SECTION 500
SCHOOL OPERATIONS POLICIES

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5.01 GOALS AND OBJECTIVES

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

1. To provide access to facilities 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 evaluation 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.
10. 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.

5.02 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 Principal or Business Manager or his /her designee 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 or his/her designee 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. Principals shall perform an inspection of school buildings and property at the end of each semester during the school year and shall submit a checklist to the Principal of buildings or property needing repair or replacement.

5.03 HOUSING POLICIES

The Housing Policies, which are incorporated herein by reference and made a part of these Policies and Procedures, are included as an attachment to these Policies, along with a draft of a housing quarters agreement (Housing Lease).

5.04 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 Principal or his designated committee shall have responsibility for the safety program and see that appropriate staffs are 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.

5.05 FIRE PREVENTION

Fire prevention measures in the school shall be in compliance with appropriate Safety Code(s) and directives of the DECA. DECA requires a minimum number of fire drills per year, which shall be conducted by School personnel.

Fire prevention shall reflect the top priority the school gives the welfare of students and staff. The Principal is responsible for seeing that staff members in charge of the safety of personnel and school property are informed of current regulations and recommendations of fire officials. Those in charge of school property being used for purposes other than instruction are responsible for compliance with school fire prevention measures.

5.06 EMERGENCY DRILLS

The Principal or his designated Committee 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.

5.07 THREATS OF VIOLENCE

School personnel shall cooperate fully with police in planning and carrying out procedures for dealing with threats of violence and shall be given instructions regarding their responsibility in the event of such a situation.

The following procedure shall be used as guidelines:

1. Safety of the staff and students shall be of primary concern,
2. Identification of the person(s) making the threat is important,
3. Any incident shall be reported immediately to the Principal and Oglala Lakota Nation Department of Public Safety,
4. Immediate evacuation of the entire school,
5. Students may not be dismissed from school but shall wait with their class and teacher at the designated location until given notification that they can return to the building by authorized school officials.

5.08 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 Principal shall develop rules and regulations for parking and traffic control on school property.

5.09 SAFETY INSPECTIONS

The Principal or his/her designee 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, implement inspection on 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.

5.10 SECURITY

The Principal or designee shall develop security procedures for Board approval to include:

1. Provision for door locks,
2. Minimizing fire hazards,
3. Reducing possibility of faulty equipment,
4. Keeping records and funds in the safe,
5. Protection against vandalism and burglary,
6. Prosecution of vandals, and
7. Personnel who must oversee security of buildings.
8. The School reserves the right to install security cameras and other security devices.

Non-School Events

Supervision: Lessee agrees to provide appropriate supervision of the activity or event in all respects, including supervision reasonably necessary to ensure that no person participating in or attending the activity or event:

1. Is presented with conditions that pose an unreasonable risk of personal injury or damage to personal property.
2. Enters any area of the school facilities that Lessee has no been given permission to use.

Lessee shall remove any person from the activity or event who engages in any of the above listed conduct. Lessee agrees to report to the school administration by the close of the next business day the identity of any person who engaged in any of the above listed conduct and the details of the conduct. If the offending person is a student, the report shall be made immediately.

In the event the school administration determines that the nature of the activity or event warrants the presence of security services, Lessee agrees to provide such security services.

School Events

1. WKDS has the authority to escort person or persons off-site.
2. Refuse entry for anyone under the influence of any substance or suspicion of gang activity.
3. When Security should contact law enforcement or the Juvenile Detention Center (See Appendix F).
4. Security removes both parties when a restraining order is involved (See Appendix F)

See Appendix F for Full document of Non-School and School Events Policy

5.11 VANDALISM PROTECTION

The Principal or his/her designee is authorized to sign criminal complaints and to press charges against perpetrators of vandalism against school property.

5.12 HEATING AND LIGHTING

The Maintenance person shall be responsible for making certain that heating and lighting for all areas are maintained at proper levels and conduct periodic inspections as needed 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 Housing Committee or the Principal.

5.13 CLEANING PROGRAM

The Principal or his/her designee shall develop and implement a cleaning program for school facility and campus areas and shall submit regular reports to the Board. The Principal shall conduct periodic inspections of these areas as part of the performance evaluation criteria. Custodial personnel shall be given schedules and locations of cleaning responsibility. Employees are to contact the Principal or his/her designee immediately if scheduled cleaning of facilities does not take place.

Principal shall periodically schedule campus area cleanup activities implemented by staff and students.

5.14 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 regularly with responsibility for sanitation provided by the Maintenance person.

5.15 REPAIRS AND ALTERATIONS

Employees are not authorized to make alterations to any equipment or school property without the signed written consent of the Principal or Housing Committee. No alterations to school housing shall be made without the approval of the Board or Housing Committee. Principal is responsible for decisions regarding any repairs to building or campus areas.

The Principal and/or Business Manager 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 a Work Order Form and a copy retained in the Business Office.
2. If the work is not done within five (5) work days, another request should be filed along with a written request for the reason the work was not done after the first request.
3. The Business Manager or Principal will issue a signed written response within three (3) work days of this request to the person requesting a reason for the work not being done.
4. If the work is not done within five (5) work days after the second request, the person making the request shall notify the Principal who will attempt to resolve the situation within three (3) work days.
5. Persons dissatisfied with the non-completion of two requests may utilize the Grievance Procedure outlined in the policies and procedures after completion of step 4 above.
6. A work order request must be submitted to the Business Manager prior to implementing any repairs, except in an emergency.
7. If repairs are needed as a result of negligence, the Business Manager or Maintenance person shall report the information to the Principal immediately. The cost of such repairs may be assessed to the individual.

5.16 EMERGENCY REPAIRS

Need for emergency repairs shall be reported to the Principal by the employee's supervisor. The Principal has the authority to determine processing of expenditures for emergency repairs.

5.17 LEASING AND RENTING

The Principal 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 and signature of a facilities use agreement.

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 by the Board. The rate for school facility shall be set by the Board at rates which shall be posted or maintained in School Office.

The following criteria shall be set forth in the Facilities Use Agreement and/or considered when leasing or renting School facilities:

1. Activities sponsored by student and school groups have preference over outside use of facilities.
2. A $100.00 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.
3. Release of any liability of the Board by individuals or organizations utilizing school facilities.
4. Payment of any damages and cleaning exceeding the $200 deposit within a specific time line.
5. Payment of wages for cleaning during and after the activity.
6. The group shall 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 Business Manager or Principal 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.

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.

PLEASE SEE GYM USUSAGE RULES

5.18 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 Business Office.
4. Business Office personnel are responsible for delivery to the Post Office.
5. The Business Office staff shall be responsible for the distribution of mail.

** Tampering with mail shall be reported to federal law enforcement authorities.

5.19 RECEIVING MAIL OR OTHER GOODS

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 for the inventory and proper disbursement of items.

5.20 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.

The Business Office is responsible for developing ordering processes for consumable instructional supplies consistent with established purchasing procedures.

5.21 EQUIPMENT LEASING AND RENTING

The Principal is responsible for developing procedures authorizing and coordinating the lease or rental of school equipment.

5.22 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.

5.23 PERSONAL USE OF EQUIPMENT

Employee use of equipment or supplies for personal reasons is prohibited. Unauthorized use of equipment and supplies may result in disciplinary action. Discipline shall follow disciplinary steps as described elsewhere in the Manual under personnel and administration policies, respective to the employee being disciplined.

5.24 TELEPHONE USE

Telephone use is for school business only. Employee use of telephone 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 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.

5.25 INTERNET USE

This policy applies to all *Wounded Knee District School* employees who are accessing the Internet using *Wounded Knee District School* equipment and/or telephone lines. The primary goals are to:

1. Protect the information assets of the *Wounded Knee District School.*
2. Establish staff and student accountability and responsibility for the acceptable use of the Internet.
3. Protect *Wounded Knee District School* from liability resulting from illegal use of the Internet.

Wounded Knee District School staff, students, and other affiliated persons who use *Wounded Knee District School* computing facilities to access the Internet are expected to exercise responsible and ethical behavior and will be held accountable for ensuring that such use:

1. Is consistent with *Wounded Knee District School* values and policies.
2. Protects the integrity and confidentiality of Wounded Knee District School records and computer and electronic assets.
3. Does not violate any local, state or federal laws.

Failure to abide by this policy shall result in cancellation of Internet access privileges, disciplinary review, and/or legal action by the Board.

The following procedure shall be followed:

1. Each applicant requesting Internet access will read and sign the "Acceptable Use Policy" and is responsible for knowing and understanding this policy. A copy of the "Acceptable Use Policy" will be kept on file in an appropriate location.
2. Students, staff and other associates who use the Internet shall be informed of their responsibility to use the services of the Internet in a manner which is consistent with the service, quality and education goals of Wounded Knee District School before being granted access privileges.
3. Abuse of the use of the Internet by *Wounded Knee District School* administration, staff, or employees, or volunteers, including committing violations of tribal, federal, or state law and/or the use of *Wounded Knee District School* equipment or telephone lines to engage in the procurement, storage, dissemination, or transfer in any fashion of pornography or lewd materials, photographs, visual depictions, or materials capable of being converted into visual depictions, shall make that employee subject to immediate discipline, up to and including termination.

5.26 DUPLICATING SERVICES

The School 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 principal to schedule completion of needed items. Employees may duplicate materials utilizing available equipment in the school office for small quantity copying with the number of copies, 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.

If granted permission to use the copy machine for business which is not related to the School, the Business Office shall establish and administer rates which will be charged for duplication of personal or copies for organizations which are considered by the Supervisor of the copy machine not to be School related.

5.27 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.

All teachers shall escort their class to bus loading zones daily to make certain they board the bus safely.

5.28 TRANSPORTATION GUIDELINES

The Principal or his/her designee is responsible for all school vehicles used, for student transportation and shall conduct an annual program evaluation. The overall transportation program shall be monitored by the Principal or his/her designee on a daily basis and is subject to periodic evaluation by the Board or off-site resources.

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.

General guidelines for management of the Transportation Department are:

1. Employees operating school vehicles are required to possess a valid driver license or commercial driver's license, have a safe driving record, and be listed on the school insurance policy. Employees shall not have a DUI or three moving violations within the prior three years.

2. Students are prohibited from operating school vehicles.

3. Keys are not to 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 Principal or his/her designee.

6. Requests for vehicle use or transportation services are to be scheduled with the Principal or his/her designee three (3) days in advance. Employees requesting transportation services for school related activities are required to complete a Field Trip Request form and submit completed forms to the Principal or his/her designee.

7. Alcoholic beverages or other drugs are prohibited in school vehicles and use of such while operating school vehicles shall result in disciplinary action.

8. Employees are to immediately return vehicle keys to the Principal or his/her designee following vehicle use.

9. Employees are prohibited from unauthorized use of school vehicles. This may result in disciplinary action enforced against the employee.

10. Employees or others shall not use the school vehicle, fuel, supplies or equipment for their personal use. Any such use will result in disciplinary action.

11. Anyone using school vehicles, including coaches, sponsors and managers shall inspect the vehicle prior to returning it. Failure to clean the vehicle may result in no further vehicle use for that individual.

12. The driver shall report any accident involving school vehicles immediately to proper authorities and the Principal or his/her designee.

13. Anyone operating a school vehicle must abide by all traffic laws and regulations. Only *Wounded Knee District School* employees with valid Commercial Drivers Licenses (CDL) shall operate *Wounded Knee District School* buses. Only *Wounded Knee District School* employees shall operate non-CDL school vehicles.

14. Buses shall not leave main bus routes.

15. No mileage shall be paid to parents who transport their children to and from school bus routes and school activities.

16. A bus shall wait for students a minimum of three (3) minutes and no more than five (5) minutes.

17. No pets are allowed in any school vehicles.

5.29 SCHOOL BUSES

The Principal or his/her designee is responsible for making certain that a qualified driver is cleared for vehicle use in all instances involving student transportation services.

Bus Drivers are responsible for maintaining vehicles assigned to them. Chewing tobacco products and sunflower seeds shall not be permitted on buses at any time.

Bus Driver contracts are contingent upon student need or need for a driver.

5.30 PRIVATE VEHICLE USE

Employees shall not operate their personal vehicle to transport students. (Insurance/Parental permission requests)

5.31 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 *Wounded Knee District School* liability insurance carrier from coverage for accidents and other negligent acts committed by the School, its Board Members, officers, agents, and employees, up to the current limits of the policy and such cases shall be defended by the U.S. Bureau of Indian Affairs and the U.S. Attorney, pursuant to the Indian Self-Determination and Education Assistance Act.

All school vehicles which require that drivers have CDLs, and all other *Wounded Knee District School* vehicles shall be driven only by qualified, appropriate, and licensed *Wounded Knee District School* personnel.

5.32 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 Principal or his/her designee is responsible for making certain that all vehicles are in compliance and are maintained within regulations and safety inspection requirements during the school term. S/he shall implement procedures to ensure compliance for licensing, insurance, and inspection requirements.

The Principal or his/her designee is responsible for ensuring all school vehicles are equipped with required items and shall develop, implement and monitor procedures for vehicle maintenance.

5.33 SCHOOL BUS CONDUCT

Wounded Knee District 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 following disciplinary action may be enforced by the respective Principal if a student's behavior becomes disruptive, destructive or violates school policy after due warnings have been issued to the student and her/his parent(s):

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.

Students shall adhere to the posted bus rules. These rules will also be set forth in the Parent/Student/Staff Handbook. If a student fails to comply with the rules, the student may lose his/her bus riding privileges. For the first infraction, the student will be prohibited from riding the bus for one week. For the second infraction, the student will be prohibited from riding the bus for two weeks. For the third infraction, the student will lose a semester of riding.

Students should report any incident(s) occurring on buses to their Principal. Bus drivers shall report the name(s) of any student(s) who violate established rules of conduct to the Principal. The Principal shall maintain a record of infractions committed by students during the ride to and from school.

5.34 SCHEDULING AND ROUTING

The Transportation Department is responsible for establishing bus transportation routes and schedules in consultation with the Principal or his/her designee. 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 Principal.

5.35 TRANSPORTATION RECORDS

The Lead Bus Driver shall be responsible for submitting or overseeing the preparation of vehicle and department reports. 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, and
6. Total fuel and other supplies consumed during the reporting period.

5.36 FOOD SERVICE PROGRAM MANAGEMENT

The Board shall implement a Food Service Program for students to meet 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 meet nutritional standards and consult with the student council on items for meals that enhances 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.
6. 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.
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. Adults may participate in the lunch program if they purchase a meal ticket from Meals Clerk or are authorized by the Principal.
8. Only students shall participate in the regular breakfast program.
9. 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. The organization or individual must sign a release of liability for use of equipment, facilities or other items.

10. 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 workers shall be present to monitor items as specified in number 9a above.
11. Employees may purchase meals from the Meals Clerk to participate in the lunch meal at the school. The cost for meals shall be:

    1 meal ticket - Lunch $3.50 or No Ticket $3.50

12. The Principal may approve of complimentary meals at no cost to the employee or others for participation in the lunch meal.

5.37 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.

5.38 FOOD SERVICE SANITATION INSPECTIONS

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

The Principal or his/her designee shall submit sanitation inspection reports and evaluations to the Board as received and shall provide a copy of reports to appropriate employees and other agencies.

5.39 FOOD SERVICE RECORDS

The Food Service Manager shall be responsible for assessing student eligibility for free lunches and for making certain that daily accounting and record keeping required maintaining program compliance and reimbursement are met.

The Food Service Manager with 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.

5.40 INSURANCE MANAGEMENT

Board purchase of insurance shall be in accordance with all laws and regulations with the Administrator responsible for the management of school insurance programs, with the understanding that *Wounded Knee District School*, a Self-Determination and Educational Assistance Act Grant School (under the authority of P.L. 100-297 and 25 U.S.C. §450 *et seq.*), has certain protections under the Federal Tort Claim Act for 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.

5.41 FACILITY EXPANSION GOALS

The Board within its discretion authorizes necessary construction of a sufficient number of school buildings to meet the demands of present and future student enrollments.

5.42 LONG RANGE PLANNING

The Principal shall submit a written outline of the long-range facility needs of the school annually to the Board. The Facility Manager is authorized to consult with individuals 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.

5.43 FACILITY OBSOLESCENCE DETERMINATION

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

5.44 NAMING NEW FACILITIES

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

5.45 GOALS AND OBJECTIVES

The Board recognizes that governmental agencies and community organizations play a role in education and will establish positive working relationships with the public.

The Board shall cooperate to the fullest extent with other school districts as well as with other local, state, and regional agencies and organizations in the solution of educational problems of common concern.

5.46 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 programs, 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.

5.47 SCHOOL-SPONSORED INFORMATION

The Principal shall employ such means as necessary to inform citizens of school activities and policies.

5.48 PUBLIC INFORMATION

The Principal shall be responsible for releasing information about the school system and Board action(s). News releases will only be made through this person.

5.49 PUBLIC RELATIONS PLAN

The Principal and Leadership Team, or other designated persons, shall provide the public with appropriate information concerning new developments at *Wounded Knee District School*. This shall be done in a timely manner and offered to the public through a variety of appropriate media sources such as radio, TV, newspapers, and the like. Staff persons with technical expertise shall serve as resource persons or as an active part of the public relations team.

The local radio station will be the primary means of audio dissemination of public relations information. Other radio stations will be utilized as needed or desired.

The school sign on the highway shall serve as a public relations tool to notify the public of short, pertinent, and up to date announcements. The technology coordinator will be responsible for all messages run through the sign. All messages placed on the sign must be cleared in advance with the Principal or her/his designee.

Each family of students, funds permitting, will receive a subscription to a local newspaper which will serve as a vehicle for print media dissemination of public relations information. Letters and notices and special newsletters may be sent home with students to supplement other notices.

Staff and students shall submit information regarding classroom, school or community activities to the Principal who shall submit copies to the Principal for appropriate action. If the information is of a controversial nature, or impacts the health, safety, and welfare of students or staff, the Principal shall approve in advance.

5.50 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.

5.51 COOPERATION ON RECREATIONAL PROGRAMS

The Board may work with the *Wounded Knee District* Oglala Sioux Parks and Recreation Authority and others to provide facilities which will enhance recreational programs for the school. However, there must be no interference with the educational program in cases where school property is used while school is in session.

5.52 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.

5.53 INTERVIEWS AND INVESTIGATIONS BY POLICE/SOCIAL SERVICES

Police and/or Social Services Child Protection workers/investigators may be called to the school at the request of the Principal or Board.

The police shall contact the Principal first if they wish to come to school for official business.

Prior to a police officer or social services workers/investigators questioning a student on a police matter, the respective Principal may inform the parent of such request and ask them to attend such interview at the discretion of the principal. If the subject of the investigation is a parent, guardian, or household member, the School is under no obligation to contact or involve parents.

Contact between school personnel and the police on matters involving students shall be made through the Principal and the appropriate police authority.

5.54 RELATIONS WITH PARENT ORGANIZATIONS

Section 500 – School Operations Policies. *April 2025*

5.54a PARENT/SCHOOL PARTNERSHIPS

The *Wounded Knee District School* Board will develop strong partnerships with the home. Parents and schools working as partners increase student achievement and help develop positive attitudes about self and school. The key factor in the home-school partnership is the relationship between the teacher and the parent. Teachers are professionals who manage a variety of instructional resources. Parents are an essential resource in the learning process of their children. Organizational support from the School Board and administration enables teachers to effectively develop the partnership.

Wounded Knee District School will design effective forms of school-home communications with all families each year about school programs and their children's progress including home visits, parent teacher conferences, annual report to the Board and community, and school policies.

Wounded Knee District School will provide information and ideas to families about how to help students at home with curricular related activities, decisions and planning including a monthly calendar of events/activities, Monthly Parent Newsletter.

Wounded Knee District School will include parents in school decisions and develop parent leaders and representatives through parent participation on the Owayawa Awanyanka Okolakiciye and other committees.

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.

Section 500 – School Operations Policies. *April 2025*

5.55 PRIVATE SCHOOLS RELATIONS

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

5.56 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 Wounded Knee District School. All visitors shall report to the principal's office or Principal's office to state their business before entering any other part of the School. Such visitors shall sign a visitor's sign-in sheet.

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.

Parents or community members who enter the school without checking in with the Principal's office, or who threaten or physically assault staff or students shall be removed immediately from the premises. School administration and staff are authorized to call law enforcement if the individuals refuse to leave the premises.

5.57 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 evaluation of instructional materials upon formal written request.

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

5.58 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.

5.59 SCHOOL ORGANIZATION PLAN

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

The Principal 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 Principal shall conduct a Comprehensive Educational Plan review and evaluation session annually utilizing a process for input from staff, students, parents and other community members by the end of the first week in September.

Any revisions to the Comprehensive Educational Plan shall be disseminated to all employees during scheduled pre-service at the beginning of each school year.

5.60 SCHOOL ATTENDANCE AREA

The Board shall establish school service area boundaries recognized by the Oglala Sioux Tribe and may enter into an agreement with another Board where district boundaries are contiguous to provide students from both districts with equal educational opportunities.

5.61 SCHOOL YEAR

The term of school shall be approved by the Board and consists of a minimum of 180 days in session exclusive of days of legal discontinuance.

5.62 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 Principal 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.

5.63 EXTENDED SCHOOL YEAR

The Principal shall have the authority to grant an extension of the school year during intersession for purposes of meeting minimum classroom instruction day requirements after consulting with the Board.

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.

5.64 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.

5.65 EMERGENCY ACTION PLAN

The School shall follow its emergency action plan when applicable. All administration, teachers, and staff shall be informed how to proceed pursuant to the plan. In the event that the plan is implemented, the Board shall reexamine the plan to see if any additions or changes are necessary.

5.66 EMERGENCY CLOSING

The Principal or School Board President, or an appointed designee 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.

In order to ensure a safe and rapid dismissal, in case of an emergency situation, the following procedures shall be followed:

1. No students are to be sent to the library or out of any classrooms without a pass from a teacher.
2. Bathrooms will be used during an emergency only with a pass from a teacher.
3. Upon arrival of a designated time of dismissal, teachers shall escort their respective classes to the buses.
4. Once students are outside, all exterior doors (excluding the main doors) will be secured.

Notice shall be given to staff and teaching staff one hour prior to dismissal.

5.67 FLEET POLICY

Arrowhead Insurance will provide a policy, which will be reviewed by the Board.

5.68 WORKING WITH OUTSIDE ENTITIES

Outside entities such as corporations or organizations wishing to engage in collaborative endeavors with *Wounded Knee District School* may enter into a contractual agreement and/or memorandum of agreement/understanding if both the entity and the School Principal feel that the collaborative agreement is actually needed to effectively carry out the service and would be in the best interest of the students of *Wounded Knee District School.*

The Principal shall notify the Board at the next regularly scheduled meeting about the request or proposed collaborative effort.

A person selected by the entity requesting the engagement shall initiate this process by contacting the Principal directly about the proposed endeavor. If deemed necessary, the Principal and the entity's representative will meet to discuss the matter further. If it is determined that a written contract is needed, the terms of the contract shall be discussed.

Either the Principal or the representative of the outside entity may draft the initial contract which shall be subject to review of both parties and/or their organization(s). If both parties agree to the contract as reviewed a final draft shall be written and presented to the Board for their approval.

An approved contract shall be signed by the Chairperson or Leader of the outside entity, the Principal, and the Board Chairperson. The original signed contract shall be retained in the Business Office and a copy made for the outside entity.

Either the outside entity or the school may withdraw from the provisions of the contract by giving a thirty (30) day written notice of intent to the other party).

5.69 - Restrictions on Restraint and Seclusion

Reasonable efforts should be made to prevent the use of restraint and the use of seclusion of any student. WKDS believes that the school environment should be one in which the care, safety, and welfare of all students and staff members are priorities. Efforts to promote positive interactions and solutions to potential conflict should be extensive. In an individual's behavior presents a threat of imminent harm to self or others the use of approved physical intervention or seclusion strategies to maintain a safe environment may be used as a last resort.

Definitions:

"Physical Restraint" shall include the following:
1. The use of physical contact that immobilizes or reduces the ability of a student to move their arms, legs, body, or head freely. Such term does not include a physical escort.

2. Physical restraint does not include brief, but necessary physical contact for the following or similar purposes:
a. To break up a fight;

b. To knock a weapon away from a student's possession; or

e. To prevent an impulsive behavior that threatens the student's immediate safety (i.e. running in front of a car).

"Seclusion" is defined as the involuntary isolation of a student in a room, enclosure or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier. It does not include a timeout.
"Time Out" means a behavioral intervention in which a student, for a limited and specified time, is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her own behavior. In a timeout, the student is not physically restrained or prevented from leaving the area by physical barriers.

Requirements for the Use of Physical Restraint:

Physical restraint may be used only when there is an immediate risk of physical harm to the student or others and no other safe and effective intervention is possible. If physical restraint is applied the staff member must:
a. implement in a manner that is age and developmentally appropriate;

b. ensure safety of other students and protect the dignity and respect of the student involved. use the least amount of force necessary, for the least amount of time necessary;

c. be appropriately-trained;

d. continually observe the student in restraint for indications of physical or mental distress;

e. contact security if at any point the staff assesses that the intervention is insufficient to maintain safety of all involved.

f. remove the student from physical restraint immediately when the immediate risk of physical harm to self or others has dissipated; and
g. following the use of physical restraint, the student should be assessed for injury or psychological distress and monitored as needed following the incident.

Prohibited Practices for Use of Restraints:

Staff members shall not use any physical restraints for which they have not been trained by WKDS or use any unauthorized physical restraints. Prohibited practices include but are not limited to:

a. Prone restraint, which is physical pressure applied to any part of the student's body to keep the student in a face down position on the floor or other surface;
b. Any form of physical restraint that involves the intentional, knowing, or reckless use of any technique that involves the use of pinning down a student by placing knees to the torso, head, and or neck of the student;
c. Using any method that is capable of causing loss of consciousness or harm to the neck or restricting respiration in any way;
d. Uses pressure point, pain compliance, or joint manipulation techniques;
e. Corporal punishment;
f. Dragging or lifting of the student by the hair or ear or by any type of mechanical restraint;
g. Deprivation of basic needs;
h. Chemical restraint;
i. Mechanical restraint (that does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed);
j. Using other students or untrained staff to assist with the hold or restraint;
k. Securing a student to another student or fixed object;
l. Aversive behavioral interventions; or
m. Seclusion in a locked room or area.

Seclusion Restriction:

Staff shall not seclude any student. If a student's behavior requires separation from other students, WKDS security shall be called to remove the student from WKDS. Security shall deliver the student to their parents/guardian without the use of any restraint other than the customary seatbelt.

Reporting and De-Briefing Requirements:

Any staff member(s) using physical restraint shall complete all WKDS required reports and document staff's observations of the student.

a. As soon as possible under the circumstances the staff member(s) using physical restraint shall inform the Principal of the use of physical restraint.

b. The Incident Report shall be completed by the staff member upon occurrences of physical restraint.

c. Completion of the form and submission of the Incident Report to the Principal must be done the same day the staff member(s) used physical restraint.

d. The Principal shall attempt to contact the parent/guardian during the same day of incident.

e. A copy of the Incident Report must be made available to parent/guardian by the Principal within 24 hours after receipt of the Incident Report.

f. The Principal a debriefing with all involved staff and parents and, if appropriate, the student.

1. evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
2. during the debrief, if the behavior is noted as a pattern of dangerous behavior that leads to the use of restraint, a Behavior Intervention Plan must be completed.

Training and Professional Development:

a. WKDS will ensure that an appropriate number of personnel in each building are trained in crisis management and de-escalation techniques.

b. WKDS will utilize culturally appropriate intervention and mediation techniques to promote waohola (respect) for students and employees.

c. WKDS will maintain written or electronic documentation on training provided and lists of participants in each training.

d. All WKDS staff shall be trained annually on this policy.

Monitoring:

The School board and Principal shall monitor the implementation of this policy.

1. This policy shall be accessible on the WKDS website.

2. WKDS shall notify all parents annually on the school's website of its policy on restraint.

Complaints:

A parent/guardian who feels that a school employee violated this policy may file a complaint with the Principal.