

## SECTION 3

### GENERAL SCHOOL ADMINISTRATION

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#### **3.01 ADMINISTRATIVE ORGANIZATION PLAN**

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

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

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

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

#### **3.02 SCHOOL BUILDING ADMINISTRATION**

Acting with the approval of and under the supervision of the Superintendent, each Principal is the chief administrator of their assigned school building. All personnel assigned to that building are directly responsible to the Principal unless otherwise assigned by School Board policy. Staff members who work in more than one school

will be responsible to the Principal of building where the employee is working at any given time.

### **3.03 POLICY IMPLEMENTATION**

**Distribution of policies:** The District Office shall have copies of the School Board Policy and Procedures Book placed in the principals' office and the library of each building and shall also be published on the District's website.

The Superintendent is responsible to enforce the implementation of policies as established by the School Board.

### **3.04 APPROVAL OF HANDBOOKS**

To make pertinent School Board policies, District regulations and departmental and/or school rules and procedures known to all staff members and students, District Administrators and Principals are granted authority to issue staff and student handbooks as found necessary and desirable.

It is essential that the contents of all handbooks conform to District-wide policies and regulations, and to South Dakota law; it is also important that all handbooks bearing the name of the District or one of its schools be of a quality that reflects credit on the District. Therefore, the School Board expects all handbooks to be approved prior to publication by the School Board, and the Superintendent or other District administrator(s) as he or she directs. As in the case of regulations affecting staff members, handbooks published specifically for a particular group of employees will be distributed to all of the employees affected.

### **3.05 PROGRAM CONSULTANTS**

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

1. All consultants will be approved by the Superintendent prior to the invitation and arrangement for visitation by such person or persons to the District. Any proposed contract with a consultant will be submitted to the School Board for prior approval.
2. Consultants, whether temporary, part-time, or full-time, will exercise no administrative authority over the work of employees in the District, but will act only as advisers in those fields in which they are qualified to offer expert assistance.

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

### **3.06 SCHOOL DISTRICT ANNUAL REPORT**

In accordance with State law, an annual report covering the educational and financial activities of the District will be prepared by the Business Manager with the assistance of the Secretary of the State Department of Education. The Annual Report will be presented to the School Board for its approval.

Upon approval by the School Board, the report will be signed by the Business Manager and filed for audit on or before August 30 of each year with the South Dakota Department of Education, Division of Education Resources and Services.

As required by the provisions of SDCL 13-8-47, before the first day of August, the business manager shall make and sign an annual report which shall be approved by School Board and filed with the Department of Education.

Legal References: SDCL 13-8-47 (Annual report to department)

### **3.07 TOBACCO-FREE SCHOOLS**

The School Board recognizes that tobacco smoking, vaping and chewing represents a health and safety hazard. In order to protect students, staff, employees, visitors, and guests of the District from a harmful environment, the Board hereby establishes the following guidelines for prohibition of tobacco use. For purposes of this policy, tobacco use will mean all uses of tobacco, cigars, chewing tobacco, cigarettes, vaping, and pipes.

1. No tobacco use, vaping, or chewing is permitted in District vehicles or in District buildings exclusive of school housing. The public use of tobacco by anyone will be discouraged on District premises. Tobacco usage is tolerated in designated areas only.
2. This policy will be in effect twenty-four (24) hours per day, seven (7) days per week, and will apply to all persons on District property. The Superintendent shall ensure the dissemination, implementation and enforcement of this policy. Building administrators may designate smoking areas by posting after 5:00 p.m. to accommodate the public at meetings or school activities.

### **DISSEMINATION**

To promote compliance with this policy, students, staff and the public shall be notified of the District's tobacco-free schools' policies and regulations. Notification procedures shall include, but are not limited to:

1. Summaries of this policy and relevant regulations shall be placed in the student and staff handbooks.
2. Sufficient signage shall be placed in appropriate locations throughout the District's buildings and grounds.
3. Event programs and similar documents that are often viewed by visitors shall contain a notification of the policy.
4. When appropriate, announcements about the school's policy will be made prior to or during school events.

## **ENFORCEMENT**

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of tobacco users and non-tobacco users. All individuals on school premises share in the responsibility for adhering to and enforcing this policy.

Tobacco-free policy enforcement is designed to educate students, staff and others about the health risks associated with tobacco. Punitive measures, in accordance with District policy, will be used for repeat offenders.

**Students:** Any student found in violation of this policy shall be required to complete an assignment as an alternative to formal discipline. The assignment will be determined by the building principal or designee and will focus on helping the student understand the consequences of tobacco use. Students found to repeatedly violate this policy shall be subject to disciplinary action pursuant to District policy.

**Employees:** Any District employee found in violation of this policy may be provided with tobacco cessation information and will be encouraged to participate in a tobacco cessation program. Employees found to repeatedly violate this policy shall be subject disciplinary action pursuant to District policy.

**Visitors:** Other adults observed to be in violation of this policy shall be asked to refrain from the behavior. Repeated violations of this policy will be handled on a case-by-case basis by an authorized District official and may result in a directive to leave school property.

## **DEFINITIONS**

For the purposes of this policy, tobacco means any substance or item, in any form, containing tobacco. The administration will treat the use, possession or promotion of all forms of nicotine-containing products or nicotine delivery devices, which may or may not include actual tobacco, as a violation of this policy, provided the product or device is not part of an individual's cessation program.

### 3.08 WELLNESS POLICY

Schools have a responsibility to help students establish and maintain life-long habits of healthy eating and physical activity. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Food and beverages sold or given by the schools will be preapproved by the building principals, Superintendent, or food services director.

1. All students shall possess the knowledge and skills necessary to make nutritious/enjoyable food and physical activity choices for a lifetime. In addition, staff is encouraged to model healthy eating and physical activity as a valuable part of daily life. School leaders shall prepare, adopt, and implement a comprehensive plan to encourage healthy eating and physical activity that includes:
2. All decisions related to foods sold or given at school are based first and foremost on the nutritional needs of young people.
3. A sequential program of nutrition instruction that is integrated within the Comprehensive School Health education curriculum and coordinated with the food service program; that is taught by well-prepared and well-supported staff; and that is aimed at influencing students, staff, and community members' knowledge, attitudes, and eating habits.
4. Opportunities and encouragement for staff to model healthy eating habits.
5. A sequential program of physical education/activity that involves moderate to vigorous physical activity on a daily basis; teaches knowledge, motor skills, self-management skills and positive attitudes, promotes activities and sports that students enjoy and can pursue throughout their lives; is taught by well-prepared and well-supported staff; and is coordinated with the health education curriculum; this does include supervised recess; classroom activity breaks, and physical education classes.
6. Opportunities and encouragement for students to voluntarily participate in before and after school programs such as sports, 21st Century, Boys & Girls Club, dances, and Pow-Wows. Opportunities and encouragement for staff to be physically active.