

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 – REGULAR MEETING
Instructional Planning Center/Huron Arena
December 9, 2024
5:30 p.m.



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

December 11	Early Release
December 23-31	Holiday Break – No School
January 1	Happy New Year 2025 – Holiday Break
January 2	Inservice
January 2	Holiday Break for Students
January 3	Classes Resume
January 8	Early Release
January 13	Board of Education Meeting – 5:30 p.m. – IPC
January 20	Martin Luther King Holiday – No School
January 27	Board of Education Meeting – 5:30 p.m. – 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) **Approval and/or Corrections of Minutes of Previous Meetings**
 - b) **Approval and/or Corrections of the Financial Report**
Consideration and Approval of the Bills
 - c) **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) KawLar Dah/On-Call Interpreter - \$26.92 per hour
 - 2) Sher Nay Khin/Food Service, Concessions Worker - \$15.87 per hour
 - d) **Resignations for Board Approval**
 - 1)
 - e) **Contracts for Board Approval**
 - 1)
 - f) **Request Permission to Operate the Summer Nutrition Program**
 - g) **Request Permission to let Bids for Milk/Dairy Products**

(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:

- **Jeff Duffy (Voice of the Tigers)** for his recent nomination as a finalist for the South Dakota Sportscaster of the Year by the National Sports Media Association, Jeff is one of seven finalists
- **Anderson Porisch (10 gr)** was named to the 11AA All-State Football team, **Kolby Hofer (12 gr)** received honorable mention
- **Seniors Colton McNeil, Kolby Hofer, Logan Leyendecker, Micah Larson** received **Academic All-State Honors** for football

Thank You to:

- **HHS National Honor Society** for coming to Buchanan for Friendly Friday
- **Lorene Sorlien and the Knights of Columbus** for their donations to the Special Olympics team
- **Officer Stephanie Vaitohi** for her service as our SRO; we wish her the best for her upcoming training

10. **REPORTS TO THE BOARD**

- a) **Presentation of the 2023-2024 Audit Report – ELO CPA’s & Advisors, Rebecca Lolling**

11. **NEW BUSINESS**

- a) **Approve the 2023-2024 Audit Report**

12. **REPORTS TO THE BOARD**

- a) **Classified Employee of the Month – Presented by John Halbkat Russ Forrest, Administrative Assistant, Buildings & Grounds, has been selected as Classified Employee of the Month for December 2024.**
Nomination comments are included in this packet. Congratulations Russ!
- b) **Foundation Report – Day of the Tiger – Marianne Trandall**
- c) **High School Student Report – Isabella Schafer (10 gr), Oral Interp**
- d) **Business Manager’s Report**
- e) **Superintendent’s Report**

13. **OLD BUSINESS**

- a) **Policy IIAC Selection And Adoption of Library Materials – 2nd reading**
Strategic Plan Initiative #5) Learning Environment
- b) **High School Library Handbook – 2nd reading**
Strategic Plan Initiative #5) Learning Environment
- c) **Section C: General School Administration – 1st reading**
Strategic Plan Initiative #3) Community Outreach & Communication
 - 1. **Current Section C Policies**
 - 2. **CA - Administration Goals – updated format**
 - CB - Code Of Ethics Public Office And Public Employment- updated format**
 - CBA - Superintendent Job Description- adopt new policy replacing original CC policy**
 - CCA - Recruitment And Appointment Of Superintendent- retire policy, adopt CBB**

CBB - Recruitment And Appointment Of Superintendent - new policy replacing CCA
CCB - Superintendents Contract Compensation And Benefits - retire policy, adopt CBC
CBC - Superintendent Contract Compensation And Benefits - new policy replacing CCB
CBG - Superintendent Evaluation - new policy
CC - Administrative Organization Plan - new policy, old CC policy recoded to CBA
CCB - Lines Of Authority And Staff Relations -adopt new policy replacing CDA
CCC - Superintendent Evaluation - retire policy, adopt CBG
CDA - Lines Of Authority And Staff Relations - retire policy, adopt CCB
CD - Management Team - new policy
CDB - Organizational Chart - no change
CDC - School Building Administration - retire policy, adopt CF
CE - Administrative Councils, Cabinets, And Committees - new policy
CEA - School Resource Officer - update format, change code
CF - School Building Administration - adopt new policy replacing CDC
CGC - Title I Comparability Assurances - update format and revised date
CG - Policy Implementation - retire policy, adopt CH
CH - Policy And Regulation Implementation - adopt new policy replacing CG
CHA - Regulations And Policy Dissemination - update format
CHD - Administration In Absence Of Policy Or Regulation - new policy
CI - Student Handbooks And Directories - update format
CK - Program Consultants - new policy
CM - School District Annual Report - new policy

14. NEW BUSINESS

- a) Policy JFABE Huron School District McKinney-Vento Dispute Resolution Process - introduction**
Strategic Plan Initiative #5) Learning Environment
- b) Policy JFABE-E McKinney-Vento Dispute Resolution Form - introduction**
- c) Calendar 2025-2026 - introduction**
Strategic Plan Initiative #1) Student Achievement
- d) Policy GCDB Criminal Background Checks - introduction**
Strategic Plan Initiative #5) Learning Environment

15. ADJOURNMENT



Huron Public Schools
1045 18th Street SW
PO Box 949
Huron, South Dakota 57350-0949

Office: 605-353-6909

Email: Amanda.reilly@k12.sd.us

Amanda Reilly
School Nutrition Director
Concessions Director

To: Board of Education
Dr. Kraig Steinhoff
Mr. Kelly Christopherson

From: Amanda Reilly

Re: Summer Nutrition Program

Date: December 9, 2024

We request permission to operate Grab and Go meals for summer nutrition. Monday's will include 6 meals, and Thursday's will include 6 meals. This will be at the Middle School from May 27 through August 1 for a total of 47 days.

Breakfast and lunch would be available to any child 1 to 18 years of age **FREE** of charge. Parents will need to fill out a registration form to pick up meals for their children. Supervision will be provided during serving time.

We request to pay the wages listed below.

Proposed Wages

MS Helpers/Mobile Servers & Supervisors	\$20.25
Summer Admin Assistant/Team Leaders	yearly salary

We are excited to offer this streamlined program this summer and hope it allows more children to participate without need to travel to the Middle School site.

Thank you for your support of both our summer nutrition programs.



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**Amanda Reilly
School Nutrition Director
Concessions Director**

To: Board of Education
Mr. Steinhoff
Mr. Christopherson

From: Amanda Reilly
Date: December 9, 2024
Re: Request permission to let bids for milk/dairy products

I respectfully request permission to let bids for milk/dairy products for the 2025-2026 school year.

Thank you for your consideration.

Classified Employee of the Month

Name	<u>Russ Forrest</u>
Position	<u>Administrative Assistant Buildings and Grounds</u>
Date	<u>11/25/2024</u>

Russ started his career with the Huron School District in August 2020 as the Administrative Assistant to the Buildings and Grounds Department. During his time in this position, he has developed strong working relationships with the Buildings/Grounds team and district custodial teams. He works especially close with each lead custodian of our district buildings.

Russ is a valued employee of the Buildings and Grounds team. Like the entire team, his duties may fluctuate daily. He is the primary person, working with building custodians on supply needs, along with working with and ordering grounds and maintenance parts. Russ visits buildings weekly and with the assistance of building lead custodians to compile their supply orders. He works with 3-4 primary vendors for supplies, while keeping a constant eye on the cost structure of those vendors. His years of work as a salesman, give him an understanding of how things operate and function which is an asset to me and the entire department. No matter what the task is, I can count on Russ to be professional and work the problem to a satisfactory resolution for the building personnel.

Russ is exceptionally good at his job and will pitch in where needed within the department. There are times he assists with grounds duties, which shows his flexibility and understanding of the team approach within Buildings and Grounds. Russ always does what is asked of him and is a dedicated employee of the district.

I present Russ Forrest for Classified Employee of the Month.



SELECTION AND ADOPTION OF LIBRARY MATERIALS

1. The library should contain materials with the following qualities:
 - a. enrich and support the curriculum, taking into consideration the varied interests, needs, abilities, and maturity levels of the pupils served;
 - b. stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
 - c. provide a background of information which will enable pupils to make intelligent judgments in their daily lives;
 - d. present opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical analysis of all media;
 - e. represent many religious, ethnic, and cultural groups and their contributions to our American heritage; and,
 - f. establish principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.
 - g. **The school library does not check out obscene materials, as defined by state law. to individuals under the age of 18 without parental permission.**
 - i. ~~The definition is in Codified Law 22-24-27 (11). For something to be obscene it must meet all three of the following requirements:~~
 1. ~~The “dominant theme of which, taken as a whole, appeals to the prurient interest.” The definition of prurient interests is in 22-24-27 (12). Prurient interests are a “shameful or morbid interest in nudity, sex, or excretion, which goes substantially beyond customary limits of candor in description or representation of such matters. If it appears from the character of the material or the circumstances of its dissemination that the subject matter is designed for a specially susceptible audience or clearly defined deviant sexual group, the appeal of the subject matter shall be judged with reference to such audience or group.” So, the first requirement is that the whole work appeals to prurient interests as defined above.~~
 2. ~~The work is “patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct.”~~
 3. ~~The work “lacks serious literary, artistic, political, or scientific value.”~~



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Huron School District Library Handbook Proposed Changes for 2024-25

December 2024

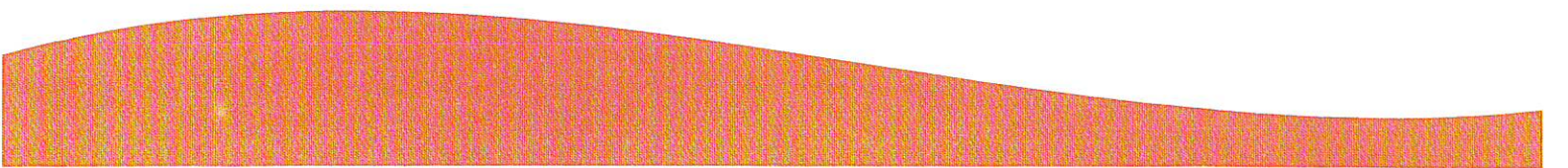
The Library Administrator has reviewed and revised the Library Handbook and is submitting the document to the Huron School District Board of Education for approval.

The following changes were made:

- Page 14 - Update to Criteria for Selection

Thank you.

Rachel Kary - HS Librarian
Linda Pietz - Administrator



Criteria for Selection:

Selection of media center materials is a continuous process, based on the needs of a constantly changing and evolving curriculum and the ever-changing and diverse interests and needs of patrons served. The educational goals of the school district, learning and teaching styles, and existing materials must be considered in the selection of media center resources.

Media center materials shall:

- support and contribute to the educational goals of the school, district and state.
- be appropriate for the subject area and age of the intended patron.
- represent differing viewpoints on controversial issues.
- have artistic, historic, and/or literary qualities or scientific accuracy.
- be current and up to date. Materials must be relevant to today's world—reflecting problems, aspirations, attitudes and ideals of a pluralistic society.
- have a physical format and appearance that is appropriate for intended use.
- meet the educational and recreational interests of all patrons.
- be selected for their strengths rather than rejected for their weaknesses.

Literary excellence may be the sole criterion for selection of some materials.

Meeting requirements of individuals with limited reading ability or limited vision may support the addition to the collection.

Books should have durable bindings and be physically attractive to the respective interest level.

eBooks should be available in a format and on hardware that is available to all students in particular schools.

Databases purchased for student use shall meet selection criteria.

The school library does not check out obscene materials, as defined by state law.

CURRENT
SECTION C
POLICIES

	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	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 24:08:03:01 **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

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 24:08:03:02
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	Code: CCA
	Policies and Regulations	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 instructions 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

	Huron School District #2-2	Code: CDA
	Policies and Regulations	Lines of Authority and Staff Relations

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.

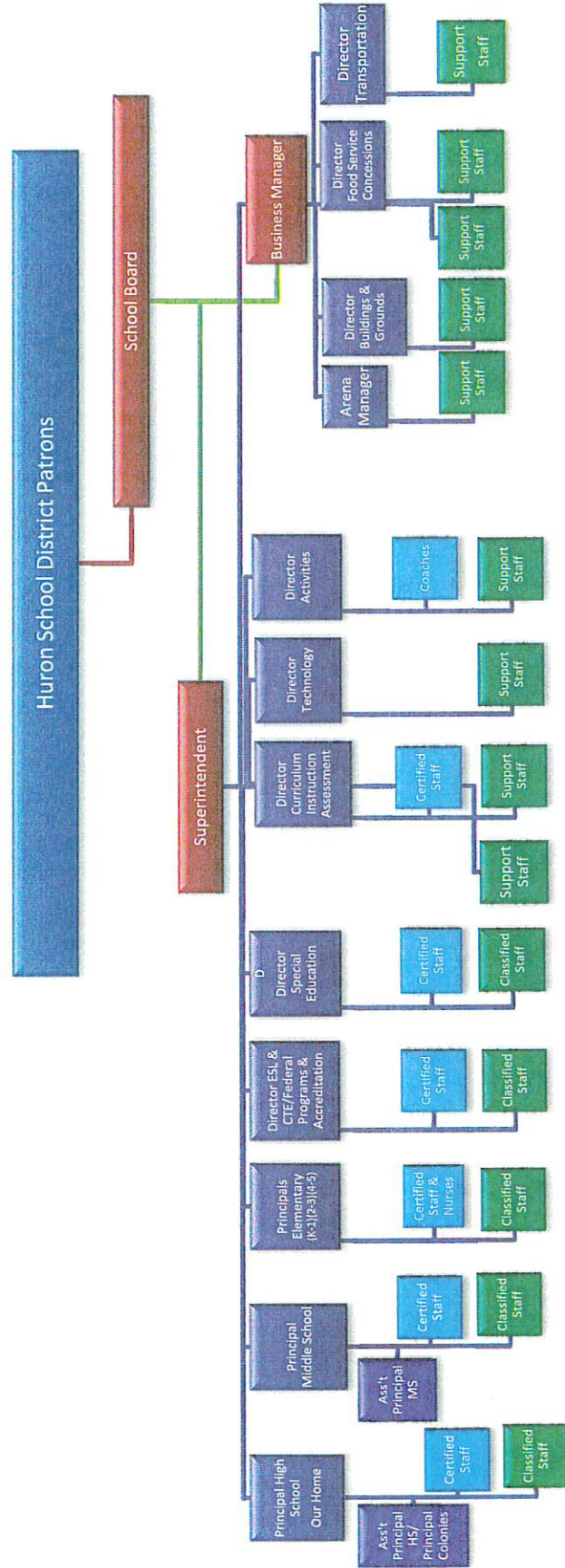
Additionally, lines of responsibility and authority do not restrict in any way the cooperative, sensible working together of all people on all professional levels in order to develop the best possible school program. The established lines of authority represent direction of authority and responsibility 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	Code: CI
	Policies and Regulations	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.



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

PROPOSED
SECTION C
POLICIES



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

CHANGE LOG

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



Priority Objectives of Board Operations

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

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

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

Major goals of administration in the district will be:

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



Huron School District #2-2

Policies and Regulations

CODE: CB
CODE OF ETHICS PUBLIC OFFICE &
POLICY 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.



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

Policies and Regulations

CODE: CB
CODE OF ETHICS PUBLIC OFFICE &
POLICY EMPLOYMENT

CODE OF ETHICS Continued

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

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.



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.

	Huron School District #2-2	CODE: CBA SUPERINTENDENT JOB DESCRIPTION
	Policies and Regulations	

TITLE: Superintendent

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

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

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

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

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

REPORTS TO: South Dakota Board of Education Standards

SUPERVISES: Directly or indirectly, every district employee.

CLASSIFICATION: Exempt

PROFESSIONAL RESPONSIBILITIES AND EXAMPLES OF DUTIES

1. Shared Vision

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

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



Huron School District #2-2

Policies and Regulations

CODE: CBA
SUPERINTENDENT JOB
DESCRIPTION

2. Culture of Learning

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

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

3. Leadership/Management

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

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



Huron School District #2-2

Policies and Regulations

CODE: CBA
SUPERINTENDENT JOB
DESCRIPTION

4. Family and Community

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

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

5. Ethics

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

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

6. Societal Context

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

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



Huron School District #2-2

Policies and Regulations

CODE: CBA
SUPERINTENDENT JOB
DESCRIPTION

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

7. Essential Functions

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

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

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

8. Other Duties

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


TERMS OF EMPLOYMENT:

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


EVALUATION:

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

Approved by: _____ Date: _____

	Huron School District #2-2	CODE: CBA SUPERINTENDENT JOB DESCRIPTION
	Policies and Regulations	

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

	Huron School District #2-2	CODE: CBB RECRUITMENT AND APPOINTMENT OF SUPERINTENDENT
	Policies and Regulations	


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

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

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

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

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

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

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

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



OPERATING PRINCIPLES

A comprehensive superintendent evaluation process must:

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

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

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

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

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

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

4. Provide opportunities for personal and professional growth.

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

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



Huron School District #2-2

Policies and Regulations

CODE: CBG
SUPERINTENDENT
EVALUATION

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


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

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

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

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

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

	Huron School District #2-2	CODE: CBG SUPERINTENDENT EVALUATION
	Policies and Regulations	

RECOMMENDED TIMELINES FOR SUPERINTENDENT EVALUATION

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

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

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

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

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

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

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

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

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

1. Superintendent reports progress on district and superintendent goals.



Huron School District #2-2

Policies and Regulations

CODE: CC
ADMINISTRATIVE
ORGANIZATION PLAN

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

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

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

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



Huron School District #2-2

Policies and Regulations

CODE: CCB
LINES OF AUTHORITY AND
STAFF RELATIONS

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

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

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

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



Huron School District #2-2

Policies and Regulations

CODE: CD
MANAGEMENT TEAM

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

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

MANAGEMENT TEAM DEFINITIONS

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

1. Management Team Concept:

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

2. Management Team:

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

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

3. Management Employees:

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

MANAGEMENT TEAM OBJECTIVES

The objectives of the district's Management Team are:

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



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

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

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

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

1. That the Management Team meetings will include:

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

2. That the Management Team shall address itself to:

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



Huron School District #2-2

Policies and Regulations

CODE: CD
MANAGEMENT TEAM

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



Huron School District #2-2

Policies and Regulations

CODE: CE
ADMINISTRATIVE COUNCILS,
CABINETS AND COMMITTEES

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

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



Huron School District #2-2

Policies and Regulations

CODE: CEA
SCHOOL RESOURCE OFFICER

School Resource Officer

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

Specific duties and responsibilities of the SRO

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

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

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

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




Huron School District #2-2

Policies and Regulations

CODE: CF
SCHOOL BUILDING
ADMINISTRATION

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

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

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


Title I Comparability Assurances

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

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

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

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

	Huron School District #2-2	CODE: CH
	Policies and Regulations	POLICY AND REGULATION IMPLEMENTATION

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


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

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

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

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


Policies and regulations adopted by the Board are public documents.

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

REGULATIONS AND POLICY DISSEMINATION


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

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

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

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

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

	Huron School District #2-2	CODE: CI
	Policies and Regulations	STUDENT HANDBOOKS AND DIRECTORIES

Student Handbooks and Directories

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

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



Huron School District #2-2

Policies and Regulations

CODE: CK
PROGRAM CONSULTANTS

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

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

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

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



Huron School District #2-2

Policies and Regulations

CODE: CM
SCHOOL DISTRICT
ANNUAL REPORT

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

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



Huron School District McKinney-Vento Dispute Resolution Process

To file a formal dispute under the McKinney-Vento Homeless Assistance Act, please fill out this form completely and submit it by hand-delivery, e-mail, or U.S. Mail to the principal or the LEA's liaison for homeless students, *Jolene Konechne*. District policy typically requires dispute forms to be filed within fifteen (15) business days of receiving the written explanation of the LEAs decision. However, because the McKinney-Vento dispute process should be expedited whenever possible, it is recommended that you submit the form as soon as possible after receiving the written explanation of the LEAs decision.

If a dispute arises over school selection or enrollment in a school, the child shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The student will remain attending the school where enrollment is sought during the entire dispute resolution process.

If you need assistance filling out this form or if you have other questions, please contact the liaison for homeless students Jolene Konechne; Jolene.konechne@k12.sd.us or 605-353-8660.

Initiation of Dispute Resolution

The parent, guardian, or unaccompanied youth shall be informed of their right to appeal the decision made by the LEA. At a minimum, the LEA must provide the following information:

- written contact information for the LEA's homeless liaison and state coordinator;
- written notice of the right to enroll immediately in the school of choice pending resolution of the dispute;
- a simple, written form that parents, guardians, or unaccompanied youth can complete and turn in to the school or LEA's homeless liaison to initiate the dispute process;
- a copy of the completed form for the parent, guardian, or unaccompanied youth for their records at the time it is submitted; and
- written, step-by-step instructions on how to appeal the LEA's decision regarding eligibility, enrollment, or school selection.

Overview of Dispute Resolution

• Level 1—Appeal to the School or the LEA Homeless Liaison:

If a parent, guardian, or unaccompanied youth wishes to appeal an LEA's decision related to eligibility, enrollment, or school selection, the appeal is submitted to the LEA's homeless liaison at the school where the dispute is taking place.



• **Level 2—Appeal to the LEA Superintendent:**

If the dispute is unresolved, the parent, guardian, or unaccompanied youth may appeal the Level 1 decision to the LEA superintendent. If the LEA Superintendent is also the Homeless Liaison, the superintendent will designate the school principal to carry out the Level 2 dispute process.

• **Level 3—Appeal to the State Coordinator:**

If the dispute continues to be unresolved, the parent, guardian, or unaccompanied youth may appeal the Level 2 decision to the McKinney-Vento state coordinator at the South Dakota Department of Education.

NOTE: At each level of appeal, the LEA or State must provide a written explanation of the decision regarding eligibility, enrollment, or school selection to the parent, guardian, or the unaccompanied youth. A more detailed description of each level of the dispute resolution process is below.

Level 1—Appeal to the School or the LEA Homeless Liaison

If a parent, guardian, or unaccompanied youth wishes to appeal an LEA’s decision related to eligibility, enrollment, or school selection:

1. The parent or unaccompanied youth must file a request for dispute resolution with the LEA homeless liaison:
 - a. Complete the dispute resolution form.
 - b. Submit the completed dispute resolution form to the LEA homeless liaison within fifteen business (15) days of receiving the LEA’s decision related to eligibility, enrollment, or school selection *or* submit the request to the school where the dispute is taking place (school staff shall immediately forward the request to the LEA homeless liaison).
2. The homeless liaison must document details of the complaint, including the date, and a written description of the situation and the reason for the dispute. A copy of the complaint must then be forwarded to the LEA Superintendent.
3. Within five business (5) days of their receipt of the complaint, the liaison must make a decision on the complaint and inform the parent or unaccompanied youth in writing of the result. It is the responsibility of the LEA to verify the parent’s or unaccompanied youth’s receipt of the written notification regarding the homeless liaison’s Level 1 decision.
4. If the parent, guardian, or unaccompanied youth disagrees with the decision made and wishes to move the dispute resolution process forward to Level 2, the parent, guardian, or unaccompanied youth shall notify the LEA homeless liaison of their intent to proceed to Level 2 within five (5) business days of receipt of notification of the Level 1 decision.
5. If the dispute remains unresolved, the process then moves to Level 2.



Huron School District #2-2

Policies and Regulations

Code:
JFABE McKinney - Vento
Resolution Policy

Level 2—Appeal to the LEA Superintendent

1. If a parent, guardian, or unaccompanied youth disagrees with the decision rendered by the district's homeless liaison at Level 1, the parent, guardian, or unaccompanied youth may appeal the decision to the LEA superintendent, or the superintendent's designee. The designee shall be someone other than the LEA homeless liaison.
2. The superintendent or superintendent's designee, will arrange for a personal conference within five (5) business days of the parent, guardian, or unaccompanied youth's notification to the district of the intent to proceed to Level 2 of the dispute resolution process. Once arranged, the meeting between the superintendent, or designee, and the parent, guardian, or unaccompanied youth is to take place as expeditiously as possible.
3. The LEA superintendent or designee, will provide a decision in writing to the parent or unaccompanied youth with supporting evidence and reasons. It is the responsibility of the district to verify the parent's or unaccompanied youth's receipt of the written notification regarding the Level 2 decision.
4. A copy of the written decision made at Level 2, is to be shared with the LEA homeless liaison.
5. If the parent or unaccompanied youth disagrees with the decision made at Level 2 and wishes to move the dispute resolution process forward to Level 3, the parent, guardian, or unaccompanied youth shall notify the LEA homeless liaison of intent to proceed to Level 3 within five (5) business days of receipt of notification of the Level 2 decision.
6. If the dispute remains unresolved, the process then moves to Level 3.

Level 3—Appeal to the State Coordinator

1. The LEA superintendent or designee, shall forward all written documentation and related paperwork to the McKinney-Vento state coordinator for review within five (5) business days of notifying the parent or unaccompanied youth of the decision rendered at Level 2.
2. It is the responsibility of the LEA to ensure that the documentation submitted is complete and ready for review at the time it is submitted to the state coordinator.
3. SD DOE will initiate an investigation within ten (10) business days, which will be concluded within 30 business days from receipt of the appeal. Such investigation may include a site visit if the SD DOE determines that an on-site investigation is necessary. By stipulation of all concerned, this investigation may be continued beyond the 30 business day limit. Dispute resolution will be considered a priority and will be resolved in the minimum time possible.
4. The final decision will be forwarded to the local LEA homeless liaison for distribution to the parent and the LEA superintendent or designee.
5. The office of the LEA superintendent shall maintain a record of all disputes related to the education of homeless children and youth. These records shall include disputes resolved at levels one, two, and/or three and shall be made available upon request to the department.



Huron School District #2-2

Policies and Regulations

Code:
JFABE McKinney - Vento
Resolution Policy

6. If a parent, guardian, or unaccompanied youth is not satisfied with the final resolution of a dispute at the State level, there is no further action available through SD DOE. The parent, guardian or unaccompanied youth may consult a private attorney about pursuing action in the courts against both the SD DOE and the school district.

Program Contact Information

Jolene Konechne | McKinney-Vento District Liaison

Jolene.konechne@k12.sd.us

Phone: (605) 353-8660

South Dakota Department of Education/State Coordinator Contact:

Emily Quick | McKinney-Vento State Coordinator

Emily.Quick@state.sd.us

Phone: (605) 295-1090



Huron School District #2-2
Policies and Regulations

Code:
JFABE – McKinney-Vento Dispute Resolution Form

McKinney-Vento Dispute Resolution Form

This form is to be completed by a parent, guardian, or unaccompanied youth when a dispute arises over eligibility, school selection, or enrollment. The local liaison should assist the parent, guardian, caretaker, or unaccompanied youth in completing the form.

Date Submitted: _____ Date of Decision Being Appealed _____

Level being disputed at: _____

Level 1	Level 2	Level 3
<input type="checkbox"/> District Liaison	<input type="checkbox"/> District Superintendent	<input type="checkbox"/> South Dakota DOE

Student(s) Name	Birth Date	School	Grade

Individual completing the form: _____

Relation to student(s): _____

Phone or email at which I can be contacted: _____

I wish to appeal the decision made by: _____

Name of school and district: _____

I have been provided with (please check all that apply):

- _____ A written explanation of the school’s/district’s decision
- _____ Educational rights of children and youth experiencing homelessness
- _____ Form outlining dispute resolution process
- _____ Contact number of the Homeless Education Program State Coordinator

Please provide a written explanation to support your appeal in the space provided below:

Signature of person submitting dispute: _____



Huron School District #2-2

Policies and Regulations

Code:
JFABE – McKinney-Vento Dispute
Resolution Form

***Please return completed form to the district liaison. The district liaison will complete the following steps if the decision remains unresolved after Level 2:**

- Send a copy of this form to the State Coordinator
- Send a copy of the written decision to the State Coordinator
- Provide a copy to parent, guardian, or unaccompanied youth
- Maintain original at school

Office use only:


Date Received by District Liaison:
Date Received by State Coordinator of Homeless Education Program:

South Dakota Department of Education/State Coordinator Contact:

Emily Quick | McKinney-Vento State Coordinator

Emily.Quick@state.sd.us

Phone: (605) 295-1090

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

BACKGROUND CHECKS

Definitions

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

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

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

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

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

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

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

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


Policy Statement

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

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

Designations

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

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

Criminal Background Checks

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




Huron School District #2-2

Policies and Regulations

Code: GCDB
Criminal Background Checks

armed with a dangerous weapon, or used any explosive or destructive device), sex crimes (including but are not limited to, rape, felony sexual contact with a minor under sixteen, sexual contact with a person incapable of consenting, possessing, manufacturing, or distributing child pornography, and sexual exploitation of a minor), or distribution or trafficking in controlled substances or distribution of marijuana.

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

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

or FBI. Employees shall be afforded procedural due process consistent with their employment status (i.e., whether the person is an employee-at-will, a school-year employee, or a ten month or twelve month employee) should termination of conditional employment be a possibility following the District's receipt of the CHRI.

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

Training

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

Confidentiality

1. Before requesting CHRI on any individual, the district will give the individual written notification that his or her fingerprints will be used to obtain the CHRI of the individual, and the district will provide the individual a copy of the statement "Noncriminal Justice Applicant's Privacy Rights." Exhibit GCDB-E(1).
2. Information received by the district pursuant to a criminal background check is confidential. Only authorized persons within the district may access, view or use CHRI. Authorized persons may not share or otherwise disclose information contained in CHRI to unauthorized persons unless explicitly allowed for in this procedure.
3. Unless otherwise allowed by law, the District will only use this information for the district's internal purposes in determining the suitability of an applicant, employee, or other worker on district property. The district will note in an employee's or applicant's personnel file that the background check was completed and if the person was disqualified by the CHRI for employment or assignment. The District


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

will keep the CHRI in a separate file in a location that is only accessible to persons who need to know the information to carry out their responsibilities with the District.

4. Individuals that have access to CHRI will receive CJIS security training provided by SD DCI. Once the individual has completed the CJIS online training and has taken the test each individual will receive and acknowledge in writing the receipt of the following: (1) User Rules of Behavior Acknowledgement form, (2) CHRI Disciplinary Policy, and (3) Acknowledgment Statement of Misuse. The District will keep a copy of the signed documents in each individual's personnel file.

Access and Retention

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

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

Recordkeeping

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

1. name of District;
2. name of person subject to the criminal background check review;
3. date of birth of person subject to the criminal background check review;
4. SD public school district requesting FBI and DCI criminal background check results and person/title requesting on behalf of the SD public school district;
5. written request signed by person subject to the criminal background check review for a copy of the SDDCI criminal background check results, attached to the Secondary Dissemination Log;
6. date of release of criminal background check results;
7. description of the record that was shared;
8. how the record was sent or received
9. person to whom criminal background check results were disseminated;
10. signature of District employee disseminating the criminal background check review pursuant to a valid request.

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

Security

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

1. The LASO shall maintain a list of school district authorized persons who have access to CHRI.
2. In those cases when the District has physical copies of CHRI, the District will restrict access to authorized persons only. Physical copies of CHRI, if any, will be maintained in a controlled, secure environment, such as a locked cabinet in a room that is free from public or unauthorized access. The room or the locked cabinet will include an "Authorized Personnel Only" sign.

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

3. The District will not routinely maintain electronic copies of CHRI; however, in the rare instance where the district has electronic copies of CHRI, the district will restrict access to authorized persons only. Electronic data will be protected with encryption as designated by the state or federal government or will only be accessible by individual password. Computers, printers and monitors used to access CHRI must be situated to prevent unauthorized viewing of the information. CHRI cannot be accessed using computers available to the general public or personal devices. CHRI will not be stored on a server that is unprotected or accessible by an unauthorized entity.
4. CHRI will not be relocated, transmitted or transported outside a secure location unless encrypted according to FBI standards or transported in a locked container or in folders where the information is not visible to the public. A log must be kept if electronic information systems, such as a laptop, flash drive or CD with CHRI information on it, leaves a secured area.
5. The District will dispose of records securely. Physical records will be cross-shredded or incinerated. If the district contracts out for record destruction, the destruction must be supervised. The District shall notify SDDCI of the entity with whom the District contracts for records destruction and must receive SDDCI approval to use the contractor for purposes of disposing of CHRI. Electronic records will be deleted and overwritten as required by the SDDCI or FBI.
6. The District will not provide auditors access to CHRI unless the auditor is authorized by the SDDCI or the FBI.

Security Incident Response Plan

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

Consequences

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

The calendar committee met on November 19, 2024 in the IPC. Members of the committee present included: Heather DeBoer, Michelle Chase, Chelsie Babl, Amanda Reilly, Megan Smith, Danyelle Brotherton, Kari Hinker, Tim Hedblom, Amanda Haeder, Laura Willemsen, Dru Strand, Jenny Sorbin, Rodney Mittelstedt, Angie Thomas, Romana Olivo, Ralyna Abelseth, Kathie Bostrom, Jolene Konechne, Linda Pietz, Chad Schroder, and Kraig Steinhoff.

The meeting started by reviewing the Policy ICA – and identifying the chosen start of the school year by the Board of Education as August 20, 2025.

We spent approximately an hour discussing changes to the draft calendar and made numerous modifications. The calendar committee was unanimous in support of the calendar we drafted and is attached to this note.

Kraig Steinhoff



Huron School District Academic Calendar 2025-2026 School Year

(PTC / OH / ER subject to change)

School Board Approved 00/00/0000

AUGUST 2025 (6)						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	+11	+12	+13	+14	+15	16
17	+18	+19	20✓	21✓	22✓	23
24	25 K/EC	26	+27	28	29	30

+ New Teach Wkdays ++New teach lunch/sub in-service + Teach In-serve +-All Staff In-service 9:30-12:15 @ Aug 20 - 1st Day of School ✓ Kindergarten Screen K/EC Aug 25 - Kindergarten/Early Childhood 1st Day † Early Release # Elem Open House (K-1 4:00-5:30) (2-3 & 4-5 5:00-6:30) = MLC Open House(11:00-1:00) ^MS Open House 5:30-6:30 □ Fresh Orientation & HS Open House ∅ City-wide Early Child Screen (9:00-3:00)

SEPTEMBER 2025 (21=27)						
SUN	MON	TUES	WED	THUR	FRI	SAT
31	+1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	×22	23	24	25	26	27
28	29	30				

♦ Labor Day - State Fair (No School) Aug 28 thru Sep 1 × HS PT Conferences (5:30-8:30) (Sept 00 Homecoming Parade) † Early Release □ MS PT Conf (3:30 to 6:45)

OCTOBER 2025 (22=49)						
SUN	MON	TUES	WED	THUR	FRI	SAT
			+1	2	3	4
5	6	7	8	9	10	11
12	+13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

♦ Native American Day † Early Release □ 4-5 PT Conf (3:30-6:45) ** 2-3 PT Conf (3:30-6:45) ° McKinley PT Conf (3:30-6:45)

NOVEMBER 2025 (17=66)						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	+5	6	7	8
9	10	+11	12	13	14	15
16	×17	18	19	20	21	22
23	24	25	+26	+27	+28	29

† Early Release ♦ Vet Day ♦ Holiday Break × HS PT Conferences (5:30-8:30 pm) * K-1 PT Conf (3:30-6:45) □ MS PT Conf (3:30 to 6:45)

DECEMBER 2025 (17=83)						
SUN	MON	TUES	WED	THUR	FRI	SAT
30	1	2	3	4	5	6
7	8	9	+10	11	12	13
14	15	16	17	18	19	20
21	22	+23	24	25	26	27
28	29	30	31			

† Early Release ♦ Holiday Break

JANUARY 2026 (19=102)						
SUN	MON	TUES	WED	THUR	FRI	SAT
				+1	+2	3
4	5	6	7	8	9	10
11	12	13	+14	15	16	17
18	+19	20	21	22	23	24
25	26	27	28	29	30	31

♦ New Year's Day Holiday † Early Release ♦ Martin Luther King Holiday

FEBRUARY 2026 (18=120)						
SUN	MON	TUES	WED	THUR	FRI	SAT
1	×2	3	+4	5	6	7
8	9	10	11	12	+13	14
15	+16	17	18	19	20	21
22	23	24	25	26	27	28

† Early Release ♦ Vacation ♦ Presidents' Day □ 4-5 PT Conf (3:30-6:45) □ MS PT Conf (3:30 to 6:45) × HS PT Conferences (5:30-8:30 pm)

MARCH 2026 (20=140)						
SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	+4	5	6	7
8	9	10	11	12	+13	14
15	+16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

† Early Release ♦ Spring Break ** 2-3 PT Conf (3:30-6:45) * K-1 PT Conf (3:30-6:45) ° McKinley PT Conf (3:30-6:00) ∅ City-wide Early Child Screen (3:30-5:30)

APRIL 2026 (20=160)						
SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7	+8	9	10	11
12	×13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

† Early Release ♦ Vacation □ MS PT Conf (3:30 to 6:45) × HS PT Conferences (5:30-8:30 pm)

MAY 2026 (14=174)						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	+6	7	8	9
10	11	12	+13	14	15	16
+17	18	19	20+	21	22	23
24	+25	26	27	28	29	30
31	1	2	3	4	5	

† Early release □ Baccalaureate ♦♦ Graduation ∅ Last day of classes ♦ Memorial Day □ Teacher Checkout

Staff Development) Early Release Days

Sep Oct Nov Dec
Jan Feb Mar Apr May
(Sep , Nov , May also Early Release)

MAKE-UP DAYS FOR SNOW

May 21, 22, 26, 27, 28, 29

CONFERENCES: (All to be determined by principals after calendar approved)

McKinley Learning Center:

K - 1 Center:

2 - 3 Center:

4 - 5 Center:

Middle School:

High School: Sep 22, Nov 17, Feb 2, Apr 13,

ELEMENTARY/MIDDLE SCHOOL/HIGH SCHOOL

Quarter will end on date set at grade level.

End of 1st Semester - Dec 23 (83 days)

End of 2nd Semester - May 20 (91 days)

GRADUATION Sunday, May 17, 2026 2:00 p.m. Huron Arena

174 Student Contact Days
2 Conference Days
4 Teacher In-Service Days
.5 Teacher Check-out (1/2 day)
180.5 Total Teacher Days