

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
March 24, 2025
5:30 p.m.



1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Adoption of the Agenda**
5. **Dates to Remember**

April 2	Early Release/District Inservice
April 14	Board of Education Meeting – 5:30pm – IPC
April 18	No School – Holiday Break
April 21	No School – Holiday Break
April 28	Board of Education Meeting – 5:30pm – IPC
May 7	Early Release
May 12	Board of Education Meeting - 5:30pm – IPC
May 14	Baccalaureate – 8:00pm – Huron Arena
May 18	Graduation – 2:00pm – Huron Arena
May 27 (Tuesday)	Board of Education Meeting – 5:30pm – IPC
6. **Community Input on Items Not on the Agenda**
 - 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) **New Hires to the District**

Classified personnel and substitute teachers must be approved in order to be covered by our workmen’s compensation plan.

 - 1) Shala Larson/Substitute Teacher - \$160 per day/Substitute Para-Educator - \$21.58 per hour
 - 2) Kaiden Dorris/Volunteer Boys & Girls Wrestling Coach
 - 3) Elise Moody/Field Experience Intern Speech Language Pathology
 - 4) Carol Tschetter/Substitute, Food Service - \$20.91 per hour
 - 5) Ron Jacobs/Route Driver - \$35 per hour; Asst Mechanic - \$20.90 per hour
 - 6) Paul Wolf/Route Driver - \$35 per hour
 - c) **Resignations for Board Approval**
 - 1) TyAnn Ulmer/MS Girls Basketball Coach – 6 years
 - 2) Kaiden Dorris/Assistant Boys Wrestling Coach – 6 years
 - 3) Ron Jacobs/Food Service Delivery Driver – 6 months (March 25, 2025)
 - d) **Contracts for Board Approval**
 - 1) Jaden Pearson/Teacher-High School/\$60,515 per year (2025-2026 SY)

- e) **Classified Request to be Recognized for Negotiation Purposes:**
- Maintenance, Grounds & Custodial Personnel – Dean Hirschhorn, Chad Beck
 - Food Service Personnel – Drew Palmquist, Kelly Schell
 - Full-Time Personnel – Ashley Neuharth, Tiffany Nelson
 - Related Services Therapy Assistants – Quinn Reilly, Chantelle Kremer, Nakita Hoffman
 - Para Educators
 - Building Secretaries – Angie Boetel, Brittney Neuharth
 - Instructional Aides – Ann McLaury, Peg Harkness, Jamie Kleinsasser, Madison Vaudrin, Amy Hofer
- f) **Request for Approval of Open Enrollment**
 The administration has received open enrollment request #OE-2025-02 for Board approval
- g) **Intent to Apply for Grant Funding**
- | | |
|------------------------|---|
| Group Applying | HMS Counseling Office |
| Contact Person | Akina Decker |
| Name of Award | American Bank & Trust Spirit Card Funds |
| Name of Funder | HSD Foundation |
| Amount to be Requested | \$2,000 |
| Project Focus | HMS School Counseling Office Needs (Tiger Talk Event, Homeroom, Supplies, Etc.) |
- h) **Intent to Apply for Grant Funding**
- | | |
|------------------------|---|
| Group Applying | Buchanan K-1 Center |
| Contact Person | Raleigh Larson |
| Name of Award | American Bank & Trust Spirit Card Funds |
| Name of Funder | HSD Foundation |
| Amount to be Requested | \$1,400 |
| Project Focus | Thermometers in Classrooms |
- i) **Intent to Apply for Grant Funding**
- | | |
|------------------------|-------------------------------------|
| Group Applying | School Nutrition |
| Contact Person | Amanda Reilly |
| Name of Award | Whole Kids Garden Grant Application |
| Name of Funder | Whole Kids Foundation |
| Amount to be Requested | \$3,500 |
| Project Focus | Hydroponics/School Gardens |
- j) **Intent to Apply for Grant Funding**
- | | |
|------------------------|-------------------------------------|
| Group Applying | School Nutrition |
| Contact Person | Amanda Reilly |
| Name of Award | Zee Zees Grab the Tab Grant Program |
| Name of Funder | Zee Zees |
| Amount to be Requested | \$23,000 |
| Project Focus | School Lunch Debt Relief |
- k) **American Legion Post 7** requests to use a Huron School District Bus to transport members during their State Convention on June 21, 2025. The Legion will pay the in town rate of \$60 & \$35 per hour for driver

(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:

- **Laurelis Feliz-Medina** (12 gr Culinary Arts Student) who won the top overall Knife Skills Award showcasing both knife handling and knife cuts at the State ProStart Competition in Pierre

Thank You to:

- April 3 is Paraprofessional Appreciation Day
- April 4 is School Librarian Appreciation Day
- April 7-11 is National Assistant Principals Week
- April 7-13 School Library Week
- **Activities Director Scott DeBoer, Tarryn Tomczak, Jose Ramirez-Garcia, Mike Arnold, & Matt Watson** for their diligent work preparing the Huron Arena to host last weekend's State B Girls Basketball Tournament
- **Farmer's Cashway** for the large donation of All-Purpose Cleaning Wipes & Spray to Buildings & Grounds. The donation will be shared with the District.
- the **members of our Arena Clean-up Crew** who were able to successfully turn the Arena over between all 6 sessions of the State B Tournament. The many compliments about the Arena as a facility can be attributed in large part to the following individuals; **Brad Katz, Rick Waldner, Wayne Wilson, Rick Nelson, Kurt Anderson, Israel Ramirez, Javier Acosta, Catherine Ramirez, Esther Ner, Mike Arnold, Matt Watson, Jose Ramirez-Garcia**

10. **REPORTS TO THE BOARD:**

- a) **Classified Employee of the Month** – Presented by Kathie Bostrom
Ann Fenske, Administrative Assistant at Transportation has been selected as **Classified Employee of the Month for May 2025**. Nomination comments are included in this packet. Congratulations Ann!
- b) **Good News Report** – Madison 2-3 Center Special Services Staff: Stacey Westby, Kristie Clark, & Tracy Albrecht
Strategic Plan Initiative #4) Community Outreach & Communication
- c) **TeamMates Mentoring Presentation** – Christina Prehn
Strategic Plan Initiative #5) Learning Environment
- d) **LAN Report** – Tim VanBerkum
- e) **Superintendent's Report**

11. **OLD BUSINESS**

a)

12. **NEW BUSINESS**

- a) **2025-26 Educational Structure Change Request** for Changing Huron Virtual High School Calendar to report under the Huron High School Calendar
- b) **Section E: Support Services** - introduction
 - 1. **Current Section E Policies**
 - 2. **EA SUPPORT SERVICES GOALS** – update format
 - EB SAFETY PROGRAM** - update format
 - EBA BUILDINGS AND GROUNDS INSPECTIONS** – new policy
 - EBB ACCIDENT PREVENTION AND SAFETY PROCEDURES** - update format
 - EBBA FIRST AID** - update format
 - EBBB ACCIDENT REPORTS** - update format

EBC EMERGENCY PLANS – new policy
EBCA BOMB THREATS & EHIBITS– retire old policy & use new policy
EBCB FIRE DRILLS - update format
EBCC EMERGENCY LOCKDOWN - update format
EBCD EMERGENCY CLOSINGS – retire old policy & use new
EBD USE OF AED - update format
ECA BUILDINGS AND GROUNDS SECURITY - update format
ECA-R – BUILDINGS AND GROUNDS SECURITY REGULATIONS - new policy
ECAA – EQUAL ACCESS - update format
ECAB VANDALISM - update format
ECAC VIDEO SURVEILLANCE – new wording & update format
ECB BUILDINGS AND GROUNDS MAINTENANCE – new policy
EDBA MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS - update format
EEA STUDENT TRANSPORTATION SERVICES - update format
EEAA WALKERS AND RIDERS - update format
EEAC SCHOOL BUS SAFETY PROGRAM - update format
EEAD SPECIAL USE OF SCHOOL BUSES - update format
EEADA USE OF PRIVATE VEHICLES - update format
EEAE VEHICLE USE POLICY - update format
EGAA PRINTING AND DUPLICATION SERVICES - update format
EI INSURANCE MANAGEMENT - update format

13. EXECUTIVE SESSION

1-25-2 Executive or closed meetings may be held for the sole purposes of:

(4) Preparing for contract negotiations or negotiating with employees or employee representatives.

14. ADJOURNMENT

<u>Vendor Name</u>		<u>Vendor Description</u>	<u>Amount</u>
<u>Checking</u>	1		
Checking	1	Fund: 10 GENERAL FUND	
AMAZON CAPITAL SERVICES		SUPPLIES	598.36
ASCD		DUES & FEES	289.00
BALLARD AND TIGHE		SUPPLIES	1,272.00
BRAINPOP LLC		COMPUTER LICENSING	2,730.00
BUILDERS FIRSTSOURCE		SUPPLIES	76.97
CARDIO PARTNERS INC			5,987.96
CITY OF HURON POLICE DEPT		PROF SVC	795.00
COBORNS INC		SUPPLIES	556.57
CORE EDUCATIONAL COOPERATIVE		PROF SVC	975.00
CREATIVE PRINTING COMPANY		SUPPLIES	1,383.22
FULL COMPASS SYSTEM		SUPPLIES	1,541.11
GETTYSBURG INN & SUITES		TRAVEL	680.00
HURON EVENT CENTER		EVENT	861.80
INNOVATIVE OFFICE SOLUTION		SUPPLIES	587.69
JOSTENS		SUPPLIES	23.64
KOUF, JAMIE		INCENTIVE	125.00
LIBRARY STORE, INC., THE		SUPPLIES	1,345.88
NORTHWEST PIPE FITTINGS, INC.		SUPPLIES	1,508.29
NORTHWESTERN ENERGY		UTILITIES	48,740.24
OFFICE PEEPS		SUPPLIES	542.82
OTC BRANDS INC.		SUPPLIES	38.43
POPLERS MUSIC INC.		SUPPLIES	345.62
SD FEDERAL PROPERTY		SUPPLIES	204.25
SHERWIN WILLIAMS		SUPPLIES	217.92
TEACHER CREATED MATERIALS		SUPPLIES	227.94
US BANK VOYAGER FLEET SYSTEMS		SUPPLIES	745.98
VENTURE COMMUNICATIONS		LINE CHARGES	39.58
		Fund Total:	72,440.27
Checking	1	Fund: 21 CAPITAL OUTLAY FUND	
BOUND TO STAY BOUND		BOOKS	490.97
CENGAGE LEARNING, INC.		SUPPLIES	1,237.50
FOLLETT CONTENT SOLUTIONS LLC		SUPPLIES	834.87
GEOTEK ENGINEERING		PROF SVC	8,712.20
JLG ARCHITECTS		PROF SVC	8,376.79
MIDWEST FIRE AND SAFETY		PROF SVC	10,510.50
		Fund Total:	30,162.83
Checking	1	Fund: 22 SPECIAL EDUCATION FUND	
CORE EDUCATIONAL COOPERATIVE		PROF SVC	6,473.34
NCS PEARSON, INC.		SUPPLIES	538.60
OFFICE PEEPS		SUPPLIES	99.00
SD FEDERAL PROPERTY		SUPPLIES	93.75
TEACHWELL SOLUTIONS		PROF SVCS	1,166.37
		Fund Total:	8,371.06
Checking	1	Fund: 32 BOND REDEMPTION FUND-ELEMENTARY	
US BANK CM 9690		FEES	600.00
		Fund Total:	600.00
		Checking Account Total:	111,574.16

Vendor Name

Vendor Description

Amount

To Mr. DeBoer,

I want to express how grateful I am to have the opportunity to coach the 7th grade basketball team. I loved working with the young athletes and helping them develop their skills and passion for the game. After careful consideration, I have decided to step down from my current position as I have been offered an opportunity to be a part of the volleyball staff. I loved being a part of the basketball program and hope to get back into basketball in the future.

TyAnn Ulmer

Halbkat, Darla

Subject: Assistant Boys Wrestling Coach

Sent: Friday, March 14, 2025 3:15 PM

To: DeBoer, Scott <Scott.DeBoer@k12.sd.us>

Subject: Assistant Boys Wrestling Coach

Good afternoon,

As I have spoken to Mr. DeBoer and Coach Goth, I would like to notify of my resignation from the position of Assistant Boys Wrestling Coach at Huron High School.

I have been involved in the Huron wrestling program for 6 full seasons, one as a volunteer and five as a paid assistant. With the help of my fellow coaches and the experiences with so many great students, I have grown a ton as a coach and person. Wrestling is very dear to me and being involved with this program has resurfaced many of the wonderful emotions of being a part of a team. I feel so fortunate to be a part of so many memories and accomplishments large and small we have tackled as a team and individuals. I have been able to build long lasting bonds with both coaches and students.

Although I am resigning as a paid assistant, I wish to continue to help both the boys and girls wrestling programs in the future on a volunteer basis. Very conveniently, the dreams of both program's staff align very closely with my own and we have some pretty lofty goals for the future. I think I can really help achieve these goals in a variety of ways. These goals start off pretty simply with just growing the tradition and following of the programs. Huron wrestling has a long robust history of success. We would love to return to the category of perennial powerhouse in the state. Wrestling is a very tough sport and these kids need the support of their community to help them through the long tough times they can encounter along the journey of accomplishing their goals. I have a pretty strong skill set of organizing and planning. I believe I can use these skills to up our fundraising efforts and build traditions of our own. I would like to grow our contact with parents and get them more involved wide spread. Our attendance and participation from parents are super high for some families but is very sparse or even non-existent for the majority. Although this will be a challenge, I would like to bounce some ideas off of some of our students to figure out how we can get more people involved.

Wrestling is a sport that thrives off tradition and families. Having siblings, cousins, and eventually the future generations coming through the program is a great asset and seemingly something we are lacking for as large of a school system we are. I have no doubt with some hard work and consistent effort, this is something we can overcome.

Thank you,

Kaiden Dorris

Confidentiality: This transmission, including any attachments, is solely for the use of the intended recipient(s). This transmission may contain information that is confidential or otherwise protected from disclosure. The use or disclosure of the information contained in this transmission, including any attachments, for any purpose other than that intended by its transmittal is strictly prohibited. Unauthorized interception of this email is a violation of federal criminal law. If you are not an intended recipient of this transmission, please immediately destroy all copies received and notify the sender.


March 19, 2025

To Amanda Reilly,

This serves as notice that I will be resigning my position with Food Service.

I have accepted a position with the school district transportation dept as a Regular Driver and Assistant Mechanic.

Sincerely,

A handwritten signature in cursive script that reads "Ron Jacobs". The signature is written in black ink and is positioned below the word "Sincerely,".

Ron Jacobs



EMPLOYMENT CONTRACT

Huron School District No. 2-2, Huron, South Dakota

03/13/2025

Jaden Pearson

YOU ARE HEREBY OFFICIALLY NOTIFIED, that you have been elected as a **Teacher** in the Huron School District No. 2-2, whose address is City of Huron on the annual salary basis of **\$60,515** for the school term, or the remaining part thereof, of the designated number of teaching days, inclusive of days arranged for pre-school planning, beginning **08/11/2025** and subject to the calendar, or modifications of the same, as adopted by the Board of Education. The salary is to be paid the twentieth day of each of the twelve calendar months.

Your election is subject to the school laws of the State of South Dakota and to the salary schedule and contractual elements rules and regulations of the Board of Education of the Huron School District No. 2-2, which are hereby by reference, incorporated in and made a part of this contract as though set forth herein at length, subject to the right of said Board to terminate the contract for cause, to be determined upon by the Board, and subject to your right to resign upon giving thirty (30) days notice thereof, in writing to said Board within 15 days of issuance of contract.

It is further contracted and agreed that your failure to complete the term of employment prescribed herein for any cause, including but not limited to dismissal or resignation, constitutes a financial damage to the Huron School District No. 2-2 and that from the nature of the case it might be impractical or difficult to fix the actual damage. **THEREFORE**, it is understood and agreed that your failure to complete the term provided herein shall result in the following liquidated damages: failures occurring May 15 through May 31 for the ensuing year, damages shall be assessed at \$250.00. For breaking a contract June 1 through June 10, damages shall be assessed at \$500.00, for breaking of a contract June 11 through June 20, \$750.00 and for breaking of a contract June 21 through June 30, \$1000.00. For breaking a contract July 1 through July 31, damages shall be assessed at \$2,000.00 and breaking of contract August 1 and for the duration of the first semester, damages shall be assessed at \$3,000.00. Damages will be assessed at \$1,500.00 for breaking of a contract anytime during the 2nd semester. The Board reserves the right to request the Department of Education to suspend the employee's certification for one year in lieu of monetary damages in accordance with SDCL 13-42-9. Employees who are not full-time employees of the district shall be assessed damages at a percentage which matches their percent of employment.

It is further understood and agreed that resignations shall not become effective until approved by the Board of Education at the next meeting following receipt of said resignation. Further, it is hereby agreed that you will pay to the Huron School District No. 2-2, or the Huron School District No. 2-2 will withhold or appropriate

from any monies owed by them to you, and you hereby authorize such withholding or appropriation, the appropriate sum herein above set forth as liquidated damages due to your failure to complete said term.

This agreement becomes a binding contract when signed by the employee and the Board of Education.

Hired 2025-2026 with 0 years of teaching experience. Contract is pending completion of a South Dakota Teaching license. Agreeing to this contract includes the following: Teachers new to the District are expected to work an additional 5 days prior to the start of the school year. During this time, the teacher will receive appropriate training in District programs and will have time to become adequately prepared for the new school year.

BA

Base Contract: \$56,267

Fall 3 Act Play \$2,124 Step 0

Spring 3 Act Play \$2,124 Step 0

***CONTRACT MUST BE SIGNED AND RETURNED TO THE SUPERINTENDENT'S OFFICE BY 03/17/2025

TO THE BOARD OF EDUCATION OF THE HURON SCHOOL DISTRICT NO. 2-2

CITY OF HURON, BEADLE COUNTY, SOUTH DAKOTA

I hereby accept the position mentioned in the foregoing contract of hiring in the Public Schools of Huron, South Dakota, at the salary and upon and under the terms and conditions of the above and foregoing contract and have carefully read said contract and am fully informed as to the contents. I agree to attend such pre-school planning days as are scheduled exclusive of the designated number of contract days. "I clearly understand that it is my responsibility to be fully certified with the State of South Dakota for the duration of this contract. I accept that my pay will cease on October 1, and my employment may be terminated or suspended without pay until such time that I meet the certification requirements of the job."

Employee Signature	Date
<i>Jaden Lee Pearson</i>	03/13/2025 03:25 pm

Chairman of School District Board Signature	Date
<i>Tim Van Berkum</i>	03/13/2025 02:39 pm

Business Manager of School District Signature	Date
<i>Kelly Christopherson</i>	03/13/2025 04:31 pm



Huron School District

PO Box 949
150 5th St. SW
Huron, SD 57350

Date: 17 March 2025

Dear Board Members & Dr. Steinhoff:

On behalf of the maintenance, grounds and custodial staff Chad Beck and Dean Hirschhorn are requesting to be recognized by the school board as a bargaining unit for the 2025/2026 school year negotiations.

Sincerely,


Chad Beck


Dean Hirschhorn



Huron School District

PO Box 949
150 5th St. SW
Huron, SD 57350

Date: 3.11.25

Dear Board Members & Dr. Steinhoff:

On behalf of Nutrition Department we are requesting to be recognized by the school board as a bargaining unit for the 2025-2026 school year negotiations.

Sincerely,

Drew S. Palmquist

Kelly Schell



Huron School District

PO Box 949
150 5th St. SW
Huron, SD 57350

Date: 3/11/2025

Dear Board Members & Dr. Steinhoff:

On behalf of __Full Time Classified, Class 1 Employees __ we are requesting to be recognized by the school board as a bargaining unit for the __2025-2026__ school year negotiations.

Sincerely,

Ashley Neuharth & Tiffany Nelson

Administrative Assistants



Huron School District

PO Box 949
150 5th St. SW
Huron, SD 57350

Date: 3/17/2025

Dear Board Members & Dr. Steinhoff:

On behalf of Therapy Assistants (SLPA/OTA/PTA),
we are requesting to be recognized by the school board as a bargaining
unit for the 2025-2026 school year negotiations.

Sincerely,

Nakita Hoffman

Chantelle Kramer

Quinn Reilly



March 11, 2025

To Whom It May Concern:

On behalf of the Class II Office Secretaries for the elementary schools/middle school/business office, we are requesting to be recognized by the school board as a bargaining unit for the 2025-26 school year negotiations.

Sincerely,

Angie Boetel
Madison 2-3 Center

Brittney Neuharth
Business Office



Huron School District

PO Box 949
150 5th St. SW
Huron, SD 57350

Date:

Dear Board Members & Dr. Steinhoff:

On behalf of Class II schedule A + IA (paras & library)
we are requesting to be recognized by the school board as a bargaining
unit for the 2025-2026 school year negotiations.

Sincerely,

Ann McLaurie



Linda J Pietz
Director of Curriculum,
Instruction & Assessment
Linda.Pietz@k12.sd.us

SCHOOL DISTRICT

INTENT TO APPLY FOR GRANT FUNDING

Any person or group applying for grant funds is expected to complete this form prior to submitting any grants or requesting funds that will impact the Huron School District.

Date: 3/10/25 Contact Person: Ahina Decker

Group Applying: HMS Counseling Office

Name of Grant/Award: ABT spirit funds

Name of Funder: ABT Contact Person: Marianne Trandall

Amount to be Requested: \$2,000 Funder's Submission Due Date: _____

Project Focus: HMS counseling office needs (Figer Talk event, Homeroom, supplies,

How awarded amount received? Full amount up front Reimbursement etc.)

Are any follow up reports required? Yes No If yes, when are they due? _____

Is any District funding, resource, or in-kind commitment required now or in the future? Yes No

If yes, please list by dollar amount and/or in-kind service/support. Please be specific.

Please note:

- o Each school/individual will be responsible for submitting and following through on the grant application process unless other arrangements have been made.
- o A copy of the completed grant application must be available upon request.
- o The person or group applying will need to submit the following documentation to the business offices:
 - o If and when the grant is awarded, a copy of the award letter.
 - o If any follow-up reports are required, a copy of the report.

A copy of this request with signatures will be returned to the contact person above when the application is reviewed, allowing the application to proceed.

Signature: Laura Williams Date: March 12, 2025
Building/Department Administrator

Signature: Linda J Pietz Date: 3-12-25
Linda J Pietz, Director of Curriculum, Instruction & Assessment

Signature: Kelly Christopher Date: 3-17-25
Kelly Christopher, Business Manager

Presented to School Board: _____



Linda J Pietz
Director of Curriculum,
Instruction & Assessment
Linda.Pietz@k12.sd.us

SCHOOL DISTRICT

INTENT TO APPLY FOR GRANT FUNDING

Any person or group applying for grant funds is expected to complete this form prior to submitting any grants or requesting funds that will impact the Huron School District.

Date: 3/13/25 Contact Person: Raugh Larson

Group Applying: Buchanan K-1 Center

Name of Grant/Award: Spirit Card Funds

Name of Funder: Spirit Card Funds Contact Person: Marianne Trandall

Amount to be Requested: \$ 1,400 Funder's Submission Due Date: _____

Project Focus: Thermometers in classrooms

How awarded amount received? Full amount up front Reimbursement

Are any follow up reports required? Yes No If yes, when are they due? _____

Is any District funding, resource, or in-kind commitment required now or in the future? Yes No

If yes, please list by dollar amount and/or in-kind service/support. Please be specific.

- Please note:
- o Each school/individual will be responsible for submitting and following through on the grant application process unless other arrangements have been made.
 - o A copy of the completed grant application must be available upon request.
 - o The person or group applying will need to submit the following documentation to the business offices:
 - o If and when the grant is awarded, a copy of the award letter.
 - o If any follow-up reports are required, a copy of the report.

A copy of this request with signatures will be returned to the contact person above when the application is reviewed, allowing the application to proceed.

Signature: Heather DeBruin 3-13-25
Building/Department Administrator Date

Signature: Linda J Pietz 3-13-25
Linda J Pietz, Director of Curriculum, Instruction & Assessment Date

Signature: Kelly Christopherson 3-13-25
Kelly Christopherson, Business Manager Date

Presented to School Board: _____



Linda J Pietz
Director of Curriculum,
Instruction & Assessment
Linda.Pietz@k12.sd.us

SCHOOL DISTRICT

INTENT TO APPLY FOR GRANT FUNDING

Any person or group applying for grant funds is expected to complete this form prior to submitting any grants or requesting funds that will impact the Huron School District.

Date: 03-13-2025 Contact Person: Amanda Reilly

Group Applying: School Nutrition

Name of Grant/Award: Whole Kids Garden Grant Application

Name of Funder: Whole Kids Foundation Contact Person: Food Corps

Amount to be Requested: \$3,500 Funder's Submission Due Date: March 19, 2025

Project Focus: Hydroponics/School Gardens

How awarded amount received? _____ Full amount up front _____x_____ Reimbursement

Are any follow up reports required? _____ Yes ___x___ No If yes, when are they due?

Is any District funding, resource, or in-kind commitment required now or in the future? Yes_____No___x_____

If yes, please list by dollar amount and/or in-kind service/support. Please be specific.

Please note:

- o Each school/individual will be responsible for submitting and following through on the grant application process unless other arrangements have been made.
- o A copy of the completed grant application must be available upon request.
- o The person or group applying will need to submit the following documentation to the business offices:
 - o If and when the grant is awarded, a copy of the award letter.
 - o If any follow-up reports are required, a copy of the report.

A copy of this request with signatures will be returned to the contact person above when the application is reviewed, allowing the application to proceed.

Signature: Amanda Reilly 3/13/2025
Building/Department Administrator Date

Signature: Linda J Pietz 3/14/2025
Linda J Pietz, Director of Curriculum, Instruction & Assessment Date

Signature: Kelly Christopherson 3-14-2025
Kelly Christopherson, Business Manager Date

Presented to School Board: _____



Linda J Pietz
Director of Curriculum,
Instruction & Assessment
Linda.Pietz@k12.sd.us

SCHOOL DISTRICT

INTENT TO APPLY FOR GRANT FUNDING

Any person or group applying for grant funds is expected to complete this form prior to submitting any grants or requesting funds that will impact the Huron School District.

Date: 03-13-2025 Contact Person: Amanda Reilly

Group Applying: School Nutrition

Name of Grant/Award: Zee Zees Grab the Tab Grant Program

Name of Funder: Zee Zees Contact Person: Amy King

Amount to be Requested: \$23,000 Funder's Submission Due Date: March 19, 2025

Project Focus: School Lunch Debt Relief

How awarded amount received? _____ Full amount up front _____x_____ Reimbursement

Are any follow up reports required? _____ Yes ___x___ No If yes, when are they due?

Is any District funding, resource, or in-kind commitment required now or in the future? Yes_____No__x___

If yes, please list by dollar amount and/or in-kind service/support. Please be specific.

Please note:

- o Each school/individual will be responsible for submitting and following through on the grant application process unless other arrangements have been made.
- o A copy of the completed grant application must be available upon request.
- o The person or group applying will need to submit the following documentation to the business offices:
 - o If and when the grant is awarded, a copy of the award letter.
 - o If any follow-up reports are required, a copy of the report.

A copy of this request with signatures will be returned to the contact person above when the application is reviewed, allowing the application to proceed.

Signature: *Amanda Reilly* 3/13/2025
Building/Department Administrator Date

Signature: *Linda J Pietz* 3/14/2025
Linda J Pietz, Director of Curriculum, Instruction & Assessment Date

Signature: *Kelly Christopherson* 3-14-2025
Kelly Christopherson, Business Manager Date

Presented to School Board: _____

WILLIAM REAVES POST NO. 7

AMERICAN LEGION



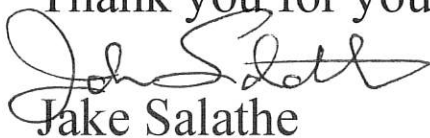
HURON, SOUTH DAKOTA 57350

25 March 2025

To: Huron school board

The American Legion is hosting a state convention June 19 - 22, 2025. We would like to request the use of a Huron public school bus on the evening of June 21, 2025. It would be used to transport members from the Huron Event Center to the Beadle county sportsman club and back. We understand that we will cover the cost of the drivers fees and the fuel exspence.

Thank you for your consideration.



Jake Salathe

convention chairman

Classified Employee of the Month

Name	<u>Ann Fenske</u>
Position	<u>Transportation Department Administrative Assistant</u>
Date	<u>March 17, 2025</u>

I can't believe that the choice for employee of the month for the transportation department is the very same person that used to shut me out of the middle school office when I would show up with bus conducts. My how the tables have turned.

Since you stepped through the door you have been a true asset to this department. You hit the ground running and have never looked back. Your extensive knowledge of Infinite Campus has been nothing less than a miracle for the transportation department. Not to mention your consummate professionalism when it comes to dealing with the public whether it be by phone or in person. Customer service and the safety of the students always comes first with you.

You have put the department on your shoulders and gotten it through two extended stents of me being absent within the last few years. Thanks in large part to you and your dedication to the transportation department and the Huron School District you kept everyone's heads above water in my absence and the department from missing a beat. Not just anyone could have done that! Your ability to do this is clear evidence of your knowledge of what makes the department run and your dedication to learning the little details and this department in general. There is no way to put any value on what you have brought to this department.

From the bottom of my heart, thank you!

Katie J. Boston

2025-26 Educational Structure Change Request Form
due on or before April 1, 2025

Submitted by:

Title:

Email Address:

Phone #:

District/
Agency #:

District/Agency Name:

No changes to report for any school within district/agency.
** If there are no changes to report for your entire school district/agency, you do not need to complete the remainder of the form.

School #:

School Name:

** Complete this form for each school that has educational structure changes for the 2025-26 school year.

Close District/Agency
** If the district/agency is closing, where will the student records be stored?

Close School Suspend operation of school for 2025-26 school year

New School
* If you are adding a new school, please answer additional questions on pg. 2.

Change District Name to

Change School Name to

Change Grade Span to

Reason for Educational Structure change

Due to change in Educational Structure Collection requiring virtual attendance centers to report the related student data as a separate calendar within the regular school attendance center.



3-13-25

Superintendent Signature

Date

CURRENT
SECTION E
POLICIES



Huron School District #2-2

Policies and Regulations

Code:
Section E
Support Services
Table of Contents/Index

SECTION E: SUPPORT SERVICES

Section E of the EPS/NSBA policy classification system provides a repository for statements on non-instructional services and programs, including most of those that fall into the area of business management such as safety, buildings and their management (not construction), transportation, and food services.

<u>EA</u>	<u>Support Services Goals</u>
<u>EB</u>	<u>Safety Program</u>
<u>EBB</u>	<u>Accident Prevention and Safety Procedures</u>
<u>EBBA</u>	<u>First Aid</u>
<u>EBBB</u>	<u>Accident Reports</u>
<u>EBC</u>	<u>Emergency Plans</u>
<u>EBCA</u>	<u>Bomb Threats</u>
<u>EBCB</u>	<u>Fire Drills</u>
<u>EBCC</u>	<u>Emergency Lockdowns</u>
<u>EBCD</u>	<u>Emergency Closings</u>
<u>EBD</u>	<u>Use of Automated External Defibrillators (AED)</u>
<u>ECA</u>	<u>Buildings & Grounds Security</u>
<u>ECA-R</u>	<u>Buildings & Grounds Security-Regulations</u>
<u>ECAA</u>	<u>Equal Access</u>
<u>ECAB</u>	<u>Vandalism</u>
<u>ECAC</u>	<u>Video Surveillance</u>
<u>EDBA</u>	<u>Maintenance and Control of Instructional Materials</u>
<u>EEA</u>	<u>Student Transportation Services</u>
<u>EEAA</u>	<u>Walkers and Riders</u>
<u>EEAC</u>	<u>School Bus Safety Program</u>
<u>EEAD</u>	<u>Special Use of School Buses</u>
<u>EEADA</u>	<u>Use of Private Vehicles</u>
<u>EEAE</u>	<u>Vehicle Use Policy</u>
<u>EF</u>	<u>District Wellness Policy/replaced in June 2014 with Policy AC</u>
<u>EGAA</u>	<u>Printing and Duplication Services Reproduction of Copyright Materials</u>
<u>EI</u>	<u>Insurance Management</u>

Associated School Boards of South Dakota	NEPN Code: EA
Policy Reference Manual	

SUPPORT SERVICES GOALS

Support services are essential to the successful function of a school system. Management of auxiliary operations is therefore an important responsibility of the district administration. It should be remembered, however, that education is the district's central function; all support services will be provided, guided and evaluated by this requirement.

In order to provide support services that are truly supportive of the educational program, the Board establishes these broad goals:

- To provide a physical environment for teaching and learning that is safe for students, staff, and public;
- To provide safe transportation for students to and from school and nutritious meals for students;
- To provide support services, resources, and assistance to fulfill the needs and promote the goals of the educational program.

Associated School Boards of South Dakota	NEPN Code: EB(N)
Policy Reference Manual	

SAFETY PROGRAM

Accidents are undesirable, unplanned occurrences that may result in tragic consequences: bodily harm, loss of school time, property damage, legal action, and even fatality. It will be the policy of the Board to guard against such occurrences by taking every reasonable precaution to protect the safety of all students, employees, visitors, and others present on district property or at school-sponsored events.

The Board will comply with safety requirements established by governmental authorities and will insist that its staff adhere to recommended safety practices as these pertain, for example, to the school plant, special areas of instruction, student transportation, school sports, and occupational safety.

The Superintendent will have overall responsibility for the safety program of the district. General areas of emphasis will include, but not be limited to: in-service training; accident record keeping; plant inspection; driver and vehicle safety programs; fire prevention; and emergency procedures and traffic safety programs relevant to students, employees, and the community.

Each principal will be responsible for the supervision of a safety program for his or her school.

The practice of safety will also be considered a facet of the instructional program of the district schools, and instruction in accident prevention as well as fire prevention, emergency procedures, traffic, bicycle and pedestrian safety, and driver education will be provided in the appropriate grades and classes.

Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members and students recognize that preventing accidents is a daily operational responsibility.

Legal References:

ARSD 61:15 (Fire Safety)

Reviewed: 12/13/2012

Revised: 01/01/2007

Associated School Boards of South Dakota	NEPN Code: EBB
Policy Reference Manual	

ACCIDENT PREVENTION AND SAFETY PROCEDURES

Student safety will be considered a part of the general education program. Students in science and industrial arts classes will be given an orientation each semester to familiarize them with the equipment and materials they will be using and the dangers involved if safety precautions are not taken. Signs will be posted in rooms as a constant reminder of these safety precautions.

Every student, teacher and visitor is required to wear an industrial quality eye protective device when participating or observing any of the following courses:

1. Vocational or industrial arts shops or laboratories involving experience with the following: hot molten metals; milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials; heat treatment, tempering or kiln firing of any metal or other materials; gas or electric arc welding; repair or servicing of any vehicle; caustic or explosive materials.
2. Chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids.

Legal References:

ARSD 61:15 (Fire Safety)

Reviewed: 12/13/2012

Revised: 01/01/2007

Associated School Boards of South Dakota	NEPN Code: EBBA
Policy Reference Manual	

FIRST AID

The school is responsible for giving first aid or emergency treatment only in case of sudden illness or injury to a pupil or a member of the staff. Further medical attention in the case of a pupil is the responsibility of the parent or guardian, or the person designated for emergencies; and in the case of a member of the staff, or the particular individual.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the child to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given.

Each principal will be charged with directing the immediate care of ill or injured persons who come within his/her area of responsibility until parent, guardian, or medical professional arrives.

Procedures for the proper handling of such emergencies will be developed and made known to the staff. These will incorporate the following requirements:

1. No treatment except first aid is permitted in schools. The school's responsibility is to place the ill or injured student in the care of the home or family physician as soon as possible.
2. Teachers or other trained persons, or bus drivers if the injury occurs on a school bus, will be responsible for administering first aid to students with minor injuries such as scratches, abrasions, bruises, etc.
3. A master first aid kit will be kept and properly maintained in each school and each school bus.
4. No drugs will be administered by school personnel unless authorized by the school nurse.
5. Parents will be asked to sign and submit an emergency medical authorization, which will indicate the procedure they wish the school to follow in event of a medical emergency involving their child.
6. In all cases where the nature of an illness or an injury appears serious, the parent or guardian will be contacted if possible, and the instructions on the child's emergency card followed. Thus, in extreme emergencies arrangements usually may be made for a child's immediate hospitalization whether or not the parent or guardian can be reached.
7. No young child who is ill or injured will be sent home alone, nor will an older child unless the illness is minor and the parent or guardian has been informed in advance.

Reviewed: 12/13/2012

Revised: 01/01/2007



Huron School District #2-2

Policies and Regulations

CODE: EBBA
FIRST AID

The school is responsible for giving first aid or emergency treatment only in case of sudden illness or injury to a pupil or a member of the staff. Further medical attention in the case of a pupil is the responsibility of the parent or guardian, or the person designated for emergencies; and in the case of a member of the staff, or the particular individual.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the child to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given.

Each principal will be charged with directing the immediate care of ill or injured persons who come within his/her area of responsibility.

Procedures for the proper handling of such emergencies will be developed and made known to the staff. These will incorporate the following requirements:

1. No treatment except first aid is permitted in schools. The school's responsibility is to place the ill or injured student in the care of the home or family physician as soon as possible.
2. Teachers or other trained persons, or bus drivers if the injury occurs on a school bus, will be responsible for administering first aid to students with minor injuries such as scratches, abrasions, bruises, etc.
3. A master first aid kit will be kept and properly maintained in each school and each school bus.
4. No drugs will be administered by school personnel unless authorized by a physician.
5. Parents will be asked to sign and submit an emergency medical authorization, which will indicate the procedure they wish the school to follow in event of a medical emergency involving their child.
6. In all cases where the nature of an illness or an injury appears serious, the parent or guardian will be contacted if possible, and the instructions on the child's emergency card followed. Thus, in extreme emergencies arrangements usually may be made for a child's immediate hospitalization whether or not the parent or guardian can be reached.
7. No young child who is ill or injured will be sent home alone, nor will an older child unless the illness is minor and the parent or guardian has been informed in advance.

Associated School Boards of South Dakota	NEPN Code: EBBB
Policy Reference Manual	

ACCIDENT REPORTS

Accurate and prompt accident reporting is essential if similar accidents are to be prevented from happening again. If there are injuries or damage, prompt reports also are vital in assuring the district, staff, students, and others of proper insurance coverage.


Therefore, the Board requires that an accident report be filed for every accident that takes place on school property, or that involves a school vehicle, students or staff on school-sponsored trips, or staff members on authorized school business trips. Such accident reports are required whether or not there is an injury or damage immediately evident and shall be filed with the principal on the same day.

Accident report forms will be designed and made available for each school; they will give information that:

1. Might be helpful in preventing similar accidents in the future;
2. Is needed for filing insurance claims;
3. Might be important in case of litigation.

Reviewed: 06/01/2013

Revised: 06/01/2013

	Huron School District #2-2	Code:
	Policies and Regulations	EBCA Bomb Threats

Bomb Threats

- A. Each school facility should have a detailed outline of procedure in case of a bomb threat (EBCA). This procedure should be in writing. The procedure should provide directions to all personnel in case of a bomb threat, including directions for evacuation and search.

In case of a bomb threat, it is expected that the individual in charge of the facility must act in conformity with plans as outlined in these procedures.

- B. Furthermore, it is recommended that each building head have at his/her disposal the following guidelines:

- Emergency Planning Guide for School Administrators,
Division of Emergency and Disaster Services, pages 58, 59, 98, 99.
- The Emergency Management Disaster Preparedness Plans,
- Huron School District #2-2, to be found in the Huron Board of Education Policy Handbook.

C. BOMB SEARCH PROCEDURE

1. A bomb threat is a violation of State Law SDCL 22-14-A-22.
2. In the case of a bomb threat, law enforcement officials should be contacted immediately.
3. The bomb threat procedure should be discussed with all facility personnel and law enforcement officials.



Huron School District #2-2

Policies and Regulations

Code:
EBCA Bomb Threats

BOMB THREAT CHECKLIST

Telephone Procedures

- REMAIN CALM, BE COURTEOUS, LISTEN TO, AND DO NOT INTERRUPT THE CALLER
- GET ATTENTION OF ANOTHER PERSON - GIVE NOTE SAYING: "CALL POLICE - BOMB THREAT" 911
- IF YOUR PHONE HAS CALLER ID DISPLAY, RECORD NUMBER OF INCOMING CALL _____
- WRITE DOWN EXACT WORDS OF THE CALLER AND THREAT
- DON'T HANG UP THE PHONE. LEAVE LINE OPEN
- NOTIFY A SUPERVISOR

TRY TO KEEP THE CALLER ON THE PHONE AND TALKING BY ASKING THE FOLLOWING QUESTIONS:

1. WHEN WILL IT EXPLODE? AT WHAT TIME? _____
2. WHERE IS IT LOCATED? WHAT FLOOR? ROOM? _____
3. WHAT DOES IT LOOK LIKE? _____
4. WHAT KIND OF BOMB IS IT? _____
5. WHAT WILL SET IT OFF? _____
6. WHY ARE YOU DOING THIS? _____
7. WHO ARE YOU? _____
8. ARE YOU AWARE THAT IT COULD KILL OR INJURE INNOCENT PEOPLE IN ADDITION TO THOSE YOU INTEND TO HURT? _____

DESCRIPTION OF CALLER (check all that apply)

Sex: Male Female Unknown Approximate Age

Voice	Speech	Language	Behavior	Background Noises
<input type="checkbox"/> Clean	<input type="checkbox"/> Accented	<input type="checkbox"/> Educated	<input type="checkbox"/> Agitated	<input type="checkbox"/> Airport
<input type="checkbox"/> Distorted	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Foreign	<input type="checkbox"/> Angry	<input type="checkbox"/> Animals
<input type="checkbox"/> Loud	<input type="checkbox"/> Distinct	<input type="checkbox"/> Foul	<input type="checkbox"/> Blaming	<input type="checkbox"/> Baby
<input type="checkbox"/> Muffled	<input type="checkbox"/> Fast	<input type="checkbox"/> Intelligent	<input type="checkbox"/> Calm	<input type="checkbox"/> Birds
<input type="checkbox"/> Nasal	<input type="checkbox"/> Hesitant	<input type="checkbox"/> Irrational	<input type="checkbox"/> Fearful	<input type="checkbox"/> General Noise
<input type="checkbox"/> Pitch-High	<input type="checkbox"/> Lisp	<input type="checkbox"/> Rational	<input type="checkbox"/> Laughing	<input type="checkbox"/> Guns Firing
<input type="checkbox"/> Pitch-Med	<input type="checkbox"/> Slow	<input type="checkbox"/> Slang	<input type="checkbox"/> Nervous	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> Pitch-Low	<input type="checkbox"/> Slurred	<input type="checkbox"/> Uneducated	<input type="checkbox"/> Righteous	<input type="checkbox"/> Machinery
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Stuttered	<input type="checkbox"/> Unintelligible	<input type="checkbox"/> Other:	<input type="checkbox"/> Music
<input type="checkbox"/> Raspy	<input type="checkbox"/> If Accented,	<input type="checkbox"/> If Foreign,		<input type="checkbox"/> Party
<input type="checkbox"/> Smooth	Describe:	Describe:		<input type="checkbox"/> Quiet
<input type="checkbox"/> Soft				<input type="checkbox"/> Restaurant
<input type="checkbox"/> Squeaky				<input type="checkbox"/> Talking
<input type="checkbox"/> Unclear				<input type="checkbox"/> Tavern/Bar
<input type="checkbox"/> Other				<input type="checkbox"/> Television
				<input type="checkbox"/> Traffic
				<input type="checkbox"/> Train
				<input type="checkbox"/> Typing
				<input type="checkbox"/> Water/Wind
				<input type="checkbox"/> Other:

Name of Person Receiving Call: _____

Phone Number Threat Was Received On: _____

Name of Possible Suspect: _____

POLICE 911 (Emergency) 353-8550 (Non Emergency)

Associated School Boards of South Dakota	NEPN Code: EBCB
Policy Reference Manual	

FIRE DRILLS

A fire drill will be held in each school building twice each semester, or a minimum of four fire drills each school year. The majority of these drills may be held during the months of September, October, April, and May, in order to take advantage of the weather.

Definite instructions will be furnished by the principal to staff and students as to route and manner of exit during fire drills. Special instruction in fire drill procedure will be given to students the first week of school, and the first fire drill of the school year must be held during the first two weeks of school.

Fire drills will be held without warning and will be varied in procedure to give the students the experience of varying fire possibilities. Order rather than speed will be stressed in fire drills.

All staff will be familiar with the location of fire extinguishers in the building and will be informed regarding the location and operation of fire alarms. Principals will keep a record of all fire drills held in their schools, stating the date the drill was held and the time required for evacuation of the building. These reports will be furnished to the Superintendent as may from time to time be required.


Legal References:

ARSD 61:15 (Fire Safety)

SDCL 13-25-10 (Evacuation Drills)

Reviewed: 12/13/2012

Revised: 01/01/2007

	Huron School District #2-2	Code:
	Policies and Regulations	EBCC Emergency Lockdown

Emergency Lockdowns

In some emergency situations, an evacuation of a building and/or classroom is not advisable. These include a hostile intruder, hazardous material release, terrorist attack or criminal activity near the school.

General emergency lockdown procedures are as follows:

COMMUNICATION

An emergency lockdown will be announced by intercom or other voice communication.

If you see a threat, you:

- 1) Secure yourself;
- 2) Secure those in your area;
- 3) Lockdown the building; and,
- 4) Call 911

Fire evacuation alarms are not to be sounded.

PROCEDURES

- 1) Lock classroom and other doors.
- 2) Close windows and window treatments.
- 3) Turn off the lights.
- 4) Everyone is to remain quiet and not enter hallways.
- 5) Should the fire alarm sound, do not evacuate the building unless:
 - a) You have first-hand knowledge that there is a fire in the building, or
 - b) You have been advised by police/security to evacuate the building.
- 6) Move students out of sight from doors and windows.
- 7) Students in hallways are to seek shelter in the nearest classroom.

Students in outdoor areas should immediately take cover. Return to the gym if it is safe to do so. If the threat is outdoors on campus grounds, all outdoor activities should be cancelled.

DRILLS

Lockdown drills will take place periodically.

Reviewed: 6/1/2013
Revised: 6/1/2013



Huron School District #2-2

Policies and Regulations

Code:
EBCD Emergency Closings

Emergency Closings

It shall be school policy to take the following steps or procedures during inclement weather in which school will be called off, buses will not run, or that students may have to be sent home during the day:

- A. The decision to open school in the morning during inclement weather will rest with the superintendent/designee. He/she shall also determine, and properly announce, early dismissal due to weather conditions.
 - a. Factors entering into this judgment might include the following:
 - snowfall, wind, and temperature (wind chill factor);
 - dangerous driving conditions;
 - weather forecasts in the early morning or during the day; or
 - other weather conditions determined to be serious enough to warrant school dismissal.
- B. The recommendation to operate the buses in the city and rural areas during inclement weather will rest with the transportation supervisor. Information received from rural patrons, the bus supervisor, national weather service, and city officials will weigh heavily on his recommendation to the superintendent. The superintendent/designee will ultimately make the final decision.

In some instances, buses may operate on a limited schedule. In those instances, it may be desirable for parents to bring their child/children to meet the bus so that they can be transported to school.
- C. The superintendent/designee will notify the news media whenever the regular school day is to be altered. The transportation supervisor will notify the bus supervisor as to the operation of the bus runs.
- D. If weather conditions are such that a late school start and late bus run seem advisable, such announcement shall be given to the news media.
- E. The ultimate decision as to whether or not an individual student goes to school during inclement weather is the responsibility of the parent. If the parent decides weather conditions are such that the child should not go to school, the child will be counted absent.
- F. When school is in operation and the buses do not operate in the rural areas, teachers and administrators shall realize that these rural students are absent not because of their choosing. Schoolwork and related activities should be governed by this fact. If there are questions relative to this, teachers are encouraged to visit with their building principal.
- G. Out-of-city activities during adverse weather will be governed by highway conditions. Athletic, music, debate, and comparable activity trips will leave (or return to) Huron only after investigation of highway travel conditions.
- H. An "Operation Blizzard" policy shall be updated each fall. This plan will provide housing in the city for students bused to school and unable to be returned home that day because of storm conditions.
- I. Each building principal is to develop a contingency plan with each family regarding the procedure to follow for the dismissal of students if inclement weather forces the early closing of school.



Huron School District #2-2

Policies and Regulations

Code:

EBCD Emergency Closings

Regulations on Attendance – Inclement Weather

On those days when the buses do not run, the following guidelines will be in effect:

Make-Up Work

Students who miss school will be required to complete all make-up work. The staff will use reasonableness as a guide in determining the amount of work assigned and the time granted to complete the assignment.

Absent-Present

When bus transportation is not provided, all students who are eligible to ride the bus will be counted present.

Those students who go home at the request of their parents will be counted present for the remainder of the half day in which they left school. They will be counted absent for the remaining half day if they leave before noon.

Students who could have ridden the bus but elect to stay home due to the weather conditions, will be considered absent.

Non-bus students who are kept home at the request of their parents will be counted absent if school is in session.

Tardiness

Students will not be counted tardy if the bus they are riding is late.

Use of Automated External Defibrillators (AED)

The board recognizes the importance of providing safety equipment and properly trained individuals to treat persons who experience sudden cardiac arrest.

The school nurses and designated local physicians shall oversee the purchase of AED equipment and shall review and approve guidelines for emergency use.

The AED may be used by any individual who is currently CPR/AED certified according to the American Heart Association or the American Red Cross standards.

LOCATION:

AED units will be provided by the district and housed in secure and accessible locations at the various district facilities as determined by the superintendent and/or his/her designee. If the AED is moved from its designated position, there will be a visible sign left in the place of the AED which indicates its current location. Contracted and other community activities are not guaranteed access to the AED as part of the standard rental contracts unless specified otherwise.

CERTIFICATION/MAINTENANCE:

The district will encourage, but not mandate, all staff members (coaches included) to obtain and maintain certification in CPR/AED. Each building which houses an AED will have an established, trained response team. An in-service training video will be kept in the nurse's office and in the curriculum office for trained responders to review at any time to provide reinforcement of skills. The district nursing staff will maintain records of staff certification. A designated full-time person in each building will be responsible to maintain equipment in that building.

RESOURCES used to maintain state/national standards:

- SD AED Legislation
- American Red Cross and/or American Heart Association guidelines and training programs
- Trainer immunity and Civil immunity for emergency use of AED
- Infection control procedures for exposure to blood borne pathogens
- Physician oversight of program

Associated School Boards of South Dakota	NEPN Code: ECA
Policy Reference Manual	

BUILDINGS AND GROUNDS SECURITY

Buildings constitute one of the greatest investments of the school district. It is in the best interest of students and taxpayers to protect that investment adequately.

Security should mean not only maintenance of a secure (locked) building, but also:

1. Minimizing fire hazards.
2. Reducing the probability of faulty equipment.
3. Guarding against the chance of electrical shock.
4. Keeping records and funds in a safe place.
5. Protection against vandalism and burglary.

The Superintendent is directed to establish regulations as may be needed to provide for security in the sense outlined above.

Reviewed: 12/13/2012

Revised: 01/01/2007

Associated School Boards of South Dakota	NEPN Code: ECA-R
Policy Reference Manual	

**BUILDINGS AND GROUNDS SECURITY
(Regulation)**

Regulations for buildings and grounds security:

- 1. Unlimited access is available to:
 - a. the superintendent
 - b. the board secretary
 - c. the superintendent of building or the head custodian
 - d. the Athletic Director

- 2. Limited access is available to:
 - a. building principals to their assigned building
 - b. head building custodians to their assigned building
 - c. extra-curricular sponsors or supervisors for their area or activity

Possession of keys shall be in accordance with the following regulations:

- 1. A log of key assignments shall be maintained by the office of the Superintendent or other designated designee.
- 2. Duplicate keys unassigned shall be maintained in a safe or a secured box.
- 3. Individuals assigned keys may not duplicate or loan them.
- 4. All keys must be surrendered when there is no longer a need or upon request of the Superintendent.
- 5. The loss of a key must be reported to the Superintendent or his/her designee.
- 6. Use of keys for unauthorized purposes will be cause for surrender of keys and replacement of affected locks.
- 7. A set of master keys and/or duplicates of keys shall be kept in the custody of the Superintendent or his/her designee.

After hours entry to school buildings shall be controlled in accordance with these rules:

- 1. The building custodian on duty shall restrict entry to one controlled point.
- 2. Entry to a school building shall be prohibited when a person authorized as representative for the building is not present.
- 3. These rules shall be prominently posted on each school building.

Reviewed: 12/13/2012

Revised: 01/01/2007

Policies provide direction through governance. Superintendents can provide details through regulations and exhibits. The board can always make a determination whether a regulation or exhibit carries out a policy.

EQUAL ACCESS

ECAA

The School Board hereby establishes a limited open forum during which all non-curriculum related student groups shall have equal access and a fair opportunity to conduct meetings. No group shall be discriminated against or denied access on the basis of the religious, political, philosophical or other content of speech at such meetings. Groups shall not be considered school-sponsored student organizations nor be given all the privileges afforded to school-sponsored organizations.

The time between the hours of 9:00 A.M. and 2:00 P.M. on days during which classes are in session shall be set aside for a limited forum.

ACCESS TO LIMITED OPEN FORUM

Students in grades 7-12 shall be permitted to organize and conduct meetings of non-curriculum related student clubs or other groups to pursue specialized activities outside the classroom. Meetings shall be voluntary and student initiated.

Students may conduct meetings under this policy on school premises only during non-instructional time so that meetings do not interfere with the orderly conduct of the education activities of the school.

Non-curriculum related student groups that desire to conduct meetings during the limited open forum shall make and request, in writing, to the building Principal or administrator in charge, to conduct a meeting during the open forum. The request shall include an estimate of the number of students expected to be in attendance at the meeting, dates, and any special equipment needed. The number of students will be limited to the safe capacity of the room used.

Upon receipt of such a request, the Principal or administrator in charge shall try to find a suitable room for the group and arrange for proper supervision of the meeting by an agent or employee of the school district.

Students meeting during the limited forum shall not engage in any activity that is illegal, dangerous or disruptive to other activities. Failure to abide by this could lead to discipline measures and the denial of access to the group to the limited open forum.

REGULATION OF LIMITED OPEN FORUM

No public funds shall be spent for the benefit of non-curricular related student groups meeting during the limited open forum beyond the cost of providing space for meetings.

Neither the school district nor its agents nor employees shall promote, lead or participate in any meeting except in a supervisory capacity.

No school agent or employee shall be compelled to supervise a meeting of a non-curriculum related student group if the content of the speech at the meeting is contrary to beliefs of the agent or employee.

Non-school persons may attend student meetings, but are not allowed to direct, conduct or control activities of non-curriculum related student groups during the limited open forum.

Non-school persons can be denied access to school district property if their behavior is, or reasonably threatens to be, illegal, dangerous or disruptive to other activities.

Meetings of non-curricular student groups must be scheduled, organized and conducted within the guidelines established by this policy and accompanying regulations

The administration shall adopt additional rules as deemed necessary.

11/14

Legal References: Title 20 US Code §§4071-4074 (Equal Access Act)

Reviewed: 12/13/2012

Revised: 07/01/2009

Notes: School board should determine for themselves what the appropriate time would be for an open forum. Class schedules, bus schedules and extracurricular activity schedules should be considered

Associated School Boards of South Dakota	NEPN Code: ECAB
Policy Reference Manual	

VANDALISM

Buildings and material contents constitute one of the greatest investments of the school district. It is in the best interest of pupils and the taxpayers to protect that investment adequately.

Every citizen, every student, every staff member, and members of the police department are urged by the Board to cooperate in reporting any incidents of vandalism to school property and the name(s) of the person or persons believed to be responsible. Each employee will report to the building administrator every incident of vandalism known to him and, if known, the names of those responsible.

The Superintendent is authorized to sign a criminal complaint and to press charges and may delegate authority to sign such complaints and to press charges.

Any student found guilty of any form of vandalism or defacement of school property will be disciplined in conformance with school district policy.

Parents and students will be made aware of the legal implications involved. Reimbursements will be sought for all or part of any damages.

Legal References:

SDCL 25-5-15 (Parental liability for willful acts of child)

Reviewed: 12/13/2012

Revised: 01/01/2007

Video Surveillance

General Purpose

The school board authorizes the use of video surveillance equipment on school district property to enhance the safety of students and others on school premises and to deter inappropriate behavior.

In dealing with surveillance of students, employees, and others, the board recognizes both its obligation to provide appropriate levels of supervision in the interest of safety and the fact that students and employees have privacy rights that are reduced but not eliminated while under the supervision of the school. Video surveillance, like other forms of supervision, must be carried out in a way that respects privacy rights.

A video recording is subject to the provisions of the Family Education Rights and Privacy Act (FERPA).

Use

Video surveillance cameras may be used to monitor and/or record in locations authorized by the school principal or the officials of the school district.

Video surveillance is not to be ordinarily used in locations where appropriate confidential or private activities/functions are routinely carried out (*e.g.*, bathrooms, private conference/meeting rooms, etc). The superintendent of schools or designee must authorize any exception to this on the grounds that no other supervision option is feasible and that the pressing need outweighs the privacy interest of the student or other person likely to be observed. Surveillance of such locations may not be authorized on an ongoing basis.

Security

Only a designated employee or agent of the school district will install surveillance cameras. Only designated school officials shall have access to the camera equipment and operations system. For the purposes of this policy, designated school officials are school administrators, school employees designated by school administrators, and school resource officers. Only these school officials shall handle the camera or copies of video segments. Video copies shall be stored in a secure area. Video copies may never be sold, publicly viewed, or distributed in any other fashion except as approved for by this policy and/or relevant legislation.

Viewing of Video Recordings

Video monitors used to view video recordings should not be located in a position that enables public viewing. Video recordings may only be viewed by school administrators, school officials,

or school staff members with a direct involvement with the recorded contents of the specific video recording or employees or agents responsible for the technical operations of the system (for technical purposes only).

Use of Video Recordings for Disciplinary Action

Video recordings may be used as a basis for student or employee disciplinary action. Video surveillance recordings involving students are considered to be educational records under FERPA. Therefore, consent must be given in order to disclose information contained on video recordings obtained through video surveillance, except to the extent that FERPA authorizes disclosure without consent. Viewing may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, give rise to a concern for the safety of a third party, or where protected from disclosure by law. All viewing requests must be submitted in writing.

Retention of Video Recordings

The copy of the video recording shall be sent to the superintendent or designee to be kept in a secure location. If a recording is used in the making of a decision about a student or employee, the recording must be kept for a minimum of one year, unless earlier erasure is authorized by or on behalf of the individual or the relevant appeals periods have expired.

Video recordings shall be maintained for at least two weeks and then erased unless they are being retained as indicated in the preceding paragraph or at the request of the school principal.

Review

Each school principal is responsible for the proper implementation and control of the video surveillance system. The superintendent of schools or designee shall conduct periodic reviews to ensure that this policy and procedures are being followed.

Associated School Boards of South Dakota	NEPN Code: EDBA
Policy Reference Manual	

MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS

All instructional materials and equipment of the district will be classified and catalogued according to an acceptable system. Textbooks will be made available to all children in sufficient quantity and at appropriate levels so that they are optimally useful to each child, and so that every teacher can meet both the planned curriculum sequence of the district and the special instructional needs of the children.

All textbooks purchased and in the possession of the district will be district property. Principals will be responsible for textbooks assigned to teachers, and for conducting an inventory of all books at the end of the school year.

Each teacher will keep an accurate record of books issued to their pupils. When a textbook is damaged or lost, the pupil responsible will be required to pay for the damage or another copy.

Every book issued will bear the stamp of the district.

All media materials and equipment will be adequately maintained. Obsolete materials and worn-out equipment will be replaced on a regular basis.

LOAN OF TEXTBOOKS TO NONPUBLIC SCHOOLS

In accordance with state law, the Board may approve the loan of nonsectarian textbooks to students enrolled in nonpublic schools in the district.

Legal References:

SDCL 13-34 (Textbooks)

Reviewed: 12/13/2012

Revised: 01/01/2007

Associated School Boards of South Dakota	NEPN Code: EEA
Policy Reference Manual	

STUDENT TRANSPORTATION SERVICES

The major purpose of school transportation is to get students who live an unreasonable walking distance from school to school and back in an efficient, safe, and economical manner. Other purposes include the provision of transportation for academic field trips in direct support of the curriculum, and transportation for support of the co-curricular program (athletics, music, drama, and the like).

District-owned buses will be provided by the Board for the transport of students to and from school. The transportation supervisor, working in conjunction with school principals and under the supervision of the Superintendent, will be responsible for the day to day operation of the school transportation system and the scheduling and routing of all buses, bus stops and all regulations of the program.

Vehicles owned by the Board will be operated by authorized school employees or officials who are properly licensed. These employees and officials must meet all state requirements for licensing.

Management of the school transportation program will meet the following criteria:

1. **Adequacy:** Does the program provide both necessary and sufficient transportation to and from school and for all other school programs?
2. **Safety:** Does the scheduling and operating of the program take into consideration hazards, potential dangers to pupils, and all appropriate safeguards?
3. **Economy:** Is the program operated in the most efficient manner possible after considering the constraints imposed by criteria of adequacy and safety?

Evaluation: The school transportation program will be monitored by the administration or their designees, and subjected to periodic evaluations by them as necessary.

Legal References:

SDCL 13-29 (School buses & transportation of students)
 ARSD 24:05:27:07 (Transportation)
 ARSD 24:06 (School buses)
 SDCL 13-30 (Student allowances in lieu of transportation)
 ARSD 24:05:27:03 (IEP team to determine related services)

Cross References:

EEAA: Walkers and Riders

Reviewed: 12/13/2012

Revised: 03/01/2012

Associated School Boards of South Dakota	NEPN Code: EEAA
Policy Reference Manual	

WALKERS AND RIDERS

Transportation may be provided to and from school for elementary school children, (grades K-8) who live within the five-mile radius of the school. Bus service will be provided for students within these boundaries if the Board determines it is economically efficient, and is justifiable in terms of student safety. Upon request for transportation by the parents, a school board may charge a fee for students whose residence is less than five miles from school.

Students who reside more than five miles from the school of assignment and who do not have access to the bus service furnished by the district, will be entitled to transportation or board and room allowance in accordance with state law.

The transportation of students with special needs will be in accordance with the specifications of their educational plans and will be arranged by the transportation supervisor.

Exceptions to the established areas may be made by the Board for the following reasons:

1. Where, in the judgment of the Board, walking conditions to the student's school are extremely hazardous.
2. Where because of overcrowding and the necessity to assign students to another building, the Board deems transportation necessary.

Legal References:

SDCL 13-29 (School buses & transportation of students)
 ARSD 24:05:27:03 (IEP team to determine related services)
 ARSD 24:05:27:07 (Transportation)
 SDCL 13-30 (Student allowances in lieu of transportation)
 ARSD 24:06 (School buses)

Reviewed: 12/13/2012
 Revised: 03/01/2012

Associated School Boards of South Dakota	NEPN Code: EEAC
Policy Reference Manual	

SCHOOL BUS SAFETY PROGRAM

In the operation of the district's transportation program, the first consideration will be given to safety.

All buses except those designed for carrying nine or less passengers, and drivers must meet all federal and state requirements, and the drivers must understand all policies and regulations pertaining to school bus operation. All bus drivers shall receive appropriate training. All vehicles used to transport children will be properly maintained to provide safe and efficient transportation service with a minimum of delays and disruption due to mechanical or equipment failure.

The school Superintendent, with assistance from the transportation supervisor, will have the responsibility for developing safety regulations to be followed by the passengers, including rules of student conduct during transportation and at bus stops. It is absolutely necessary that students riding the school buses conduct themselves in an orderly manner and that all safety regulations are observed.

Legal References:

SDCL 13-29 (School buses & transportation of students)
 ARSD 24:06 (School buses)

Reviewed: 12/13/2012

Revised: 04/01/2011

Associated School Boards of South Dakota	NEPN Code: EEAD
Policy Reference Manual	

SPECIAL USE OF SCHOOL BUSES

Although the regular transportation of students to and from school will always be given first priority, school buses may also be used to take students to and from school-sponsored activities.

Driving regulations, safety rules, and insurance coverage will be the same for special uses as for regular student transportation to and from school.

The transportation supervisor will work with the appropriate school administrators to establish regulations governing transportation for special district programs.

Legal References:

- SDCL 13-29-1 (District operation of buses permitted)
- SDCL 32-32-1 ("School bus" defined)
- SDCL 32-32-2 (Marking of school bus)
- SDCL 32-32-4 (Use of color for other vehicles prohibited)

Reviewed: 12/13/2012

Revised: 01/01/2007

Associated School Boards of South Dakota	NEPN Code: EEADA
Policy Reference Manual	

USE OF PRIVATE VEHICLES

The use of passenger vehicles to transport pupils to and from school sponsored and approved activities will only be permitted after ascertaining that the vehicle is reasonably safe, the driver qualified, and that adequate insurance coverage is in force. Proof of insurance coverage must be on file in the office of the transportation director.

A passenger vehicle is one that is designed to carry at least three, but no more than nine passengers. There must be minimum insurance coverage under South Dakota law, and property damage of at least \$25,000 per accident.

Private vehicles driven by employees while in their official capacity are covered primarily by the employee’s insurance and secondarily by the District’s automobile liability insurance. The District’s coverage is for liability only and does not cover damage to the employee’s vehicle.

The driver of each vehicle must be competent, and properly licensed to drive. The vehicle shall be roadworthy.

A responsible adult shall be in control of all trips involving passenger vehicles used for student transportation.

Legal References:

SDCL 32-35 (Financial responsibility of vehicle owners & operators)

Reviewed: 12/13/2012

Revised: 12/01/2010

Huron School District 2-2 Vehicle Use Policy

EEAE

School vehicles, also known as fleet vehicles, are provided for Huron School District employees when traveling to and attending school district approved activities, training seminars or other approved activity. This also includes the use of the vehicles for Driver's Education training. This policy does not cover the use of school busses.

The fleet vehicles are maintained by and procured from the Huron School District Transportation Department. The following policy guidelines have been placed into effect to promote a consistent and impartial system for the use of the vehicles as well as reduce the potential for liability in the event of an accident.

Authorized Use of Fleet Vehicles

Only Huron School District employees or officially approved volunteers may operate the fleet vehicle.

School-owned vehicles are to be used for official school travel by employees, boards and authorized volunteers.

The vehicles shall not be used for commuting to and from an employee's workplace and residence unless otherwise requested by the respective department administrator and approved by the Business Manager.

School employees using school-owned vehicles are not permitted to transport family, friends, non-school business commuters or animals except for "service animals", unless approved by the Superintendent of Schools on a case by case basis.

The employee/volunteer must possess a valid South Dakota driver's license and be at least 18 years of age. No student (except those under the direction of a Driver's Education Instructor) or other non-school employee or unapproved volunteer may operate the vehicle. In the event that an approved school district employee or volunteer becomes unable to safely operate the vehicle due to illness or other unforeseen reason while driving on the road, a passenger may assume the driving responsibility and move the vehicle to a safe location off the road. Once safely off the roadway immediately call 911 for assistance. Once assistance has been rendered, the passenger should then contact the Transportation Director for further driving instructions.

Huron School District 2-2 Vehicle Use Policy

EEAE

Unauthorized Use of Fleet Vehicles

Fleet vehicles are not to be used for personal use at any time. Should you need to procure a fleet vehicle prior to your scheduled departure time, the fleet vehicle must remain parked at your residence in a safe location and remain there until such time the vehicle is needed for travel. When at an approved school activity you must always exercise reasonable judgment regarding the use of the fleet vehicle.

Misuse of the fleet vehicle may result in the suspension of your privileges to use a fleet vehicle and or other disciplinary action by the school district.

Seat Belt Use Required

It is school district policy that seat belts be used at all times, not only by the driver but by all passengers as well. Drivers of a school fleet vehicle are prohibited from overloading and/or overcrowding a vehicle that may result in unsafe operation. It is imperative that you not carry more passengers than the number of occupant safety restraint systems (seatbelts) in the fleet vehicle. Drivers are responsible for wearing and enforcing the use of seatbelts by all occupants or passengers.

Cell Phone/Personal Computing Device Usage

The safest way to use any cell phone or personal computing device while driving is to pull over to a safe location and park the fleet vehicle and then talk or use your computing device. Texting or typing, with any device, while driving a school fleet vehicle is strictly prohibited.

Moving Traffic Violations

Any school employee operating a fleet vehicle is expected to obey all traffic laws and regulations. Any school employee receiving a citation while operating a fleet vehicle is responsible for paying the cost of the citation and any other expenses incurred as a result of the citation.

Violations such as parking tickets are also the responsibility of the school employee in charge of the fleet vehicle when such ticket is issued.

Accidents

In the event of an accident the driver of a school fleet vehicle shall immediately call 911. The driver shall give an assessment of any injuries and the seriousness of the accident.

Huron School District 2-2 Vehicle Use Policy

EEAE

The driver of the school fleet vehicle should then notify the Bus Garage/Transportation Department and/or the Business Office. The Superintendent will be notified immediately by the Bus Garage/Transportation Department or the Business Office.

The Transportation Director will arrange for another school fleet vehicle to go to the accident site to either continue the route or, if necessary, to transport students to the hospital at the direction of emergency personnel.

Administrators, or their designee(s), at the scene of the accident will account for all passengers who were riding in the school fleet vehicle.

The Superintendent's Office/Business Office or Principal's Office will notify parents of students' involvement in the accident. If students are transported to the hospital, parents should be notified to report there. The duty may be organized on a shared basis so as to expedite the notification process.

If passengers are transported to the hospital, counselors may be notified to report there. Crisis and emergency response procedures as outlined in school policy may be implemented.

For accidents involving injuries to anyone, the school district will order a drug and alcohol test of the driver as soon as possible. The exception involves driver's education student drivers under the direct supervision of a certified driver's education instructor. If you are found to be under the influence of drugs or alcohol at the time of the accident, regardless of whether you are found at fault or not, your employment with the Huron School District may be recommended for termination to the School Board.

Minor accidents not needing emergency response should be reported immediately to the Transportation Director and handled on a case-by-case basis.

Huron School District fleet vehicles have a current registration and insurance card located in the glove compartment of each vehicle. This information along with your driver's license will need to be presented to any law enforcement officer at the scene of an accident.

When an accident involves another vehicle, try to obtain the following information:

1. Driver's name (and owner's name if different)
2. Address
3. Telephone number

**Huron School District 2-2
Vehicle Use Policy**

EEAE

4. Name of insurance company or policy number
5. VIN, vehicle year, make and model
6. Vehicle license plate number

If possible, try to obtain the names, addresses and telephone numbers of any witnesses, including the name and badge number, department name and address of any investigating law enforcement agency.

Identify yourself and show your insurance identification card. Do not discuss any aspect of the schools insurance policy and do not assume blame for the accident. At no time are you permitted to agree to any settlement.

Cooperate with the investigating law enforcement officers. Answer their questions factually and avoid commentary beyond that. Do not insist that a citation be issued the other operator. The officer may be trying to decide responsibility for the accident and an overly aggressive attitude on your part may result in a decision against you. In a given situation, the officer may ask if you want a citation issued to the other operator. If so, answer in the affirmative and explain that this is the school district's preference.

If an insurance adjuster or any other representative from the other driver's insurance company contacts you for a statement (either written or recorded), refer that person to the Business Manager.

Alcohol and Illegal Drugs Prohibited

No school employee may use or be under the influence of any alcohol, illegal drugs or abuse of prescription drugs while operating a fleet vehicle. In addition to this, no employee may operate a fleet vehicle for at least four hours after having consumed an alcoholic beverage.

Other Prohibited Items

School district employees are prohibited from carrying or transporting any hazardous material that may pose a risk to the health and safety of the driver or passengers. These materials may include but are not limited to poisonous gas, tear gas, liquid poison, explosives, radioactive materials and firearms. If you are uncertain if a material can be safely transported in a fleet vehicle contact the Transportation Director for further instructions.

**Huron School District 2-2
Vehicle Use Policy**

EEAE

Failure to Report

For failing to immediately call and report any accident to the Transportation Director, Business Manager or Superintendent, your employment with the Huron School District may be recommended for termination to the School Board.

—

Associated School Boards of South Dakota	NEPN Code: EGAA
Policy Reference Manual	

**PRINTING AND DUPLICATION SERVICES
REPRODUCTION OF COPYRIGHT MATERIALS**

WORKS PROTECTED BY COPYRIGHT

Copyright protection extends to literacy works, musical works, dramatic works, pantomimes and choreographic works, pictorial, graphic, and sculptural works, motion pictures and other audiovisual works including television, and sound recording.

Unpublished works by U.S. and foreign authors are protected by the new copyright statute, as are published work by U.S. authors. The published works of foreign authors are subject to copyright under certain conditions, including coverage under national treaties such as the Universal Copyright Convention.

U.S. government works are excluded. Works produced for the U.S. government by its officers and employees are not subject to copyright.

DISTRICT PROCEDURE

Copyright materials, be they print or non-print and including computer software, will not be duplicated unless such reproduction meets "fair use" standards or unless written permission from the copyright holder has been received.

The Board does not sanction illegal duplication in any form. Employees who willfully disregard the Districts' copyright position are in violation of Board policy and the law and assume all liability and responsibility related thereto.

Guidelines shall be developed and made available to all employees of the district to insure the fair use of copyright work.

The principal of each school site is responsible for establishing practices, which will enforce this policy.

Legal References:

Public Law 94-553 (Copyright Law)

Reviewed: 12/13/2012

Revised: 01/01/2007

Associated School Boards of South Dakota	NEPN Code: EI
Policy Reference Manual	

INSURANCE MANAGEMENT

The Board has the responsibility to maintain an adequate and comprehensive insurance program to protect the property and equipment under its control and individuals discharging responsibilities for the school district. It will seek adequate appropriations for such coverage. The Board may also authorize and participate in an insurance program for staff members and students.

The responsibility for overseeing the district's total insurance program will be delegated to the Superintendent. The Superintendent will prepare for review and approval by the Board, specifications for insurance coverage of various types so that the insurance may be placed by competitive quotations. Any modification of these specifications, which may be considered necessary because of changes in the law or substantial changes in the school district's exposure values, will be brought before the Board for its consideration and action.

Legal References:

- SDCL 3-9-3 (Trip insurance on flights)
- SDCL 13-10-3 (Group life & health insurance for employees & retirees)
- SDCL 13-10-9 (Liability insurance for protection of employees)

Reviewed: 12/13/2012
 Revised: 01/01/2007

PROPOSED
SECTION E
POLICIES



SECTION E – Support Services

CHANGE LOG

- 1. EA SUPPORT SERVICES GOALS – UPDATE FORMAT**
- 2. EB SAFETY PROGRAM - UPDATE FORMAT**
- 3. EBA BUILDINGS AND GROUNDS INSPECTIONS – NEW POLICY**
- 4. EBB ACCIDENT PREVENTION AND SAFETY PROCEDURES - UPDATE FORMAT**
- 5. EBBA FIRST AID - UPDATE FORMAT**
- 6. EBBB ACCIDENT REPORTS - UPDATE FORMAT**
- 7. EBC EMERGENCY PLANS – NEW POLICY**
- 8. EBCA BOMB THREATS & EHBITS– RETIRE OLD POLICY AND USE NEW POLICY**
- 9. EBCB FIRE DRILLS - UPDATE FORMAT**
- 10. EBCC EMERGENCY LOCKDOWN - UPDATE FORMAT**
- 11. EBCD EMERGENCY CLOSINGS – RETIRE OLD POLICY AND USE NEW**
- 12. EBD USE OF AED - UPDATE FORMAT**
- 13. ECA BUILDINGS AND GROUNDS SECURITY - UPDATE FORMAT**
- 14. ECA-R – BUILDINGS AND GROUNDS SECURITY REGULATIONS NEW POLICY**
- 15. ECAA – EQUAL ACCESS - UPDATE FORMAT**
- 16. ECAB VANDALISM - UPDATE FORMAT**
- 17. ECAC VIDEO SURVEILLANCE – NEW WORDING AND UPDATE FORMAT**
- 18. ECB BUILDINGS AND GROUNDS MAINTENANCE – NEW POLICY**
- 19. EDBA MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS -
UPDATE FORMAT**
- 20. EEA STUDENT TRANSPORTATION SERVICES - UPDATE FORMAT**
- 21. EEAA WALKERS AND RIDERS - UPDATE FORMAT**
- 22. EEAC SCHOOL BUS SAFETY PROGRAM - UPDATE FORMAT**
- 23. EEAD SPECIAL USE OF SCHOOL BUSES - UPDATE FORMAT**
- 24. EEADA USE OF PRIVATE VEHICLES - UPDATE FORMAT**
- 25. EEAE VEHICLE USE POLICY - UPDATE FORMAT**
- 26. EGAA PRINTING AND DUPLICATION SERVICES - UPDATE FORMAT**
- 27. EI INSURANCE MANAGEMENT - UPDATE FORMAT**



SECTION E – Support Services

TABLE OF CONTENTS

- 1. EA SUPPORT SERVICES GOALS**
- 2. EB SAFETY PROGRAM**
- 3. EBA BUILDINGS AND GROUNDS INSPECTIONS**
- 4. EBB ACCIDENT PREVENTION AND SAFETY PROCEDURES**
- 5. EBBA FIRST AID**
- 6. EBBB ACCIDENT REPORTS**
- 7. EBC EMERGENCY PLANS**
- 8. EBCA BOMB THREATS & EXHIBIT**
- 9. EBCB FIRE DRILLS**
- 10. EBCC EMERGENCY LOCKDOWN**
- 11. EBCD EMERGENCY CLOSINGS**
- 12. EBD USE OF AED**
- 13. ECA BUILDINGS AND GROUNDS SECURITY**
- 14. ECA-R BUILDINGS AND GROUNDS SECURITY REGULATIONS**
- 15. ECAA – EQUAL ACCESS**
- 16. ECAB VANDALISM**
- 17. ECAC VIDEO SURVEILLANCE**
- 18. ECB BUILDINGS AND GROUNDS MAINTENANCE**
- 19. EDBA MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS**
- 20. EEA STUDENT TRANSPORTATION SERVICES**
- 21. EEAA WALKERS AND RIDERS**
- 22. EEAC SCHOOL BUS SAFETY PROGRAM**
- 23. EEAD SPECIAL USE OF SCHOOL BUSES**
- 24. EEADA USE OF PRIVATE VEHICLES**
- 25. EEAE VEHICLE USE POLICY**
- 26. EGAA PRINTING AND DUPLICATION SERVICES**
- 27. EI INSURANCE MANAGEMENT**



Huron School District #2-2

Policies and Regulations


CODE: EA
SUPPORT SERVICES GOALS

Support Services Goals

Support services are essential to the successful function of a school system. Management of auxiliary operations is therefore an important responsibility of the district administration. It should be remembered, however, that education is the district's central function; all support services will be provided, guided and evaluated by this requirement.

In order to provide support services that are truly supportive of the educational program, the Board establishes these broad goals:

1. To provide a physical environment for teaching and learning that is safe for students, staff, and public;
2. To provide safe transportation for students to and from school and nutritious meals for students;
3. To provide support services, resources, and assistance to fulfill the needs and promote the goals of the educational program.

	Huron School District #2-2	CODE: EB
	Policies and Regulations	SAFETY PROGRAM

Safety Program

Accidents are undesirable, unplanned occurrences that may result in tragic consequences: bodily harm, loss of school time, property damage, legal action, and even fatality. It will be the policy of the Board to guard against such occurrences by taking every reasonable precaution to protect the safety of all students, employees, visitors, and others present on district property or at school-sponsored events.


The Board will comply with safety requirements established by governmental authorities and will insist that its staff adhere to recommended safety practices as these pertain, for example, to the school plant, special areas of instruction, student transportation, school sports, and occupational safety.

The Superintendent will have overall responsibility for the safety program of the district. General areas of emphasis will include, but not be limited to: in-service training; accident record keeping; plant inspection; driver and vehicle safety programs; fire prevention; and emergency procedures and traffic safety programs relevant to students, employees, and the community.

Each principal will be responsible for the supervision of a safety program for his or her school.

The practice of safety will also be considered a facet of the instructional program of the district schools, and instruction in accident prevention as well as fire prevention, emergency procedures, traffic, bicycle and pedestrian safety, and driver education will be provided in the appropriate grades and classes.

Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members and students recognize that preventing accidents is a daily operational responsibility.


	Huron School District #2-2	CODE: EBA
	Policies and Regulations	BUILDING AND GROUNDS INSPECTIONS

Buildings and Grounds Inspections

The Buildings and Grounds Director will be responsible for the general safe operations of the buildings and grounds and will periodically assist in their inspection for safety hazards.

At least annually, the Buildings and Grounds Director will assist an inspector of the department of public safety in the inspection of school buildings and grounds for fire safety hazards.

Violations to fire protection laws and other safety hazards will be reported to the Buildings and Grounds Director and corrected to ensure the well-being of all students, staff and the general public on school property.

	Huron School District #2-2	CODE: EBB
	Policies and Regulations	ACCIDENT PREVENTION AND SAFETY PROCEDURES

Accident Prevention and Safety Procedures

Student safety will be considered a part of the general education program. Students in science and industrial arts classes will be given an orientation each semester to familiarize them with the equipment and materials they will be using and the dangers involved if safety precautions are not taken. Signs will be posted in rooms as a constant reminder of these safety precautions.

Every student, teacher and visitor is required to wear an industrial quality eye protective device when participating or observing any of the following courses:

1. Vocational or industrial arts shops or laboratories involving experience with the following: hot molten metals; milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials; heat treatment, tempering or kiln firing of any metal or other materials; gas or electric arc welding; repair or servicing of any vehicle; caustic or explosive materials.

2. Chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids.



Huron School District #2-2

Policies and Regulations

CODE: EBBA
FIRST AID

First Aid

The school is responsible for giving first aid or emergency treatment only in case of sudden illness or injury to a pupil or a member of the staff. Further medical attention in the case of a pupil is the responsibility of the parent or guardian, or the person designated for emergencies; and in the case of a member of the staff, or the particular individual.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the child to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given.

Each principal will be charged with directing the immediate care of ill or injured persons who come within his/her area of responsibility.

Procedures for the proper handling of such emergencies will be developed and made known to the staff. These will incorporate the following requirements:

1. No treatment except first aid is permitted in schools. The school's responsibility is to place the ill or injured student in the care of the home or family physician as soon as possible.
2. Teachers or other trained persons, or bus drivers if the injury occurs on a school bus, will be responsible for administering first aid to students with minor injuries such as scratches, abrasions, bruises, etc.
3. A master first aid kit will be kept and properly maintained in each school and each school bus.
4. No drugs will be administered by school personnel unless authorized by a physician.
5. Parents will be asked to sign and submit an emergency medical authorization, which will indicate the procedure they wish the school to follow in event of a medical emergency involving their child.
6. In all cases where the nature of an illness or an injury appears serious, the parent or guardian will be contacted if possible, and the instructions on the child's emergency card followed. Thus, in extreme emergencies arrangements usually may be made for a child's immediate hospitalization whether or not the parent or guardian can be reached.
7. No young child who is ill or injured will be sent home alone, nor will an older child unless the illness is minor and the parent or guardian has been informed in advance.



Huron School District #2-2

Policies and Regulations

CODE: EBBB
ACCIDENT REPORTS

Accident Reports

Accurate and prompt accident reporting is essential if similar accidents are to be prevented from happening again. If there are injuries or damage, prompt reports also are vital in assuring the district, staff, students, and others of proper insurance coverage.

Therefore, the Board requires that an accident report be filed for every accident that takes place on school property, or that involves a school vehicle, students or staff on school-sponsored trips, or staff members on authorized school business trips. Such accident reports are required whether or not there is an injury or damage immediately evident.

For accidents involving students, the staff member responsible for the child when the accident occurred will file an accident report with the principal on the same day. Teachers also will report promptly to the principal any members, or accidents occurring off school grounds or involving school transportation vehicles, will be filed in accordance with procedures developed by the superintendent.

Accident report forms will be designed and made available for each school; they will give information that:

1. Might be helpful in preventing similar accidents in the future;
2. Is needed for filing insurance claims;
3. Might be important in case of litigation.



Huron School District #2-2

Policies and Regulations

CODE: EBC
EMERGENCY PLANS


Emergency Plans

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that preparedness plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent will develop and maintain an Emergency Planning Guide containing emergency plans that meet the requirements for preparedness in case of fire, civil emergencies, and natural disasters, along with a record showing the dates and times of drills conducted.

The Emergency Planning Guide for the district schools will be the official guide for the district in case of fire, civil emergencies, and natural disasters. All personnel and students will follow policies and procedures set forth in the guide.

Building principals will meet all requirements for conducting fire and emergency drills to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation, and will file with the Superintendent a record showing the dates and times of drills conducted.

	Huron School District #2-2	CODE: EBCA BOMB THREATS
	Policies and Regulations	

Bomb Threats

The Board recognizes that bomb threats are a significant concern to the schools. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

CONDUCT PROHIBITED

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a "look-alike" bomb on school premises will be considered a threat for the purpose of this policy.

It is also a violation of Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools. For the purpose of this policy, "toxic or hazardous substance or material" means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

DEFINITIONS

1. A "bomb" means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, "Molotov cocktail" or other destructive device.
2. A "look-alike bomb" means any apparatus or object that conveys the appearance of a bomb or other destructive device.
3. A "bomb threat" is the communication, by any means, whether verbal or nonverbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
4. "School premises" means any school property, school buses and any location where any school activities may take place.

	Huron School District #2-2	CODE: EBCA BOMB THREATS
	Policies and Regulations	

DEVELOPMENT OF BOMB THREAT PROCEDURES

The Superintendent or designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the District's Crisis Response Plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

1. Threat assessment (for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety);
2. Building evacuation and re-entry (including selection of potential alternative sites for those who are evacuated);
3. Incident "command and control" (who is in charge, and when);
4. Communications contacts and mandatory bomb threat reporting;
5. Parent notification process;
6. Training for staff members;
7. Support services for students and staff.

The initial bomb threat procedure will be subject to approval by the Board. The Superintendent or his or her designee will be responsible for overseeing a review or evaluation of bomb threat procedures.

REPORTING OF BOMB THREATS

1. A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, the School Resource Officer or other employee in a position of authority.
2. An employee of the school unit who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with the District's bomb threat procedure, as developed under Section C, and inform the Superintendent of the threat.
3. All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures.
4. The Superintendent shall be responsible for reporting any bomb threat to the Board of Education. Reports will include the name of the school, the date and time of the threat, the

	Huron School District #2-2	CODE: EBCA BOMB THREATS
	Policies and Regulations	

medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

STUDENT DISCIPLINE CONSEQUENCE

Making a bomb threat is a crime. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action.

The administration shall suspend and may recommend for expulsion any student who makes a bomb threat.

AIDING OTHER STUDENTS IN MAKING BOMB THREATS

A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section E of this policy.

FAILURE TO REPORT A BOMB THREAT

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

STAFF DISCIPLINE CONSEQUENCES

A school system employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements and Board policies.

A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on school premises will be subject to discipline up to and including termination of employment.

CIVIL LIABILITY

The District reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

	Huron School District #2-2	CODE: EBCA BOMB THREATS
	Policies and Regulations	

LOST INSTRUCTIONAL TIME

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate opportunity as determined by the Superintendent within parameters set by the Board.

Time lost may be rescheduled on a vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

NOTIFICATION THROUGH STUDENT HANDBOOK

All student handbooks shall address the District's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb threats violate Board policy and civil and criminal law.



Huron School District #2-2

Policies and Regulations

Code: EBCA-E
Bomb Threats

BOMB THREAT CHECKLIST
Telephone Procedures

- REMAIN CALM, BE COURTEOUS, LISTEN TO, AND DO NOT INTERRUPT THE CALLER
- GET ATTENTION OF ANOTHER PERSON - GIVE NOTE SAYING: "CALL POLICE - BOMB THREAT" 911
- IF YOUR PHONE HAS CALLER ID DISPLAY, RECORD NUMBER OF INCOMING CALL _____
- WRITE DOWN EXACT WORDS OF THE CALLER AND THREAT
- DON'T HANG UP THE PHONE. LEAVE LINE OPEN
- NOTIFY A SUPERVISOR

TRY TO KEEP THE CALLER ON THE PHONE AND TALKING BY ASKING THE FOLLOWING QUESTIONS:

1. WHEN WILL IT EXPLODE? AT WHAT TIME? _____
2. WHERE IS IT LOCATED? WHAT FLOOR? ROOM? _____
3. WHAT DOES IT LOOK LIKE? _____
4. WHAT KIND OF BOMB IS IT? _____
5. WHAT WILL SET IT OFF? _____
6. WHY ARE YOU DOING THIS? _____
7. WHO ARE YOU? _____
8. ARE YOU AWARE THAT IT COULD KILL OR INJURE INNOCENT PEOPLE IN ADDITION TO THOSE YOU INTEND TO HURT? _____

DESCRIPTION OF CALLER (check all that apply)

Sex: Male Female Unknown Approximate Age


Voice	Speech	Language	Behavior	Background Noises
<input type="checkbox"/> Clean	<input type="checkbox"/> Accented	<input type="checkbox"/> Educated	<input type="checkbox"/> Agitated	<input type="checkbox"/> Airport
<input type="checkbox"/> Distorted	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Foreign	<input type="checkbox"/> Angry	<input type="checkbox"/> Animals
<input type="checkbox"/> Loud	<input type="checkbox"/> Distinct	<input type="checkbox"/> Foul	<input type="checkbox"/> Blaming	<input type="checkbox"/> Baby
<input type="checkbox"/> Muffled	<input type="checkbox"/> Fast	<input type="checkbox"/> Intelligent	<input type="checkbox"/> Calm	<input type="checkbox"/> Birds
<input type="checkbox"/> Nasal	<input type="checkbox"/> Hesitant	<input type="checkbox"/> Irrational	<input type="checkbox"/> Fearful	<input type="checkbox"/> General Noise
<input type="checkbox"/> Pitch-High	<input type="checkbox"/> Lisp	<input type="checkbox"/> Rational	<input type="checkbox"/> Laughing	<input type="checkbox"/> Guns Firing
<input type="checkbox"/> Pitch-Med	<input type="checkbox"/> Slow	<input type="checkbox"/> Slang	<input type="checkbox"/> Nervous	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> Pitch-Low	<input type="checkbox"/> Slurred	<input type="checkbox"/> Uneducated	<input type="checkbox"/> Righteous	<input type="checkbox"/> Machinery
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Stuttered	<input type="checkbox"/> Unintelligible	<input type="checkbox"/> Other:	<input type="checkbox"/> Music
<input type="checkbox"/> Raspy	<input type="checkbox"/> If Accented,	<input type="checkbox"/> If Foreign,		<input type="checkbox"/> Party
<input type="checkbox"/> Smooth	Describe:	Describe:		<input type="checkbox"/> Quiet
<input type="checkbox"/> Soft				<input type="checkbox"/> Restaurant
<input type="checkbox"/> Squeaky				<input type="checkbox"/> Talking
<input type="checkbox"/> Unclear				<input type="checkbox"/> Tavern/Bar
<input type="checkbox"/> Other				<input type="checkbox"/> Television
				<input type="checkbox"/> Traffic
				<input type="checkbox"/> Train
				<input type="checkbox"/> Typing
				<input type="checkbox"/> Water/Wind
				<input type="checkbox"/> Other:

Name of Person Receiving Call: _____

Phone Number Threat Was Received On: _____

Name of Possible Suspect: _____

POLICE 911 (Emergency) 353-8550 (Non-Emergency)

	Huron School District #2-2	CODE: EBCB FIRE DRILLS
	Policies and Regulations	

Fire Drills

A fire drill will be held in each school building twice each semester, or a minimum of four fire drills each school year. The majority of these drills may be held during the months of September, October, April, and May, in order to take advantage of the weather.

Definite instructions will be furnished by the principal to teachers and students as to route and manner of exit during fire drills. Special instruction in fire drill procedure will be given to students the first week of school, and the first fire drill of the school year must be held during the first two weeks of school.

Fire drills will be held without warning and will be varied in procedure to give the students the experience of varying fire possibilities. Order rather than speed will be stressed in fire drills.

Every teacher will be familiar with the location of fire extinguishers in the building and will be informed regarding the location and operation of fire alarms. Principals will keep a record of all fire drills held in their schools, stating the date the drill was held and the time required for evacuation of the building. These reports will be furnished to the Superintendent as may from time to time be required.



Emergency Lockdowns

In some emergency situations, an evacuation of a building and/or classroom is not advisable. These include a hostile intruder, hazardous material release, terrorist attack or criminal activity near the school.

General emergency lockdown procedures are as follows:

COMMUNICATION

An emergency lockdown will be announced by intercom or other voice communication.

If a situation that may require an emergency lockdown is discovered, the individual making the discovery shall immediately contact police/security and provide as much information as possible.


Fire evacuation alarms are not to be sounded.

PROCEDURES

1. Lock classroom and other doors.
2. Close windows and window treatments.
3. Turn off the lights.
4. Everyone is to remain quiet and not enter hallways.
5. Should the fire alarm sound, do not evacuate the building unless:
 - a) You have first hand knowledge that there is a fire in the building, or
 - b) You have been advised by police/security to evacuate the building.
6. Move students out of sight from doors and windows.
7. Students in hallways are to seek shelter in the nearest classroom.
8. Students in outdoor areas should immediately take cover. Return to the gym if is safe to do so. If the threat is outdoors on campus grounds, all outdoor activities should be cancelled.

DRILLS

Lockdowns drills will take place periodically.

	Huron School District #2-2	CODE: EBCD EMERGENCY CLOSINGS
	Policies and Regulations	

Emergency Closings

The Superintendent may close the district schools or dismiss them early when hazardous weather or other emergencies threaten the health or safety of students and personnel. The Superintendent may delegate this authority to another staff member in the event of his/her absence.

Schools will not be closed merely to avoid inconvenience. However, the Superintendent may excuse all students from attending school, delay the opening hour, or dismiss students early. The Superintendent also has the responsibility to see that administrative, supervisory, and operational activity is continued to the extent possible. Therefore, if conditions affect only a single school, only that school will be closed.

In making the decision to close schools, the Superintendent will consider many factors, including the following principal ones that relate to the safety and health of children:

1. Weather conditions, both existing and predicted.
2. Driving, traffic and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent will weigh these factors and take action to close the schools only after consultation with traffic and weather authorities, and local principals.

Students, parents and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closing. When schools are closed for emergency reasons, staff members will comply with Board policy in reporting for work.

If school is in operation and the buses do not operate in the rural area, teachers and administrators should realize that rural students are absent, not because of their choosing, and school work and related activities should be governed by this knowledge. If there are any concerns about this, teachers should consult with their building principals.

	Huron School District #2-2	CODE: EBCD EMERGENCY CLOSINGS
	Policies and Regulations	

POSTPONEMENTS

Should inclement weather prohibit the operation of the Public Schools for any portion of a school day, all co-curricular activities will be cancelled with the exception of district or state contests (activities). In such situations, the officials responsible for such contests (activities) will decide if the contest (activity) is to take place and participation by students will be based on their decision. In such cases, the school principal will announce whether or not the contest (activity) will take place.

When the school has been closed due to the expectation of inclement weather, and the situation does not result in potentially dangerous travel conditions, the Superintendent or his designee, after consultation with school principals, will have the authority to waive the cancellation of co-curricular activities as described in the above paragraph.



Huron School District #2-2

Policies and Regulations

CODE: EBD
USE OF AED

Use of Automated External Defibrillators (AED)

The board recognizes the importance of providing safety equipment and properly trained individuals to treat persons who experience sudden cardiac arrest. The school nurses and designated local physicians shall oversee the purchase of AED equipment and shall review and approve guidelines for emergency use.

The AED may be used by any individual who is currently CPR/AED certified according to the American Heart Association or the American Red Cross standards.

LOCATION:

AED units will be provided by the district and housed in secure and accessible locations at the various district facilities as determined by the superintendent and/or his/her designee. If the AED is moved from its designated position, there will be a visible sign left in the place of the AED which indicates its current location. Contracted and other community activities are not guaranteed access to the AED as part of the standard rental contracts unless specified otherwise.

CERTIFICATION/MAINTENANCE:

The district will encourage, but not mandate, all staff members (coaches included) to obtain and maintain certification in CPR/AED. Each building which houses an AED will have an established, trained response team. An in-service training video will be kept in the nurse's office and in the curriculum office for trained responders to review at any time to provide reinforcement of skills. The district nursing staff will maintain records of staff certification. A designated full-time person in each building will be responsible to maintain equipment in that building.

RESOURCES used to maintain state/national standards:

- SD AED Legislation
- American Red Cross and/or American Heart Association guidelines and training programs
- Trainer immunity and Civil immunity for emergency use of AED
- Infection control procedures for exposure to blood borne pathogens
- Physician oversight of program

	Huron School District #2-2	CODE: ECA
	Policies and Regulations	BUILDINGS AND GROUNDS SECURITY


Buildings and Ground Security

Buildings constitute one of the greatest investments of the school district. It is in the best interest of students and taxpayers to protect that investment adequately.

Security should mean not only maintenance of a secure (locked) building, but also:

1. Minimizing fire hazards.
2. Reducing the probability of faulty equipment.
3. Guarding against the chance of electrical shock.
4. Keeping records and funds in a safe place.
5. Protection against vandalism and burglary.

The Superintendent is directed to establish regulations as may be needed to provide for security in the sense outlined above.

	Huron School District #2-2	CODE: ECA-R BUILDINGS AND GROUNDS SECURITY REGULATION
	Policies and Regulations	

Buildings and Grounds Security Regulations

Regulations for buildings and grounds security:

1. Unlimited access is available to:
 - a. the superintendent
 - b. the board secretary
 - c. the superintendent of building or the head custodian
 - d. the Athletic Director

2. Limited access is available to:
 - a. building principals to their assigned building
 - b. head building custodians to their assigned building
 - c. extracurricular sponsors or supervisors for their area or activity

Possession of keys shall be in accordance with the following regulations:

1. A log of key assignments shall be maintained by the office of the Superintendent or other designated designee.
2. Duplicate keys unassigned shall be maintained in a safe or a secured box.
3. Individuals assigned keys may not duplicate or loan them.
4. All keys must be surrendered when there is no longer a need or upon request of the Superintendent.
5. The loss of a key must be reported to the Superintendent or his/her designee.
6. Use of keys for unauthorized purposes will be cause for surrender of keys and replacement of affected locks.
7. A set of master keys and/or duplicates of keys shall be kept in the custody of the Superintendent or his/her designee.

After hours entry to school buildings shall be controlled in accordance with these rules:

1. The building custodian on duty shall restrict entry to one controlled point.
2. Entry to a school building shall be prohibited when a person authorized as representative for the building is not present.
3. These rules shall be prominently posted on each school building.



Huron School District #2-2

Policies and Regulations

CODE: ECAA
EQUAL ACCESS

Equal Access

The School Board hereby establishes a limited open forum during which all non-curriculum related student groups shall have equal access and a fair opportunity to conduct meetings. No group shall be discriminated against or denied access on the basis of the religious, political, philosophical or other content of speech at such meetings. Groups shall not be considered school-sponsored student organizations nor be given all the privileges afforded to school-sponsored organizations.

The time between the hours of 9:00 A.M. and 2:00 P.M. on days during which classes are in session shall be set aside for a limited forum.

ACCESS TO LIMITED OPEN FORUM

Students in grades 7-12 shall be permitted to organize and conduct meetings of non-curriculum related student clubs or other groups to pursue specialized activities outside the classroom. Meetings shall be voluntary and student initiated.

Students may conduct meetings under this policy on school premises only during non-instructional time so that meetings do not interfere with the orderly conduct of the education activities of the school.

Non-curriculum related student groups that desire to conduct meetings during the limited open forum shall make and request, in writing, to the building Principal or administrator in charge, to conduct a meeting during the open forum. The request shall include an estimate of the number of students expected to be in attendance at the meeting, dates, and any special equipment needed. The number of students will be limited to the safe capacity of the room used.

Upon receipt of such a request, the Principal or administrator in charge shall try to find a suitable room for the group and arrange for proper supervision of the meeting by an agent or employee of the school district.

Students meeting during the limited forum shall not engage in any activity that is illegal, dangerous or disruptive to other activities. Failure to abide by this could lead to discipline measures and the denial of access to the group to the limited open forum.

REGULATION OF LIMITED OPEN FORUM

No public funds shall be spent for the benefit of non-curricular related student groups meeting during the limited open forum beyond the cost of providing space for meetings.

Neither the school district nor its agents nor employees shall promote, lead or participate in any meeting except in a supervisory capacity.



Huron School District #2-2

Policies and Regulations

CODE: ECAA
EQUAL ACCESS


No school agent or employee shall be compelled to supervise a meeting of a non-curriculum related student group if the content of the speech at the meeting is contrary to beliefs of the agent or employee.

Non-school persons may attend student meetings, but are not allowed to direct, conduct or control activities of non-curriculum related student groups during the limited open forum.

Non-school persons can be denied access to school district property if their behavior is, or reasonably threatens to be, illegal, dangerous or disruptive to other activities.

Meetings of non-curricular student groups must be scheduled, organized and conducted within the guidelines established by this policy and accompanying regulations

The administration shall adopt additional rules as deemed necessary.

	Huron School District #2-2	CODE: ECAB VANDALISM
	Policies and Regulations	

Vandalism

Buildings and material contents constitute one of the greatest investments of the school district. It is in the best interest of pupils and the taxpayers to protect that investment adequately.

Every citizen, every student, every staff member, and members of the police department are urged by the Board to cooperate in reporting any incidents of vandalism to school property and the name(s) of the person or persons believed to be responsible. Each employee will report to the building administrator every incident of vandalism known to him and, if known, the names of those responsible.

The Superintendent is authorized to sign a criminal complaint and to press charges and may delegate authority to sign such complaints and to press charges.

Any student found guilty of any form of vandalism or defacement of school property will be disciplined in conformance with school district policy.

Parents and students will be made aware of the legal implications involved. Reimbursements will be sought for all or part of any damages.


	Huron School District #2-2	CODE: ECAC VIDEO SURVEILLANCE
	Policies and Regulations	

Video Surveillance

The Board authorizes the use of video surveillance on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for video surveillance.

The Superintendent will notify staff and students through staff and student handbooks or by other means that video surveillance may occur on district property. A notice will also be posted at the main entrance of all school district buildings, and on all buses, indicating the use of video surveillance.

The District may choose to make video recordings a part of a student’s educational record or of a staff member’s personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

	Huron School District #2-2	CODE: ECB
	Policies and Regulations	BULDINGS AND GROUNDS MAINTENANCE AND REGULATION

Buildings and Grounds Maintenance and Regulation

The board believes that keeping school buildings and grounds safe is part of its responsibility to provide students, staff and community members with a healthy learning and working environment.

The board strives to provide schools that are safe from hazards, sanitary, properly equipped, lighted and ventilated and esthetically suited to promoting the goals of the schools.

The Buildings and Grounds Director will have direct supervision of the care of the school property. The superintendent will be responsible to the board for its adequate maintenance.

The Buildings and Grounds Director will have responsibility for the school facility and grounds. And will carry on a continuous inspection of all buildings, equipment, playgrounds, outside walkways and grounds to discover conditions that may be dangerous to the safety of students, staff and community members. The Buildings and Grounds Director and principal will supervise the custodial staff of the school in maintaining an adequate program of school care and maintenance.

District employees are encouraged to report promptly to the principal of the school any defects to the building or equipment that could prove injurious to students, staff or other persons.

Principals will carry on a continuous inspection of all buildings, equipment, playgrounds and playground apparatus to discover conditions that might be dangerous to health, safety and comfort of the students or personnel.

Teachers will be responsible for the proper use of buildings, grounds and equipment in the classes that they teach or in the activities for which they are responsible.

Employees will report promptly to the principal of the school or department head any defects in building, furniture, playground apparatus, or other equipment that might prove injurious to the comfort, health, safety of teachers, pupils, or other persons.



Huron School District #2-2

Policies and Regulations

CODE: ECF
ENERGY CONSERVATION

Energy Conservation

Declining levels of natural energy resources mandate that the school district develop and implement plans to conserve all forms of energy used in the schools. The need to participate in conserving the nation's energy resources and the economic reality of increased costs of utility services require that an energy conservation program be supported by all school district personnel.

The Board directs the Superintendent to develop and implement both immediate and long-range plans designed to conserve energy resources by the school district.

Progress reports on the implementation of energy conservation measures will be made to the Board at least annually.



Huron School District #2-2

Policies and Regulations

CODE: ED
MAINTENANCE AND CONTROL
OF INSTRUCTIONAL
MATERIALS

Maintenance and Control of Instructional Materials

All instructional materials and equipment of the district will be classified and catalogued according to an acceptable system. Textbooks will be made available to all children in sufficient quantity and at appropriate levels so that they are optimally useful to each child, and so that every teacher can meet both the planned curriculum sequence of the district and the special instructional needs of the children.

All textbooks purchased and in the possession of the district will be district property. Principals will be responsible for textbooks assigned to teachers, and for conducting an inventory of all books at the end of the school year.

Each teacher will keep an accurate record of books issued to their pupils. When a textbook is damaged or lost, the pupil responsible will be required to pay for the damage or another copy.

Every book issued will bear the stamp of the district.

All media materials and equipment will be adequately maintained. Obsolete materials and worn-out equipment will be replaced on a regular basis.

LOAN OF TEXTBOOKS TO NONPUBLIC SCHOOLS

In accordance with state law, the Board may approve the loan of nonsectarian textbooks to students enrolled in nonpublic schools in the district.

	Huron School District #2-2	CODE: EEA STUDENT TRANSPORTATION SERVICES
	Policies and Regulations	

Student Transportation Services

The major purpose of school transportation is to get students who live an unreasonable walking distance from school to school and back in an efficient, safe, and economical manner. Other purposes include the provision of transportation for academic field trips in direct support of the curriculum, and transportation for support of the co-curricular program (athletics, music, drama, and the like).

District-owned buses will be provided by the Board for the transport of students to and from school. However, as it is impractical to transport certain special education students by regular bus, they may be transported by other conveyance. The transportation supervisor, working in conjunction with school principals and under the supervision of the Superintendent, will be responsible for the day to day operation of the school transportation system and the scheduling and routing of all buses, bus stops and all regulations of the program.

Vehicles owned by the Board will be operated by authorized school employees or officials who are properly licensed. These employees and officials must meet all state requirements for licensing.

Management of the school transportation program will meet the following criteria:

1. Adequacy: Does the program provide both necessary and sufficient transportation to and from school and for all other school programs?
2. Safety: Does the scheduling and operating of the program take into consideration hazards, potential dangers to pupils, and all appropriate safeguards?
3. Economy: Is the program operated in the most efficient manner possible after considering the constraints imposed by criteria of adequacy and safety?

Evaluation: The school transportation program will be monitored by the administration or their designees, and subjected to periodic evaluations by them as necessary.



Huron School District #2-2

Policies and Regulations

CODE: EEAA
WALKERS AND RIDERS

Walkers and Riders

Transportation may be provided to and from school for elementary school children, (grades K-8) who live within the five-mile radius of the school. Bus service will be provided for students within these boundaries if the Board determines it is economically efficient and is justifiable in terms of student safety. Upon request for transportation by the parents, a school board may charge a fee for students whose residence is less than five miles from school.

Students who reside more than five miles from the school of assignment and who do not have access to the bus service furnished by the district, will be entitled to transportation or board and room allowance in accordance with state law.

The transportation of students with special needs will be in accordance with the specifications of their educational plans and will be arranged by the transportation supervisor.

Exceptions to the established areas may be made by the Board for the following reasons:

1. Where, in the judgment of the Board, walking conditions to the student's school are extremely hazardous.
2. Where because of overcrowding and the necessity to assign students to another building, the Board deems transportation necessary.


	Huron School District #2-2	CODE: EEAC SCHOOL BUS SAFETY PROGRAM
	Policies and Regulations	

School Bus Safety Program

In the operation of the district's transportation program, the first consideration will be given to safety.

All buses except those designed for carrying nine or less passengers, and drivers must meet all federal and state requirements, and the drivers must understand all policies and regulations pertaining to school bus operation. All bus drivers shall receive appropriate training. All vehicles used to transport children will be properly maintained to provide safe and efficient transportation service with a minimum of delays and disruption due to mechanical or equipment failure.

The school Superintendent, with assistance from the transportation supervisor, will have the responsibility for developing safety regulations to be followed by the passengers, including rules of student conduct during transportation and at bus stops. It is absolutely necessary that students riding the school buses conduct themselves in an orderly manner and that all safety regulations are observed.

	Huron School District #2-2	CODE: EEAD SPECIAL USE OF SCHOOL BUSES
	Policies and Regulations	

Special Use of School Buses

Although the regular transportation of students to and from school will always be given first priority, school buses may also be used to take students to and from school-sponsored activities.

Driving regulations, safety rules, and insurance coverage will be the same for special uses as for regular student transportation to and from school. Regular bus drivers will, whenever possible, be given priority in assignments.

The transportation supervisor will work with the appropriate school administrators to establish regulations governing transportation for special district programs.

	Huron School District #2-2	CODE: EEADA USE OF PRIVATE VEHICLES
	Policies and Regulations	

Use of Private Vehicles

The use of passenger vehicles to transport pupils to and from school sponsored and approved activities will only be permitted after ascertaining that the vehicle is reasonably safe, the driver qualified, and that adequate insurance coverage is in force.

A passenger vehicle is one that is designed to carry at least three, but no more than nine passengers. There must be minimum insurance coverage under South Dakota law, and property damage of at least \$25,000 per accident.

Private vehicles driven by employees while in their official capacity are covered primarily by the employee's insurance and secondarily by the District's automobile liability insurance. The District's coverage is for liability only and does not cover damage to the employee's vehicle.

The driver of each vehicle must be competent, and properly licensed to drive. The vehicle shall be roadworthy.

A responsible adult shall be in control of all trips involving passenger vehicles used for student transportation.



Vehicle Use Policy

School vehicles, also known as fleet vehicles, are provided for Huron School District employees when traveling to and attending school district approved activities, training seminars or other approved activity. This also includes the use of the vehicles for Driver's Education training. This policy does not cover the use of school busses.

The fleet vehicles are maintained by and procured from the Huron School District Transportation Department. The following policy guidelines have been placed into effect to promote a consistent and impartial system for the use of the vehicles as well as reduce the potential for liability in the event of an accident.

AUTHORIZED USE OF FLEET VEHICLES

Only Huron School District employees or officially approved volunteers may operate the fleet vehicle.

School-owned vehicles are to be used for official school travel by employees, boards and authorized volunteers.


The vehicles shall not be used for commuting to and from an employee's workplace and residence unless otherwise requested by the respective department administrator and approved by the Business Manager.

School employees using school-owned vehicles are not permitted to transport family, friends, non-school business commuters or animals except for "service animals", unless approved by the Superintendent of Schools on a case by case basis.

The employee/volunteer must possess a valid South Dakota driver's license and be at least 18 years of age. No student (except those under the direction of a Driver's Education Instructor) or other non-school employee or unapproved volunteer may operate the vehicle. In the event that an approved school district employee or volunteer becomes unable to safely operate the vehicle due to illness or other unforeseen reason while driving on the road, a passenger may assume the driving responsibility and move the vehicle to a safe location off the road. Once safely off the roadway immediately call 911 for assistance. Once assistance has been rendered, the passenger should then contact the Transportation Director for further driving instructions.

UNAUTHORIZED USE OF FLEET VEHICLES

Fleet vehicles are not to be used for personal use at any time. Should you need to procure a fleet vehicle prior to your scheduled departure time, the fleet vehicle must remain parked at your residence in a safe location and remain there until such time the vehicle is needed for travel. When at an approved school activity you must always exercise reasonable judgment

	Huron School District #2-2	CODE: EEAE VEHICLE USE POLICY
	Policies and Regulations	

regarding the use of the fleet vehicle.

Misuse of the fleet vehicle may result in the suspension of your privileges to use a fleet vehicle and or other disciplinary action by the school district.

SEAT BELT USE REQUIRED

It is school district policy that seat belts be used at all times, not only by the driver but by all passengers as well. Drivers of a school fleet vehicle are prohibited from overloading and/or overcrowding a vehicle that may result in unsafe operation. It is imperative that you not carry more passengers than the number of occupant safety restraint systems (seatbelts) in the fleet vehicle. Drivers are responsible for wearing and enforcing the use of seatbelts by all occupants or passengers.

CELL PHONE / PERSONAL COMPUTING DEVICE USAGE

The safest way to use any cell phone or personal computing device while driving is to pull over to a safe location and park the fleet vehicle and then talk or use your computing device. Texting or typing, with any device, while driving a school fleet vehicle is strictly prohibited.

MOVING TRAFFIC VIOLATIONS

Any school employee operating a fleet vehicle is expected to obey all traffic laws and regulations. Any school employee receiving a citation while operating a fleet vehicle is responsible for paying the cost of the citation and any other expenses incurred as a result of the citation.

Violations such as parking tickets are also the responsibility of the school employee in charge of the fleet vehicle when such ticket is issued.

ACCIDENTS

In the event of an accident the driver of a school fleet vehicle shall immediately call 911. The driver shall give an assessment of any injuries and the seriousness of the accident.

The driver of the school fleet vehicle should then notify the Bus Garage/Transportation Department and/or the Business Office. The Superintendent will be notified immediately by the Bus Garage/Transportation Department or the Business Office.

The Transportation Director will arrange for another school fleet vehicle to go to the accident site to either continue the route or, if necessary, to transport students to the hospital at the direction of emergency personnel.



Huron School District #2-2

Policies and Regulations

CODE: EEAE
VEHICLE USE POLICY

Administrators, or their designee(s), at the scene of the accident will account for all passengers who were riding in the school fleet vehicle.

The Superintendent's Office/Business Office or Principal's Office will notify parents of students' involvement in the accident. If students are transported to the hospital, parents should be notified to report there. The duty may be organized on a shared basis so as to expedite the notification process.

If passengers are transported to the hospital, counselors may be notified to report there. Crisis and emergency response procedures as outlined in school policy may be implemented.

For accidents involving injuries to anyone, the school district will order a drug and alcohol test of the driver as soon as possible. The exception involves driver's education student drivers under the direct supervision of a certified driver's education instructor. If you are found to be under the influence of drugs or alcohol at the time of the accident, regardless of whether you are found at fault or not, your employment with the Huron School District may be recommended for termination to the School Board.

Minor accidents not needing emergency response should be reported immediately to the Transportation Director and handled on a case-by-case basis.

Huron School District fleet vehicles have a current registration and insurance card located in the glove compartment of each vehicle. This information along with your driver's license will need to be presented to any law enforcement officer at the scene of an accident.

When an accident involves another vehicle, try to obtain the following information:

1. Driver's name (and owner's name if different)
2. Address
3. Telephone number
4. Name of insurance company or policy number
5. VIN, vehicle year, make and model
6. Vehicle license plate number

If possible, try to obtain the names, addresses and telephone numbers of any witnesses, including the name and badge number, department name and address of any investigating law enforcement agency.

Identify yourself and show your insurance identification card. Do not discuss any aspect of the schools insurance policy and do not assume blame for the accident. At no time are you permitted to agree to any settlement.

Cooperate with the investigating law enforcement officers. Answer their questions factually and avoid commentary beyond that. Do not insist that a citation be issued the other operator.



Huron School District #2-2

Policies and Regulations

CODE: EEAE
VEHICLE USE POLICY

The officer may be trying to decide responsibility for the accident and an overly aggressive attitude on your part may result in a decision against you. In a given situation, the officer may ask if you want a citation issued to the other operator. If so, answer in the affirmative and explain that this is the school district's preference.

If an insurance adjuster or any other representative from the other driver's insurance company contacts you for a statement (either written or recorded), refer that person to the Business Manager.

ALCOHOL AND ILLEGAL DRUGS PROHIBITED


No school employee may use or be under the influence of any alcohol, illegal drugs or abuse of prescription drugs while operating a fleet vehicle. In addition to this, no employee may operate a fleet vehicle for at least four hours after having consumed an alcoholic beverage.

OTHER PROHIBITED ITEMS

School district employees are prohibited from carrying or transporting any hazardous material that may pose a risk to the health and safety of the driver or passengers. These materials may include but are not limited to poisonous gas, tear gas, liquid poison, explosives, radioactive materials and firearms. If you are uncertain if a material can be safely transported in a fleet vehicle contact the Transportation Director for further instructions.

FAILURE TO REPORT

For failing to immediately call and report any accident to the Transportation Director, Business Manager or Superintendent, your employment with the Huron School District may be recommended for termination to the School Board.

	Huron School District #2-2	CODE: EGAA
	Policies and Regulations	PRINTING AND DUPLICATION SERVICES REPRODUCTION OF COPYRIGHT MATERIALS

Printing and Duplication Services Reproduction of Copyright Materials

WORKS PROTECTED BY COPYRIGHT

Copyright protection extends to literacy works, musical works, dramatic works, pantomimes and choreographic works, pictorial, graphic, and sculptural works, motion pictures and other audiovisual works including television, and sound recording.

Unpublished works by U.S. and foreign authors are protected by the new copyright statute, as are published work by U.S. authors. The published works of foreign authors are subject to copyright under certain conditions, including coverage under national treaties such as the Universal Copyright Convention.

U.S. government works are excluded. Works produced for the U.S. government by its officers and employees are not subject to copyright.

DISTRICT PROCEDURE

Copyright materials, be they print or non-print and including computer software, will not be duplicated unless such reproduction meets "fair use" standards or unless written permission from the copyright holder has been received.

The Board does not sanction illegal duplication in any form. Employees who willfully disregard the Districts' copyright position are in violation of Board policy and the law and assume all liability and responsibility related thereto.

Guidelines shall be developed and made available to all employees of the district to insure the fair use of copyright work.

The principal of each school site is responsible for establishing practices, which will enforce this policy.



Huron School District #2-2

Policies and Regulations

CODE: EI
INSURANCE MANAGEMENT

Insurance Management

The Board has the responsibility to maintain an adequate and comprehensive insurance program to protect the property and equipment under its control and individuals discharging responsibilities for the school district. It will seek adequate appropriations for such coverage. The Board may also authorize and participate in an insurance program for staff members and students.

The responsibility for overseeing the district's total insurance program will be delegated to the Superintendent. The Superintendent will prepare for review and approval by the Board, specifications for insurance coverage of various types so that the insurance may be placed by competitive quotations. Any modification of these specifications, which may be considered necessary because of changes in the law or substantial changes in the school district's exposure values, will be brought before the Board for its consideration and action