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## **7.01 GOALS AND OBJECTIVES**

The Board shall provide processes, structures and resources to ensure staff, students and community members access to safe, sanitary and adequate buildings and grounds through procedures designed:

1. To provide access to facilities that are meeting safety, special and environmental needs to enhance learning and working conditions.
2. To provide community access to facility and ground areas to promote community involvement.
3. To provide timely and thorough inspection of facilities, vehicles and other resources to ensure safe service.
4. To develop time schedules and structures to provide services to students with the least amount of interruption to education.
5. To provide structures to evaluate and upgrade facility use areas and equipment to meet student needs.
6. To provide management systems to determine program needs and resources available at the school.
7. To provide for Assessment and reporting of information to the public to keep them advised of programs, accomplishments, needs and other items.
8. To implement policies and processes designed for cost effective business management at the school.
9. To develop and maintain inventory listings for property, vehicles, equipment, buildings and grounds.

Business operations are essential yet auxiliary to the schools central function of education. The Board serves as trustee of school facilities and supervisor of school business operation for the purpose of providing the facilities and services to support the educational program. In the operation and maintenance of the school plant, equipment and services, the school shall:

1. Maintain high standards of safety,
2. Promote staff and student health,
3. Reflect community aspirations; and,
4. Support efforts to provide quality instruction.

## **7.02 BUILDINGS AND GROUNDS MANAGEMENT**

The Board shall maintain school property in good physical condition, and as comfortable and convenient as the facilities will permit or use requires. The Facilities Manager shall be responsible for the care, custody and safekeeping of all school property and shall establish procedures and employ such means as may be necessary to discharge this duty. Principals are responsible for the care of school property used by their staff and students.

Principals are responsible for notifying the proper authorities or employees of building and operational needs, including the defacing or destruction of school property that needs cleaning or repair. Facilities Manager and Principals shall perform an inspection of school buildings and property during the school year, and shall submit a checklist to the Superintendent of property needing repair or replacement by the first Monday of May.

The Facilities Manager shall develop and submit a plan for approval for the overall management school facilities to the Board by the first Monday of June each year.

### **7.03 QUARTERS ASSIGNMENT**

The Superintendent/Housing Committee has the authority to assign employees to quarters, in consultation with the Housing Committee, with rent deducted on a biweekly basis from the salary check of employees leasing school quarters. The Housing Committee shall be comprised of the following LWS employees: Business Manager, Human Resources Director, Facilities Manager, Tenants are required to complete a housing agreement form annually. The Facilities Manager is responsible for inspecting quarters to ensure tenant compliance with housing policies. Failure to comply with housing policies shall result in termination of the housing agreement.

Quarters are reserved for certified personnel and other positions recommended by the Little Wound School Board. Temporary assignment of quarters by the Superintendent/Housing Committee is for the school year only or as otherwise specified.

#### **A. The following criteria shall be followed in assigning quarters:**

1. Quarters shall be assigned only to LWS employees on the basis of number of dependents for which bedrooms are required. Larger houses shall be assigned to larger families.
2. Married employees without children shall be assigned to suitable efficiency apartments before being assigned to multi-bedroom units.
3. Consideration shall be given to assigning quarters having the highest rental rates to higher salaried personnel.
4. Quarters shall not be assigned to employees for the use of relatives who are not members of the employee's immediate family, or immediate family members over twenty-six (26) years old.
5. Employees who originate from or intend to remain in the local area should provide their own quarters with the exception of personnel who are on 24-hour call for emergencies. Local area is defined as all lands within the boundaries of the Pine Ridge Reservation.
6. There shall be no summer time or temporary assignment of quarters.
7. Tenants must provide a list of authorized individuals to be occupying quarters. Any new occupants or any other changes must be reported to the Superintendent.
8. Any prior eviction from LWS Housing will result in ineligibility for future housing.
9. Trailer lots will be used for LWS full time/permanent employees only.

**b. Tenant Rights and Obligations:** Tenants of Little Wound School quarters may expect the same courtesies as are ordinarily extended by any landlord. The Board expects tenants to exercise reasonable care in the use of the quarters as is ordinarily expected of any tenant.

**c. Inspection:** An inspection of the quarters shall be made by the Facilities Manager and the tenant prior to and at the termination of the tenant's occupancy. An inspection report will be filed at the Facilities Office with a copy furnished to the tenant at the time of occupancy.

**d. Deposit:** A \$200.00 deposit shall be made to the school prior to moving into assigned quarters. The deposit will be returned to the tenant upon vacancy if there is no damage to the quarters other than normal wear. Mobile home lots shall require a \$100.00 deposit. Replacing lost keys will cost the tenant \$10.00.

**e. Damage:** Damage to school property or equipment shall be reported promptly. Tenants are responsible for damage caused by negligence or misuse and shall promptly reimburse the school in the amount determined by the Board. LWS reserves the right to set off any funds in the possession of LWS, or to file a claim in a court of competent jurisdiction, to recover for damages to LWS property by a tenant.

Tenants will be assessed and are expected to promptly reimburse the school for the rehabilitation or repair of the quarters or equipment for damages noted during maintenance or safety inspections or "check-out" inspections when vacating quarters. Such damages shall include deterioration beyond normal wear caused by misuse or negligence in the care and use of quarters or equipment. The tenant shall be responsible for making minor repairs to their dwelling.

Tenants leaving quarters unoccupied for an extended period of time shall arrange to have the quarters checked to insure proper functioning of the heating systems, hot water heater, etc. Any maintenance or repair cost arising from neglect during unoccupied periods shall be assessed to the tenant. Tenants shall be billed for repairs due to negligence through payroll deduction. Failure on the part of the tenant to keep fuel supply in the tanks or payment of utility bills constitutes negligence. The fuel tank shall be filled by the tenant before a final salary report is made.

**f. Rent:** Rent shall be charged according to the LWS Housing Rate Schedule, which shall be reviewed, approved by LWSB and published annually, prior to the issue of the housing agreements. A \$25.00 per month/per pet fee will be added to rent.

**g. Subletting:** Subletting or subleasing of any portion of quarters assigned to a tenant shall not be permitted. Exchange of money is not required to constitute subletting/subleasing.

**h. Business:** Conducting a business enterprise of any kind in quarters is not permitted, with the exception of those ventures which may occur periodically, and which have a duration of only a few hours, including, but not limited to, the following: food sales, rummage sales, lawn mowing, snow removal, babysitting services.

**i. Care of Lawn and Sidewalks:** The tenant is responsible for the maintenance of lawn and sidewalks within property boundaries and are expected to furnish their own maintenance equipment. The tenant shall make arrangements for care of lawn and sidewalk when on vacation. Playground equipment, swimming pools, sand boxes, etc., are not permitted on front lawns. Equipment of this type may be placed in the backyard with permission from the Facilities Manager.

**j. Maintenance:** Maintenance shall be performed in accordance with applicable guides and regulations.

**k. Alterations:** Structural, mechanical, or electrical alterations of any kind are not permitted.

**l. Parking:** Tenant vehicles shall be parked in such a manner not to inconvenience tenants in other

quarters. Parking on lawns is prohibited.

**m. Automobiles:** Automobiles parked at residence must be able to move under their own power, or the maintenance department shall have the right to remove the vehicle at expense of the tenant.

**n. Pets and Livestock:** Pets are subject to OST animal control ordinance. There shall be no more than one (1) dog or (1) cat per housing unit. There shall not be any dog or cat authorized in an apartment unit. Exotic animals of any kind are strictly prohibited in any of the housing or apartment units. All dogs outside of their yard shall be required to wear a leash. In addition, should any animal be found roaming at large on campus or tenant housing the following action will take place by the Facility Manager or their designee in accordance with the following procedures:

1. Documented notice will be given the owner of animal with warning of further steps to be taken.
2. Documented second notice will be given to owner with the understanding and consent that further violations of policy will result in the animal being removed from the Little Wound School property.
3. The Little Wound School security and/or facilities will be contacted to remove animal from Little Wound School property. A \$25.00 fee will be charged to the tenant if school personnel is required to remove the pet.
4. Continued violations of pet policy shall be grounds for removal from Little Wound School.
5. All efforts will be made to properly identify owners of pets before any action is taken, therefore, it is important for pet owners to have identification collars on their pets at all times.
6. No livestock shall be allowed on the LWS campus, except for agricultural, educational purposes, approved in advance by the Superintendent.

**n. Safety and Maintenance Inspections:** The Board shall authorize personnel to enter quarters for the purpose of making safety and maintenance inspections and to conduct equipment inventory. Failure to authorize inspection shall be grounds for eviction.

Tenant owned and used appliances including extension cords shall be U.L. approved types and shall be maintained in such condition that they will not present hazards. Tenants should take care not to overload electrical circuits.

No materials or goods shall be stored within two feet of furnaces, water heaters, and chimneys or smoke pipes. Continual violation shall be subject to penalty or eviction.

Tenants shall not allow debris to accumulate in or around quarters and shall keep their quarters free of hazards, which would cause fires or injuries. Noncompliance shall be grounds for penalty or eviction.

Tenant will be fined \$25.00 for clutter and garbage found in and around quarters.



**o. Loss or Damage to Personal Property:** The Board is not responsible for loss or damage to personal property of the tenant placed in school quarters. It shall be the responsibility of each tenant to properly insure their property against such loss.

**p. Conduct:** Tenants, family, and guests of tenants are expected to conduct themselves in an orderly and respectful manner. Conduct unbecoming an employee or their dependents and violations of other people's rights to include domestic violence shall be grounds for removal and/or eviction from Little Wound School quarters. If annual notification discussed in 7.03 (a) is not complied with, the lease may be terminated.

**q. Distribution:** A copy of this policy shall be permanently displayed on bulletin boards and attached to each quarter assignment form when initially issued to a tenant and accessible on the LWS website: [www.littlewound.us](http://www.littlewound.us).

**r. Minutes of Meetings:** Written minutes of each meeting of the Board shall be maintained for future reference when it pertains to quarters.

**s. Assignment Termination:** Termination of assignment and vacating of quarters shall correspond with the time of transfer, separation, etc. Inspection of quarters will be made at that time to determine the condition of the quarters and to assure all Little Wound School owned equipment is on the premises. Employees will be given two weeks to vacate school housing upon termination.

**t. No Alcohol, Drugs or Inhalants:** No alcohol, drugs or inhalants shall be allowed to be used, sold, or possessed by Tenants, their families, and guests of LWS Housing. Any drug or alcohol violations are grounds for immediate eviction of tenant. If convicted of any of the following: the selling, distribution, possession, manufacture or use of alcohol or illegal drugs from Little Wound School quarters by anyone is prohibited. This will result in the immediate termination of the housing agreement of the employee renting the quarters and immediate eviction. Reported incidences of such activity will be turned over to the Oglala Sioux Tribe Public Safety Commission and/or school personnel per the school's organizational chart. The incident report shall be submitted to the Superintendent's office for the Superintendent's review to maintain a record of the incident.

**u. Eviction Procedures:** Violation of a tenant's housing agreement, the LWS policies and procedures regarding quarters and mobile home lots on LWS property, or a violation of tribal or federal law, shall constitute grounds for eviction. Any such violation shall be sufficient grounds for eviction, but the school has the discretion to give the tenant one (1) warning and probationary conditions prior to eviction. Not more than one (1) warning shall be allowed before eviction proceedings are begun.

**v. Maintenance Procedures:** The following procedure shall be followed for minor repairs to quarters.

1. Requests for routine repairs or maintenance work shall be written by the requesting individual on the Work Order Form and a copy retained in the Facilities Office.

2. Persons dissatisfied with the non-completion of work requests may utilize the Grievance Procedure

outlined in the policies and procedures.

3. A work order request must be submitted to the Facilities Manager prior to implementing any repairs, except in an emergency.
4. If repairs are needed as a result of negligence, the Facilities Manager shall report the information to the Superintendent immediately. The cost of such repairs may be assessed to the individual.

w. **Smoking:** Smoking in apartments is prohibited.

x. **Firearms** of any kind shall not be displayed or carried outside of houses unless they are in cases or other containers for transport from house or vehicles.

#### **7.04 SAFETY PROGRAM**

The Board shall make every effort to prevent accidents by taking all reasonable precautions protecting the safety of those present on school property. The Board shall comply with all Civil Defense Regulations.

The Superintendent or Superintendent's designee shall have responsibility for the safety program and see that appropriate staff will be kept informed of state and local requirements relating to fire prevention, civil defense, sanitation, public health and occupational safety. The staff shall adhere to recommended safety practices as they pertain to the school.

#### **7.05 FIRE PREVENTION**

Fire prevention measures in the school shall be in compliance with appropriate Safety Code(s) and directives of the state Fire Marshall in cooperation with the Bureau of Indian Affairs (BIA).

Fire prevention shall reflect the top priority the school gives the welfare of students and staff. Those in charge of school property being used for purposes other than instruction are responsible for compliance with school fire prevention measures.

#### **7.06 EMERGENCY DRILLS**

The Superintendent or their designee shall:

1. Develop a plan for building evacuation in case of emergency.
2. Conduct emergency drills and report evacuation time lines to proper authorities.
3. Post emergency exit directions in all school buildings.

Failure of staff to participate in emergency drills shall result in personnel action for insubordination. Activation of fire alarms without approval or need will result in immediate disciplinary action against the perpetrator, up to and including expulsion.

## **7.07 BOMB THREATS, TORNADO PLAN, FIRE PLAN, LOCK DOWNS, AND CRITICAL INCIDENTS PROCEDURES**

All School personnel shall cooperate fully with police in planning and carrying out procedures for dealing with bomb threats and lockdowns, and shall be given instructions regarding their responsibility in the event of such a situation. One copy of all of these plans and procedures will be posted in each classroom, office and provided to substitute teachers during substitute orientation.

Sessions shall be held during personnel pre-service, prior to the beginning of the school year. A crisis team of school personnel shall be established in August, prior to the school year beginning.

*Ref: Crisis Management Plan master copy is on file in each Principals office.*

## **7.08 TRAFFIC AND PARKING CONTROLS**

The Board shall work with appropriate agencies in an effort to provide the best possible safe coverage for students leaving and entering school grounds which may include use of safety patrols at crosswalks and marking school speed zone areas as provided by law. The Superintendent shall develop rules and regulations for parking and traffic control on school property.

## **7.09 SAFETY INSPECTIONS**

The Facilities Manager with the prior written approval of the Superintendent shall:

1. Acquire or approve of inspections by licensed off-site inspectors for their services;
2. Develop, monitor and implement safety inspection procedures for all school areas and services;
3. Develop and conduct inspections of all heating, emergency and other systems of the school; and,
4. Implement inspection activities on a regularly scheduled basis.

The Principals shall provide for the ongoing inspection of instructional and support service work stations to ensure health and safety requirements legislated by tribal, state and federal agencies.

## **7.10 SECURITY**

The Facilities Manager shall develop security procedures for Board approval to include daytime/nighttime security for:

1. Provision for door locks,
2. Minimizing fire hazards,

3. Reducing possibility of faulty equipment (routine checks on LWS equipment),
4. Protection against and reporting of vandalism and burglary,
5. Oversee security of buildings and school housing on campus.
6. Security equipment.
7. Personnel certification or training/certification.
8. Establish agreements with O.S.T. agencies and Public Safety i.e. plan for curfew enforcement.
9. The Facilities Manager will be responsible for the assignment of school keys to employees. Employee will be responsible for the keys issued to them and shall not make copies of the key(s) without the permission of the Facility Manager. If an employee loses school keys, the employee will be responsible for the cost of replacing the keys.

#### **7.11 VANDALISM PROTECTION**

The Superintendent is authorized to sign criminal complaints and to press charges against perpetrators of vandalism against school property and to delegate authority to sign such complaints and to press charges.

#### **7.12 HEATING AND LIGHTING**

The Facilities Manager shall be responsible for making certain that heating and lighting to include proper Exit signs for all areas are maintained at proper levels and conduct periodic inspections of all areas to make certain that levels meet environmental and school learning needs.

Propane and heating fuel tanks shall not be filled without prior authorization of the Facilities Manager.

#### **7.13 CLEANING PROGRAM**

The Building Principals shall develop and implement a cleaning program for school facility and campus areas and shall submit regular reports to the Board. The Building Principals shall conduct periodic inspections of these areas as part of the performance assessment criteria.

Custodial personnel shall be given schedules and locations of cleaning responsibility. Employees are to contact the Building Principals immediately if scheduled cleaning of facilities does not take place. Principals shall periodically schedule campus area cleanup activities implemented by staff and students.

#### **7.14 SANITATION**

The Board shall ensure that all facility and grounds areas of the school meet sanitation requirements, and require supervisory personnel to make certain that promotion and maintenance of sanitary conditions in all areas under their supervision are met. Inspection of sanitation conditions shall be conducted daily with

responsibility for sanitation provided by the Facilities Manager.

### **7.15 REPAIRS AND ALTERATIONS**

Employees are not authorized to make alterations to any equipment or school property without the signed written consent of the Superintendent and Facilities Manager. Principals are responsible for consulting with the Facilities Manager concerning needs for any repairs to building or campus areas. The Facilities Manager and Superintendent shall complete a facilities review annually, documenting major repair needs. The checklist submitted by school principals shall be relied upon in the annual facilities review.

The following procedure shall be followed for minor repairs to school buildings, grounds and quarters:

1. Requests for routine repairs or maintenance work shall be written by the requesting individual on the Work Order Form and a copy retained in the Facilities Office.
2. Persons dissatisfied with the non-completion of work requests may utilize the Grievance Procedure outlined in the policies and procedures.
3. A work order request must be submitted to the Facilities Manager prior to implementing any repairs, except in an emergency.
4. If repairs are needed as a result of negligence, the Facilities Manager shall report the information to the Superintendent immediately. The cost of such repairs may be assessed to the individual.

### **7.16 EMERGENCY REPAIRS**

Need for emergency repairs shall be reported to the Superintendent by the supervisor. The Superintendent has the authority to determine processing of expenditures for emergency repairs.

### **7.17 LEASING AND RENTING**

The Superintendent is authorized to lease or rent to individuals or organizations requesting the use of school facilities with such privileges contingent upon completion of facility use agreement criteria. The cost of leasing and renting school facilities shall be in accordance with the School Facility rate schedule, which shall be reviewed and issued annually at the Board's August meeting.

1. Activities sponsored by student and school groups have preference over outside use of facilities.
2. Authorization and scheduling of facility areas through the Activities/Athletic Director, inclusive of signatory approval on a Facility Use Agreement.
3. A \$200.00 deposit shall be returned to the sponsoring individual or organization after verification of the meeting of all criteria in the use agreement following the activity.
4. Release of any liability of the Board by individuals or organizations utilizing school facilities.

5. Payment of any damages and cleaning exceeding the \$200.00 deposit within a specific time line.
6. Payment of wages for cleaning during and after the activity.
7. Provide proper security and cleanup during and after the activity. Failure to provide proper security and cleanup shall constitute a waiver of the return of the deposit.

The Building Principal or designee shall be responsible for completion and monitoring of facility use agreements to assure proper coordination of facility use and scheduling needs of school-sponsored activities in their respective facilities.

Student organizations using facilities are not required to submit a damage deposit or rental fee unless previous use has resulted in damage to facilities or equipment during activities. Sponsoring organizations shall be required to consult with public safety to make arrangements for security for activities at least two weeks prior to the activity, unless other suitable arrangements for security have been made and approved.

#### **7.18 MAIL SERVICE**

The following shall govern incoming and outgoing mail service:

1. Use of school postage meter for personal mail is prohibited.
2. Restrictions affecting regular postal service shall be in effect for mail service.
3. Outgoing mail must be placed in proper mailbox in the Superintendent's Office.
4. Facilities Maintenance personnel are responsible for pick-up and delivery to Kyle Post Office.
5. The Superintendent's secretary shall be responsible for the notification to departments for pick- up of mail.
6. All incoming and outgoing mail shall be for school purposes only. Employees and others shall not utilize the Little Wound School mail for personal purposes, and particularly for any illicit, unlawful or immoral purposes. Such usage, if discovered, shall subject the sender or recipient to immediate termination.

#### **7.19 RECEIVING**

The Business Office is authorized to receive postal or other delivery of goods and items to the school and is responsible for recording invoices and the inventory and proper disbursement of items.

#### **7.20 WAREHOUSING**

Items are to be warehoused in identified storage areas that inhibit damage to the items. Supervisors are

responsible for monitoring the distribution of supply items to personnel under their direct supervision. Employees are not to hoard supplies.

## **7.21 EQUIPMENT LEASING AND RENTING**

The Superintendent or the Superintendent's designee is responsible for developing procedures authorizing and coordinating the lease or rental of school equipment.

## **7.22 EQUIPMENT MAINTENANCE**

The supervisor to whom equipment is assigned shall be responsible for making certain items are kept in functional working condition, shall identify and implement periodic inspection of all equipment to make certain that upkeep standards are met and shall record all inspections and repairs to equipment.

## **7.23 EQUIPMENT AND SUPPLY RECORDS**

Inventory procedures for equipment and supply items shall be as prescribed in Section 5.28 Fiscal Management.

## **7.24 AUTHORIZED USE OF EQUIPMENT**

Employee use of equipment or supplies for personal reasons is prohibited unless authorized in writing by the Superintendent. Unauthorized use of equipment and supplies shall result in disciplinary action.

## **7.25 TELEPHONE USE**

Telephone use is for school business only. No (900) or other such calls may be made from school phones. Employee use of the telephone or their own cell phones during school hours for personal calls will result in disciplinary action with the cost of such calls deducted from the employee's payroll check. Students and staff are not authorized to make outgoing personal calls on school telephones or personal cell phones and will not be called to receive incoming calls unless in an emergency or as authorized by the Principal in writing. Business Office personnel shall reconcile monthly telephone billings.

School issued cell phones shall be issued at the discretion of departmental supervisor's with approval of the Superintendent for work related purpose(s). Any added/downloaded applications, ringtones, etc. are not permitted on the school issued cell phones.

## **7.26 DUPLICATING SERVICES**

The Printing Office is maintained to provide employees with access to duplicating services for instructional and other authorized materials. Employees requesting large volume copying are to consult with the Printer to schedule completion of needed items. Employees may duplicate materials utilizing available equipment in the printing office for small quantity copying with the number, type and employee name recorded in available log books. Office copy machines are to be used for school business unless otherwise authorized by the supervisor to whom the machine has been assigned. The Printing Office shall

establish and administer rates for duplication of personal or other organization copying of materials.

## **7.27 STUDENT TRANSPORTATION MANAGEMENT**

The transportation program shall be designed to transport students living an unreasonable walking distance from school in a safe efficient manner and to provide transportation for academic field trips in direct support of the curriculum, extra-curricular program needs, and other support uses for students.

- a. Students shall be returned to their home following school activities and employees delivering students are required to make certain that a parent is present prior to leaving the student. The student is to be returned to the school and alternatives implemented if the student cannot be returned home safely.
- b. Elementary teachers shall escort their class to bus loading zones daily to make certain they board the bus safely.
- c. Elementary teachers shall notify parents to make certain that a parent is home when school closes early due to inclement weather or other reasons. The student is to be returned to school and other alternatives implemented if a parent is not home.

## **7.28 TRANSPORTATION GUIDELINES**

The Transportation Manager is responsible for all school vehicles used, for student transportation and the operation of the Transportation Department and shall conduct an annual program Assessment. The overall transportation program shall be monitored by the Transportation Manager on a daily basis and is subject to periodic Assessment by the Business Manager or offsite resources.

Routine maintenance procedures shall be developed to keep the property in good condition to ensure longevity of property and transportation vehicles. Preventative and all other maintenance will be conducted by a certified mechanic. Written records/documentation of any routine maintenance conducted will be kept in a log.

- a. Criteria for management of school transportation services shall be:
  1. Adequacy: to provide necessary sufficient transportation to and from school and for school programs.
  2. Safety: to account for hazards, potential dangers to students, and other appropriate safeguards.
  3. Economy: to operate in the most efficient manner possible considering all constraints imposed.
- b. Violation of the transportation guidelines will result in the following disciplinary procedures.
  1. Driving Privileges will be prohibited for a period of five days.
  2. A second violation will result in privileges being prohibited for a period of ten days.



3. All driving privileges will be revoked for the current school year and employee will be removed from school vehicle insurance policy.

c. General guidelines for management of the Transportation Department are:

1. Employees operating school vehicles are required to possess a valid driver license, have a safe driving record and be listed on the school insurance policy.
2. Students are prohibited from operating school vehicles.
3. Buses shall not be left unattended when buses are running or when students are on the bus and keys shall not be left in unattended school vehicles at any time.
4. Employees using school vehicles are required to document the mileage, fuel usage and other reports required by the Transportation Department.
5. Employee using school vehicles assigned to the Transportation Department must receive prior clearance from the Transportation Manager.
6. Requests for vehicle use to pick up supplies, or to attend meetings and workshops, must be scheduled three (3) days in advance. Forms can be picked up in the Business Office or Administration Office.
7. All school vehicles used for any purpose shall be checked out through the Transportation manager with an inventory prior to and subsequent to such use.
8. Employees requesting transportation services for school related activities and/or field trips are required to complete a Field Trip Request form and submit completed forms to the Transportation Manager two weeks in advance. The forms can be picked up in the Business Office or Administration Office.
9. Alcoholic beverages or other drugs are prohibited in school vehicles and use of such while operating school vehicles will result in disciplinary action.
10. Employees are to immediately submit credit cards and return vehicle keys to the Transportation Manager following vehicle use.
11. Employees are prohibited from unauthorized use of school vehicles.
12. Employees shall be responsible for the vehicle. Misuse/abuse of vehicle will result in immediate disciplinary action, which may result in being liable for any damages incurred throughout possession of vehicle. Driver will be placed on a probationary status and may lose privileges of using the school vehicles.

13. Employees or others shall not use Transportation Department fuel, supplies or equipment for their personal use.
14. Anyone using school vehicles, including coaches, sponsors and managers shall clean the vehicle prior to returning it to the Transportation Department. Failure to clean the vehicles may result in no further vehicle use for that individual.
15. The driver shall report any accident involving school vehicles immediately to proper authorities and the Transportation Manager.
16. Anyone operating a school vehicle must abide by all traffic laws and regulations. Only Little Wound School employees with valid Commercial Drivers Licenses (CDL) shall operate LWS buses. Only licensed and insured LWS employees shall operate non-CDL school vehicles.
17. Buses shall not leave main bus routes, and take off-highway roads to student's homes. School issued SUV's may be utilized for off-highway roads to student's homes.
18. All efforts should be made by all school staff to assist parents and children in transporting children to and from the school during inclement weather.
19. No mileage shall be paid to parents who transport their children to and from school bus routes and school activities.
20. A bus shall wait for students a maximum of three (3) minutes.
21. No pets are allowed in any school vehicles.
22. Handicapped vehicles designated for handicapped students use only shall only be used in the transportation of the handicapped.
23. Building Principals or their designee shall notify the transportation department on a daily basis of dropped or suspended students and new enrolled students.
24. Transportation Manager or designee will notify building principal if student is absent from bus stop for three consecutive days. The bus will no longer make this stop unless otherwise notified by principal or parent.
25. If a student misses the bus after school the driver will not turn around to transport the student, if beyond a ¼ mile radius.
26. Students are to be responsible for proper disposal of any food or beverage items brought onto the bus/vehicles. If violated, student will be responsible for cleaning the bus/vehicles. Teachers are to be responsible for the supervision and cleaning up of any buses/vehicles used on field trips.
27. Use of chewing and smoking tobacco products shall not be permitted on school owned vehicles at

any time.

28. Students participating in after school activities will have the option of riding the activity bus and/or vehicles.

### **7.29 SCHOOL BUSES**

The Transportation Manager is responsible for making certain that a qualified driver is approved for vehicle use in all instances involving student transportation services. The driver is responsible for the safety of the passengers riding in their bus or vehicle, during the ride and while passengers enter or leave the bus or vehicle.

Bus Drivers are responsible for maintaining vehicles assigned to them in a safe clean condition. Chewing and smoking tobacco products shall not be permitted on buses at any time. Routine maintenance procedures shall be developed, to keep the property in good condition to ensure longevity of property and transportation vehicles. Preventative and all other maintenance will be conducted by a certified mechanic. Written records/documentation of any routine maintenance conducted will be kept in a log.

Bus drivers may keep their buses at their house overnight, with their supervisor's approval, but are responsible for any damage caused by the bus drivers or their families. Bus drivers shall not drive buses for their own use.

### **7.30 PRIVATE VEHICLE USE**

Employees shall not operate their personal vehicle to transport students.

### **7.31 TRANSPORTATION INSURANCE**

The Board shall purchase insurance to provide protection to children transported for school purposes in school owned, leased or controlled motor vehicles. Such insurance coverage is not an admission of liability by the school for any injury or damage occurring during transportation of children for school purposes in school owned, leased or controlled motor vehicles, nor shall the existence of Federal Tort Claim Act protection in any way relieve the LWS liability insurance carrier from coverage for accidents and other negligent acts committed by LWS, its Board Members, officers, agents, and employees. All school vehicles which require that drivers have CDLs and all other LWS vehicles shall be driven only by qualified, appropriate, and licensed LWS personnel.

### **7.32 VEHICLES SAFETY INSPECTION**

All school vehicles used for transportation services shall be required to pass vehicle inspections and regulations of all applicable transportation laws. The Transportation Manager is responsible for making certain that all vehicles are in compliance and are maintained within regulations and safety inspection requirements during the school term. The Transportation Manager shall implement procedures to ensure compliance for licensing, insurance and inspection requirements. The Transportation Manager is responsible for ensuring all school vehicles are equipped with required items and shall develop,

implement and monitor procedures for vehicle maintenance.

### **7.33 SCHOOL BUS CONDUCT**

Little Wound School provides transportation for students who reside within the school service area and it is imperative that behavior of students on buses be positive to provide for safe transportation services.

The respective principal will implement the student disciplinary procedure with recommendations from the Transportation Manager if any students violate the school policies while being transported to and from school. Student may be subject to the following consequences in addition to other discipline as allowed pursuant to these policies if student's behavior becomes disruptive, destructive or violates school policy in cases of major infractions:

1. Suspension from riding the bus for a designated period of time.
2. Discontinuance of transportation services for continual abusers of behavior boundaries.
3. Ineligibility for transportation services to school-related activities for a designated period of time.
4. Driver has the authority to remove student from bus if necessary.

These disciplinary actions must be taken in conjunction with the policies on discipline protocol. Students should report any incident(s) occurring on buses to their Principal and Bus drivers shall report the name(s) of any student(s) who violate established rules of conduct to the Transportation Manager. The Transportation Manager shall maintain a record of infractions committed by students during the ride to and from school, which shall be submitted, to the Superintendent monthly.

If the violation affects the welfare and/or safety of the bus driver or passenger(s), the Bus Driver has the authority to immediately remove the student/person from the bus. (\*Suspend transportation services until the Transportation Manager can be notified.) If immediate removal takes place, the Transportation Manager and Superintendent must be immediately notified for further action.

### **7.34 SCHEDULING AND ROUTING**

The Transportation Manager is responsible for establishing bus transportation routes and schedules in consultation with the Superintendent or their designate. Service for students and school related activities have preference in the scheduling of school vehicle use. Employees are required to schedule and coordinate all destinations and vehicles used through the Transportation Manager.

### **7.35 TRANSPORTATION RECORDS**

The Transportation Manager shall be responsible for submitting vehicle and department reports to the Superintendent or their designate. Such reports shall include:

1. The total mileage for each vehicle,

2. The number of students transported by each vehicle,
3. The type and number of activity runs completed,
4. Any inspection(s) completed and the result(s),
5. Preventive maintenance performed on each vehicle,
6. Total fuel and other supplies consumed during the reporting period.
7. Documentation of departure and arrival time of bus routes at each stop and,
8. Notification of schedule for approximate pick up and drop off of students should be given to parents.

### **7.36 FOOD SERVICE PROGRAM MANAGEMENT**

#### **SCHOOL WELLNESS**

Little Wound School will provide all students with a strong foundation of knowledge, fitness, nutrition and healthy choices in a challenging and changing world. Little Wound School will provide an environment that promotes, protects and preserves health. Effective health education is a shared responsibility that begins in the home and is reinforced in the community by its citizens, health and agencies and schools.

#### **Nutrition Education:**

The K-12 nutrition education will include elements that incorporate South Dakota Health Education Standards on nutritional concepts with support healthy lifetime nutritional decisions.

#### **Nutritional Standards:**

The K-12 nutrition standard will include, but not be limited to, promoting nutritional choices while impressing upon the students the importance of good nutritional decisions throughout their lives.

1. Little Wound School will encourage healthy food choices for classroom activities.
2. Little Wound School will offer healthy choice options in all school vending machines and school sponsored events.
3. Little Wound Schools meal program will comply with local, state and federal guidelines.

#### **Physical Activity:**

The K-12 fitness and physical education curriculum will incorporate elements of South Dakota Physical Education Standards. Little Wound School will promote lifetime physical activity choices and encourage students to invest themselves in activity-based programs throughout life.

1. K-12 students will have the opportunity to be involved in physical activity through Little Wound Schools physical education programs, before – and after-school activities, OR other activity programs.
2. K-12 students will be encouraged to participate in community-offered fitness and/or athletic programs.
3. Little Wound School will support facility usage by students and community member for fitness and/or athletic activities.

### **Other School – Based Activities:**

The K-12 school-based activities will provide opportunities for students and staff to engage in lifetime wellness activities and screenings throughout their schools and community. Little Wound School will provide nutrition education and physical education to students, staff, parents, and when appropriate, community members.

Little Wound School personnel will encourage healthy eating and physical activities.

### **Policy Evaluations:**

The school administrators, through evaluation of all staff responsible for nutrition education, nutrition standards, physical education/activity, and other school-based activities, will assure that the requirements of this policy are met.

The Board shall implement a Food Service Program for students to meet or exceed all sanitation, nutrition, and quality meal requirements of Child and Adult Nutrition Services Program (CANS) and other requirements established by the Board. The Food Service Manager shall be responsible for the program on a daily basis and for food service staff supervision.

Goals of the Food Service Program are:

1. To provide sanitary food preservation, preparation and serving activities designed to enhance student participation in the food service program.
2. To prepare menus that meets nutritional standards and to consult with the student council on items for meals that enhance student participation in the program.
3. To implement daily cleaning and maintenance activities in the food service area that ensures compliance with sanitation and health requirements.
4. To disseminate information on meal planning to enhance student participation in the food service program.
5. To work with school and community groups in planning and preparing special occasion meals to supplement activities and enhance community involvement.

6. To implement a system of meal preparation that promotes variety, participation, cost-effectiveness, and nutrition.
7. To implement an accounting and reporting process designed to accurately reflect participation in the food service program.

The basic requirements of the Food Service Program are:

1. Individuals who are not food service employees are prohibited from being in the food preparation area unless authorized by the Food Service Manager.
2. Food items shall not be taken from the food service area by individuals for their personal use.
3. Groups requiring food service for special meals are required to submit a written request to the Food Service Manager two weeks prior to the date of services being requested.
4. All food service personnel are required to have a physical examination annually and must be free from any communicable disease prior to working in the food service program.
5. Food service personnel shall be appropriately attired and groomed.
6. Students shall be prohibited from being in the food service area unless approved to assist by the Food Service Manager.
7. Only students and working staff shall participate in the regular breakfast program.
8. Community member or organization use of food preparation, serving or dining areas may be authorized by the Food Service Manager if:
  - a. The organization or individual signs a facility use agreement that stipulates the limitations authorized by the Food Service Manager.
  - b. A food service employee must be present to provide supervision for proper cleanup of the facilities and monitor the use of equipment or other items.
  - c. The organization or individual must sign a release of liability for use of equipment, facilities or other items.
9. School-sponsored activities requiring access to food service materials, supplies, equipment, or facilities are not required to submit a deposit. Such activities must have approval of the Food Service Manager and at least one food service worker shall be present to monitor items as specified in number 9a above.
10. Employees may purchase meal tickets from the Business Office Receptionist to participate in the

lunch meal at the school. The cost for meal tickets shall be:

20 meals - \$45.00 10 meals- \$35.00 1 meal - \$3.75

11. The Superintendent may approve of complimentary meals at no cost to the employee or others for participation in the lunch meal.
12. Departments may provide and prepare coffee for employees working in their own department.
13. Food Service accommodations must be provided to section 504 identified students and other special needs. Documentation of special needs must be submitted to Food Service Manager.
14. FOOD SERVICE INVENTORY: Semi-annual physical count of all food purchases and commodities received shall be conducted by the kitchen supervisor and submitted to the Business Manager. This count shall be compared to the perpetual inventory records maintained by the Food Service Staff.
15. The sale of foods and beverages of minimal nutritional value shall be prohibited throughout the school grounds between the start of the school day and the end of the last lunch period.

### **7.36.1 FOOD PROCUREMENT & CODE OF CONDUCT**

Little Wound School shall conduct all procurement procedures in compliance with state regulations; and to prohibit conflicts of interest and actions of employees engaged in the selection, award and administration of contracts.

No employee, officer, or agency may participate in the selection, award, or administration of a contract supported by a Federal, State, or Tribal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agency, any member of his or her immediate family, his or partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee may neither solicit not accept gratuities, favors, or anything of monetary value from contractors of parties to subcontracts. However, the school may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value.

Non-compliance by the school employees with these standards of conduct may be subject to disciplinary procedures, up to termination, in accordance with LWS school policy 3.07.

Little Wound School procedures shall avoid acquisition of unnecessary or duplicative items. Consideration is given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made to determine the most economical approach.



### **7.37 FREE FOOD SERVICE**

The Board shall participate in Child and Adult Nutrition Services program to assure all students the opportunity to receive proper nourishment.

The Food Service Manager is responsible for enforcing rules, regulations and procedures which meet tribal, state and federal requirements regarding participation in programs for free or reduced price meals and other available supplementary food and nutrition program resources.

### **7.38 FOOD SERVICE SANITATION INSPECTIONS**

The Food Service Supervisor shall be responsible for developing and implementing regular, daily and other scheduled cleaning assignments for staff to ensure that health and sanitation requirements are consistently met in the food service area.

The Superintendent or the Superintendent's designee shall submit sanitation inspection reports and Assessments to the Board as received and shall provide a copy of reports to appropriate employees and other agencies.

### **7.39 FOOD SERVICE RECORDS**

The CANS Clerk shall be responsible for assessing student eligibility for participation as established by CANS Program, for daily accounting and record keeping required to maintain program compliance and reimbursement.

The Business Manager shall monitor and submit reports to CANS Program and shall conduct periodic auditing of accounting and reporting data maintained daily by the Food Service Program.

### **7.40 INSURANCE MANAGEMENT**

Board purchase of insurance shall be in accordance with all laws and regulations with the Business Manager responsible for the management of school insurance programs, with the understanding that LWS, a Self-Determination and Educational Assistance Act Contract School, has certain protections under the Federal Tort Claim Act for tort claims against the school.

The Board shall provide personnel and property insurance coverage as mandated by law and may consider insurance or fringe benefit coverage as options dependent upon needs and budget. The Board shall purchase liability insurance for Board officers and employees in discharge of official duties.

### **7.41 FACILITY EXPANSION GOALS**

The Board shall authorize the construction of a sufficient number of school buildings to meet the demands of present and future student enrollments.

#### **7.42 LONG RANGE PLANNING**

The Superintendent shall submit a written outline of the long-range facility needs of the school annually at the June meeting. The Superintendent is authorized to consult with those persons who can lend professional assistance and guidance in this matter.

The Board reserves the right to accept or reject any or all of the recommendations for facility needs from Advisory Committees.

#### **7.43 FACILITY OBSOLESCENCE DETERMINATION**

The Facilities Manager is responsible for reporting to the Board about any facilities that have deteriorated to the point that they are no longer usable.

Only the Board may close a school building only after a public hearing on the questions of the necessity and practicality of the proposed closing.

#### **7.44 NAMING NEW FACILITIES**

The Board has the responsibility to name all new school facilities and may consider suggestions from citizen groups, staff and students.

#### **7.45 PROJECT PLANNING ARCHITECTS**

Architects will be used for renovation, modification and construction projects, as required by tribal, state or federal regulations. All architects are recommended by the Facilities Manager to the Superintendent for submission to the Board for approval. The architect shall advise the Superintendent and the Board on the phases of the program for which they have technical training and experience and shall perform other functions as follows:

1. Translate the program for which the facilities are needed into building design and specification.
2. Advise the Superintendent on letting of contracts.
3. Supervise or direct construction.
4. Advise the Superintendent as to costs on additions.
5. Recommend approval and acceptance of completed facilities.

#### **7.46 STAFF INVOLVEMENT IN FACILITY PLANNING**

The Superintendent will make arrangements for the staff and students to contribute in the planning of new school buildings.

Staff and students shall have the opportunity to submit suggestions for possible inclusion in the educational specifications.

#### **7.47 COMMUNITY INVOLVEMENT IN FACILITY PLANNING**

The Board shall enlist parent and community members to serve on advisory committees who shall report their recommendations to the Board regarding the need for new school facilities and the types of facilities most appropriate.

#### **7.48 EDUCATIONAL SPECIFICATIONS OF FACILITIES**

The Board shall abide by tribal and federal specifications and requires the Superintendent to develop a set of educational specifications, which will then be discussed in conferences with the architect. These specifications shall include the following:

1. Information concerning the school organization plans and estimated enrollment;
2. A description of the curriculum and teaching methods to be employed;
3. A schedule of space requirements, including the location of various spaces;
4. A desired layout of special areas and the equipment needed for such areas;
5. An outline of mechanical features and special finishes desired;
6. A description of standard codes and regulations affecting planning.

#### **7.49 CONTRACT AWARDS PROCEDURE**

The selection of a site for a new building is made in accordance with previously established criteria.

1. For each project an architect is assigned on a contingency basis.
2. Architectural contracts are signed by the Board Chairperson, upon approval by the Board.
3. For each project a preliminary plan is developed and approved by appropriate agencies and the Board.
4. The plans and specifications are prepared to conform to all codes governing public buildings.
5. Working drawings are approved by appropriate agencies and the Board.
6. An addition to an existing building or construction of a new building is advertised for bids by the Board.
7. Sealed bids are received on the date advertised and are opened and read in public.
8. Each bidder fills out a "Statement of Bidder's Qualifications" stating their financial status and general information concerning their firm.
9. The tabulation of the bids for each project is certified by the architect and is presented to the Board with the certification of Superintendent.

The low bidder is required to furnish 100% performance and payment bond or a certified check equal to 15% of the bid to the Board. The low bid is analyzed and compared to bids on similar projects and the

architect's cost estimates and control budget. The Board reviews the bids with the right to accept or reject any and all bids. With the authorization of the Board a construction contract will be executed which includes the Performance Bond Payment Builders Risk Insurance and Contractors Protective Liability Insurance.

American Indian preference will be considered on contracts awarded by the Board.

## **7.50 BUILDING PROJECT RECORDS AND REPORTS**

The Facilities Manager shall be responsible for making reports to the Board on the progress of building projects. At the invitation of the Facilities Manager, the architects supervising particular projects may be asked to appear before the Board.

The Facilities Manager is responsible for keeping the appropriate records and documents concerned with each building project, such as copies of contracts, cost analysis sheets and plans and specifications.

## **7.51 COMPLETED BUILDING PROJECT**

Upon completion of the building construction and a final inspection by the architects and Facilities Manager, the Board accepts or rejects the final inspection report.

## **7.52 PUBLIC INFORMATION PROGRAM**

The Board shall make the public fully aware of all aspects of the school by:

1. Keeping the public informed regarding policies, administrative operation, objectives, educational program, and successes or corrective measure being taken.
2. Furnishing full and accurate information, favorable and unfavorable, together with interpretation and explanation of the school plans and programs.

## **7.53 SCHOOL SPONSORED INFORMATION**

The Media/Communications Coordinator shall employ such means as necessary to inform citizens of school activities and policies.

## **7.54 NEWS RELEASE**

The Superintendent shall be responsible for releasing information about the school system and Board action(s). News releases will only be made through, the Superintendent and the Superintendent's designee.

Staff and students shall submit information regarding classroom, school or community activities to the Principal who shall submit copies to the Superintendent for appropriate action.

## **7.55 LOCAL GOVERNMENT RELATIONS**

The Board will cooperate with other governmental agencies to achieve the best interests of youth and citizens of the school service area.

## **7.56 RELATIONS WITH LAW ENFORCEMENT**

Cooperation with law enforcement agencies is essential for the protection of students, the maintenance of a safe school environment, and to safeguard all school property. Safe Schools Coordinator shall develop a Memorandum of Understanding with the OST Law Enforcement at the beginning of the school year and shall have the LWS Board approve such Memorandum.

## **7.57 INTERROGATIONS AND INVESTIGATIONS BY LAW ENFORCEMENT**

Law Enforcement may be called to the school at the request of the respective Principal, Superintendent, School Security or School Resource Officer. Law Enforcement shall contact the Superintendent or Principal first if they wish to come to school for official business.

Prior to Law Enforcement questioning or detaining a student on a Law Enforcement matter, the respective Principal shall inform the parent of such request and ask them to attend such interview, unless the investigation involves an Abuse and Neglect investigation involving the student, the student's siblings, and their legal guardian. If the parent does not approve of the interview, the interview shall not be held on school grounds. Students cannot be arrested for offenses taking place off school grounds without a valid arrest warrant presented to the respective Principal.

## **7.58 RELATIONS WITH PARENT ORGANIZATIONS**

The Board recognizes the constructive role which parent-teacher groups can play in the school system and shall offer these groups its' full cooperation. Effective leadership provided by these organizations is valuable for the improvement of educational programs and community support of the school.

## **7.59 PRIVATE SCHOOLS RELATIONS**

The Board will cooperate with parochial and private schools in matters of mutual benefit when not prohibited by law.

## **7.60 SHARED SERVICES**

The Board shall cooperate with colleges, universities, and other agencies promoting research based on the following criteria and as drawn up by the Superintendent:

1. The objectives of the research should be clearly stated and the design should produce valid and reliable to be made available to the school;
2. The project should contribute something of value to the improvement of education;

3. Instructional activities will not be interrupted unless there is significance for the school's educational program;
4. Support the efforts of the Oglala Sioux Tribe Department of Education and other recognized tribal organizations, i.e., including board memberships such as ONEC, DACTS, NISBA, etc.

#### **7.61 RELATIONS WITH COLLEGES AND UNIVERSITIES**

The Board believes that staff and students should take full advantage of resources provided by colleges and universities in the area. The Superintendent shall keep the Board informed of all opportunities for services between the school and institutions of higher learning, including student, teacher and administrative internship programs.

#### **7.62 PROFESSIONAL VISITORS AND OBSERVERS**

One of the ways Board members and staff can improve their effectiveness and the quality of education for students is by visiting school systems with novel, experimental or innovative programs. Board members should occasionally visit other school systems and encourage staff to do so. The Board also welcomes professional visitors to Little Wound School. All visitors shall report to the principal's office or superintendent's office to state their business before entering any other part of the LWS. Such visitors shall sign a visitor's sign-in sheet at the respective Principals office.

Groups who wish to visit the school should make arrangements in advance with the respective Principals who shall provide someone to assist them in their visit. This will ensure that the programs visited are operational on their arrival and guard against undesirable interruptions in scheduled programs of students and staff.

Visitors arriving unannounced at the school shall be directed to the respective Principal's Office.

#### **7.63 COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS**

The Board will not permit any individual or group to exercise censorship over instructional materials and library collections. Provision will be made for the Assessment of instructional materials upon formal written request.

Students' right to learn and the freedom of teachers to teach shall be respected.

#### **7.64 FLAG DISPLAYS**

The Board requires that a flag staff with all necessary appliances be maintained at the school building and that a United States and Oglala Sioux Tribal flag be flown from such flag staff during the school hours of each school day, except when a violent storm or inclement weather would destroy or damage them.

## **7.65 SCHOOL ORGANIZATION PLAN**

The Board shall approve a Comprehensive Educational Plan that identifies specific goals, objectives, and activities for development and implementation.

The Superintendent shall be responsible for monitoring activities identified in the Comprehensive Educational Plan and shall submit a report to the Board at the annual meeting about accomplishments and identified needs.

The Superintendent shall conduct a Comprehensive Educational Plan review and Assessment session annually utilizing a process for input from staff, students, parents and other community members by the end of the first week in June. Any revisions to the Comprehensive Educational Plan shall be disseminated to all employees during scheduled pre-service at the beginning of each school year.

## **7.66 SCHOOL ATTENDANCE AREA**

The Board shall establish school service area boundaries recognized by the Oglala Sioux Tribe. The School reserves the right to limit its enrollment for K-8 students when it is determined that enrollment or estimated enrollment has increased beyond the capacity of the School's facilities.

## **7.67 SCHOOL YEAR**

The term of school shall be approved by the School Board and will meet accreditation requirements.

## **7.68 SCHOOL CALENDAR**

The school calendar shall meet accreditation requirements, set days of attendance for staff and students, days of in-service and organizational meetings for teachers and administrators, holiday and vacation periods, and other schedules of importance to the staff, students and public.

The Superintendent shall present a school calendar for the ensuing term of school to the Board for their approval before April 1. Any changes in the school calendar require Board approval prior to the end of the current term of school.

## **7.69 EXTENDED SCHOOL YEAR**

The Superintendent shall have the authority to grant an extension of the school year for purposes of meeting classroom instruction day requirements after meeting with Principals and consulting with the Board for approval.

In the event an extended school term is needed to meet accreditation requirements, teachers shall provide instruction as an extended obligation to their contract for no additional compensation.

## **7.70 SUMMER SESSION EXTENDED LEARNING OPPORTUNITIES**

Extended Learning Opportunities to include summer session, homework, tutoring, afterschool

enrichment, early entry

The Board may provide a summer session as deemed necessary at all levels of instruction upon the recommendation of the Superintendent. This should be approved at the April Regular Meeting for the summer session. The school administration shall set the times, dates, and courses to be offered during the summer session.

#### **7.71 SCHOOL DAY**

The length of the school day shall be in compliance with applicable laws, rules and regulations. Any days missed shall be made-up during the current term of school at a date to be decided upon after input from the staff, students and parents and pending Board approval.

#### **7.72 EVENING SESSIONS**

The Board may establish and maintain evening schools or adult and continuing education programs for all persons over eighteen (18) years of age who are unable to attend school full-time.

#### **7.73 EMERGENCY CLOSING**

The Superintendent may close school for emergencies, which threaten the life, health or safety of the students or staff and have school closure information broadcast by local radio and television stations.

#### **7.74 MEDIA BROADCASTING**

Little Wound School may participate in local television and radio to broadcast school and community events. The Media/Communications Coordinator shall develop guidelines for implementing and evaluating cable television content and activities, with appropriate regulatory laws.

#### **7.75 TECHNOLOGY ACCEPTABLE USE**

##### **PURPOSE**

This policy provides the procedures, rules, guidelines and codes of conduct for the use of the technology and information networks at Little Wound School. Use of such technology is a necessary element of the school's educational mission, but technology is provided to users (staff, students, guests) as a privilege, not a right. The school seeks to protect, encourage and enhance the legitimate uses of technology by placing fair limitations on such use and sanctions for those who abuse the privilege. The reduction of computer abuse provides adequate resources for users with legitimate needs.

##### **SUMMARY**

Public technology that includes but is not limited to computers, wireless & LAN access, electronic mail, Internet access, Telephone/Voice Mail systems, printing devices and all other forms of instructional, networking and communication tools are provided as a service by the school to users. Users are expected



to observe the following:

All users are required to be good technology citizens by refraining from activities that annoy others, disrupt the educational experiences, or can be considered as illegal, immoral and/or unprofessional conduct.

The user is ultimately responsible for their actions in accessing technology at LWS. Failure to comply with the guidelines of technology use may result in the loss of access privileges and/or appropriate disciplinary action. Severe violations may result in civil or criminal action under tribal, state or federal laws and regulations.

## GUIDELINES

1. Access to computers, computer system, information networks, and to the information technology environment within the LWS is a privilege and must be treated as such by all users.
2. The LWS technology resources will be used solely for the purpose of research, education, and school related business and operations.
3. Any system which requires password access or for which LWS requires an account, such as the Internet, shall only be used by the authorized user. Account owners are ultimately responsible for all activity under their account and shall abide by this Policy.
4. The LWS's technology resources are limited. All users must respect the shared use of LWS resources. The school reserves the right to limit use of such resources if there are insufficient funds, accounts, storage, memory, or for other reasons deemed necessary by the system operators, or if an individual user is determined to be acting in an irresponsible or unlawful manner.
5. All communications and information accessible and accessed via the LWS system is and shall remain the property of LWS.
6. Student use shall be supervised and monitored by system operators and authorized staff.
7. Any defects or knowledge of suspected abuse in LWS systems, networks, security, hardware or software shall be reported to the system operators.

## UNACCEPTABLE USE

The Little Wound School has the right to take disciplinary action, remove computer and networking privileges, or take legal action or report to proper authorities, any activity characterized as unethical, unacceptable, or unlawful. Unacceptable use activities constitute, but are not limited to, any activity through which any user:

1. Violates such matters as institutional or third party copyright, license agreements or other contracts.

The unauthorized use of and/or copying of software is illegal.

2. Interferes with or disrupts other network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses or worms, distributing quantities of information that overwhelm the system (chain letters, network games, etc.) and/or using the network to make unauthorized entry into any other resource accessible via the network.
3. Attempts to disable, bypass or otherwise circumvent the LWS content filter that has been installed in accordance with the federal Children's Internet Protection Act. This includes but is not limited to the use of proxy servers.
4. Seeks to gain or gains unauthorized access to information resources, obtains copies of, or modifies files or other data, or gains and communicates passwords belonging to other users.
5. Uses or knowingly allows another to use any computer, computer network, computer system, program, or software to devise or execute a scheme to defraud or to obtain money, property, services, or other things of value by false pretenses, promises, or representations.
6. Destroys, alters, dismantles, disfigures, prevents rightful access to, or otherwise interferes with the integrity of computer-based information resources, whether on stand-alone or networked computers.
7. Invades the privacy of individuals or entities.
8. Uses the network for commercial or political activity or personal or private gain.
9. Installs unauthorized software or material for use on school computers. This includes, but is not limited to, downloading music, pictures, images, games, and videos from either the Internet or via portable drives.
10. Uses the network to access inappropriate materials.
11. Uses the school system to compromise its integrity (hacking software) or accesses, modifies, obtains copies of or alters restricted or confidential records or files.
12. Submits, publishes, or displays any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private.
13. Uses the school systems for illegal, harassing, vandalizing, inappropriate, or obscene purposes, or in support of such activities is prohibited. Illegal activities are defined as a violation of local, state, and/or federal laws. Cyber-bullying and harassment are slurs, comments, jokes, innuendos, unwelcome comments, cartoons, pranks, and/or other verbal conduct relating to an individual which: (a) has the purpose or effect of unreasonably interfering with an individual's work or school performance; (b) interferes with school operations; (c) has the purpose or effect to cause undue emotional stress or fear in an individual.

14. Vandalism is defined as any attempt to harm or destroy the operating system, application software, or data. Inappropriate use shall be defined as a violation of the purpose and goal of the network. Obscene activities shall be defined as a violation of generally accepted social standards in the community for use of a publicly owned and operated communication device.

15. Violates the School Acceptable Use Policy.

#### SCHOOL'S RIGHTS AND RESPONSIBILITIES

1. Monitor all activity on the school system.

2. Determine whether specific uses of the network are consistent with this Acceptable Use Policy.

3. Remove a user's access to the network at any time it is determined that the user is engaged in unauthorized activity or violating this Acceptable Use Policy.

4. Respect the privacy of individual user electronic data. The school will secure the consent of users before accessing their data, unless required to do so by law or policies of LWS.

5. Take prudent steps to develop, implement, and maintain security procedures to ensure the integrity of individual and LWS files. However, information any computer system cannot be guaranteed to be inaccessible by other users.

6. Attempt to provide error-free and dependable access to technology resources associated with the school system. However, the school cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

7. Ensure that all users complete and sign an agreement to abide by the LWS acceptable use policy and administrative regulation. All such agreements will be maintained on file in the appropriate files.

#### VIOLATIONS/CONSEQUENCES

Users who violate this Policy will be subject to revocation of the school system access up to and including permanent loss of privileges, and discipline up to and including expulsion or termination.

Violations of law will be reported to law enforcement officials.

Disciplinary action may be appealed by parents and/or students in accordance with existing LWS procedures for suspension or revocation of student privileges, or staff may use the grievance procedures.

#### UNACCEPTABLE USE OF SCHOOL COMPUTER SYSTEMS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

1. Altering any computer configuration including screensavers, desktop settings, network settings,

passwords, etc.

2. Installing or downloading any executable files from the Internet or portable drives.
3. Using chat rooms or social web sites except for teacher-directed educational purposes.
4. Installing or using instant messenger programs.
5. Downloading MP3s or other music files.
6. Accessing online radio stations and television programs.
7. Writing, downloading, or printing files or messages that contain inappropriate language.
8. Accessing or transmitting pornographic or other inappropriate material.
9. Violating the rights to privacy of students and employees of the school.
10. Reposting personal communications without the author's prior consent.
11. Copying commercial software in violation of copyright law.
12. Attempting to hack, crack, or otherwise degrade or breach the security of the school's network, other networks, or individual computers.
13. Attempting to bypass the district's content filter, including the use of proxy servers.
14. Developing or passing on programs that damage a computer system or network, such as viruses.
15. Plagiarism.
16. Modifying or copying files of other users without their consent.
17. Giving out personal information such as address and phone numbers over the Internet without permission.
18. Accessing or transmitting material which promotes violence or advocates the destruction of property including information concerning the manufacture of destructive devices (explosives, bombs, fireworks, incendiary devices, etc.)
19. Accessing or transmitting material which advocates or promotes violence or hatred against particular individuals or groups of individuals.
20. Accessing or transmitting material which advocates or promotes the use, purchase, or sale of illegal

drugs.

21. Conducting or participating in any illegal activity.
22. Any act that is determined as Cyber-bullying, harassment, or a violation of good Digital Citizenship.
23. Any inappropriate use as determined by the Superintendent, IT Specialist and/or building administrators.

## **7.76 STAFF ACCESS TO SCHOOL ELECTRONIC MAIL**

Staff will employ electronic mail on a daily basis at work as a primary tool for communications. The Little Wound School may rely upon this medium to communicate information, and all staff will be responsible for checking and reading messages daily.

The network is provided for staff and students to conduct research, complete assignments, and communicate with others. Communications over the network are often public in nature, therefore, general rules and standards for professional behavior and communications will apply.

Electronic mail is not to be utilized by employees to share confidential information about students or other employees because messages are not entirely secure.

The network administrator may review files and communications to maintain system integrity and to ensure that files stored on district servers will be private.

The following behaviors are not permitted on the school network:

- Sharing confidential information on students or employees
- Sending or displaying offensive messages or pictures
- Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
- Using obscene language
- Harassing, insulting, or attacking others
- Engaging in a practices that threaten the network (e.g. loading files that may introduce a virus or other malicious code that compromises the network)
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folder, documents, or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes, financial gain, or fraud
- Violating regulations prescribed by the network provider
- Promoting, supporting or celebrating religion or religious institutions
- Conducting business of an employment dispute, except as may be agreed to in writing between the employee(s) and the Little Wound School

Only current, full-time employees will be granted school email accounts.

Every email originating on the school email system is identified by its address as a school document.

The school reserves the right to suspend or terminate any email account without notice for communications that do not exhibit the professionalism expected in formal school communications, including use of the email to advocate, support or coordinate any employment dispute against the Little Wound School Board.

Inappropriate behavior, violations, or complaints will be routed to the employee's supervisor for appropriate action. Violations may result in a loss of access and/or disciplinary action. When applicable, law enforcement agencies may be involved.

Each employee will be given copies of this policy and procedures and will sign an acceptable use agreement before establishing an account or continuing their use.

## **7.77 INTERNET SAFETY POLICY**

It is the policy of the Little Wound School to: (a) prevent user access over its computer network to, or transmission of; inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent authorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub.L no. 106-554 and 47 USC254 (h)]

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "internet filter") shall be used to block or filter internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Little Wound School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding

minors.

### **Supervision and Monitoring**

It shall be the responsibility of all members of the Little Wound School staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator or designated representative.

### **7.78 RECORDS RETENTION**

Little Wound School will comply with records retention schedules as applicable. The LWS Business Manager shall maintain the records retention schedule.

### **7.79 PARENT INVOLVEMENT**

The Little Wound School staff and school board appreciate the importance of an informed working partnership between the students, their families, the community at large and the staff at our school.

In order to assure collaborative partnerships between parents and teachers, Little Wound School is committed to pursuing the following goals in ways that celebrate and respect the diversity of our school population and that support the individual needs of our families.

- Establish meaningful and on-going communication between parents and the school.
- Develop strategies and programs which enable parents to participate in their child's learning.
- Provide support for school staff and parents to sustain parent involvement beginning in PreK through grade 12.
- Incorporate community resources to enrich the educational environment and promote family and student success.
- Support parents in their roles as the child's first and most important teacher.

### **7.80 SCHOOL VISITORS**

The Board welcomes and encourages visits to school by parents/guardians, adult residents and interested educators. To assure order that the greatest benefit can be derived from such visits and to ensure order in the schools and the safety of students and staff; the following guidelines shall govern school visitations.

The Superintendent or designee and building principal have the authority to prohibit the entry of any individual to a school, in accordance with Board guidelines.

## **Guidelines**

### Reporting To The Office

All visitors are to report to the building office to register before proceeding to their destination in the building regardless of whether prior approval for the visit has been given. Upon registering, guests will be issued a visitors badge and a pass with their destination.

### Scheduling Appointments

All visitors are to have scheduled appointments. Meetings and activities where parents/guardians receive written invitations from the building administration are considered scheduled appointments. Exceptions may be made in the case of emergencies.

### Interruptions

Visitors may not interrupt a teacher who is teaching a class. Visitors are not to interrupt a teacher during preparation times or other related instructional duties unless an appointment has been made or other advance notice given according to the guidelines provided in this policy.

### Parent-Teacher Conferences

Parent-teacher conferences are encouraged. Such conferences may be requested by either the parent/guardian or the teacher and should be scheduled at a time convenient to all parties. Drop in conferences are discouraged.

### Classroom Observations

Classroom observations by parents/guardians, community members or interested educators can be valuable, even though they may disrupt the class. It is believed that parents/guardians, other community members and educators can gain a better sense of the instruction process by observing teaching and learning activities. The principal must evaluate the benefit of the visit and compare it with the potential for disruption.

Observation may be approved when the following have occurred:

- a. A written request to visit has been submitted to the principal on the form provided by the school at least two (2) school days prior to the visit and is subsequently approved by the building principal or building special education supervisor. When there are scheduled classroom visits individual written requests will not be required.
- b. The principal has consulted with the teacher and has decided that the visit will be beneficial. The principal will notify parent/guardian by phone, of the appropriateness of the visit. The decision of the principal may be appealed to the Superintendent.

The principal will consider the following factors in deciding whether the visit will be beneficial:

1. The purpose of the observation.



2. The duration of the observation.
3. The classroom activities planned during the observation.
4. The number of previous observations of that particular class.
5. The needs of the children in that class.

When a parent/guardian is involved in a special education hearing or other litigation with the school, teacher or other staff at the time of a requested observation, an administrator will observe the class with the parent/guardian if permission to visit is granted.

### Speaking With Students

Only visitors who are the parent/guardian, or surrogate parent of a student may confer with a student in school and only with the prior permission of the building principal. Exceptions to this policy will be granted in emergency situations and in the case of military recruiters, college recruiters, etc., where advance arrangements are made with the building principal. Visits or conferences with students during the school day result in the interruption of the overall educational process and are generally discouraged, except in emergency or unusual circumstances.

### Discussions Of Students

School personnel should not discuss individual students or the performance of those students with any non-school persons except that student's parent/guardian without the written permission of such parent/guardian. Exceptions to this policy may apply in connection with cooperation with law enforcement officials.

### Recording Events

No visitor shall be allowed to photograph or videotape any person or any part of any building or to tape record any conversation of any kind without prior approval by the building principal and/or building special education supervisor.

### Loud, Abrasive And/Or Profane Language Or Behavior

It is the policy of the school to prevent disruptions to school operations and the instructional process. All persons, including but not limited to students, parents/guardians, employees, visitors and members of the general public are prohibited from the use of foul, profane and abusive language, whether spoken or written, or for a tirade in any manner in the school buildings or upon school grounds. This policy will be particularly enforced if language or actions are professed in a loud and/or offensive manner or in a manner observable by other persons. School security may be notified and proper legal action taken.

All persons are therefore warned that violation of this policy may result in removal from school property

by appropriate school authorities. Members of the public may be subject to removal from school property and may be charged with trespassing for failure to promptly vacate the property upon proper notice of notification. In all cases, violators may be subject to appropriate laws of the Oglala Sioux Tribe.

## **7.81 ELECTRONIC SURVEILLANCE**

The Little Wound School Board recognizes the responsibility to maintain security, order, and discipline on all school property, including but not limited to, the offices, school buildings, classrooms, school grounds, and school vehicles. The students and staff of the school recognize that their security and safety depend upon the capacity of the school to maintain discipline and order and, consequently, supervision over and the ability to impose certain conditions on the activities of students is assumed and expected.

Nevertheless, the school recognizes established privacy interests of its students and staff, and is committed to protect the confidentiality of students and staff's records maintained by the school to the extent authorized by law.

The school has determined that electronic surveillance systems are necessary for monitoring activity on school property, and in school vehicles in order to protect the health, welfare and safety of its students, staff, and other authorized occupants. Accordingly, the School authorizes the use of electronic surveillance in the form of video camera surveillance on the school offices, classrooms, buildings, grounds, and in its transportation vehicles as follows:

1. Video cameras shall be placed in public locations deemed appropriate by the Superintendent or designee and shall not be placed in areas where there is a reasonable expectation of privacy.
2. The School shall notify its students, their parents/guardians and School staff that electronic surveillance may occur on any School property, or on any transportation vehicle, and that video recordings may be used in disciplinary actions or sanctions. The School shall incorporate said notice in handbooks, post notice at the main entrance of the School office, school buildings, classrooms, and at the entry door of any bus that may have electronic surveillance equipment in operation.
3. The use and maintenance of electronic surveillance equipment on school grounds, School property, or in transportation vehicles shall be supervised and controlled by the Superintendent, the school principals or other authorized administrators. Students and staff shall not tamper or interfere with the video camera equipment.
4. The use of video recordings from surveillance equipment shall be subject to other policies of the School including policies concerning the confidentiality of student and personnel records. The School shall comply with all applicable state and federal laws related to record maintenance, retention, and disclosure including the Family Educational Rights and Privacy Act ("FERPA"), and all applicable tribal, state and federal laws.
5. Electronic surveillance shall only be used to promote the order, safety, and security of students, staff, property, and other authorized individuals. The School may rely on the images obtained by video surveillance cameras in connection with the enforcement of Board policy, administrative regulations,

- building rules, and other applicable laws.
6. In addition to any surveillance that might otherwise be permitted by law, video or audio recording in the classrooms will be permitted to promote educational purposes and staff improvement but not for staff or teacher discipline unless the recording of staff or teachers is incidental to an otherwise properly recorded incident.
  7. Surveillance systems and all resulting recordings shall be located in a secured area and access to the system and recordings shall be strictly limited. Video recordings will be archived on a secured server for ten (10) days until removed. Recordings may be reviewed as authorized by the Superintendent or designee.
  8. Video recordings retained as part of an individual student's disciplinary record shall be maintained in accordance with law and board policy governing the access, review, and release of student records.
  9. All media viewed or listened to by law enforcement, parents, or any persons outside of authorized school personnel will be documented in a log with the date, time, reason, and names of individuals reviewing the media.
  10. Employees shall be responsible for the appropriate use of technology and shall not use any school resources for unethical practices or any activity prohibited by law or school policy.

### **Viewing Requests**

Due to federal law and student privacy concerns, the school will not allow video to be reviewed unless a court order requires it. In such instances, the video shall only be reviewed at the school under proper supervision and the viewer shall agree to maintain confidentiality as it relates to other students. When possible, the school shall blur or block identity of other students.

All viewing requests must be submitted in writing. Requests for viewing will be limited to those parents/guardians, students, school officials and/or law enforcement with a direct interest in the proceedings as authorized by the principal and only the portion of the video recording concerning the related specific incident will be made available for viewing.

Written requests for viewing may be made to the principal within five school days of the date of recording, and/or notice of the recording.

Approval/denial for viewing will be made within 10 school days of receipts of the request and so communicated to the requesting individual.

Video recordings will be made available for viewing within three school days of the request approval.

Actual viewing will be permitted only at school-related sites, including the school buildings or essential administrative offices.

All viewing will include the building principal, or their designee.

A written log will be maintained for those viewing video recordings, including the date of viewing, reason for viewing, date the recording was made, location at school or school office, and signature of the viewer.

Video recordings will remain the property of the school and may be reproduced only in accordance with law, including applicable Board policy and regulations.

## **7.82 WHISTLEBLOWER**

This policy is intended to encourage Board members, staff (paid and volunteer) and others to report suspected or actual occurrence(s) of illegal, unethical or inappropriate events (behaviors or practices) without retribution.

1. The Whistleblower should promptly report the suspected or actual event to their supervisor.
2. If the Whistleblower would be uncomfortable or otherwise reluctant to report to their supervisor, then the Whistleblower could report the event to the next highest or another level of management, including to an appropriate Board member.
3. The Whistleblower can report the event with their identity or anonymously.
4. The Whistleblower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily with malice to damage another or the organization.
5. A Whistleblower who makes a report that is not done in good faith is subject to discipline, including termination of the Board or employee relationship, or other legal means to protect the reputation of the organization and members of its Board and staff.
6. Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline, including termination of Board or employee status.
7. Crimes against person or property, such as assault, rape, burglary, etc., should immediately be reported to local law enforcement personnel.
8. Supervisors, managers and/or Board members who receive the reports must promptly act to investigate and/or resolve the issue.
9. The Whistleblower shall receive a report within five business days of the initial report, regarding the investigation, disposition or resolution of the issue.
10. If the investigation of a report, that was done in good faith and investigated by internal personnel, is not to the Whistleblower's satisfaction, then they have the right to report the event to the appropriate legal or investigative agency.
11. The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which

case members of the organization are subject to subpoena.