

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 in the area of business management such as safety, buildings and management (not construction), transportation, food services.

EA	Support Services Goals
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SUPPORT SERVICES GOALS

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

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

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

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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 recordkeeping; 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.

State References

ARSD 61:15

Fire Safety

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BUILDINGS AND GROUNDS INSPECTIONS

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

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

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

State References

SDCL 13-25

Fire Safety in School Buildings

Original Adopted Date: July 2003

Reviewed: January 2017

Revised: February 2017

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.

State References

ARSD 61:15 Fire Safety

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FIRST AID

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

At each school, 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. A master first aid kit will be kept and properly maintained in each school and each school bus.
3. A master first aid kit will be kept and properly maintained in each school and each school bus.
4. Prescription drugs will not be administered by school personnel unless authorized by a physician.
5. Over-the-counter drugs will not be administered to the student unless a parent/guardian provides the over-the-counter drug in its original packaging and fills out the required emergency medical authorization.
6. Parent/guardian 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.
7. In all cases, where the nature of an illness or an injury appears serious, the parent/guardian or emergency contact will be contacted if possible, and the emergency medical authorization will be followed to the extent possible. Thus, in

extreme emergencies arrangements usually may be made for a child's immediate hospitalization whether or not the parent/guardian can be reached.

8. 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/guardian has been informed in advance.

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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 other of proper insurance coverage.

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

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

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

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

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EMERGENCY PLANS

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

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

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

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

Emergency plans are outlined in the District's School Safety Guide as recommended by the State's outlined plan and collaboratively developed with stakeholders including but not limited to district personnel, police, fire, and emergency management leaders.

State References

AR 24:03:04:08.01

Disaster Plan and Drills

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Revised: February 2017

FIRE DRILLS

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

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

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

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

State References

ARSD 61:15	Fire Safety
SDCL 13-25-10	Evacuation Drills

Original Adopted Date: July 2003
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EMERGENCY CLOSINGS

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

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

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

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

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

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

Postponements

Should inclement weather prohibit the operation of the public schools for any portion of a school day, co-curricular activities may be cancelled with the exception of district or state contests/activities. In such situations, the officials responsible for such contests/activities will gain Superintendent's approval if the contest/activity is to take place and participation by students will be based on his/her decision. In such cases, the district communication plan, administered from the Superintendent's office, will communicate whether or not the contest/activity will take place.

When the school has been closed due to the expectation of inclement weather and the situation does not result in potentially dangerous travel conditions, the Superintendent

or his or her designee, after consultation with school Principal and Activity Director, will have the authority to waive the cancellation of co-curricular activities as described in the above paragraph.

State References

SDCL 13-8-39	Management of schools by board – General powers
SDCL 13-10-2	General power of school boards to employ personnel
SDCL 13-26-2	Time required in school term – Make up time – Summer term

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Revised: February 2017

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 for the District including the items outlined above.

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BUILDINGS AND GROUNDS SECURITY (REGULATION)

Regulations for building and grounds security.

Unlimited access is available to:

- a. the Superintendent
- b. the Board Secretary/Business Manager
- c. the Operations Manager

Limited access is available to:

- a. building Principals to his/her assigned building(s)
- b. head building custodians to his/her assigned building(s)
- c. extracurricular sponsors or supervisors for their area or activity
- d. Athletic Director to his/her assigned building(s)

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

- a. A log of key assignments shall be maintained by the office of the Superintendent or designee.
- b. Duplicate keys unassigned shall be maintained in a safe or a secured box.
- c. Individuals assigned keys may not duplicate or loan them.
- d. All keys must be surrendered when there is no longer a need or upon request of the Superintendent or designee.
- e. The loss of a key must be reported to the Superintendent or designee.
- f. Use of keys for unauthorized purposes will be cause for surrender of keys and replacement of affected locks with restitution.
- g. A set of master keys and/or duplicates of keys shall be kept in the custody of the Superintendent or designee.

After hours entry by non-school personnel to school buildings shall be controlled in accordance with these rules:

- a. The building custodian on duty shall restrict entry to one controlled point.
- b. Entry to a school building shall be prohibited when a person authorized as representative for the building is not present.
- c. These rules shall be communicated as appropriate.

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EQUAL ACCESS POLICY

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.

ACCESS TO LIMITED OPEN FORUM

Students 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.

References

Equal Access Act, 20 U.S.C. Subsections 4071-4074

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Revised: February 2017

VANDALISM

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

Every stakeholder is 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 or her 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.

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

State References

SDCL 25-5-15

Parental liability for willful acts of child – Limitation of recovery – Motor vehicle cases excepted – Specific findings in disputed cases

Original Adopted Date: July 2003
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Revised: February 2017

VIDEO SURVEILLANCE

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

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

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

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Revised: February 2017

BUILDINGS AND GROUNDS MAINTENANCE

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

The Superintendent will have direct supervision of the care of the school plant. He or she will be responsible to the Board for its adequate maintenance.

Each school Principal in conjunction with the Operations Manager will have responsibility for the school facility and grounds under his or her charge. Principals in conjunction with the Operations Manager will carry on a continuous inspection of all buildings, equipment, playgrounds and playground apparatus to discover conditions that may be dangerous to the health, safety or comfort of the students or staff. The Operations Manager in conjunction with the Principal will supervise the custodial staff of the school in maintaining an adequate program of school care and maintenance.

All employees, however, are encouraged to report promptly to the principal of the school any defects to the building or equipment that could prove injurious to the comfort, health, or safety of students and staff.

State References

SDCL 13-24-11 Equipment, maintenance, and repair of buildings and athletic fields

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ENERGY CONSERVATION

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

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

Progress reports on the implementation of energy conservation measures will be made to the Board when applicable or upon request.

Original Adopted Date: July 2003
Reviewed: January 2017
Revised: February 2017

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 and Curriculum Director 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 students. When a textbook is damaged or lost, the student 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.

State References

SDCL 13-34

Textbooks

Original Adopted Date: July 2003
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Revised: February 2017

STUDENT TRANSPORTATION SERVICES

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

District-owned buses will be provided by the Board for the transport of students to and from school. However, as it is impractical to transport certain special education students by regular bus, they may be transported by other conveyance. The Operations Manager, working in conjunction with school Principals and the Special Education Director 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 students, 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?
4. Evaluation: The school transportation program will be monitored by the administration and Operations Manager daily and subjected to periodic evaluations by them as necessary.

State References

SDCL 13-29-19	Fee for students within five miles – Amount
SDCL 13-29-20	School districts prohibited from bidding to provide student transportation services
SDCL 13-30	Student allowances in lieu of transportation
ARSD 24:05:27:03	IEP team to determine related services

Original Adopted Date: July 2003
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WALKERS AND RIDERS

Transportation may be provided to and from school for students 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 parent/guardian, 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 Operations Manager.

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.

State References

SDCL 13-29	School Buses and Transportation of Students
SDCL 13-30	Student allowances in lieu of transportation
ARSD 24:05:27:03	IEP team to determine related services
ARSD 24:05:27:07	Transportation
ARSD 24:06	School Buses

Original Adopted Date: July 2003
Reviewed: January 2017
Revised: February 2017

SCHOOL BUS SCHEDULING AND ROUTING

The Operations Manager will conduct studies of bus routes to provide the safest, shortest routes that will get all children to school in the most economical way. Routes will be arranged in such a way as to equalize as nearly as possible the length of routes and bus loads, and to provide for the full use of buses. Arrangements will be made to provide each child with transportation to school within reasonable time limits.

When practical, safe, timesaving, and economical, transfers may be made from one bus to another. Bus routes will not overlap unless absolutely necessary. When more than one bus travels on an arterial highway, each bus will be assigned a certain portion of the route and all children within this section will ride the bus to which they are assigned. Only one bus will cover one particular road unless overloading occurs.

No official bus route will be extended or changed without the Superintendent's approval. Before recommendation to the Superintendent, the proposed extension or change will be studied by the Operations Manager which will verify that the extension or change has been checked to determine whether it meets all regulations pertaining to safety, efficiency, and economy.

Buses will not go off the main route to pick up children without approval from the Operations Manager. Children will remain on the bus until reaching their destination.

State References

SDCL 13-29-2 Establishment of bus routes within district – Rules prescribed by state board

Original Adopted Date: July 2003
Reviewed: January 2017
Revised: February 2017

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 Operations Manager and Principals, with assistance from the Superintendent, 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.

State References

SDCL 13-29	School buses and transportation of students
ARSD 24:06	School buses

Original Adopted Date: July 2003
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BUS DRIVER EXAMINATION AND TRAINING

School bus drivers shall be subject to a drug and alcohol-testing program that fulfills the requirements of the Federal Code of Federal Regulations. Other persons who drive vehicles designed to transport 16 or more passengers, including the driver, are likewise subject to the drug and alcohol-testing program.

In an effort to comply with federal law by the required compliance date, any testing done under the district's permissive authority before that date shall be conducted in accordance with the procedures set forth in federal regulations.

PRE-EMPLOYMENT TEST

Tests shall be conducted before the first time a driver performs any safety-sensitive function for the district. Any driver who refuses to submit to a pre-employment, post offer test shall not perform safety sensitive functions.

Safety-sensitive functions include on-duty functions performed from the time a driver begins work or is required to be ready to work until he or she is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising; performing or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; performing driving requirements related to accidents; and performing any other work for the district or paid work for any other entity.

DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

The tests shall be required of an applicant only after he or she has been offered the position.

Exceptions may be made for drivers who have had the alcohol test required by law within the previous six months and participated in the drug-testing program required by law within the previous 30 days, provided that the district has been able to make all verifications required by law.

POST-ACCIDENT TESTS

Alcohol and controlled substance tests shall be conducted as soon after an accident as practicable on any driver:

1. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life; or
2. Who receives a citation under state or local law for a moving traffic violation arising from the accident.

No such driver shall use alcohol for eight hours after the accident, or until after he or she undergoes a post-accident alcohol test, whichever occurs first.

If an alcohol test is not administered within two hours or if a drug test is not administered within 32 hours, the district shall prepare and maintain records explaining why the tests were not conducted. Tests need not be given if not administered within eight hours after the accident for alcohol or within 32 hours for drugs.

Tests conducted by authorized federal, state or local officials will fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by the district. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations.

RANDOM TESTS

Tests shall be conducted on a random basis at unannounced times throughout the year. Tests for alcohol shall be conducted just before; during or just after the performance of safety-sensitive function. Drivers shall be selected by a scientifically valid random process, and each driver shall have equal chance of being tested each time selections are made.

REASONABLE SUSPICION TESTS

Tests shall be conducted when a supervisor or district official trained in accordance with law has a reasonable suspicion that the driver has violated the district's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, and speech or body odors. The observations may include indications of the chronic and withdrawal effects of a controlled substance.

Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before or just after the period of the workday when the driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the district shall prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate after eight hours.

A supervisor or district official who makes a finding of reasonable suspicion shall also make a written record of his or her observations leading to a reasonable suspicion drug test within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

RETURN-TO-DUTY TESTS

A drug or alcohol test shall be conducted when a driver who has violated the districts' drug or alcohol prohibition returns to work to perform safety-sensitive duties.

Employees whose conduct involved drugs cannot return to duty in a safety-sensitive function until a drug test produces a verified negative result.

Employees whose conduct involved alcohol cannot return to duty in a safety-sensitive function until the return-to-duty alcohol test produces a verified result that meets federal and district standards.

FOLLOW-UP TESTS

A driver who violates the districts' drug or alcohol prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem shall be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with law. Follow-up alcohol testing shall be conducted just before, during or just after the time when the driver is performing safety-sensitive functions.

RECORDS

Employee drug and alcohol test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver shall receive copies of any records pertaining to his or her use of drugs or alcohol, including any records pertaining to his or her drug or alcohol tests. Records shall be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver.

NOTIFICATIONS

Each driver shall receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the districts' policy and regulations for meeting these requirements. Representatives of employee organizations shall be notified of the availability of this information. The information shall identify:

1. The person designated by the district to answer driver questions about the material;
2. The categories of drivers who are subject to the Code of Federal Regulations;
3. Sufficient information about the safety-sensitive functions performed by drivers to make clear what period of the work day the driver is required to comply with Part 382;
4. Specific information concerning driver's conduct that is prohibited by Part 382;
5. The circumstances under which a driver will be tested for drugs and/or alcohol;
6. The procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing process, safeguard the validity of test results and ensure that test results are attributed to the correct driver;

7. The requirement that a driver submit to drug and alcohol tests;
8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences;
9. The consequences for drivers found to have violated the drug and alcohol prohibitions of Part 382, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment;
10. The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04;
11. Information concerning the effects of drugs and alcohol on an individuals' health, work and personal life; signs and symptoms of a drug or alcohol problems (the driver's or a co-worker's); and available methods of intervening when a drug or alcohol problem and/or referral to management.

Each driver shall sign a statement certifying that he or she has received a copy of the above materials.

Before any driver operates a commercial motor vehicle, the district shall provide him or her with post-accident procedures that will make it possible to comply with post-accident testing requirements.

When tests are given pursuant to the Code of Federal Regulations, Title 49, Part 382, the district shall so inform drivers before drug and alcohol tests are performed. The district shall notify a driver of the results of a pre-employment drug test if the driver requests such results within 60 calendar days of being notified of the disposition of his or her employment application.

The district shall notify a driver of the results of random, reasonable suspicion and post-accident drug tests if the test results are verified positive. The district shall also tell the driver which controlled substance(s) were verified as positive.

Drivers shall inform their supervisors if at any time they are using a controlled substance, which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the driver that it will not adversely affect his or her ability to safely operate a commercial motor vehicle.

ENFORCEMENT

Any driver who refuses to submit to a post-accident, random, reasonable suspicion or follow-up tests shall not perform or continue to perform safety-sensitive functions.

A driver who is tested and found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform or continue to perform safety-sensitive functions

including driving a commercial motor-vehicle until the start of the driver's next regularly scheduled duty period, but not less than 24 hours after the test was administered.

A driver who in any other way violates district prohibitions related to drugs and alcohol shall receive from the district the names, address, and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems. The employee shall be evaluated by a substance abuse professional who shall determine what help, if any, the driver needs in resolving such a problem. Any substance abuse professional who determines that a driver needs assistance shall not refer the driver to a private practice, person or organization in which he or she has a financial interest, except under circumstances allowed by law.

An employee identified as needing help in resolving a drug or alcohol problem shall be evaluated by a substance abuse professional to determine that he or she has properly followed the prescribed rehabilitation program and shall be subject to unannounced follow-up tests after returning to duty.

State References

SDCL 32-12A-22	License endorsements
SDCL 32-12A-24	Physical qualifications of school bus drivers
SDCL 32-12A-25	Prior convictions information
SDCL 32-12A-26	Suspension of license bearing school bus endorsement

Original Adopted Date: July 2003

Reviewed: January 2017

Revised: February 2017

SPECIAL USE OF SCHOOL BUSES

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

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

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

State References

SDCL 13-29-1	District operation of buses permitted – Purposes for which used
SDCL 32-32-1	“School bus” defined
SDCL 32-32-2	Marking of school bus – When markings to be concealed – Violation as petty offense
SDCL 32-32-4	Use of color for other vehicles prohibited – Repainting of buses formerly used – Violation as petty offense

Original Adopted Date: July 2003
Reviewed: January 2017
Revised: February 2017

USE OF PRIVATE VEHICLES

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

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

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

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

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

Original Adopted Date: February 2017

Reviewed: January 2017

Revised: February 2017

FOOD SERVICES MANAGEMENT

The Board considers the practice of serving food at school primarily a convenience for parent/guardians, children, and school management; secondarily as a means of encouraging good health habits.

The school system will operate a school lunch program in each school, which will be under the supervision of the cafeteria supervisor.

The cafeteria staff in each school will be directly responsible to the district cafeteria supervisor, but will cooperate with the principal of the school in matters essential to the proper functioning of the food services program. The responsibility for control of students using the cafeteria will rest with the building principal, who may assign appropriate staff to provide supervisory control.

Food services will include breakfast and hot lunches for JK-12 students. The district will have a JK & Kindergarten milk program.

The Board will approve the prices set for school meals and the price of milk.

As required for participation in the National School Lunch Program, the Board agrees to follow required regulations.

1. That a reimbursable lunch be made available for students.
2. That free and reduced price lunches be provided students who cannot afford to pay the price of the reimbursable lunch.

Students will also be permitted to bring their lunches from home and to purchase beverages and incidental items.

References

Federal National School Lunch Act of 1946, as amended

Child Nutrition Act of 1966, as amended

Commodity Distribution Program

SDCL 13-13-2 Payments to school district of permanent school fund income

SDCL 13-13-3 Withholding of permanent school fund income from districts in default on obligation to school fund

SDCL 13-13-4 Sources of county general school fund

SDCL 13-13-5 Report and distribution of county general school fund to school districts

Original Adopted Date: July 2003
Reviewed: January 2017
Revised: February 2017

FREE AND REDUCED PRICE FOOD SERVICES

The district will take part as feasible in the National School Lunch Program and other food programs that may become available to ensure all children in the district receive proper nourishment.

As required by law and regulations of the State, the Board will offer free and reduced price breakfast, lunches and free milk to those qualifying children. In accordance with the guidelines for participation in these programs and the wishes of the Board, no child who a teacher believes is improperly nourished will be denied a free lunch, breakfast, milk, or other food simply because proper application has not been received from his or her parent/guardian.

The Superintendent will establish regulations that conform with requirements for participation in programs for free and reduced price meals and supplementary food. Such regulations will be reported to the Board as needed for its approval.

All financial records of these programs will be kept in a separate account by the Business Manager.

Original Adopted Date: July 2003
Reviewed: January 2017
Revised: February 2017

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

Works Protected by Copyright

Copyright protection extends to literary 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 works 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 District's 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.

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Reviewed: January 2017
Revised: February 2017

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 Business Manager with assistance from the Superintendent. The Business Manager with the assistance of 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 as needed. 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.

State References

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

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Reviewed: January 2017
Revised: February 2017

INDEMNIFICATION OF EMPLOYEES

If a claim or action is instituted against an employee arising out of an act or omission occurring within the scope of his or her employment, the board will indemnify the employee pursuant to South Dakota Law for claims not covered by insurance.

State References

SDCL 3-19-1	Payment or indemnity allowable for costs, fees, judgments, or settlements in claims or actions against officers or employees
SDCL 60-2-3	Employer to indemnify for his own negligence

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