

	Huron School District #2-2	Code: CA
	Policies and Regulations	Administration Goals

ADMINISTRATION GOALS

The purpose of school administration is to help create and foster an environment in which students can achieve educational excellence in a safe and caring environment. All administrative duties and functions will be appraised in terms of the contributions they make to improve instruction and to increase student motivation and achievement.

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

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

Major goals of administration in the district will be:

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



Huron School District #2-2

Policies and Regulations

Code: CB
Code of Ethics Public
Office & Public
Employment

CODE OF ETHICS

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

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



Huron School District #2-2

Policies and Regulations

Code: CB
Code of Ethics Public
Office & Public
Employment

CODE OF ETHICS Continued

The following is the Code of Ethics for Professional Administrators. SDCL 24:08:03:01
Obligations to students. In fulfilling their obligations to the students, educators shall act as follows:


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

	Huron School District #2-2	Code: CB
	Policies and Regulations	Code of Ethics Public Office & Public Employment

CODE OF ETHICS Continued

The following is the Code of Ethics for Professional Administrators. SDCL 24:08:03:02
Obligations to the public. In fulfilling their obligations to the public, educators shall act as follows:

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

	Huron School District #2-2	Code: CB
	Policies and Regulations	Code of Ethics Public Office & Public Employment

CODE OF ETHICS Continued

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

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

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




Qualifications and Duties of the Superintendent

Appointment

1. The Superintendent has a contract which is in effect until terminated by the Board of Education or by resignation of the Superintendent. His/her annual period of service shall be 260 days with paid vacation as determined by the employee vacation policy of the school district and/or contract as agreed to by the Board and Superintendent.

Duties

1. He/she shall serve as the chief executive officer of the Huron Board of Education.
2. He/she shall serve as the instructional leader for the administrative staff and shall supervise, guide, direct, evaluate and be responsible for their work.
3. He/she shall develop administrative principles, regulations, and procedures for implementing Board policies.
4. He/she shall have the responsibility to submit, for Board approval, school policies, plans and programs.
5. He/she shall communicate all directives of the Board affecting students, parents, or employees.
6. He/she shall seek the advice and decision of the president or vice-president concerning important school business for which there is no policy to follow, but which requires a decision before the next regular meeting of the Board. In the absence of the president, he/she shall consult with the vice-president.
7. He/she may delegate responsibilities to staff members, but shall be held responsible for the carrying out of assignments made.
8. He/she shall recommend to the Board the appointment of all personnel required for services necessary for the operation of the schools.
9. He/she shall prepare, in consultation with the Board president and or vice-president, the agenda for each meeting, shall attend all meetings except during the time when his/her contract is under consideration, and shall participate in all deliberations of the Board.
10. He/she shall, in conjunction with the director of instruction, recommend to the Board a balanced curriculum and co-curricular program.
11. He/she shall recommend for consideration by the Board changes as may be deemed necessary in the salary and wage schedules for regular and substitute employees, as well as major changes in work schedules.

	Huron School District #2-2	Code: CC
	Policies and Regulations	Qualifications & Duties of the Superintendent

Qualifications and Duties of the Superintendent (Continued)

10. He/she shall, in conjunction with the Director of Instruction, recommend to the Board a balanced curriculum and co-curricular program.
11. He/she shall recommend for consideration by the Board changes as may be deemed necessary in the salary and wage schedules for regular and substitute employees, as well as major changes in work schedules.
12. He/she shall, with the assistance of the Business Manager, prepare an annual detailed budget which will be presented to the Board.
13. He/she shall make final recommendations to the Board relative to purchasing equipment and supplies and any other matters vital to the successful operation of the district's schools.
14. He/she shall make final recommendations to the Board for improvements, alterations, renovations, and additions to all facilities and grounds.
15. He/she shall have authority to make expenditures within the approved tentative and final budgets. He/she or the Business Manager must sign all requisitions authorizing expenditures of school funds.
16. He/she shall represent the district at appropriate public and private functions, such as the legislature, business and fraternal groups, meetings of area school districts, conventions, the South Dakota Department of Education and the South Dakota High School Activities Association.
17. He/she shall supervise the completion of reports required by the State of South Dakota, United States of America and other governmental agencies.
18. He/she shall initiate and maintain contact with other agencies and individuals, including legislators representing the district and other governmental agencies at the municipal, county, state, and federal levels.
19. He/she shall keep abreast of current educational trends including but not limited to reading, attendance at workshops and/or summer school, conventions, short courses, school visitations and other appropriate staff development activities.
20. He/she shall notify the president of the Board when it is necessary during the school year for him/her to be absent from the city for more than one week at a time.
21. He/she shall delegate, in case of his/her absence, emergency administrative duties and responsibilities to a responsible administrator.
22. He/she shall have the authority to suspend employees with or without pay pending Board action.



Huron School District #2-2

Policies and Regulations

Code: CCA
Recruitment and
Appointment of
Superintendent

RECRUITMENT AND APPOINTMENT OF SUPERINTENDENT

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

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

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

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

A majority vote of the Board at a properly noticed meeting is required for the appointment of the Superintendent.



Huron School District #2-2


Policies and Regulations

Code: CCB
Superintendent's
Contract .. Compensation
& Benefits

SUPERINTENDENT CONTRACT .. COMPENSATION AND BENEFITS

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

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

	Huron School District #2-2	Code: CCC
	Policies and Regulations	Superintendent Evaluation .. Operating Principles

SUPERINTENDENT EVALUATION – OPERATING PRINCIPLES

A comprehensive superintendent evaluation must ensure that the superintendent is providing district-wide leadership to improve teaching and learning that increases achievement and promotes success for all students.

Evaluations will be completed at least 2 times per year for the first three years within the district and then may be less frequently as determined by the Board.

The District evaluation plan requires the superintendent to set professional goals. All professional goals are to align with the domains described in this policy.

Domain 1. Shared Vision

The Superintendent is the educational leader who promotes the academic, social and emotional growth of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the Board, the schools and the community. Functions include:

- Develop and implement a shared vision and mission
- Collect and use multiple sources of data to determine accountability for the district while identifying goals, assessing organizational effectiveness and promoting organizational learning
- Create and implement plans to achieve goals
- Promote and demonstrate continuous and sustainable improvement
- Monitor and evaluate progress and revise plans

Domain 2. Culture of Learning

The Superintendent is an educational leader who promotes the growth of all students by advocating, nurturing, sustaining a school culture and strong community while maintaining and instructional program that is conducive to student learning and staff professional and personal growth. Functions include:

- Nurture and sustain a culture of collaboration, trust, learning and high expectations
- Promote and ensure a comprehensive, rigorous, and district-wide coherent curricular program
- Create a personalized and motivating learning environment for all students
- Use data to determine needs and oversee provision of quality professional development to meet district needs
- Develop the instructional and leadership capacity of staff
- Promote the use of the most effective and appropriate technologies to support teaching and learning
- Monitor and evaluate the impact of the instructional program

Domain 3. Leadership/Management

The Superintendent is an educational leader who promotes the growth of all students by ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment. Functions include:

- Manage district budget, facilities and staff
- Monitor and evaluate the management and operational systems
- Obtain, allocate, align and efficiently utilize human, fiscal, and technological resources
- Promote and protect the welfare and safety of students and staff
- Develop the capacity for distributed leadership
- Ensure teacher and organizational time is focused to support quality instruction and student learning using research based criteria supported by multiple measureable data sources



Huron School District #2-2

Policies and Regulations

Code: CCC
Superintendent
Evaluation .. Operating
Principles

Domain 4. Family and Community

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

- Collect and analyze data and information pertinent to the educational environment
- Promote understanding, appreciation, and use of the community's diverse cultural, social and intellectual resources
- Build and sustain positive relationships with families and caregivers
- Build and sustain productive relationships with community partners
- Provide opportunities for personal and professional growth for those involved in the educational system
- Develop district goals that reflect the community's highest hopes for its schools and the success of all students

Domain 5. Ethics

The Superintendent is an educational leader who promotes the growth of all students by acting with integrity, fairness, and in an ethical manner. Functions include

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

Domain 6. Societal Context

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

- Advocate for children, families and caregivers
- Serve as an articulate advocate to community and legislature for issues beneficial to improved teaching and learning
- Provide leadership for defining superintendent and board roles, mutual expectations
- Knows and supports the district school improvement plan and accurately reports progress on goals
- Maintains a working knowledge of district and school improvement goals and continually evaluates and modifies goals as needed

Domain 7. Essential Functions

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

- Reading, writing, hearing, listening, and speaking effectively with the ability to analyze data
- Handle stressful situations and resolve conflict
- Adapt to increasing responsibilities as assigned by the Board or required by state and/or federal law
- Understand the purpose of evaluations as a process for personal and professional growth



LINES OF AUTHORITY AND STAFF RELATIONS

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

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

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

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

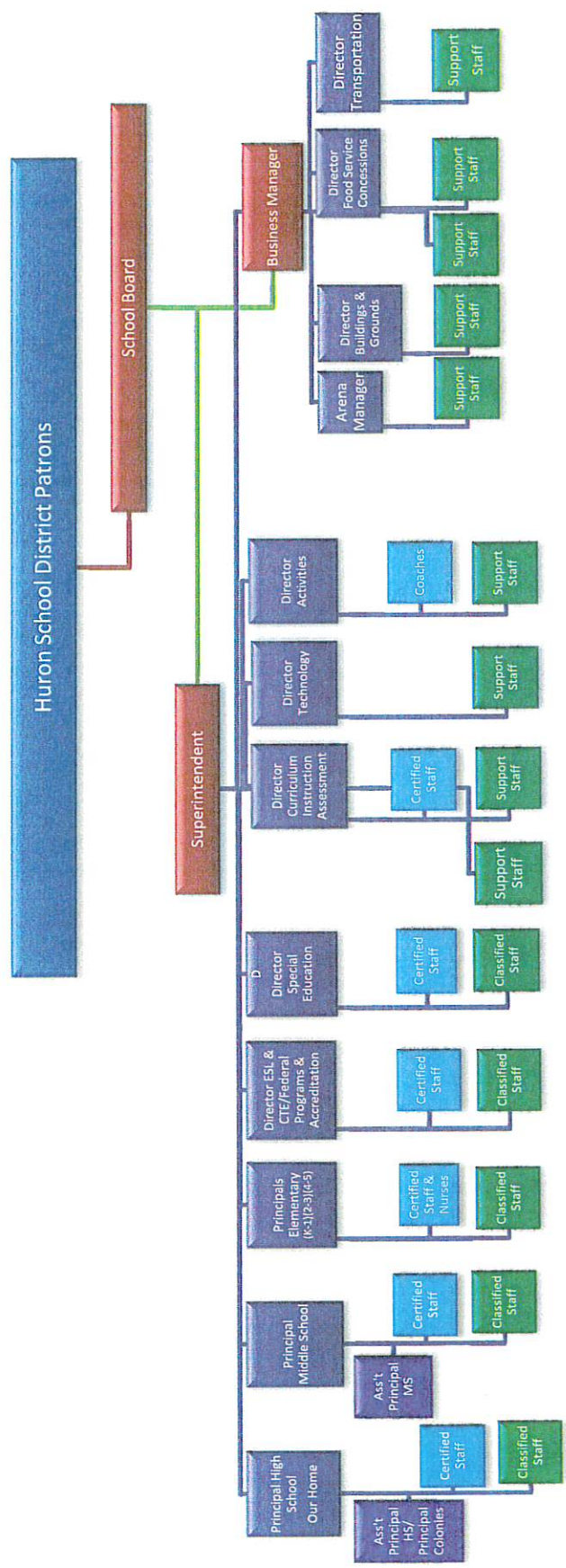


Huron School District #2-2

Policies and Regulations

Code:
CDB Organizational Chart

Organizational Chart





Huron School District #2-2

Policies and Regulations

Code: CDC
School Building
Administration

SCHOOL BUILDING ADMINISTRATION

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

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



Huron School District #2-2

Policies and Regulations

Code: CD
Administrative
Organization Plan

ADMINISTRATIVE ORGANIZATION PLAN

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

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

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

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



School Resource Officer

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


Specific duties and responsibilities of the SRO

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

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

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

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

	Huron School District #2-2	Code:
	Policies and Regulations	CGC Title I Comparability Assurances

Title I Comparability Assurances

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

- 1) This district has established a district-wide salary/hiring schedule. This salary/hiring schedule is implemented without regard to Title I staffing in eligible attendance areas.

- 2) It is the policy of this district that employment of teachers, administrators, and auxiliary personnel from state and local funds shall be equivalent among schools without regard to Title I staff employed in eligible attendance areas. For the purpose of this policy, equivalence shall mean that when teachers, administrators, and auxiliary personnel are assigned to schools, staff/student ratios shall be determined in order that services with state and local funds in schools receiving Title I services are at least comparable to services provided among schools of the districts which are not receiving Title I funds.

- 3) It is the policy of this district that provisions for curriculum materials and instructional supplies shall be equivalent among schools without regard for Title I funding.



POLICY IMPLEMENTATION

The Superintendent has responsibility for carrying out, through administrative regulations, the policies established by the Board.

The policies developed by the Board and the administrative regulations developed to implement policy are designed to promote an effective and efficient school system. Consequently, it is assumed that all Board employees and students will willingly carry them out.

There are activities that are common to all departments and school levels but procedures for conducting them may vary from unit to unit. Principals and department heads will establish procedures for conducting activities within their individual units within the larger framework of administrative regulations and Board policies.



Huron School District #2-2

Policies and Regulations

Code: CHA Regulations
and Policy
Dissemination

REGULATIONS AND POLICY DISSEMINATION

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

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



Huron School District #2-2

Policies and Regulations

Code: CH
Development of
Regulations

DEVELOPMENT OF REGULATIONS

The Board delegates to the Superintendent the function of specifying required actions and designing the detailed arrangements under which the local school district will be operated.

These required actions and detailed arrangements will constitute the administrative regulations governing the school district. They must be in every respect consistent with the policies adopted by the Board.

In the absence of policy, the Superintendent is authorized by the Board to establish regulations as needed. Should the Board consider it necessary, policy will be developed thereafter.

The Board itself will formulate and adopt regulations only when required by law, and/or when the Superintendent recommends Board adoption in light of strong community attitudes or probable staff reaction.



Huron School District #2-2

Policies and Regulations

Code: CI
Student Handbooks and
Directories

Student Handbooks and Directories

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

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



Huron School District #2-2

Policies and Regulations

Code: Section C
General School
Administration

Section C: General School Administration

CA	Administration Goals
CB	Code of Ethics
CC	Qualifications and Duties of Superintendent
CCA	Recruitment and Appointment of Superintendent
CCB	Superintendent Contract – Compensation and Benefits
CCC	Superintendent Evaluation – Operating Principles
CD	Administrative Organization Plan
CDA	Lines of Authority and Staff Relations
CDB	Organizational Chart
CDC	School Building Administration
CE	School Resource Officer
CG	Policy Implementation
CGC	Title I Comparability Assurances
CH	Development of Regulations
CHA	Regulations Dissemination
CI	Student Handbooks and Directories