

**E – SCHOOL WIDE MANAGEMENT**

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**EB BUILDINGS AND GROUNDS MANAGEMENT**

The school properties will be maintained in good physical condition.

**EBA PEST MANAGEMENT**

A monthly inspection is completed and subsequent services are scheduled accordingly.

**EBB SAFETY PROGRAM**

All school personnel will be responsible for supervision and safety of all students through close supervision in all school buildings, school grounds, and off-site activities, through attention to the following:

1. Maintaining a safe school environment (the physical condition of all buildings and grounds will be inspected);
2. Observation of safe practices on the part of school personnel and students, particularly in those areas of instructions or extra-curricular activities offering special hazards;
3. Offering safety education to students related to subjects such as laboratory courses in science, other courses, and health and physical education;
4. Providing the first-aid care for children in case of accident or sudden illness;

The administration and the School Emergency Team shall develop and review safety policies, procedures and emergency preparedness plan on an annual basis. All safety drills will be scheduled monthly.

**EBBA FIRE PREVENTION**

Fire prevention measures in the schools will be administered in compliance with safety codes. The School Emergency Team will be responsible for monitoring fire safety education, drills and other emergency preparedness.

**EBCA VANDALISM PROTECTION**

Persons responsible for any damage to school property are liable. The Administration is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property, and is further authorized to delegate, as seen fit, authority to sign such complaints and to press charges.

**EBG REPAIRS**

The school will maintain all facilities and make all necessary repairs.

**EBH LEASING AND RENTING OF BUILDING OR GROUNDS**

Use of School Facilities must be prior approved by the Administration. Lease agreement and deposits are required prior to usage. Access to and use of school facilities are prioritized by school functions and activities. Refer to policy KG.

**ECG EQUIPMENT AND SUPPLIES RECORDS**

The Classroom Teachers will ensure that proper records are kept on all textbooks, class materials, and classroom supplies. The Coaches are responsible for the uniforms, equipment and inventory during use. The inventory lists for extra curricular activities will be on file with the Athletic Director.

**ECH AUTHORIZED USES OF EQUIPMENT**

A request needs to be submitted to the Business Manager for approval if school equipment is loaned out. Borrowers of equipment will assume the responsibility of returning the equipment in working order. Borrowers will be charged the cost of replacement or repair of damaged equipment.

When use is necessary the following guidelines will be applicable:

1. Employees are to refrain from using telephones for personal calls and to inform others that the telephones are for business calls only. If an employee makes a personal long distance call, they are to log them as personal calls and the charge will be deducted from their payroll check.
2. **Postal Services:** School envelopes, postage, etc. are to be used for school mail only. Mailboxes for each employee are provided, and employees are to check their mailbox on a daily basis.
3. **Copier Machines:** Copier machines are to be used for school business only. Employees using the copier machines for personal use are to pay \$.25 per copy to the Business Office.
4. **Fax Machine:** The fax machine is to be used for school business only. Employees using the fax machine for personal use are to pay \$1.00 per page to the Business Office.

**ED STUDENT TRANSPORTATION MANAGEMENT**

The School's transportation program transports students to and from school and school sponsored activities. The transportation supervisor has the responsibility of all transportation.

Buses/school vehicles may be parked at employee homes because of cost effectiveness upon administrative approval.

**EDAA SCHOOL-OWNED BUSES**

Driver Requirements

- A. Drivers of school buses, both regular and substitute, will be hired by the Enemy Swim Day School Board.

- B. To be considered for re-employment for an ensuing school term, bus drivers must be properly licensed having passed all examinations prescribed by the statute and the department of public safety. Each bus driver will also be required to have a physical examination according to the licensure requirements.
- C. Full-time bus drivers will be entitled to benefits in accordance with the policy adopted by the Enemy Swim Day School Board.
- D. All bus drivers will keep their seat belts fastened when the bus is in motion.
- E. Use of cell phones and texting is limited to when the bus is not in motion and per SD Law and SWO Tribal Code.
- F. All bus drivers, regular or substitute, will be required to sweep and clean their bus after each trip.
- G. The bus driver will be responsible for all loading and safety regulations. The driver will personally be responsible for all fines and expenses incurred in traffic violations.
- H. All bus drivers are required to participate in bus driver safety course as outlined in guidelines.

#### Use of School Buses

The primary utilization of school buses in order of priority will be:

1. Transportation routes to and from school.
2. Educational Field Trips
3. School Sponsored Activities

#### **EDCB          STUDENT BUS CONDUCT**

Refer to policy JCDAD.

#### **EDD          SCHEDULING AND ROUTING OF BUSES**

The bus routes will be determined by the transportation supervisor according to utilization priority.

#### **EDDA          USE OF SCHOOL VEHICLES**

School vehicle will be used specifically for school-sponsored activities and official school business. All other use is prohibited.

#### **EDG          ACCIDENT REPORTING**

The driver of a school vehicle will be responsible to report any accident to law enforcement and to the transportation supervisor.

#### **EE          FOOD SERVICE MANAGEMENT**

Enemy Swim Day School will operate a school food program. Food Services will include breakfast, lunch, and snack program, through participation in the Child and Adult Nutrition

Services. As required for participation in the Child and Adult Nutrition Services, the school will ensure:

1. That the food service programs operate on a non-profit basis;
2. All school lunches are provided at no cost to students.
3. That the Child and Adult Nutrition Services guidelines are followed.

**EEC FOOD SERVICE RECORDS**

Food Service records will be maintained as required.

**EED VENDING MACHINES**

The school may contract with a firm to maintain vending machines on the school premises according to USDA nutrition standards for schools.

**EG INSURANCE MANAGEMENT**

The Business Manager will be responsible for the management of all insurance programs.

**EGA FRINGE BENEFITS**

The Board may provide fringe benefits for employees according to budget and need.

**EGAA WORKER'S COMPENSATION**

All employees of Enemy Swim Day School are covered by Worker's Compensation Insurance.

**EGAB LIFE INSURANCE**

Enemy Swim Day School may provide life insurance for employees that work 30 hours or more. Additional insurance is also available through this group policy at the employee's expense.

**EGAC HEALTH INSURANCE**

Enemy Swim Day School may provide a group health insurance plan for employees that work 30 hours or more. Employees will cost share a portion of the expense of the plan based on coverage elected.

**EGAF UNEMPLOYMENT INSURANCE**

The Enemy Swim Day School participates in the South Dakota Unemployment Insurance Division.

**EGC PROPERTY INSURANCE**

The Board will carry necessary and appropriate property insurance to adequately cover possible losses in the use of its buildings and vehicles.