

Section C: General School Administration

CA	Superintendent of Schools
CB	Business Manager
CC	Principal/Qualifications
CE	K-12 Principal
CF	Reporting Child Abuse
CG	Line of Authority
CM	Approval of Handbooks

CA: Superintendent of Schools

The superintendent of schools shall be the chief executive officer of the school board in the administration of the school. Coordination and supervision of the administrative services are primary responsibilities of the superintendent of schools. As chief executive officer of the school system, he/she shall be responsible for the efficient operation of the system in all its divisions. The superintendent shall also exercise such duties as provided by the statute along with those which are specifically designated by the school board.

Duties of the Superintendent of Schools

The superintendent of schools;

1. Shall serve as the executive officer of the school board.
2. Shall be charged with the responsibility for implementing the policies of the board.
3. Shall prepare the agenda for each meeting.
4. Shall attend all meetings, except when his/her contract is being considered.
5. Shall participate in all deliberations of the board when such deliberations do not involve his/her employment.
6. Shall administer the schools in conformity with the adopted policies of the school board, submit for adoption by the board of education the annual school calendar, work in concert with the school board to develop a strategic plan, implement the strategic plan for the school district, and present reports to the board of education on the condition and development of the schools.
7. Shall recommend to the school board the appointment of all personnel for teaching, supervision, clerical work, maintenance of buildings, custodial service, and any other types of service which may be necessary for the operation of schools.
8. Shall be responsible for the assignment, alteration of assignment, suspension, and recommendation for promotion of, or dismissal of, any employee of the school district except himself or herself.

9. Shall be responsible for the conduct of the instructional programs and shall provide courses of study, textbooks, supplies, supervision for the instructional program, and shall have the right to consolidate classes.
10. For cause, suspend or recommend the expulsion of pupils from school.
11. Shall have the authority to control and exercise general supervision of the policies and management of individual schools by granting or withholding approval of policies, plans, and procedures as these may be prepared by principals or teachers.
12. Shall maintain a continuous study of the schools, evaluate the quality and efficiency of all departments, and report to the school board as often as requested.
13. Shall have the responsibility to submit school policies, plans, and programs; shall assist the school board in its duties of legislation and policy making for the schools.
14. Shall assist the business manager in preparation of the budget.
15. May close school due to inclement weather conditions when, in the best judgment, deemed advisable for the welfare of the students.
16. Shall be responsible for other such duties as requested by the school board.

Advisory Councils

The superintendent shall have the authority to form advisory committees, or councils of school employees and members of the community, to advise in formulation of plans and policies for carrying on the functions of the school.

Adopted: 12/12/16

Amended: 4/8/19

CB: Business Manager

The business manager of the school district shall:

1. Perform the duties imposed by the statute and the rules and regulations of the school board.
2. Keep the minutes of the board. The official minutes shall be kept in safekeeping and shall be made available by the business manager to any citizens desiring to examine them during the hours when the office of the business manager is normally open for business.
3. Publish proceedings to the board as may be determined by the board and consistent with the laws pertaining to the official publication of the minutes of board action.
4. Assume responsibility for a detailed account of all the business of the board and prepare periodic and annual reports of the receipts and expenditures in the school district.
5. Sign all checks for the payment of bills, salaries, and contracts approved by the board.
6. Assume the responsibility for the conducting of school elections.
7. Shall be responsible for the preparation of the annual budget for the school district with the assistance of the superintendent.
8. Shall be responsible for preparing the school board agenda with the superintendent.
9. Keep an accurate record of all disbursements according to the uniform system of financial accounting as prescribed by the law of South Dakota pertaining thereto.
10. Have custody of all monies belonging to the school district.

CC: Principal/Qualifications

Principals / Qualifications

- Each school or combination of schools shall be under the administration and supervision of a principal.
- Shall be hired in February.
- Shall have a minimum of two years of teaching experience.
- Hold at least a master's degree in administration ~~and supervision~~ or be able to obtain one within 3 years.

Adopted: 6/12/17

CE: K-12 Principal

Curriculum Development

- a. Scheduling:
 - 1. Set up middle/high school schedules based on school board class requirements and state requirements as to time and offering.
 - 2. Specials classes for Elementary will be set up by principal.
 - 3. Schedules will be set up in May for the next school year.

- b. Curriculum Changes:
 - 1. Added courses or deletions recommended by principal.
 - 2. Staff needs for changes recommended by principal.
 - 3. Recommend new classroom materials.
 - 4. Recommend audio-visual needs through instructors.

- c. Pupil Accounting:
 - 1. Complete the pupil registration and pre-registration.
 - 2. Permanent records completed by ~~charge of~~ principal.
 - 3. Monitors absences and tardies.
 - 4. Principal will advise student council in matters dealing with student affairs.
 - 5. Curricular activities supervised by principal.
 - 6. All parent-student complaints and / or discipline problems reported to principal's office.

Student Activities

- a. Extra-Curricular:
 - 1. All eligibility reports finalized by principal through athletic director.
 - 2. Advise student council on extra-curricular activities.
 - 3. Supervise at school events.

- b. Handbook Rules and Regulations:
 - 1. Recommend rules and regulations to Superintendent and Board.
 - 2. Inform students of rules and responsibilities.
 - 3. Student and faculty handbook will be reviewed annually and proposed revisions will be presented to the board.
 - 4. Inform teachers of responsibilities, duties, policies, and etc.

- c. Student Awards and Programs:
 - 1. Originate with staff- final approval by principal.
 - 2. Graduation Coordinator
 - 3. Awards Program

Staff Management:

- a. Teacher Supervision and Evaluation:
 - 1. Conduct walkthroughs and evaluations bases on staff's tenure.
 - 2. Confer with teacher to complete evaluation procedure.
 - 3. Report to superintendent on the status of each teacher as to achievement and performance in the form of a recommendation for reemployment or non-reemployment.
- b. Teacher – Materials:
 - 1. All new materials for instruction approved by the principal.
 - 2. All requisitions are given final approval by the principal.
- c. Staff Meetings:
 - 1. Set agenda and organize staff meetings and in-service meetings.
- d. Staff Communications:
 - 1. Regular communication in person or by email.
 - 2. Secure substitute teachers as needed.
 - 3. Lesson plans either turned into the office or emailed to principal.
 - 4. Resolve conflict.
- e. Staff Year Ending Activities:
 - 1. Inventories- complete and accurate.
 - 2. Final grades and students attendance.
 - 3. Requisitions approved by principal.
- f. Staff Vacancies:
 - 1. Principal assists in interviewing applicants with final selection made from principals recommendations. The principal and superintendent shall make the recommendation to the board for their final approval of the applicant cooperatively selected.

Office Management:

- a. Secretary:
 - 1. Secretarial help is provided.
 - 2. Principal is responsible for secretary's duties.

- b. Permanent Records:
 - 1. By law individual records on each student will be kept current.
 - 2. Principal will request Secretary to prepare and send all transcripts.
 - 3. Reports to outside agencies kept current on matters of students and staff.
 - 4. All permanent record files kept under lock and key.
 - 5. Responsible for receiving permission from parent before records are permitted to be viewed by individuals.
 - 6. Access to records by the teaching staff with a reasonable need to view.

News Media:

- a. Community Relations:
 - 1. Recommend that pertinent articles that promote the school be written for the local newspaper.
 - 2. Suggest public meetings with parents to discuss school problems.

- b. Advertising:

Announcements of school activities will be handled through the principal's office.

Adopted: 6/12/17

Amended: 4/8/19

CF: Reporting Child Abuse

Any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) will report orally or in writing this information to the principal or superintendent. The principal or superintendent should immediately report this information to the state's attorney; or the Department of Social Services; or the county sheriff; or the city police. If the principal or superintendent does not confirm to the teacher or the employee within 24 hours that the action has been initiated, the employee will report this information directly to the proper authorities.

The report will contain the following information: name, address, and age of child; name and address of parent or caretaker; nature and extent of injuries or description of neglect; and any other information that might help establish the cause of injuries or condition. It is not the responsibility of the school employees to prove that the child has been abused or neglected, or to determine whether the child is in need of protection, but only to report suspicions of abuse or neglect.

Anyone who participates in making a report in accordance with the law and in good faith is immune from any civil or criminal liability that may otherwise arise from the reporting, or from any resulting judicial proceeding, even if the suspicion is proved to be unfounded.

Any personal interview or physical inspection of the child should be conducted in a considerate, professional manner. Information or records concerning reports of suspected abuse or neglect are confidential. The release to persons other than those provided by law is a Class 1 misdemeanor. Failure to make a report of abuse or neglect is a Class 1 misdemeanor.

Copies of this policy will be distributed by the Superintendent to all school employees at the beginning of each school term, and to new employees when they begin employment if at a different time than the beginning of the school term.

CG: Line of Authority

Line of Authority

Line of authority for the Colome Consolidated School District 59-3 is 1st – Superintendent, and 2nd – Principal. The Superintendent will designate two additional employees at the beginning of each school year to be in charge if administrators are absent from school at the same time. They will be designated in order of who is in charge from first to last.

Adopted: 6/12/17

CM: Approval of Handbooks

All handbooks conform to district-wide policies and regulations.

Each handbook will be reviewed annually and approved by the Board.

As in the case of regulations affecting staff members, handbooks published specifically for a particular group of employees will be distributed to all employees affected.

Adopted: 1/14/19