



LAKE PRESTON

**JR. HIGH AND
HIGH SCHOOL**

**STUDENT
HANDBOOK**

Changes on pages 6, marked in yellow highlighted

2017-18



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PHILOSOPHY OF EDUCATION

Lake Preston Schools are dedicated to the purpose of helping every boy and girl 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 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 a never-ending 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.

LPHS SCHOOL SONG

Lake Preston is our cry,
We will boost our school on high,
Our High School we'll bring to fame,
We work to win in every game.
Onward, Preston, take the floor,
Onward, Preston, to victory score.
Blue and Gold will fight, fight, fight,
Onward with honors bright!

ANNOUNCEMENT PERIOD

Announcements will be printed/e-mailed or read to all and will be posted on the bulletin board. If anyone has announcements which they wish read, e-mail or write up the announcement, sign it and turn in to the office. Church notices may be included in the announcements and may also be placed on the bulletin board in the hall by a representative of the church.

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 DDN Campus Voice and KELO. Watch for our school on the close lines or web. Call the school or a friend before your leave if you are not sure.

COLLEGE ENTRANCE REQUIREMENTS

Students having even the slightest intention of attending college should consult either the Principal or the Counselor when enrolling for the freshman year. Students applying for college entrance after high school will be required to have ONE of the following: Go by four year plans signed by parents.

A minimum of a 2.6 high school GPA
A graduating class rank in the top 60%
An ACT Composite score of 18.

PLUS ALL OF THE FOLLOWING:

1. Four years (courses) of English
2. Three years (courses) of Social Studies
3. Three years (courses) of Advanced Math: Algebra, Algebra II, Geometry, or other higher Math
4. Three years (courses) of a lab science are required; physical science, biology, chemistry, and physics qualify for that lab science
5. One year of fine arts
6. One year of Computer
7. One half year Personal Finance
8. One year of Health and Physical Education (EOD)
9. 22 credits total for graduates

Entering undergraduates will be required to complete the above college preparatory curriculum. Students who have not met the course requirements in a discipline may demonstrate appropriate competency through a score in that subtest on the ACT of 17 or above. Additional information on entrance requirements can be found in the South Dakota Board of Regents "Policy Manual".

COLLEGE VISITATIONS

A student should use a great deal of discretion in choosing which colleges to visit. A student will be allowed a total of two (2) college visits during his/her last two years of school. Those two visits are not considered absences. College visits in excess of the two will need special permission from the high school principal. No more than three (3) students will be permitted to leave on any one day without special arrangements through the principal's office. Students must follow steps 1-5 below, if not it will become an unexcused absence and time will need to be made up.

1. Bring a note from home three (3) days before planning your visit.
2. Get visitation form from the counselor. A representative of the college you are visiting must sign this.
3. Get make-up slip from the office.
4. Turn in visitation form upon return to school.
5. Turn in a signed make-up slip prior to visit. Your work must be completed before leaving for the college visit unless given special permission by the high school principal.

Absence from school to register for college classes will be considered a college visit and all the procedure outlined above must be followed for it to be an excused absence.

CREDITS

1. The following courses are required for graduation by the State Board of Education and/or the Lake Preston Board of Education. (minimum of 22 credits)

English: I, II, III, IV: Writing=1.5, Literature=1.5 (must include .5 of Am. Lit), Speech or Debate=.5, and Language Arts elective=.5

Mathematics:

Three units are required, and must include Algebra I, II, and Geometry. The absolute minimum required for graduation is Basic Algebra, Algebra I and Business Math. Algebra II, Geometry, and Advanced Math are offered for those preparing for post-high school education. Calculus will be available on demand. A wavier may be utilized for a more appropriate course.

Science: (3 units required by state) a wavier can be signed

Required science classes include Physical Science, Biology, Chemistry or Physics.

These units are laboratory science classes and fulfill the laboratory science requirements mandated by the Department of Education and Secondary Education in Pierre. Other science classes offered are advanced biology, chemistry and physics.

Social Sciences:

Required classes are World History/Geography, American History, and American Government (3 units). Other social science electives may be taken at the discretion of the student.

Computer Science:

A laboratory computer science class is required for one semester. Additional course work in computers is optional (1 unit)

Personal Finance: ½ unit is required

Physical Education and Health: ½ unit of each

Fine Arts:

The fine arts requirement can be met any one of four ways. (1) By taking vocal music for two full years, (2) by taking instrumental music for two full years (3) by taking both instrumental and vocal music for one full year, or (4) by taking one year of an Art I class. . (1 unit). Additional credits may be acquired by taking more course work in the three areas.

2. Graduation requirements:

- A. One unit of credit will be awarded for the successful completion of a course carried for one full year, minimum of 36 weeks, 170 days or the equivalent.
- B. To graduate from Lake Preston High School a student must acquire 22 units of credit.
- C. Credit will be granted on the following basis:
 1. Students must take five academic subjects and are encouraged to participate in extra-curricular activities such as band, chorus, sports, or drama.
 2. Non-academic course credit will be granted as follows:
 - a. Credit for participation in physical education, health, vocal and instrumental music will be granted:
 1. Physical Education----- 1/2 credit per year
 2. Chorus -----1/2 credit per year
 3. Band ----- 1/2 credit per year
 4. Health-----1/2 credit per year
 4. In academic courses, 1/2 unit of credit will be granted upon the successful completion of 1 semester of work.
 1. The credits for students transferring from other schools will be accepted at the face value placed on them by the submitting school provided that the Department of Public Instruction and of Colleges and Secondary schools accredit school. Credits that cannot meet the above requirements will be evaluated by the administration of this high school.
 2. ½ credit per semester, 1 credit for full year for a V-TEL / DDN (Electronic Learning) class passed. Retakes of required classes are at the expense of the student.
 3. Refer to the board policy manual if questions or concerns.
 4. Dual Credit courses of 3 College credits (1 Semester) will equate to 1 full LPHS credit

STUDENT DUE PROCESS

I.

Definition of Terms: Terms used in this policy, unless the context plainly requires otherwise, mean:

1. "Expulsion," the action of the school board to terminate a pupil's membership in school for a period of time not to extend beyond the end of the school year;
2. "Long-Term Suspension," the exclusion by the school board of a pupil from a class or classes for more than five school days;
3. "Parent," a parent, guardian, or person in charge of a pupil;
4. "Policy," a rule, regulation, or standard enacted by a school district board;
5. "Short-Term Suspension," the exclusion of a pupil by principal or superintendent from a class from school for not more than five school days.

II.

Minimum hearing procedure for short-term suspension:

The following shall constitute the minimum procedure to be followed prior to short-term suspension of a student:

If a short-term suspension from a class, classes, or school is anticipated because of a pupil's violation of rule, regulation or policy, the principal shall give oral or written notice to the pupil as soon as possible after discovery of the alleged violation, stating the basis for the suspension. The pupil shall be given the opportunity to answer the charges. If a pupil is suspended following the hearing, the parent shall be given oral notice, if possible, and sent a written notice; however, a pupil shall not be removed from the school premises before the end of the school day without contacting a parent.

(Notes as to procedure)

1. The three-day limit has now been raised to five days.
2. The suspension is from school in total or an individual class or classes; however, it does not include an activity or sport, but discretion should still be exercised in this area due to the possibility of a substantial deprivation of rights to the student and the administration or school attorney should be consulted.
3. The principal now only is required to give oral or written notice to the student prior to the informal hearing, not to the parent, and the student is only given the opportunity to answer the charges.
4. If the decision to suspend the pupil results from the informal hearing, the parent must then be given oral notice if possible, and must be sent a written notice even if the parents were orally notified.
5. The written notice to the parent should advise what the student did wrong, the rule or policy it violated, the student's side of the story, and the punishment or suspension to be given.
6. Particular attention should be paid to the fact that no student can be removed from the school premises until the end of the normal school day without contacting, not attempting, but actually contacting the parent.

III.

Minimum hearing procedure for long-term suspension or expulsion:

The following shall constitute the minimum hearing procedure to be followed prior to a long-term suspension or expulsion of a student:

1. Written report required - If a long-term suspension or expulsion is anticipated because of a pupil's violation of a rule, regulation or policy, the principal shall file a written report with the superintendent by the end of the school day following the day of discovery of the alleged violation.

2. Notice of hearing - If the superintendent deems that there are grounds for a long-term suspension from a class, classes, or for expulsion from school, the superintendent may exclude the pupil from a class or classes before the hearing by using the short-term suspension procedure. The superintendent shall give notice of the necessity for the hearing in writing to each school board member. A written notice shall be given to the pupil's parents. The notice shall contain the following minimum information:
 - a. The rule, regulation or policy allegedly violated and the acts of the student thought to have violated the rule;
 - b. A tentative time, date and place for the hearing;
 - c. A description of the hearing procedure to be used;
 - d. A summary of current evidence and a list of proposed witnesses to support the alleged misconduct, and the reason for the disciplinary proceedings;
 - e. A statement that the pupil may present witnesses and evidence in his/her behalf, and that a list of such proposed witnesses and evidence should be submitted to the superintendent at least one school day prior to the time set for the hearing;
 - f. A statement that the pupil's records are available at the school for examination by the pupil's parents or their authorized representative;
 - g. A statement that before long-term suspension or expulsion can be invoked, the student has a right to a hearing which may be waived by the student, if of the age of majority or emancipated, or the pupil's parents if they agree to forgo the hearing by furnishing the superintendent or his/her designee a signed statement to that effect. The student and his/her parent shall notify the superintendent or his/her designee within 24 hours after receipt of notice as to whether they will waive the hearing. If no notification is received, the hearing schedule will be observed, except that at any time during the procedure, the hearing may be waived by the student or parent, as applicable.
3. Group hearing - When more than one student is charged with violating the same rule and it is known that they have acted in concert, and the facts are basically the same for each of the students, a single hearing may be conducted for all of them if the board believes that the following conditions exist:
 - a. A single hearing will probably not result in confusion, and destroy the fact-finding procedure; and
 - b. No student will have his/her interests substantially prejudiced by a group hearing.If, during the hearing, the board finds that the group hearing will substantially prejudice a student's interests, it may order a separate hearing for that student.
4. Hearing procedures - The school board shall constitute the hearing board. A school board member or a school board designee who is not an employee of the school district shall be appointed as presiding officer:
 - a. The presiding officer shall have authority and discretion to limit unproductively long, immaterial, repetitious questioning; however all relevant evidence shall be admitted, and each party shall have the opportunity and privilege of raising objections.
 - b. The hearing shall be closed to the public, even if requested by the student or parent to be open, and there shall be no verbatim record by mechanical or electronic means.
 - c. Witnesses for both sides may only be present when testifying, and all witnesses shall take an oath or affirmation to be administered by the school board president or business manager or school attorney.
 - d. Each party may be given the opportunity to make an opening statement and a closing statement at the conclusion of all presentations. Each party may introduce evidence, present witnesses and examine and cross-examine witnesses about any matters logically relevant to the charge against the student and the proper disposition of the matter at hand. Further, the presiding officer may ask questions of witnesses and may allow other school board members to interrogate witnesses.
 - e. Each party may be represented by an attorney, and the administration shall present its case first, which presentation should at least contain evidence of the rule, regulation or policy violated, and evidence and testimony relative to the conduct which demonstrates the student's violation of said rule, regulation or policy.
 - f. The student shall have the right to speak in his/her own defense, present witnesses and other relevant evidence. The student and all witnesses so presented may be questioned on their testimony, or the student may choose not to testify, in which case he/she shall not be threatened with punishment or later punished for refusal to testify, nor shall such refusal in any way be construed as an indication of guilt.

- g. The parent should be present at the hearing and should have an opportunity to make a statement to the board on their feelings about the proper disposition of the case and to answer questions in the same manner as other witnesses.
 - h. If any person to whom notice is to be given cannot be notified or cannot be present at the hearing because of extenuating circumstances, the school board shall postpone the hearing until notification of such persons is possible.
 - i. If the student, his/her parent, or his/her representative do not waive their right to the hearing or request postponement for a good and sufficient cause, and are not present at the time and place scheduled in the hearing notice, the hearing shall proceed without them.
5. Decision - After the hearing, the school board shall continue to meet in executive session for deliberation. No one other than the presiding officer of the hearing shall meet with the school board during deliberation. Consultation with any other persons during deliberation shall occur only if a representative of the pupil is present. The decision of the school board shall be based solely on the evidence presented at the hearing and shall be formalized by motion made in open meeting. The motion shall omit the name of the pupil and shall state the reason for the board's action. The pupil or pupil's parents shall be notified in writing of the decision. The notice shall state the length of suspension or expulsion.
 6. Majority vote required - On the question of whether the student violated a reasonable rule on misconduct, the board shall reach its decision by a majority vote. If no misconduct is found, the matter is terminated and no further action may be taken against the student.
 7. Appeal - An adverse decision to the student by the school board may be appealed pursuant to law.
 8. Review of expulsion during first semester - If a student is expelled from school during the first semester of any given school year, his/her expulsion may be reviewed by the school board before the beginning of the second semester unless the expulsion originally took effect three weeks or less before the beginning of the second semester. This review may lead to a recommendation that the student shall be reinstated for the second semester.
 9. Absence on expulsion not a violation of compulsory attendance - If a student is suspended or expelled from school in accordance with the provisions of these guidelines; his/her absence from school shall not be deemed a violation of the statutes of the State of South Dakota relating to compulsory attendance at school.
 10. Attendance policies - No attendance policy may exclude a pupil from a class or from school for more than five days without providing due process procedures to this chapter.

IV.

Long-term suspension or expulsion of student in need of special assistance:

Whenever a pupil identified as in need of special assistance or prolonged assistance pursuant to SDCL 13-37-1 is expelled or subjected to long-term suspension, a referral shall be made by the superintendent to the district's placement committee. The placement committee shall determine whether the action, behavior, or activity which resulted in the long-term suspension or expulsion is the result of the pupil's handicapping condition, the placement committee shall immediately prepare a revised individual education plan to provide educational services to the pupil. The pupil's long-term suspension or expulsion shall terminate upon implementation of the pupil's revised individual educational plan.

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 area listed below:

Room Number:

- #1 - Line up along the west wall of the corridor between rooms 1 & 2.
 - #2 - Positions should be taken along east wall by the lockers.
 - #3 - Fill in along the south wall of the corridor between the doors of the boy's bathroom and room #3.
 - #4 - Fill in along the north wall of corridor going west from room #4.
 - #5 - Students should line up along the south wall of the corridor going both right and left from room #5.
 - #6 - Go to the music room and line up along the south wall.
 - #7&8 - Go to the music room and line up along the south wall.
 - #9 - All students should gather along the south wall of the music room.
 - #10 - Go down the stairs to the corridor just outside the library along the inside wall.
 - #11 - Same as #10
 - #12 - Go downstairs and fill in along band hallway and library corridor.
 - #16 - Go downstairs and line up along the north corridor wall leaving a space in line with outside south doors.
 - #18 - Go downstairs and fill in along the north and south walls of the corridor wherever there is room.
- Ag. Rm. –Students should line up on both walls of the corridor from gym to shop area.

THERE IS NO GUARANTEED SAFE PLACE DURING A TORNADO. WHEN THE SIRENS GO OFF, DO NOT RUN OUTSIDE TO SEE WHAT IS HAPPENING. THE SIRENS MEAN THAT YOU ARE IN IMMEDIATE DANGER. SEEK SHELTER IMMEDIATELY. YOUR LIFE AND THE LIVES OF THOSE AROUND YOU MAY DEPEND UPON YOUR ACTIONS.

HONOR ROLL

The honor roll will be published in the local paper at the end of each four nine weeks of school. The honor roll will be based only on academic subjects and students must be registered for five (5) academic classes to be eligible for the honor roll. This means that band; vocal music, student aide, youth internship, PE/personal living and 7/8 grade art and Health (quarter classes for 7/8 do not count for semester honor roll, grades) will not be used in determining honor roll lists. The class must meet 5 times a week. The honor roll will be as follows: "A" Honor Roll with a grade point average of from 3.65-4.00, and "B" Honor Roll from 3.00-3.64. The grade point average will be determined by averaging ALL academic subjects taken. In addition to the grade point average requirement, a student must not have received a "D", "F", or incomplete grade in any class.

ACADEMIC LETTERS

To recognize academic excellence, students who have maintained a 3.5 grade point average for two consecutive semesters will receive an academic letter. Bars that can be pinned on the letter will be awarded each of the following years in which a student has earned a 3.5 GPA. These academic letters or bars will be awarded on awards night.

Grading Scale: 100-99 = A+, 98-96 = A, 95-94 = A-, 93-92 = B+, 91-88 = B, 87-86 = B-, 85-84 = C+
83-80 = C, 79-78 = C-, 77-76 = D+, 75-72 = D, 71-70 = D, 69 or below = F

ATHLETIC LETTERING REQUIREMENTS

1. To receive your letter you must finish the season for that sport.
2. All injuries or special matters will be handled at the discretion of the coach in charge.
3. Any boy or girl participating in any major sport for four years will earn a major letter even if they don't meet the following requirements. The coach can grant letters to seniors that he/she feels are deserving. Participation in a sport at another school will be considered equal to participation in Lake Preston in the case of transfer students that are attending LPHS
4. The head coach in each sport will make the final decision on which letters based on reasonable factors that he/she feels are important.
5. The following are only suggested minimums that can be used with the above requirements to grant letters.

VOLLEYBALL: An athlete must play in 12 games.

FOOTBALL: An athlete must play in 12 quarters.

BASKETBALL: An athlete must play in 16 quarters.

TRACK (BOYS AND GIRLS): An athlete shall letter in track upon placing in a major meet (7 or more schools) or scoring 10 varsity points in meets where there are three or more schools participating. An additional three points will be given for breaking a school record in any event.

CROSS COUNTRY: (Boys and Girls): To letter in cross-country, an athlete must place in a major cross-country meet that involves seven or more schools.

WRESTLING: An athlete shall letter in wrestling upon placing in a major tournament. Other requirements may be used if a co-op situation persists.

GOLF: An athlete shall letter in golf upon placing in a major meet or participating in regions.

COMPETITIVE CHEER: An athlete must compete in a majority of competitions.

LETTERING FOR MANAGERS AND OTHER HELPERS

1. 2 years in one sport
2. 1 year in two sports
3. Coach can letter in one year if he/she feels a letter was earned
4. Statistics:
 - A. Pin for each sport
 - B. Can letter same as a manager if agreed on with the coach

LOCKERS

Each student will be assigned a locker; in most cases two students will be sharing one locker. All books, school supplies, clothing, etc., are to be kept in the locker. The school will not be responsible for loss of valuables left in lockers or elsewhere on the school premises, although reasonable care will be taken to guard against unauthorized use of lockers. All lockers are assigned to the student with the understanding they may be inspected at any time. **KEEP LOCKERS NEAT AND ORDERLY.** Locker doors will be kept closed at all times when the locker is not in use. For the protection of student property, all lockers are equipped with built-in combination locks. It is the responsibility of each student to exercise proper care of the locker. If lockers are damaged, other than normal deterioration, there will be a fine for the damage done. Lockers are property of the school and are provided for your use by the school; it should be used to store your textbooks and other school materials when they are not in use, also coats, overshoes and other outdoor garments should be stored in there. Your locker is subject to periodic inspection for cleanliness and may be entered by the Principal at any time. It may also be entered at any time if there is a reasonable hunch that it might contain alcohol, narcotics, explosives or other items considered potentially harmful to students or the school building. **Jamming your locker as to be opened by anyone is not advised.** All pictures, posters, & literature hung in or on lockers must have prior approval of the secondary principal.

YOUR SCHOOL RECORDS

Your records or any part thereof cannot be transferred in writing or orally to any other place without the written consent of you and your parent or guardian. This means that your school will not and cannot by law, without first receiving written consent from you or your 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.

All students' records will be treated in accordance with the provisions of public law 98-380, passed by Congress in 197

REPORT CARDS

Report cards are handed out during parent teacher conferences ending the first quarter. They will be sent home with the student unless parents have requested that they be mailed after the second and third quarters, and should be picked up from the administrative offices at the end of the school year. Parent-teacher conferences will be held approximately one week after the end of the first quarter and soon after third quarter. Parents are encouraged to attend them.

VISITORS

People wishing to contact a student during the school day must first stop at the office and receive clearance from the principal or superintendent first. Law enforcement officers may remove unwelcome or uninvited visitors. Visitors may attend school for a maximum of 4 periods (1/2 a day).

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION

Lake Preston School is a member of the South Dakota High School Activities Association and has agreed to the rules and regulations of this organization.

VALEDICTORIAN AND SALUTATORIAN SELECTION

The salutarian and valedictorian shall be selected on the basis of seven semesters of school. Honor graduates must have a cumulative GPA of 3.0 or better during their first seven semesters. Selection will be determined on the basis of grade point average figured to the nearest thousandth. In the event of a tie, a co-valedictorian or co-salutarian will be named.

WITHDRAWAL FROM SCHOOL

Any student that transfers or withdraws from the Lake Preston Secondary School must obtain a "check-out" form that all books, uniforms, padlocks, bills, ect have been returned.

ACTIVITY PROGRAM POLICY

All head directors and coaches of school activities are responsible for building and promoting their respective programs. Assistance and direction will be passed down to assistant, junior high, and elementary coaches and advisors to promote consistency and maximize present and future successes in that program. In addition, the head coach director for the entire program shall institute decisions and rules within the specific program. All rules, decisions, and/or directions will be consistent with all other school policies.

ALCOHOL SENSOR POLICY

The State of South Dakota has provided each school with a devise known as a Passive Alcohol Sensor (PAS). It can be used to check for breath alcohol and can be used with or without a subject's participation. When used w/o direct participation, it is known as passive breath sampling, as opposed to active testing when the subject blows directly into a mouthpiece or the intake port. There may be times when the (PAS) can be used passively, i.e., as it can detect alcohol in open containers or in enclosed spaces such as rooms, lockers, etc. Procedurally, officials of the Lake Preston School will not vary from our normal course of action when faced with the question of possible consumption. All due process precaution will continue to be in place. When reasonable suspicion of use or possession, the following steps will occur:

1. Reasonable suspicion, such as a staff referral or information gathered during an investigation, will initiate administrative contact with said student.
2. The student will be directed to an office area where he or she will be kept in observation and questioned regarding the concern of alcohol consumption.
3. The student may, at that point, confirm or deny the report.
4. After a period of observation and questioning, we will inform the student of our new, less invasive means of detecting breath alcohol and allow the subject to speak/breathe across the intake port of the PAS III.
5. Next, the subject will be informed of the PAS III result. (The sensor either detected the presence of alcohol or it did not.)
6. If it is determined that the subject has consumed alcohol, we will inform the subject and his or her parents. We will inform student and parents of our suspicions and proceed as provided in this policy.
7. The subject may continue to deny consumption and wish to pursue the issue further. At this point, he or she will be informed of an alternative to clear the allegation of consumption. This would involve the opportunity to take a Breathalyzer through the local police department or blood test at the hospital. The subject will also be informed that he or she may face legal consequences as a result of failing the Breathalyzer or blood test.

8. Law enforcement may be contacted at any time.

Legal Ref: SDCL 13-32-4.3, 26-11-5.1, 22-42-19, Pub. L. 101-226

ATTENDANCE POLICY

Lake Preston Junior and Senior high school students should strive to make their formal education as complete and thorough as possible. 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. Attendance is a part of a student's permanent record. It is one of the major concerns of an employer because a casual attitude toward regular school attendance extends into adulthood. With all of the above in mind, the provisions of the Lake Preston Junior and Senior High School Attendance Policy shall be spelled out in the paragraphs below.

To assist the school in maintaining up-to-date and accurate attendance records, parents are asked to notify the principal's office of their child's absence (ph. 847-4455) by 8:45 a.m. on the day of the first absence, that notification shall include the reason for the student's absence. Absences shall be accumulated in the following manner: An absence for less than a period is a tardy unless it is an excused scheduled absence. Absences will accumulate on a per period basis, from one eighth of a day for missing one period, 1/4 day for missing two periods, up to a full day for missing eight periods. An early dismissal shall mean a student left school early from a part of eighth period. Any one tardy, absence, or early dismissal will ruin perfect attendance unless the principal determines that the time away from school was of an exceptional educational value. If a student is absent from school due to illness/injury, that student will not be permitted to practice for any activity after school or participate in any game or activity that evening. Other types of excused absence will not prevent a student from either practicing or participating. In the case of a doctor's appointment, a note from the doctor's office verifying the appointment will be necessary. If you are too sick/injured to come to school all day, you are too sick to play or practice also.

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. (No count)
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, ect) 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

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

Parents should notify the principal's office of their child's absence (847-4455) by 8:45 AM on the day of the first absence. That notification shall include the reason for the student's absence and must be followed up with a written note that the student will hand in to the secretary when the student returns to school. When a parent or legal guardian has provided proper notification of absence, the student's absence will be excused. If no written excuse is provided, the absence is unexcused and will be marked as unexcused in DDN Campus. That student will be given until 8:15 AM of the next day of school to bring in the written excuse so the unexcused can be changed to an excused absence.

All absences will require that the student complete the make-up work missed. Exceptions may be made on approval of the Secondary Principal.

After an absence and entering a class, a junior or senior high school student must report to the principal's office to pick up a admit to class note. This note must be gotten prior to the start of school on the day the student returns to school and presented to the teacher before the student will be admitted to class. Failure to get the note early enough to get to class on time or being sent to the office to secure this note, will constitute a tardy.

In the case of an excused absence, the student shall make up the work and receive full credit. In the case of an unexcused absence (court), the student shall make up the time missed from school. 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. Incompletes may cause the grade to be lowered by one grade, e.g. from an "A" to a "B" if not made up within the time allowed by the teacher. Teachers may extend the deadlines under unusual circumstances.

It is encouraged that all appointments (doctor, dentist, orthodontist, etc.) be made so that as little school is missed as possible. Any student that has an accumulation of more than four days (32 periods), on the 33rd period the student's privileges are lost. Absences (total absences for all reasons) for a year will not be eligible for any open campus privileges for the remainder of that school year. If a student's first infraction of any one of the above rules happens late in the first semester, a student's privilege will be suspended for the rest of the school year. In addition all absences due to doctor's appointments require that the note be given in advance of the absent day and have all work completed prior to being absence. In emergency situations exceptions can be made by the administration.

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

Any student who is late arriving to school must report to the principal's office for a note to enter class or study hall.

PERFECT ATTENDANCE

PERFECT attendance recognition is accorded those students who are neither absent nor tardy on a semester and yearly basis. Any one tardy, absence, or early dismissal will ruin perfect attendance unless the principal determines that the time away from school was for an exceptional educational value.

TARDY POLICY

Failure to be in class at the assigned workstation when the final bell rings will constitute a tardy; A tardy is accumulated whenever a student misses less than one class period.

1. Students will be allowed two (2) tardies to class or study hall each semester.

2. In the event of second tardy, parents will be notified by mail.
3. Beginning with the third tardy for the semester, open campus privileges will be forfeited for the rest of that semester and or applied to senior privileges.
4. Beginning with the fourth and ensuing tardies, demerits or detentions will be given.
5. Excessive tardiness may result in suspension.

The secondary principal has the discretion to not count a tardy under extenuating circumstances due to inclement weather or other cases declined out of the student's control.

TRUANCY

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

Junior-Senior High School

1. First Violation: A parent shall be contacted by telephone, letter or personal contact by an appropriate school official; The student shall make up all the time missed either after the last day of school in the spring or at some other time at the discretion of the secondary principal.
2. Second Violation: The student will be suspended up to one (1) day. A student will not be readmitted until a conference has been held with the parent, student, administrator and/or counselor and schoolwork shall be made up with no credit.
3. Third Violation: The student shall be suspended up to five (5) days. A student will not be readmitted until a conference has been held with the parent, student, and 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.

DANCE POLICY

1. Before a dance may be scheduled, the students' in charge of organizing it must find chaperons for the dance. There shall be two high school teachers (one male and one female). The names of the chaperons must be submitted to the principal before the dance can be scheduled and the dance band contacted. One exception will be the prom. At the junior-senior prom the junior class advisors plus at least two parents chosen by the junior class will serve as chaperones/helpers.
2. Unless specified in writing by the high school principal, all Lake Preston dances will be for Lake Preston students only. This means students enrolled in school at the time of the dance and their guest that is not a student at Lake Preston High School shall tell the principal no later than 3:20 p.m. on the day of the dance, if the dance is on Saturday, by 3:20 p.m. Friday.
3. Doors will close one (1) hour from the starting time.

DISCIPLINE POLICY

1. If a student is causing a problem, a teacher shall document it in a written form, contact the parents by telephone or by letter, and inform the principal. It is advised that the teacher talk to the student about the misconduct in an attempt to correct a potentially serious problem.
2. If additional problems continues with that student the teacher should again inform the principal and send the parent(s) or legal guardian(s) a detention / discipline notice and demerit, copies of which will be given to the principal for him/her to distribute to the parents and superintendent of schools. That notice describes the misconduct and explains the measures being taken by the teacher to correct the problem. It will serve to inform the parent(s) or guardian that the situation has not improved. It also informs the parents that detention shall be served after school for fifty minutes.
3. Detentions / Discipline Referrals and DDN Campus Computerized Demerit Process:

Detention #	Action / Consequence of Disciplinary Referrals or DDN Campus Demerits
1st	Serve 2 nights in detention from 3:35pm - 4:15pm.
2nd	Serve 2 nights in detention from 3:35pm - 4:15pm. The student will receive the first Disciplinary Office Referral and Demerit; which adds another 2 nights in detention (a total of 4 nights in detention for the 2nd offense).
3rd	Serve 2 nights in detention.
4th	Serve 2 nights in detention. The student will receive a second Disciplinary Office Referral and Demerit; which adds another 2 nights in detention (a total of 4 nights in detention for the 4th offense). The student is asked to write a contract describing how he/she will alter his/her behavior to conform to school and classroom rules. A second part of the contract should include the consequences of further misbehavior as spelled out in this discipline policy. If the student refuses to write the contract, that also will be taken into consideration when developing the plan.
5th	Serve 2 nights in detention.
6th	Serve 2 nights in detention. The student will receive a third Disciplinary Office Referral and Demerit; which results in one day of in-school suspension being served in the suspension room. The student will receive credit for work completed. In addition a conference will be set up involving parents, student, counselor, teacher(s) and the administrator for the expressed purpose of establishing a plan that will attempt to help the student prevent any further detentions or disciplinary office referrals and demerits. (Refer to the students file for contract).
7th	The student will receive a fourth Disciplinary Office Referral and Demerit; which will result in the student serving a two-day in-school suspension. The student will be required to make-up their work but will not receive any credit.
8th	The student will receive a fifth Disciplinary Office Referral and Demerit; which will result in up to four days out-of-school suspension at the discretion of the administrator.
9th	Expulsion procedures will be followed.

Behavior exceptions are not a part of this step system and could result in an immediate suspension handed out by either the principal or superintendent of schools.

As an integral part of this procedure, students can redeem themselves and move back down the ladder. If the student stays out of trouble for two months without receiving a detention / discipline notice and demerit, he/she will be moved one step down or back on the ladder. For every two months of "good behavior" the student continues to move down, thus being rewarded and will learn the value of abiding by the rules.

Open communication is extremely important and it is imperative that the lines of communication be kept open among all parties involved from the first stage through to the last. Students, parents, teachers, counselor, the principal, and the superintendent of schools will be properly informed throughout this process.

CORPORAL PUNISHMENT POLICY
GUIDELINES

Steps to be followed when physical control is necessary to restrain a student.

Step One - Tell student to stop.

Step Two - Get student to quiet down and report situation to principal

Step Three - Call office that student is unruly and you will be bringing him/her to principal's office.

- Step Four - If physical restraint is needed hold by arm or shoulder and call for help. Leave student in room unless there is danger to self and to other students.
- Step Five - After taking or placing student in office notify principal.
- Step Six - In steps two through five notify parent or guardian of student's behavior and have student removed from school facility.

ELIGIBILITY POLICY Grades 7-12

The basic eligibility requirement to participate in any activity is that a student shall be passing in a minimum of five (5) academic classes including all his/her required classes. Eligibility will be based on progress reports handed in at mid-nine weeks and the nine weeks report cards. The first fall eligibility period will be based upon the SDHSAA requirements.

All activities affected by this rule include all extra-curricular activities including athletics, cheerleading, judging school, contests, or any form of extra-curricular school competition involvement in any way. If there is any question about a particular activity being affected by this policy the administration will make a determination.

A student who is determined to be ineligible for participation may practice during the time he/she is ineligible. Practice is at the discretion of the activity director and school administration.

A student not meeting the basic requirement may still participate in any and all activities if she/he attends an extra work session from 8:00-8:15 a.m. and/or 3:45-4:00 p.m. daily and uninterrupted for a minimum of ten school days. At that time, the grade will be re-evaluated and if passing, the student becomes fully eligible again. If not passing, the student must continue with the extra work sessions until at least the end of the eligibility period. This extra time shall be spent with the teacher of the class that is being failed by the student. If two or more classes are being failed, the administration, teachers, parents, and student will arrange increased time.

In the event that a student does not come to an extra work session, he/she automatically declares himself/herself ineligible and unable to be a participant in any school activity for the duration of that eligibility period. (Practices are attended even at this point.)

Excused absences from the extra work sessions will be accepted. The guide to determine what is excused shall be the attendance policy and common sense. The administration shall have the final decision in each case.

HARASSMENT/BULLYING Physical or Verbal

Harassment/Bullying whether it is 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 will 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.

HARASSMENT Sexual

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 advances, solicitation or sexual activity by promise of rewards, coercion of sexual activity by threat of punishment, verbal sexist remarks, or physical sexual assaults constitute 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 of all allegations of sexual harassment. False allegations that 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 a 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 will 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 Education Amendments)
Adopted: December 19, 1987

RETENTION POLICY Junior High

Junior High students must pass three of the five academic classes (English, math, science, social studies, and the block classes) to advance to the subsequent grade level. Refer to board policy.

SECONDARY and JR. HIGH HOMEWORK POLICY LAKE PRESTON PUBLIC SCHOOLS

The Board of Education believes that homework meets a real need and has a definite place in our educational program in grades seven through twelve. Recognition of homework as an integral part of a child's education is contingent on that work being properly designed, carefully planned, and geared to the development of the individual student. It is acknowledged that the amount of homework a student has will vary considerably based upon age of student, number and nature of classes a student is taking, the number

of study halls a student has, how the student uses his/her study halls, the nature of the assignment (an example would be a test), or and finally the goals that have been established by the student.

The administration will develop regulations for the assignment of homework according to these guidelines:

1. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
2. Homework should help children learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to lessen learning problems.
3. Homework should help develop the student's responsibility by providing an opportunity for the exercise of independent work and judgment.
4. In assigning homework, a teacher should consider a student's age and mastery of skills; his/her need for leisure time; and or, his/her out-of-school responsibilities and activities, which often aid a student in developing his/her interests or tastes. However, the homework grade is dependent on performance by the student.
5. As a valid educational tool, homework should be clearly assigned and its product carefully evaluated.
6. The school should recognize the role of parents by suggesting ways in which parents may assist the school in helping a child carry out his/her responsibilities.
7. Homework will be gathered upon the request of a parent or legal guardian in the event that a student is absent from school for two or more days. The homework may be picked up from the individual teachers or the office at a prearranged time. To be assured of getting homework on any given day, the call requesting the homework must have been made by **9:00 a.m. of that same day**. This will allow teachers to line up homework without being disturbed during class.
8. Jr. High students that have late work to be handed in may attend school from 3:32-4:00 at the teacher's discretion.

SENIOR PRIVILEGES

Senior privileges will begin at the discretion of the administration. (Usually after 1st quarter or 1st semester) They involve seniors not being required to attend study halls. In addition, seniors do not have to be in school until their first class and can leave school to go home immediately following their last class for the day.

Seniors are NOT to drive or ride in any motorized vehicle during the school day but they can leave the school campus to go down town, to their home, or to a friend's home provided they do not drive or ride in a motorized vehicle and that they are to their next class on time.

The lunch period is open campus for the seniors but they are encouraged to eat lunch at the school cafeteria. They must be back in time for their classes immediately following lunch.

To be eligible for senior privileges, refer to the qualifications for open campus privileges; qualifications for open campus and senior privileges are identical.

If a senior needs to study during a free period, that student must attend the study hall scheduled for that period and shall comply to all the rules of that study hall with the exception that when the senior feels he/she is done studying, that student may leave with permission from the study hall teacher.

If a senior has lost senior privileges he/she must report to all of his/her study halls and comply to all the rules of that study hall until privileges are reinstated.

If a student needs to use the library, a pass must be secured ahead of time and while in the library must comply with the rules that apply to all students.

The following rules apply to violations of senior privileges:

1. Senior privileges will not start until the student has signed his/her name agreeing to the format and penalties for noncompliance.
2. Seniors that drive or ride in any motorized vehicle during restricted times shall have their privileges revoked for two weeks.
3. If a senior is tardy to any class due to his/her extra freedoms concerning senior privileges, that student will have two weeks of privileges suspended, on the second offense four weeks, and on the third offense senior privileges will be suspended for the remainder of the school year.
4. It is recommended that all classes being taken by correspondence be completed 20 days prior to the end of semester. The principal or superintendent has the discretion to end senior privileges for a student that is taking "repeat" classes by correspondence if satisfactory progress is not being made.

OPEN CAMPUS PRIVILEGES

Open campus privileges will be used as an incentive for good student behavior. Better grades, better attendance and fewer tardies are all additional hoped for advantages of the open campus privilege experiment. Open campus privileges will mean that a student that earns this privilege will not have to attend his/her study hall(s) on that day of the privilege. He/she may leave the school campus only during the time that student has a study hall. The entire lunch period remains a closed campus and students are required to eat their lunch in the school cafeteria. Open campus privileges are scheduled to begin when the administration deems worthy.

To Qualify Students: (all rules apply per-semester or under administrative discretion)

1. Must be doing satisfactory work in all their classes and
 - A. Cannot have received an "incomplete".
 - B. Cannot have a failing grade in any class.
 - C. Cannot have received more than one "D" either midterm or at the end of the quarter.
2. Must not have received a disciplinary referral or demerit for any reason = all year
3. Must not have had an unexcused absence = all year
4. Must have accumulated less than three tardies = per semester
5. Must have accumulated less than four absences (32 periods); on the 33rd period privileges are lost = all year
6. Absence from class due to a court appearance that results in a legal conviction will result in permanent loss of privileges. Once a student qualifies for open campus, a student may lose it by being placed on the watch list (receiving two "D's" or one "F" at progress report time and or at the end of the quarter.)

The first infraction of any one of the above rules will cause a student to lose open campus privileges. Once open campus privileges are lost, they are lost for the remainder of the semester. If a student's first infraction of any one of the above rules happens late in the first semester, a student's privileges will be suspended for the rest of the school year.

A second infraction will cause loss of privileges for the remainder of the school year.

Additional infractions can and will jeopardize campus privileges and or senior privileges in future years at Lake Preston High School.

A schedule will be developed each quarter that will establish when each class will receive their open campus privileges.

During the times that students have open campus privilege, they will not be allowed to drive or ride in or on a motorized vehicle during school hours. Violation of this will result in the loss of privileges for the rest of the school year.

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.

ACCIDENTS

All students within the school are responsible for reporting accidents, which they observe, to the principal or superintendent during the school year or at a school activity.

SHOWING AFFECTION

There will be no showing overt affection to another student either of the same sex or the opposite sex while in school. It will result in serving detention after school.

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.

CARS AND MOTORCYCLES

Students who drive cars and/or motorcycles/four wheelers/ATVs or scooters (motorized) will not be permitted to use them during the school day or noon hour unless a permission slip in writing is given by the Principal. The purpose of the regulation is to promote safety and to protect both the parents and pupils.

Cars and motorcycles must be parked on the street. Students will not be permitted to park in the area reserved for the buses. Special care must be used to avoid parking in no parking zones, in front of any fire hydrant, or in front of a driveway. Student parking along Highway 14 is not permitted. Others might be added as needed.

CLASS INTERRUPTIONS/CELL PHONES/PERSONAL TECHNOLOGY

Students knocking at the door and calling for students in class must not interrupt classes in session. Only in case of emergency will this be permitted and then only by the permission from the principal. The use of the school phone should be by permission only.

Students may possess cellular phones and portable digital media devices on school property, while in a school owned vehicle and while students are attending or part of school sponsored activities with limitations and disciplinary actions set forth in this policy.

Students found to have violated this policy shall be subject to disciplinary action, which may include confiscation of the device. The Board acknowledges that certain violations of this policy pose severe risks to academic integrity or student safety. Students found in severe violation of this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Severe violations of this policy involve highly inappropriate activities including, but not limited to:

- a. Electronic communication that contains inappropriate content, profanity, intimidation, cyber bullying or threats to others;
- b. Academic dishonesty or cheating;
- c. The use of camera or recording features of the devices in restrooms, locker rooms, or for any use constituting an invasion of any person's reasonable expectation of privacy;
- d. Communicating in any way with outside groups or individuals to participate in violent acts or other inappropriate or unlawful activities on school property or at school sponsored activities;
- e. Refusal to relinquish phone to persons of authority upon request.

This policy shall not be interpreted to justify unreasonable searches of devices by school personnel. Any search of a student's device by school personnel shall be:

- a. Justified and based on reasonable grounds that the search would reveal evidence of a student's violation of policy;
- b. May be conducted in accordance with district policy and in the presence of a student's parent or guardian.
- c. Full disclosure and law enforcement may be contacted.

As necessary for the implementation of this policy, the superintendent, principals and teachers may establish regulations, consistent with this policy, further limiting or prohibiting the possession and use of devices in their areas and or classrooms.

The District assumes no responsibility for loss, damage or theft of cellular phones and digital media devices, whether in the possession of students, on school property or if confiscated by school personnel pursuant to this policy.

SCHOOL ELECTIONS

Each class will elect class officers in the spring for the next school year. Each candidate must fill out proper paperwork if interested. Petitions would be necessary if an election is required.

SCHOOL FINANCES

The business manager handles all school finances through a controlled fund. Each activity and organization has a separate account. Also all charges against you such as fines, fees, dues, etc., are listed and at the end of the school year you will be required to pay these charges. Organization treasurers must use properly signed purchase orders for all purchases. These purchase orders can be picked up in the business office. To be properly signed, it must be signed by the Superintendent. You are personally responsible for all unauthorized purchases.

The FFA fruit sale, benefit auction, and magazine sale, and the junior concessions are the only recognized and approved school fundraisers. Others will be considered based on the individual merits of each one. A special form that requests permission for a fundraiser must be filled out for every fundraiser associated with the school. When completely filled out, this form must be filed with the superintendent of schools.

A recommended procedure would be for an organization or class officer to present the proposed expenditure to the advisor, then to the principal, and finally to the superintendent and business manager.

If the graduating senior class has undesignated funds left in its treasury after all final expenses are paid, the extra money will be transferred to the student council treasury after July 1, of the year the class graduated.

The school district and class or organization jointly owns money earned by the various organizations and classes. To be spent, all class or organization money must have the approval of the Superintendent of Schools or the Business Manager and a proper purchase order (PO) must be **signed prior to the purchase**. A special note of emphasis involves summer purchases. The same exact requirements must be met when purchasing any item during the month's school is not in session. If at any time during the calendar year, a purchase is made without the properly signed PO, that purchase may not be paid and will be the responsibility of the purchaser.

FIELD TRIP POLICY

Field trips are an opportunity for students to expand their education beyond the wall of the Lake Preston School. Field trips are to be considered a privilege and a student's behavior on field trips will determine whether that student will go on future ones. Student that is caught stealing while on any field trips will not be allowed to represent Lake Preston School at any event or go on another field trip for the rest of the school year.

GUM, CANDY AND REFRESHMENTS

Any food, or liquids brought into the school must be consumed in the properly designated area. No pop of any kind during the school day. The lunchroom or the gym lobby is the only designated areas. The only exception to this rule is with special permission from the administration. Absolutely no sunflower seeds will be permitted on the school grounds. Gum and snacks will be allowed in the high school building. Whatever the vending machines sell is what is allowed in the building. Special permission from classroom teacher may be granted.

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 themselves must not create a safety hazard for themselves or for their fellow students. **EVERY STUDENT IS ENCOURAGED TO TAKE PRIDE IN HIS/HER APPEARANCE!** Clothing that in any way displays the name of an alcoholic beverage, tobacco product, obscene figure or words is specifically forbidden, and must provide adequate coverage as to avoid distractions, this would include bare midriffs. Students will not be permitted to wear caps or hats in the school building during regular school hours (7:30 am - 4:30 pm) unless there is some compelling reason that has been approved by the administration. This paragraph is not meant to be totally inclusive; the administration reserves the right to make decisions regarding any student's manner of dress.

Guidelines for student dress are as follows:

- (1) Skirts, including miniskirts are permissible but must be longer than the ends of the girl's fingers when arms and hands are fully extended downward in a relaxed position.
- (2) Shorts will be permissible with the following restrictions:
 - a. Shorts will not be allowed from December 1st through February 28/29
 - b. Shorts must have at least a five-inch inseam
 - c. Any undergarment should not be showing
- (3) Clothing with excessive rips/holes are prohibited.
- (4) Trench coats and bandanas are not permitted on school grounds.
- (5) Tank tops with large sleeve openings may be worn as an outer garment only if a T-shirt or form fitting tank top were worn underneath. Strapless garments are prohibited unless shoulders are covered.
- (6) Chains or any of the like which will cause a distraction are prohibited. This would also include dog collars and spiked apparel.
- (7) Student will be required to change clothes if apparel is deemed inappropriate. The student may be sent home to change or provided clothes from the school. If the student goes home they will make up the time missed after school.
- (8) Student discretion is by far the best guideline and a golden rule that might apply is this: If there is doubt about whether the outfit will be permitted, maybe the outfit shouldn't be worn. Students may be sent home to change or be provided an appropriate garment replacement.
- (9) The following decorations and /or designs (including tattoos either temporary or permanent*) imprinted upon or attached to the body or clothing are prohibited:
 - a. symbols, mottos, words or acronyms that convey crude, vulgar, profane, violent, death-oriented, gang-related, sexually explicit, or sexually suggestive messages.
 - b. symbols, mottos, words or acronyms advertising tobacco, alcohol, or illegal drugs or drug paraphernalia.

*Visible and permanent tattoos incompatible with the standards set forth herein shall be covered to prohibit their display.

HOT LUNCH PROCEDURES

Students will not be allowed to leave the school grounds until the 3:32 dismissal time. The only exceptions will involve seniors during senior privileges, students with open campus, 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. Students who do not wish to eat lunch must also remain on the school premises. They may stay in the high school building but should not loiter in the rest rooms. If their presence creates a problem, they may be told to report to study hall.

Absolutely no soft drink beverages may be consumed in the lunchroom during the lunch breaks.

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.

Lunch	Adults:	\$4.25 (Salad Bar: \$2.50)	Breakfast:	Adults: \$1.25
	JH/HS:	\$3.25		K-12: .75
	Elem.:	\$3.00		

LEAVING SCHOOL

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.

If a student requests permission to leave school to go down town for any reason it will be considered by any one of the administrators or in their absence, the office secretary. Students may not be excused from a class unless there is an extenuating circumstance.

LAKE PRESTON HIGH SCHOOL LIBRARY REGULATION

1. Students and faculty members are to check out all books, magazines, and other library materials from the library. Borrowing material without signing the cards or check out is not borrowing, it is stealing.
2. Books:
 - A. All books are due 2 weeks after the date they are checked out.
 - B. After 2 weeks, you may renew the book unless there is a demand for the book.
 - C. The librarian is in charge of the checkout system for materials.
3. Reference Books:
 - A. Reference books, such as encyclopedias, dictionaries, etc. may be checked out of library for one period only during the school day.
 - B. Reference books may be checked out after 3 p.m. for overnight use but they must be returned by 8:15 a.m. the following morning.
4. Reserve Books:
 - A. The faculty should place on reserve any books or magazines they wish their classes to make special use of for study.
 - B. These reserve books may be checked out for one period at a time.
 - C. Reserved books may be checked out after 3 p.m. for overnight use. They must be returned by 8:15 a.m. the following morning.
5. Magazines:
 - A. Magazines may be checked out for one period at a time.
 - B. Magazines may be checked out after 3 p.m. for overnight use but they must be returned by 9 a.m. the following morning.
6. Fines for books lost or damaged must be paid in accordance with the amount set by librarian who considers replacement price. On a book reported lost at the end of semester, the student is expected to pay for the lost book. Books overdue at semester time are considered lost and a fine will be assessed.
7. You will be responsible for anything checked out to you; therefore it is up to you to see that it is properly checked in. Place it in the box for book return at the desk.
8. The library is a QUIET ZONE. Getting help from instructors in the library is permitted. Necessary discussion with library staff in securing material is permitted. Please keep this necessary talking in as low a voice as possible.
9. Library privileges may be withdrawn at any time for failure to abide by the rules.

PEP BUS

Following are the rules for riding the pep bus:

1. All students who ride the pep bus are expected to pay \$3.00 when signing up for the bus.
2. Any student riding the bus must return on the bus unless the parent requests permission from the chaperone/principal to take the son/daughter home. Also, refer to rule #17 on the following page.

SCHOOL BUS RULES AND REGULATIONS

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 WINDOWS, DO NOT MOVE ABOUT AND DO NOT LEAVE OR ENTER THE BUS.
6. Damage done to seats or other equipment must be paid for 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; dinner pails, 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 conditioned on their behavior and observance of these rules. Drivers are authorized to enforce these rules and to make other suggestions in line with good citizenship.
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.
16. At the conclusion of an athletic contest, students in the buses will be permitted to "let off steam" by singing and giving cheers but before the bus approaches the public highway, the driver will stop the bus and turn on the dome light. That will be a signal for everyone to quiet down and remain that way during the rest of the journey home.
17. A student must ride in the school bus to an out-of-town school activity if he/she is a participant in any way. However, in extenuating circumstances, prior approval may be given by an administrator for students to ride to an activity with a parent. If a student has a note signed by one or both parents he/she will be allowed to ride home with his/her parents or another parent. A student will not be allowed to ride home in a motorized vehicle alone or with another student or a friend even with a signed note from a parent unless there is approved adult supervision in the vehicle.

Due to the "safety factor" good behavior on the school bus is absolutely necessary. As was stated in #14 of the above rules, riding on the bus is a privilege that can and will be terminated when that student's behavior is such that the driver and/or the administration felt it is necessary for the safety of all the other students.

PUPIL TRANSPORTATION INCIDENT REPORT

Student's Name Grade Date of Incident Bus # Driver's Name School

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.

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--(SEE BELOW) |

COMMENT: _____

- | | | |
|---|---|--|
| <input type="checkbox"/> FIRST OFFENSE
(written warning) | <input type="checkbox"/> SECOND OFFENSE
(temporary suspension) | <input type="checkbox"/> THIRD OFFENSE
(suspension) |
|---|---|--|

ADMINISTRATOR'S ACTION/RECOMMENDATIONS: _____

SIGNED _____

RESTROOMS:

No loitering or congregating in the restrooms will be permitted. Students are urged to keep restrooms clean at all times. It should be below the dignity and social standing of any student to write on the walls of the restrooms; to do so is a reflection on the school and on all the students.

SEMESTER TEST OPEN CAMPUS TESTING RULES

1. Grades 7-12 must be present for their tests when they are scheduled.
2. All students must be on time for each test. We simply cannot have students coming late to the tests as this will interrupt the concentration of those that were on time.
3. Students that have tests scheduled later in the morning do not need to come to school until your first test and you can leave to go home immediately after your last test for the day.
4. Students must stay in the testing rooms the **full time scheduled**. Bring extra books along to study. Absolutely no excuses will be acceptable for leaving classes. No bathroom, no locker, no drinks, no phone call, and etc.
5. Students not taking test must not loiter in the hallways while others are testing. Either out of the building or in the library for study time.
6. Students in grades 9-12 not testing are free to go but there will be no driving or riding in or on a motorized vehicle until testing is completed for the day.
7. For students that would like to study, the library is available and will serve as a study area.
8. 7th and 8th grade students are to be in school either in study hall or a testing station the entire day. There will be breaks provided for lunch and restroom needs.
9. A test schedule will be provided by the principal in ample time to plan for the tests. These rules apply to all the testing days.

STUDY HALL REGULATIONS

1. Every student is to have an assigned seat.
2. Students will be in their seats by the time the second bell has rung or they will be tardy. This could result in a detention.
3. Study hall teachers will take roll before extending privileges to any student for any reason.
4. No student will be permitted to leave his/her assigned seat until roll call has been taken.
5. One boy and one girl will be permitted to sign out for the washrooms at one time.
6. One student at a time will be allowed to sign out to go to the locker.
7. If a student wishes to consult another teacher or do some work for a teacher, the student must have a slip signed by that teacher indicating the purpose of the request to sign out. The student with the pass is to sign out and have the pass in his/her possession until the end of the period for which it was intended. If you start out in Study Hall you must come back to Study Hall 5 minutes before the end of the period.
8. High school students are expected to be alert and responsive. Sleeping or postures giving this appearance are considered undesirable and will not be permitted.
9. Talking, visiting, etc. will not be permitted in the Study Hall.
10. Loss of privileges, detention, or more extensive punitive measures may result from the abuse of the study hall regulations.
11. Speaking privileges are up to the individual study hall teacher. Any teacher who wants to amend these rules may do so by first conferring with the principal and then may make the changes with his/her approval.
12. The maximum number of study halls a student may have on any given day is two (2) unless special circumstances indicate that an exception be made.

THEFT OF PROPERTY

LOSSES: Students are urged not to leave money, jewelry, or anything of value in overcoat or jacket pockets. It is not advisable to leave valuables in your desk or lockers at any time. If you do, you do this at your own risk, and the school will not be responsible if such items disappear. Items of value should be checked into the principal's office or any other appropriate advisor or coach. It will be returned upon request. Articles left in school at the end of the school year and not re-claimed by July 1st will be donated to a charity. Suspension from school may be a punishment for stealing.

TRAINING RULES AND REGULATIONS FOR ALL SCHOOL ACTIVITIES AND CONTESTS Lake Preston Schools Grades 7-12

The Lake Preston Training Rules take effect for all students with the first girl's comp cheer, volleyball and football meetings in the fall and continue non-stop until after the State Track meet in May. Violation of training rules may take place before a student begins his/her school year. A violation may result in a student losing his/her letter if the violation takes place after the student is through competing. (All activities excluding those classes that receive a curriculum grade)

- I. The following violations will result in the suspension of any student involved in an activity for **two performances or contests or ten school days which ever encompasses the greater number of events**. The suspension will be implemented the day following the reported or observed offense. Students will be on the bench and out of uniform at either home or away contests during the time they are suspended. Students will practice during the suspension period.
 - A. Possession or consumption of alcoholic beverages
 - B. Possession or use of tobacco
 - C. Possession or use of harmful or illegal drugs
 - D. Theft and vandalism

- II. Presence in the following situations will result in the suspension of an individual for **one game, meet, or activity**. Students will be on the bench and out of uniform at either home or away contests during the time they are suspended. Students will practice during the suspension period.
 - A. A vehicle where alcoholic beverages are being consumed (Other than a commercial means of transportation) unless accompanied by a parent or legal guardian.
 - B. A gathering of individuals (Other than in a business establishment) where alcoholic beverages and/or illegal drugs (not including tobacco) are being utilized when not accompanied by a parent or legal guardian.
- III. A second violation of either part **I or II during the school year will result in the suspension of the individual for the remainder of the school year**. Because some activities have only one performance, it is possible for a student in such a case to be suspended for the entire season for the first offense, that one performance is considered the season.
- IV. For students in training during a sport season the following hours are in effect:
 - A. 10 p.m. the night before a contest.
 - B. 11 p.m. all weekdays
 - C. 1 a.m. Fridays and Saturdays.
 - D. One half hour following school activities when school transportation exceeds the above A, B, or C.
 - E. When accompanied by a parent or legal guardian, the student is under the discretion of the parent or legal guardians. Violation of training results in **suspension of one game or meet for the first offense; suspension of 2 games or meets for the second offense, and suspension from that team for the sport season for the third offense.**
- V. A student is an example to younger students and represents the school and community on a year around basis. A student must always conduct himself/herself in a respectable manner.

Any concerned person may report the violation.
 Revised: August 2009

JUNIOR HIGH STUDENT PARTICIPATION IN HIGH SCHOOL SPORTS

An eighth grade student through that student's parents may ask to be allowed to participate in a high school activity. A committee made up of the parents, the student involved, the coach, and the principal may deal with the request. The most important determiner will be whether there is sufficient numbers out for the activity that the student wants to participate in. If any one of the four-committee members feels that the student should not participate, the request will be turned down. If the student is allowed to participate, all other students in the eighth grade will be given the same opportunity. Seventh graders will only be allowed under extremely rare situations and then only if the numbers in the high school activity are extremely low. If 7th or 8th graders practice and participate with the JV and Varsity, the coach has the discretion to play whomever they desire.

Adopted: January 9, 1995, Adjusted on July, 2015

Track/Golf Participation: Track/Golf participants in grades 7-12 may miss classes in no more than one day of each week during the track or golf season. Exceptions to this include the participation in conference, regional, and state meets. This also may change depending on weather conditions.

Adopted: December 10, 1987

UNNECESSARY NOISE IN CORRIDORS

Shouting, running, singing, whistling, and unnecessary hard slamming of locker doors are violations of approved student conduct. Loitering in halls between periods is not permitted. You are to go directly to your next class or assignment.

USE OF THE BUILDINGS

Permission must be secured from the Superintendent for the use of the buildings for any activities after school hours, which is not regularly scheduled. Classes and organizations will be held responsible for any damages at such gatherings.

USE OF THE TELEPHONE

The telephone is for school administrative purposes. 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. A telephone is located in the main office and should be used by students making local calls only before and after school and at lunchtime.

Student's use of the telephone should be restricted to emergencies and then only after a secretary and/or the Superintendent or Principal has granted permission.

SCHOOL POLICIES AND REGULATIONS

This bulletin is intended to give the student a reference sheet of rules and regulations of Lake Preston High School. If you are to fit into high school activities in a way that will benefit you and your classmates, you need to know the established regulations. This bulletin cannot include every possible phase of behavior of a student in high school. It is to be understood that it may be necessary to make additional policies to cover new situations as they arise. When these policies have been announced they are to be considered a part of the handbook. Common sense will dictate in most cases, the proper procedure.

NOTICE OF NON- DISCRIMINATION

Lake Preston Schools 38-3

Lake Preston, South Dakota 57249

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, gender, 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, and The Americans with Disabilities Act (ADA) or Section 504 is directed to contact: Tim Casper, Superintendent, 300 1st St NE, 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.

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.

An example list of modifications to fit the needs of handicapped individuals includes: ramps, parking, entrance doors, toilets, etc. The list can go on depending on the handicapping condition.

STUDENT GRIEVANCE PROCEDURE

To insure legitimate complaints and concerns will receive just consideration, the proper procedure for the airing of grievances is to present the grievance to the Student Council, Principal, Superintendent or School Board. Parents may omit the first step since this may cause a time difficulty. A letter requesting a meeting with the Superintendent or School Board is desired if there is dissatisfaction with previous decision.

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, Parents, students 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 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 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.
- 1.4 Title-IX Coordinator: The person designated by the Board of Education to coordinate efforts to comply with Title-IX Rules and Regulations.
- 1.5 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 parent, student 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)

AIDS POLICY FOR STUDENTS

1. The policy applies to all school-age children who are human T-lymph tropic 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 schools, 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 an 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. The State Entomologists,
 - b. The Medical Officer for the South Dakota Department of Health,
 - c. A 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 schools 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. The child's behavior,
 - b. Neurological development,
 - c. Physical condition, and
 - d. The 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/ARC 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 with a membership, which will include the following:

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 county 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 employees, 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 procedure:

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 are 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.

Cytomegalobirus
(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 are 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.

Scabies (7-year
itch or mites)

The student may attend school after treatment.

Streptococcal Infections
(Scarlet Fever,
Scarlatina, Strep
Throat)

The student may attend school 24 hours after initiating 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.

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 student may refuse to be personally identified in any or all of the

information categories. Such 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 awards a student receives.
- *Any other form of information, 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.

Parent Involvement Policy K-12

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.

DISCLOSURE

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.

Update 6-5-17

EACH STUDENT WILL BE HELD RESPONSIBLE FOR ALL REGULATION IN THIS BULLETIN.

ACKNOWLEDGMENT OF RECEIPT

I have received a copy of the Student Handbook dated August/September which contains the rights and responsibilities of school students at the Lake Preston School.

Signature_____

Name (print)_____

Grade_____

Check one:

_____ Staff member

_____ Student

DATE OF RECEIPT_____