

CURRENT  
SECTION E  
POLICIES



## Huron School District #2-2

### Policies and Regulations

Code:  
Section E  
Support Services  
Table of Contents/Index

## SECTION E: SUPPORT SERVICES

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

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

<b>Associated School Boards of South Dakota</b>	<b>NEPN Code: EA</b>
<b>Policy Reference Manual</b>	

### **SUPPORT SERVICES GOALS**

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

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

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

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

**SAFETY PROGRAM**

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

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

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

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

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

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

**Legal References:**

ARSD 61:15 (Fire Safety)

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

<b>Associated School Boards of South Dakota</b>	<b>NEPN Code: EBB</b>
<b>Policy Reference Manual</b>	

## **ACCIDENT PREVENTION AND SAFETY PROCEDURES**

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

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

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

### **Legal References:**

ARSD 61:15 (Fire Safety)

Reviewed: 12/13/2012

Revised: 01/01/2007

<b>Associated School Boards of South Dakota</b>	<b>NEPN Code: EBBA</b>
<b>Policy Reference Manual</b>	

### **FIRST AID**

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

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

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

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

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

Reviewed: 12/13/2012

Revised: 01/01/2007



## Huron School District #2-2

### Policies and Regulations

CODE: EBBA  
FIRST AID

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7. No young child who is ill or injured will be sent home alone, nor will an older child unless the illness is minor and the parent or guardian has been informed in advance.

<b>Associated School Boards of South Dakota</b>	<b>NEPN Code: EBBB</b>
<b>Policy Reference Manual</b>	

## **ACCIDENT REPORTS**

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

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


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

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

Reviewed: 06/01/2013

Revised: 06/01/2013



	<b>Huron School District #2-2</b>	Code:
	Policies and Regulations	EBCA Bomb Threats

### **Bomb Threats**

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

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

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

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

C. BOMB SEARCH PROCEDURE

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



**Huron School District #2-2**

Policies and Regulations

Code:  
EBCA Bomb Threats

**BOMB THREAT CHECKLIST**

**Telephone Procedures**

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

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

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

**DESCRIPTION OF CALLER** (check all that apply)

Sex: Male Female Unknown Approximate Age

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

Name of Person Receiving Call: \_\_\_\_\_

Phone Number Threat Was Received On: \_\_\_\_\_

Name of Possible Suspect: \_\_\_\_\_

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

<b>Associated School Boards of South Dakota</b>	<b>NEPN Code: EBCB</b>
<b>Policy Reference Manual</b>	

## **FIRE DRILLS**

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

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

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

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


### **Legal References:**

ARSD 61:15 (Fire Safety)

SDCL 13-25-10 (Evacuation Drills)

Reviewed: 12/13/2012

Revised: 01/01/2007

	<b>Huron School District #2-2</b>	Code:
	Policies and Regulations	EBCC Emergency Lockdown

## Emergency Lockdowns

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

General emergency lockdown procedures are as follows:

### COMMUNICATION

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

If you see a threat, you:

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

Fire evacuation alarms are not to be sounded.

### PROCEDURES

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

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

### DRILLS

Lockdown drills will take place periodically.

Reviewed: 6/1/2013

Revised: 6/1/2013





## Huron School District #2-2

### Policies and Regulations


Code:  
EBCD Emergency Closings

### Emergency Closings

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

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

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

	<b>Huron School District #2-2</b>	Code:
	Policies and Regulations	EBCD Emergency Closings

### **Regulations on Attendance – Inclement Weather**

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

**Make-Up Work**

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

**Absent-Present**

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

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

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

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

**Tardiness**

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

**Use of Automated External Defibrillators (AED)**

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

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

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

**LOCATION:**

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

**CERTIFICATION/MAINTENANCE:**

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

**RESOURCES used to maintain state/national standards:**

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

<b>Associated School Boards of South Dakota</b>	<b>NEPN Code: ECA</b>
<b>Policy Reference Manual</b>	

## **BUILDINGS AND GROUNDS SECURITY**

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

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

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

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

Reviewed: 12/13/2012

Revised: 01/01/2007



<b>Associated School Boards of South Dakota</b>	<b>NEPN Code: ECA-R</b>
<b>Policy Reference Manual</b>	

**BUILDINGS AND GROUNDS SECURITY  
(Regulation)**

Regulations for buildings and grounds security:

1. Unlimited access is available to:
  - a. the superintendent
  - b. the board secretary
  - c. the superintendent of building or the head custodian
  - d. the Athletic Director
  
2. Limited access is available to:
  - a. building principals to their assigned building
  - b. head building custodians to their assigned building
  - c. extra-curricular sponsors or supervisors for their area or activity

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

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

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

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

Reviewed: 12/13/2012

Revised: 01/01/2007

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

## EQUAL ACCESS

ECAA

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

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

### **ACCESS TO LIMITED OPEN FORUM**

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

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

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

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

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

### **REGULATION OF LIMITED OPEN FORUM**

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

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

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

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

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

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

The administration shall adopt additional rules as deemed necessary.

11/14

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

**Reviewed:** 12/13/2012

**Revised:** 07/01/2009

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

<b>Associated School Boards of South Dakota</b>	<b>NEPN Code: ECAB</b>
<b>Policy Reference Manual</b>	

## **VANDALISM**

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

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

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

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

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

**Legal References:**

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

Reviewed: 12/13/2012

Revised: 01/01/2007

**Video Surveillance**

**General Purpose**

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

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

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

**Use**

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

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

**Security**

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

**Viewing of Video Recordings**

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

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

**Use of Video Recordings for Disciplinary Action**

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

**Retention of Video Recordings**

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

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

**Review**

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

<b>Associated School Boards of South Dakota</b>	<b>NEPN Code: EDDBA</b>
<b>Policy Reference Manual</b>	

**MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS**

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

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

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

Every book issued will bear the stamp of the district.

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

**LOAN OF TEXTBOOKS TO NONPUBLIC SCHOOLS**

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

**Legal References:**

SDCL 13-34 (Textbooks)

Reviewed: 12/13/2012

Revised: 01/01/2007

<b>Associated School Boards of South Dakota</b>	<b>NEPN Code: EEA</b>
<b>Policy Reference Manual</b>	

## **STUDENT TRANSPORTATION SERVICES**

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

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

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

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

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

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

### **Legal References:**

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

### **Cross References:**

EEAA: Walkers and Riders

Reviewed: 12/13/2012

Revised: 03/01/2012

<b>Associated School Boards of South Dakota</b>	<b>NEPN Code: EEAA</b>
<b>Policy Reference Manual</b>	

**WALKERS AND RIDERS**

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

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

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

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

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

**Legal References:**

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

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



<b>Associated School Boards of South Dakota</b>	<b>NEPN Code: EEAC</b>
<b>Policy Reference Manual</b>	

**SCHOOL BUS SAFETY PROGRAM**

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

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

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

**Legal References:**

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

Reviewed: 12/13/2012  
Revised: 04/01/2011

<b>Associated School Boards of South Dakota</b>	<b>NEPN Code: EEAD</b>
<b>Policy Reference Manual</b>	

### **SPECIAL USE OF SCHOOL BUSES**

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

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

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

**Legal References:**

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

Reviewed: 12/13/2012

Revised: 01/01/2007

<b>Associated School Boards of South Dakota</b>	<b>NEPN Code: EEADA</b>
<b>Policy Reference Manual</b>	

**USE OF PRIVATE VEHICLES**

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

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

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

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

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

**Legal References:**

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

Reviewed: 12/13/2012

Revised: 12/01/2010

## Huron School District 2-2 Vehicle Use Policy

EEAE

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

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

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### Authorized Use of Fleet Vehicles

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

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

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

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

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

## Huron School District 2-2 Vehicle Use Policy

EEAE

### Unauthorized Use of Fleet Vehicles

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

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

### Seat Belt Use Required

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

### Cell Phone/Personal Computing Device Usage

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

### Moving Traffic Violations

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

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

### Accidents

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

## Huron School District 2-2 Vehicle Use Policy

EEAE

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

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

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

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

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

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

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

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

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

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

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

**EEAE**

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

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

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

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

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

**Alcohol and Illegal Drugs Prohibited**

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

**Other Prohibited Items**

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

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

**EEAE**

**Failure to Report**

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

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<b>Associated School Boards of South Dakota</b>	<b>NEPN Code: EGAA</b>
<b>Policy Reference Manual</b>	

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

**WORKS PROTECTED BY COPYRIGHT**

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

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

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

**DISTRICT PROCEDURE**

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

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

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

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

**Legal References:**

Public Law 94-553 (Copyright Law)<br />

Reviewed: 12/13/2012

Revised: 01/01/2007

<b>Associated School Boards of South Dakota</b>	<b>NEPN Code: EI</b>
<b>Policy Reference Manual</b>	

**INSURANCE MANAGEMENT**

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

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

**Legal References:**

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

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