

Hill City School District	NEPN Code: DJBA
Policy Manual	

GUIDELINES FOR USE OF SCHOOL CREDIT CARDS

The Hill City School District will have a Visa/MasterCard to be used for the following items:

- a) To reserve motel rooms (if motels will not reserve room with a purchase order),
- b) To reserve plane tickets (if plane tickets cannot be reserved with a purchase order),
- c) To purchase items that cannot be obtained by a purchase order.

The Visa/MasterCard will be kept in the district office and will leave the office only with the approval of the Superintendent and/or the Business Manager.

The Superintendent and/or the Business Manager will have to approve the use of the Visa/MasterCard in advance of any charges being made on the card.

The Visa/MasterCard will have a ~~\$10,000.00~~ **\$20,000** limit.

Gas Credit Cards:

The district has gas cards for Cenex, Exxon, and Conoco

The Cenex card has a \$2,000 limit

The Exxon card has a \$1,000 limit

The Conoco card has an \$800 limit

The gas credit cards are checked out in the district office when employees are using a school vehicle. When the school vehicles are returned, the receipt for fuel is turned in with the gas credit card.

Legal References:

Cross References:

Adopted: August 13, 2007

Revised: November 14, 2011
November 14, 2016

Hill City School District	NEPN Code: AEA
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TOBACCO-FREE SCHOOLS

The District recognizes its duty to promote the health and safety of students, staff and citizens on district property and during school-sponsored activities. In accordance with this responsibility, it is the intent of the School Board to establish a tobacco-free school environment that demonstrates a commitment to helping students resist tobacco use and that emphasizes the importance of adult role modeling.

The use, possession, or promotion of tobacco on school property by students, employees, vendors, visitors and invitees is prohibited. Students and employees are also prohibited from using or promoting tobacco at school-sponsored activities off school property. Students participating in school activities are also subject to such rules as may exist pursuant to an applicable activity code of conduct.

For the purposes of this policy:

1. "Tobacco" means any substance or item, in any form, containing tobacco and electronic nicotine delivery devices (e-cigarettes), which may not contain tobacco;
2. "School property" means all district-owned, rented or leased buildings, grounds and vehicles;
3. "School-sponsored activity" means any planned, organized, endorsed, or supervised activity involving district students or staff that occurs either before, during or after regular school hours;
4. "Promotion" means the use or display of tobacco-related clothing, bags, lighters, or other material that is designed to encourage the acceptance or use of tobacco.

District employees in violation of this policy will be subject to disciplinary action. Visitors, vendors and invitees in violation of this policy will be subject to appropriate consequences, which may include being directed to leave school property.

The superintendent shall provide reasonable public notification of the district's policy within student and staff handbooks.

Legal References: SDCL 13-8-39 Management of schools by board - general powers
SDCL 34-46-14 Smoking in public or place of employment prohibited

Adopted: October 10, 2016

Revised:

Hill City School District	NEPN Code: BDDE-1
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RULES OF ORDER GUIDE

The Board of Education shall utilize Robert's Rules of Order for Parliamentary Procedure as the guide for conducting official meetings held by the Board of Education. However, in utilizing Robert's Rules of Order for Parliamentary Procedure as a guide it is not intended nor is it required that there be strict compliance with Robert's Rules of Parliamentary Procedure. The Board President/Chairperson shall make all decisions related to parliamentary procedure that may arise during the course of a meeting. Any Board member may appeal the decision of the Board President/Chairperson to the full Board (school board members present at the meeting), and the Board shall, by majority vote, decide the procedural issue or question pending before the Board.

1. To obtain the right to speak, address the Chairperson/President and be recognized by the Chairperson/President before speaking. (Member: "Mr./Madame Chair/President . . ." and Chair/President: "The chair recognizes _____").
2. To introduce a motion, say, "I move that..."
3. A motion may be withdrawn by the maker with consent of the person who seconded the motion or by majority vote if objection to withdraw the motion is made.
4. To amend a motion, say, "I move to amend the motion by...." Ways of amending are:
 - a) Striking out parts of the motion;
 - b) Inserting one or more words into the motion;
 - c) Striking out and inserting one or more words into the motion; and
 - d) Substituting a completely new (different) motion.
5. A motion to reconsider a decision made by the board must be introduced by one who voted with the prevailing side in that previous vote, but is out of order (cannot be made) if any part of the decision has been put into action.
6. If the parliamentary procedure of the board is to be questioned, say, "Point of order". The Chairperson/President must allow the member to state his/her point, and then the Chairperson/President must rule on it. If the Chairperson/President denies a point of order, the Chairperson's/President's decision may be appealed and either upheld or not upheld by a majority vote.
7. If a board member has a question to ask about a matter under discussion or a procedure to be followed, say, "Point of information". The Chairperson/President must allow the board member to state the question and provide if possible the information requested.
8. All members of the board, including the Chairperson/President, should participate in discussion and vote on all matters before the board unless the board member has a conflict of interest, in which case the board member must abstain. Abstentions should be noted in the minutes, but do not count as an affirmative or negative vote on the matter before the board.
9. A tie vote does not gain a majority and means that the motion is defeated.

10. A legal quorum of the board is required to be present in order to conduct official school business and board action requires the approval of a majority of those members voting.

11. A school board is a public board and the vote of its official actions should be part of the published minutes. A roll call vote may not be required. Roll call votes are required only when one or more school board members are participating via the phone, or when requested by a school board member. It should be clear from the minutes how members of the board have voted.

12. Some boards provide for public comments at some point in the meeting (i.e., during a public forum before or after approval of the agenda, or just before adjournment). At all other times, the public should speak only after being recognized by the Chairperson/President (who may, but does not have to, recognize a person wishing to speak).

13. The vehicle of action is through a motion. The chair may assist the mover with wording for clarity.

14. A motion should deal with only one issue or idea. The Chairperson/President or a member can ask that a motion be rephrased or rewritten or divided into two motions if it deals with two or more different matters.

15. The Chairperson/President may allow general information to be presented on an agenda item before a motion is made, but the Chairperson/President should require a motion to be made and seconded before discussion and debate on the item under consideration is allowed.

16. Debate must be limited to the issue at hand. Speakers who wander or attempt to enter new matters should be ruled out of order.

17. No new main motions may be made while another is on the floor

18. Main motions may be amended. Votes on amendments must be taken before there is a vote on the original motion.

19. No more than one amendment to an amendment should be permitted.

20. Before a vote on a main motion is taken, business can be interrupted by a motion to:

a) Lay it on the table - A motion to "lay it on the table," often referred to as a motion to table, is properly used only when there is urgent business to be addressed while a main motion is on the floor and debate on the pending motion is temporarily suspended and resumed during the current meeting or at the next meeting. A motion to remove the motion from the table is required to resume debate on a motion that was tabled;

b) Postpone action to a certain time or indefinitely - A motion to postpone to a certain time is used when the intent is to make the decision after more information is available or for some other scheduling reason. A motion to postpone to a certain time should include when the main motion under consideration shall be taken up again by the governing board. A motion to postpone indefinitely is used when the intent is to kill the

motion under consideration. Passing a motion to postpone indefinitely is to defeat the motion without voting against the motion;

- c) Refer it to a committee;
- d) Withdraw it from consideration; or
- e) Adjourn the meeting.

21. The chair should avoid closing a discussion when members wish to speak. A governing board member may seek to close discussion on a motion and have a vote by making a motion ("I move the previous question"). If there is a second to the motion (the motion to "move the previous question" is not subject to debate), immediately there is a vote on the motion to close debate. A two-thirds majority vote is required to pass the motion to close debate, and if the motion passes, the President/Chairperson must put the question to a vote without further debate. In cases where the Chairperson/President believes discussion to have ended, the Chairperson/President may call for a vote on the main motion without a formal motion to close debate unless a member objects.

22. A motion once voted down cannot be reconsidered at the same meeting of the board without the consent of a majority of the members of the board.

23. If any member acts in any respect in a disorderly manner, it shall be the privilege of any member, and the duty of the Chairperson/President to call the member to order.

24. If any member considers himself or herself aggrieved by a decision of the chair, it shall be his or her privilege to appeal to the board, and the vote on the appeal should be taken without debate.

25. When the Chairperson/President has commenced taking a vote no further debate or remark should be permitted, unless there has evidently been some mistake, in which case the mistake shall be rectified, and the Chairperson/President shall recommence taking the vote.

26. The Board President/Chairperson has the primary responsibility for conducting the meeting.

Adopted: July 14, 2014

Revised: October 10, 2016

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RULES OF ORDER MOTIONS CHART

A motion with a higher number takes precedence over a motion with a lower number (i.e., a motion with the higher number dictates what is to be addressed at that time by the school board).

Number	MOTION TO:	2ND REQUIRED?	DEBATE?	AMEND?	VOTE REQUIRED
1	Make a decision on a matter before the School Board (main/original motion)	yes	yes	yes	majority
2	Amend or Substitute Motion	yes	yes	yes	majority
3	Amend the Amendment	yes	no	yes	majority
4	Refer to Committee	yes	yes	yes	majority
5	Postpone to a Certain Time	yes	yes	yes	majority
6	Close Debate	yes	no	yes	2/3
7	Take a Recess	yes	no	yes	majority
8	Adjourn	yes	no	no	majority

The following motions or inquiries may be made at any time during the meeting when there is no other agenda item currently pending or being addressed by the school board:

MOTION TO:	2ND REQUIRED?	DEBATE?	AMEND?	VOTE REQUIRED
Address a matter which has been tabled (take matter from table)	yes	yes	no	majority
Reconsider prior action	yes	yes	no	majority
Rescind prior action	yes	yes	yes	majority

The following motions deal with the conduct of the meeting and may be brought up at any time when business is being conducted:

MOTION TO:	2ND REQUIRED?	DEBATE?	AMEND?	VOTE REQUIRED
Point of Order (on parliamentary procedure)	no	no	no	none
Request for information	no	no	no	none
Appeal a Decision of the Chair/President	yes	yes	no	majority
Require a roll call vote	no	no	no	none

Adopted: October 10, 2016

Revised:

Hill City School District	NEPN Code: GBE
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STAFF HEALTH AND SAFETY

~~The employee is required to submit, within ten days after first being employed, a certification of health signed by a licensed physician. This expense is the responsibility of the employee.~~

Certification of health of employee. If, at any time, there is reasonable cause to believe that an employee is suffering from a mental or physical condition that could be detrimental to the health or safety of the employee, any student, or any other employee, the superintendent may require a certification of health. The expense of obtaining such certifications of health shall be borne by the school.

The Board may require an employee returning from an extended leave of absence for health reasons to submit a new certification of health. The expense of this examination will be borne by the district.

WORKERS' COMPENSATION

In case of injury while pursuing duties in keeping with the employee's contract, the employee will receive compensation and expenses as prescribed by the worker's compensation law of South Dakota.

Any employee who receives an injury while at work should immediately report this injury to the Superintendent's office and request the necessary forms to make application for payment under this law.

Legal References: ~~SDCL 13-10-9~~
SDCL 13-43-60
SDCL 62-1-2
SDCL 62-3-3

Adopted: February 13, 2012

Revised: February 10, 2014
October 10, 2016