistent with board policies and regulations.


The Board's regulations are a public record. Regulations are available for reviewing and copying in the administrative offices of the school district during regular office hours. They may also be viewed on the District's website.

Handbooks:

Staff and student handbooks must conform with district policies and regulations. Prior to the commencement of each academic year, all staff and student handbooks will be presented by the Superintendent to the Board for approval. Staff and student handbooks shall be effective upon Board approval.

Handbooks published specifically for a particular group of employees will be distributed to all of the employees affected. Handbooks published for students will be distributed to all affected students.

Staff and student handbooks are a public record. The handbooks are available for reviewing and copying in the administrative offices of the school district during regular office hours. Handbooks may also be viewed on the District's website.

	Huron School District #2-2	CODE: BFF Suspension of Policies and Regulations
	Policies and Regulations	

Suspension of Policies and Regulations

Board policies and regulations may be suspended only upon an affirmative vote by at least two-thirds of the members of the School Board.

	Huron School District #2-2	CODE: BG
	Policies and Regulations	Board of Education Planning Efforts

Board of Education Planning Efforts

Board of Education/Planning Efforts

Because the school board is ultimately responsible for all facets of school operations and programs, it is imperative that planning efforts be carried out regularly. The planning efforts include, but are not limited to those listed below:

- Individual Board members and the Board as a whole will be involved in available in-service activities. Such activities will include state conventions, in-district opportunities, statewide and regional legislative area meetings/workshops, national conventions, etc.
- The Board of Education will develop a strategic plan for the district and will outline goals. and a timeline for implementation of those goals. This plan will be reviewed on an annual basis and be modified or added as necessary.
- At the beginning of each school year, the school board and administrators will meet to establish goals for the upcoming school year. Board members and administrators will also meet in the spring of the year to discuss outcomes of the goals. Board members will receive written reports regarding both meetings.
- Board members will periodically – e.g., once every five years – review the Board policy handbook as a whole, section by section. The purpose of the review will be to examine, discuss, clarify, and revise policies if necessary.
- The Board will cooperate with private and public agencies in the community in an effort to maintain open lines of communication with the agencies.

Because attainment of school goals requires mutual understanding and cooperation among the Board of Education, superintendent, administrators, certified and classified staff, and community patrons, a free and open exchange of views is desirable, proper, and necessary. This exchange will be encouraged by the school board.


	Huron School District #2-2	CODE: BGB Board Member Development Opportunities
	Policies and Regulations	

Board Member Development Opportunities

Board members shall be encouraged to participate in meetings and activities of area, state, and national school board associations, as well as other educational groups, and to study, examine, and share the materials received from these organizations.

To advance their development as school board members, upon Board approval, travel and convention expenses shall be provided individual members as per established rates.

To help members develop understanding of the educational program, the superintendent shall request members of the professional staff to appear before the Board from time to time to present, discuss, and/or approve new developments in various areas of curriculum and instruction.

	Huron School District #2-2	CODE: BHA Board Review of Regulations
	Policies and Regulations	

Board Review of Regulations

The Board reserves the right to review administrative regulations at its discretion, but it will revise or veto such rules only when, in the Board's judgment, they are inconsistent with policies adopted by the Board.

Administrative regulations need not be approved by the Board in advance of issuance except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for the regulation to have the Board's advance approval.

Before issuance, regulations will be properly titled and coded as appropriate to the subject and in conformance with the codification system selected by the Board.

Those officially approved by the Board will be so marked; all others appearing in this manual will be considered approved provided they are in accordance with the accompanying Board policy.



Huron School District #2-2

Policies and Regulations

CODE: BHAA
Board Member Education

Board Member Education

It is the policy of the District that Board members become and remain knowledgeable about their roles and the issues with which they deal. The Board Chair and the Superintendent are responsible for assuring that information on leadership development opportunities is available to all members.

Each Board member shall regularly receive training on Board member roles and responsibilities, conflict of interest, school board governance, open meetings laws, school finance, state aid and budget, school programs, State Department of Education functions, legislative activities, laws related to public employees, Board policies, teaching materials, facilities, school services, needs of community, interested public service organizations, techniques of good public relations, and education issues in general.

New members shall participate in the new board member orientation which covers all of the topics addressed in the preceding paragraph to familiarize themselves with all aspects of Board operation.

The Board President and Superintendent will hold at least two conferences with the new Board member, one which will be held with the Board member-elect and the second within thirty (30) days of the Board member taking the oath of office. The conferences shall include, but are not limited to:

1. Discussion of the Board's work, objectives and purposes;
2. Discussion on the legislative function of the Board and the administrative functions of the Superintendent;
3. Information provided to the new Board member related to School Board Policies, District curriculum and content standards, bussing and meal services, facilities, school finances and funding, collective bargaining, and other pertinent matters;
4. Tour of the school facilities.

All Board members shall regularly participate in meetings and activities of area, state and national school boards associations, other educational groups, and review materials received from these organizations.

Board members will be reimbursed for travel and other expenses related to participation in training activities offered by Associated School Boards of South Dakota and other organizations. Funds will be budgeted for school board member training.



Huron School District #2-2

Policies and Regulations

CODE: BHD
Board Member Compensation
and Expenses

Board Member Compensation and Expenses

For attendance at regular and special board meetings, board members shall receive a per diem as determined by the School Board at the annual reorganization meeting. The per diem may not exceed seventy-five dollars (\$75.00) for attending a meeting. A board member shall also receive the per diem for each day the member was actually engaged in the service of the Board when authorized by the Board.

In addition to the per diem, Board members will receive a travel allowance as authorized by the State Board of Finance.

	Huron School District #2-2	CODE: BJ School Board Memberships
	Policies and Regulations	

School Board Memberships

The Board will maintain membership in the Associated School Boards of South Dakota and in other state, regional and national educational organizations for the benefits that can be derived for the district.

The materials and other benefits of institutional memberships will be distributed and used to the best advantage of the district.




Evaluation of School Board Operational Procedures

The Board will annually review its own performance in terms of generally accepted principles of successful board operations and in relation to its goals and objectives. The Board self-evaluation shall address performance in the key functions of vision, structure, accountability, conduct, ethics and advocacy. The results of the self-evaluation shall be used in setting goals for the subsequent year. Evaluation will indicate the strengths of the Board and the areas of needed improvement.

To help the Board meet this goal, the following elements will be included in the self-evaluation process.

1. Board members will be involved in the development of an evaluation instrument and procedures by which they will evaluate themselves.
2. The Board evaluation instrument will be completed by individual board members on a confidential basis and submitted to the Board Chair, or the designee, for compilation.
3. The Board will meet, with no other items on the agenda, at a study or executive session and with all members present, to review and discuss the composite results.
4. Each conclusion will be supported by objective evidence.

Upon final discussion of the results, the Board will develop both short and long-range goals and objectives to ensure continued proficiency in its areas of excellence, to strengthen weak areas, and to improve the efficiency of the Board.

	Huron School District #2-2	Code: GCDB Criminal Background Checks
	Policies and Regulations	

BACKGROUND CHECKS

Definitions

Authorized Persons: Individuals determined by the superintendent or designee to need access to or need to view criminal history record information in their official capacity with the district.

Criminal History Record Information (CHRI): A criminal history of an individual obtained through the South Dakota Division of Criminal Investigation (SDDCI) and/or the Federal Bureau of Investigation (FBI) using the individual's fingerprints. CHRI includes information on the arrest, detention, complaint, indictment or former criminal charge of an individual as well as the disposition of any charges. The FBI rules differ from the DCI rules regarding the disclosure of criminal history record information.


Criminal Justice Information Services (CJIS): The FBI's Criminal Justice Information Services Division, or CJIS, provides a range of state-of-the-art tools and services to law enforcement, national security and intelligence community partners, and the general public. Its purpose is to equip law enforcement, national security, and intelligence community partners with the criminal justice information needed to protect the United States and the public. The CJIS Division was established in 1992 to serve as the focal point and central repository for criminal justice information services in the FBI. It is the largest division in the FBI.

Local Agency Security Officer (LASO): liaison with SDDCI to ensure the agency is in compliance with security procedures. The LASO shall (1) maintain a list of users who have access to CHRI, (2) Identify and maintain a list of persons who are authorized to use the approved hardware, software and firmware to access CHRI and ensure no unauthorized individuals have access to this technology, (3) identify and document how the equipment is connected to the state system, (4) ensure that personnel security screening procedures are being followed, (5) ensure that approved and appropriate security measures are in place and working as expected, (6) promptly notify the **MSHP South Dakota Division of Criminal Investigation** of any security incidents, and (7) support any district security audits.

Noncriminal Agency Coordinator (NAC): primary contact person for the District who serves as the liaison between the District and SD Division of Criminal Investigation, responsible for notifying SDDCI when a new employee starts or an employee leaves so SDDCI can keep CJIS Security training records current and such other duties as required.

Point of Contact (POC): District's contact person when SDDCI sends out Audit information, the contact person when an onsite Audit is scheduled.

Security Incident: An act of violating an explicit or implied security policy regarding CHRI including, but not limited to (1) attempts (either failed or successful) to gain unauthorized access to a system or its data, (2) unwanted disruption or denial of service, (3) the unauthorized use of a system for the processing or storage of data, and (4) changes to system hardware, firmware or software characteristics without the district's knowledge, instruction or consent.

	Huron School District #2-2	Code: GCDB Criminal Background Checks
	Policies and Regulations	


Policy Statement

The District is committed to providing a safe learning and working environment. As part of this effort, and in accordance with state and federal law, regulations, and policies, the district will require each person over eighteen years of age hired by the district, who is a regularly-scheduled volunteer two or more times during the school year, or is a volunteer chaperoning an overnight trip, or is employed by an entity which provides the District direct or indirect with student services shall be required to submit to a criminal background investigation, by means of fingerprint checks by the Division of Criminal Investigation and the Federal Bureau of Investigation. The district and its employees, officers and agents will only obtain CHRI when authorized by law and will only use CHRI, or the personally identifiable information first obtained by the district in CHRI, for the purposes of determining whether a person should be employed by the district.

In accordance with law and to protect the district's students, criminal background checks on persons who are employed in the district, who is a regularly-scheduled volunteer two or more times during the school year, or is a volunteer chaperoning an overnight trip, or are employed by an entity which provides the District direct or indirect with student services shall be required. Examples of non-school entities which provide student services include but are not limited to food service and bus service contractors. The criminal background investigation shall be done by means of fingerprint checks by the Division of Criminal Investigation. If no disqualifying record is identified at the state level, the fingerprints shall be forwarded by the Division of Criminal Investigation to the Federal Bureau of Investigation for a national criminal history record check. The district and district employees will comply with state and federal law, rules, procedures and policies regarding the receipt, use and dissemination of criminal history record information of any individual.


Designations

1. The Superintendent, as the Agency Representative, is responsible for signing the SD Division of Criminal Investigation (SDDCI) User Agreement on behalf of the District.
2. The Superintendent's Administrative Assistant shall be the District's Point of Contact(POC) and Noncriminal Agency Coordinator (NAC) to act as the primary contact person for the District, shall serve as the liaison between the District and SD Division of Criminal Investigation, and will fulfill all responsibilities of the POC/NAC, including but not limited to being the contact person when SDDCI sends out Audit information, shall be the contact person when an onsite Audit is scheduled, and responsible for notifying SDDCI when a new employee starts or an employee leaves so SDDCI can keep CJIS Security training records current.
3. The Business Manager is designated to be the Local Agency Security Officer (LASO) to act as liaison with SDDCI to ensure the agency is in compliance with security procedures. The LASO shall be knowledgeable in CHRI, policies and mandated rules and regulations as well as knowledge of IT security procedures. The LASO shall actively represent the District in all matters pertaining to information security, dissemination of information security alerts and other material within the District, and responsible for contacting SDDCI if there has been misuse of CHRI.

	Huron School District #2-2	Code: GCDB Criminal Background Checks
	Policies and Regulations	


Criminal Background Checks

1. Each person over eighteen years of age hired by the district, who is a regularly scheduled volunteer two or more times during the school year, or is a volunteer chaperoning an overnight trip, or is employed by an entity which provides the District direct or indirect with student services shall be required to submit to a criminal background investigation.
2. The school district shall submit completed fingerprint cards to the Division of Criminal Investigation before the prospective new employee or volunteer enters into service.
3. If no disqualifying record is identified at the state level, the fingerprints shall be forwarded by the Division of Criminal Investigation to the Federal Bureau of Investigation for a national criminal history record check.
4. The District shall not pay any fees charged for the cost of fingerprinting or the criminal background investigation for any person whose employment with the District is subject to the requirements of this section. The District shall pay any fees charged for the cost of fingerprinting or the criminal background investigation for any person whose status as a volunteer is subject to the requirements of this section.
5. Any person hired to officiate, judge, adjudicate, or referee a public event sponsored by a school district is not required to submit to a criminal background investigation.
6. Any person whose employment or status as a volunteer is subject to the requirements of this section may enter into service on a temporary basis pending receipt of results of the criminal background investigation. The District may, without liability, withdraw its offer of employment or terminate the temporary employment or status as a volunteer without notice if the report reveals a disqualifying record.
7. The criminal investigation required by this section with respect to a student teacher completing requirements for teacher certification shall be conducted by the District, and the District may rely upon the results of that investigation for employment of that person as an employee of the district. Results of a criminal background investigation conducted by another South Dakota public school district of a student teacher, hired by the District, may be relied upon by the District.
8. No person may be employed by the District, either directly or by contract, and no person employed by a contract provider and who would have direct student responsibilities may provide direct student services, if the person has been convicted of a crime of violence (murder, manslaughter, rape, aggravated assault, riot, robbery, burglary in the first degree, arson, kidnapping, felony sexual contact, felony child abuse, or any other felony in the commission of which the perpetrator used force, or was armed with a dangerous weapon, or used any explosive or destructive device), sex crimes (including but are not limited to, rape, felony sexual contact with a minor under sixteen, sexual contact with a

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person incapable of consenting, possessing, manufacturing, or distributing child pornography, and sexual exploitation of a minor), or distribution or trafficking in controlled substances or distribution of marijuana.

- a. The District may also refuse to employ a person who has been convicted of a crime involving moral turpitude. "Moral turpitude" is defined "an act done contrary to justice, honesty, principle, or good morals, as well as an act of baseness, vileness, or depravity in the private and social duties which a person owes to his fellow man or to society in general.
 - b. The District may consider any criminal conviction in making a hiring decision. The District has the sole and absolute discretion to determine whether the results of a criminal background investigation disqualify a person from employment within the District.
 - c. For purposes of this policy, the term conviction means a plea or verdict of guilty or a conviction following a plea of nolo contendere (no contest) in this state or any other state.
9. The District's employment application form shall inform applicants that if no SD statutorily disqualifying conviction is identified at the state level the fingerprints will be forwarded by the S.D. Division of Criminal Investigation to the Federal Bureau of Investigation for a national criminal history record check.
 10. The application form shall also inform applicants that if the applicant believes the criminal background result is incorrect or incomplete in any respect and the applicant wishes changes, corrections or updating of the alleged deficiency, the applicant should make application directly to the agency which contributed the questioned information or direct the applicant's challenge as to the accuracy or completeness of any entry on the applicant's [record](#) to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306.
 11. Should an applicant be disqualified from employment due to the results of a criminal background check, the District shall inform the applicant that the criminal background check results prohibit the District from employing the person. The District will not delay the employment hiring decision solely because the applicant seeks to correct his or her FBI criminal history record information (CHRI).
 12. Before a person's conditional employment is terminated as a result of the person's CHRI, the District shall inform the person whose conditional employment is subject to termination that the criminal background report reveals a conviction which prohibits the District from employing the person, and inform the person of his or her right to appeal the accuracy or completeness of the CHRI to the SDDCI or FBI. Employees shall be afforded procedural due process consistent with their employment status (i.e., whether the person is an employee-at-will, a school-year employee, or a ten month or twelve month employee) should termination of conditional employment be a possibility following the District's receipt of the CHRI.

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13. All employees and other persons required to submit to a criminal background check pursuant to this policy must notify the district in writing if they are convicted of any offense of domestic violence, child abuse, sex offense, drug (including marijuana) or any felony offense. This notification must be made as soon as possible, but no later than five business days after the event.
14. The District reserves the right to require any employee or volunteer to submit to additional criminal background checks at the district's expense. The district reserves the right to require any employee of an entity which provides the District ~~direct or indirect~~ with student services to submit to additional criminal background checks which shall be at the entity's or person's expense.
15. As required by state law, SDCL 13-10-15, if, as the result of a criminal conviction the school board suspends an employee without pay, or an employee resigns, or an employee is terminated, the superintendent shall within ten days of the date of the suspension or the date the employment is severed report the circumstances and the name of the employee to the S.D. Department of Education.

Training

The District will ensure that all employees who have access to CHRI shall be trained by SDDCI on the rules and responsibilities for the confidentiality, receipt, use and dissemination of the CHRI.

Confidentiality

1. Before requesting CHRI on any individual, the district will give the individual written notification that his or her fingerprints will be used to obtain the CHRI of the individual, and the district will provide the individual a copy of the statement "Noncriminal Justice Applicant's Privacy Rights." Exhibit GCDB-E(1).
2. Information received by the district pursuant to a criminal background check is confidential. Only authorized persons within the district may access, view or use CHRI. Authorized persons may not share or otherwise disclose information contained in CHRI to unauthorized persons unless explicitly allowed for in this procedure.
3. Unless otherwise allowed by law, the District will only use this information for the district's internal purposes in determining the suitability of an applicant, employee, or other worker on district property. The district will note in an employee's or applicant's personnel file that the background check was completed and if the person was disqualified by the CHRI for employment or assignment. The District will keep the CHRI in a separate file in a location that is only accessible to persons who need to know the information to carry out their responsibilities with the District.
4. Individuals that have access to CHRI will receive CJIS security training provided by SD DCI. Once the individual has completed the CJIS online training and has taken the test each individual will receive and acknowledge in writing the receipt of the following: (1) User Rules of Behavior

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Acknowledgement form, (2) CHRI Disciplinary Policy, and (3) Acknowledgment Statement of Misuse. The District will keep a copy of the signed documents in each individual's personnel file.


Access and Retention

1. The District may print or electronically share records when necessary to determine whether the person is authorized to work for the district. In those situations, the physical or electronic copy will be destroyed immediately after the decision is made.
2. If the District runs a background check on employees of a contractor that does business with the district, the district will not provide the CHRI to the contractor. Instead, the district will provide a clearance letter notifying the contractor whether the employee is cleared to provide services in the district.
3. The District will not disseminate CHRI across state lines.
4. Upon request the district will provide a copy of the SDDCI CHRI to the person who is the subject of the background check. The SDDCI CHRI will only be released to the individual and not to relatives, spouses or friends. The District will note in the dissemination log that a copy was provided to the individual.
5. ~~FBI rules prohibit the District from providing a~~ A copy of the FBI CHRI ~~may be given~~ to the person who is the subject of the criminal background check ~~as long as they provide a valid picture identification.~~
6. The results of the background investigation done by the District ~~may~~ shall be transferred to another South Dakota public school district if the other public school district, or current District employee, submits a written request to the District that the results be transferred to the other public school district. The District employee who was the subject of the criminal background investigation must sign a written release authorizing the transfer. The information will be sent by U.S. Mail or encrypted email.
7. The District will retain CHRI records during the period of the individual's employment or service to the District, and will retain for 5 years after the end of the employment or service.

Recordkeeping

A Secondary Dissemination Log shall be maintained in which all authorized disseminations of FBI and State DCI criminal background check results are recorded. The following shall be recorded in the District's Secondary Dissemination Log:

1. name of District;
2. name of person subject to the criminal background check review;
3. date of birth of person subject to the criminal background check review;

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4. SD public school district requesting FBI and DCI criminal background check results and person/title requesting on behalf of the SD public school district;
5. written request signed by person subject to the criminal background check review for a copy of the SDDCI criminal background check results, attached to the Secondary Dissemination Log; **NOTE: FBI CHRI cannot be released to the person who is the subject of the criminal background check.**
6. date of release of criminal background check results;
7. description of the record that was shared;
8. how the record was sent or received
9. person to whom criminal background check results were disseminated;
10. signature of District employee disseminating the criminal background check review pursuant to a valid request.

The Secondary Dissemination Log shall be maintained until the onsite audit is complete and the District receives from the SD Division of Criminal Investigation written notice of a successful Policy Compliance Review, unless the log is needed or required for other purposes.

Security

The district will provide for the security of any CHRI received, including the appropriate administrative, technical and physical safeguards to provide for the security and confidentiality of the information. This includes, but is not limited to, the following:

1. The LASO shall maintain a list of school district authorized persons who have access to CHRI.
2. In those cases when the District has physical copies of CHRI, the District will restrict access to authorized persons only. Physical copies of CHRI, if any, will be maintained in a controlled, secure environment, such as a locked cabinet in a room that is free from public or unauthorized access. The room or the locked cabinet will include an "Authorized Personnel Only" sign.
3. The District will not routinely maintain electronic copies of CHRI; however, in the rare instance where the district has electronic copies of CHRI, the district will restrict access to authorized persons only. Electronic data will be protected with encryption as designated by the state or federal government or will only be accessible by individual password. Computers, printers and monitors used to access CHRI must be situated to prevent unauthorized viewing of the information. CHRI cannot be accessed using computers available to the general public or personal devices. CHRI will not be stored on a server that is unprotected or accessible by an unauthorized entity.
4. CHRI will not be relocated, transmitted or transported outside a secure location unless encrypted according to FBI standards or transported in a locked container or in folders where the information is

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not visible to the public. A log must be kept if electronic information systems, such as a laptop, flash drive or CD with CHRI information on it, leaves a secured area.

5. The District will dispose of records securely. Physical records will be cross-shredded or incinerated. If the district contracts out for record destruction, the destruction must be supervised. The District shall notify SDDCI of the entity with whom the District contracts for records destruction and must receive SDDCI approval to use the contractor for purposes of disposing of CHRI. Electronic records will be deleted and overwritten as required by the SDDCI or FBI.
6. The District will not provide auditors access to CHRI unless the auditor is authorized by the SDDCI or the FBI.

Security Incident Response Plan

All District employees will immediately report to the LASO information security incidents such as the theft or loss of physical records or the hacking or failure of electronic systems or suspicions that an incident has or will take place. The LASO will document receipt of all reports, investigate incidents and report incidents to SDDCI. LASO documentation will include (1) date of security incident, (2) location of security incident, (3) systems affected, (4) method of detection, (5) nature of security incident, (6) description of security incident, (7) actions taken/resolution, (8) current date, and (9) contact information for LASO.

Consequences

Employees who fail to keep background check results confidential or fail to follow this policy or any laws or rules regarding the access, receipt, use or dissemination of CHRI as required by law will be subject to disciplinary action up to and including termination. Unauthorized requests, receipts, release, interception, dissemination or discussion of CHRI may also result in criminal prosecution.

Use of Technology Resources Policy

IIBG

Huron School District

Purpose

The Huron School District is pleased to offer students, faculty, and staff access to technology resources for schoolwork and enrichment activities. The purpose of the Huron School District's technology resources is to provide additional educational resources and communication tools for students and teachers. These resources will help teachers to facilitate education and research consistent with the objectives of the Huron School District.

Definition – Technology Resources

The Huron School District's technology resources include but are not limited to the following resources: network, Internet, computer hardware, software, printers, servers, stored text, data files, electronic mail, optical media, digital images, and new technologies as they become available.

Regulations

The use of the Huron School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school district is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Huron School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Huron School District's Uniform Code of Behavior shall be applied to student infractions.

Education, Supervision, and Monitoring

The Huron School District believes that educating students in the proper use of technology resources is important. Therefore, it shall be the responsibility of the Huron School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

All schools in the district will provide age-appropriate yearly training for students who use the district's internet facilities. The training provided will be designed to promote the district's commitment to:

Use of Technology Resources Policy

IIBG
(Cont.)

The standards of acceptable use of technology resources as described in this policy.
Student safety on the internet.
Appropriate behavior while online.
Awareness of and response to cyberbullying.

During each school year, building principals will document that training was delivered to students in their respective buildings.

General User Terms and Conditions

The use of Huron School District's technology resources is subject to the following terms and conditions:

1. The use of technology resources must be for educational and/or research purposes consistent with the mission, goals, and objectives of the Huron School District along with State & Federal regulations. In compliance with federal law, the school district shall make reasonable effort to restrict access to inappropriate materials and shall monitor the on-line activities of the end users in the school environment.
2. User accounts are considered the property of the school district. Network administrators may review school computers to maintain system integrity and to insure that users are using the system responsibly. While user files will not be examined without reasonable cause, users should not expect that anything stored on school computers or networks will be private.
3. Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes him/her feel uncomfortable.
4. Prohibited technology resources activities include, but are not limited to, the following:
 - a. Computer Violations:
 - 1) Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
 - 2) Downloading or transmitting multi-player game, music, or video files using the school network.
 - 3) Vandalizing, damaging, or disabling property of the school or another individual or organization.
 - 4) Accessing another individual's materials, information, or files without permission.
 - 5) Using the network or Internet for commercial, political campaign, or financial gain purposes.
 - 6) Releasing files, home address, personal phone numbers, passwords, or other vital information to others.
 - 7) Promoting or soliciting for illegal activities (e.g., arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening or intimidating others, etc.)

IIBG
(Cont.)

- 8) Students will not post false or defamatory information about a person or organization.
- 9) Attempting to repair, remove or install hardware components reserved for an authorized service technician.
- 10) Violating copyright or other protected material laws.
- 11) Subscribing to mailing lists, mass e-mail messages, games, or other services that generate several messages that can slow the system and waste other users' time and access.
- 12) Meeting with individuals who have been met on-line.
- 13) Intentionally wasting school resources.
- b. Computer Network Violations:
 - 1) Attempting to log on to the Internet or network (servers, routers, switches, printers, firewall) as a system administrator.
 - 2) Sending, accessing, uploading, downloading, or distributing pornographic or sexually explicit materials.
 - 3) Installing, enabling, launching, or creating programs that interfere with the performance of the network, internet, or hardware technology resources.
 - 4) Creating, uploading, or transmitting computer viruses.
 - 5) Attempting to defeat computer or network security.
- c. All of the above violations may result in disciplinary action.
5. Huron School District does not guarantee that its technology resources will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the school district nor any of its agents or employees shall be liable for any direct, indirect, incidental, special, or consequential damages arising out of the use of or inability to use the network or Internet.
6. Users shall be responsible for any costs, fees, charges, or expenses incurred under the person's account in connection with the use of the network or Internet except such costs, fees, charges, and expenses as the school district explicitly agrees to pay.
7. Any security or equipment problems arising from the use of technology resources must be reported to the technology department.
8. Guidelines for individuals using district resources for communication include but are not limited to:
 - a. Users must maintain high integrity with regard to e-mail and web site content.
 - b. Always use appropriate language.
 - c. Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
 - d. Do not send mass e-mails, chain letters or spam.
 - e. E-mail and web sites are subject to inspection by the school and state at any time.
 - f. Violation of these guidelines may result in suspension or loss of e-mail account web space.

User Terms and Conditions Specific to High School iPad Usage

1. High school students will be held responsible for maintaining their individual iPads and keeping them in good working order as described in the iPad Student Handbook.
2. Guidelines for student iPad use include but are not limited to:
 - a. iPad batteries must be charged and ready for school each day.
 - b. Only labels or stickers approved by the Huron School District may be applied to the iPad and/or case.
 - c. Cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
 - d. iPads that malfunction or are damaged must first be reported to the Help Desk located in the room B-201. The school district will be responsible for repairing iPads that malfunction. iPads that have been damaged from normal use or accidentally will be repaired with costs charged to the students as designated in the high school student iPad handbook.
 - e. iPads that are stolen must be reported immediately to the principal's office and the police department.
 - f. Individual school iPads and accessories must be returned to the Help Desk at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Huron High School for any other reason must return their individual school iPad on the date of termination.
 - g. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at Huron High School, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad or, if applicable, any insurance deductible. Failure to return the iPad will result in a grand theft report being filed with the Huron Police Department. Furthermore, the student will be responsible for any damage to the iPad, with fees assessed as described in the high school student iPad handbook. The student may be charged a fee for any needed repairs not to exceed the replacement cost of the iPad.
3. In order for students to access the network and internet, students and their parents must sign the Acceptable Use policy upon enrollment in the Huron School District. A copy of this will remain in the students' cumulative file.

Plagiarism and Copyright Infringement

Student will not plagiarize the work of others. (Plagiarism is taking the ideas or writings of others and presenting the ideas/writings as if they were yours.) Student will respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, student should follow the expressed requirements. If a student is unsure as to whether a particular work can be used, he/she should request permission from the copyright owner.

Students' Rights

1. A student's right to free speech applies to use of district resources for communication purposes. However, this is considered a limited forum, similar to the school newspaper, and therefore, the district may restrict student speech for valid educational reasons.
2. Parents/guardians should instruct their children if there is additional resources or material that they think would be inappropriate for their child(ren). The district fully expects that the student will follow the instructions of parents/guardians in this matter.
3. Student should expect only limited privacy regarding the contents of his/her personal files and records of his/her on-line activity on the district system.
 - a. Routine maintenance and monitoring of district technology resources may lead to discovery that students have violated this policy or the law.
 - b. Individual searches will be conducted if there is reasonable suspicion that students have violated this policy or the law. The investigation will be reasonable and related to the suspected violation.
 - c. Parents/guardians have the right at any time to request to see the contents of their students' files.
4. Due process
 - a. The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the use of district technology resources.
 - b. In the event there is a claim that a student has violated this policy in his/her use of district technology resources, the student will be provided with notice and opportunity to be heard in the manner set forth in district policy.



Huron School District #2-2

Policies and Regulations

Code: IIBG

Use of Computers and Networks

Use of Computers and Networks

Access to the internet is available to students and teachers of the school district to use for educational and administrative purposes. The goal of the district through online resources is to promote educational teaching and learning by facilitating resource sharing, innovation and communication within our own community, our nation and worldwide. The use of all technology resources is a privilege, not a right.

With the access of online resources comes the availability of material that may not be considered to be of educational value in the context of the school setting. The district shall make every effort to restrict access by adults and minors to inappropriate materials, yet it is impossible to control all materials and an industrious user may discover controversial information. The district will maintain a technology protection measure by way of web content filters or blocks to limit minors' ability to access obscene matter or materials on the Internet when using the District's network or device.

For the purposes of this policy, obscene matter or materials is defined as material:

- The dominant theme of which, taken as a whole, appeals to the prurient interest, which is a shameful or morbid interest in nudity, sex, or excretion, which goes substantially beyond customary limits of candor in description or representation of such matters; and
- Patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; and
- Lacks serious literary, artistic, political, or scientific value.

Internet users, like traditional library users, are responsible for their actions in accessing online resources.

The administration will formulate the necessary regulations to carry out the policy of acceptable Internet use and the consequences if violations occur. The regulations shall insure proper use of district networks and the Internet by students, staff members, and members of the community.

This policy will be published on the district's website and/or annually published in the district's designated newspaper.