

**Policy**  
**FACILITIES DEVELOPMENT GOALS**

**Descriptor Code: FA**

The Board accepts the premise that a school building should reflect the philosophical convictions of the school district about education. The Board recognizes, however, that educational programs are neither unchanging nor simple to incorporate into a facility plan. Anticipation of program change makes the need for flexible use of buildings necessary.

School buildings will be functionally compatible with desired school experiences. The program, not the physical setting, will dictate the manner in which the building is used.

The Board recognizes that funds are limited, and that when planning facilities priorities must be established to make the best use of the school building dollar. The Board's first objective will be to develop a plan that provides adequate space for each student's educational development. Whenever possible, the cultural as well as educational needs of the community will be considered in planning facility expansion.

Architects retained by the Board will be expected to plan for simplicity of design; sound economics, including low long-range maintenance costs, efficiency in energy needs, low insurance rates; high educational use; and flexibility.

*Notes: ASBSD sample policies are intended to be a guide for school districts. As is the case with any policy, a local school district's unique circumstances, challenges and opportunities need to be considered.*

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Associated School Boards of South Dakota

Date Adopted: 1/1/2007  
Last Revised: 1/10/2013

The Board is responsible for the regular operation and orderly development of its physical plant. For this reason, the Board will concern itself with both short and long-range planning as it relates to the properties of the school district.

To this end, the Board will follow the policy of having before it at all times a long-term building program to serve as a guide for capital improvements. In developing a long-range program, the Board, will monitor:

1. The evaluation of existing facilities in terms of capacity and function;
2. The projection of life expectancy of facilities and maintenance costs;
3. Enrollment projections and community development patterns;
4. Site availability and acquisition;
5. Changing instructional requirements and services.

This program will be subject to systematic study, revision, and extension from time to time, and the respective construction projects will be acted upon individually when proposed for implementation.

The Board's building program will be designed to provide adequate facilities to conduct full-time elementary and secondary education programs for all students residing in the district. The building program will be based upon specific Board policies that have been and will continue to be modified to conform to changes in the curriculum, availability of construction funds, and changes in enrollments.

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**Policy**  
**FACILITIES CAPITALIZATION PROGRAM**

**Descriptor Code: FC**

To finance the facilities program, the Board, as established by law, may at its discretion authorize an annual tax levy not to exceed 3 dollars per thousand dollars on the taxable valuation of the district for the capital outlay fund. The Board may also issue and sell capital outlay certificates. Money received from the sale of these certificates will also be placed in the capital outlay fund.

The capital outlay fund is a fund provided by law to meet expenditures on one thousand dollars or more for the purchase of land; improvement of grounds; construction of, additions to and remodeling of facilities; or for the purchase of equipment. It may also be used for installment or lease-purchase payments for the purchase of real property, plant or equipment, where the installment or lease purchase contract does not exceed 20 years, and for the payment of the principal and interest of capital outlay certificates. When used for the purchase of capital outlay certificates and the payment of installment or lease-purchase contracts, the total accumulated unpaid principal balances cannot exceed three percent of the taxable valuation. A school district, which contracts its student transportation may expend from the capital outlay fund an amount not to exceed fifteen percent of the contract amount. The capital outlay fund may be used to purchase textbooks and instructional software. The capital outlay fund may be used to purchase warranties on capital assets only if the warranties do not include supplies.

Construction of new facilities, or of additions to facilities which will require advertising for bids, must have a public hearing at least 10 days prior to the advertisement of any contract specifications. Following this public hearing and approval of the Board, the district may use the capital outlay fund for payment of the new construction or addition, however, the district may not change the originally advertised use of the fund without holding another public hearing.

In accordance with law, the Board will develop and maintain a five-year plan on the annual projected revenues and expenditures for the capital outlay fund. The projected expenditures will itemize the projected costs for new or additional facilities.

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Associated School Boards of South Dakota

Date Adopted: 1/1/2007  
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**Policy**  
**BOND CAMPAIGNS**

**Descriptor Code: FD**

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In accordance with law, the Board by resolution may determine that the district should issue negotiable bonds. These bonds may only be used for the purposes of:

1. Refunding any bonded indebtedness which is or is about to become due and payable or whenever such indebtedness can be refunded at a lower rate of interest to fund any judgment or outstanding warrants;
2. Raising money for any purpose for which the Board is authorized to spend school district funds.

The proposition to issue bonds, except bonds to fund registered warrants or to refund bonded indebtedness, will first be submitted to the electors of the district at a general or special election.

The amount of money borrowed will not exceed the sum of 10 percent of the previous year's assessed valuation.

Election will be set by the Board.

*Notes: It is recommended that when a Board decides to issue bonds that it should immediately employ an attorney or secure the services of a bonding broker to handle the bonding in a legal manner.*

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Associated School Boards of South Dakota

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Last Reviewed: 1/10/2013

**Policy**  
**INDEMNIFICATION OF EMPLOYEES**

**Descriptor Code: EIBA**

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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.

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Associated School Boards of South Dakota

Date Adopted: 1/1/2007  
Last Revised: 12/13/2012

**Policy**  
**INSURANCE MANAGEMENT**

**Descriptor Code: EI**

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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.

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Associated School Boards of South Dakota

Date Adopted: 1/1/2007  
Last Revised: 12/13/2012

**Policy**  
**FOOD SERVICES MANAGEMENT**

**Descriptor Code: EF**

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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.

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Associated School Boards of South Dakota

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