

# LAKE PRESTON ELEMENTARY HANDBOOK 2017-2018

*Home of the Divers!*

*Lake Preston Elementary School  
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Elementary Principal – Mr. Dana Felderman  
Elementary Secretary – Mrs. Tersia Warne

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### **INTRODUCTION**

I wish to extend to each of you a welcome to the Lake Preston School. Lake Preston Elementary is here to serve the needs of your children and to give them the necessary skills to be successful in their formal years of schooling. We are committed to developing each and every child to his/her highest capability and will do everything within our power to see that this will happen.

The staff and I are available to help you with any questions, problems or concerns that you may have pertaining to the Lake Preston School. In the following pages some of your questions about services offered will be answered. There will also be information on staff members and what their role is in relationship to your child. You will also be given a list of services that the school provides from sources outside the district.

If I can be of further assistance in answering questions or supplying additional information please contact me. The phone number of the Lake Preston Elementary School is (605) 847-4464.

Best regards,

Dana Felderman  
Principal/Title I Director/Co-Athletic Director

### **PHILOSOPHY OF EDUCATION**

Lake Preston Schools are dedicated to the purpose of helping every child develop to the optimum of his/her potential. Adherence to this purpose creates the responsibility of providing a program of education consistent with purpose.

A program of education to fulfill this responsibility must provide children and youth with a strong basic education. The pursuit of knowledge must be undertaken in a positive atmosphere which will develop a sense of moral and civic responsibility, the acquisition of fundamental skills, a desire for independent learning, the development of learning, the development of self-discipline, a sense of pride and respect for self and others, and the acceptance of responsibility.

Individual differences must be identified in terms of capabilities, needs, interests, and rate of maturation. It must also be recognized that these differences in children are subject to change from infancy through post adolescence. These differences need to be reflected not only in the classroom but also in the curriculum by offering classes that teach skills that directly relate to an occupational field as well as prepare youth for post high school education.

An educational program should encourage the understanding and practice of family living skills, health and safety as well as develop appreciation of culture and beauty in the world. All of which helps to strengthen the family unit and to use our leisure time more constructively.

Since we recognize that education is an endless process in one's lifetime, our school should not be restricted just too educating youth. Adult education through the various vocational classes and through a further reaching community education process is encouraged.

Understanding the value of religious and moral training for students and their families, the Lake Preston Schools will encourage the use of Sundays and Wednesday evenings by area churches so that they may provide worship, educational, and social events free from conflict with school activities.

### **NOTICE OF NON-DISCRIMINATION**

Applicants for admission and employment, students, parents, persons with disabilities, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Lake Preston School District 38-3 are hereby notified that this school does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact

Tim Casper, Superintendent  
300 1<sup>st</sup> St N  
Lake Preston, SD 57249  
Telephone 847-4455

who has been designated by the school to coordinate efforts to comply with the regulations regarding non-discrimination.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

To be in compliance with the Family Educational Rights and Privacy Act of 1974, as amended, enacted as Section 438 of the General Education Provisions Act as in effect April 11, 1988, the Lake Preston Board of Education hereby makes the following annual public notification of its intent to disclose to the press, media and others authorized by school officials personally identifiable data designated as Directory Information. The parent of a student or an eligible refusal must be made in writing and submitted to the student's principal within **15** days after publication of this notice.

The following information will be entitled Directory information:

- \* Student's name, address, and telephone listing.
- \* Student's date and place of birth.
- \* Student's major field of study.
- \* Student's participation in officially recognized school activities and sports.
- \* Weight and height of students who are members of athletic teams.
- \* Dates of student attendance.
- \* Degrees, honors, and award's student receives.
- \* Any other form of information in which denotes accomplishments, achievements, or special recognition given to a student.
- \* Most recent previous educational agency or institution attended by a student.
- \* Individual and group photographs pertaining to any of the above activities.

**PUBLIC NOTICE REGARDING  
PERSONALLY IDENTIFIABLE INFORMATION;  
ACCESS TO INFORMATION;  
AND DISCLOSURE OF DIRECTOR INFORMATION**

The Lake Preston School District 38-3 in accordance with the Family Educational Rights and Privacy Act, FERPA, (34 CFE 99.7; and 99.37) has established the following policies and procedures:

**ACCESS RIGHTS:** Parents and eligible students have a right to:

1. Inspect and review the student's educational records;
2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student's educational records except to the extent that the Act and the regulations in this part authorize disclosures without consent.
4. File with the U. S. Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of the Act and this part;
5. Obtain a copy of this policy and regulation in the building principal's or superintendent's office of the Lake Preston School District.

**DIRECTORY INFORMATION:** Means information contained in an education record of a student in which Would not generally be considered harmful or an innovation of privacy if disclosed. It includes, but is not Limited to the student's name, address, telephone listing, date and place of birth, major activities and Sports, weight and height of members of athletic teams, dates of attendance, degrees and awards Received and most recent previous educational agency or institution attended.

**PERSONALLY IDENTIFIABLE INFORMATION:** Includes, but is not limited to: the student's name, the name of the student's parent or other family members; the address of the student or student's family; a personal identifier,

such as the student's social security number or student number; a list of personal characteristics that would make the student's identity traceable, or other information that would make the student's identity easily traceable.

DISCLOSURE OF DIRECTORY INFORMATION: The school district shall disclose directory information if it has been given public notice to parents and students of:

1. Types of personally identifiable information that the school district has designated as directory information.
2. A parent's or student's right to refuse to let the school district designate any or all of those types of information about the student as directory information; and
3. Fifteen (15) days from this public notification of disclosing directory information, the parent must contact the school district in writing of their refusal to release some or all of the directory information.

DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION:

- A. An educational agency or institution may disclose personally identifiable information from an education record of a student without the consent required by subsection 99.30 if the disclosure meets one or more of the following conditions:
  1. The disclosure is to other school officials, including teachers, within the agency or institution whom the agency or institution has determined to have legitimate educational interests.
  2. The disclosure is subject to the requirements of subsection 99.34, to officials of another school, school system, or institution of postsecondary education where the student seeks to intend to enroll.
  3. The disclosure is, subject to the requirements of subsection 99.35, to authorize representatives of:
    - i. The Comptroller General of the United States.
    - ii. The Secretary; or
    - iii. State and local educational authorities.
  4. (i) The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to: A) Determine eligibility or the aid; B) Determine the amount of the aid; C) Determine the conditions for the aid; or D) Enforce the terms and conditions of the aid.  
(ii) As used in paragraph (a) (4) (i) of this section, "financial aid" means a payment of funds provided to an individual (or a payment in kind of tangible or intangible property to the individual) that is conditioned on the individual's attendance at an educational agency or institution.  
(Authority: 20 U.S.C. 1232g (b)(1)D))
  5. (i) The disclosure is to state and local officials or authorities, if a State statute adopted before November 19, 1974, specifically requires disclosures to those officials and authorities.  
(ii) Paragraph (a) (5) (i) of this section does not prevent a state from further limiting the number or type or state or local officials to whom disclosures may be made under that paragraph.
  6. (i) The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to:
    - A. Develop, validate, or administer predictive tests;
    - B. Administer student aid programs; or
    - C. Improve instruction(ii) The agency or institution may disclose information under paragraph (a)(6)(i) of this section only if:
    - A. The study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization; and
    - B. The information is destroyed when no longer needed for the purposes for which the study was conducted.(iii) For the purposes of paragraph (a)(6) of this section, the term "organization" includes, but is not limited to, federal, state, and local agencies, and independent organizations.
  7. The disclosure is to accrediting organizations to carry out their accrediting functions.
  8. The disclosure is to parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.
  9. (i) The disclosure is to comply with a judicial order or lawfully issued subpoena.  
(i) The educational agency or institution may disclose information under paragraph (a)(9)(i) of this section only if the agency or institution makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.

10. The disclosure is in connection with a health or safety emergency, under the conditions described in subsection 99.36.
  11. The disclosure is information the educational agency or institution has designated as “director information”, under the conditions described in subsection 99.37.
  12. The disclosure is to the parent of a student who is not an eligible student or to the student.
- B. This section does not forbid or require an educational agency or institution to disclose personally identifiable information from the educational records of a student to any parties under paragraphs (a)(1) through (11) of this section.
- (Authority: 20 U.S.C. 1232G (a) (5)(A), (b)(1) and (b)(2)(B))

A copy of these policies and regulations may be obtained in the building principal’s or superintendent’s office of the named school district. Complaints regarding violation of rights accorded parents and students should be submitted to the Superintendent of Schools of the Lake Preston School District, or the Family Education Rights and Privacy Act Office, Department of Health, Education and Welfare, 330 Independence Avenue SW, Washington, DC 20201.

**NORTHEAST EDUCATIONAL SERVICES COOPERATIVE (HAYTI)**

The Lake Preston School District is a member of the Northeast Educational Services Cooperative along with 23 other area school districts. The purpose of this membership is to provide services to special needs children in the district. It is very important to provide educational assistance to children in need at the earliest possible age. Children can receive services prior to reaching school age. If you as a parent or concerned citizen are aware of children who may be in need of services please call 605-847-4455 and ask for the school administrator.

The services available, along with a brief description of each, include:

- A. Speech and Language Therapy  
Individual communication disorders are identified and remedial services provided to those in need.
- B. Early Childhood  
Both school and home based programs are provided to preschool children ages birth - five in need of special assistance due to low mental abilities, physical impairments, social-emotional difficulties, and language difficulties.
- C. School Psychology Assistance  
Psycho educational assessments and programming recommendations are provided to students in need of special education due to learning disabilities, low mental abilities, social-emotional and behavioral difficulties. Consultation is available to school staff, students and parents.
- D. Center-Base Program  
The NESc currently operates two, day programs which broaden the special education services in the school setting, thereby allowing the child to be educationally served closer to home. The program seeks to develop daily living, academic, and social skills for each student involved.
- E. Occupational and Physical Therapy
- F. In addition to these programs a gifted education program for school age children is available

The NESc provides these services in order to make them available to children who otherwise may not benefit from instruction without them.

**CHILD FIND**

The Lake Preston School District 38-3 through the Northeast Education Services Cooperative offers an Early Childhood Program.

This program functions under state regulations to provide services for preschool children, birth through five, who display significant delays in at least two developmental areas. Motor Skills (Fine and Gross), Cognitive, Speech and Language, Social/Emotional, and Daily Living Skills are the areas in which are considered.

If you have a child who has delays in which would qualify him/her for this program, please contact your school administration. The school believes that through early intervention a child may be better able to reach his/her potential.

The governing body of the Cooperative includes the Board of Directors, which has a representative from each one of the member local school districts as well as each of the district superintendents.

The director for the Cooperative is Mr. Jerry Aberle.

#### **ACCESSIBILITY CONTINGENCY PLAN**

Lake Preston Schools through Section 504 of the Rehabilitation Act of 1973 (handicap) hereby establishes the following policy: In an effort to insure that programs are accessible to all regardless of handicapping conditions, every effort will be made to move programs to an accessible location. When this is not feasible, building, program and equipment modifications will be made to fit the needs of the individual.

These modifications will take place before a known handicapped individual enters the program or begins employment.

Example list of modifications to fit the needs of handicapped individuals include: ramps, parking, entrance, doors, toilets, etc. The list can change depending on the handicap condition.

#### **GRIEVANCE PROCEDURE – TITLE-IX**

WHEREAS, the Board of Education of the Lake Preston School District, in compliance with the rules and regulations pertaining to nondiscrimination on the basis of sex under Federally assisted education programs and activities, has established this procedure whereby a complaint related to the violation, interpretation, or application of the Title IX Rules and Regulations may be quickly and smoothly resolved;

WHEREAS, Students, parents, and employees of the Lake Preston District are eligible to participate in this grievance procedure; and

WHEREAS, The resolution of real or alleged violations shall be motivated toward a solution that is satisfactory to the student, parent or employee, the administration, and the Board of Education;

NOW THEREFORE BE IT RESOLVED, that the following grievance procedures be adopted by the Board of Education of the Lake Preston School District:

#### **ARTICLE I. Definitions**

- 1.1 **Grievance**: an issue that reaches Level One Procedure. This involves the violation, interpretation, or application of any section of Part 106, Rules and Regulations, Title-IX, Education Amendments of 1972.
- 1.2 **Student**: any person enrolled as a student in any school and/or educational or recreational program authorized by the Lake Preston School District Board of Education.
- 1.3 **Parent**: any parent/guardian of a student enrolled in any school and/or educational or recreational program authorized by the Lake Preston School district board of Education.
- 1.4 **Employee**: any full-time or part-time teacher, secretary, clerk, custodian, cleaner, administrator, or other person receiving compensation for services rendered the Lake Preston School District Board of Education.
- 1.5 **Title-IX Coordinator**: The person designated by the Board of Education to coordinate efforts to comply with Title-IX Rules and Regulations.
- 1.6 **Superintendent**: The Superintendent of Schools of the Lake Preston School District serves as the Title-IX Coordinator.

#### **ARTICLE II. Level One Procedure**

- 2.1 The student, parent, or employee who has a complaint, and is unable to solve the issue, may address the complaint in writing to the Title-IX Coordinator.
- 2.2 The Title-IX Coordinator's responsibilities:
  - A. Investigate, within one week, the circumstances of the complaint;
  - B. Render a decision, within two weeks after receipt of the complaint, and notify the complainant;
  - C. Provide the complainant one week to react to the decision before it becomes final.
- 2.3 The Complainant's responsibilities:
  - A. Accept the decision, in writing, addressed to the Title-IX Coordinator, or



- B. Disagree with the decision, in writing, addressed to the Title-IX Coordinator. A level two procedure will be initiated.

**ARTICLE III. Level Two Procedure**

- 3.1 The Title-IX Coordinator requests the Superintendent to review the complaint.
- 3.2 The Superintendent will schedule a meeting within one week of receipt of the request for review. The participants shall be the complainant, the coordinator, and the Superintendent
- 3.3 The Superintendent will make a decision within one, which will be final. The complainant and the Title-IX Coordinator will receive copies of the decision.

**LAKE PRESTON DISTRICT COMPLAINT POLICY FOR FEDERAL PROGRAMS**

A parent, student, employee, or district stakeholder, who has a complaint regarding the use of federal funds and is unable to resolve the issue, may address the complaint in writing to the district's superintendent.

Disputes addressing the enrollment, transportation (including inter-district disputes), and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. Parents, guardians, and unaccompanied youth may initiate the dispute resolutions process directly at the school they choose, as well as the district or district's homeless liaison's office. The parent or guardian or unaccompanied youth shall be provided with a written explanation of the school's decision including the rights of the parent, guardian, or youth to appeal the decision. Students should be provided with all services for which they are eligible while disputes are resolved.

The superintendent will investigate, within one week, the circumstances of the complaint and render a decision within two weeks after the receipt of the complaint.

The superintendent will notify the complainant of the decision in writing.

The complainant will be allowed one week to react to the decision before it becomes final.

The complainant will either accept or disagree with the decision and will provide such acknowledgement in writing, addressed to the district superintendent.

If the issue is not resolved with the superintendent, the complaint will be forwarded to the district's Board of Education for further review. The parent, guardian or unaccompanied youth shall be provided with a written explanation of the district's decision including the rights of the parent, guardian, or youth to appeal the decision.

The stakeholder may forward unresolved complaints to the South Dakota Department of Education for review. (Consult SD Department of Education Complaint Procedure)

**FIRE AND TORNADO INFORMATION**

All students should read the fire notices posted in every classroom in the building so in the event of a fire or drill there is no confusion concerning proper procedure and the use of the correct exit.

**Fire or Fire Drill**

When the fire alarm rings, students and the instructor should leave in an orderly and calm manner with all the windows and door(s) shut. All persons must leave the building and remain outside until directed to reenter by a school official.

**Tornado or Tornado Drill**

In the case of a tornado, all students and personnel should get to the innermost portions of the building with the shortest span. Windows and glass should be avoided. The top floor should be abandoned for the lower level. Do not take the time to either open or close windows. Time is too valuable and flying glass is dangerous. All persons should get into the inside hallways on first floor that do not or cannot get into the basement. All doors should be closed to the outside walls. Everyone should be against the hallway walls, facing the walls. Heads should be protected and the body should be made to cover as small an area as possible by crouching down. All persons should keep away from the ends of the hallway.

Students must line up along the hallway walls on their knees with hands over their heads. Students should face the wall with heads bent low to the floor.

Each classroom will be designated an area to go to in the event of a tornado or disaster drill. Students should move quickly and in an orderly manner to the designated area. The instructor of your class should lead you to the designated area.

## **SPECIALS**

### **MUSIC**

Music (vocal and instrumental) are taught by qualified instructors specialized in these areas. We feel these are important subject areas and these instructors are required to evaluate and grade their students in the same manner as regular classroom teachers. Elementary music classes are taught to Grades K-6. Each class has two forty-five minute periods each week with three classes of thirty minutes in Kindergarten.

Elementary band is started in fifth grade and is available to all children. Students participating in band that do not have their own instrument may rent an instrument from the school. *The band dues must be paid at the beginning of the school year.*

### **TITLE I**

Students that have difficulty with Reading and Math receive additional instruction in the classroom from the Title I Teacher and/or Aide. Students are not pulled from the classroom. Students work in small groups and one-on-one to improve their basic skills so they are proficient on states tests and in classroom academics. All students, K-6, are included in the Title I School Wide Program.

### **COUNSELING**

Our Elementary Counselor meets with each class each week for a period of thirty minutes for Kindergarten through second grade and forty-five minutes for grades three through sixth. There is plenty of time to meet on an individual basis as well. Some of the topics studied are decision-making, communication, drugs and alcohol, developing friends, understanding you and others plus career exploration.

### **LIBRARY**

The Lake Preston School District maintains a school library staffed with a librarian. Classroom teachers will lead instruction weekly in the library teaching the proper use of the library and its functions. Library is open to all students to use whenever they want or need to. The role of the librarian is to challenge students to make the library a place to find all sorts of interesting and fun things. The special times in the library are when the annual book fair is held.

### **SPECIAL EDUCATION**

Your district does maintain a learning lab and does have two full time Special Education Learning Disability Instructors and full-time aide on staff. The purpose is to provide educational services to students in areas where it is not appropriate for them to receive instruction in the regular or Title 1 classroom.

### **COMPUTERS**

At the present time, we are teaching all students Grades K-6 the skills to enhance the usage of the computer in the classroom. This is a rapidly expanding area that must be maintained due to the role of the computer in our everyday living and ever-changing world. Lake Preston School is a 1 to 1 computer-student school. Grading will be conducted by the teachers due to South Dakota Technology standards. Lake Preston Elementary will also use Keyboarding Without Tears as a typing curriculum in grades K-5.

### **TITLE I INFORMATION**

### **PARENTS RIGHT TO KNOW**

The federal education law put in place by the Elementary & Secondary Education Act (ESEA) requires that all parents in a Title I school be notified and given the opportunity to request information about the professional qualifications of classroom teachers instructing their child. If you are interested in this information, you may send your request to the building principal who will provide a timely response.

The Lake Preston School District must also provide timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not qualified.

7-12 High School Principal - Tim Casper  
Elementary Principal – Dana Felderman

**ESEA Statute (Section 1112 (e) (1) (A) & (B))**

(A) IN GENERAL - At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student’s classroom teachers, including at a minimum, the following:

- (i) Whether the student’s teacher—
  - (I) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - (II) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - (III) is teaching in the field of discipline of the certification of the teacher.
- (ii) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

(B) ADDITIONAL INFORMATION.—In addition to the information that parents may request under subparagraph (A), a school that receives funds under this part shall provide to each individual parent of a child who is a student in such school, with respect to such student—

- (i) information on the level of achievement and academic growth of the student, if applicable and available, on each of the State academic assessments required under this part; and
- (ii) timely notice that the student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

**PARENT VOLUNTEERS**

We are asking parents to get involved with the school by agreeing to help with certain aspects of the education in the school. There are many things that need to be done that parents can be an outstanding resource for. This has a twofold purpose in that it helps your children and it gives you the chance to interact with the education your child is receiving. Please let the school know that you would like to be of service. Don’t wait to be called. Thank you for your consideration!

**STATEMENT OF PURPOSE**

Lake Preston School District is dedicated to providing a quality education for every student in our district. To accomplish this objective, the district will develop and maintain partnerships with parents/guardians, patrons, and community members. Lake Preston School District will involve parents/guardians in all aspects of the various local, state, and federal programs offered in Lake Preston School District. Our children benefit when school, home, and community work together to promote high achievement.

**PARENT INVOLVEMENT IN POLICY DEVELOPMENT**

Annually parents and school staff will work to revise and improve the District and School Parent Involvement Policies. Lake Preston School District will work to publicize and actively recruit the participation of our parents/guardians.

**ANNUAL DISTRICT TITLE 1 MEETING**

Lake Preston School District uses Title 1 funds to provide school wide services for students. Lake Preston School District will hold at least one meeting annually to review Title 1, Part A parent involvement guidelines and services offered through the district. Copies of the District Parent Involvement Policy and a School Compact will be distributed and discussed at the meeting. Parents/guardians will be encouraged to become involved in revising and updating the policy as necessary and parent volunteers will be recruited for various district committee appointments.

The meeting will be held at a convenient time and location. Notice of the meeting will be provided through invitation to parents/guardians and public notices. Accommodations will be made for non-English speaking parents/guardians.

**SCHOOL COMPACTS**

In accordance with Title 1 regulations, parent representatives will evaluate annually and revise if needed, the School Compact. The compact will identify ways the school, parents/guardians, and students can share the responsibility for student performance and success.

A copy of the School Compact detailing these responsibilities will be made available on the school district’s website and upon request. Parent/student signatures will not be required; however, parents are encouraged to discuss the contents of the compact with their child(ren).

**PARENT INVOLVEMENT OPPORTUNITIES**

Title 1 schools will support many varied ways of parental involvement as it strives to develop and maintain an optimum learning environment for all students. Parents and community members may contribute through volunteering at school and by creating a supportive environment. Parents and community members’ suggestions for improving the school are encouraged and welcome.

**STAFF/PARENT COMMUNICATIONS**

Newsletters, conferences, personal contacts and written notices will be utilized in English and Spanish to establish and maintain an open line of communication. In addition, the Lake Preston School District website will be kept up-to-date in an effort to inform families.

Staff members will make every effort to communicate positively and work effectively with parents and community members.

**EVALUATION**

Parents and school staff will be given the opportunity to review the effectiveness of the district and school parent involvement policies and programs based on a needs assessment and offer suggestions for improvement.

**CONCLUDING STATEMENT**

Lake Preston School District is committed to the success of students. We will work together with parents to monitor the effectiveness of our Parental Involvement and Title 1 Program in order to provide excellence in education. This policy will be promoted by administrators and other school staff as we seek active participation by our parents.

**CARE OF THE BUILDING**

The school buildings are the home of approximately 160 students from 6 to 8 hours a day. Treat it as your own home or even more carefully. The school property belongs to all of us - it is our property; therefore let us take care of and take pride in our school so that visitors as well as students and teachers may be proud of its appearance. Better facilities are added from time to time. Appreciate them!

**LOSS OF PROPERTY**

Students should not bring any toys, belongings, or personal property from home of any kind to school. Students are urged not to leave money, jewelry, or anything of value in their locker, bags, or coat pockets. Neither is it advisable to leave valuables in your desk at any time. If you do so, you do this at your own risk, and the school will not be responsible if such items disappear or broken. Articles left in school at the end of the school year and not re-claimed by June 1st will be donated to non-profit organization.

**FOOD SERVICE POLICY - OFFER VS SERVICE**

It shall be the policy of the Lake Preston School District that students K-6 will be served items in full portions. Students 7-12 may be able to decline 2 out of the 5 items offered for lunch each day under the offer verses serve (OVS). Under the OVS requirements all students must take at least ½ cup fruit or ½ cup vegetable along with 2 other items in full portion planned to have a reimbursable meal. Food items refer to the National School Lunch Program Meal pattern. The business office will bill students at the end of every month and becomes due immediately.

**The prices are as follows:**

<b>Lunch:</b> Adults:	\$4.25 ( <b>Salad bar:</b> \$2.50)	<b>Breakfast:</b> Adults:	\$1.25
JH/HS:	\$3.25 ( <b>Seconds</b> \$0.75)	K-12:	\$0.75
Elem.:	\$3.00	<b>Milk (Only):</b>	\$0.25

Breakfast and school lunch and milk break programs will be operating on a prepaid basis. Students are required to deposit money into their lunch account prior to using these programs. Meals and milk will be deducted from the prepaid balance as consumed. The business office will bill students as needed and the amount is due immediately.

You may deposit whatever you wish into your child's account, but it is recommended that you deposit at least a month's balance to avoid numerous low balance notifications. Approximately \$25.00 for breakfast for all students, \$52.00 for lunch for elementary students and secondary students would be \$40.00 for lunch.

### **HOT LUNCH PROCEDURES**

Students will not be allowed to leave the school ground until the 3:32 dismissal time. The only exceptions will involve seniors during senior privileges and other students with special permission from the administration. Students participating in the school lunch program will eat at the scheduled time indicated on the semester schedule. They may bring their own lunch if they so prefer, they will eat in the lunchroom with the rest of the students. Students who do not wish to eat lunch must also remain on the school premises. They may stay in the school building but should not loiter in the rest rooms. If their presence creates a problem, they may be told to report to their room.

Absolutely no soft drink beverages may be consumed in the lunchroom during the lunch breaks. Students should bring food items that do not have to be heated or altered unless specified in their diet plan per parent/cook communication.

### **SNACKS IN THE CLASSROOM**

Lake Preston Elementary is part of the state funded Fresh Fruits and Veggies Program that provides a free and healthy snack for students in grades Kindergarten through Sixth Grade. Fruits and vegetables are determined by the local grocery store and distributed 2-3 days a week during the allocated time set by the classroom teacher.

Classrooms may have (1) snack per day if the teacher deems necessary or sets their schedule up to have snack time within the elementary.

### **ALCOHOL, TOBACCO, AND NARCOTICS**

State law forbids possession and use of alcohol, tobacco, illegal mood-altering substances, to any minor. Possession and use of narcotics without a prescription is illegal at any age.

State law also requires school to hold all students to the same rules and regulations of conduct, regardless of whether the student is older than or younger than 21.

The school board does not permit the use or possession of tobacco, alcohol or narcotics on school premises, at school activities or on school buses.

Items containing tobacco, alcohol or narcotics are subject to confiscation by school authorities, and in the event of confiscation will be made available to the student's parent or guardian by appointment, or to the legal authorities, if proper under the circumstances.

Violation of this rule will result in a three-day suspension from school on the first offense. The second offense will result in a conference involving parents, administration and student(s) to determine the future status of the student(s). An appropriate action will be established during the conference.

### **DANGEROUS WEAPONS IN THE SCHOOL**

Schools should be an example of what is taught regarding the observance and respect for law. Schools also must be highly conscious of the health and welfare of students, staff, and the public.

Board policy forbids the bringing of dangerous and/or illegal weapons to school or school sponsored activities. Dangerous weapons taken from pupils shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police. The building principal shall pursue appropriate disciplinary and/or legal action.

A dangerous and/or deadly weapon is defined as any firearm, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm. This would include chains, sharp objects worn on body, or any other items brought into school or worn that could be used as a weapon or cause harm.

No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air guns at fire ranges, gun shows, and supervised school training sessions for the use of firearms.

### **DISCIPLINE PLANS**

See the Lake Preston Elementary School Discipline Plan published at the end of this student handbook and on the Lake Preston School website. Parents will be advised of disciplinary action *when the principal and/or teacher feels it is necessary*. If disciplinary action is deemed necessary, the principal will have teacher/staff member document the issue and the information will be entered into Infinite Campus per discretion of the principal.

### **BEHAVIOR EXPECTATIONS**

1. We will be respectful of ourselves and others by . . .
  - A. Being quiet and courteous.
  - B. Not teasing or bullying others.
  - C. Using appropriate oral and written language and gestures.
  - D. Gaining permission to use school or other people's property.
  - E. Following adult directions in a cooperative manner.
  - F. Helping others who are being treated in a disrespectful way by speaking out and getting adult help.
  - G. Using manners.
  
2. We will keep our school safe and friendly by . . .
  - A. Walking safely, quietly, and promptly to our destination.
  - B. Keeping our hands, feet, and other objects to us.
  - C. Using all materials in a safe manner.
  - D. Including all students in school activities.

### **PLAYGROUND SUPERVISION**

It is expected that teachers on playground duty do the following:

1. Supervise the playground during designated times
2. Move around the playground, as it is necessary to give proper supervision.
3. Maintain safe conditions while on the playground.
4. Provide immediate first-aid for injuries. Any injury of note should be brought to the attention of the principal.

### **GENERAL PLAYGROUND RULES & SAFETY**

Students may use the area east of the elementary building that has been approved for play. They should not be on the west side of the elementary or auditorium buildings and should not cross any streets without permission from the playground teacher on duty.

Students must receive permission to use warm up areas and restrooms from the playground teacher.

Students should report any problems to the playground teacher, but they should refrain from bringing problems to this person that could best be worked out them self.

Balls that are smaller than a tennis ball or balls harder than a tennis ball are not allowed.

Because of traffic on the sidewalks and in the halls, roller shoes, skateboards, roller skates, and roller blades are not allowed during school hours.

Students are not to play with balls of any sort in the area next to the elementary building (these windows are very expensive). Students are not allowed to kick balls at the sides of the auxiliary gym.

In order to keep playground activities safe and fun we will . . .

1. Use playground equipment in a proper and safe manner.

- Swings: Seated forward and backward swinging only  
One person to a swing
- Slide: Sit with feet forward  
Climb ladders only  
Keep toys, rocks, or other objects off the slide
- Balls: Use balls safely and appropriately  
Touch football only  
Keep balls away from windows and off of building  
(\$1.00 charge to retrieve balls from roof)  
Tell the duty teacher if a ball leaves the playground area
- Other: Toys from home are not allowed—due to loss and damage**

2. Take part only in play that is not harmful to self or others.

Some of the unsafe activities that will not be allowed are: throwing snowballs or other harmful objects, sliding on ice, wrestling or tackling, playing unsafe games (King of the Mountain, Crack the whip, etc.)

3. Respect others while on the playground and when leaving or entering the school building.

- Use appropriate language and gestures.
- Include all children in group-play.
- Line up promptly when the bell rings keeping hands, feet, and other objects to yourself.
- Enter the building quietly and safely.

The school rules for playground are to be followed at all times. These rules will be posted in each classroom. Failure to follow playground rules can result in time out during recess or an office referral.

#### **RECESS AND INCLEMENT WEATHER POLICY**

For health and exercise all students will be outside for recesses during the school year. This gives the students a needed break from the school routine. K-6 students are expected to go outside for recess until the wind chill temperature goes below -10 degrees. If the current temperature is below -10 degrees, students will have recess in the auxiliary gym.

If a student has been absent due to illness he or she may remain inside at recess and noon hour during the first two successive days back at school. If the student needs to remain inside for a longer period of time permission will be granted at the discretion of the elementary principal.

*Fresh air is necessary for all students, therefore your child will have daily recess outside depending on the weather. Please dress your child accordingly. Classroom and recess teachers will determine if a student needs additional clothing on the playground.*

#### **CANCELLATION OF SCHOOL DUE TO WEATHER OR OTHER EMERGENCY**

In cases where school will not be held or is dismissed during the day because of the weather, the announcements will be made on School Messenger, WATERTOWN/BROOKINGS/MADISON, radio stations, and KELO and KSFY TV stations for evening announcements. Watch for our school on the close lines or web. Call the school or a friend before your leave if you are not sure. If we are late, school will start at 10:00. Please make sure contact information is current in Infinite Campus in order to ensure communication is received.

#### **TRANSPORTATION RULES IN SCHOOL BUSES**

Taken from Bulletin No. 51 “Transportation of Public School Pupils in South Dakota” edited by the State of South Dakota, Department of Public Instruction, Pierre, and South Dakota.

1. All pupils shall be ready in the morning at the usual time for the bus to arrive at their homes or at the "school bus stop."
2. The driver is in full charge of the bus and the pupils.
3. Do not stand in the roadway while waiting for the bus.
4. If the driver wishes he/she may assign seats in the bus and pupils will take the seats assigned.
5. When the bus is in motion, DO NOT STAND, DO NOT EXTEND YOUR ARMS OUT OF WINDOW, DO NOT MOVE ABOUT AND DO NOT LEAVE OR ENTER THE BUS.
6. Damage to seats or any other equipment must be paid by the pupil.
7. See that your conversation is clean, never loud or boisterous.
8. Always treat your fellow pupils with courtesy.
9. On leaving the bus remain seated until it stops. If you cross the road, do so in FRONT of the bus, after making sure the highway is clear.
10. No pupil will leave the bus without the driver's consent except at home and at school.
11. Please refrain from unnecessary conversation with the driver.
12. Throwing or snatching hats, caps, books; lunch, etc. will not be permitted on the bus.
13. Pupils will help in keeping the bus clean. Do not throw paper on the floor. Do not throw other refuse on the floor. Do not spit on the floor.
14. The right of pupils to ride on the bus is conditional on their behavior and observance of these rules. All school rules apply to bus students during the period of transportation and drivers are authorized to enforce these rules and to make other suggestions in line with good citizenship. Rule infractions or misbehavior could result in an incident report being filed and parents being notified.
15. Always address your bus driver courteously. It is well to speak to him/her in the morning and bid him/her good evening when going home at night.

#### **CONDUCT AT SCHOOL EVENTS**

Visitors judge our school by the conduct of our students whenever they are observed. It is important for parents to assume responsibility for their children's conduct at athletic contests and other school events. Students are expected to sit and watch the activities of the event and not run around the gym where they become a danger to themselves and a bother to other spectators. Students who run about the gym or other event areas unnecessarily, will be first warned, second turned over to their parents and third may be asked not to remain at the event and possibly subsequent events. School rules apply during all games/events; therefore, any violation of school rules will have consequences.

#### **REPORT CARDS**

Report cards will be issued 3 times during the school year, and will be picked up at the end of the school year. Parent-teacher conferences will be held approximately one week after the end of the first and nine weeks of school and at mid-term of the third nine weeks. Parents may check grades on DDN Campus Parent Portal at [https://sis.ddncampus.net/campus/mycampus/lake\\_preston.asp](https://sis.ddncampus.net/campus/mycampus/lake_preston.asp). Contact the school for your username and password.

#### **ACCIDENTS**

ALL students within the school are responsible for reporting accidents in which they observe during the school year or at a school activity to the elementary office.

#### **POLICY OR VISITATION OF STUDENTS IN CLASS**

All visitors upon entering the school premises must check in at the principal's office. Any person not known to the teacher as a parent with child custody rights or a legal guardian will be directed to the building principal or superintendent of schools to receive permission to speak to students during the school day or at any time when the school or its representatives are responsible for the care and supervision of that student.

Students visiting friends and relatives in the Lake Preston School must make arrangements with the teacher and/or principal prior to classroom visitation. A visit of one hour will be most beneficial for the visitor and the student. A longer time tends to allow visitors to become restless with the class participation. Visiting students are not allowed to go on field trips with the class. This is a special time for the class and supervision becomes most important for the teacher.



### **NEW STUDENTS**

Students who enroll after the beginning of the school year will start classes the day *after* they enroll. This gives the teacher and custodial staff time to find a desk and gather books and other necessary items that the new student will need.

### **YOUR SCHOOL RECORDS**

Your records can be transferred to any other educational institution without the written consent of a parent or guardian. This means that your school can by law, without first receiving written consent from a parent/guardian:

1. Send a transcript of your school record to any public school, college, vocational school or university.
2. Give information from your records to a prospective employer.

Written consent can be given by signing a form available in the office of the Principal or Counselor, or by writing a letter to the school requesting transfer of such records.

Students who are 18 years of age or older need not seek consent of their parents or guardian to exercise their rights of access or control of transfer of their records.

### **HEALTH RECORDS & IMMUNIZATIONS**

All current and new students must have a birth certificate upon entering the first day of school in the fall. Lake Preston School will follow the South Dakota Codified Law (SDCL 13-28-7.1) regarding immunizations and being compliant with the State of South Dakota. Please refer to South Dakota Legislature Statutes for more information.

### **MEDICATIONS**

1. Obtain a medical provider's note from the parent that indicates the medication needs to be administered during school hours. If the medication is not a prescription medication (i.e. Tylenol, ibuprofen, cough/cold medicine, etc.) then a note from the parent indicating the need for this medication will suffice.
2. In addition to a note from the provider, the parent needs to fill out all entries on the Parent/Guardian authorization form and sign/date.
3. Fill out the top section of the Medication Administration Record (MAR) form.
4. In the table, list the date and write “ \_\_\_ amount of medication brought to school.”
5. Fill-in the “total count.”
6. When a student needs a dose of medication at school, first, double check the student, medication, and dose.
7. Administer the medication.
8. Immediately chart the dose given on the MAR. Both the adult administering the medication and the child taking the medication need to initial the form.
  - a. Chart in pen ink only.
  - b. Do not forget to document or document incorrectly as this is a medication error.
9. At the end of every month, count the amount of medication and indicate this on the MAR.
10. If no doses of medication are given in a 30 day time-frame, then the medication needs to be sent home with the parent(s).
11. When medication is picked up, please indicate how many doses were picked up and on what date.

### **CELL PHONES/ SCHOOL TELEPHONES**

Phone calls to students or teachers during classes are discouraged. Students will be called from class to answer phone calls only in case of an emergency. If it is not deemed an extreme emergency, telephone messages will be held in the main office. Telephones are located in classrooms and the main office and can be used, with staff permission, by students making local calls only before, after school and at lunch break. Phone calls will not be allowed to make after school play dates.

*\*- Any type of communication device (cell phone or music device) must stay at home, in the vehicle, backpack, or in a locker during school time. The phone or music device should remain OFF during school hours. At any point, an elementary student should not have their phone or music device in their pocket or located within the classroom or educational area. We reserve the right to full disclosure. Three step process: 1) Student can pick up the phone at the end of the day from the principal's office 2) Parent picks up the phone from the principal's office with their child 3) Administration and parents will determine future use and access of phone or music device.*

### **ATTENDANCE POLICY ELEMENTARY SCHOOL**

It must be understood that students miss a vital portion of their education when they are absent from school. While it is possible to make up written work, class instruction or presentations, discussions, some audio-visual presentations, or student-teacher interaction can never be made up.

If a student is absent from school due to illness, that student will not be permitted to participate in any activity after school.

Attendance is a part of a student's permanent record.

With all of the above in mind, the provisions of the Lake Preston Elementary School Attendance Policy shall be spelled out in the following paragraphs.

### **STUDENT SIGN IN/OUT**

Students who arrive late or leave early must sign the sheet posted in the Elementary Office.

### **POLICY FOR STUDENTS LEAVING SCHOOL GROUNDS**

All elementary students leaving school grounds for reasons other than arrangements made by parents for doctor or dental appointments, or students sent home because of illness must receive permission from the building principal or superintendent.

### **EXCUSED ABSENCES**

All absences of students will be excused by the administration upon receipt of a written explanation from the parent or guardian.

Under normal circumstances, absences as listed will be counted against the minimum absences as indicated below:

1. Participation in school sponsored activities is not an absent, it will be marked Exempt (EX).
2. In cases of absence because of illness, a doctor's statement may be required and each day will count as one absence except in cases where the illness requires a student to be gone for consecutive days. Under those circumstances, each day will count as one absence on the permanent record but in counting days absent as a determiner for privileges, each illness is considered one absence.
3. A family emergency, e.g., death in a family, critical illness in the family, etc.
4. Vacations and or trips of any nature (hunting, fishing, cattle/horse shows, skiing, etc) will be counted as one excused absence for each day missed, provided the work is made up prior to missing school.
5. Any other absence shall count as one-day absence per day missed.

### **PROCEDURE FOR HANDLING ATTENDANCE**

Parents must notify the elementary principal's office of their student's absence by 8:45 a.m. on the day of the first absence. This can be accomplished by a phone call or a written signed verification.

When the parents have provided proper notification of absences, the absence will be considered excused and the student will be permitted to make up the missed work assigned by instructor.

All absences will become a consideration in the classroom teacher's final evaluation of the student's academic performance contribution to class, and final grade.

A student shall not leave school during the school day without reporting to the principal's office and obtaining permission. Failure to report to the office shall result in being charged with an unexcused absence or truancy.

Perfect attendance recognition is awarded to those students who are not absent, tardy or left early on a yearly basis.

It is the sole responsibility of the student to make arrangements with teachers for assignments and class activities missed during any kind of absence.

If a grading period falls within the allowed time to make up work due to an absence, an "incomplete" shall be recorded. Incomplete will cause the grade to be lowered by one grade, example from an "A" to a "B" if not made up within the time allowed on the make-slip, although teachers may extend deadlines under unusual circumstances.

Whenever any student has accumulated ten unexcused absences, that student will be dropped from the roll.

Whenever any student is absent eight (8) days in any one semester or sixteen (16) days during the entire school year, the parents shall be notified that the student's absentee record will be reviewed by the school principal with the possibility that the student may be referred to the Board of Education for a hearing regarding attendance and grade retention.

The Parents will be notified after the student has accumulated three tardies during one semester. After the fifth tardy a letter will be sent to the parents informing them that the child will serve a 30 minute detention after the sixth and each ensuing tardy. After the 12<sup>th</sup> tardy the school board, sheriff, and truant officer will be notified.

This is a general policy on attendance, and the school administration is empowered to use its discretion in the enforcement and the application of the policy.

### **TRUANCY**

Absence from school without permission one day, or any part of a day equals one violation.

1. First Violation: telephone, letter or school official will contact the parent/guardian. The student shall make up all schoolwork.
2. Second Violation: The student will be suspended up to (1) day. A student will not be readmitted until a conference has been held with the parent, student, administrator and/or his counselor.
3. Third Violation: The student will be suspended up to three (3) days. A student will not be readmitted until a conference has been held with the parent, student, administrator(s) and/or counselor. All schoolwork shall be made up with no credit. School administrators may refer a student to the Board of Education for hearing regarding truancy.

### **GROOMING STANDARDS**

Students will be required to groom themselves and dress in such a manner as not to interfere with the rights of others. The way students dress and groom their self must not create a safety hazard for themselves or for their fellow students.

Clothing that in any way displays the name of an alcoholic beverage, tobacco product, obscene figure or words that are considered offensive is specifically forbidden.

Students may not wear shorts, flip flops, or tank tops from December 1<sup>st</sup> through February 28/29. The administration reserves the right to adjust these dates based on changing weather conditions. Parents may be called to bring additional clothing if administration deems necessary or the child may be provided an appropriate garment replacement.

### **CROSSING GUARD INFORMATION**

As a 5<sup>th</sup> and 6<sup>th</sup> grade crossing guard, students are responsible for pedestrians to cross the highway safely. If the crossing guard has problems or concerns with a student, please let Mr. Felderman or the elementary office know. You will receive one warning if you are late or do not show up to your job. After your one warning, you will be dismissed as the crossing guard and no longer eligible to participate in the end of the year fieldtrip. Also, if the 4<sup>th</sup> quarter midterm grades show that the student has a "F" in any grade, they may not be eligible for the field trip per teacher/principal communication.

If at any point you cannot fill your duty, it is the crossing guards responsibility to contact another crossing guard student to take your place the day/night prior or contact the elementary office prior to 7:45 a.m. Schedules will be handed out and generated by the elementary secretary.

*Students who live in town will have the opportunity to be a crossing guard with parent permission. At this time, the crossing guard duty is not available for students who reside out of town.*

#### **Normal Day (8:15-3:32)**

- Students reports to elementary office at 7:35 a.m.
- (Before School) Student will go out to the highway at 7:40 a.m. and come back into the elementary office at 8:00 a.m.

- (After School) Student will get equipment ready at 3:25 and wait for elementary office to let you know when to exit to the highway – everyone crosses at once
- Equipment needed: flashing speed sign, flashing stop sign, flashing vest, appropriate clothing for weather
- Be a leader, be responsible

### **FIELD TRIPS**

In the event a teacher plans a supervised field trip a signed permission slip should be on file from the parents, in order for the student to participate. The permission slip will be sent home at the beginning of the school year to be returned within a five-day period.

### **OUT OF SCHOOL PARTY POLICY**

All party invitations that are handed out in school must be cleared with the classroom teacher ahead of time. Party invitations must be given to all members of the class or either all boys or all girls.

### **FUNDRAISERS**

Students involved in extracurricular activities are occasionally asked to help with fund-raisers. It is recommended that the director of the activity request that money be turned in daily and/or weekly. This prohibits the student from accruing large sums of money and/or loss of said funds. Parents are requested to support the fund raising process by communicating with the director and their children to determine the children's process. This will help to ensure that all money and products sold are accounted for.

### **LAKE PRESTON PRESCHOOL PROGRAM**

Lake Preston Preschool is open to all district children, non-district children will be depend on class size that will turn three or four on or before September 1. To register your child, contact the elementary office at 847-4464.

Lake Preston Preschool admits students of any race, color, national, religious or ethnic origin. Furthermore, it does not discriminate on the basis of race, color, nationality, religious or ethnic origin in any of its educational or administrative policies or programs.

**Transportation** of children to and from school is solely the parent's responsibility. Some parents may choose to form carpools if transportation is a problem. Busing will be provided to school only. You must contact the office in advance so we can make transportation arrangements. If arriving before 8:00 AM children need to be dropped off at the main gym doors. Breakfast is served daily from 7:50-8:10 AM for preschool students. 8:00 AM children will be brought to their classroom by a staff member. If arriving after 8:00 AM please drop your child off at the elementary entrance on Fremont Avenue (West Door #1).

### **Hours of Attendance:**

**4yr. old preschool:** Mondays, Wednesday, and Fridays from 8:15.-11:15AM.

**3yr. old Preschool:** Tuesdays and Thursdays from 8:15-11:15 AM

School starts promptly at 8:15. Dismissal is 11:15 AM. Please arrive promptly to pick up your child. If you are late your child will be taken to the elementary office to await your arrival.

### **STUDENT & CLASSROOM EXPECTATIONS**

Goals and expectations will be determined by the classroom teacher. Teachers will provide classroom rules at the beginning of the year and communicate with their students throughout the year about expectations, behavior, and disciplinary issues.

### **PARENT/TEACHER CONFERENCES**

Parent/teacher conferences will be held twice a year. If you need to discuss issues with your child's teacher before conferences please contact your child's teacher or the elementary office to set up a scheduled time. Elementary conferences are set up for all parents and a set time will be determined prior to conferences.

### **HOMEWORK GUIDELINES/POLICY**

1. Homework should help children learn by providing practice in mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to remediation learning problems.
2. Homework should help develop the student's responsibility by providing an opportunity for the exercise of independent work and judgment.
3. As a valid educational tool, homework should be clearly assigned and its product carefully evaluated.

4. The schools should recognize the role of parents by suggesting ways in which parents may assist the school in helping a child carry out his responsibilities.

Homework being defined as assignments not completed in school or considered remedial such as extra practice to further enhance a skill or skills being taught.

Students who need assistance may make arrangements with the classroom teacher for extra help during the following times: 8:00-8:15 and 3:32-4:00 or attend Kid's First Afterschool tutoring program. The Board believes that homework -- as long as it is properly designed, carefully planned, and geared to the development of the individual student meets a real need and has a definite place in the educational program.

#### **STATE ASSESSMENTS & TESTING**

During the months of March and April, the Lake Preston staff will be assessing grades 3 through 6 to see your child's progress in learning throughout the year with the Smarter Balanced Assessment provided by the South Dakota Department of Education. Please talk to your child about doing their best on the testing and making sure they understand the importance of the assessment. Going to bed early and eating a balanced diet will help your child throughout the testing sessions.

#### **ELEMENTARY ATHLETICS**

During the school year, elementary students participate in athletics outside of school. Lake Preston School furnishes the equipment, facilities, and fees associated with elementary athletics. If a student-athlete at any point is not meeting the academic criteria set forth by the volunteer coach or school district, they may be ineligible to play in the game or tournament per coach/teacher/principal communication. A conference will be held with the parent, student-athlete, coach, teacher, and principal if needed to determine the eligibility for the student-athlete.

#### **BICYCLE RACKS**

If your child rides their bike to and from school, they need to be responsible and put their bicycle in the bicycle rack by the main gym entrance. During school hours, students will keep their bicycle in the bicycle racks and at the end of the day, students will make sure their bicycle returns home. Any bicycle that is not in the rack may be considered a safety issue and will be addressed by administration. If a student leaves their bicycle overnight, they are responsible for anything that may happen to the bicycle.

#### **PATRIOTISM**

The Lake Preston Elementary School encourages patriotism. Each day begins with the Pledge of Allegiance. In addition, the National Anthem will be played before varsity athletic events.

#### **ELEMENTARY ACADEMIC AWARDS DAY**

On the last day of the school year, grades kindergarten through sixth grade will have awards day in the main or auxiliary gym. Awards will be presented by teachers, administration, and community members. Criteria will be determined by each presenter. Elementary office awards such as perfect attendance, caught being good, etc. will also be presented at the elementary awards day.

#### **HARASSMENT/BULLYING**

##### **Physical or Verbal**

Harassment/Bullying whether it physical or verbal will not be tolerated within the Lake Preston District.

Bullying or harassment is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. cyber bullying, through the use of internet, cell phone, computer or other wireless devices) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress.

Any conduct that has the effect of unreasonably interfering with an individual's academic, extracurricular, or work performance or of creating an intimidating, hostile, or offensive educational environment regardless of intent may be interpreted as either physical or verbal harassment/bullying.

Any student who believes he or she has been a subject of physical or verbal harassment/bullying by another student or district employee should report this incident immediately to the guidance counselor and/or the responsible administrator. All reported incidents would be thoroughly investigated and subject to disciplinary action. Such

action could consist of suspension and or expulsion depending on the severity of the situation. Confidentiality consistent with due process will be maintained. If a student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

### **SEXUAL HARASSMENT**

**Policy:** It is the district's policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy.

**Definition:** Any unwelcome sexual advance, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitutes sexual harassment. This conduct has the effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive employment or educational environment regardless of intent.

**Responsibility:** School district officers, employees and students are responsible for maintaining a working and learning environment free from sexual harassment. Careful scrutiny will be undertaken all allegations of sexual harassment, false allegations which are malicious or ill-founded may constitute libel or slander. Copies of the policy will be available at all administrative offices.

**Complaints:** Any employee who believes that he or she has been subject of sexual harassment by a district employee or officer should report this incident immediately to his or her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the supervisor's immediate supervisor. Students should report such incidents to the guidance counselor and/or the responsible administrator. All reported incidents would be thoroughly investigated and subject to disciplinary action. Confidentiality consistent with due process will be maintained.

If an employee or student files a written complaint because of dissatisfaction with the handling of the complaint, he or she may utilize any applicable grievance procedure.

#### **LEGAL REFERENCE:**

South Dakota Executive Order 81-08

Federal-Title IX (1972 Educational Amendments)

Adopted: December 19, 1987

### **AIDS POLICY FOR STUDENTS**

1. The policy applies to all school-age children who are human T-lymphotropic virus type III antibody positive (HTLV-III) or who meet the clinical definitions of AIDS Related Complex (ARC) or AIDS Syndrome (AIDS).
2. "School-age" is defined in this policy to mean children and adolescents placed in legally required educational settings and programs.
3. School-age children with AIDS/ARD or HTLV-III antibody will be allowed to attend the Lake Preston School District 38-3, with the written approval of the child's physician, in an unrestricted manner unless the school board documents reasons to exclude the child.
4. One or more of the following conditions may require a more restricted environment or exclusion from school for the infected school-age child.
  - a. The child is not toilet-trained or is incontinent, or otherwise is unable to control drooling.
  - b. The child is unusually physically aggressive, with a documented history of biting or harming others.
  - c. The child has other medical conditions, such as uncovered oozing sores.
5. The principal shall notify the superintendent of schools when and AIDS infected school-age child exhibits questionable behavior or other medical conditions requiring possible restricted school setting.
6. The South Dakota Secretary of Health has designated an expert Advisory Committee to evaluate each infected child on an ongoing basis. The Committee consists of five permanent members, including:
  - a. State Entomologists,
  - b. Medical Officer for the South Dakota Department of Health,
  - c. Representative from the South Dakota Department of Education and Cultural Affairs,
  - d. A physician with expertise in infectious diseases,

- e. A physician with expertise in the care of AIDS patients.
  - f. Other members of the Committee will be specifically assigned by the State Entomologists for each child and may include the child's parent or guardian, personal physician, and relevant employees from the school in which the child is to be enrolled.
7. The superintendent of schools may request an evaluation by the Advisory Committee to evaluate an AIDS/ARC or HTLV-III antibody positive child who exhibits any of the exceptional conditions described above. Between the time of referral and the rendering of the evaluation by the Committee, the superintendent of school may exclude the child from school.
  8. The State Entomologists will chair the Committee and will be responsible for convening the Committee. The Committee's appraisal and recommendation on each child's placement will be based on:
    - a. Child's behavior
    - b. Neurological developments,
    - c. Physical condition
    - d. Expected type of interaction with others in the school setting.
  9. The Committee will weigh the risks and benefits to both the infected child and to others.
  10. A school-age child with AIDS/ARD or HTLV-III antibody who is recommended by the Committee to not attend school will be provided with an education program as provided by federal and state law.
  11. A child infected with AIDS virus may experience immunodeficiency and is at increased risk of experiencing severe complications from such infections as chickenpox, tuberculosis, herpes, and measles. Assessment of the risk to the immunosuppressed child of attending school in an unrestricted setting is best made by the child's parents who are aware of his/her immune status. If outbreaks of chickenpox, measles, or other acute infectious diseases occur in the school, the child may be excluded from school at the request of the parent until the outbreak is over.
  12. Information concerning school-age children with AIDS/ARC or HTLV-III antibody shall be kept in strict confidence by school personnel. Only those individuals who are necessary to assure the proper care of the infected child and to detect situations in which the potential for transmission may increase will be informed of the child's condition.
  13. The head custodian shall develop routine procedures for handling spilled body fluids, soiled surfaces, and cleaning equipment.

### **STUDENT COMMUNICABLE DISEASES**

The quality and quantity of learning for each student is in direct proportion to the student's physical, mental, emotional, and social levels of health. The board recognizes its responsibility to provide a healthy environment for all school students and employees; and in addition, further recognizes its responsibility that to the extent possible, all students should be permitted to continuously attend school in a normal classroom setting.

The decision as to whether an infected student should be excluded from the normal classroom setting, or from other school activities shall be made on a case by case basis by the building principal or his/her designee.

In situations where the decision requires additional skill and knowledge, the principal will refer the case to an advisory committee for assistance in determining the proper course of action. The principal or designee will be responsible for establishing the advisory committee

1. The building principal or designee
2. The superintendent or designee

The advisory committee, at the option of the above named people, may also include the following:

1. The school health nurse.
2. Representation from the State Department of Health.
3. The student's personal physician.
4. The student's parents or guardian(s).
5. Teachers or other appropriate school personnel.
6. Other medical personnel as deemed necessary.

The advisory committee shall consider the following in their deliberations:

1. The behavior, developmental level, and medical condition of the student.

2. The expected type(s) of interaction with others in the school environment.
3. The impact of exclusion on both the infected student and others in the school programs.

The advisory committee may officially request assistance and a recommendation from the State Department of Health.

If an infected student is restricted from attending classes, the school will provide the student with an appropriate educational program. If such program requires personal contact between the student and school employee, only those employees who volunteer and are trained in their assigned responsibilities will be utilized.

Public information about an infected student will not be released regardless of whether such student is excluded or is allowed to remain in attendance. If the student is permitted to remain in the school setting, the building principal will follow the following procedures:

Information as to the student's medical condition and other factors needed for consideration in carrying out assigned job responsibilities will be provided, as appropriate, to school employees who have contact with the student.

Health guidelines for school attendance are not inclusive but intended to be used as a guide and resource. The guidelines are written for and will be interpreted within the context of each situation. Specific needs will be addressed individually. School personnel will refer to school health professionals for specific help in interpreting the guidelines.

Staff members assigned to work with students suspected of being infected with a communicable disease, or those having a confirmed infection, will be given instruction in the appropriate handling and working with suspected or infected students, recommended personal hygiene measures will be observed and practiced in order to create and maintain a healthy environment.

Staff members who have a specific concern about a student's health may request the formulation of an advisory committee for the determination of school attendance or activity participation. All such requests shall be submitted to the principal of the building where the child in question attends.

### **COMMUNICABLE DISEASE GUIDELINES**

#### **Acquired Immune**

Deficiency Syndrome

(AIDS)

6 months-5 years

The Advisory Committee as outlined in the Communicable Disease policy will make determination.

#### **Chicken Pox**

14-21 days

The student may attend school after all pox is dry and scabbed.

#### **Cytomegalovirus**

(CMV), Salivary

Gland Viruses

The student may attend school. Precautions should be taken by contacts with immunosuppression as anti-cancer or organ/transplants/as well as anyone with suspected or known pregnancy. Good hand washing in all cases should eliminate risk of transfer of infection.

#### **Fifth Disease**

(Erythema Infectiosum)

6-14 days

The student may attend school if the student practices independent and hygienic bathroom skills. Other students may attend school after the third day of drug treatment. Good hand washing in all cases should eliminate risk of transfer of infection.

#### **Herpes Simplex**

2-12 days



The student may attend school during an active case if the student has the ability and practices appropriate personal hygiene precautions and the area of lesion is covered.

**Impetigo**

Variable

4-10 days

The student may attend school if treatment is verified and covered or dry.

**Infectious Hepatitis**

15-50 days

Average 28-30

The student may attend school with a physician's written permission and if the student has the ability to take appropriate personal hygiene precautions.

**Measles (Red, Hard Rubella, 7-day)**

8-14 days

The student may attend school after a minimum of 7 days. Students who have had contact with measles may attend school if immunization is up to date.

**Mono (infectious Mononucleosis, Glandular Fever)**

4-6 weeks

The student may attend school with a physician's permission. The student may need adjusted school days and activities.

**Mumps**

12-21 days

The student may attend school after swelling has disappeared.

**Pediculosis (lice, "crabs")**

Random head checks will be conducted at school. If a parent cannot be contacted the emergency number will be called. No child will be allowed to attend school with any nits in their hair. When Lice/Nits are found in a child's hair parents will be contacted to pick child up from school. All other members of the same household with students in the Lake Preston School District will be checked and sent home if nits are found. A student returning to school after being sent home with live lice or live eggs will need to have been treated with the recommended shampoo, and rechecked by the school nurse and/or a physician. Once the student has been rechecked and declared nit free the student/s may return to their class.

**Pink Eye (Conjunctivitis)**

5-12 days

The student may attend school after the eye is clear, under treatment or with a physician's written permission.

**Planters Wart's**

The student may attend school. Students should not be permitted to walk barefoot.

**Ring Worm (Scalp, body, athlete's foot)**

The student may attend school if the area is under treatment and covered. Restrict known cases of athlete's foot from pools and showers until under treatment.

**Rubella (German 3-day measles)**

14-23 days

The student may attend school after a minimum of 4 days. Prevent exposure of pregnant women.

**Scabbies (7-year itch or mites)**

The student may attend school after treatment.

**Streptococcal Infections (Scarlet Fever, Scarletina, Strep Throat)**

The student may attend school 24 hours after initiation oral antibiotic therapy, and clinically well.

**All communicable and chronic disease should be reported to Health Services.**

Reference:

Control of Communicable Diseases in Man, 14th Ed., - 1985 - Abram S. Benenson, Editor

\*Time interval between initial contact with an infectious agent and the first sign or symptom of the disease.

**DISCLOSURE**

Policies from the high school and board policy handbook will be followed whenever the elementary handbook does not have an applicable policy. While an attempt has been made to cover all the major situations that might occur during the school year, it must be recognized that not all happenings can be anticipated and dealt with in this handbook. Therefore, the administration reserves the right to make rulings on those incidents that occur during the school year that are beyond the scope of this handbook.

**CHAIN OF COMMAND**

The Superintendent of Schools is in charge of all buildings owned and operated by the Lake Preston School District. In the absence of the Superintendent the following will be the chain of command in each of the school district buildings:

**HIGH SCHOOL**

Tim Casper  
Superintendent  
7-12 Principal/SPED Director

Kristi Curd  
Business Manager

David Schmidt  
Science Teacher

**ELEMENTARY SCHOOL**

Dana Felderman  
Elementary Principal/Co-AD  
Title I Director

Marla Bertsch  
Preschool Teacher

Deb Olson  
Second Grade Teacher

**GYMNASIUM**

Amanda Hoover  
Ag Teacher/FFA

Klark Thomsen  
Co-AD/Drivers

The purpose of the chain of command is to identify the person in charge in case of an emergency and in the absence of normal supervisors.

**EMERGENCY TELEPHONE NUMBERS**

**911**

## ELEMENTARY TEMPLATES

### LAKE PRESTON SCHOOL SUPPLY LIST

This is a list of supplies that students are encouraged to bring to school  
**Please contact the school if you need assistance purchasing these items:**

**ALL NEW ELEMENTARY STUDENTS** will need to purchase - headphones placed in a zip-lock bag with name written on it (approximately \$5.00).

**Kid's First Per family:** 1 box Kleenex, 1 roll paper towels, Snacks for 40-50 students (crackers, cookies, fresh fruit, fruit cups, applesauce, pudding cups), Wish list: dry erase markers, pencils, Just add water mixes: cakes, cookies or muffin mixes for baking days; outdoor toys (balls,, jump rope etc) coloring books/pages, napkins, plastic spoons.

**THREE & FOUR YEAR Preschool:** 1 school box, 2 boxes of 8 crayons, 1 glue bottle, pencils, scissors, book bag, 2 black dry erase marker, 1 box Kleenex, markers, crackers or cookies for snack

**KINDERGARTEN:** Box of 8 Crayola crayons, eraser, scissors, 1pkg. black dry erase marker, 1 large box of Kleenex, 1 bottle of 4oz Elmer's glue, school box, 3 pencils, 1 box washable markers, school bag, 1 set headphones placed in a zip-lock bag with name written on it (approximately \$5.00) cookies or crackers to share with class, **non-marking tennis shoes to stay at school.**

**GRADE ONE:** Crayons (24) regular size, Fiskers pointed scissors, Elmer's white glue, Kleenex-large box, 6 #2 pencils, block eraser, box for supplies, markers and colored pencils (optional), 6 black dry erase markers, 1 dry erase eraser, 1 folder with pockets, school bag, **non-marking tennis shoes to stay at school.**

**GRADE TWO:** Crayons (24), pointed scissors, 1- Elmer's glue, Kleenex, 2- large boxes, box of #2 pencils, 2 erasers, 5-black dry erase markers, box for supplies, 1- folders with pockets, 3-notebooks 70 sheet wide-lined, box of markers, colored pencils, 2- red ink pens, school bag, **non-marking tennis shoes to stay at school.**

**GRADE THREE:** Crayons (24), colored pencils, pointed scissors, glue, 2- Kleenex large boxes, #2 pencils, eraser, 2-spiral wide line notebook, box for supplies, 2-solid colored pocket folders, markers, loose leaf notebook paper, red ink pen, 5-black dry erase markers, school bag, **non-marking tennis shoes to stay at school.**

**GRADE FOUR:** Crayons (24), pointed scissors, 3- Dry erase markers, Whiteboard eraser or old sock, 4-Elmer's glue, Kleenex-2 large box, #2 pencils, eraser, 1-Spiral wide-lined notebook, wide-lined loose leaf notebook paper, 1- Composition notebook, markers, 3-solid colored plastic pocket folders, red ink pens, colored pencils, pencil box, school bag, **non-marking tennis shoes to stay at school.**

**GRADE FIVE:** Crayons or colored pencils, markers, scissors, 2 or more glues sticks, 2- large boxes Kleenex, pencils or mechanical pencils, 5-lined notebooks, pencil box, 3 or more dry erase markers, 5-pocket folders, 2 three ring 2 inch hard cover binders, 1- Old sock or dry erase eraser, school bag, **non-marking tennis shoes to stay at school**

**GRADE SIX:** 1" or larger 3 ring binder, 2 Gig or larger USB drive, calculator (does not need Square Root function), 2- boxes Kleenex, 24- #2Pencils or mechanical pencils, 2 black or blue dry erase markers, 2 pkgs 200 sheet loose leaf notebook paper or equivalent notebooks, scissors, small bottle of school glue, 1 pkg wide colored washable markers, 1 pack colored pencils, Crayons, zippered pencil pouch (pencil boxes spill and break) **non-marking tennis shoes to stay at school.**

**GRADES 7-12:** Need a padded school bag for a laptop.

**GRADES 7-8:** pencils, erasers, textbook covers, recommend Texas Instruments TI-34 multi-view calculator (**approx. cost \$20**), 2-boxes of Kleenex, class folders.

**GRADES 9-12: Math Students:** Algebra II, Advanced Math and Geometry = recommend using calculator TI-83 or TI-84 (**approx. cost \$95-\$120**, TI-84 is the newer model) Algebra = recommend using calculator TI-34 (**approx. cost \$20**) will work or you can use TI-83 or TI-84. \*The school does have a few TI-83 calculators available for high school students to check out.

**ELEMENTARY DISCIPLINARY OFFICE REFERRAL**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Date of Referral \_\_\_\_\_ Location \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

Reason for Referral \_\_\_\_\_

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Date Addressed by Principal \_\_\_\_\_ Time \_\_\_\_\_

Action/Recommendation:

- |  |  |
|--|--|
| <input type="checkbox"/> Student detained from class until he/she meets conditions for reinstatement | <input type="checkbox"/> Parent Conference Requested with admin, teacher, staff member |
| <input type="checkbox"/> Conference with student and/or teacher                                      | <input type="checkbox"/> Referred to Counselor   |
| <input type="checkbox"/> Detention - Recess/After or Before School                                   | <input type="checkbox"/> Suspension of Kid's First/Activities                          |
| <input type="checkbox"/> Parent(s) or guardian contacted by phone                                    | <input type="checkbox"/> Documented on Infinite Campus/Student File                    |
| <input type="checkbox"/> Email/Letter Sent to Parents  | <input type="checkbox"/> Suspension/Expulsion  |

Comments: \_\_\_\_\_

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Principal's Signature \_\_\_\_\_ Dated \_\_\_\_\_

Copies:

- Office File       Parent       Counselor       Teacher       Admin

**PUPIL TRANSPORTATION INCIDENT REPORT**

Dear Parents:

ALL STUDENTS WHO RIDE ANY OF OUR SCHOOL BUSES ARE SUBJECT TO RULES AND REGULATIONS AS SET FORTH BY THE STATE OF SOUTH DAKOTA AS WELL AS OUR OWN SCHOOL BOARD.

ANY VIOLATIONS OF THE RULES DOES NOT AFFORD OUR SCHOOL BUS DRIVERS AN OPPORTUNITY TO PROVIDE SAFE TRANSPORTATION, WHICH IS OUR MAIN RESPONSIBILITY.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Date of Incident \_\_\_\_\_ Bus # \_\_\_\_\_

Bus Driver's Name \_\_\_\_\_

THE FOLLOWING INFRACTION HAS TRANSPIRED ON THIS DATE:

- |  |  |
|--|--|
| <input type="checkbox"/> FAILURE TO REMAIN SEATED    | <input type="checkbox"/> TOBACCO PRODUCTS            |
| <input type="checkbox"/> DISOBEDIENCE TO DRIVER      | <input type="checkbox"/> THROWING OBJECTS ON BUS     |
| <input type="checkbox"/> FIGHTING                    | <input type="checkbox"/> THROWING OBJECTS OUT OF BUS |
| <input type="checkbox"/> UNACCEPTABLE LANGUAGE       | <input type="checkbox"/> EXCESSIVE MISCHIEF          |
| <input type="checkbox"/> LIGHTING MATCHES OR LIGHTER | <input type="checkbox"/> EATING-DRINKING-LITTERING   |
| <input type="checkbox"/> VANDALISM                   | <input type="checkbox"/> OTHER--(COMMENT BELOW)      |

COMMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> 1st OFFENSE<br>(written warning) | <input type="checkbox"/> 2nd OFFENSE<br>(temporary suspension) | <input type="checkbox"/> 3rd OFFENSE<br>(suspension) |
|---|--|--|

ACTION/RECOMMENDATIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNED \_\_\_\_\_ Dated \_\_\_\_\_

# LAKE PRESTON ELEMENTARY SCHOOL DISCIPLINE/BEHAVIOR PLAN

2017-2018

*All level of offenses are not limited to but include the following:*

Level 1 Offenses		Level 2 Offenses		Level 3 Offenses	
<ul style="list-style-type: none"> <li>• Disrespectful</li> <li>• Name Calling</li> <li>• Running in halls</li> <li>• Tardiness</li> <li>• Inappropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Not following directions</li> <li>• Misuse of non-verbal communication</li> </ul>	<ul style="list-style-type: none"> <li>• Arguing with another student or teacher</li> <li>• Will not complete assigned work</li> <li>• Cheating/lying</li> <li>• Defiance</li> <li>• Biting</li> </ul>	<ul style="list-style-type: none"> <li>• Throwing objects or playground equipment</li> <li>• Hitting/Pushing</li> <li>• Inappropriate clothing</li> <li>• Technology Issue (phone/computer)</li> </ul>	<ul style="list-style-type: none"> <li>• Fighting</li> <li>• Racial Comments</li> <li>• Spitting</li> <li>• Bullying</li> <li>• Intent to injure another person</li> <li>• Theft</li> </ul>	<ul style="list-style-type: none"> <li>• Destruction of property</li> <li>• Threats</li> <li>• Harassment (sexual or verbal)</li> <li>• Damaging school or personal property</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Handled by teacher/staff member with documentation if the action becomes excessive</b> <ul style="list-style-type: none"> <li>• <b>Classroom Rules/Procedures</b></li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• <b>Handled by teacher/staff member with documentation if excessive</b> <ul style="list-style-type: none"> <li>• <b>Classroom Rules/Procedures</b></li> </ul> </li> <li>• <b>Contact with parent/guardian by teacher (email, phone, letter)</b></li> <li>• <b>Administration may or may not be involved</b></li> </ul>		<ul style="list-style-type: none"> <li>• <b>Handled by administration</b></li> <li>• <b>Direct office referral – entered into Infinite Campus and student file</b></li> <li>• <b>Parent meeting with administration and teacher (if needed)</b></li> </ul>	
Consequences if Level 1 or 2		Level 4 Offenses – Zero Tolerance		Consequences if Level 3 or 4	
<ul style="list-style-type: none"> <li>• <b>Recess Detention</b></li> <li>• <b>Referral to administration (possibly)</b></li> <li>• <b>Detention (before or after school)</b></li> <li>• <b>Parent/guardian contact</b></li> <li>• <b>Private lunch with teacher/principal</b></li> <li>• <b>Conference with teacher/parent/admin</b></li> <li>• <b>Suspension of Kids First</b></li> <li>• <b>Walk time at recess</b></li> </ul>		<ul style="list-style-type: none"> <li>• Illegal Drugs</li> <li>• Alcohol Use</li> <li>• Dangerous Weapons (real or fake)</li> <li>• Arson</li> </ul>	<ul style="list-style-type: none"> <li>• Leaving school without permission</li> <li>• Assault with bodily harm</li> <li>• Extreme Threats (bomb/shootings)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>In-School Suspension</b></li> <li>• <b>Conference meeting with parent, teacher, counselor, administration</b></li> <li>• <b>Creation of behavior plan</b></li> <li>• <b>School service (with parent consent)</b></li> <li>• <b>Suspension of Kids First or extracurricular activities</b></li> <li>• <b>Fines assessed if necessary</b></li> <li>• <b>Out of School Suspension</b></li> <li>• <b>Expulsion</b></li> </ul>	
		<ul style="list-style-type: none"> <li>• <b>Handled by administration</b></li> <li>• <b>Direct office referral – entered into Infinite Campus and student file</b></li> <li>• <b>Parent meeting with administration and teacher (if needed)</b></li> <li>• <b>Law enforcement involved if necessary</b></li> </ul>			