

## Support Services

NEPN Code	Title of Policy	Next Scheduled Review
EA	<a href="#">Support Services Goals</a>	FY2024
EB	<a href="#">Safety Program</a>	FY2024
EBA	<a href="#">Buildings and Grounds Inspections</a>	FY2024
EBB	<a href="#">Accident Prevention and Safety Procedures</a>	FY2024
EBBA	<a href="#">First Aid</a>	FY2024
EBBB	<a href="#">Accident Reports</a>	FY2024
EBBB-R	<a href="#">Student Actual Accident Form</a>	FY2024
EBBB-RE	<a href="#">Employee Actual Accident Form</a>	FY2024
EBC	<a href="#">Emergency Plans</a>	FY2024
EBCA	<a href="#">Bomb Threats</a>	FY2024
EBCB	<a href="#">Fire Drills</a>	FY2024
EBCC	<a href="#">Emergency Lockdowns</a>	FY2024
EBCD	<a href="#">Emergency Closings</a>	FY2024
ECA	<a href="#">Buildings and Grounds Security</a>	FY2024
ECA-R	<a href="#">Buildings and Grounds Security (Regulation)</a>	FY2024
ECAA	<a href="#">Equal Access</a>	FY2024
ECAB	<a href="#">Vandalism</a>	FY2024
ECAC	<a href="#">Video Surveillance</a>	FY2024
ECB	<a href="#">Buildings and Grounds Maintenance</a>	FY2024
ECB-R	<a href="#">Buildings and Grounds Maintenance (Regulation)</a>	FY2024
ECF	<a href="#">Energy Conservation</a>	FY2024
EDBA	<a href="#">Maintenance and Control of Instructional Materials</a>	FY2024
EEA	<a href="#">Student Transportation Services</a>	FY2024
EEAA	<a href="#">Walkers and Riders</a>	FY2024
EEAB	<a href="#">School Bus Scheduling and Routing</a>	FY2024
EEAC	<a href="#">School Bus Safety Program</a>	FY2024
EEACA	<a href="#">Drug and Alcohol Testing for School Bus Drivers</a>	FY2024
EEACC	<a href="#">Student Conduct on School Buses</a>	FY2024
EEACC-R	<a href="#">Student Conduct on School Buses (Regulation)</a>	FY2024
EEAD	<a href="#">Special Use of School Buses</a>	FY2024
EEADA	<a href="#">Use of Private Vehicles Employees</a>	FY2024
EEADB	<a href="#">Use of Private Vehicles Non Employees</a>	FY2024
EEADB-R	<a href="#">Use of Private Vehicles Non Employees Form</a>	FY2024
EF	<a href="#">Food Services Management</a>	FY2024
EFB	<a href="#">Free and Reduced Price Food Services</a>	FY2024
EGAA	<a href="#">Printing and Duplication Services – Reproduction of</a>	FY2024
EI	<a href="#">Insurance Management</a>	FY2024

All Staff	All Staff need to be made aware of policy each year
Approve Each year	Board should approve all policies in this color each year
Green	Students and parents need to be made aware of policy each year

<b>Arlington School District 38-1</b>	<b>NEPN Code: EA</b>
<b>School Board Policy Reference Manual</b>	

### **SUPPORT SERVICES GOALS**

Support services are essential to the successful function of a school system. Management of auxiliary operations is therefore an important responsibility of the district administration. It should be remembered, however, that education is the district's central function; all support services will be provided, guided and evaluated by this requirement.

In order to provide support services that are truly supportive of the educational program, the Board establishes these broad goals:

1. To provide a physical environment for teaching and learning that is safe for students, staff, and public;
2. To provide safe transportation for students to and from school and nutritious meals for students;
3. To provide support services, resources, and assistance to fulfill the needs and promote the goals of the educational program.

Legal References:

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: EB</b>
<b>School Board Policy Reference Manual</b>	

## **SAFETY PROGRAM**

Accidents are undesirable, unplanned occurrences that may result in tragic consequences: bodily harm, loss of school time, property damage, legal action, and even fatality. It will be the policy of the Board to guard against such occurrences by taking every reasonable precaution to protect the safety of all students, employees, visitors, and others present on district property or at school-sponsored events.

The Board will comply with safety requirements established by governmental authorities and will insist that its staff adhere to recommended safety practices as these pertain, for example, to the school plant, special areas of instruction, student transportation, school sports, and occupational safety.

The Superintendent will have overall responsibility for the safety program of the district. General areas of emphasis will include, but not be limited to: in-service training; accident record keeping; plant inspection; driver and vehicle safety programs; fire prevention; and emergency procedures and traffic safety programs relevant to students, employees, and the community.

Each principal will be responsible for the supervision of a safety program for his or her school.

The practice of safety will also be considered a facet of the instructional program of the district schools.

Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members and students recognize that preventing accidents is a daily operational responsibility.

Legal References: ARSD 61:15

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: EBA</b>
<b>School Board Policy Reference Manual</b>	

## **BUILDINGS AND GROUNDS INSPECTIONS**

The Superintendent will be responsible for the general safe operations of the buildings and grounds and will periodically assist in their inspection for safety hazards.

The Superintendent will assist any inspector of the department of public safety in the inspection of school buildings and grounds for fire safety hazards.

Violations to fire protection laws and other safety hazards will be reported to the Superintendent and corrected to ensure the well-being of all students, staff and the general public on school property.

Legal References: SDCL 13-25-5 through 13-25-9; 13-25-11; 13-25-12;  
13-25-14 through 13-25-17

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: EBB</b>
<b>School Board Policy Reference Manual</b>	

## **ACCIDENT PREVENTION AND SAFETY PROCEDURES**

Student safety will be considered a part of the general education program. Students in science, Agriculture Classes and all other “shop type” classes will be given an orientation each semester to familiarize them with the equipment and materials they will be using and the dangers involved if safety precautions are not taken. Signs will be posted in rooms as a constant reminder of these safety precautions.

Every student, teacher and visitor is required to wear an industrial quality eye protective device when participating or observing any of the following courses:

1. Vocational or industrial arts shops or laboratories involving experience with the following: hot molten metals; milling, sawing, turning, shaping, cutting, grinding or stamping of any solid materials; heat treatment, tempering or kiln firing of any metal or other materials; gas or electric arc welding; repair or servicing of any vehicle; caustic or explosive materials.
2. Chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids.

Legal References: ARSD Article 61:15

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: EBBA</b>
<b>School Board Policy Reference Manual</b>	

### **FIRST AID**

The school is responsible for giving first aid or emergency treatment only in case of sudden illness or injury to a pupil or a member of the staff. Further medical attention in the case of a pupil is the responsibility of the parent or guardian, or the person designated for emergencies; and in the case of a member of the staff, or the particular individual.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the child to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given.

Each principal will be charged with directing the immediate care of ill or injured persons who come within his/her area of responsibility.

Procedures for the proper handling of such emergencies will be developed and made known to the staff. These will incorporate the following requirements:

1. No treatment except first aid is permitted in schools. The school's responsibility is to place the ill or injured student in the care of the home or family physician as soon as possible.
2. Teachers or other trained persons, or bus drivers if the injury occurs on a school bus, will be responsible for administering first aid to students with minor injuries such as scratches, abrasions, bruises, etc.
3. A master first aid kit will be kept and properly maintained in each school and each school bus.
4. No drugs will be administered by school personnel unless authorized by a physician.
5. Parents will be asked to sign and submit an emergency medical authorization, which will indicate the procedure they wish the school to follow in event of a medical emergency involving their child.
6. In all cases where the nature of an illness or an injury appears serious, the parent or guardian will be contacted if possible, and the instructions on the child's emergency card followed. Thus, in extreme emergencies arrangements usually may be made for a child's immediate hospitalization whether or not the parent or guardian can be reached.
7. No young child who is ill or injured will be sent home alone, nor will an older child unless the illness is minor and the parent or guardian has been informed in advance.

Legal References:

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024



<b>Arlington School District 38-1</b>	<b>NEPN Code: EBBB</b>
<b>School Board Policy Reference Manual</b>	

## **ACCIDENT REPORTS**

Accurate and prompt accident reporting is essential if similar accidents are to be prevented from happening again. If there are injuries or damage, prompt reports also are vital in assuring the district, staff, students, and others of proper insurance coverage.

Therefore, the Board requires that an accident report be filed for every accident that takes place on school property, or that involves a school vehicle, students or staff on school sponsored trips, or staff members on authorized school business trips. Such accident reports are required whether or not there is an injury or damage immediately evident.

For accidents involving students, the teacher responsible for the child when the accident occurred will file an accident report with the principal on the same day. Teachers also will report promptly to the principal any members, or accidents occurring off school grounds or involving school transportation vehicles, will be filed in accordance with procedures developed by the superintendent.

Accident report forms will be designed and made available for each school; they will give information that:

1. Might be helpful in preventing similar accidents in the future;
2. Is needed for filing insurance claims;
3. Might be important in case of litigation.

Legal References:

Adopted: FY2012

Last Review FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: EBBB-R</b>
<b>School Board Policy Reference Manual</b>	

**Arlington School Student Accident Report**

Student Injured: \_\_\_\_\_ Grade: \_\_\_\_\_

Under whose supervision? \_\_\_\_\_ Was he/she a witness? \_\_\_\_\_

Time it happened: \_\_\_\_\_ Location: \_\_\_\_\_

Describe in detail how the accident happened... \_\_\_\_\_

\_\_\_\_\_

Part of body injured? \_\_\_\_\_

Was treatment sought? \_\_\_\_\_

(If head was injured) Your child had no problems at this time. You should watch for any of the following symptoms:

1. Severe headache
2. Nausea and/or vomiting
3. Double vision, blurred vision, or pupils of different sizes
4. Loss of muscle coordination; such as falling down, walking strangely or staggering
5. Any unusual behavior such as being confused,, breathing irregularly or dizziness
6. Convulsions
7. Bleeding or discharge from an ear

If the child was a little dizzy or foggy, vomited, or showed any of the above signs, they should be checked carefully at bedtime & awakened at midnight (if bedtime is between 8-9 p.m.) just to be sure he/she can be awakened and seems normal. Contact your Doctor or Emergency Room if you notice any of the above symptoms or anything out of the ordinary.

Secretary Report:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Secretaries Signature: \_\_\_\_\_

Reported by \_\_\_\_\_

(Signature of Staff Member)

(Title)

(Date)

Legal References:

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

Employer's First Report of Injury

Form: EBBB-RE

(See Instructions on Back of Form)

E M P L O Y E E	SSN: _____	Date of Birth: _____	Gender: M ___ F ___	# Dependents: _____	Education:
	Name: _____	(Last) _____ (First) _____ (MI) _____			
	Mailing Address: _____				<input type="checkbox"/>
	City: _____	State: _____	Zip: _____	Telephone No.: ( ) _____	<input type="checkbox"/>
	Employee signature: _____			Date _____	
I n j u r y / T r e a t m e n t	Date of Injury: _____ Time of Injury: _____ a.m./p.m. Fatality Date (if applicable): _____				(See Codes on Reverse) Body Part Injured
	County Where Injury Occurred: _____ Was Safety Equipment Provided? Yes ___ or No ___ Time Work Day Began on Date of Injury: _____ a.m./p.m. Was Safety Equipment Used? Yes ___ or No ___				
	Date returned to work (if applicable): _____ Did injury Occur on Employee Premises? Yes ___ or No ___				(If code 90, Multiple Injury, please specify body part codes for each body part injured.) _____ _____
	Address or Location of Injury: _____				
	Description of Injury: _____				Nature of Injury
	Date Employer Notified of Injury: _____				Cause of Injury
	Injury Reported to: _____		Witness: _____		
	Type of Treatment (please check one) <input type="checkbox"/> No Treatment <input type="checkbox"/> On-Site Treatment <input type="checkbox"/> Clinic <input type="checkbox"/> Emergency Room <input type="checkbox"/> Hospitalization		If treatment sought, please specify provider of treatment: Doctor, Clinic or Hospital Name: _____ Mailing Address: _____ City: _____ State _____ Zip _____ Telephone No.: ( ) _____		
<b>EMPLOYER/EMPLOYMENT INFORMATION</b>					
Federal ID No.: _____ # Employees: _____			Employment Type: ___ Regular or ___ Temporary		
Employer Name (DBA): _____			Emp. Status: ___FT ___PT ___Seasonal ___Volunteer Date Employee Hired: _____		
Mailing Address: _____			Employee's Position: _____ Employee's Time in Current Position: _____ Employee's Hours Per Week: _____		
City: _____ State: _____ Zip: _____			Employee's Current Wage: _____		
Telephone No.: ( ) _____ County Where Employer Located: _____			\$ _____ per		
Employer signature: _____ Date _____					
CLAIM OFFICE INFORMATION			_____ Check if Claim Office is same as Insurance Provider		
NAICS for Employer Being Insured (Nature of Business): _____ Carrier Code _____ FEIN (Claim Office) _____			If not, you must complete the following <b>UNDERLYING INSURANCE PROVIDER INFORMATION</b>		
Claim Office _____			Carrier Code (If applicable) _____ FEIN (Insurance Provider) _____		

Claim Office Address  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone \_\_\_\_\_ City \_\_\_\_\_  
Email Address \_\_\_\_\_

Claim Office Claim # \_\_\_\_\_  
Date Notified \_\_\_\_\_ Date to DOL \_\_\_\_\_

Represented Entity Name  
Address  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_

For information regarding the Workers' Compensation System go to [www.sdiobs.org](http://www.sdiobs.org)  
DOL-LM-101 Revised 2/2008

Policy Number \_\_\_\_\_  
Effective Dates \_\_\_\_\_  
Adjuster / Contact Person \_\_\_\_\_

Employer's First Report of Injury

Form: EBBB-RE

### GENERAL INSTRUCTIONS

#### EMPLOYEE

- 1 Notify employer immediately of injury, as required by SDCL 62-7-10.
- 2 Complete all questions in the EMPLOYEE and INJURY/TREATMENT sections.
- 3 Sign the form.
- 4 Submit this form to your employer within three (3) business days after the injury.

#### EMPLOYER

- 1 Complete all questions in the EMPLOYER/EMPLOYMENT sections.
- 2 Sign the form.
- 3 Submit this form to your workers' compensation insurance carrier within seven (7) days of knowledge of the occurrence of the injury, as required by SDCL 62-6-2.
- 4 Give a copy of the form to the injured employee.
- 5 Keep the copy of the First Report of Injury for at least four (4) years from the date of injury, as required by SDCL 62-6-1.

#### INSURER

- 1 Complete all questions in the CLAIM OFFICE INFORMATION sections at the bottom of the page.
- 2 Submit this form within ten (10) days of its receipt, as required by SDCL 62-6-3, to:

### **SOUTH DAKOTA DEPARTMENT OF LABOR**

Division of Labor and Management

700 Governors Drive  
Pierre SD 57501-2291

[www.sdiobs.org](http://www.sdiobs.org)

## BODY PART CODES

01	Body reaction/over reaction (includes chemicals)	70	Striking against or stepping on	00	Not applicable
03	Temperature extremes	78	Struck or injured by moving parts of machine	01	Allergy
13	Caught in/under/between	81	Struck or injured, includes knife or sharp object, kicked, bit, etc. - struck by object, worker, patient, etc.	02	Disfigurement
25	Fall from elevation	89	Hostile attack-person in act of crime	71	Occupational disease
29	Fall from same level	90	Other than physical cause of injury	72	Hearing loss
50	Motor vehicle	94	Repetitive motion - callous, blister, etc.		
56	Bending/Lifting	97	Repetitive motion-carpal tunnel syndrome,		
65	Machinery/Equipment	99	Other		

02	Blindness one eye	44	Chest, including ribs sternum, soft ribs	78	Ring finger at metacarpal bone
03	Blindness both eyes	48	Internal organs-other than heart, lungs	79	Ring finger at proximal joint
04	Deafness both ears	49	Heart	80	Ring finger at middle joint
05	Deafness one ear	51	Hip	81	Ring finger at distal joint
10	Multiple head injury	52	Upper leg	82	Little finger at metacarpal bone
11	Skull	53	Knee	83	Little finger at proximal joint
12	Brain	54	Lower leg	84	Little finger at middle joint
13	Ear(s)	55	Ankle	85	Little finger at distal joint
14	Eye(s)	56	Foot	86	Great toe metatarsal bone
17	Mouth	57	Toe (other than greater)	87	Great toe at proximal joint
19	Face (facial bones)	58	Toe (greater)	88	Great toe at distal joint
20	Multiple neck injury	60	Lungs	90	Multiple injury
21	Vertebrae	61	Groin	92	Other toe metatarsal bone
22	Disc	67	Thumb metacarpal bone	93	Other toe at proximal joint
24	Other	68	Thumb at proximal joint	94	Other toe at middle joint
31	Upper arm	69	Thumb at distal joint	95	Other toe at distal joint
32	Elbow	70	Index finger at metacarpal bone	96	Little toe metatarsal bone
33	Lower Arm-forearm	71	Index finger at proximal joint	97	Little toe at distal joint
34	Wrist	72	Index finger at middle joint		
35	Hand	73	Index finger at distal joint		
37	Thumb	74	Middle finger at metacarpal bone		
38	Shoulder	75	Middle finger at proximal joint		
41	Upper Back	76	Middle finger at middle joint		
42	Lower Back	77	Middle finger at distal joint		

## CAUSE OF INJURY CODES

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

## NATURE OF INJURY CODES

<b>Arlington School District 38-1</b>	<b>NEPN Code: EBC</b>
<b>School Board Policy Reference Manual</b>	

## **EMERGENCY PLANS**

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that preparedness plans exist and that students and staff have been trained in carrying out the plans.

The Administration will develop and maintain an Emergency Planning Guide containing emergency plans that meet the requirements for preparedness in case of fire, civil emergencies, and natural disasters, along with a record showing the dates and times of drills conducted.

The Emergency Planning Guide for the district schools will be the official guide for the district in case of fire, civil emergencies, and natural disasters. All personnel and students will follow policies and procedures set forth in the guide.

Building principals will meet all requirements for conducting fire and emergency drills to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation, and will file with the Superintendent a record showing the dates and times of drills conducted.

Legal References: ARSD 24:43:09:01

Cross References: IGA – Basic Instructional Program

Adopted: FY2012

Last Review: FY2023

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: EBCA</b>
<b>School Board Policy Reference Manual</b>	

### **BOMB THREATS**

The Board recognizes that bomb threats are a significant concern to the schools. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

#### CONDUCT PROHIBITED

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a "look-alike" bomb on school premises will be considered a threat for the purpose of this policy.

It is also a violation of Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools. For the purpose of this policy, "toxic or hazardous substance or material" means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

#### DEFINITIONS

1. A "bomb" means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, "Molotov cocktail" or other destructive device.
2. A "look-alike bomb" means any apparatus or object that conveys the appearance of a bomb or other destructive device.
3. A "bomb threat" is the communication, by any means, whether verbal or nonverbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
4. "School premises" means any school property, school buses and any location where any school activities may take place.



#### DEVELOPMENT OF BOMB THREAT PROCEDURES

The Superintendent or designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the District's Crisis Response Plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

1. Threat assessment (for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety);
2. Building evacuation and re-entry (including selection of potential alternative sites for those who are evacuated);
3. Incident "command and control" (who is in charge, and when);
4. Communications contacts and mandatory bomb threat reporting;
5. Parent notification process;
6. Training for staff members;
7. Support services for students and staff.

The initial bomb threat procedure will be subject to approval by the Board. The Superintendent or his or her designee will be responsible for overseeing a review or evaluation of bomb threat procedures.

#### REPORTING OF BOMB THREATS

1. A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, the School Resource Officer or other employee in a position of authority.
2. An employee of the school unit who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with the District's bomb threat procedure, as developed under Section C, and inform the Superintendent of the threat.
3. All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures.
4. The Superintendent shall be responsible for reporting any bomb threat to the Board of Education. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

#### STUDENT DISCIPLINE CONSEQUENCE

Making a bomb threat is a crime. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart

from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action.

The administration shall suspend and may recommend for expulsion any student who makes a bomb threat.

AIDING OTHER STUDENTS IN MAKING BOMB THREATS

A student, who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section E of this policy.

FAILURE TO REPORT A BOMB THREAT

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

STAFF DISCIPLINE CONSEQUENCES

A school system employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment. Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements and Board policies.

A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on school premises will be subject to discipline up to and including termination of employment.

CIVIL LIABILITY

The District reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

LOST INSTRUCTIONAL TIME

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate opportunity as determined by the Superintendent within parameters set by the Board.

Time lost may be rescheduled on a vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

NOTIFICATION THROUGH STUDENT HANDBOOK

All student handbooks shall address the District's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb threats violate Board policy and civil and criminal law.

Legal References:

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: EBCB</b>
<b>School Board Policy Reference Manual</b>	

## **FIRE DRILLS**

A fire drill will be held in each school building twice each semester, or a minimum of four fire drills each school year. The majority of these drills may be held during the months of September, October, April, and May, in order to take advantage of the weather.

Definite instructions will be furnished by the principal to teachers and students as to route and manner of exit during fire drills. Special instruction in fire drill procedure will be given to students the first week of school, and the first fire drill of the school year must be held during the first two weeks of school.

Fire drills will not be held without warning. They will be varied in procedure to give the students the experience of varying fire possibilities. Order rather than speed will be stressed in fire drills.

Every teacher will be familiar with the location of fire extinguishers in the building and will be informed regarding the location and operation of fire alarms. Principals will keep a record of all fire drills held in their schools, stating the date the drill was held and the time required for evacuation of the building. These reports will be furnished to the Superintendent as may from time to time be required.

Legal References: ARSD Chapter 61:15  
SDCL 13-25-10

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: EBCC</b>
<b>School Board Policy Reference Manual</b>	

## **EMERGENCY LOCKDOWNS**

In some emergency situations, an evacuation of a building and/or classroom is not advisable. These include a hostile intruder, hazardous release outside, terrorist attack or criminal activity near the school.

General emergency lockdown procedures are as follows:

### COMMUNICATION

An emergency lockdown will be announced by intercom or other voice communication.

If a situation that may require an emergency lockdown is discovered, the individual making the discovery shall immediately contact police/security and provide as much information as possible.

Fire evacuation alarms are not to be sounded.

### PROCEDURES

1. Lock classroom and other doors.
2. Close windows and window treatments.
3. Turn off the lights.
4. Everyone is to remain quiet and not enter hallways.
5. Should the fire alarm sound, do not evacuate the building unless:
  - a) You have first hand knowledge that there is a fire in the building, or
  - b) You have been advised by police/security to evacuate the building.
6. Move students out of sight from doors and windows.
7. Students in hallways are to seek shelter in the nearest classroom.
8. Students in outdoor areas should immediately take cover. Return to the gym if is safe to do so. If the threat is outdoors on campus grounds, all outdoor activities should be cancelled.

### DRILLS

Lockdowns drills will take place periodically.

Legal References:

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: EBCD</b>
<b>School Board Policy Reference Manual</b>	

## **EMERGENCY CLOSINGS**

The Superintendent may close the district schools or dismiss them early when hazardous weather or other emergencies threaten the health or safety of students and personnel. The Superintendent may delegate this authority to another staff member in the event of his/her absence.

Schools will not be closed merely to avoid inconvenience. However, the Superintendent may excuse all students from attending school, delay the opening hour, or dismiss students early. The Superintendent also has the responsibility to see that administrative, supervisory, and operational activity is continued to the extent possible. Therefore, if conditions affect only a single school, only that school will be closed.

In making the decision to close schools, the Superintendent will consider many factors, including the following principal ones that relate to the safety and health of children:

1. Weather conditions, both existing and predicted.
2. Driving, traffic and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent will weigh these factors and take action to close the schools only after consultation with traffic and weather authorities, and local principals.

Students, parents and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closing. When schools are closed for emergency reasons, staff members will comply with Board policy in reporting for work.

If school is in operation and the buses do not operate in the rural area, teachers and administrators should realize that rural students are absent, not because of their choosing, and school work and related activities should be governed by this knowledge. If there are any concerns about this, teachers should consult with their building principals.

## **POSTPONEMENTS**

Should inclement weather prohibit the operation of the Public Schools for any portion of a school day, all co-curricular activities will be cancelled with the exception of district or state contests (activities). In such situations, the officials responsible for such contests (activities) will decide if the contest (activity) is to take place and participation by students will be based on their decision. In such cases, the school activities director will announce whether or not the contest (activity) will take place.

When the school has been closed due to the expectation of inclement weather, and the situation does not result in potentially dangerous travel conditions, the Superintendent or his designee, after consultation with school principals, will have the authority to waive the cancellation of co-curricular activities as described in the above paragraph.

Legal References: SDCL 13-8-39;  
SDCL 13-10-2;  
SDCL 13-26-2.

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024



<b>Arlington School District 38-1</b>	<b>NEPN Code: ECA</b>
<b>School Board Policy Reference Manual</b>	

## **BUILDINGS AND GROUNDS SECURITY**

Buildings constitute one of the greatest investments of the school district. It is in the best interest of students and taxpayers to protect that investment adequately.

Security should mean not only maintenance of a secure (locked) building, but also:

1. Minimizing fire hazards.
2. Reducing the probability of faulty equipment.
3. Guarding against the chance of electrical shock.
4. Keeping records and funds in a safe place.
5. Protection against vandalism and burglary.

The Superintendent is directed to establish regulations as may be needed to provide for security in the sense outlined above.

Legal References:

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: ECAA</b>
<b>School Board Policy Reference Manual</b>	

## **EQUAL ACCESS**

The School Board hereby establishes a limited open forum during which all non-curriculum related student groups shall have equal access and a fair opportunity to conduct meetings. No group shall be discriminated against or denied access on the basis of the religious, political, philosophical or other content of speech at such meetings. Groups shall not be considered school-sponsored student organizations nor be given all the privileges afforded to school-sponsored organizations.

The time between the hours of 9:00 A.M. and 2:00 P.M. on days during which classes are in session shall be set aside for a limited forum.

### ACCESS TO LIMITED OPEN FORUM

Students in grades 7-12 shall be permitted to organize and conduct meetings of noncurriculum related student clubs or other groups to pursue specialized activities outside the classroom. Meetings shall be voluntary and student initiated.

Students may conduct meetings under this policy on school premises only during noninstructional time so that meetings do not interfere with the orderly conduct of the education activities of the school.

Non-curriculum related student groups that desire to conduct meetings during the limited open forum shall make and request, in writing, to the building Principal or administrator in charge, to conduct a meeting during the open forum. The request shall include an estimate of the number of students expected to be in attendance at the meeting, dates, and any special equipment needed. The number of students will be limited to the safe capacity of the room used.

Upon receipt of such a request, the Principal or administrator in charge shall try to find a suitable room for the group and arrange for proper supervision of the meeting by an agent or employee of the school district.

Students meeting during the limited forum shall not engage in any activity that is illegal, dangerous or disruptive to other activities. Failure to abide by this could lead to discipline measures and the denial of access to the group to the limited open forum.

REGULATION OF LIMITED OPEN FORUM

No public funds shall be spent for the benefit of non-curricular related student groups meeting during the limited open forum beyond the cost of providing space for meetings.

Neither the school district nor its agents nor employees shall promote, lead or participate in any meeting except in a supervisory capacity.

No school agent or employee shall be compelled to supervise a meeting of a noncurriculum related student group if the content of the speech at the meeting is contrary to beliefs of the agent or employee.

Non-school persons may attend student meetings, but are not allowed to direct, conduct or control activities of non-curriculum related student groups during the limited open forum.

Non-school persons can be denied access to school district property if their behavior is, or reasonably threatens to be, illegal, dangerous or disruptive to other activities.

Meetings of non-curricular student groups must be scheduled, organized and conducted within the guidelines established by this policy and accompanying regulations

The administration shall adopt additional rules as deemed necessary.

Legal References: Equal Access Act, 20 U.S.C. Subsections 4071-4074

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: ECAB</b>
<b>School Board Policy Reference Manual</b>	

## **VANDALISM**

Buildings and material contents constitute one of the greatest investments of the school district. It is in the best interest of pupils and the taxpayers to protect that investment adequately.

Every citizen, every student, every staff member, and members of the police department are urged by the Board to cooperate in reporting any incidents of vandalism to school property and the name(s) of the person or persons believed to be responsible. Each employee will report to the building administrator every incident of vandalism known to him and, if known, the names of those responsible.

The Superintendent is authorized to sign a criminal complaint and to press charges and may delegate authority to sign such complaints and to press charges.

Any person found guilty of any form of vandalism or defacement of school property will be disciplined in conformance with school district policy.

Parents and students will be made aware of the legal implications involved.  
Reimbursements will be sought for all or part of any damages.

Legal References: SDCL 25-5-15

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: ECAC</b>
<b>School Board Policy Reference Manual</b>	

## **VIDEO SURVEILLANCE**

The Board authorizes the use of video surveillance on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for video surveillance.

The Superintendent will notify staff and students through staff and student handbooks or by other means that video surveillance may occur on district property. A notice will also be posted at the main entrance of all school district buildings, and on all buses, indicating the use of video surveillance.

The District may choose to make video recordings a part of a student's educational record or of a staff member's personnel record. The District will comply with all applicable state and federal laws related to record maintenance and retention.

Video recording will be totally without sound.

Legal References:

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: ECA</b>
<b>School Board Policy Reference Manual</b>	

## **BUILDINGS AND GROUNDS SECURITY**

Buildings constitute one of the greatest investments of the school district. It is in the best interest of students and taxpayers to protect that investment adequately.

Security should mean not only maintenance of a secure (locked) building, but also:

1. Minimizing fire hazards.
2. Reducing the probability of faulty equipment.
3. Guarding against the chance of electrical shock.
4. Keeping records and funds in a safe place.
5. Protection against vandalism and burglary.

The Superintendent is directed to establish regulations as may be needed to provide for security in the sense outlined above.

Legal References:

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: ECA-R</b>
<b>School Board Policy Reference Manual</b>	

## **BUILDING AND GROUNDS SECURITY (Regulation)**

Regulations for building and grounds security:

1. Unlimited access is available to:
  - a) the superintendent
  - b) the board secretary
  - c) the superintendent of building or the head custodian
  - d) the Athletic Director
  
2. Limited access is available to:
  - a) building principals to their assigned building
  - b) head building custodians to their assigned building
  - c) extracurricular sponsors or supervisors for their area or activity

Possession of keys shall be in accordance with the following regulations:

1. A log of key assignments shall be maintained by the office of the Superintendent or other designated designee.
2. Duplicate keys unassigned shall be maintained in a safe or a secured box.
3. Individuals assigned keys may not duplicate or loan them.
4. All keys must be surrendered when there is no longer a need or upon request of the Superintendent.
5. The loss of a key must be reported to the Superintendent or his/her designee.
6. Use of keys for unauthorized purposes will be cause for surrender of keys and replacement of affected locks.
7. A set of master keys and/or duplicates of keys shall be kept in the custody of the Superintendent or his/her designee.

After hours entry to school buildings shall be controlled in accordance with these rules:

1. The building custodian on duty shall restrict entry to one controlled point.
2. Entry to a school building shall be prohibited when a person authorized as representative for the building is not present.
3. These rules shall be prominently posted on each school building.

Legal References:  
Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: ECB</b>
<b>School Board Policy Reference Manual</b>	

## **BUILDINGS AND GROUNDS MAINTENANCE**

The Board will provide schools that are safe from hazards, sanitary, properly equipped, lighted and ventilated and esthetically suited to promoting the goals of the schools.

The Superintendent will have direct supervision of the care of the school plant. The Superintendent will be responsible to the Board for its adequate maintenance.

Each school principal will have responsibility for the school facility and grounds under his or her charge. Principals will carry on a continuous inspection of all buildings, equipment, playgrounds and playground apparatus to discover conditions that may be dangerous to the health, safety or comfort of the students or staff. The principal will supervise the custodial staff of the school in maintaining an adequate program of school care and maintenance.

All employees, however, are encouraged to report promptly to the principal of the school any defects to the building or equipment that could prove injurious to the comfort, health or safety of students and staff.

Legal References: SDCL 13-24-11

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024



<b>Arlington School District 38-1</b>	<b>NEPN Code: ECB-R</b>
<b>School Board Policy Reference Manual</b>	

**BUILDINGS AND GROUNDS MAINTENANCE  
(Regulation)**

The Superintendent and Principals will carry on a continuous inspection of all buildings, equipment, playgrounds and playground apparatus to discover conditions that might be dangerous to health, safety and comfort of the students or personnel.

Teachers will be responsible for the proper use of buildings, grounds and equipment in the classes that they teach or in the activities for which they are responsible.

Employees will report promptly to the principal of the school or department head any defects in building, furniture, playground apparatus, or other equipment that might prove injurious to the comfort, health, safety of teachers, pupils, or other persons.

Legal References:

Cross References: EC, Buildings and Grounds Management

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: ECF</b>
<b>School Board Policy Reference Manual</b>	

## **ENERGY CONSERVATION**

Declining levels of natural energy resources mandate that the school district develop and implement plans to conserve all forms of energy used in the schools. The need to participate in conserving the nation's energy resources and the economic reality of increased costs of utility services require that an energy conservation program be supported by all school district personnel.

The Board directs the Superintendent to develop and implement both immediate and longrange plans designed to conserve energy resources by the school district.

Progress reports on the implementation of energy conservation measures will be made to the Board at least annually.

Legal References:

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: EDDBA</b>
<b>School Board Policy Reference Manual</b>	

## **MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS**

All instructional materials and equipment of the district will be classified and catalogued according to an acceptable system. Textbooks will be made available to all children in sufficient quantity and at appropriate levels so that they are optimally useful to each child, and so that every teacher can meet both the planned curriculum sequence of the district and the special instructional needs of the children.

All textbooks purchased and in the possession of the district will be district property. Principals will be responsible for textbooks assigned to teachers, and for conducting an inventory of all books at the end of the school year.

Each teacher will keep an accurate record of books issued to their pupils. When a textbook is damaged or lost, the pupil responsible will be required to pay for the damage or another copy.

Every book issued will bear the stamp of the district.

All media materials and equipment will be adequately maintained. Obsolete materials and worn-out equipment will be replaced on a regular basis.

### **LOAN OF TEXTBOOKS TO NONPUBLIC SCHOOLS**

In accordance with state law, the Board may approve the loan of nonsectarian textbooks to students enrolled in nonpublic schools in the district.

Legal References: SDCL 13-34-16.2; 13-34-16.3; 13-34-23; 13-34-24; 13-34-25

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: EEA</b>
<b>School Board Policy Reference Manual</b>	

## **STUDENT TRANSPORTATION SERVICES**

The major purpose of school transportation is to get students who live an unreasonable walking distance from school to school and back in an efficient, safe, and economical manner. Other purposes include the provision of transportation for academic field trips in direct support of the curriculum, and transportation for support of the co-curricular program (athletics, music, drama, and the like).

District-owned buses will be provided by the Board for the transport of students to and from school. However, as it is impractical to transport certain special education students by regular bus, they may be transported by other conveyance. The transportation supervisor, working in conjunction with school principals and under the supervision of the Superintendent, will be responsible for the day to day operation of the school transportation system and the scheduling and routing of all buses, bus stops and all regulations of the program.

Vehicles owned by the Board will be operated by authorized school employees or officials who are properly licensed. These employees and officials must meet all state requirements for licensing.

Management of the school transportation program will meet the following criteria:

1. **Adequacy:** Does the program provide both necessary and sufficient transportation to and from school and for all other school programs?
2. **Safety:** Does the scheduling and operating of the program take into consideration hazards, potential dangers to pupils, and all appropriate safeguards?
3. **Economy:** Is the program operated in the most efficient manner possible after considering the constraints imposed by criteria of adequacy and safety?

**Evaluation:** The school transportation program will be monitored by the principals and the transportation supervisor or their designees daily and subjected to periodic evaluations by them as necessary. An overall evaluation will be conducted by the transportation supervisor on or before November 1 and June 15 of each school year and a summary report of same submitted to the Superintendent and the Board.

Legal References: SDCL 13-29-19; 13-29-20; SDCL 13-30-1 through 13-30-4; ARSD 24:05:27:03.

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: EEAA</b>
<b>School Board Policy Reference Manual</b>	

## **WALKERS AND RIDERS**

Transportation may be provided to and from school for elementary school children, (grades K-8) who live within the five-mile radius of the school. Bus service will be provided for students within these boundaries if the Board determines it is economically efficient, and is justifiable in terms of student safety. Upon request for transportation by the parents, a school board may charge a fee for students whose residence is less than five miles from school. At this time the Arlington School District does not charge a fee to those who are within the five mile radius.

Students who reside more than five miles from the school of assignment and who do not have access to the bus service furnished by the district, will be entitled to transportation or board and room allowance in accordance with state law.

The transportation of students with special needs will be in accordance with the specifications of their educational plans and will be arranged by the transportation supervisor.

Exceptions to the established areas may be made by the Board for the following reasons:

1. Where, in the judgment of the Board, walking conditions to the student's school are extremely hazardous.
2. Where because of overcrowding and the necessity to assign students to another building, the Board deems transportation necessary.

Legal References: SDCL 13-29-19; 13-29-20;  
SDCL 13-30-1 through 13-30-4;  
ARSD 24:06:08:01

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

*Notes: Providing transportation for students who live within the five mile radius of the school or within the city limits is an option the Board is allowed by state law. The IEP would govern transportation for special education students where the five miles would not apply. If a district provides transportation services for children within these boundaries, this policy*

*should reflect such. Individual districts have the option of determining the distance a child must live from the school or within the city limits if transportation is provided for children within these boundaries. For example, if a Board determines it will provide transportation for students one and one-half miles from school, and that all other students may walk or are responsible for their own transportation, this should be mentioned in a policy statement in this category.*

<b>Arlington School District 38-1</b>	<b>NEPN Code: EEAB</b>
<b>School Board Policy Reference Manual</b>	

## **SCHOOL BUS SCHEDULING AND ROUTING**

The transportation supervisor will conduct studies of bus routes to provide the safest, shortest routes that will get all children to school in the most economical way. Routes will be arranged in such a way as to equalize as nearly as possible the length of routes and bus loads, and to provide for the full use of buses. Arrangements will be made to provide each child transportation to school within the prescribed time limits.

When practical, safe, timesaving and economical, transfers may be made from one bus to another. Bus routes will not overlap unless absolutely necessary. When more than one bus travels on an arterial highway, each bus will be assigned a certain portion of the route and all children within this section will ride the bus to which they are assigned. Only one bus will cover one particular road unless overloading occurs.

No official bus route will be extended or changed without Board approval. Before recommendation to the Board, the proposed extension or change will be reported to the transportation office, which will verify that the extension or change has been checked to determine whether it meets all regulations pertaining to safety, efficiency, and economy.

Buses will not go off the main route to pick up children. Children will not be put off the bus until reaching their destination.

Legal References: SDCL 13-29-2

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024



<b>Arlington School District 38-1</b>	<b>NEPN Code: EEAC</b>
<b>School Board Policy Reference Manual</b>	

## **SCHOOL BUS SAFETY PROGRAM**

In the operation of the district's transportation program, the first consideration will be given to safety.

All buses except those designed for carrying nine or less passengers, and drivers must meet all federal and state requirements, and the drivers must understand all policies and regulations pertaining to school bus operation. All vehicles used to transport children will be properly maintained to provide safe and efficient transportation service with a minimum of delays and disruption due to mechanical or equipment failure.

The school Superintendent, with assistance from the transportation supervisor, will have the responsibility for developing safety regulations to be followed by the passengers, including rules of student conduct during transportation and at bus stops. It is absolutely necessary that students riding the school buses conduct themselves in an orderly manner and that all safety regulations are observed.

Legal References: ARSD 24:06

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: EEACA</b>
<b>School Board Policy Reference Manual</b>	

## **DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS**

Safety-sensitive functions include on-duty functions performed from the time a driver begins work or is required to be ready to work until he or she is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising; performing or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; performing driving requirements related to accidents; and performing any other work for the district or paid work for any other entity.

### DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

The tests shall be required of an applicant only after he or she has been offered the position.

Exceptions may be made for drivers who have had the alcohol test required by law within the previous six months and participated in the drug-testing program required by law within the previous 30 days, provided that the district has been able to make all verifications required by law.

### POST-ACCIDENT TESTS

Alcohol and controlled substance tests shall be conducted as soon after an accident as practicable on any driver:

1. Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved loss of human life; or
2. Who receives a citation under state or local law for a moving traffic violation arising from the accident.

No such driver shall use alcohol for eight hours after the accident, or until after he or she undergoes a post-accident alcohol test, whichever occurs first.

If an alcohol test is not administered within two hours or if a drug test is not administered within 32 hours, the district shall prepare and maintain records explaining why the tests were not conducted. Tests need not be given if not administered within eight hours after the accident for alcohol or within 32 hours for drugs.

Tests conducted by authorized federal, state or local officials will fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by the district. Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing obligations.

#### RANDOM TESTS

Tests shall be conducted on a random basis at unannounced times throughout the year. Tests for alcohol shall be conducted just before; during or just after the performance of safety-sensitive function. Drivers shall be selected by a scientifically valid random process, and each driver shall have equal chance of being tested each time selections are made.

#### REASONABLE SUSPICION TESTS

Tests shall be conducted when a supervisor or district official trained in accordance with law has a reasonable suspicion that the driver has violated the district's alcohol or drug prohibitions. This reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, and speech or body odors. The observations may include indications of the chronic and withdrawal effects of a controlled substance.

Alcohol tests are authorized for reasonable suspicion only if the required observations are made during, just before or just after the period of the workday when the driver must comply with alcohol prohibitions. An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the district shall prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests shall terminate after eight hours.

A supervisor or district official who makes a finding of reasonable suspicion shall also make a written record of his or her observations leading to a reasonable suspicion drug test within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

#### RETURN-TO-DUTY TESTS

A drug or alcohol test shall be conducted when a driver who has violated the districts' drug or alcohol prohibition returns to work to perform safety-sensitive duties.

Employees whose conduct involved drugs cannot return to duty in a safety-sensitive function until the return-to-duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result.

Employees whose conduct involved alcohol cannot return to duty in a safety-sensitive function until the return-to-duty alcohol test produces a verified result that meets federal and district standards.

#### FOLLOW-UP TESTS

A driver who violates the districts' drug or alcohol prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem shall be subject to unannounced follow-up testing as directed by the substance

abuse professional in accordance with law. Follow-up alcohol testing shall be conducted just before, during or just after the time when the driver is performing safety-sensitive functions.

#### RECORDS

Employee drug and alcohol test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, a driver shall receive copies of any records pertaining to his or her use of drugs or alcohol, including any records pertaining to his or her drug or alcohol tests. Records shall be made available to a subsequent employer or other identified persons only as expressly requested in writing by the driver.

#### NOTIFICATIONS

Each driver shall receive educational materials that explain the requirements of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the districts' policy and regulations for meeting these requirements. Representatives of employee organizations shall be notified of the availability of this information. The information shall identify:

1. The person designated by the district to answer driver questions about the material;
2. The categories of drivers who are subject to the Code of Federal Regulations;
3. Sufficient information about the safety-sensitive functions performed by drivers to make clear what period of the work day the driver is required to comply with Part 382;
4. Specific information concerning driver's conduct that is prohibited by Part 382;
5. The circumstances under which a driver will be tested for drugs and/or alcohol;
6. The procedures that will be used to test for the presence of drugs and alcohol, protect the driver and the integrity of the testing process, safeguard the validity of test results and ensure that test results are attributed to the correct driver;
7. The requirement that a driver submit to drug and alcohol tests;
8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant consequences;
9. The consequences for drivers found to have violated the drug and alcohol prohibitions of Part 382, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures for referral, evaluation and treatment;
10. The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04;

11. Information concerning the effects of drugs and alcohol on an individuals' health, work and personal life; signs and symptoms of a drug or alcohol problems (the driver's or a co-worker's); and available methods of intervening when a drug or alcohol problem and/or referral to management.

Each driver shall sign a statement certifying that he or she has received a copy of the above materials.

Before any driver operates a commercial motor vehicle, the district shall provide him or her with post-accident procedures that will make it possible to comply with post-accident testing requirements.

When tests are given pursuant to the Code of Federal Regulations, Title 49, Part 382, the district shall so inform drivers before drug and alcohol tests are performed.

The district shall notify a driver of the results of a pre-employment drug test if the driver requests such results within 60 calendar days of being notified of the disposition of his or her employment application.

The district shall notify a driver of the results of random, reasonable suspicion and post accident drug tests if the test results are verified positive. The district shall also tell the driver which controlled substance(s) were verified as positive.

Drivers shall inform their supervisors if at any time they are using a controlled substance, which their physician has prescribed for therapeutic purposes. Such a substance may be used only if the physician has advised the driver that it will not adversely affect his or her ability to safely operate a commercial motor vehicle.

#### ENFORCEMENT

Any driver who refuses to submit to a post-accident, random, reasonable suspicion or follow-up tests shall not perform or continue to perform safety-sensitive functions.

A driver who is tested and found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform or continue to perform safety-sensitive functions including driving a commercial motor-vehicle until the start of the driver's next regularly scheduled duty period, but not less than 24 hours after the test was administered.

A driver who in any other way violates district prohibitions related to drugs and alcohol shall receive from the district the names, address, and telephone numbers of substance abuse professionals and counseling and treatment programs available to evaluate and resolve drug and alcohol-related problems. The employee shall be evaluated by a substance abuse professional who shall determine what help, if any, the driver needs in resolving such a problem. Any substance abuse professional who determines that a driver needs assistance shall not refer the driver to a private practice, person or organization in which he or she has a financial interest, except under circumstances allowed by law.

An employee identified as needing help in resolving a drug or alcohol problem shall be evaluated by a substance abuse professional to determine that he or she has properly followed the prescribed rehabilitation program and shall be subject to unannounced follow-up tests after returning to duty.

Legal References: United States Code, Title 49-2717 Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991);  
Code of Federal Regulations, Title 49-40 procedures for Transportation Workplace Drug and Alcohol Testing Programs; 382  
Controlled Substance and Alcohol Use and Testing;  
395 Hours of Drivers.  
SDCL 32-12A-22; 32-12A-24; 32-12A-25; 32-12A-26

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: EEACC (JFCC)</b>
<b>School Board Policy Reference Manual</b>	

## **STUDENT CONDUCT ON SCHOOL BUSES**

When a child is riding, boarding, or leaving the bus, the bus driver has supervisory control over the student and may exercise reasonable and necessary physical restraint to maintain that control.

In view of the fact that a bus is an extension of the classroom, the Board will require children to conduct themselves in the bus in a manner consistent with established standards for classroom behavior.

In cases when a child does not conduct himself or herself properly on a bus, such instances will be brought to the attention of the superintendent and transportation supervisor by the bus driver. The superintendent or the transportation supervisor will inform the parents immediately of the misconduct and request their cooperation in checking the child's behavior.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the principal. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

Legal References: SDCL 13-32-2; 13-32-4

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: EEACC-R (JFCC-R)</b>
<b>School Board Policy Reference Manual</b>	

## **STUDENT CONDUCT ON SCHOOL BUSES (Regulation)**

Buses are provided for those students whose distance from school or health makes this service essential. Misconduct on buses will not be tolerated and will result in forfeiture of the privileges of riding.

Students are expected to monitor themselves and comply with the instructions of the bus operator. The driver will be in full charge of the bus and the passengers. There must be no disturbance of any kind that might distract the driver and imperil the safety of the passengers.

Students will observe the following rules of conduct while riding school buses.

1. Students should always be at the bus stop at least five minutes before the bus is scheduled to be there. Students should remain well back from the roadway while awaiting the arrival of the bus.
2. Bus riders should not move to board a bus until it is completely stopped and the door is open.
3. Students will enter the bus in an orderly fashion and go directly to a seat. Students must stay in their seats and in a sitting position when the bus is in motion.
4. Bus riders should leave their seats only after the bus has come to a complete stop at their bus stop.
5. Bus riders who must cross a street at their bus stop will cross in front of the bus.
6. Students will keep their hands, arms and heads inside the bus.
7. Shouting, screaming, smoking, running, fighting, vulgar talk and pushing are not permitted.
8. All articles such as athletic equipment, books, musical instruments, etc., must be kept out of the aisles.
9. No drinking or eating is permitted on the bus without approval of the respective bus driver.
10. All riders should help to keep the bus clean and sanitary on the inside.



11. Any damage to the bus will be paid for by the rider inflicting the damage and will be subject to suspension or expulsion from school.
12. Bus riders are expected to be courteous and obedient to bus drivers at all times.

Parents and students will be informed of these regulations at the beginning of each school year, and parents will be asked to return signed forms indicating that the regulations have been received and read.

Legal References: SDCL 13-32-5

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: EEAD</b>
<b>School Board Policy Reference Manual</b>	

### **SPECIAL USE OF SCHOOL BUSES**

Although the regular transportation of students to and from school will always be given first priority, school buses may also be used to take students to and from school-sponsored activities.

Driving regulations, safety rules, and insurance coverage will be the same for special uses as for regular student transportation to and from school. Regular bus drivers will, whenever possible, be given priority in assignments.

The transportation supervisor will work with the appropriate school administrators to establish regulations governing transportation for special district programs.

Legal References: SDCL 13-29-1;  
SDCL 32-32-1; 32-32-2; 32-32-4

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: EEADA</b>
<b>School Board Policy Reference Manual</b>	

## **USE OF PRIVATE VEHICLES FOR EMPLOYEES**

The use of passenger vehicles to transport pupils to and from school sponsored and approved activities will only be permitted after ascertaining that the vehicle is reasonably safe, the driver qualified, and that adequate insurance coverage is in force.

A passenger vehicle is one that is designed to carry at least three, but no more than nine passengers. There must be minimum insurance coverage under South Dakota law, and property damage of at least \$25,000 per accident.

Private vehicles driven by employees while in their official capacity are covered primarily by the employee's insurance and secondarily by the District's automobile liability insurance. The District's coverage is for liability only and does not cover damage to the employee's vehicle.

The driver of each vehicle must be competent, and properly licensed to drive. The vehicle shall be roadworthy.

A responsible adult shall be in control of all trips involving passenger vehicles used for student transportation.

Legal References: SDCL 32-35

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: EEADB</b>
<b>School Board Policy Reference Manual</b>	

## **USE OF PRIVATE VEHICLES BY NON SCHOOL EMPLOYEES**

The use of passenger vehicles to transport pupils to and from school sponsored and approved activities will only be permitted after ascertaining that the vehicle is reasonably safe, the driver qualified, and that adequate insurance coverage is in force.

A passenger vehicle is one that is designed to carry at least three, but no more than nine passengers. There must be minimum insurance coverage under South Dakota law, and property damage of at least \$25,000 per accident.

Private vehicles driven by non-employees while transporting students to an official school sponsored event are covered primarily by the non-employee's insurance and secondarily by the District's automobile liability insurance. The District's coverage is for liability only and does not cover damage to the employee's vehicle.

The driver of each vehicle must be competent, and properly licensed to drive. The vehicle shall be roadworthy.

A responsible adult shall be in control of all trips involving passenger vehicles used for student transportation. All vehicles and drivers in this capacity will need to have first filled out the appropriate form EEADB-R

Legal References: SDCL 32-35

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: EEADB-R</b>
<b>School Board Policy Reference Manual</b>	

**USE OF PRIVATE VEHICLES BY NON SCHOOL OR SCHOOL EMPLOYEES FORM**

Volunteer Driver Form

Name of driver: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Drivers License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_

Year, make and model of vehicle: \_\_\_\_\_

License plate number: \_\_\_\_\_

Insurance company name: \_\_\_\_\_

Agent's name: \_\_\_\_\_

Please attach a copy of your driver's license as well as your insurance card to this form.

In order to provide for the safety of our students we must ask each volunteer to list all accidents or moving violations they have had in the last five years.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please be aware that as a volunteer driver, your insurance is primary in the case of an accident.

Thank you for helping us with our transportation needs.

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Volunteer Driver Signature

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Athletic Director

The volunteer driver's signature on this form certifies that the information is correct.

## TRANSPORTATION POLICY

If a private passenger vehicle must be used, then the following information must be supplied and this information must be certified by the driver in question. (Form on reverse side)

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
3. The vehicle must have a valid and current registration and valid and current license plates.
4. The vehicle must be insured to the following minimum limits: \$100,000.00 per person and \$300,000 per occurrence.
5. A signed Driver Information Sheet on each vehicle used must be obtained prior to the field trip or activity. **As well as a copy of the insurance carriers insurance card.**
6. Each driver and/or chaperone should be given a copy of the approved itinerary including the route to be followed and a summary of his/her responsibilities.

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: EF</b>
<b>School Board Policy Reference Manual</b>	

## **FOOD SERVICES MANAGEMENT**

The Board considers the practice of serving food at school primarily a convenience for parents, children, and school management; secondarily as a means of encouraging good health habits.

The school system will operate a school lunch program in each school, which will be under the supervision of the cafeteria supervisor.

The cafeteria staff in each school will be directly responsible to the district cafeteria supervisor, but will cooperate with the principal of the school in matters essential to the proper functioning of the food services program. The responsibility for control of students using the cafeteria will rest with the building principal, who may assign appropriate staff to provide supervisory control.

Food services will include hot lunches, and a milk program for kindergartens.

The Board will approve the prices set for school lunches and the price of milk.

## **PARTICIPATION REGULATIONS**

As required for participation in the National School Lunch Program, the Board agrees to the following regulations:

1. That a "Type A" lunch be made available for students.
2. That free and reduced price lunches be provided students who cannot afford to pay the price of the "Type A" lunch.

Students will also be permitted to bring their lunches from home and to purchase beverages and incidental items.

Legal References: Federal National School Lunch Act of 1966, as amended;

Child Nutrition Act of 1966, as amended;

Commodity Distribution Program;

SDCL 13-35-1 (Establishment of programs by districts)

SDCL 13-13-2 (

SDCL 13-13-3

SDCL 13-13-4

SDCL 13-13-5

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024



<b>Arlington School District 38-1</b>	<b>NEPN Code: EFB</b>
<b>School Board Policy Reference Manual</b>	

## **FREE AND REDUCED PRICE FOOD SERVICES**

The District will take part, as feasible, in the National School Lunch Program and other food programs that may become available to see that all children in the District receive proper nourishment.

As required by law and regulations of the State, the Board will offer free and reduced price lunches and free milk to those qualifying children. In accordance with the guidelines for participation in these programs and the wishes of the Board, no child who a teacher believes is improperly nourished will be denied a free lunch, breakfast, milk, or other food simply because proper application has not been received from his parents or guardian.

The Superintendent will establish regulations that conform with requirements for participation in programs for free and reduced price meals and supplementary food. Such regulations will be reported to the Board as needed for its approval.

All financial records of these programs will be kept in a separate account by the treasurer.

Legal References:

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: EGAA</b>
<b>School Board Policy Reference Manual</b>	

**PRINTING AND DUPLICATION SERVICES  
REPRODUCTION OF COPYRIGHT MATERIALS**

**WORKS PROTECTED BY COPYRIGHT**

Copyright protection extends to literacy works, musical works, dramatic works, pantomimes and choreographic works, pictorial, graphic, and sculptural works, motion pictures and other audiovisual works including television, and sound recording.

Unpublished works by U.S. and foreign authors are protected by the new copyright statute, as are published work by U.S. authors. The published works of foreign authors are subject to copyright under certain conditions, including coverage under national treaties such as the Universal Copyright Convention.

U.S. government works are excluded. Works produced for the U.S. government by its officers and employees are not subject to copyright.

**DISTRICT PROCEDURE**

Copyright materials, be they print or non-print and including computer software, will not be duplicated unless such reproduction meets "fair use" standards or unless written permission from the copyright holder has been received.

The Board does not sanction illegal duplication in any form. Employees who willfully disregard the Districts' copyright position are in violation of Board policy and the law and assume all liability and responsibility related thereto.

Guidelines shall be developed and made available to all employees of the district to insure the fair use of copyright work.

The principal of each school site is responsible for establishing practices, which will enforce this policy.

Legal References: PL 94-553 Copyright Law

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: EI</b>
<b>School Board Policy Reference Manual</b>	

## **INSURANCE MANAGEMENT**

The Board has the responsibility to maintain an adequate and comprehensive insurance program to protect the property and equipment under its control and individuals discharging responsibilities for the school district. It will seek adequate appropriations for such coverage. The Board may also authorize and participate in an insurance program for staff members and students.

The responsibility for overseeing the district's total insurance program will be delegated to the Superintendent. The Superintendent will prepare for review and approval by the Board, specifications for insurance coverage of various types so that the insurance may be placed by competitive quotations. Any modification of these specifications, which may be considered necessary because of changes in the law or substantial changes in the school district's exposure values, will be brought before the Board for its consideration and action.

Legal References: SDCL 3-9-3;  
SDCL 13-10-3; 13-10-9

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024

<b>Arlington School District 38-1</b>	<b>NEPN Code: EIBA</b>
<b>School Board Policy Reference Manual</b>	

## **INDEMNIFICATION OF EMPLOYEES**

If a claim or action is instituted against an employee arising out of an act or omission occurring within the scope of his employment, the board will indemnify the employee for claims not covered by insurance in accordance with South Dakota Law.

Legal References: SDCL 3-19-1;  
SDCL 60-2-3

Adopted: FY2012

Last Review: FY2019

Next Review Scheduled For: FY2024