

CONTENTS

<b>TABLE OF CONTENTS</b>		A-D
<b>SECTION I - School Board/District Governance</b>		
I-A.	Philosophy	I-1
I-B.	Policy of Non-Discrimination	I-2
I-C.	Drug Free Workplace	I-2
I-D.	Sexual Harassment Policy	I-3
I-E.	Non-Retaliation	I-4
I-F.	Chain of Command	I-5
I-G.	Citizen Concerns	1-5
I-H.	Political Policy	I-6
I-I.	Mileage Policy	I-7
I-J.	Capitalization Policy	I-8
I-K.	School Board Meeting Procedures	I-9
I-L.	Duties and Responsibilities of the School Board and its Officers	I-11
I-M.	Policies Pertaining to the Superintendent	I-13
I-N.	Selected Criteria for Chief Administrator Evaluation	I-16
I-O.	Energy Conservation	I-30
I-P.	Procurement Card Policy	I-30
I-P.	Food Service Non-Discrimination Statement Policy	I-31
<b>SECTION II - Administration</b>		
II-A.	Business Office	II-1
II-B.	School Principal	II-6
II-C.	Selected Criteria for Administrator Evaluation	II-8
II-D.	Education Administration	II-26
II-E.	School Records	II-28
II-F.	Appeals	II-30
II-G.	Telephone Calls	II-31
II-H.	Buying Guidelines	II-31
II-I.	Policy for Promotion or Retention Grades K-12	II-32
II-J.	Title One - Parent Involvement Policy	II-34
II-K.	Non-traditional Student Enrollment at Hamlin High School	II-36
II-L.	Teacher Assistance Team Policy	II-39
II-M.	Admission of Non-Resident Students	II-41
II-N.	Fiscal Management-Stewardship of Trust and Agency Funds	II-43
II-O.	Conflict Disclosure and Authorization	II-45
II-P.	Criminal Background Procedure Policy	II-47
<b>SECTION III - Staff</b>		
III-A.	Certified	III-1
	A. Leaving the Building	III-2
	B. Use of Building	III-2
	C. Smoking Policy	III-2
	D. Plan books, Class Record Books and Seating Charts (All in one book)	III-2
	E. Textbooks	III-2
	F. Grading of Students	III-2
	G. Warning Reports	III-3
	H. Daily Assignments	III-3
	I. Make-up Work	III-3
	J. Announcements	III-3
	K. Attendance	III-3
	1. Absentees	III-3
	2. Tardiness	III-4

L.	Keys	III-4
M.	Salesmen and Solicitors	III-4
N.	Church Night	III-4
O.	Teacher Control	III-4
P.	Utility Passes	III-5
Q.	Passes	III-5
R.	School Day Trips	III-5
S.	Transporation Arrangements	III-5
T.	Trips to Contests, Tournaments, etc.	III-5
U.	Some Specific Items for Your Protection as well as Ours	III-6
V.	Child Abuse Policy	III-6
W.	Homework Policy	III-6
X.	Guidelines about Homework	III-7
III-B.	Grievance Procedures	III-8
III-C.	Supervision, Evaluation and Employment Policy for Certified Personnel	III-16
III-D.	Substitute Teachers	III-19
III-E.	Classified	III-20
III-F.	All Employees	III-22
<b>SECTION IV - Students</b>		
IV-A.	Comprehensive Student Discipline Policy	IV-1
IV-B.	Hamlin Drug Prevention Program	IV-3
IV-C.	Disciplinary Sanctions and Implementation Procedures	IV-4
IV-D.	Wellness Policy	IV-6
IV-E.	Payment of Delinquent School Lunch Bills	IV-12
IV-F.	Student Rights	IV-12
IV-G.	Multi-District Student Driving Policy	IV-13
IV-H.	Busing for Student Activities	IV-13
IV-I.	Lunchrooms	IV-13
IV-J.	Playground	IV-14
IV-K.	Conduct off School Grounds	IV-14
IV-L.	Corporal Punishment	IV-14
IV-M.	Hair and Dress	IV-15
IV-N.	Locker Searches	IV-15
IV-O.	Police in the Schools	IV-15
IV-P.	School Rules	IV-16
IV-Q.	Flag Salute and Pledge of Allegiance	IV-16
IV-R.	Policies in Relation to Students	IV-17
IV-S.	Activities Code of Conduct	IV-18
IV-T.	AIDS Policy for Students	IV-21
IV-U.	Student Work Release Policy	IV-23
IV-V.	School Health Guidelines	IV-24
IV-W.	Cyber Bullying Policy	IV-26
IV-X.	Student Discipline-Bully Prevention Policy	IV-27

IV-Y.	Participation of Alternative Instruction Students	IV-28
IV-Z.	Rights of Homeless Students Policy	IV-28
IV-AA.	Early Graduation Polciy	IV-29
IV-BB.	Epinephrine Auto-Injectors Policy	IV-30
IV-CC.	Participation of Alternative Instruction	IV-31
IV-DD.	Restraint and Seclusion	IV-31
<b>SECTION V - Media Center</b>		
V-A.	Media Center Selection Policy	
V-B.	Objectives of Selection	V-1
V-C.	Administration of Selection	V-1
V-D.	Criteria for Selection	V-1
V-E.	Basic Selection Aids	V-2
V-F.	Gifts	V-2
V-G.	Reviewing the Collection	V-3
V-H.	Censorship and Controversial Materials	V-3
V-I.	Reconsideration of Media Center Material	V-4
V-J.	Circulation Policy	V-4
V-K.	Overdue Policy	V-7
V-L.	Discipline Policy	V-7
V-M.	Library Bill of Rights	V-7
V-N.	Statement of Labeling	V-8
V-O.	Librarian Formal Evaluation Report	V-8
		V-8
<b>SECTION VI - Facilities</b>		
VI-A.	Use of School Facilities	
VI-B.	Open Gym Policy	VI-1
		VI-1
<b>SECTION VII - Support Services</b>		
VII-A.	Counseling and Guidance - South Dakota Privileged Communication Law	
VII-B.	Counseling and Guidance - Definitions	VII-1
VII-C.	Counseling and Guidance - Job Description	VII-1
VII-D.	Counseling and Guidance - Director of Guidance and Counseling	VII-2
VII-E.	Counselling and Guidance - School Guidance Standards K-12	VII-3
VII-F.	Referral Agencies	VII-5
VII-G.	Hotline Numbers	VII-14
VII-H.	State Agencies and Organizations	VII-16
VII-I.	Busing	VII-17
		VII-21
<b>SECTION VIII - Emergency/Crisis Management</b>		
VIII-A.	Assault/Threats/Violence	
VIII-B.	Additional Emergency Support	VIII-1
VIII-C.	Bomb Threat Checklist	VIII-1
VIII-D.	Building Evacuation Procedures	VIII-2
VIII-E.	Emergency Management Plan - Student/Parent/Staff Sign-Out Sheet	VIII-3
VIII-F.	Emergency Management Team	VIII-4
VIII-G.	Disturbance/Demonstration	VIII-5
VIII-H.	Fire/Explosion	VIII-5
VIII-I.	When a Student or Employee has been Injured or Becomes Ill	VIII-6
VIII-J.	Hazardous Materials Spills	VIII-6
VIII-K.	Hostage Situation	VIII-8
VIII-L.	Intruders/Restraining Orders	VIII-8
VIII-M.	Kidnapping/Missing Child	VIII-10
		VIII-11

VIII-N.	Large Event Emergency	VIII-11
VIII-O.	Emergency Lockdowns	VIII-11
VIII-P.	Media Parameters	VIII-13
VIII-Q.	Nuclear Warning	VIII-14
VIII-R.	Responses in Case of Serious Inuury or Death	VIII-15
VIII-S.	Safe School Procedures	VIII-16
VIII-T.	School Bus Accidents	VIII-17
VIII-U.	Serious Illness/Injury/Death	VIII-18
VIII-V.	Severe Weather/National Emergency	VIII-19
VIII-W.	Utility Emergency	VIII-20
VIII-X.	Weapons/Hostage/Shooting	VIII-21
VIII-Y.	Fallen Aircraft	VIII-22
<b>SECTION IX - Computers/Internet</b>		
IX-A.	Acceptable Use Policy - Hamlin School District Staff	IX-1
IX-B.	Terms and Conditions of Access and Use	IX-2
IX-C.	Tablet Computer Protection	IX-5
IX-D.	Student Pledge for Tablet PC Use	IX-6
IX-E.	On Line Courses	IX-7