

<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. Sexual Harassment Forms	I-33
I-F. Chain of Command	I-36
I-G. Citizen Concerns	I-36
I-H. Political Policy	I-37
I-I. Mileage Policy	I-38
I-J. Capitalization Policy	I-39
I-K. School Board Meeting Procedures	I-40
I-L. Duties and Responsibilities of the School Board and its Officers	I-42
I-M. Policies Pertaining to the Superintendent	I-44
I-N. Selected Criteria for Chief Administrator Evaluation	I-47
I-O. Energy Conservation	I-55
I-P. Procurement Card Policy	I-55
I-P. Food Service Non-Discrimination Statement Policy	I-56
I-Q. Federal Grants Manual	I-57
<b>SECTION II - Administration</b>	
II-A. Business Office	II-1
II-B. School Principal	II-8
II-C. Selected Criteria for Administrator Evaluation	II-10
II-D. Education Administration	II-20
II-E. School Records	II-22
II-F. Appeals	II-24
II-G. Telephone Calls	II-25
II-H. Buying Guidelines	II-25
II-I. Policy for Promotion or Retention Grades K-12	II-26
II-J. Title One - Parent Involvement Policy	II-28
II-K. Non-traditional Student Enrollment at Hamlin High School	II-30
II-L. Teacher Assistance Team Policy	II-32
II-M. Admission of Non-Resident Students	II-34
II-N. Fiscal Management-Stewardship of Activities Funds	II-36
II-O. Conflict Disclosure and Authorization	II-37
II-P. Criminal Background Procedure Policy	II-39
II-Q. Graduation Requirements for Hamlin School District	II-41
<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           A	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.	Transportation 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
III-G.	Code of Standards Conduct Policy	III-27
III-G.	Family and Medical Leave Act (FMLA) Policy	III-28
<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.	Rights of Homeless Students Policy	IV-28
IV-Z.	Early Graduation Policy	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
IV-EE.	Administration of Medical Cannabis to qualifying students	IV-32
<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-2
VII-D.	Crisis Response	VII-3
VII-E.	Counselling Program Evaluation	VII-3
VII-F.	Outside Counseling Agencies & Hotline Numbers	VII-4
VII-G.	English as a Second Language Program	VII-6
VII-H.	Food Service Programs	VII-6
VII-I.	Busing	VII-6
<b>SECTION VIII - Emergency/Crisis Management</b>		
VIII-A.	School Safety Procedures	VIII-1
VIII-B.	Emergency Management Team	VIII-1
VIII-C.	Additional Emergency Support	VIII-2
VIII-D.	Emergency Management Plan - Student/Parent/Staff Sign-Out Sheet	VIII-2
VIII-E.	Media Parameters	VIII-3
VIII-F.	Large Event Emergency	VIII-3
VIII-G.	Assault/Threat/Violence/Disturbance/Demonstration	VIII-3
VIII-H.	Fire/Explosion	VIII-4
VIII-I.	Intruders/Restraining Orders	VIII-4

VIII-J.	Kidnapping/Missing Child	VIII-5
VIII-K.	Utility Emergency Hostage Situation	VIII-5
VIII-L.	Serious Illness/Injury/Death	VIII-6
VIII-M.	Responses in Case of Serious Injury or Death	VIII-7
VIII-N.	Weapons/Hostage/Shooting/Intruder (Code L)	VIII-8
VIII-O.	S.A.V.E. Procedures (Surviving Violent Encounter)	VIII-9
VIII-P.	Bomb Threat (Code B)	VIII-10
VIII-Q.	Bomb Threat Checklist	VIII-11
VIII-R.	Hazardous Materials Spills	VIII-12
VIII-S.	School Bus Accidents	VIII-12
VIII-T.	Severe Weather/National Emergency	VIII-12
VIII-U.	Nuclear Warning	VIII-13
VIII-V.	Fallen Aircraft	VIII-13
VIII-W.	Building Evacuation Procedures	VIII-13
<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.	Technology Protection and Usage Fee Policy	IX-5
IX-D.	Student Pledge for Laptop Use	IX-6
IX-E.	On Line Courses	IX-7