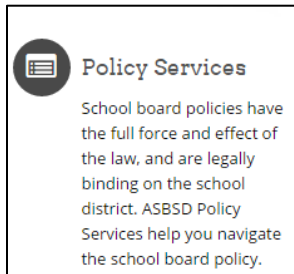



ASBSD Online Policy Resource Manual Instructions

Accessing and log in for ASBSD Policy Reference Manual

1. To access the ASBSD Online Policy Resource Manual website, visit <https://eboard.eboardsolutions.com/sd/asbsdpolicy> or go to www.asbsd.org and click the <https://eboard.eboardsolutions.com/sd/asbsdpolicy> link under the Policy Services header on the homepage:



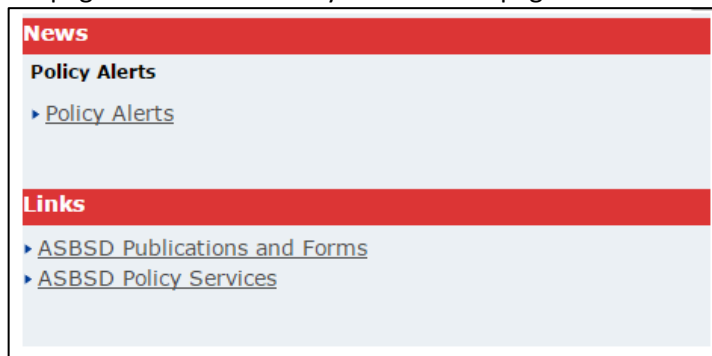
2. On the ASBSD Policy Reference Manual home page, click on the LOGIN button  located at the top right of the screen.
3. A drop down window will appear, there you will enter your login and password and you will enter the website.

Using the Online Policy Resource Manual

1. On the Online Policy Reference Manual homepage there are four menu options:



- a. About Us – describes each service offered by ASBSD Policy Services;
 - b. News – gives you the option to read the latest ASBSD Policy Alert or review the list of sample policies recently updated by ASBSD;
 - c. Policies – takes you to any section of the Online Policy Reference Manual to review sample policies.
 - d. **Admin – we suggest you do not use this option as it can result in unwanted edits being made to your district’s login and password information.**
2. The home page also features three quick links to Policy Alerts, ASBSD’s Publications and Forms webpage and ASBSD’s Policy Services webpage.



- To access the sample policies move your mouse over the “Policies” tab and click the Policy Overview link or the link to the specific section of the manual you would like to review:

- The Policy Overview page provides you links to each specific section of the manual, the option to search the manual or the option to print the entire sample policy manual:

POLICY OVERVIEW PRINT OPTIONS

School boards establish the direction and structure of their school districts by adopting policies through the authority granted by state legislatures. Policies establish directions for the district - they set the goals, assign authority and establish controls that make school governance and management possible.

ASBSD's comprehensive line of **Policy Services** offers four levels of service - ranging from basic services to hands-on custom policy manual development.

This online **ASBSD Policy Reference manual** includes hundreds of sample policies and administrative regulations that our members can reference. By converting our manual to a web-based platform, your school district has access to an up-to-date policy reference manual that you can easily search. Every policy is also linked to the appropriate legal references and administrative rules.

To begin looking at the policies, simply click on the Policy Index below or you can navigate to the policy sections through the navigation menu above. You can also search this manual by clicking on the Search box in the header of this site.

Note: The ASBSD Online Policy Reference Manual is a member-only service. You will need to **login** using a username and password. If you need help accessing the manual, contact Policy Services Associate Kay Thompson-Tieszen via email at kay@asbsd.org or at 605.773.2500.

Policy Index
A. Foundations and Basic Commitments
B. Board Governance and Operations
C. General School Administration
D. Fiscal Management
E. Support Services
F. Facilities Development
G. Personnel
H. Negotiations
I. Instruction
J. Students
K. School, Community, and Home Relations
L. Education and Agency Relations

Click below to be able to search for a Policy.

- A specific policy section page lists each sample policy within the section, as well as any regulation or exhibit that may be housed within the section, and the last time the sample policy was revised:

A. Foundations and Basic Commitments List Filter: ALL

Legend: P - Policy R - Regulation E - Exhibit

Code	Description	Revised
ABA	<input type="checkbox"/> P COMMUNITY AND PARENT INVOLVEMENT IN DECISIONMAKING	1/1/2007
AAA	<input type="checkbox"/> P Agenda Prep and Dissemination Test Document	1/1/2007
AA	<input type="checkbox"/> P SCHOOL DISTRICT LEGAL STATUS	1/1/2007
ABAA	<input type="checkbox"/> P PARENT INVOLVEMENT IN TITLE I	1/1/2007
ABAB	<input type="checkbox"/> P PARENT INVOLVEMENT	5/10/2012
ABAC	<input type="checkbox"/> P RELATIONS WITH PARENTS	5/10/2012
AC	<input type="checkbox"/> P NONDISCRIMINATION IN FEDERAL PROGRAMS	3/30/2015
ACAA	<input type="checkbox"/> P SEXUAL HARASSMENT	3/30/2015
ACB	<input type="checkbox"/> P NONDISCRIMINATION ON THE BASIS OF HANDICAP/DISABILITY	5/10/2012
AD	<input type="checkbox"/> P EDUCATIONAL PHILOSOPHY	5/10/2012
AE	<input type="checkbox"/> P WELLNESS	5/10/2012
AFA	<input type="checkbox"/> P TOBACCO-FREE SCHOOLS	5/10/2012
AFF	<input type="checkbox"/> P COMPLAINT POLICY FOR FEDERAL PROGRAMS	5/10/2012
AGA	<input type="checkbox"/> P CONTESTED HEARINGS	5/10/2012

- Click the link to the sample policy you would like to review, the sample policy page is composed of the policy, notes of interest, the date it was adopted/created, last revised and last reviewed, related legal references and any additional sample policies associated or relevant to the policy:

Descriptor Code: DBDA

Policy
GENERAL FUND BALANCE

Select Language | ? | PRINT

The School Board is committed to operating the district in a fiscally responsible manner while balancing student needs and the district's financial obligations.

To ensure the district has the resources necessary to meet ongoing and routine financial commitments, the district shall maintain a general fund balance at a level sufficient enough to cover the cash-flow needs of the district. The district may also hold in reserve a portion of the district's general fund that may be necessary to address long-term district financial plans or unanticipated emergency expenditures.

At least once per school year, the superintendent shall provide the board with recommendations regarding the management of the district's general fund balance, including financial information detailing the district's cash-flow and reserve needs.

Before the first day of August the Board shall file an annual report with the Department of Education. The report shall contain all the educational and financial information and statistics of the school district as requested in a format established by the Department of Education. The report shall also contain, for each month of the fiscal year, the month-end cash balances of the District's general fund, capital outlay fund, pension fund, and special education fund. The business manager with assistance of the secretary of the Department of Education shall make the annual report, and it shall be approved by the school board. The business manager shall sign the annual report and file a copy with the Department of Education.

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.

ASBSD Policy Services Date Adopted: 1/1/2007
Last Revised: 7/31/2015
Last Reviewed: 11/8/2012

Policy References: Legal references indicate the basis or authority for the board to enact this policy, and policy cross-references identify additional policies related to the subject matter of the above policy.

State Reference	Description
SDCL 13-13-10.1	Definition of terms
SDCL 13-16-3	General fund defined
SDCL 13-8-47	Annual report to department
Policy Reference	Description
DA	FISCAL MANAGEMENT GOALS
DB	ANNUAL BUDGET

- Sample policy pages also include the options to translate the policy into another language or to print:

Descriptor Code: DBDA

Select Language | ? | PRINT

- If you're unsure of the section a sample policy may be in or if the manual contains a sample policy you are looking for, you can search the manual. To search for a policy, click the search button

located at the bottom of the Policy Overview page:

Click below to be able to search for a Policy.

or click the search drop down menu located at the top right of the web page:

LOGOUT SEARCH

- Both search options present you the option to search by keyword and within a date range.
- If help is needed to access the manual, contact Policy Services Associate Kay Thompson-Tieszen at 605-773-5204 or kay@asbsd.org.