

PROPOSED  
SECTION C  
POLICIES



**SECTION C - GENERAL SCHOOL ADMINISTRATION  
POLICY REVIEW  
2024**

**CHANGE LOG**

1. CA - Administration Goals – updated format
2. CB - Code Of Ethics Public Office And Public Employment – updated format
3. CBA - Superintendent Job Description – adopt new policy replacing original CC policy
4. CCA - Recruitment And Appointment Of Superintendent– retire policy, adopt CBB
5. CBB - Recruitment And Appointment Of Superintendent – new policy replacing CCA
6. CCB - Superintendents Contract Compensation And Benefits – retire policy, adopt CBC
7. CBC - Superintendent Contract Compensation And Benefits – new policy replacing CCB
8. CBG - Superintendent Evaluation – new policy
9. CC - Administrative Organization Plan – new policy, old CC policy recoded to CBA
10. CCB - Lines Of Authority And Staff Relations - adopt new policy replacing CDA
11. CCC - Superintendent Evaluation – retire policy, adopt CBG
12. CDA - Lines Of Authority And Staff Relations – retire policy, adopt CCB
13. CD - Management Team – new policy
14. CDB - Organizational Chart – no change
15. CDC - School Building Administration – retire policy, adopt CF
16. CE - Administrative Councils, Cabinets, And Committees – new policy
17. CEA - School Resource Officer – update format, change code
18. CF - School Building Administration – adopt new policy replacing CDC
19. CGC - Title I Comparability Assurances – update format and revised date
20. CG - Policy Implementation – retire policy, adopt CH
21. CH - Policy And Regulation Implementation – adopt new policy replacing CG
22. CHA - Regulations And Policy Dissemination – update format
23. CHD - Administration In Absence Of Policy Or Regulation – new policy
24. CI - Student Handbooks And Directories – update format
25. CK - Program Consultants – new policy
26. CM - School District Annual Report – new policy



### Priority Objectives of Board Operations

The purpose of school administration is to help create and foster an environment in which pupils can learn most effectively. All administrative duties and functions will be appraised in terms of the contributions that they make to better instruction and to higher student motivation and achievement.

The Board will rely on its Superintendent of Schools to provide the professional administrative leadership that such a goal demands.

The design of the administrative organization will be such that all schools are part of a single system subject to the policies set forth by the Board and implemented through a single Superintendent. Within district policies and regulations, principals will be responsible and accountable for the administration of their respective schools.

Major goals of administration in the district will be:

1. To manage the district's various units and programs effectively.
2. To provide professional advice and counsel to the Board and to any advisory groups established by Board action.
3. To implement the management function through a team management approach so as to assure the best and most effective learning programs through achieving such sub-goals as:
  - a. providing leadership in keeping abreast of current educational developments;
  - b. arranging for the staff development necessary to the establishment and operation of learning programs that better meet more learner needs;
  - c. coordinating cooperative efforts at improvement of learning programs, facilities, equipment, and materials;
  - d. providing access to the decision making process for the ideas of staff, students, parents and others.



### CODE OF ETHICS

The following is the Code of Ethics for Professional Administrators. SDCL 24:11:03:01

- (1) Make the well-being of the students the basis of decision making and action;
- (2) Enforce and obey local, state, and national rules and laws in the performance of duties;
- (3) Exemplify high moral standards by not engaging in or becoming a party to such activities as fraud, embezzlement, deceit, moral turpitude, gross immorality, illegal drugs, or use of misleading or false statements;
- (4) Respect the civil rights of those with whom the administrator has contact in the performance of duties;
- (5) Interpret, accurately represent, and implement the policies and administrative regulations of the appropriate educational governing board;
- (6) Distinguish personal politics, attitudes, and opinions from stated policies of the appropriate educational governing board;
- (7) Fulfill professional responsibilities with honesty and integrity;
- (8) Maintain professional relationships which are free from vindictiveness, willful intimidation, and disparagement;
- (9) Safeguard confidential information;
- (10) Not allow professional decisions or actions to be impaired or influenced by personal gain, gifts, gratuities, favors, and services made or withheld;
- (11) Avoid preferential treatment and conflicts of interest;
- (12) Honor all contracts until fulfillment, release, or dissolution by mutual agreement of all parties;
- (13) Apply for, accept, offer, or assign a position of responsibility on the basis of professional preparation and legal qualifications;
- (14) Accurately represent personal qualifications and the evaluations and recommendations of others;
- (15) Cooperate with authorities regarding violations of the codes of ethics of the South Dakota Professional Administrators Practices and Standards Commission and the South Dakota Professional Teachers Practices and Standards Commission.





CODE OF ETHICS Continued

The following is the Code of Ethics for Professional Administrators. SDCL 24:08:03:01

**Obligations to students.** In fulfilling their obligations to the students, educators shall act as follows:

- (1) Not, without just cause, restrain students from independent action in their pursuit of learning;
- (2) Not, without just cause, deny to the students access to varying points of view in the classroom;
- (3) Present subject matter for which they bear responsibility without deliberate suppression or distortion;
- (4) Make a reasonable effort to maintain discipline and order in the classroom and the school system to protect the students from conditions harmful to learning, physical and emotional well-being, health, and safety;
- (5) Conduct professional business in such a way that they do not expose the students to unnecessary intimidation, embarrassment, or disparagement;
- (6) Accord just and equitable treatment to every student, regardless of race, color, creed, sex, sexual preference, age, marital status, handicapping condition, national origin, or ethnic background;
- (7) Maintain professional relationships with students without exploitation of a student for personal gain or advantage;
- (8) Keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
- (9) Maintain professional relationships with students in a manner which is free of vindictiveness, recrimination, and harassment.

	<b>Huron School District #2-2</b>	CODE: CB
	Policies and Regulations	CODE OF ETHICS PUBLIC OFFICE & POLICY EMPLOYMENT

CODE OF ETHICS Continued

The following is the Code of Ethics for Professional Administrators. SDCL 24:08:03:02

**Obligations to the public.** In fulfilling their obligations to the public, educators shall act as follows:

- (1) Take precautions to distinguish between their personal views and those of the local school district or governing body;
- (2) Not knowingly distort or misrepresent the facts concerning educational matters in direct and indirect public expressions;
- (3) Not interfere with a colleague's exercise of political and citizenship rights and responsibilities;
- (4) Not exploit the local school district or governing body for public or personal gain;
- (5) Not exploit the local school district or governing body to promote political candidates or partisan political activities;
- (6) Neither accept nor offer any gratuities, gifts, services, or things of value that impair professional judgment, offer special advantage, or provide personal benefit;
- (7) Engage in no act that results in a conviction;
- (8) Commit no act of moral turpitude or gross immorality; and
- (9) Not misuse or abuse school equipment or property.



## Huron School District #2-2

### Policies and Regulations

CODE: CB  
CODE OF ETHICS PUBLIC OFFICE &  
POLICY EMPLOYMENT


#### CODE OF ETHICS Continued

The following is the Code of Ethics for Professional Administrators. SDCL 24:08:03:03

**Obligations to the profession.** In fulfilling their obligations to the profession, educators shall act as follows:

- (1) Accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
- (2) Maintain confidentiality of professional information acquired about colleagues in the course of employment, unless disclosure serves professional purposes;
- (3) Discuss professional matters concerning colleagues in a professional manner;
- (4) Accept a position or responsibility only on the basis of professional preparation and legal qualifications;
- (5) Adhere to the terms of a contract or appointment unless the contract has been altered without the consent of the affected parties, except as provided by law, legally terminated, or legally voided;
- (6) Use sound professional judgment in delegating professional responsibilities to others;
- (7) Not interfere with the free participation of colleagues in the affairs of their associations;
- (8) Not use coercive or threatening means in order to influence professional decisions of colleagues;
- (9) Not knowingly misrepresent their professional qualifications;
- (10) Not knowingly distort evaluation of colleagues;
- (11) Not criticize a colleague before students, except as unavoidably related to an administrative or judicial proceeding;
- (12) Cooperate with authorities and the commissions regarding violations of the codes of ethics of the South Dakota Professional Teachers Practices and Standards Commission and the Professional Administrators Practices and Standards Commission;
- (13) Perform duties in accordance with local, state, and federal rules and laws.



	<b>Huron School District #2-2</b>	CODE: CBA SUPERINTENDENT JOB DESCRIPTION
	Policies and Regulations	

TITLE: Superintendent

JOB GOAL: To provide district-wide leadership in improving teaching and learning that increases achievement and promotes success of all students.

QUALIFICATIONS: 1. Three years experience in teaching and three years experience in school administration, totaling at least six years.

2. An earned Master’s Degree with a major in educational administration; preferably, completion of one year of graduate work beyond the Master’s Degree.

3. A valid teaching certificate issued by the South Dakota Board of Education Standards with a Superintendent endorsement.

4. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: South Dakota Board of Education Standards

SUPERVISES: Directly or indirectly, every district employee.

CLASSIFICATION: Exempt

PROFESSIONAL RESPONSIBILITIES AND EXAMPLES OF DUTIES

1. Shared Vision

The superintendent is an educational leader who promotes the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community. Functions include:

- A. Develop and implement a shared vision and mission;
- B. Collect and use data to identify goals, assess organizational effectiveness, and promote organizational learning;
- C. Create and implement plans to achieve goals;
- D. Promote continuous and sustainable improvement;
- E. Monitor and evaluate progress and revise plans.





## Huron School District #2-2

### Policies and Regulations

CODE: CBA  
SUPERINTENDENT JOB  
DESCRIPTION

#### 2. Culture of Learning

The superintendent is an educational leader who promotes the success of every student by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth. Functions include:

- A. Nurture and sustain a culture of collaboration, trust, learning, and high expectations;
- B. Promote and ensure a comprehensive, rigorous, and district-wide coherent curricular program;
- C. Create a personalized and motivating learning environment for students
- D. Use data to determine needs and oversee provision of quality professional development to meet district needs;
- E. Use data to monitor the assessment and accountability systems to assure student progress;
- F. Develop the instructional and leadership capacity of staff;
- G. Promote the use of the most effective and appropriate technologies to support teaching and learning;
- H. Monitor and evaluate the impact of the instructional program.

#### 3. Leadership/Management

The superintendent is an education leader who promotes the success of every student by ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment. Functions include:

- A. Manage district budget, facilities and staff;
- B. Monitor and evaluate the management and operational systems;
- C. Obtain, allocate, align, and efficiently utilize human, fiscal, and technological resources;
- D. Promote and protect the welfare and safety of students and staff;
- E. Develop the capacity for distributed leadership;
- F. Ensure teacher and organizational time is focused to support quality instruction and student learning.



## Huron School District #2-2

### Policies and Regulations

CODE: CBA  
SUPERINTENDENT JOB  
DESCRIPTION

#### 4. Family and Community

The superintendent is an educational leader who promotes the success of every student by collaborating with faculty and community members, responding to diverse community interests and needs, and mobilizing community resources. Functions include:

- A. Collect and analyze data and information pertinent to the educational environment;
- B. Promote understanding, appreciation, and use of the community's diverse cultural, social, and intellectual resources;
- C. Build and sustain positive relationships with families and caregivers;
- D. Build and sustain productive relationships with community partners.

#### 5. Ethics

The superintendent is an educational leader who promotes the success of every student by acting with integrity, fairness, and in an ethical manner. Functions include:

- A. Conduct oneself in an ethical, fair, trustworthy and professional manner;
- B. Establish practices to promote personal, physical and emotional health;
- C. Demonstrate respect for diversity in students, staff and programs;
- D. Safeguard the values of democracy and equity;
- E. Consider and evaluate the potential moral and legal consequences of decision-making;
- F. Promote social justice and ensure that individual student needs guide all aspects of schooling.

#### 6. Societal Context

The superintendent is an educational leader who promotes the success of every student by understanding, responding to, and influencing the political, social, economic, legal, and cultural context. Functions include:

- A. Advocate for children, families, and caregivers;
- B. Serve as an articulate advocate to community and legislature for issues beneficial to improved teaching and learning;
- C. Provide leadership for defining superintendent and board roles, mutual expectations, procedures for working together, and formulating appropriate district policies;



## Huron School District #2-2

### Policies and Regulations

CODE: CBA  
SUPERINTENDENT JOB  
DESCRIPTION

D. Knows and supports the district school improvement plan and accurately reports progress on goals.

#### 7. Essential Functions

In addition to the physical and mental capabilities implied by the responsibilities detailed above, the essential functions of the superintendent include the following:

- A. Reading, writing, hearing, listening, and speaking effectively with the ability to analysis data;
- B. The ability to sit and stand for periods of time, have use of hands, the ability to climb and other postures that may be required as duties are assigned;
- C. Specific vision abilities required by this job include close vision, distant vision and depth perception;
- D. Be able to occasionally lift/move items weighing up to 40 pounds;
- E. Must hold a valid drivers license and be able to drive to school locations and events;
- F. The position regularly requires evening and weekend work;
- G. The position deals with noise levels that of a typical school office and building setting;
- H. The position regularly requires the ability to handle stressful situations and resolve conflict.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and in not an exhaustive list of the duties performed for this position.

#### 8. Other Duties

The superintendent performs these and other duties as may be assigned by the board, both consistent with local board policies and South Dakota Codified Law.


#### TERMS OF EMPLOYMENT:

Twelve months a year. Salary and benefits to be set by the board.

#### EVALUATION:

Performance of this job will be evaluated in accordance with board policy, based on performance indicators and/or progress on annual superintendent goals as set by the superintendent and board.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

	<b>Huron School District #2-2</b>	CODE: CBA SUPERINTENDENT JOB DESCRIPTION
	Policies and Regulations	

Notes: This sample superintendent job description is one resource in a collection of materials developed jointly by Associated School Boards of South Dakota and School Administrators of South Dakota with the help of an advisory panel of school superintendents.





## Huron School District #2-2

### Policies and Regulations

CODE: CBB  
RECRUITMENT AND  
APPOINTMENT OF  
SUPERINTENDENT


The appointment of a Superintendent is a function of the Board. The Board will conduct an active search to find the person it believes can most effectively translate into action the policies of the Board and the aspirations of the community and the professional staff.

The Board may seek the advice and counsel of interested individuals or of an advisory committee, or it may employ a consultant to assist in the selection. However, final selection will rest with the Board after a thorough consideration of qualified applicants.

The Board will provide prospective applicants with a written list of the qualifications candidates should have before making application for the position.


Following the screening of applicant credentials, the Board will invite the most desirable applicants for a personal interview.

A vote of the majority of the Board at a meeting for which due notice has been given of the intended action will be required for the appointment of the Superintendent.

	<b>Huron School District #2-2</b>	CODE: CBC SUPERINTENDENT CONTRACT/COMPENSATION & BENEFITS
	Policies and Regulations	

The appointment of the Superintendent will be secured through an explicit contractual agreement which shall state the term of the contract, compensation and other benefits, including vacation period, and other conditions of employment. The contract will meet all state requirements and will protect the rights of both the Board and the Superintendent.

The salary of the Superintendent, additional benefits, including group life and health insurance, participation in tax-sheltered annuity programs, retirement programs, as well as vacation entitlement, and other leave will be determined at the time of his or her appointment (or reappointment) and will be part of the Superintendent written contract.

	<b>Huron School District #2-2</b>	CODE: CBG SUPERINTENDENT EVALUATION
	Policies and Regulations	

### OPERATING PRINCIPLES

A comprehensive superintendent evaluation process must:

1. Link to academic, social and emotional growth for all students in the system.

- Rationale: Accountability must include multiple measurers of whole student learning.

2. Recognize the importance of a superintendent’s work in the moral dimensions of leadership to facilitate a better quality of life for all groups, both inside the school community and in the greater community.

- Rationale: The larger work of the superintendent is about shaping the future of the community and having a positive effect on people’s lives.

3. Provide criteria reflective of professional standards for superintendents which is from multiple sources and is legal, feasible, accurate and useful.

- Rationale: Standards of any kind are only effective if they meet suitability, utility, feasibility and accuracy measures

4. Provide opportunities for personal and professional growth.

- Rationale: Evaluation processes must address the whole person and be oriented toward continuous improvement.

5. Be ongoing and connected to district/school improvement goals.



## Huron School District #2-2

### Policies and Regulations

CODE: CBG  
SUPERINTENDENT  
EVALUATION

- Rationale: An evaluation is a process, not a once a year conversation, and must be embedded in district's goals and school improvement plans.

6. Connect the district's goals with its publics' vision for their schools.


- Rationale: Goals cannot be developed in isolation; district goals must reflect the community's highest hopes for its public schools and students.

7. Be intended to improve performance, not to prove incompetence.

- Rationale: An effective evaluation process is established on a spirit of providing feedback for growth, not on finding evidence of shortcomings.

Pursuant to state law, any record or document, regardless of physical form, created by the District in connection with the evaluation of the Superintendent constitutes personnel information and is not open to inspection or copying. The Board's evaluation of the Superintendent will be conducted in executive session.



	<b>Huron School District #2-2</b>	CODE: CBG SUPERINTENDENT EVALUATION
	Policies and Regulations	

RECOMMENDED TIMELINES FOR SUPERINTENDENT EVALUATION

~~June or July~~ **As Determined by the Board**

1. Board and superintendent review superintendent job description and evaluation process, forms, indicators, timelines and possible supporting documents, information and data to be used to measure performance.
2. Superintendent creates goals based on district goals, which are measurable and doable in 12-months. The goals are mutually agreed to by the board/superintendent and shared with staff.
3. Board President and superintendent review evaluation process and forms with new board members following the election.

~~December~~ **As Determined by the Board**

1. Superintendent makes interim progress reports to the board on district goals and superintendent goals.
2. Superintendent may complete a self-assessment with supporting documents to be provided to the board.

~~December or January~~ **As Determined by the Board**

1. Individual board members complete evaluation forms and bring the forms to the board's evaluation session.

~~January~~ **As Determined by the Board**

1. Board members meet to discuss their evaluations and develop the board's official written document(s) that will be shared with the superintendent following the meeting.
2. The board's official evaluation document(s) is shared, clarified and discussed with the superintendent at a special board meeting. Changes to the evaluation may be made as a result of the discussions.
3. A copy of the final written evaluation form is placed in the superintendent's personnel folder.

~~May or June~~ **As Determined by the Board**

1. Superintendent reports progress on district and superintendent goals.



## Huron School District #2-2

### Policies and Regulations

CODE: CC  
ADMINISTRATIVE  
ORGANIZATION PLAN

The central administration will be organized in a manner that assures that the schools will be able to effectively and efficiently carry out programs and respond to any new programs demanded by our needs or opportunities, or suggested by research or successful practice. The organization must allow the schools opportunities to address their particular needs and improve existing programs.

The legal authority of the Board will be transmitted through the Superintendent along specific paths from person to person through the approved organizational structure.

The organizational structure approved by the Board will represent direction of authority and responsibility; it will not restrict cooperation among staff members at all levels or the flow of ideas necessary in the decision making processes.

The Superintendent will be responsible for keeping the administrative structure of the school district up to date with the changes in goals, curriculum, instructional arrangements, and school services, and will recommend revisions in the structure as necessary to the Board.



## Huron School District #2-2

### Policies and Regulations

CODE: CCB  
LINES OF AUTHORITY AND  
STAFF RELATIONS

All personnel employed by the Board will be responsible to the Board through the Superintendent. The Board expects that the Superintendent will establish clear understandings on the part of all personnel of the working relationships in the school district.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

It is expected that the established lines of authority will serve most purposes. But all personnel will have the right to appeal any decisions made by an administrative officer in accordance with the approved grievance procedures.

Additionally, lines of responsibility and authority do not restrict in any way the cooperative, sensible working together of all people on all professional levels in order to develop the best possible school program. The established lines of authority represent direction of authority and responsibility in the implementation of policy; when the staff is working together to improve the district's programs and operations, the lines represent avenues for a two-way flow of ideas.





## Huron School District #2-2

### Policies and Regulations

CODE: CD  
MANAGEMENT TEAM

The Board recognizes the importance of maintaining an effective Management Team to strengthen the administration and educational programs of the district, and to establish and improve communications, decision-making, conflict resolution, and other relationships among the members of the Team.

While the Management Team concept places emphasis upon shared responsibility and authority, nothing in this policy is intended to limit the responsibility and authority of the Board ultimately to make decisions as prescribed by law.

#### MANAGEMENT TEAM DEFINITIONS

For the purposes of this policy, the terms herein shall have the following definitions:

##### 1. Management Team Concept:

A means whereby educational policies and administrative procedures that define the district's programs and operations are arrived at through shared responsibility and authority.

##### 2. Management Team:

A team composed of the Superintendent and administrative, supervisory, and administrative support personnel who have significant responsibilities for formulating district policies or administering district programs; and in addition:

- a) recommend employment, transfer, suspension, discharge, layoff, recall; promotion, assignment, compensation, or discipline of employees;
- b) direct and supervise other employees;
- c) evaluate employees; and
- d) adjust complaints.

##### 3. Management Employees:

A term which refers to those members of the Management Team.

#### MANAGEMENT TEAM OBJECTIVES

The objectives of the district's Management Team are:

1. to provide input into all policies, which directly affect management employees in the administration of the school district by:





## Huron School District #2-2

### Policies and Regulations

CODE: CD  
MANAGEMENT TEAM

- a) assisting in the development of the educational goals and objectives of the district;
- b) applying all available knowledge to the improvement of district services;
- c) providing input into the development of district and department financial plans and budgets;
- d) providing input into the labor relations policies and practices of the district;
- e) evaluating proposals made by other employees and making recommendations on the district's response;
- f) providing open and frequent communication among members of the Team.

2. to provide a means of addressing the economic and welfare concerns of management employees including:

- a) position description;
- b) evaluation;
- c) salaries and fringe benefits;
- d) promotion; and
- e) assignment and transfer.

The Superintendent shall prepare administrative guidelines for the operation of the Management Team. Such guidelines shall provide:

1. That the Management Team meetings will include:

- a) all management employees;
- b) representatives reflective of all management employee positions; and
- c) on occasion, all management employees

2. That the Management Team shall address itself to:

- a) appropriate concerns identified by the Superintendent;
- b) appropriate concerns identified by any member of the Team; and
- c) appropriate concerns mutually identified by a consensus of the members of the Team.



## Huron School District #2-2

### Policies and Regulations

CODE: CD  
MANAGEMENT TEAM

3. That the concerns of the Management Team will include but not be limited to:
  - a) the district budget;
  - b) the district curriculum;
  - c) personnel management;
  - d) welfare of management employees.
4. That the Management Team will meet as determined by the administration:
5. That actions of all members of the Management Team be consistent with professional and ethical standards as adopted by professional management associations.



## Huron School District #2-2

### Policies and Regulations

CODE: CE  
ADMINISTRATIVE COUNCILS,  
CABINETS AND COMMITTEES

The Superintendent may develop and lead such permanent and temporary councils, cabinets and committees as he or she deems necessary for proper administration of the school district program.

The groups established or authorized by the Superintendent may be ad hoc (for the purpose of studying a particular issue) or may be commissioned to assist in a broad range of studies. Groups will be advisory in nature and will be subject to the same general guidelines on research, and release of information as established for groups advisory to the Board.



## Huron School District #2-2

### Policies and Regulations

CODE: CEA  
SCHOOL RESOURCE OFFICER

#### School Resource Officer

Cooperation between school personnel, law enforcement officers, parents, and other community agencies is essential for maintaining a safe environment in the school district. To assist in providing a safe environment, a school resource officer--provided by the Huron Police Department--will be utilized. School and law enforcement personnel will take into consideration the interest of protecting the community and maintaining a safe environment while protecting the rights of the individuals as the responsibilities of the SRO are carried out (i.e., the Family Educational Rights, and Privacy Act—Federal Educational Rights and Privacy Act (FERPA), Individuals with Disabilities Education Act (IDEA), Health Insurance Portability and Accountability Act (HIPPA), etc.).

#### Specific duties and responsibilities of the SRO

Duties and responsibilities will include, but are not limited to, the following:

- assisting in conducting education in crime prevention programs throughout the district;
- monitoring traffic activity before, during, and after school;
- assisting school administrators in monitoring the security and safety of the school campus to include the parking lots;
- initiating crime reports and conduct follow-up investigation;
- conducting classroom presentations throughout the district;
- working with school attendance personnel and the school's truant officer to reduce the number of truant students in the schools;
- working with department of social services, guidance personnel, and other agencies to investigate child abuse and child neglect cases brought to their attention;
- working with parents, guidance counselors, other school staff, and other community agencies to provide service and counseling to students;
- working with other officers and school staff to provide supervision at extra-curricular activities with the activities director.

Duties which are not the responsibility of the SRO are as follows:

- acting as school crossing guards,
- transporting of students,
- administering school discipline,
- acting as a substitute teacher or other staff member,
- monitoring of lunchrooms, or
- enforcing of non-law-related school policies






## Huron School District #2-2

### Policies and Regulations

CODE: CF  
SCHOOL BUILDING  
ADMINISTRATION

Acting with the approval of the Superintendent and upon the advice of central office administrators, each Principal will be the chief administrator of his or her school. All personnel assigned to his or her building will be directly responsible to the Superintendent. Staff members who work in more than one school will be responsible to the Principal of the school during the time they are working in his building.

The Principal is charged with the supervision and direction of the staff and the students assigned to his or her building, and with care of the school facility and its equipment. The Principal will see that the policies and regulations of the district, the directives of its officers, and the guidelines for the instructional program are observed. Within the framework of Board policies and regulations set by the Superintendent, the Principal may establish and enforce such regulations as he or she deems advisable for the efficient operation of his or her school.

	<b>Huron School District #2-2</b>	CODE: CGC
	Policies and Regulations	TITLE I COMPARABILITY ASSURANCES

### Title I Comparability Assurances

Title I of the Improving America’s Schools Act requires the school district to establish comparability policies. The policies set forth below have been adopted by the Huron School District to ensure equivalence among schools within organizational levels.

- 1) This district has established a district-wide salary/hiring schedule. This salary/hiring schedule is implemented without regard to Title I staffing in eligible attendance areas.
  
- 2) It is the policy of this district that employment of teachers, administrators, and auxiliary personnel from state and local funds shall be equivalent among schools without regard to Title I staff employed in eligible attendance areas. For the purpose of this policy, equivalence shall mean that when teachers, administrators, and auxiliary personnel are assigned to schools, staff/student ratios shall be determined in order that services with state and local funds in schools receiving Title I services are at least comparable to services provided among schools of the districts which are not receiving Title I funds.
  
- 3) It is the policy of this district that provisions for curriculum materials and instructional supplies shall be equivalent among schools without regard for Title I funding.



## Huron School District #2-2

### Policies and Regulations

CODE: CH  
POLICY AND REGULATION  
IMPLEMENTATION

The Superintendent is responsible for carrying out the policies and regulations approved by the Board.


Regulations are the detailed requirements governing the school and through which the school district will operate. The regulations must be in every respect consistent with the policies adopted by the Board.

All new regulations intended to be implemented by the Superintendent shall, to the maximum extent possible under the circumstances, be submitted to the Board of Education prior to implementation, and if not so possible then within thirty (30) days of implementation.

All existing regulations implemented by the Superintendent, not previously approved by the Board of Education, shall be submitted to the Board for review within a timeframe as determined by the Board.

The policies developed by the Board and the regulations developed to implement policy are designed to promote an effective and efficient school system. Board members, school district employees and students, volunteers, guests and vendors are required to comply with all school board policies and regulations.

Policies and regulations adopted by the Board are public documents.


	<b>Huron School District #2-2</b>	<b>CODE: CHA REGULATIONS AND POLICY DISSEMINATION</b>
	Policies and Regulations	

**REGULATIONS AND POLICY DISSEMINATION**

The Superintendent will establish and maintain an orderly plan for making policies and regulations known to all staff members, students and the public. A policy or regulation concerning a particular group or groups in the schools will be distributed to the group(s) prior to the effective date of the regulation.

The Superintendent will also provide easy access to an up-to-date collection of Board policies and regulations for all employees of the school district, members of the Boards and the community at large. This may be a current reference document on the School Board page on the district website.



	<b>Huron School District #2-2</b>	<b>CODE: CHD ADMINISTRATION IN ABSENCE OF POLICY OR REGULATION</b>
	Policies and Regulations	

In the absence of a Board policy or regulation which addresses a situation, the Superintendent may take temporary action to address the situation. The action taken must be reasonably consistent with existing board policies and regulations. The Superintendent is prohibited from taking any action which involves a duty of the Board that by law cannot be delegated.

In each case in which the Superintendent takes temporary action, it will be presented to the Board for its consideration at its next meeting.



## Huron School District #2-2

### Policies and Regulations

CODE: CI  
STUDENT HANDBOOKS AND  
DIRECTORIES

### Student Handbooks and Directories

Building principals will be the administrators responsible for developing, updating, and utilizing a student handbook which stipulates specific rules and regulations concerning procedures for the building, all in accordance with written district policies. Student handbooks will contain procedures which provide guidelines for the operation of the building (as they pertain to students) and will include procedures regarding attendance, grading, homework, and student discipline. A student handbook will be kept on file in the office of the building principal. Parents and students are encouraged to consult the student handbook and/or the building principal when questions and concerns arise regarding school rules and regulations.

Student handbooks will be received by the board by the first meeting in June and adopted by the Board no later than the July Board Meeting. It will then become part of district practices and procedures



## Huron School District #2-2

### Policies and Regulations

CODE: CK  
PROGRAM CONSULTANTS

In situations where knowledge and/or technical skills are needed that cannot be supplied by regular staff positions, technical and consultant assistance may be considered as one alternative for providing the desired service. The service may be provided consistent with budgetary appropriations.

All consultants will be approved by the Superintendent prior to the invitation and arrangement for visitation by such person or persons to the school district. Any proposed contracts with consultants will be submitted to the Board for approval.

Consultants, whether temporary, part-time or full-time will exercise no administrative authority over the work of employees in the district, but will act only as advisers in those fields in which they are qualified to offer expert assistance.

All supervision of employees will be in the hands of those to whom such responsibility has been specifically delegated by the Superintendent.



## Huron School District #2-2

### Policies and Regulations

CODE: CM  
SCHOOL DISTRICT  
ANNUAL REPORT

An annual report covering the educational and financial activities of the school district will be prepared by the Business Manager, with the assistance of the Superintendent. The report will be presented to the Board for its approval.

Upon approval by the Board, the report will be filed for audit on or before August 1 with the Secretary of the South Dakota Department of Education.