

SECTION 200
SCHOOL ADMINISTRATION
POLICIES

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Section 200-School Administration Policies

2.01 ADMINISTRATION GOALS

This section shall apply to the Principal only. Should *Wounded Knee District School* decide, at some future date, to establish a superintendent or CEO, then these policies shall also apply to them.

These provisions of the Manual shall apply to the Principal. The other sections in this manual, including but not limited to the personnel section, shall apply to administrative personnel (including but not limited to business manager, subordinate administrators, supervisors, and other managers) unless there is a specific provision in this section of the manual specifically dealing with administrative personnel and the issue needing to be addressed. In that case, the section dealing specifically with the administrative personnel would have priority.

The general purpose of the administration of the school shall be to coordinate and supervise the creation and operation of an environment in which students learn. The goals of the administration shall be:

1. To manage the various School departments, units and programs effectively.
2. To provide professional advice and counsel to the Board and advisory groups.
3. To implement the management function in order to assure the highest quality and most effective learning processes through achieving such objectives as:
 - a. Providing leadership in advanced educational developments;
 - b. Arranging for staff development necessary to establish and operate cooperative efforts at improving learning programs, facilities, equipment, and materials; and
 - c. Providing access to the decision-making process for staff, students, parents, and others.

2.02 DUTIES AND RESPONSIBILITIES

The Principal is the chief administrator employed by the Board. The Principal serves by contract with the Board. The Principal's immediate supervisor shall be the *Wounded Knee District School Board*. To be eligible for the position of Principal, a person must meet the legal requirements of the accrediting authority applicable to principals.

The Principal is charged with the overall responsibility of the operation and administration of the school within the framework established by the policies and directives of the Board. The Board shall rely on the Principal to provide professional administrative leadership. The Board is responsible for clearly specifying the requirements and expectations of the Principal.

The Principal shall be responsible for administration of the School and all personnel and students, as well as for all duties, responsibilities, and tasks set forth in the Principal's job description, which shall be attached to and incorporated by reference herein to the Principal's contract of employment. Those duties and responsibilities include but are not limited to those in the current position description of the Principal.

2.03 ADMINISTRATOR CODE OF ETHICS

The professional administrator shall comply with the following code of ethics:

- (1) Make the well-being of the students the basis of decision making and action;
- (2) Enforce and obey tribal, and national rules and laws in the performance of duties;
- (3) Exemplify high moral standards by not engaging in or becoming a party to such activities as fraud, embezzlement, deceit, moral turpitude, gross immorality, illegal drugs, or use of misleading or false statements;
- (4) Respect the civil rights of those with whom the administrator has contact in the performance of duties;
- (5) Interpret, accurately represent, and implement the policies and administrative regulations of the Board;
- (6) Distinguish personal politics, attitudes, and opinions from stated policies of the appropriate educational governing board;
- (7) Fulfill professional responsibilities with honesty and integrity;
- (8) Maintain professional relationships which are free from vindictiveness, willful intimidation, and disparagement;
- (9) Safeguard confidential information including but not limited to that described in Section 3.75 herein;
- (10) Not allow professional decisions or actions to be impaired or influenced by personal gain, gifts, gratuities, favors, and services made or withheld;
- (11) Avoid preferential treatment and conflicts of interest;
- (12) Honor all contacts until fulfillment, release, or dissolution by mutual agreement of all parties;
- (13) Apply for, accept, offer, or assign a position of responsibility on the basis of professional preparation and legal qualifications;
- (14) Accurately represent personal qualifications and the evaluations and recommendations of others;
- (15) Cooperate with authorities regarding violations of the codes of ethics of the South Dakota Professional Administrators Practices and Standards Commission and the South Dakota Professional Teachers Practices and Standards Commission.

Source: South Dakota Administrative Code 24:11:03:01

2.04 PRINCIPAL QUALIFICATIONS

A Principal must have a South Dakota Administrator's Certificate. Prior experience in administrative work is desired. The Board shall apply the Indian Preference provisions set forth in the Personnel section of the Manual.

2.05 PRINCIPAL RECRUITMENT

The Board shall make every effort to fill an opening for the Principal with the most capable person available. The Board shall consider only those candidates who meet qualifications of the accrediting agency and who display the ability to successfully carry out the duties of the Principal.

The Board shall solicit applications from qualified members of the staff and may list the vacancy with any placement agency at its discretion. The advertisement for the principal position shall remain open until filled.

The following media may be utilized for the recruitment of the Principal for *Wounded Knee District School*: local newspapers, tribal personnel office, universities and colleges, educational journals, Internet, and KILI radio station.

2.06 ORGANIZATION CHARTS

The lines of authority in the organizational charts represent the direction of authority and responsibility and shall be regarded as visual representations of current policy. Legal authority of the Board is conveyed through the Principal by the organizational charts which shall be submitted to the Board for approval no later than March 30 of each year.

The Principal shall be free to reorganize lines of authority and to revise the organizational chart, subject to Board approval, as long as such reorganization conforms to the Constitution and By-laws, and policies and procedures of *Wounded Knee District School*.

2.07 LINE AND STAFF RELATIONS

The Principal shall inform all personnel regarding working relationships at the school. Lines of direct authority are those approved by the Board and shown on the school organization chart.

Personnel shall refer matters requiring administrative action to their immediate supervisor who shall refer such matters to the next higher administrator when necessary. All personnel shall keep their immediate supervisor informed of their activities.

2.08 PRINCIPAL SELECTION AND INTERVIEWING PROCESS

All Applications for the position of Principal shall be reviewed and evaluated and those candidates selected as finalists by the Board shall be interviewed. Interviews shall be in person, when possible, but finalists may appear by telephone or video conference upon special request. The Board shall endeavor to conduct interviews on a school day so that applicants may visit the school while in session and may utilize the services of the retiring Principal or an outside consultant for recruiting and interviewing candidates for the Principal position. In the evaluation process of the applicants, the Board shall only consider an applicant for employment if he/she has verified references, verified credentials, reviewed any potential legal issues, and conducted a personal interview.

The Board reserves the right to re-advertise if the Board is dissatisfied with the existing group of applicants.

- a. Applicants must submit a letter of application, resume, credentials, certificate of endorsement, transcripts and shall, upon request of the Board, include written statements concerning:

1. Educational philosophy,
2. Philosophy of Educational Administration,
3. Management experience,
4. Experience relating to facilities management,
5. Personnel and program evaluation experience and knowledge,
6. Knowledge of support programs and funding resources,
7. Philosophy concerning role of Principal and School Board,
8. Philosophy concerning role of the student in the educational leadership process,
9. Philosophy concerning local control of the educational process,
10. Demonstrated knowledge and experience in Lakota history, culture, and values.

- b. The *Wounded Knee District School* Board shall review and evaluate the applicants and schedule structured interviews with the selected finalists.

Interview questions will relate to any criteria deemed appropriate by the School Board.

- c. The Principal shall be subject to a pre-employment background check and pre-employment drug and alcohol testing as set forth in the personnel section. The contract with the Principal, even if signed by the parties, shall not be considered executed, valid or enforceable until a complete background check has been conducted and the results have been presented to, and accepted by, the Board.

2.09 PRINCIPAL APPOINTMENT

The Board shall select and appoint a Principal for a term not to exceed one year.

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2.10 PRINCIPAL EXPENSES

The Principal shall be reimbursed in the same manner as all other employees of the School.

2.11 PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The Principal shall pursue professional development to keep the Board and professional staff informed of new and promising educational developments. The Principal should attend educational conferences, seminars, workshops, and other professional meetings, visit other school systems, and use other means to be informed about modern educational thought and process.

The Principal shall notify the President of the Board of any professional meetings which will cause her/him to be absent from the school for more than three (3) consecutive business days and shall obtain approval of the Board in advance of such training opportunity.

2.12 PRINCIPAL CONSULTING

The Principal shall devote her/his time to the supervision of the school and shall not be engaged in any other business. Only by prior agreement with the Board may the Principal undertake consultant work or other professional obligations.

2.13 ADMINISTRATOR CONSULTING

An administrator may be placed in a consultant situation as long as it does not interfere with the regular duties assigned to the administrator. This consulting work should take place during the summer or during after school hours. The amount of school time which would be missed shall not exceed the number of days which the administrator has available for annual leave. Prior to an administrator accepting consulting work, the administrator must receive approval by the Board.

2.14 EVALUATION OF PRINCIPAL

The Board shall evaluate the Principal at least once annually with consensus about her/his abilities and performance put in writing and made available to her/him utilizing an approved evaluation form. The evaluation criteria shall include, but not be limited to the criteria relied upon in hiring the Principal.

2.15 PRINCIPAL RESIGNATION

If the Principal desires to be released from her/his contract, before the end of the contract term, the Principal shall give the Board thirty (30) calendar days written notice of her/his intention to relinquish her/his position and shall request approval for such release in writing to the Board with the reason(s) clearly stated. Such resignation shall be in accordance with the Principal's contract. The Board may accept or refuse the resignation. If the Principal separates from the school without permission of the Board, the Board reserves the right to refer a complaint to the certifying authority that may seek revocation or discipline of the Principal's Administrator's Certificate. The Principal may also be subject to a financial penalty of up to five percent (5%) of the total value of the Principal's contract. If the Principal resigns by mutual agreement between the Board and the Principal, the Principal's contract shall not be paid in full, rather, the Principal may only be compensated for days actually worked upon resignation. In the event that the Principal resigns prior to the end of his or her first year of employment, the Board may also seek proportionate reimbursement for any extraordinary costs associated with the Principal's hiring, such as relocation costs or other similar specialized expenses.

2.16 BOARD-PRINCIPAL RELATIONS

Legislation of policies is the most important function of the Board and the execution of policies is the function of the Principal. However, at all times the Principal is supervised by the *Wounded Knee District School* Board.

The Principal has executive powers to administer the school within Board policies, freeing the Board to devote time to policy making and appraisal functions.

The Principal is responsible for carrying out policies within established guidelines and for keeping the Board informed about school operations.

The Principal will notify Board members as soon as possible of any events of an emergency nature which occur in school and any other important information.

2.17 MANAGEMENT PREROGATIVE

If emergency action must be taken within the School and where the Board has provided no guides for administrative action, the Administration shall have the power to act, but the justification for emergency action and the specific course of action taken shall be reported in writing to the Board at its next regularly scheduled meeting.

The Board specifically reserves the right to reverse or approve the emergency action as it deems appropriate after the action has been taken.

Following completion of the process contemplated by this provision, the Administrator shall provide the Board, in writing, with such proposed policies and procedure changes which should be implemented by the Board to avoid the necessity of similar action in the future.

All decisions of the Board under this section shall be only subject to review as contemplated by the policies and procedures of the School or applicable laws and federal regulations.

2.18 PRINCIPAL COMPENSATION GUIDES AND CONTRACTS

The Board shall employ a Principal with the ability to exercise professional leadership in the school. In agreeing on a contract with Principal, the Board shall consider the following:

- a. The contract year for the Principal shall be twelve (12) months with two (2) week vacation time. The contract term for Principal shall be specified in his/her contract.
- b. The salary for Principal shall be set by the salary schedule and be within established budget line items.
- c. The salary payment schedule for Principal shall not be a negotiable contract item.
- d. The amount and type of leave for Principal shall not be a negotiable contract item.
- e. Any unused leave remaining at the end of the Principal's contract period may be paid upon completion of the contract, at the discretion of the Board and based upon availability of funds.
- f. The fringe benefits for Principal shall be according to the negotiated contract between the administrator and the Board.
- g. Any provisions and negotiated items shall be clearly specified in the Principal's contract and approved by the Board.
- h. The original contract executed with the signatures of the Principal and Board President shall be placed in the personnel file of the Principal, which shall be retained by the Personnel Records.
- i. The Board will attempt to notify Principal of contract renewal or non-renewal by the 2nd Friday in March. However, the Board reserves the right to not renew a Principal's contract at any time up until the beginning of the next school year. The Board also reserves the right to begin recruiting for a Principal at any time during the school year.
- j. Whether a Principal shall receive moving expenses is an item which may be negotiated. It is within the Board's discretion if they wish to pay or reimburse some or all of Principal's moving expenses who have accepted employment.
- k. The Principal shall establish a designee(s) to serve in their capacity in the event the Principal is not in the school.

The above list is not inclusive. The Board may make additional considerations which within its discretion it deems to be appropriate.

2.19 EVALUATIONS BY PRINCIPAL

The Principal shall report to the Board annually, prior to the first Monday in March, on the performance of all employees and recommend their continued employment and salary status. Written evaluations, observation of work by a supervisor, or any other objective criteria may be used to recommend or not recommend continued employment. Results of evaluation shall be maintained in confidential personnel files kept in the Personnel Records.

2.20 PRINCIPAL SEPARATION

In the event that a principal arbitrarily or willfully breaches her/his contract, or abandons her/his employment without first being released by the Board, the Board may recommend to the respective licensing authority that the principal's license or certificate be suspended or revoked.

The Board may terminate the principal for reasonable and just cause which includes, but is not limited to: breach of contract, incompetence, neglect of duty, immoral conduct, intemperance, brutal or oppressive treatment of a student or staff member, conviction of a crime (Tribe, State or Federal), continuing physical or mental disability rendering her/him unfit to perform her/his duties, refusing to give or follow a directive by the Board, disruption of Board, administration, staff, and/or student relations, other matters proscribed by law, violation of the code of ethics, or a violation of the disciplinary procedures set forth in the Manual. Only the Board may terminate the principal.

The Board may take other disciplinary action against the Principal which may include suspending the Principal with pay pending disciplinary action by the Board. In the event that the Board determines to take action against the Principal based on a complaint levied against the Principal, the Board shall notify the Principal, in writing, of the reason for the proposed discipline or termination brought against her/him, the reasons therefore, and that the Principal may request a grievance hearing before the Board to challenge the allegations. If the Principal requests a grievance hearing, the Board must set a date and time for the hearing and the process shall follow the grievance procedures established by the Manual, except that there shall be no informal steps and the grievance shall only be heard by the Board. The decision of the Board shall be a final decision of the *Wounded Knee District School*. There shall be no Administrative Law Judge step or hearing. Failure of the administrator to timely request a grievance hearing shall result in the disciplinary action being automatically affirmed by the Board and such decision of the Board shall constitute a final decision of *Wounded Knee District School*.

2.21 TIME SCHEDULES

Daily time schedules for Principal shall be set by the School Board. The Principal's regular business day shall be from 7:30 a.m. to 4:00 p.m. Monday thru Thursday, and 7:30 a.m. to 1:30 p.m. on Fridays. The Principal may be required to work additional hours when the School's needs so require without further compensation.

The Principal may be required to attend meetings, conferences, and other activities in connection with their job responsibilities which might extend beyond the regular business day at no additional compensation.

2.22 CONSULTANTS TO DO ADMINISTRATOR'S WORK

Consultants may be hired to consult and/or perform some administrative functions, without any penalty to Principal, as long as such consultant is approved by the Board.

2.23 COMMITTEES TO ASSIST PRINCIPAL

The Principal may establish committees as s/he deems necessary for proper administration of policy and for improvement of the total educational program. Such committees function in an advisory capacity, have no inherent authority, and make recommendations to the Principal for possible submission to the Board.

The Principal shall define the membership and responsibilities of such committees which may be changed at her/his discretion.

The Principal, upon informing the Board, may approve the expenses incurred by such committees to be paid from school funds for services, materials, and travel. Approval by the Principal of these funds is subject to veto by the Board.

2.24 BOARD POLICY IMPLEMENTATION

The Principal is responsible for enforcing administrative regulations and policies established by the Board. Administrators are responsible for informing subordinates of policies and regulations and enforcing them.

2.25 DISREGARD FOR POLICY

Disregard for Board policy and administrative rules and regulations shall be interpreted as insubordination or willful neglect of duty and may lead to disciplinary action against the Principal.

2.26 RECORDS AND REPORTS

The Principal shall make certain that all mandated reports are completed and are maintained at the School.

The Principal may designate managers/supervisors/administrators to be responsible for the reports listed above.