



LAKE PRESTON

Changes on pages 10, 11, and 19 marked in yellow highlight

Board Policy Handbook

2017-18



Updated: July 1st, 2017

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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, and 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 maturity. 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 ones 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.

MISSION OF THE LAKE PRESTON SCHOOL SYSTEM

1. Develop self-confidence in the students.
2. Provide for educational outcome.
3. Provide for community involvement.
4. Development of staff.
5. Provide a successful activity program.

General Staff Expectations

1. Quality instruction.
 - A. Adequate preparation
 - B. Supervision
 - C. Classroom management
 - D. Learning
 - E. Evaluation of learning
2. Communication with the administration.

3. Communication with parents and the community.
4. Positive attitude.

TITLE-IX

Non-Discrimination Policy

The Lake Preston School District #38-3, through this non-discrimination policy, would like to advise all students, parents, employees, and the general public that educational opportunities in the Lake Preston School District #38-3 will be offered without regard to age, gender, race, color, national origin, or handicap. The following person has been designated to coordinate Title IX and Section 504 compliance activities:

Supt, Tim Casper
300 1st St. NE
Lake Preston, SD 57249
Telephone 847-4455

STATEMENT OF NONDISCRIMINATION
Lake Preston Schools #38-3
Lake Preston, South Dakota 57249

The Lake Preston School District does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, creed, age, gender, handicap, national origin, or ancestry.

Inquiries concerning the application of Title VI, Title IX, or Section 504 may be referred to the Superintendent of Schools, Tim Casper at 300 1st St. NE, (605) 847-4455, Lake Preston, South Dakota 57249-0038 or to the Regional Director, Department of Education, Office for Civil Rights, 1961 Stout Street, Denver, Colorado 80294.

Grievance Procedure - Title-IX

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

WHEREAS, Students 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 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;
- 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 week, which will be final. The complainant and the Title-IX Coordinator will receive copies of the decision.

TITLE-IX GRIEVANCE REPORT FORM

Name(s) of Grievant(s) _____

Date of Filing _____

School Building _____

Position(s) of Grievant(s) _____

Home Address (es) _____

Phone number(s) _____

Nature of Grievance _____

Names and addresses of others involved in the grievance and the nature of their involvement

Signature of Grievant(s) _____

Person Receiving Grievance _____

RESOLUTION OF GRIEVANCE

(1) Violation: YES NO (If no, please explain)

(2) Corrective Actions Recommended:

(3) Remedial Measures Recommended:

Signature _____

Date _____

LAKE PRESTON DISTRICT COMPLAINT POLICY FOR FEDERAL PROGRAMS

A parent, student, employee, or district stakeholder, who has a complaint regarding the use of federal NCLB 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)

Adopted 6-11-08

DISCRIMINATORY HARASSMENT

I. Discriminatory Harassment is unwelcome conduct that is demeaning or derisive of, or would not occur but for the race, color, ethnic background, national origin, religion, creed, age, lack of American citizenship, disability, status of veteran of the Vietnam era, sexual orientation, or gender of an employee or groups of employees, and which creates a hostile environment. Harassment shall include one or more of the three levels described below. Behavior described in Levels One and Two shall constitute harassment only when a pattern of such conduct continues after the harasser knew, or should have known, that the conduct was unwelcome, unless such conduct is clearly offensive, in which case only one such incident is necessary.

A. Level One: Generalized Harassment

1. Includes intentional behavior directed at an entire group, which is based on demeaning or derisive stereotypes, and is so pervasive that it creates a hostile working environment.

2. Examples include comments or jokes, physical gestures or visual displays such as posters, drawings, calendars, etc.
 - B. Level Two: Individually Targeted Harassment
 1. Includes intentional, non-criminal behavior, which is targeted at an individual or particular members of a group adversely affecting their working environment, which can be verbal, visual, or physical.
 2. Examples include negative or offensive comments, jokes, suggestions, or gestures directed to an individual's or group's race, gender, ethnicity, national origin, etc.
 - C. Level Three: Criminal Harassment
 1. Harassing behavior, which violates state or federal criminal statutes.
 2. Examples include criminal harassment, criminal assault, sexual assault, rape, criminal mischief, arson and trespass.
- II. Quid Pro Quo Sexual Harassment is when a supervisor's behavior creates the reasonable perception in the mind of a subordinate that the granting or withholding of tangible job benefits shall be based on the granting of sexual favors.

SCHOOL ORGANIZATION

School Open to Local Residents: The Lake Preston Schools are maintained for all children who reside within the school district except those children who it has been determined by a placement committee would benefit more by the attendance at another institution due to special needs.

Legal Age of Students: SDCL 13-28-2: No child who is less than five years old on the first day of September shall be enrolled in kindergarten during that school year, and said child shall first become eligible for enrollment in the first grade one year thereafter. Any child in a kindergarten program who was in compliance with the statutory eligibility dates in effect at the time of his enrollment may proceed in a continuous educational program without interruption. Any child who transfers from another state may proceed in a continuous educational program without interruption. Further reference in SDCL 13-28-4,5,6,7,8.

Organization of Schools: The school system shall consist of the following organizational units as the standard type of program to be offered for instruction:

- A. Elementary school, system grades pre-school/kindergarten through the sixth grade. Pupils are classified according to the last grade completed satisfactorily.
- B. Combination of Junior High and Senior High School:
 1. Junior High, comprising of grades seven and eight.
 2. High school, comprising of grades nine, ten, eleven, and twelve.

Student grades are reported on individual permanent cumulative records. These records will be stored in fireproof cabinets. The individual cumulative record shall be kept on every student enrolled and shall be preserved for future references. Since the records are official documents, they shall be prepared with care. The administration of the school shall be in charge of the record program.

THE BOARD OF EDUCATION

Organization of the Board of Education

Legal Designation: This district is designated as the Lake Preston School District No. 38-3, Kingsbury County, State of South Dakota.

Professional Development for the Board

The Lake Preston School District believes in the importance of continuing education. School board members are encouraged to develop an ongoing professional development plan so that they can continue to gain knowledge and skills that can be applied to their school board service. Within fifteen (15) months of election, appointment, or re-election all Lake Preston school board members are encouraged to obtain the equivalent of 3 hours in board member development or education. It is further encouraged to have completed the equivalent of nine hours of development or training prior to filing for re-election or appointment.

Updated 8-14-17

Powers, Number and Election of Board Members: The Board of Education shall possess the usual powers of the public corporations. The Board of Education shall consist of seven members. A member or members shall be elected each year for a three-year term according to South Dakota Codified Law. The annual election will be held on the second Tuesday in April between the hours of 8:00 a.m. and 7:00 p.m. The newly elected school board members shall assume their office at the first regular meeting of the school board in July.

Election of Officers and Authority of Board: SDCL 13-8-1 to 10: The Board of Education shall have the power to select their own officers and make their own rules and regulations not inconsistent with state or federal laws. The board elects a president and a vice-president for a one-year term.

Delegation of Authority: The Board of Education of the Lake Preston Public School, Lake Preston, South Dakota is charged with the responsibility of providing educational opportunities and activities for the pupils of the district. The board shall observe a carefully planned pattern of authority. In fulfilling its obligations, the board acts, through the power of legislation, by the determining of the policies and evaluation of results. The direct administration of the school is delegated to the superintendent of schools, whom the board appoints to act as executive officer of the board. The superintendent is directly responsible to the board for the execution of all its policies and to its legislation and for such other duties to him by the board.

Selection of Superintendent: The Board of Education shall select a superintendent of schools who shall not be a member of said board. The superintendent shall have charge and control of the public schools of the district, subject to the orders, rules and regulations and by-laws of the board, and shall receive for his services such compensations as the board may allow.

Appointment of Principals: Principals shall be appointed to act as executive in charge of their respective schools. The principals will be directly responsible to the superintendent and he will assign all duties.

Rules for Board of Education Meetings

Annual Meeting and Regular Meetings of the Board: The annual meeting of the district school board shall be on the second Monday of July. Regular meetings will be held on the second Monday of each month unless changed by board election.

Conflict of Interest for the Board

CONFLICT DISCLOSURE AND AUTHORIZATION

This policy requires Lake Preston School District Officials to disclose interests in, or direct benefits from a District contract, when the amount of interest or benefit is more than \$5,000 within a 12-month period. Additionally, such direct benefits are prohibited unless the board authorizes a waiver.

Definitions:

1. "District Official" refers to a board member, business manager, administrator, or other person with the authority to enter into a contract or spend money in an amount greater than \$5,000.
2. "Interest in a contract" is when a District Official, the spouse of a District Official, or any other person with whom the District Official lives and commingles assets
 - a. is employed by a party of any contract with the district; or
 - b. receives more than nominal compensation or reimbursement for actual expenses for serving on the board of an entity that derives income or commission directly from the contract or acquires property under the contract.
3. "Direct benefit from a contract" is when a District Official, the spouse of a District Official or any other person with whom the District Official lives and commingles assets
 - a. is a party to or intended beneficiary of the contract between the district and a third party;
 - b. has more than a five percent ownership interest in an entity that is a party of the District contract;
 - c. acquires property under the contract with the District; or
 - d. receives compensation, commission, promotion, or other monetary benefit directly from the contract.

Exceptions:

If any of the following apply, disclosure (and authorization, if a direct benefit) is not required:

1. when the person's relationship to the contract is based solely on the value associated with the person's publicly-traded investments or holdings;
2. when the person's relationship to the contract is due to participating in a vote or a decision in which the person's only interest arises from an act of general application;
3. when the person does not receive compensation or a promotion directly attributable to the contract and is not employed in an area related to the contract;
4. when the contract is for the sale of goods or services, or for maintenance or repair services, in the regular course of business at or below a price offered to all customers;

5. when the contract is subject to a public bidding process;
6. when the contract is with the official depository as set forth in SDCL 6-1-3;
7. when the person only receives nominal income or compensation, a per diem authorized by law, or reimbursement for actual expenses incurred; or
8. when the contract or multiple contracts with the same party within a twelve-month period with whom the cooperative contracts in an amount less than five thousand dollars.

DISCLOSURE REQUIREMENT:

District Officials must disclose any interests and direct benefits received from contracts. However, waivers are only required for authorizing direct benefits. (Mere interests in a contract do not require board authorization.)

Conflicts of interest which extend into consecutive fiscal years must also be disclosed at the annual reorganization meeting.

All conflict of interest disclosures must be documented in the official board minutes.

BASIS FOR A WAIVER:

A waiver may be granted by the board to authorize School District Officials to receive a direct benefit from the District's contract with a person or entity (public, private, for-profit, non-profit) if the following conditions are met:

1. That person provides a full written disclosure to the board. Written disclosure must include the following information.
 - a. all parties to the contract
 - b. the District Official's role in the contract
 - c. the purpose or objective of the contract
 - d. the consideration or benefit agreed to be conferred upon each party
 - e. the duration of the contract
2. To the extent that circumstances allow, disclosure must be given prior to entering into any contract that requires a waiver. If circumstances do not permit disclosure prior to entering into the contract, then the details must be disclosed within forty-five days after entering into it. If the contract extends into consecutive fiscal years, then disclosure shall also be made at the annual board meeting.
2. The board determines that the transaction and terms of the contract are fair and reasonable and not contrary to the public interest.

The public records laws (SDCL Ch. 1-27) apply to all requests for a waiver.

BOARD ACTION ON A REQUEST FOR WAIVER:

1. The School District will have an agenda item at the beginning of each board meeting agenda when the board will address conflict of interest disclosures and requests for a waiver.
2. Disclosures and requests for a waiver submitted before the conflict of interest agenda item is acted on will receive action during the scheduled meeting.
3. Disclosures and requests received after the conflict of interest agenda item has been acted on will be deferred to the next scheduled meeting.
4. If the board believes the request form information is incomplete, the board must ask the person requesting the waiver for additional information. The board may receive the needed information from the requesting party at the board meeting when the waiver request is being addressed.
5. When considering a waiver request, the school should be able to determine the requesting party's relationship to the contract, the requesting party's relationship to the outside contracting party, whether the contract terms are reasonable and in the public interest, and any other factors the board believes will help establish the relevant facts and circumstances surrounding the contract (s) and the request for waiver.
6. At the meeting when the waiver request will be considered by the board, the District Official submitting the waiver request should be present and prepared to answer questions from the board.
7. The request and the Board's determination must be included in the minutes of the meeting.
8. If the authorization is granted, a written authorization shall be prepared following the meeting and signed by the President/Chair of the Board or other authorized Board Member, and filed with the Auditor General.

MISCELLANEOUS:

1. Knowingly violating the conflict of interest laws set forth in SDCL 3-23 is a criminal act. District Officials who do so will be removed from office or employment and are disqualified from holding any public office, elective or appointive. Additionally, any contract made in violation of this policy may be voided by the board of directors, and any benefits gained thereby are subject to forfeiture.
2. The district attorney may answer general questions about the applicability of SDCL Ch. 3-23 or about the other laws that address conflicts of interest. However, the district attorney represents the school district and its board of directors, not District Officials in their individual capacities. District Officials should consult with their private attorneys if they have specific questions as to how conflict of interest laws and this policy apply to their individual interests and contracts.

Conflict of Interest Disclosure

Date: _____

Name of the District Official submitting the disclosure:

This disclosure is for the purpose of notifying the board of directors about:
___ an interest in a contract
___ a direct benefit from a contract (requires board action)

Identify the following:

- (1) all parties to the contract
- (2) the person's role in the contract or transaction
- (3) the purpose(s)/objective(s) of the contract
- (4) the consideration or benefit conferred or agreed to be conferred upon each party
- (5) the length of time of the contract
- (6) any other relevant information

If this disclosure relates to the Official deriving a direct benefit from a contract, how the terms of the contract are fair, reasonable, and not contrary to the public interest such that authorization should be granted by the board.

Signature of Official:

THIS IS A PUBLIC DOCUMENT

WAIVER AUTHORIZATION PURSUANT TO SDCL 3-23-3

A conflict of interest disclosure of a direct benefit, dated

was received from

This request was considered by the members of the Lake Preston School District during a meeting held on

[Redacted]

The request for authorization was denied because the terms of the contract were not considered fair and reasonable, or contrary to the public interest.

The request for waiver was authorized because the terms of the contract are fair and reasonable, and not contrary to the public interest such that a waiver should be granted.

The request for waiver was authorized because the terms of the contract are fair and reasonable, and not contrary to the public interest such that a waiver should be granted, subject to the following conditions:

[Redacted]

Signature of Board President/Chairperson or Authorized Member

[Redacted]

Printed Name:

[Redacted]

Date:

[Redacted]

Date Mailed to Auditor General:

[Redacted]

STAFF CONFLICT OF INTEREST

Employees of the District will not engage, directly or indirectly, in any activity that conflicts (or raises a reasonable question of conflict) with their duties and responsibilities performed for the District.

In order that there is no conflict of interest in the supervision and evaluation of employees, at no time may any administrator be responsible for the supervision and/or evaluation of an employee who is the spouse, the parent or stepparent, child or stepchild, grandparent or grandchild, aunt, uncle, cousin, niece or nephew of that administrator.

Employees must disclose actual or potential conflicts to the Superintendent as soon as they become aware of them. Failure to make required disclosures or resolve conflicts of interest satisfactorily can result in discipline up to and including termination of employment.

Special Meetings of the Board: Special meetings may be held upon call of the president or in his absence by the vice-president of the board or by joint action of any two members thereof. Notice, stating the time and place of any special meeting and the purpose for which called, shall, unless waived, be given each member of the board as far in advance of the meetings as is possible. All meetings of the board shall be open to the public unless specifically ordered otherwise.

Place of Meeting: Unless otherwise specified, all board meetings will be held at the Lake Preston School in the conference room.

Quorum for Transaction of Business: Assent of a majority of the available members of the school board shall be required to take any official action as a school board.

Presiding Officer: The president of the board shall preside at all meetings of the board. In event of inability of the president to preside, the vice-president shall perform the duties of the president. In absence of, or inability to act of both the president and vice-president, the remaining members shall select a member to act in that capacity.

Functions of Committees: the chairman of the board shall appoint Committees. These committees shall be appointed for a specific task of seeking information or investigation and shall report back to the board for its consideration and action. Committee actions shall be advisory and not executive. Committees shall take no actions, which has not been referred previously to the board of education. The superintendent is eligible to serve on all committees.

Voting: Voting shall be by roll call or voice vote. Each member's vote or failure to vote shall be recorded. The chairperson shall have a vote. The business manager and superintendent are not members of the board and shall not vote. A motion will either pass or fail based on the majority vote of the available membership of the school board. In the event of a tie vote of the available membership of the board the motion fails.

Order of Business: The following shall be the order of business of the regular meeting. The order of business may be changed by consent of all members present.

1. Call the meeting to order
2. Roll call
3. Consent Items
4. Approve the agenda as order of business
5. Approval of minutes of previous meeting
6. Reading and approval of bills and financial reports
7. Audience with individuals or committees wishing to make reports or requests.
8. Old business
9. New business
10. Adjournment

Robert's Rules of Order: In matters of procedure not covered by these laws, Robert's Rules of Order, revised, shall govern.

Change in By-Laws: These laws may be amended by a unanimous vote of all board members at any regular or special meeting.

Conflict with State Laws: No policy in these by-laws shall be operative if it is found to be in conflict with any laws of the State of South Dakota.

Minutes of Board Meetings: the business manager to comply with all the legal requirements shall keep a complete and accurate set of minutes of each board meeting. Minutes shall be kept on file as the official record of school legislation of the district and shall be open to public inspection. A copy of the exact proceedings, as indicated by the minutes, shall be sent to each board member before the next board of education meeting.

Duties of the Board of Education

Retention and Delegation of Authority: The Board of Education retains full authority over the schools in accordance with SDCL and the expressed will of the electorate, but delegates all executive, supervisory and instructional authority to the school administration.

Use of School Building for Community Purposes: SDCL 13-24-20: The school board may rent or grant the use of school facilities or of any land belonging to the school district for any purposes which it may deem to be advisable as a community service for such compensation as may be determined by it, provided that such use shall not interfere with school activities. Any person or persons or public body so using any such school facilities or land shall be responsible to the Lake Preston School District shall not be held liable for any suit for damages which might arise as the result of such use or occupancy.

Equipment, Maintenance, and Repair of Buildings and Grounds: SDCL 13-24-11: The Lake Preston School Board shall have the power and duty to properly equip, provide for the proper maintenance and preservation, and keep in necessary repair all of said buildings and any play-grounds and athletic fields the district might acquire.

Business may be Transacted during Regular or Special Session of the Board: The Board of Education may transact business, which is legally binding on the district only when it is in regular or special session with a quorum present, and its proceedings recorded in the minutes of the meeting.

Executive Session: The Lake Preston Board of Education will not be held responsible for statements, comments, or opinions, which may be spoken by individual board members outside of executive session.

Handling of Complaints by Board Members: Individuals or groups often confront a single board member with issues, which usually should be handled by the superintendent of schools. In those cases, the board member should withhold commitment and/or opinion until the matter has been presented to the superintendent, and if necessary, to the entire board during regular or executive session. The superintendent may instruct the individual or group to refer to the Public Criticism about School Personnel.

Duties of the President: It shall be the duty of the president to preside at all the meetings of the Board of Education, to appoint all committees whose appointment is not otherwise provided for, and to sign all warrants ordered by the Board of Education to be drawn upon the business manager for school money. The Board president signs teacher's contracts and performs such duties as regularly falls to the presiding officer of any board.

Organization Membership: The Board of Education should belong to the Associated School Board of South Dakota. Attendance and participation shall be encouraged.

Suspension and Expulsion of Pupils: Reference to be made to SDCL 13-32-4, 4.1,5. The Lake Preston Board shall assist and cooperate with the administration and teachers in the government and discipline of the schools. The board may suspend or expel from school any pupils for violation of rules, policies or for insubordination or misconduct and the superintendent or principal may temporarily suspend any such pupils. The superintendent or principal may suspend students for possession or consumption of beer, alcoholic beverages, or illegal drugs on the school premises or at school activities. Expulsion shall not extend beyond the end of the current school year. The Lake Preston School will provide the student procedural due process rights according to the law. This policy and statute does not preclude other forms of discipline, which may include suspension or expulsion from a class or activity.

Discipline of School: The superintendent has the authority to control and discipline the entire school system within the general policies of the State of South Dakota and the local Board of Education.

Channels of Communication: The superintendent shall transmit all information from the Board of Education that has direct relationship to individuals of the administrative, instructional and support staff.

Classification and Promotion of Pupils: The superintendent upon the recommendation of the principal shall be responsible for the proper classification and promotion of students.

Reports to parents, concerning the achievements and progress of students shall be made each nine-week period in all grades. All questions or discussions by parents concerning student progress, achievement, conduct, or behavior shall be taken to the principal and then to the superintendent if it is necessary.

Operation and Maintenance: The superintendent shall have charge of the operation and maintenance of the buses, buildings, and equipment of the schools. In so far as possible, a long-term replacement and/or renovation program shall be authorized to maintain buildings and equipment in first-class condition.

Preparing of Budget: The superintendent and the business manager will cooperatively prepare the annual budget for the consideration of the board. Members of the board will then make suggestions and recommendations and adopt a budget. The superintendent shall administer the budget as enacted by the board, acting at all times in accordance with legal requirements and adopted board policies.

Communications by Employees to Board: All communications from the board to employees and from employees to the board shall be made through the superintendent.

Amendment or Suspension of Board Policies

Amendment of Board Policies: The policies of the board shall be subject to amendment only upon a majority vote of the members of the board present at a meeting in a call for which the proposed amendment has been described in writing.

Suspension of Board Policies: The policies of the board shall be subject to suspension only upon a majority vote of the members of the board present at a meeting in the call for which the proposed suspension has been described in

writing, or upon a unanimous vote of all members of the board when no such written notice has been given, or when the need arises at any given meeting.

Employee Criminal Background Check Policy:

It is the policy of the board to only employ individuals who do not have a "disqualifying record." Each offer of employment is subject to the provisions of SDCL 13-10-12, et seq., relating to criminal background investigations. This policy shall apply to all individuals employed for the 2000/2001 school year and thereafter, who were not employed by the district during the preceding school year. An employee is any person the district lists on its payroll and makes payroll deductions pursuant to state or federal law.

Each person considered a final applicant for employment shall be provided with a memo to and certification form for completion by the law enforcement agency as provided in Exhibit File GCDB- E/GDDB-E, together with fingerprint identification cards approved by the South Dakota Division of Criminal Investigation, and an envelope, postage prepaid, addressed to the South Dakota Division of Criminal Investigation, 500 East Capitol Avenue, Pierre, South Dakota 57501. The final applicant shall take the fingerprint cards, the memo, and the addressed, stamped envelope to a law enforcement agency and submit to the fingerprinting process. The final applicant must also provide to the law enforcement agency a check or money order made out to the South Dakota Division of Criminal Investigation for the amount required. The final applicant's completed application will be attached to the certification of the law enforcement agency when received.

Any person granted employment subject to this policy is employed on a temporary basis conditioned upon no disqualifying report being received from the criminal background investigation. Any disqualifying record will result in immediate termination of employment without further notice or hearing. A "disqualifying record" means any conviction of a crime of violence as defined in SDCL 22-1-2(9), a sex offense as defined in SDCL 22-22-30, or trafficking in narcotics. In addition, the Lake Preston School District may consider the following items when making employment decisions on a case-by-case basis:

1. Conviction of any crime or moral turpitude as defined by SDCL 22-1-2(25) may constitute a disqualifying record as determined by the board on a case-by-case basis.
2. Any criminal conviction not disclosed by an applicant may be treated as a disqualifying record.
3. Any criminal conviction may be considered in making a hiring decision.

An applicant for employment subject to this policy shall provide to the law enforcement agency performing the fingerprint process a check or money order in an amount necessary to cover the costs of the criminal record check. The successful applicant shall be reimbursed the cost for the background check and for any fees charged by a law enforcement agency to complete the fingerprinting process in the event that no disqualifying record is identified.

This policy shall not apply to persons performing services for the district under the authority of the South Dakota High School Activities Association. This policy applies to all other employment agreements, whether written or oral. Individuals completing

their student teaching, internship, practicum or clinical under the supervision of a District employee are subjected to this policy as well.

Updated 8-14-17

BUILDING CHAIN OF COMMAND

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

HIGH SCHOOL

Tim Casper
Supt/Secondary Principal

Kristi Curd
Business Manager

Dave Schmidt
Science Teacher

GYMNASIUM

Klark Thomsen Co-Athletic Director
Dana Felderman Co-Athletic Director
Vo Ag Teacher

ELEMENTARY SCHOOL

Dana Felderman
Elem. Principal Title Teacher

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

EMERGENCY TELEPHONE NUMBERS Lake Preston

<u>FIRE</u>	<u>SHERIFF</u>	<u>AMBULANCE</u>	<u>POLICE</u>
911	854-3339	911	854-3339

ADMINISTRATORS CODE OF PROFESSIONAL ETHICS

1. Make the well being of the students the basis of decision-making and action;
2. Enforce and obey local, state and national rules and laws in the performance of duties;
3. Exemplify high moral standards by not engaging in or becoming a party to such activities as fraud, embezzlement, deceit, moral turpitude, illegal drugs, or use of misleading or false statements;
4. Respect the civil rights of those with whom the administrator has contact in the performance of duties;
5. Interpret, accurately represent, and implement the school board policies and administrative regulations;
6. Distinguish personal politics, attitudes, and opinions from stated school board policies;
7. Fulfill professional responsibilities with honesty and integrity;
8. Maintain professional relationships, which are free from vindictiveness, willful intimidation, and disparagement;
9. Safeguard confidential information;
10. Not allow professional decisions or actions to be impaired or influenced by personal gain, gifts, gratitude, favors and services made or withheld;
11. Avoid preferential treatment and conflicts of interest;

12. Honor all contracts until fulfillment, release, or dissolution by mutual agreement of all parties:
13. Apply for, accept, offer, or assign a position of responsibility on the basis of professional preparation and legal qualifications:
14. Accurately represent his/her own qualifications and the evaluation and recommendations of others:
15. Cooperate with authorities regarding violations of the codes of ethics of the South Dakota professional administrator's practice and standards commission and the professional practices and standards commission:

COMMUNITY RELATIONS PLAN

Goals of the Community Relations Plan

1. Improve school-community relations
2. Improve school-community communication
3. Improve community confidence in the school system
4. Improve school personnel attitudes toward the community

Community Groups to be recognized in the Community Relations Plan

1. Community members with children who attend Lake Preston School
2. Community members who do not have children attending school.
3. Employees of the Lake Preston School District.
4. Students attending the Lake Preston School

10 Points of Implementation of the Community Relations Plan

1. Write news releases and notify the news media of school events and staff and student accomplishments.
2. Development of the community education program.
3. Effective parent-teacher conferences.
4. Distribution of monthly newsletter.
5. Send home progress reports, good student reports, and report cards.
6. Development of telephone usage to contact parents regarding their child's education.
7. Invite parents into the school.
8. Compliments and encouragement offered the staff and students in either written or verbal form.
9. Promotion of American Education Week.
10. Recognize the service of community members by thank you letters or telephone calls.

PUBLIC CRITICISM ABOUT SCHOOL PERSONNEL

Constructive criticism of the school is welcomed by the Lake Preston School District when it is motivated by a sincere desire to improve the quality of the educational program and to help the school personnel in performing their tasks more effectively.

The board places trust in its employees and desire to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it shall be referred to the school administration for study and possible solutions. The individual employee involved shall be advised of the nature of the complaint and shall be given the opportunity for explanation, comment, and presentation of the facts as he or she sees them.

Whenever a complaint of any substance is made to an administrator concerning an employee the individual involved shall be advised of the nature of the

complaint and shall be given the opportunity for explanation, comment, and presentation of the facts as he or she sees them.

The board recognizes that situations may arise in the operation of the system, which is of concern to parents or the public. Such concerns are best dealt with through communication with appropriate staff members and officers of the system, such as the faculty, the principals, the central office, and the board. Example for proper procedures: Teacher/Coach, Athletic Director, Principal, Superintendent, and School Board.

The following guidelines are the proper procedures to be followed by persons with questions or complaints: The complaint must be in writing, signed and dated, with the specific complaint.

1. Matters concerning individual students should first be addressed to the teacher/coach/activity head. Sign and date complaint. If Coach, AD is the next step.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be directed to the building principal of the school. Sign and date complaint.
3. Unsettled matters from (2) above or problems and questions concerning the system should be directed to the superintendent. Sign and date complaint.
4. The board will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the board must be in writing and should be specific in terms of the complaint and the action desired. The board will not consider or act on complaints that have not been explored at the appropriate administrative level.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the board for the purposes of further study and a decision by the board. Generally all parties involved, including school administration, shall be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues. Hearsay and rumor shall be discounted as well as emotional feelings except those directly related to the facts of the situation.

The board shall conduct such meetings in as fair and just a manner as possible. The board may request a disinterested third party to act as moderator to help it reach a mutually satisfactory solution.

Adopted: 3/86 Updated 7/13

SEXUAL HARASSMENT

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

Definition: Any unwelcome sexual 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

PROFESSIONAL LEAVE

Professional leave for instructional personnel may be allowed by the school administration. The elementary faculty under the direction of the elementary principal and the secondary faculty under the direction of the secondary principal will meet to set priorities, taking into consideration the curricular development needs, for faculty members release from their regularly scheduled assignment to permit attendance at professional workshops or to make visitations to other schools which would improve the teacher's knowledge of child growth and development or subject area. Professional leave is considered leave in connection with schoolwork or activities. The Board of Education will pay the substitute teacher and reasonable expenses incurred by the teacher while on approved professional leave. The number of days available for this released time for professional leave will be determined by the budgetary amount provided for in the school district budget adopted by the Lake Preston Board of Education. Both the building principal and the superintendent of schools must approve the requests for professional leave.

CHANGE IN SALARY STATUS TO BA+15 OR MA

The teacher must report the anticipated change in salary status to the Superintendent before July 1 in order to go into affect the following school term. The change in salary status as addressed in this policy refers to teachers advancing to the BA+15, BA+30, MA, or MA+15 levels on the salary schedule. The credits applying to the new salary status must be earned before the start of a new school term. A complete up-to-date official transcript of credits must be submitted to the Superintendent upon completion of the credits.

CERTIFIED AND NON-CERTIFIED PERSONNEL JURY LEAVE

Any employee of the Lake Preston School System who is subpoenaed to testify in a hearing during school hours on a matter in which he/she is not a named party, will be granted leave with pay for the days or parts of days such absence is required. Any per diem received for jury duty or the designated subpoena absence will be deducted from the regular salary or wages. (This will not include reimbursement for meals, mileage, or lodging.) The employee

will notify the superintendent as soon as practical to make the necessary arrangements for a substitute when jury leave must be taken.

Adopted: 3/10/87

UNEMPLOYMENT COMPENSATION

Employees who are paid on an hourly basis may be entitled to unemployment benefits during vacations, holidays or days of legal discontinuance unless they are notified at the time of employment and annually on or before July 1st.

In consultation with the Department of Labor and Todd Wilkinson we recommend that a notice such as follows be given to hourly employees during June of each year.

Pursuant to SDCL 61-6-1.6 you are hereby notified that unemployment benefits will not be paid for any week which contains an established and customary vacation period, a day of legal discontinuance, or a holiday.

In addition to this notice you should also complete and deliver to hourly employees who are not on contract the completed form 202 E which was distributed by the Department of Labor to school districts in April. That is a form that will serve to give reasonable assurance of employment to such employees.

CLASSIFIED EMPLOYEE WAGE AND HOUR POLICY

The Lake Preston Board of Education will annually set the hourly wage for classified employees. On a weekly basis the superintendent will collect the time cards and verify the hours worked. The superintendent and employee will each sign the time card to verify the time recorded is true and correct. The superintendent must give advance written approval before a classified employee may work overtime. The overtime rate of pay is time and one-half the regular time pay. Overtime is considered time worked over 40 hours in one week.

Classified employees will receive their paychecks on the twentieth of the month. If the twentieth falls on weekend the payment will be made on the previous Friday. The hourly cut-off will be the Monday following the tenth of the month. The employee contract will govern the duration of employment during a year.

Approved: April 10, 1986

Change Approved: April 8, 2002

MENTOR/MENTEE: COMMITTEE CHAIR POLICY

Lake Preston Public Schools will offer a \$100 stipend payable at the end of the year for a mentor/mentee program, NCLB chairperson and/or NCA steering committee. The intent of the program is for new staff to have a mentor throughout the year to help with school information and to pay for extra time for committee work outside of school. Must fill out a voucher by June 1st.

Approved: May 12, 2003

RECALL POLICY

For the purpose of this policy, the effective date of a lay-off by reduction in force shall be June 30. If, during the first fiscal year subsequent to the time a continuing contract teacher is laid off because of reduction in staff and a vacancy occurs in the grade, subject areas, and activities in which a laid-off teacher had been teaching or is qualified to teach,

reemployment shall be extended to the teacher in reverse order of lay-off. When more than one staff member has the same recall date and is qualified for the open position the board may consider, among other things, recommendations of administrative staff, qualification, years of service and educational background in selection the person to be hired. A recalled teacher shall retain previously accumulated sick leave benefits.

Recall privileges cease when a staff member resigns. Recall privileges will also cease if upon being recalled the staff member fails to report within 20 calendar days after the mailing of a written notice of recall. Such notice shall be sent by certified mail to the last address furnished to the Superintendent by the staff member and the 20-day period shall commence to run on the day the notice is mailed. Recall privileges will not apply to teachers under contract with another school district unless that recall is for anticipated positions in the ensuing year.

Adopted: October 14, 1985

SMOKING ON SCHOOL PREMISES

The Lake Preston Board of Education, views smoking as a health and safety hazard for students, school personnel, and members of the general public. Effective July 2010, the use of any substance or item which contains tobacco, including but not limited to cigarettes, cigars, pipes, or other smoking tobacco, or its use of snuff or smokeless tobacco in school building, any time of the day or night, by all people who utilize the Lake Preston School District #38-3 school building is prohibited. The policy also prohibits having on one's possession a lit cigarette, cigar, pipe, or other substance or item containing tobacco. Further, the policy includes, but is not limited to, all school playgrounds, school administration building, indoor athletic facilities, outdoor athletic facilities when hosting school sponsored events, school gymnasiums, school locker rooms, school buses and field trips, other school vehicles, and other school buildings. In addition, tobacco product use is prohibited in all outside areas of the school grounds.

Adopted: July 2010

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.

Approved: January 9, 1990

LAKE PRESTON SCHOOL DISTRICT 38-3 DRUG FREE WORKPLACE POLICY

Use of Alcohol, Drugs, and Controlled Substances by Students

Board Policy: The Board recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the districts' schools. Alcohol and drug dependency is an illness and a hazard that can interfere with a student's ability to learn and function responsibly in the school setting and community. Anything that can interfere with the development of an adolescent, therefore, must be evaluated as to its impact to both the young person and the community. Psychoactive and mood altering drugs can destroy the health and well being of an individual. The school community defines drug use as a serious health problem and is committed to discouraging this behavior and to encouraging young people to seek help should a problem arise.

As educators, we recognize that chemical abuse (drugs and alcohol) has become a serious problem in our country. We accept our obligation to establish a positive environment in which these problems can be addressed locally in a helpful and supportive rather than a punitive way. One of our goals is to prevent abuse. Accomplishing this goal, we realize, will entail training teachers, counselors and other staff members to educate the community about drug abuse. Other goals are to teach staff to identify chemical abuse problems and to know what resources are available to address these problems if they are observed. The administration recognizes that the problems of chemical abuse exceed the boundaries of the school. Therefore, we are prepared to cooperate with agencies and community groups that address these problems.

The following document outlines policy on student abuse of psychoactive or mood-altering chemicals in the schools district. This policy is in effect on property owned, leased or maintained by the school district, at all school sanctioned activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property.

Student and parent members of the school community are expected to be aware of and understand these policies and comply with them. A copy of the policy will be provided to all students and parents.

A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver nor be under the influence of narcotics, drugs, or alcohol, materials/substance represented to be a drug or controlled substance, or chemical substances which affect psychological functions or affect the educational system of the school. Students shall not engage in drug use/abuse nor possess paraphernalia specific to the use of chemicals.

Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

Violations: The following procedures will be used in dealing with possession, use, transmission or being under the influence of illicit drugs and alcohol.

A. First Offense

1. The administration will try to notify the parent(s)/guardians(s) by phone to explain the incident and arrange a conference.
2. The administration will suspend the student for five (5) days in compliance with student due process procedures.
3. Within thirty-six (36) hours, the director will notify the parents(s)/guardian(s) in writing of the suspension.
4. Notify available law enforcement authorities.

The school district strongly recommends that students with chemical abuse problems seek professional evaluation and treatment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident that such early intervention can benefit the student before significant harm or dependency results.

The suspension of a student who agrees to be evaluated and treated will be commuted to three (3) days. The administration will provide a list of agencies/professional will notify the school administration that the student is willing to be evaluated and to comply with the treatment process.

B. Second and subsequent offenses.

1. The administration will contact the parent(s) or guardians(s) to arrange for a conference.
2. Notify available law enforcement authorities.
3. The administration will suspend for five (5) days in compliance with student due process procedures.
4. Within thirty-six (36) hours, the administration will notify the parent(s)/guardian(s) in writing of the suspension.
5. The administration will recommend to the School Board that the student be expelled unless the following procedure is followed:
 - a. The student must agree to be evaluated and treated by a trained chemical dependency counselor or a licensed physician trained in chemical dependency.
 - b. Upon appropriate authorization, the agency or professional notifies the administration that the student has accepted treatment. If the student is accepting treatment, the recommendation for expulsion may be commuted. Fees for this assessment and treatment are the responsibility of the student and family.

C. Supplying/distributing or selling chemical (drugs/alcohol) or material represented to be a controlled substance.

1. Within thirty-six (36) hours, the administration will notify parent(s)/guardian(s) in writing of the suspension.
2. Supplying or selling chemicals will result in a five (5) day suspension.
3. The administration will refer the case to available law enforcement authorities.
4. A hearing on the case will be conducted by the School Board pursuant to due process rules for expulsion. The Superintendent may recommend expulsion.

D. Pupils who visibly appear to be impaired from use of the illicit drugs/alcohol will be referred to the school nurse, if available, and the building administrator will be notified. The school nurse or building administrator will determine whether to contact the parent for further instruction, refer to the emergency authorization form or immediately seek additional medical treatment. Following the handling of the medical emergency, this Policy Statement for Chemical Abuse will be followed.

E. A biennial review of the School Districts program will be made:

1. To determine the programs' effectiveness and implement changes to the programs if they are needed; and
2. To insure that disciplinary sanctions are consistently enforced.

USE OF ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES BY EMPLOYEES:

Students and employee safety is a paramount concern to the School Board, Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students, and to other employees. Therefore, the School Board will not tolerate the unlawful manufacture, use, possession, sale, distribution or being under the influence of drugs or

controlled substances. Nor will the board tolerate the unlawful use of, or being under the influence of, alcohol by an on-duty employee. Any employee who violates this policy will be subject to disciplinary action, which may include dismissal. Each employee of the district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and will report to the superintendent any criminal drug statute convictions for a violation occurring in or on the premises of this school district, or while engaged in regular employment. The employee must make such notification to the superintendent no later than five days after conviction. The superintendent will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency within ten days after the superintendent receives such notification.

Thirty days after receipt of information concerning a violation of this policy the district will take appropriate discipline action, which may include termination of employment or requiring the employee to participate in drug abuse assistance or rehabilitation programs, and possible referral for prosecution.

All employees will attend a district drug-free awareness program at which employees will be informed about the dangers of drug abuse in the workplace; this policy of maintaining a drug-free workplace; available drug counseling; rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The school board recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. An employee who requests assistance shall be referred to a treatment facility or agency in the community if such a facility or agency is available.

When a staff member has consumed alcoholic beverages or illegal drugs on school property and/or before a school activity, the staff member will not be allowed on school property or to participate in school activities. Staff members who violate this regulation will be subject to the same penalties as for possession or consumption on school property.

The School Board hereby commits itself to a continuing good faith effort to maintain a drug-free workplace.

A copy of this policy shall be given to all present and future employees.

Temporary Disengagement: The board recognizes the inadequacies of crisis action and the importance of expert legal counsel in the area of dismissal for any employee. In the event of an emergency situation, the employee will be temporarily disengaged, with pay, from his responsibilities and requested to await further notice from the administrative office. This action only simplifies one situation so as to maintain a proper environment for learning and in no way imputes contributory involvement to the employee. He may be reinstated to his responsibilities when advisable, or may be notified of suspension when investigation so indicates.

Suspension: Where contributory involvement is ascertainable, the employee should be suspended, with pay, pending an executive session hearing before the board and a decision regarding further employment. The employee shall have full opportunity for defense against charges and to face any person who has made allegations. If any representative is to be present, both the employee and the board should be represented for advice concerning legal rights and possible legal outcomes. In the event of civil or criminal

litigation, the welfare of the students shall be the only criterion on which continued employment is based.

Immediate dismissal shall be based on the provision of SDCL 13-43-15. The board shall take this step only on advice of legal counsel or on the basis of affirmative evidence supporting such action by the board.

It shall be the purpose and use of this policy to assist in the improvement of instruction and to determine future employment.

A biennial review of the school districts program will be made

1. To determine the programs' effectiveness and implement changes to the programs if they are needed; and,
2. To insure that disciplinary sanctions are consistently enforced.

Adopted: January 9, 1995

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.

Adopted: July 1, 2013

LUNCH BILL PAYMENT POLICY

Bills for student lunches for the preceding month will be sent home no later than the first Tuesday of the month. Payment of the lunch bills will be due in the office of the business manager by the Friday following the billing. If school is not in session on the Friday due date the lunch bill will then be due on the first day school is in session following the standard Friday due date.

School lunch services will be suspended for students whose lunch bill has not been paid the fifth school day following the due date.

Families not paying the lunch bill within the specified time following the due date will be notified before lunch services are suspended.

School lunch services will resume when the lunch bill has been paid in full or arrangements for payment have been made with the superintendent or business manager.

Adopted: March 1986

POLITICAL INVOLVEMENT POLICY

Employees of the LAKE PRESTON SCHOOL DISTRICT 38-3 are encouraged to take an active part in political organizations. School district funds whether derived from local, state, or federal sources, cannot be used for partisan political purposes. Active political participation must be done on non-school time.

Adopted: July 13, 1992

FEDERAL FINANCIAL REPORTING PROCEDURES POLICY

It shall be the responsibility of the business manager and superintendent to annually prepare a financial statement concerning federally funded programs. This report will be included in the district annual report.

Adopted: July 13, 1992

FEDERALLY FUNDED PROGRAMS MONITORING POLICY

Monitoring of federally funded programs shall be the shared responsibility of the building principals, business manager, and superintendent. The superintendent must approve final expenditures.

Adopted: July 13, 1992

COMMUNITY USE OF SCHOOL FACILITIES

Since our schools belong to the people of the school district, and since our plant facilities are established, maintained, and operated by funds largely provided by local taxes, it is the intention of the School Board to protect these assets entrusted to it. Further, as a community service, the School Board deems it advisable to make available to certain others limited use of the schools. The School Board reserves the rights to negotiate separate contracts for any or all of these uses, to cancel for cause any such contract without liability, and determine a suitable rental fee schedule. The administration of this policy shall be carried out under the superintendent's regulations, and no use shall be contrary to the laws of our state, the ordinances of our city, or other policies of the School Board.

ELIGIBLE USERS: The School Board contemplates affording use of its facilities to responsible, recognized organizations, associations, agencies, institutions, and individuals of the community for appropriate civic, cultural, recreational, or welfare activities which do not infringe on nor interfere with the conduct and best interests of the school system.

It is understood that school activities will take precedent over any other activity and the use of the buildings will be so scheduled.

GENERAL PROCEDURES AND BOARD REGULATIONS

1. Written application for a written permit to use school facilities shall be made with the superintendent or his designee.
2. The superintendent will be responsible for maintaining an accurate calendar of all the uses of school facilities by school and community groups.
3. The superintendent shall recommend to the Board for its approval all universal fees for fee-use of district facilities.
4. Sponsoring organizations shall provide sufficient competent adult and/or special supervision.
5. Damages: Any group using any part of the school facilities will be held responsible for and damages done to equipment or facilities by members of the group or by others in attendance.
6. Smoking: The sponsoring organization will be responsible for the prevention of smoking. Smoking is prohibited at all times in the Lake Preston School buildings. No beer or liquor will be allowed in any school facility, and the sponsoring organization will be expected to prevent drinking on the premises.
7. School activities will always take precedent over any other activity or functions. The superintendent shall have the responsibility for the

- assignment of dates so that there will be no conflicts with previously scheduled school activities.
8. Concession Rights: The school district reserves the right to assign concessions.
 9. The School Board reserves the right to lease the gymnasium on the basis of a percentage of the gross receipts in lieu of the flat rate schedule.
 10. All rates not specifically covered in the rate schedule shall be established by special action of the School Board.
 11. Authorized Organizations (YMCA, Scouts, 4-H, etc.) may receive free rental from the School District. All rentals are subject to school use, custodial schedules, energy usage, etc.
 12. There will be no beverages, foodstuffs, or smoking allowed in the gymnasium.

RENTAL POLICIES AND RATE SCHEDULE FOR BUILDINGS

Rentals of facilities should pay for the additional custodial and utilities cost. The use of funds collected for elementary and secondary education to support or subsidize non-educational programs would not be proper.

It is the board's intention to grant the use of the school facilities under the superintendent's or principal's direction in accordance with the following policy.

Lease Agreements: All agreements covering the lease of the school space, use of facilities, or the rendering of service shall be in writing and on special Lease Agreement forms, executed in duplicate by both parties. These rules and regulations shall become a part of each such lease agreement.

Regular Services: With the regular schedule of rates are included heating, house lighting, and ventilation, cleaning before and after use of area, ordinary chair set-up, and the public address system without operator, speaker's stand, ticket windows, stage dressing room and athletic dressing rooms. There shall be a janitor or faculty representative present during the complete time any building is in use unless waived by the superintendent. The normal time will be 10:00 p.m. for the event to conclude.

Incidental Services: Rehearsals or use of facilities in addition to the regularly scheduled event shall be included in all lease agreements and payment shall be at the rental rate for the period plus any additional incidental services that are required. Nonprofit community groups may negotiate reduced rehearsal fees.

Payments: The rental fee shall be due and payable in advance. Incidental service charges not included in the basic rental are to be paid at the conclusion of the event. Multi-rental groups may make other arrangements for payment through the superintendent.

Charges: Charges for the use of facilities will be in accordance with the attached fee schedule.

If it is necessary for the school district to employ custodial help on an overtime basis, the school district may charge the hourly rate for overtime commensurate with the current custodial contract in addition to any rental fee charged.

School facilities may not be used free of charge for private gain.

Equipment use: Putting up decoration, or moving pianos or other school furniture will be prohibited unless the superintendent grants special permission. The use of tacks, nails, or anything, which may mar the walls, is prohibited. Special scenery, properties, or other non-school materials brought to the school by the organization will not be stored in the building, and must be removed within 23 hours unless special permission has been granted by the superintendent.

Rental Fee

Commercial:	Gymnasium	\$100.00
	Lunch room	20.00
	Kitchen	30.00
	Crows Nest	20.00
Non profit:	Gymnasium	70.00
	Lunchroom	20.00
	Kitchen	30.00
	Crows Nest	20.00

Rental use of classrooms will be done on an individual group basis. Rental of other non-specified areas will be covered on the same basis.

CONTRACT

The Lake Preston District and the representative of the organization renting the gymnasium agree to the following terms for the 20____-20____ school year, commencing in _____ and ending _____ 20____-20____.

1. Adult groups wishing to use the gym for recreation must request each use from the Superintendent or have an established night set up and approved by the Superintendent in advance.
2. Rent shall be \$10.00 per evening or session. Payment will be made monthly. The gym must be closed by 10:00 p.m.
3. Rubber soled tennis shoes that do not mark the floor are the only shoes that may be used on the basketball court.
4. Dunking of basketball will not be allowed. If the backboard is shattered or the rim bent the person responsible will have to pay for the replacement. Approximate cost is \$1000.00. The contracting organization (renter) will be responsible for all lost, damaged, or stolen school property.
5. One person, being selected as a representative will be given a key to the gym. That person will be responsible for turning off all lights and checking all doors to make sure they are locked.
6. High school or elementary students shall not be present in the gym during the time the gym is rented by the group.
7. The volleyball players must use the old net and standards.
8. Beverages, food, or tobacco may not be used or consumed in the gym.
9. Alcoholic beverages may not be consumed any place on school property.
10. The use of high school student's equipment or towels will not be allowed.
11. At the end of the season the key will be returned to the office of the Superintendent.
12. It is agreed that the Lake Preston School District shall assume no liability or responsibility for any injury or damage to person or property on the school facilities during the rental period.

Superintendent of Schools

Date

Representative of Organization

Date

LEASE AGREEMENT FOR SCHOOL FACILITIES

DATE: _____

It is hereby agreed that the Lake Preston School District, party of the first part, agree to rent to _____ party of the second part, the following listed school facilities for (purpose):

At the time and dates listed below:

Facilities	Date(s)	Hour(s)
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It is further agreed that the cost for the above facility will be \$_____ and shall be tendered to the School District Business Manager.

It is further agreed, that the party of the second part shall assume all responsibility and liability for any injury or damage to person or property on the school facilities during the rental period, and that the party of the second part shall absolve and hold the first party free from all injury and damage during the time the second party uses the school's facilities under the agreement.

The party of the second part further agrees to abide by all rules and regulations for the use of the school facilities as attached hereto.

Agreed to and signed this _____ day of _____, 20_____.

ORGANIZATION: LAKE PRESTON SCHOOL DISTRICT

By _____ By _____

Title _____ Title _____

COMMUNITY FUND RAISING POLICY

Community organizations outside of the school system may conduct two fund raising meals per school year at school related functions. School organizations however will have priority as to the events requested.

SCHOOL BUS RENTAL

The Lake Preston School District upon approval of the Superintendent will allow the rental of school district owned buses to local organizations, which function within the Lake Preston School District.

Guidelines to be followed with the rental of school district owned buses are as followed:

1. Driver must have a school bus operator license and be approved by the superintendent.
2. Bus driver will be paid by the organization renting the bus.
3. The organization will pay the Lake Preston School District \$1.50 per mile for the total miles driven by the organization.
4. No alcoholic beverages may be consumed on the bus.

Approval Date: 7/03

POLICY FOR USE OF MATERIALS AND EQUIPMENT
DONATED TO THE SCHOOL

All materials and equipment donated to the school is greatly appreciated. It will be considered property of the Lake Preston School District and will be under its careful care and custody.

Approved: March 13, 1990

BOARD RULES PERTAINING TO
STAFF AND STUDENTS

1. Lodging for students, teachers, or administrators on professional leave will only be at budget motels.
2. Meals for students only during State events we be at SDHSAA rate.
3. School van will be used for trips where seven (7) or fewer participants are involved. (8 total, including the driver)
4. Buses will be used for participants numbering more than seven (7).
5. Fan bus will not be sent unless there are 20 or more paid riders by noon on day of event. Charge for fan bus will be \$2.00.
6. Passes will be given out the same as last year.
7. Rent for gym facilities will be:

Commercial:	Gymnasium	\$100.00
	Lunch room	20.00
	Kitchen	30.00
	Crows Nest	20.00
Non profit:	Gymnasium	70.00
	Lunchroom	20.00
	Kitchen	30.00
	Crows Nest	20.00
8. Rental use of classrooms will be done on an individual group basis.
9. School van will be signed out on a clipboard in the principal's office and is for official use only.
10. People using school van are responsible to see it is gassed up and they have a credit card if necessary.
11. Personal leave must be requested 7 days in advance or you will be requested to pay substitute.
12. High school teachers must present a list of students 1 week in advance participating in trips involving students leaving the building to all staff.
13. Vouchers submitted by teachers or the Board for payment in December and May will accept the staff for substitution for teachers taking leave for legitimate reasons only.
14. Field trip requests by teachers must be made one week in advance.
15. Teachers may be asked to fill in for other teachers' classes.
16. Annuities for teachers will be accepted by the Board from any insurance company. Starting period must be in September or January.
17. Vouchers for payment for ticket taking and ticket selling at all events, will be submitted in December and May only.

Adopted: July 1989: Updated 7-1-04

CITIZENSHIP EDUCATION

It is the prime responsibility of the district to help students understand, appreciate, and feel a responsibility to perpetuate our American heritage, customs, traditions, and ideals. Therefore, the board directs that students will be instructed in the history and the constitution of the United States, the history and constitution of the state of South Dakota, and the general principles of free government so they can comprehend the rights, duties, and dignity of American citizenship. Also, students will be instructed on the proper manner to honor, respect, and display the flag of the United States.

The following citizenship education activities will be made available at the appropriate grade level on a regular basis:

1. Learning and reciting the Pledge of Allegiance.
2. Learning and singing a variety of patriotic songs including the National Anthem.
3. Listening to or reading stories about famous and/or historical facts or events.
4. Participating in student government activities.
5. Participating in a wide variety of local, state, and national government classroom simulations that include, but are not limited to, mock elections, mock trials, and/or mock legislatures.
6. Participating in patriotic exercises and observances in the classroom and/or in conjunction with school programs and events deemed appropriate for the occasion.
7. Participating in any other activity that will lead to making students aware of their responsibility for the preservation of a free and democratic society as citizens of the United States.

Individual staff members who wish to provide a citizenship program different from the activities outlines above should submit such programs in writing to the building administrator in charge of instruction.

Adopted: December 10, 1987

STUDENT DUE PROCESS

I.

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

1. Expulsion, the actions of the school board to terminate a pupil's membership 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 of school for not more that 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.
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 individual 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 class, classes, or for expulsion from school, the superintendent may exclude the pupil from a class or classes before the hearing by using 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's records are available at the school for examination by the pupil's parents or their authorized representative;
 - f. A statement that the pupil may present witnesses and evidence in his 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;
 - 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 forego the hearing by furnishing the superintendent or his designee a signed statement to that effect. The student and his parent shall notify the superintendent or his designee within 24 hours after receipt of note 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 exists:

- a. A single hearing will probably not result in confusion, and destroy the fact-finding procedure; and
- b. No student will have his 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 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 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 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 proper disposition of the case and to answer questions in the same manner as other witnesses.

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.

- h. If the student, his parent, or his 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 should 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 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 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. If the placement committee determines that the long-term suspension or expulsion of a pupil is based upon action, behavior, or activity by the pupil arising from 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.

Superintendent
Lake Preston School District 38-3
Lake Preston, South Dakota 57249

Date

Re: Proposed Long-Term Suspension or Expulsion from School

Dear _____:

Please be advised that _____ (student) has allegedly violated (rule, regulation or policy) in that on _____ he/she _____ (describe in detail, the acts or conduct of the student which allegedly violated above rule set forth) _____. This conduct

was brought to my attention by

Very truly yours,
Principal of Lake Preston School

_____, 20____

(Parents or Guardian)

(Student)

(Address)

Re: Proposed Long-Term Suspension or Expulsion from School

Dear _____ (Parents) _____ and _____ (Student) _____:

Information has been presented to me alleging that _(Student's name)_ has violated _____ (rule, regulation or policy violated)_____ in that on _(date and time)_, he/she _(description of acts student did to violate above rules set forth)_____.

The above alleged violation is of such a serious nature as to require the Lake Preston Board of Education to consider a long-term expulsion from school according to procedures adopted by the school district and if this alleged violation is sufficiently established, an expulsion of not less than six days nor more than the remainder of the school year may result.

A hearing before the Lake Preston Board of Education has been set for _____, 20____, at _____ o'clock ____m. at room _____ of the _____ Building, Lake Preston, South Dakota.

The Lake Preston Board of Education shall constitute the hearing board and a school board member or a designee shall be appointed as presiding officer. The presiding officer shall have authority and discretion to limit unproductively long, immaterial or irrelevant questioning. The hearing shall be closed and there shall be no verbatim recorded by mechanical or electronic means.

You, your _(son/daughter)_, or your representative may see a statement of the charges, evidence to support these charges and any of _(student's name)_ records which may have a bearing on the matter, on or after the date of this notice in the office of the Superintendent of Schools. If, however, you wish a representative to review such records, such representative must present the enclosed authorization from before we can make _____ (student's name)_____ records available.

Basically, the evidence to support the alleged violation and the proposed witnesses, at this time is as follows:

(Briefly describe evidence, witnesses and their position--student, teacher, etc.)

school district, and the titles and addresses of the officials responsible for those records.

2. The board will give public notice of which categories of personal information are to be designated directory information, and provide sufficient time for parents to notify the board which items should not be so designated.
3. The board will give public notice of the categories of personal information that will be maintained by the school district beyond those designated directory information's.
4. Those categories of information designated as directory information may be released by the school district without the written consent of the parents to any party except for use in a profit-making plan or activity.
5. Those categories of information that are not designated as directory information will not be released to any third party excluding administrative use for a legitimate educational purpose, without the written consent of the parent or guardian. This written consent will specifically include which records are to be released, the reasons for such disclosure, and to whom the disclosure may be made.
6. The school district will comply with a request to inspect and review the educational records of a student within a reasonable time but in all cases within 45 days.
7. A parent or guardian also has the right to obtain copies of the records when this is necessary to adequately review the records. The requesting party in accordance with rates determined annually by the board will pay the cost for reproduction of these records.
8. After inspection of the records, a parent or guardian who believes that information contained in the record is inaccurate, misleading, or otherwise violations of the privacy rights of the student, may request the school district to amend them.
9. If the school district refuses to amend the record, it will inform the parent of the right to have a hearing. This hearing will be conducted by a party that does not have a direct interest in the outcome, and will allow the parent full and fair opportunities to be represented by counsel and to present evidence on the issue.
10. If, as a result of the hearing, the district again decides that the record does not contain inappropriate material and refuses to amend it, the district will inform the parent of the right to place a statement in the record commenting on the disputed information and the reasons for disagreeing with the decision of the school district. Such a statement will be maintained as a permanent part of the student's record and will be disclosed along with the rest of the record.
11. If any records are to be released to comply with a judicial order or subpoena, the parent or guardian will be given advance notice of such an order.
12. Any transfer of records to a third party will be on the express condition that he will not permit any other party to have access to the information without the written consent of the parents.
13. Whenever a student has attained 18 years of age or is enrolled in an institution of post-secondary education, the right accorded to and the consent required of the parents shall only be accorded to and required by the student.

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian or the student in accordance with law, and yet be guarded as confidential information.

It will be the responsibility of the superintendent to provide for the proper administration of student records in keeping with state law and

federal requirements, and to standardize procedures for the collection of necessary information about individual students throughout the district.

The board wishes to make clear that all individual student records of the district are confidential (this extends to giving our individual addresses and telephone numbers). The exception is directory information. School officials will designate certain data relating to the student as directory of public information. The release of this data does not require the consent of students, parents or guardians. Directory information will include: the student's name, year in school, date and place of birth, participation in official activities, weight and height of members of athletic teams, date of attendance, honor roll membership, general information for the school yearbook, parent(s) or guardian(s) name(s).

LEGAL REF.: Family Educational Rights and Privacy Act (FERPA) of 1974, P.L. 93-380

ARSD 24:03:04:10

Adopted: December 10, 1987

PROMOTION AND RETENTION OF STUDENTS

The administration and teaching staff must strive to create plans of instruction and instructional organization that will permit students to progress through school according to their needs and abilities.

Students will normally progress annually from grade to grade. However, exceptions to this general policy may be made when it becomes evident that a student proceeds more slowly.

Retention will not be used until other possibilities have been exhausted, including special help and remedial work.

In all cases of retention, parents must be informed of such possibility well in advance (usually by the third reporting period) and a conference with them held. In all instances, teachers will use the advice and help of the guidance and other special school personnel.

Although teachers may recommend retention, all retentions (as well as promotions) will be assigned by the school principals. Teachers, in recommending retentions and principals in assigning them, will give the reasons why they feel the student should repeat a grade. The parents, teacher, or principal may initiate retention. It is recommended that the child's retention have the approval of the parents.

Junior high students (7th and 8th Grade) must pass three of the five academic classes (#1=English, #2=math, #3=science, #4=quarterly classes (reading, Ag, counseling, computer), and #5=social science) to advance to the subsequent grade level.

The principal will take particular care in assigning more than one retention during a child's elementary school life. The superintendent must approve a second retention assigned any student.

Adopted: December 10, 1986: Updated 7-1-04

ATTENDANCE POLICY LAKE PRESTON JUNIOR AND SENIOR HIGH SCHOOL

Students in junior and senior high school 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 presentation, 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 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 paragraph below.

Excused Absences: Certain absences of students will be excused by the Administration upon receipt of a written, signed explanation from the parent or guardian.

These excuses will include:

1. Personal illness of such seriousness as to make attendance at school unsafe, unpracticable, or harmful either to the student or to others.
2. Death or serious illness in the student's immediate family.
3. Weather so inclement as to endanger the health or safety of the student.
4. Observance of major religious holidays.
5. Field work during times of absolute necessity.
6. School sponsored activities. When possible, students should notify teachers in advance of absence.
7. Parental Request: Students may be excused for other exceptional reasons with special approval by the Administration. An example would be dental and doctor appointments scheduled during the school day.
8. Upon approval of the school administration, a student may be excused from school attendance for up to five days to attend a state or nationally recognized youth program of educational value, including the South Dakota State Fair, during which time he/she shall be counted as present.

After a student has been absent from any class during a semester:

- 4 Times: A form letter stating this fact will be sent to parents. This letter will stress the importance of good attendance to good schoolwork. The parent will be informed that continued student absences may result in the lowering of the student's grade and/or the student's being dropped from the class roll.
- 8 Times: A form letter stating this fact will be sent to parents. A conference will be held to include a parent, the student, and the principal. There will be a discussion of the attendance policy and the consequences of further absences. The classroom teacher will no longer give make-up work and will assign a 0 grade for all future class absences. As a result, the student's grade for the quarter and/or the semester may be lowered because of the poor school attendance. The student may lose all or a portion of his/her unstructured time in school.
- 12 Times: A conference will be held to include the principal, the student, and at least one parent. The purpose of the conference shall be to inform the parent and the student that because he/she has indicated an unwillingness to put forth the effort to complete

academic requirements, the student may be dropped from the class upon the next absence.

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

1. Participation in school sponsored activities. (No count)
2. Cases of prolonged absence because of illness. In some cases, a doctor's statement may be required. (Count one)
3. Any absence for illness, which can be verified by a doctor's statement. (Count)
4. A family emergency, e.g., death in a family, critical illness in family, etc. (no count)
5. Hunting, fishing, skiing trips, etc., will be counted. (One absence for each day missed) If his/her parent accompanies the student, this absence may be counted as one.
6. Any other absence shall count as one-day absence per day missed unless arrangements are made in advance with the principal.

Procedure for Handling Attendance:

Refer to 7-12 Student Handbook for procedure specific with regard to handling attendance.

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

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

Tardy Policy

Failure to be in class at the assigned workstation when the final bell rings will constitute a tardy.

1. Students will be allowed two (2) unexcused tardies to class or study hall each semester. Parents will be notified by mail on second tardy.
2. In the event of a third unexcused tardy, open campus privileges will be forfeited for the rest of that semester and or applied to senior privileges.
3. Upon the fourth unexcused tardy for a semester detention will be given (demerits), the parents will be notified by mail, and in that letter a time may be set up for a conference involving one or both parents, the student, principal and might also include the superintendent. The purpose of the conference will be to discuss the excessive tardiness and to inform the parents of the course of action that will result from subsequent tardiness.
4. The fifth or more unexcused tardiness for a semester will result in one-day suspension from school and contact (telephone or mail) made with a parent. The student will not be readmitted until a conference has been held with parent, student, administrator (s) and/or counselor.
5. If a student is tardy between classes because of a teacher conference, the teacher shall provide a written excuse and the student need not approach the office. If a tardy between classes is the result of any other reason, that student will have to secure either a pass or tardy slip from the principal's office.

6. Any student who is late arriving to school must report to the principal's office for an admit slip to enter class or study hall.

TRUANCY

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

1. First Violation. Telephone, letter or personal contact by an appropriate school official shall contact a parent. 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, 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 a hearing regarding truancy.

Adopted: December 9, 2002

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.

EQUAL ACCESS POLICY

This policy creates a limited forum during which all non-curriculum related student groups should have equal access and a fair opportunity to conduct meetings.

1. Access to Limited Open Forum
 - A. The time between the hours of 1:00 p.m. and 5:00 p.m. on days during which classes are in session shall be set-aside for a limited forum.
 - B. Non-curriculum related student groups that desire to conduct meetings during the limited open forum shall make and request, in writing, to

the building principal or administrator in charge, to conduct a meeting during the open forum. The request shall include an estimate of the number of students expected to be in attendance at the meeting, dates, and any special equipment needed.

- C. Upon receipt of such a request, the principal or administrator in charge shall try to find a suitable room for the group and arrange for proper supervision of the meeting by an agent or employee of the school district.
- D. In the event that there is an insufficient number of room's available or insufficient number of supervisors available on a particular day, non-curricular related student groups should be given access on a first-come, first-serve basis.
- E. No group shall be discriminated against or denied access on the basis of the religious, political, philosophical or other content of the students' speech at such meetings.
- F. The administration shall adopt additional rules as deemed necessary.

2. Uses of Facilities by Students

- A. This policy applies only to students in grades 7-12.
- B. The number of students will be limited to the safe capacity of the room used.
- C. Students meeting during the limited forum shall not engage in any activity that is illegal, dangerous or disruptive to other activities. Failure to abide by this could lead to discipline measures and the denial of access to the group to the limited open forum.
- D. No group shall be allowed to meet during the limited open forum without supervision by an agent or employee of the school district.
- E. All meetings of non-curriculum related student groups during the limited forum shall be voluntary and student initiated.

3. Regulation of Limited Open Forum

- A. No public funds shall be spent for the benefit of non-curricular related student groups meeting during the limited open forum beyond the cost of providing space for meetings.
- B. Neither the school district, its agents or employees shall promote, lead or participate in any meeting except in a supervisory capacity.
- C. Non-school persons are not allowed to meet with non-curriculum related student groups during the limited open forum unless permission is obtained in advance from the administrator in charge.
- D. No school agent or employee shall be compelled to supervise a meeting of a non-curriculum related student group if the content of the speech at the meeting is contrary to beliefs of the agent or employee.
- E. Non-school persons are not allowed to meet with non-curriculum related student groups during the limited open forum more frequently than three times during any school year.
- F. Non-school persons can be denied access to school district property if their behavior is, or reasonably threatens to be, illegal, dangerous or disruptive to other activities.
- G. Non-school persons are not allowed to direct, conduct or control activities of non-curriculum related student groups during the limited open forum.
- H. This policy applicable to the limited open forum shall have no application to activities that occur outside of the limited open forum.

Adopted: December 10, 1986

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.

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 week 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 by mid-nine where possible. The principal or superintendent has the discretion to end senior privileges for a student that is taking "repeat" classes by correspondence and that satisfactory progress is not being made.

WORK EXPERIENCE POLICY (Youth Internship)

Junior and Senior Students at Lake Preston High School shall be given the opportunity of a work study experience whereby a student can leave school for up to two periods to work at a place of employment in an area of interest for the student. The student will be expected to go to work at the designated time and will receive a letter grade from the employer. One credit per school year up to a maximum of two credits over the student's junior and senior years can be earned. This work experience must be arranged prior to the beginning of school through the principal's office and have the approval of the parent(s), the employer, the principal, and the student. To qualify, the student must be registered for and have a schedule of classes that include a

minimum of five academic classes. The student will not be considered absent when he/she is at work and it is the responsibility of the student and employer to notify the school if the student doesn't come to work at his/her designated time. This work experience will only be available to students that are working for an employer other than that student's parents and must have the approval of the high school principal.

Approved: April 8, 2002

STUDENT RELEASE TO WORK FOR PARENT

The Lake Preston School will honor any reasonable request by a parent to excuse their child to work at home. Under those normal circumstances the student is considered absent and this procedure is separate from the school's practice of work experience for a grade. When a child works for his/her parents there can be no credit given. If the following conditions exist, a student will not be counted absent if working for a parent.

- Arrangements are made in advance of the time the parent needs the child to work at home. The school must have a note from a parent prior to the departure of the student from school.
- The student's privileges must be intact; it is not necessary that privileges have started yet for the student. If the student has lost his/her privileges for any reason, the time away from school will be considered an absence.
- The time out of the normal school day working for a parent must be during that student's study halls.
- This policy will be retroactive to the beginning of the 2001-2002 school year.

Approved: April 8, 2002

AP CLASS POLICY

Postsecondary enrollment-Responsibility for costs-Failing grade eliminates eligibility. Any student in grades eleven and twelve who is admitted to an institution of higher education or a postsecondary vocational education institution as a special student may enroll in not more than two courses per fall or spring semester, which are offered at the institution of higher education or postsecondary vocational education institution. The student shall obtain the school district's approval of the postsecondary course prior to enrolling in the course. If approved, the student shall receive full credit toward high school graduation, which is a .5 credit per semester, as well as postsecondary credit for the course. The resident school district may pay all or part of the tuition and fees for a course approved for credit toward high school graduation in accordance with this section. The student is responsible for any tuition and fees not paid by the resident school district and for any other costs involved with attending a postsecondary institution. If a failing grade is received in a postsecondary course under this section, the student receiving the failure is no longer eligible to enroll for postsecondary courses under this section.

Approved: May 12, 2003

ALTERNATIVE EDUCATION

An alternative education program will have a specific contract set up for the student with terms and conditions listed per individual case.

Approved: December 8, 2003

TRANSFER STUDENT ADMITTANCE POLICY

Any student that transfers into the Lake Preston School District will upon enrolling in the district as a student produce a transcript from an accredited institution indicating credits earned at that institution. In the event that a student transfers from an alternative educational setting and cannot produce a transcript, students in grades 9-12 will be required to take semester exams to earn credits in courses. Each semester exam passed will result in one-half of a credit being awarded. Students in grades K-8 transferring from an alternative educational setting will be given a battery of tests determined by the school district to determine the student's level of achievement. The student will then be placed in the grade closest to the achievement level of the student.

Approved: July 10, 2006

LAKE PRESTON SCHOOL GRADUATION POLICY

The Lake Preston School Board desires that its standards for graduation meet the standards of the South Dakota Department of Education as well as those of the North Central Association of Colleges and Secondary Schools.

The minimum requirements for graduation from Lake Preston High School will be 22 credits for graduates.

The following courses will be required for graduation:

Language Arts	4 units
Mathematics	3 units
Laboratory Science	3 units
Social Science (US History & Gov't)	3 units
Fine Arts	1 unit
Computer Science	1 unit
Health and Physical Education	1 unit, ½ unit each
Personal Finance	½ unit
Electives	8 units = 22 total or greater

Early Graduation: Graduation in less than four full academic years will be discouraged. However, students who will meet the graduation requirements by the end of their first semester senior year or final semester of the junior year must submit a letter of application to the principal not later than the end of the first semester of the junior year. This letter must be signed by the student's parents and have the approval of the guidance counselor, at least one classroom teacher, the principal, and the superintendent. The students may be graduated early at the discretion of the school board.

Adoption Date: 6-8-93: Updated 7-1-09

LAKE PRESTON SCHOOL 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 & one female) and two parents. 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 sophomore class advisors will help chaperon.
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. Any Lake Preston student that plans to bring a 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. on Friday.
 3. Doors will close one hour from the starting time.
 4. Once you leave the dance you will not be allowed to return.
 5. Students suspected of having consumed alcoholic beverages will be admitted but their parents will be called. The parents of those students will be asked to come to the dance and take the student home. On the Monday following the dance those students suspected of having consumed an alcoholic beverage would have a disciplinary hearing in the office of the principal with a school suspension most likely.
 6. A student or guest removed from any dance for any reason will be excluded from dances for the rest of the school year. This includes the prom.
 7. Homecoming dance is open to alumni but any that is suspected of having consumed alcoholic beverages will not be permitted.
 8. No alcoholic beverages will be permitted in the dance. Students consuming an alcoholic beverage while at the dance will have a disciplinary hearing the following Monday with a school suspension a possibility. Parents will be notified the night of the dance and will be asked to take the student home. If the person is a guest not attending Lake Preston Schools he/she will be asked to leave and his/her date's parents will be called. Law enforcement may be contacted.
 9. No junior high students will be permitted to attend a high school dance.

Adopted April 12, 1984

ELEMENTARY HOMEWORK POLICY

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

The Board believes that homework -- as long as it is properly designed, carefully planned, and geared to the development of the individual student meets a real need and has a definite place in the educational program.

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

1. Homework should help children learn by providing practice in mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to remediate learning problems.
2. Homework should help develop the student's responsibility by providing an opportunity for the exercise of independent work and judgment.
3. As a valid educational tool, homework should be clearly assigned and its product carefully evaluated.
4. The schools should recognize the role of parents by suggesting ways in which parents may assist the school in helping a child carry out his responsibilities.

Adoption Date: 1/8/87

SECONDARY/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:

Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.

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 remediate learning problems.

Homework should help develop the student's responsibility by providing an opportunity for exercise of independent work and judgment.

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 interests or tastes. However, the homework grade is dependent on performance by the student.

As a valid educational tool, homework should be clearly assigned and its product carefully evaluated.

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 responsibilities.

Adoption Date: 1/8/87 Updated 5-25-05, added Jr. High

TRAINING RULES AND REGULATIONS

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 any 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
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.
- F. A student is an example of 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 1999, 2009

SUNDAY PRACTICE POLICY

There will be no Sunday practices allowed unless it precedes a Monday post-season competition.

Adopted: August 11, 2003

HOME SCHOOL and PARTICIPATION IN SCHOOL ACTIVITIES

Potential students in the Lake Preston Public School Three/Four year old Pre-School, Kindergarten, and Grades 1st - 6th, may choose to enroll these students as a per period/class/subject/elective basis. These specific age students can participate in school-time activities. (8:15-3:32)

Potential students in the Lake Preston Public School grades 7-12 may choose to enroll these students as a per period/class/subject/elective basis. These specific age students are allowed to attend an out of school event only if the home school student is fully enrolled all year in that specific class.

Example, if a home school student is in one of our math classes, they then can attend an out of school math contest/event. The Lake Preston Public School will not grant permission for alternative students to participate in interscholastic activities (SDHSAA) unless they are fully enrolled all day every day.

Adopted: July, 2016

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 may deal with the request, the student involved, the coach, and the principal. 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

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 inclement weather, the participation in conference, regional, and state meets.

Adopted: December 10, 1987

EXTRA-CURRICULAR STATE PARTICIPATION/WORKSHOP

When staff is asked to attend a workshop that will require an overnight stay then the following will apply: Meal reimbursement will be paid based on the State of South Dakota rate* when meals are not provided during the event. If a stipend is paid for the training, staff is not eligible for meal reimbursement.

Teachers, coaches, or activity heads accompanying students at a school sponsored event that involves an overnight trip then they are eligible for meal reimbursement at the State of South Dakota rate.

To receive reimbursement, staff must turn in a copy of the registration/agenda, along with the meal receipts (no alcoholic beverage should be on this receipt) and complete a voucher for business manager approval. Staff will be reimbursed the receipt value, not to exceed the specific meal rate (breakfast, lunch, dinner) of the State of South Dakota.

*The state rate as of 7-01-13 is Breakfast \$5.00, Lunch \$9.00, and Dinner \$12.00

Adopted: August ----, 2014

RECESS AND INCLEMENT WEATHER POLICY

For health and exercise all students will be outside at recess and noon hour during the school year. This gives the students a much-needed break from the school routine.

If a student has been absent due to illness he or she may remain inside at recess and noon hour during the first two successive days back at school. If more time to remain in is needed, permission from a doctor will be accepted.

For extreme weather conditions the principal will make the final decision regarding outside activity.

All students are required to have outdoor footwear and clothing suitable for winter activities.

Adopted: September 8, 1988

GENERAL PLAYGROUND RULES

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

Students should get permission to use warm up areas and restrooms from the playground teacher.

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

Students are expected to use appropriate language at all times. Likewise their behavior should reflect the respect for other student's rights and should exhibit self-control when problems arise.

We do not have an area for playing softball or baseball as such, however students can, where appropriate, play games of 500 etc. (without a batted ball and not with a hard baseball). Watch out for windows and other students.

Because of traffic on the sidewalks skateboards and roller skates are not allowed.

Students are not to play with balls of any sort in the area next to the elementary building (these windows are very expensive).

Swings should be used in the generally accepted method and cross swinging is not allowed.

PLAYGROUND SUPERVISION/CONSEQUENCES

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

1. Supervise the playground during designated times
2. Move around the playground, as it is necessary to give proper supervision.
3. Maintain safe conditions while on the playground.
4. Provide immediate first-aid for injuries and notify emergency units should a serious injury occur. Any injury of note should be brought to the attention of the principal.
5. Teachers shall discipline students for disobeying school rules appropriately.

6. Severe behavior may earn an immediate office referral. Such behaviors may include but are not limited to: abusive language or gestures, stealing, lying, fighting, defacing property, disrespect for authority or refusal to comply, bullying or continual teasing, skipping class, or having a weapon in school.

A disciplinary office referral form is sent to parents and placed in student's permanent file.

PENMANSHIP, SENTENCES, NEATNESS

Inherent to all curriculums of Lake Preston School District 38-3 shall be an emphasis upon the development of penmanship, usage of correct sentences, and neatness of work. All school personnel must emphasize high levels of excellence concerning these areas when accepting work done by students. Penmanship, usage of correct sentences, and neatness should be reflected in materials given to students.

The improvement of penmanship, usage of correct sentences, and neatness of work must be considered as an ongoing process congruent to all curriculums. Proper time must be set-aside in appropriate grade or subject areas to teach these concepts and practices. These concepts and practices then must be emphasized in all other subject areas and grade levels to insure that the student masters them. Through the combined effort of all curriculums and staff members, the student shall benefit by having been required to develop penmanship, use of correct sentences, and perform work neatly.

Adopted: December 10, 1987

LAKE PRESTON BUS SERVICE TO PRE-KINDERGARTEN CHILDREN

It is the policy of the Lake Preston School District that a pre-kindergarten child that lives in the rural Lake Preston School District may be brought to Lake Preston and taken home by any of the school's buses if the following regular route to pick up a pre-kindergarten child.

An older brother or sister that regularly rides the bus to and/or home from school must accompany the pre-kindergarten child.

The Lake Preston Public School will only transport a pre-kindergarten child on our regular routes, before and after school, and the child will be dropped off and picked up at school. The only exception to this would be if the drop off and pickup location would be on the exact route traveled.

In cases of early dismissals due to inclement weather or other reasons, the school buses will not run at their normal times; in those instances it is the parents' responsibility to see that the child gets on the bus before the bus departs. If the child is not on the bus when it is time for the bus to depart, the bus will leave at its appropriate time without the child.

The child in question must live along the exact route traveled by the bus. The bus will not travel off its normal route.

For a pre-kindergarten child to ride the school bus to/and from town, a letter asking the school to provide said service must be on file in the school office. In that letter the parent must acknowledge that he/she will not hold the school to any additional liability issues beyond our normal responsibility of providing safe transportation.

Adopted December 10, 2001

EMPLOYEE COMMUNICABLE DISEASES

The Lake Preston School Board recognizes its responsibility to provide a clean, safe, and healthy working environment for each of its employees. We also recognize that, when working closely together in a social community such as a school, employees may be exposed to a variety of communicable diseases, which may affect their personal health or the health of fellow employees. With the intent being to protect the health of every employee, and to allow and encourage a continuous work experience for all staff members, the following procedures and guidelines will be utilized in determining the continuing employability of an infected employee.

Once a physician has determined that an employee has been infected with a communicable disease, a decision as to the continued employment or the building principal or his/her designee will make exclusion from work activities. Each case will be addressed on an individual basis utilizing the adopted guidelines and such professional medical advice as is deemed to be necessary by the responsible administrator.

In situations where the decision required 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 employee's personal physician
4. The employee and/or representation
5. Other appropriate medical personnel as deemed necessary

The advisory committee shall consider the following in their deliberations:

1. The type and severity of the communicable disease
2. The guideline recommendations
3. The potential risk to the infected employee and other staff members
4. The expected type(s) of interaction with others in the school setting
5. The physical condition of the school employee

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

Adoption Date: 12/10/86

EMPLOYEE COMMUNICABLE DISEASES

If the employment of an infected employee is to be interrupted or discontinued, the employee will be entitled to use available medical leave and receive established benefits.

Public information about the infected employee will not be released except as is determined by the committee to be advisable in maintaining appropriate employee safety and working relationships.

If an infected employee is permitted to remain in the school setting, information regarding the employee'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 individual.

Health guidelines for work attendance are not exclusive but are intended to be used only 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 officials will refer to school health professionals for specific help in interpreting the guidelines.

Staff members assigned to work with an employee suspected of being infected with a communicable disease, or those having a confirmed infection, will be given instruction in the handling of blood and body fluids. At all times, in handling and working with suspected or infected employees, staff members so assigned will observe recommended personal hygiene measures in order to create and maintain a healthy environment.

Adoption Date: December 10, 1986

COMMUNICABLE DISEASE GUIDELINES

Acquired Immune Deficiency Syndrome
(AIDS)
6 months-5 years

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

Chicken Pox
14-21 days

The employee may attend work after all pox is dry and scabbed.

Cytomegalovirus
(CMV) Salivary Gland Viruses

The employee may attend work. 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 or infection.

Giardiasis
(Intestinal Protozoan Infection)
5-25 days or longer

The employee may attend work. Good hand washing in all cases should eliminate risk of transfer of infection.

Herpes Simplex
2-12 days

The employee may attend work during an active case. Good hand washing in all cases should eliminate risk of transfer of infection.

Impetigo Variable
4-10 days

The employee may attend work if under treatment and covered.

Infectious Hepatitis
15-50 days Average 28-30 days

The employee may attend work as directed by the physician. Appropriate personal hygiene precautions should eliminate risk of transfer of infection.

Measles (Red, Hard, Rubeola, 7-day)
8-14 days

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

Mono
(Infectious Mononucleosis, Glandular Fever)
4-6 weeks

The employee may attend work as directed by the physician.

Mumps
12-21 days

The employee may attend work after swelling has disappeared.

Pediculosis
(Lice, crabs)

The employee may attend work after treatment.

Pink Eye
(Conjunctivitis)
5-12 days

The employee may attend work after the eye is clear, under treatment or with physician's written permission.

Planters Warts

The employee may attend work.

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

The employee may attend work if the area is under treatment and covered.

Rubella (German, 3-day Measles)
12-23 days

The employee may attend work after a minimum of 4 days. Prevent exposure of pregnant women.

Scabies
(7-year itch or mites)

The employee may attend work after treatment.

Streptococcal Infections
(Scarlet Fever, Scarletina, Strep Throat)

1-3 days

The employee may attend work 24 hours after initiating oral antibiotic therapy, and clinically well.

All communicable and chronic diseases 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.

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.

Adoption Date: December 10, 1986

COMMUNICABLE DISEASE GUIDELINES

Acquired Immune Deficiency Syndrome
(AIDS)
6 months-5 years

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

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, Rubeola, 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 can not 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.

AIDS POLICY FOR EMPLOYEES

1. The policy applies to all employees who are human Tlymphotropic virus type III antibody positive (HTLV-III) or who meet the clinical definitions of AIDS Related Complex (ARC) or AIDS Syndrome (AIDS).
2. Employee is defined in this policy to mean all persons hired by the school board, volunteers, and student teachers working in the district.
3. Employees with AIDS/ARC or HTLV-III antibody will be allowed to work for the Lake Preston School District 38-3, with the written approval of the employee's physician, in an unrestricted manner unless the school board documents reasons to exclude the employee.
4. One or more of the following conditions may require a more restricted environment or exclusion from work for the infected employee:
 - a. The person is physically unable to perform his/her job.
 - b. The disability poses a substantial possibility of harm to others.
5. The employee's immediate supervisor shall notify the superintendent of schools when an AIDS infected employee may require a restricted work environment or exclusion from the work force.
6. The superintendent of schools may request a medical evaluation of the employee's physical ability to perform his/her job or if the disability

- poses a substantial possibility of harm to others in the work place. During the evaluation period, the superintendent of schools may exclude the employee from work with full pay and benefits.
7. The school board will weigh the risks and benefits to both the employee and to others and make a final determination concerning the employment disposition of such employee.
 8. An employee with AIDS/ARC or HTLV-III antibody who is determined by the school board not suitable for employment shall be eligible for sick leave benefits in accordance with the employee's contract.
 9. An employee 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 employee of working in an unrestricted setting is best made by the employee who is aware of his/her immune status. If outbreaks of chickenpox, measles, or other acute infectious diseases occur in the school, the employee may request a leave of absence without pay from the school board until the outbreak is over.
 10. All employees shall immediately file a written report with the superintendent of schools if they are exposed to AIDS-contaminated blood or body fluid during the conduct of their duties.
 11. Information concerning employees with AIDS/ARC or HTLV-III antibody shall be kept in strict confidence by school personnel.

Adopted: December 10, 1987

AIDS POLICY FOR STUDENTS

1. The policy applies to all school-age children who are human T-lymphotropic virus type III antibody positive (HTLV-III) or who meet the clinical definitions of AIDS Related Complex (ARC) or AIDS Syndrome (AIDS)
2. School age is defined in this policy to mean children and adolescents placed in legally required educational settings and programs.
3. School-age children with AIDS/ARC 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 uncoverable 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. Neurologic 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/ARD or HTLV-III antibody who is recommended by the Committee to not attend school will be provided with an education program as provided by federal and state law.
 11. A child infected with AIDS virus may experience immunodeficiency and is at increased risk of experiencing severe complications from such infections as chickenpox, tuberculosis, herpes, and measles. Assessment of the risk to the immunosuppressed child of attending school in an unrestricted setting is best made by the child's parents who are aware of his/her immune status. If outbreaks of chickenpox, measles, or other acute infectious diseases occur in the school, the child may be excluded from school at the request of the parent until the outbreak is over.
 12. Information concerning school-age children with AIDS/ARC or HTLV-III antibody shall be kept in strict confidence by school personnel. Only those individuals who are necessary to assure the proper care of the infected child and to detect situations in which the potential for transmission may increase will be informed of the child's condition.
 13. The head custodian shall develop routine procedures for handling spilled body fluids, soiled surfaces, and cleaning equipment.

Adopted: December 10, 1987

BODY FLUID CLEAN-UP POLICY

Cleaning and Sanitation Recommendations

Introduction: The body fluids of all persons should be considered to contain potentially infectious agents (germs). The term body fluids, secretions and excretions include: blood, semen, drainage from scrapes and cuts, feces, urine, vomits, respiratory secretions (e.g., nasal discharge) and saliva. Contact with body fluids presents a risk of infection with a variety of germs. In general, however, the risk of infection with a variety of factors including the type of fluid with which contact is made and the type of contact made with it.

Custodial Staff:

1. Wear rubber gloves
2. Clean (wipe, mop, scoop, absorb, etc.) up the secretion/excretion with disposable paper towels or rags.
3. Disinfect (sanitize) the surfaces soiled using germicides labeled as mycobactericidal at the indicated dilutions; if the surface is cleanable by household bleach, use a 1 to 10 (10%) to 1 to 100 (1%) solution; for surfaces which would be ruined by bleach (e.e., carpet), use an agent

labeled as mycobactericidal that will not ruin the surface; in addition, a hot shampoo treatment and drying are recommended after the mycobactericidal treatment.

4. Using doubled plastic bags, contain, transport, and dispose of the cleaning materials and secretions/excretions involved per standard guidelines for garbage disposal.
5. At the conclusion of the cleaning and disinfection process, even though gloves were worn, wash hands thoroughly using soap, water and vigorous rubbing for at least 15 to 30 seconds; dry hands with paper towel to shut off the water supply.

Teachers, Aides, Secretaries, Administrators:

To assist in preventing significant infectious diseases, the following guidelines have been developed:

1. If you are involved in cleaning up secretions or excretions (blood, breast milk, feces, saliva, semen, sweat, tears, urine, and vomit), follow suggestions outlined in Custodial Recommendations. If you assist a person suffering from a bloody nose or wound of some type, wear disposable gloves, clean off the blood with paper towel, gauze or rags, which will be destroyed, cleanse the exposed skin with an appropriate antiseptic (e.g., alcohol, iodine, etc.), apply a leakproof dressing if appropriate, and wash hands as outlined in steps two and three.
2. The most significant factor in preventing spread of pathogens (bacterial, viral, etc.) in routine school settings is thorough hand washing, after urinating or defecating, before eating, and after cleaning one's nose.
3. The recommended hand washing procedures are as follows:
 - A. Turn on water supply, wet hands and apply soap (liquid or bar).
 - B. Rub hands briskly together, pay particular attention to fingernails and tips for at least fifteen (15) to thirty (30) seconds; then rinse.
 - C. Dry hands with paper towel and use the paper towel to turn off the water supply. If you have knee or elbow-operated water facets (as in some newer facilities), use your knee, elbow, wrist or back of hand to turn off water supply. For facilities with cloth towels, strive to use an unused portion of the towel.

Food Service Workers:

1. Food Service workers are to follow recommended standards and practices of good personal hygiene and food sanitation as outlined in the Food Service Sanitation Handbook.
2. Food service workers are to exercise care to avoid injury to hands when preparing food. Should such an injury occur, food contaminated with blood will be destroyed.
3. Any equipment contaminated with blood or other body fluids will be cleaned with soap and water or a detergent. A disinfectant solution is to be used to wipe the area after cleaning.
4. Disposable rubber or similar impervious material gloves are to be used when cleaning any surface that has been contaminated with blood or other body fluid.
5. Proper procedure for putting on and removing gloves will be taught. After gloves are removed, hands must be thoroughly washed with soap and water.

Athletic Coaches:

1. Disposable rubber or similar impervious material gloves are to be worn when working with athletes in any situation that may involve contact with any form of human body fluids.
2. Proper procedure for putting on and removing gloves will be taught. After gloves are removed, hands must be thoroughly washed with soap and water.
3. Athletes who have open sores or wounds must wear a protective cover to guard against transfer of blood or body fluids from person to person.

4. Any surfaces exposed to blood or other body fluids are to be cleaned with soap and water, and then disinfected with a solution of 1:10 household bleach and water.
5. Athletes are to be provided individual, disposable drinking containers during practices and athletic events.
6. Wastes, which cannot be flushed down the toilet, may be disposed of in regular trash pick-ups, using a plastic liner in the trashcan and a tight fitting lid.
7. Blood and other body fluids may be carefully poured down a drain connected to a sewer system.

References: State of Connecticut
 State of North Dakota
 Aberdeen Public Schools

Adopted: February 9, 1989

CIVIL DEFENSE AND DISASTER AND PREPAREDNESS PLANS
 Lake Preston School District 38-3
 Lake Preston, South Dakota

PERSONAL GUIDE FOR EMERGENCY ACTIONS EMERGENCY TELEPHONE NUMBERS

- | | | |
|----|-------------------------|----------|
| 1. | Civil Defense | 854-3711 |
| 2. | Sheriff's Office | 854-3339 |
| 3. | Fire Department | 911 |
| 4. | Superintendent's Office | 847-4455 |

RATIONALE

The school has an obligation to keep parents informed about the welfare of their children and to interpret the role of the school to the general public. Communications media used to inform the home regarding normal protection needs can be used for civil defense purposes. When the usual and familiar channels are employed, there is less danger of focusing undue attention on emergency preparations or of developing excessive fear and hysteria. Information can be given in such areas as:

School plans for safeguarding children, Contributions of the home in furthering the school program, Coordination of the school and community civil defense plans, Civil defense preparation in the home, and the civil defense concept-mutual aid and protection.

Through the formal avenue of adult education and the informal associations of school personnel within the community, the school can do much to dissipate public apathy toward civil defense and can exert considerable influence toward making citizens better informed about civil defense. This effort, in turn, will lead to more adequate and more effective community civil defense planning.

The people involved, by their action or inaction, may strengthen, weaken or even nullify the effects of all life-saving measures and devices. Proper training can help avoid disaster and insure wiser response to emergency. In any cases, effective behavior of all building occupants requires a program of continued safety instruction appropriate to administrators, teachers, and pupils. There is no mechanical device that can substitute for an alert,

vigilant, and properly instructed teacher in the classroom where boys and girls are being educated. It is recommended that every teacher becomes thoroughly familiar with the contents of this GUIDE and that students be instructed in its provisions.

This GUIDE contains the following:

1. List of emergency telephone numbers. (See Cover)
2. Major disaster that may occur in South Dakota such as flood, peacetime bomb threat, fallen aircraft, chemical accident, severe windstorm, fire, explosion, earthquake, and war.
3. Warning signals that will alert students and school personnel to each disaster.
4. Specific recommendations in the form of seven basic actions:
 - A. **STAND-BY**
 - B. **GO HOME**
 - C. **LEAVE BUILDING/EVACUATION-RELOCATION**
 - D. **TAKE COVER**
 - E. **DROP**
 - F. **DIRECTED TRANSPORTATION**
 - G. **CONVERT SCHOOL**

EMERGENCY ACTION PLANS

GENERAL

1. Mass panic can be one of the greatest dangers to students. Staff members should remember that in times of stress students would look for leadership to those who are normally in an authoritative position. Remain calm, size up the situation, and take action based on known facts.
2. The teacher must keep the register of pupils with him, or her, at all times in order to take roll in an emergency.
3. A well prepared and tested plan for prompt and positive actions minimize injuries and loss of life in a major disaster.
3. This plan outlines actions, which the teacher may be called upon to execute in an emergency
4. All school staff members must be thoroughly familiar with the contents of this plan.
5. In the absence of orders from his superiors, each school principal or designated teacher in charge is authorized and directed to implement plans as described herein; or take such other action as may, in his/her judgment, be necessary to save lives and mitigate the effects of disasters. As soon as possible thereafter, he/she shall notify the Superintendent's Office.
6. A principal or designated teacher in charge may implement one or more of these EMERGENCY ACTIONS in coping with a disaster.

Action **STAND-BY**

1. PUBLIC ADDRESS SYSTEM OR MESSENGER shall disseminate the WARNING at the school.
2. Action STAND-BY consists of bringing students into the classroom or holding them in the classroom pending receipt of further instructions.

Action **GO-HOME**

1. PUBLIC ADDRESS SYSTEM OR MESSENGER shall disseminate the WARNING at the school.
2. The principal should consider action GO-HOME only if there is TIME to return students SAFELY to their homes. Notification of parents, by

regular radio broadcast or other means, about the early dismissal is an important aspect.

3. Action GO-HOME consists of:
 - A. Dismissal of all classes. (Blizzard conditions may call for partial dismissal.)
 - B. Return of students to their homes by the most expeditious means.
4. Action GO-HOME is appropriate for, but not limited to, the following:
 - A. Flood threat
 - B. Severe Weather threat
 - C. Fire
 - D. Strategic Alert
5. Previous knowledge of homes where all adults work away from home is essential to the protection of elementary school children. Provisions for the care of these children should be made in advance of Action GO-HOME.

Action **LEAVE-BUILDING/EVACUATION-RELOCATION**

1. Warning: The warning signal at the school for Action LEAVE-BUILDING shall be FIRE ALARM SYSTEM.
2. Action LEAVE-BUILDING is considered appropriate for, but not limited to, the following:
 - A. Fire
 - B. Bomb threat (peace time)
 - C. Chemical accident
 - D. Explosion or threat of explosion
 - E. Other similar occurrences making the school building uninhabitable.

Action **TAKE-COVER**

1. WARNING:
 - A. Enemy attacks: PUBLIC ADDRESS SYSTEM OR MESSENGER shall disseminate the warning at the school.
 - B. Other disasters: the PUBLIC ADDRESS SYSTEM OR MESSENGER shall disseminate the warning.
2. Action TAKE-COVER consists of:
 - A. Taking shelter in a properly prepared shelter in or near the school. (Fall out shelters are marked with distinctive yellow and black signs and are stocked with food, water, medical kits, sanitation supplies, and radiation meters.)
 - B. If adequate shelters are not available, full utilization will be made of shielded areas within the school building. Every precaution will be taken to minimize the possibility of flying objects such as shattered glass or venetian blinds.
3. Action TAKE-COVER is considered appropriate for, but not limited to, the following:
 - A. Take Cover Signal
 - B. Severe Weather (Short Warning)
 - C. Biological and Chemical Warfare Attacks

Action **DROP**

1. Warning: The warning for this type of emergency is the beginning of the disaster itself.
 - A. Earthquake: Shaking of the earth.
 - B. Surprise Nuclear Attack: Tremendous sound and/or intense light.
2. Action DROP consists of:
 - A. INSIDE school building:
 1. Command DROP is given. (Teachers should instruct students to react in the same manner in case the catastrophe occurs while the students are not at school or the teacher is not present.)

2. Students and staff immediately take the Civil Defense Protective Position in the hallways with back against the wall.
3. Civil Defense Protective Position means to drop to knees, clasp both hands behind neck, bury face in arms, make body as small as possible, close eyes, and cover ears with forearms.
 - B. OUTSIDE school building:
 1. Earthquake:
 - a. Command DROP is given (reaction already qualified above)
 - b. If within a few steps of any object furnishing protection, (tree, ditch, etc.) lie face down putting object between you and the source of light or blast; cover head, face and as much of the skin surface as possible; close eyes, and cover ears with forearms.
 2. Action DROP is considered appropriate for, but not limited to, the following:
 - a. Earthquake
 - b. Explosion
 - c. Surprise Attack
 - d. Windstorm (Tornado)

Action **CONVERT-SCHOOL**

1. NOTIFICATION: Notification to the school to convert the school will be disseminated by the SUPERINTENDENT'S OFFICE OR OTHER APPROPRIATE BODY.
2. Action CONVERT-SCHOOL means an Emergency Hospital or First Aid Station in a school would have priority over Congregate Care Center tasks; they assist Medical personnel in the operation of an Emergency Hospital or First Aid Station.
 - A. During school hours:
 1. Dismissal of all classes
 2. Preparation of school for conversion into an Emergency Hospital, First Aid Station, or Congregate Care Center.
 - B. Other than school hours:
 1. Alerting of school staff
 2. Preparation of school for conversion into an Emergency Hospital, First Aid Station, or Congregate Care Center.
3. Action CONVERT-SCHOOL will be implemented only upon request or direction of proper Civil Defense of American Red Cross Officials.

FLOOD WARNING

1. Method: PUBLIC ADDRESS SYSTEM OR MESSENGER
2. The extent of the flood and the time before it arrives will dictate the course of action to be taken. The principal or designated teacher may initiate the following Emergency Action:
 - A. Execute Action GO-HOME, or
 - B. Execute Action LEAVE-BUILDING, or
 - C. Provide care for students at the school, or
 - D. On official request, executes Action CONVERT-SCHOOL.

PEACETIME BOMB THREAT

In the event of a threat of a bomb within the school, the following will be accomplished:

1. Sound the school fire alarm. This will automatically implement Action LEAVE-BUILDING.
2. Caution all personnel against picking up any strange object. It could be a bomb.
3. Notify the Fire Department.

4. Notify the Sheriff's Office.
5. Notify the Superintendent's Office.
6. Students and staff should not return to the school until the Police Department, Sheriff's Office, or Fire Department Officials declare the school safe.

FALLEN AIRCRAFT

If an aircraft falls near the school, the following will be accomplished:

1. The principal or designated teacher in charge will determine which Action, if any, should be implemented. WHERE NECESSARY, TEACHERS WILL TAKE IMMEDIATE ACTION for the safety of students without waiting for direction from a principal or school official.
2. All students will be kept at a safe distance as a precaution against possible explosion.
3. If possible, the principal or designated teacher in charge will determine whether the aircraft is military, commercial, or a private plane.
4. Notify the Fire Department.
5. Notify the Sheriff's Office.
6. Notify the Superintendent's Office.
7. Students and staff should not return to the school until the Police Department, Sheriff's Office, and Fire Department Official declare the school safe.

SEVERE WEATHER

Warning Method: PUBLIC ADDRESS SYSTEM OR MESSAGE

The U.S. Weather Bureau can usually forecast severe weather with a high degree of accuracy. If time and conditions permit, Action GO-HOME may be implemented prior to an emergency. Local severe weather patterns should be set down and communicated to all staff members, such as what direction windstorms usually come from and what roads will be blocked if a snowstorm comes from what direction.

If a TORNADO or HIGH WINDS develop during school hours with little or no warning: The following Emergency Actions will be accomplished:

1. Implement Action TAKE-COVER.
2. Students and staff should be assembled inside shelters or buildings.
3. Close windows in high winds; open windows slightly for tornadoes.
4. Remain near an inside wall, preferably in the hallways.
5. Evacuate classrooms bearing full force of the wind.
6. Avoid auditoriums, gymnasiums, and other structures with large roof spans.
7. Keep tuned to a local radio station for the latest advisory information.
8. Take roll.
9. Notify utility companies of any break, or suspected break.
10. If possible, contact the Superintendent's Office.
11. Buses should travel at right angles (90') away from tornado path.

If severe blizzard conditions develop during school hours with little or no warning, the following Emergency Actions will be accomplished.

1. In addition to 1-11 above, immediate action to conserve fuel and food should be taken the school does not have a stocked shelter.
2. Children should not be sent home unless every precaution to insure their safety has been taken.

CHEMICAL ACCIDENT

Chemical accidents of disaster magnitude would include tank truck accidents involving large quantities of toxic gases. Should such an accident endanger the students or the staff, the following will be accomplished:

1. Determine the need to implement Action LEAVE-BUILDING.
2. Determine whether the students and the staff should leave the school grounds.
3. If appropriate, take action to evacuate the building, and if necessary, the area.
4. Move crosswind--never up on down wind--to avoid the fumes.
5. Maintain control of the students at a safe distance from the hazard.
6. Render first aid as necessary.
7. Notify the Fire Department.
8. Notify the Superintendent's Office.
9. Take roll.
10. Notify the Sheriff's Office.
11. The principal or designated teacher in charge will direct other actions as necessary.
12. Students and staff should not return to the school until the Fire Department officials declare the area safe.

EXPLOSION OR THREAT OF EXPLOSION

In the event of an explosion at the school, or the threat of an explosion, such as those caused by leaking gas or a faulty boiler within a school building, the following will be accomplished:

Explosion:

1. Command DROP is given (reaction already qualified.)
2. If the explosion occurred within the building, or threatened the building, the teacher should immediately implement Action LEAVE-BUILDING.
3. Sound the school fire alarm.
4. Notify the Sheriff's office.
5. Move to an area of safety, and maintain control of students.
6. Administer first aid as necessary.
7. Fight incipient fires without endangering life.
8. Take roll.
9. Notify the Superintendent's Office.
10. Notify utility companies of a break, or suspected break.
11. The principal or designated teacher in charge will direct further action as required.
12. Students and staff should not return to the school until Fire Department officials declare the area safe.

Threat of Explosion

1. Alert the closest nearby staff member.
2. Person receiving call should:
 - A. Note voice inflections, background voices, etc., which may assist in identification of person call originated.
 - B. Attempt to keep the person on the line so as to have another staff member use another line to track calls.
 1. Does the caller know that the lives of 400 children may be endangered?
 2. Would the caller like to speak with the superintendent or the principal?
 3. At what time will the evidence explode?

4. Do we have time to evacuate children from the school?
1. Sound the school fire alarm. This will automatically implement Action LEAVE-BUILDING.
2. Follow procedure 1 through 12 under Explosion above.

LAKE PRESTON PUBLIC SCHOOL POLICY ON
COSTS RELATING TO ELECTRONIC LEARNING

The Lake Preston Public School will pay for the cost of taking a class over the Internet or through the V-Tel System and pay for books if the following conditions exist.

The class being taken is pre-approved by the high school principal.

The class being taken is a class not offered at Lake Preston and is not being taken for college credit. The district will not pay for a class when a student needs to repeat a class after failing it the first time and chooses to take the class electronically.

The student has successfully completed the class and verifies successful completion to either the Lake Preston Public School counselor or high school principal. Because the school will not pay any costs until the student proves that the class was completed, the student will have to pay the costs to the provider, keep the receipts, and submit them when he/she can verify successful completion of the course.

Approved: April 8, 2002

INSTRUCTIONAL MATERIAL AND CURRICULUM

The board reserves to itself the final responsibility for all instructional materials used and curriculum taught in the district schools. The board recognizes that without a free and vigorous exchange of ideas, learning and teaching cannot take place effectively.

The board also recognizes that district residents have a right to express concern about the educational programs of their schools. When citizens have concerns about particular courses or instructional materials, these concerns should be stated in writing, carefully considered, and accorded the courtesy of a prompt reply by school personnel. All such replies will be based on the instructional goals of the district, upon course objectives, and upon the criteria for selection of instructional materials.

Staff members will attempt to accommodate serious religious or moral objections to particular instructional materials by providing alternate materials whenever possible. However, attempts by parents or students to control what others read and study will be subject to careful scrutiny and question by school employees and the board.

Complaints against instructional materials will be considered a most serious matter and will be processed in a very deliberate manner. Therefore, the following procedures are to be followed, step-by-step. Complaints that reach Step 3 will be reported to the board.

1. The material in question should first be discussed with the teacher or librarian who will report the results of this meeting to the principal. If satisfaction is not reached, the complaint may continue with Step 2.
2. The principal will meet to discuss the material with the complainant and the teacher or librarian. The results of the meeting will be reported to the superintendent. If satisfaction is not gained, the complainant will

be requested to complete the form, Request for Reconsideration of Instructional Materials, before proceeding to Step 3.

3. The superintendent will appoint a review committee composed of the following members:
 - The building principal
 - The building librarian
 - Two building teachers
 - Three adult citizens

The committee members will be requested to read or view the material and respond to the complainants' answers to the questions on the form, Request for Reconsideration of Instructional Materials. The superintendent will send the recommendation of the committee to the complainant. If the complainant is not satisfied, he may continue with Step 4.

4. The superintendent will meet with the complainant to resolve the problem. If an impasse has developed, the matter is to be directed to the board in Step 5.
5. The complainant will appear before the board as the final step in the request for reconsideration of instructional materials.

CROSS REFS: Selection and Adoption of Textbooks Selection and Adoption of Library Materials

Adopted: December 10, 1987

LIBRARY PLAN LAKE PRESTON SCHOOL LIBRARY PHILOSOPHY

The highest goal of the Lake Preston School Library is to achieve a symbiotic relationship among the students, faculty and community. Up to date materials must be available in a wide range of subjects, interest levels, ability levels and format to allow the library to function as an integral part of the entire educational system.

The individual student is the first priority. Material must be available either in the core collection or through inter-library loan to give the student access to the information he needs on his level. Also the atmosphere of the library must be conducive to drawing in the reluctant student for both individual study (study carols) and recreational reading (comfortable, inviting reading areas). A concerted effort must be made to prepare the student to use libraries throughout his adult life and to encourage decision-making on an informed level by providing all sides of current issues.

The classroom must be served with materials that can be checked out for long-term use in the classroom to supplement the area of study. The library must be a place to get ideas for classroom use. Also space must be provided for a viewing area and to accommodate entire classes when necessary without closing the facility to students working individually.

The faculty should feel free to use the library both for recreational reading and a professional collection should be developed to help the faculty keep up with current trends.

The library is in a unique position to create good PR with the community by encouraging use of the library materials and facilities by the local public.

The library must keep up with current trends by including materials in different formats, such as- films, tapes, books, periodicals, maps, video tapes, technological information, etc. and the necessary equipment and space to use each type.

The above goals are intended to foster in our school and community the necessary training and educational opportunities to produce people dedicated

to carrying on our democratic heritage within the state of South Dakota and the nation.

Collection:

Goal: A. Develop a professional collection

1. Bring all professional materials together in the library.

Goal: B. Develop an up-to-date Reference section. This has been rather a hit-and-miss activity in the past. Encyclopedias have been kept current.

1. Check reference book lists to see what we have and what we should have.
2. Purchase materials needed as budget allows.

Special programs include a Book Fair in the spring of the year, Reading Incentive Programs throughout the year, Children's Book Week and National Library Week, RIF.

Services:

Goal: A. All students will be trained to be knowledgeable, independent users of libraries.

1. To assess current library skills teaching.
 - a. Evaluate test scores in relation to what has been taught in the last three years.
2. To provide library curriculum, which addresses all areas of library skill, and indicates specific skills to be taught at each grade level.

Goal: B. Students will be given the opportunity to participate in an activity to encourage the reading of classics.

Facility: On September 28, 1988, we opened our new library facility to the students. It has a total of 1728 sq. ft. and is located between the elementary and secondary buildings.

LIBRARY MATERIALS SELECTION AND ADOPTION

The Board endorses the School Library Bill of Rights, as adopted by the American Library Association, which asserts that the responsibility of the school library is to:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
3. Provide a background of information that will enable students to make intelligent judgments in their daily lives.
4. Provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.
5. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
6. Use principle and reason in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Initial purchase suggestions for library materials may come from all personnel-teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The librarian will be responsible for evaluation of all library materials recommended to be included in the school

library. Final approval and authority for distribution of funds will rest with the superintendent and in keeping with the Board-approved budget.

Gifts of library books will be accepted in keeping with the above policy on selection. Complaints about library books will be handled in line with Board policy on complaints about instructional materials.

CROSS REF.: Public Complaints about the Curriculum or Instructional Materials

Adopted: December 10, 1987

TEXTBOOK SELECTION AND ADOPTION

The board will officially adopt textbooks and textbook programs for use in the district schools upon the recommendation of the superintendent.

Responsibility for the review and selection of textbooks to be recommended will rest with textbook and/or curriculum committees as appointed by the superintendent or his designee. Membership on such committees shall include representation by teachers who will use the texts, administrators, and other staff members as found desirable. Students and parents may be asked to serve.

Principles that apply generally to the selection of instructional materials and library materials will apply to the selection of textbooks and books. The State Board of Education will have the power to review any books or other instructional material selected for use in the district schools. Additionally, basic textbooks and textbook programs will be chosen:

- To advise the educational objectives of the school system and particular objectives of the course or program.
- To contribute toward continuity, integration, and articulation of the curriculum.
- To establish a general framework for the particular course or program.

Because the instructional purposes of textbooks, as stated above, are of such importance, particular care will be taken in their selection as to content.

Although many must be examined, the board directs the staff to be particularly mindful of the following considerations:

1. The needs of all learners, including slow learners and the exceptionally able, must be provided for.
2. Insofar as possible, multi-ethnic materials, which depict a pluralistic society, should be selected.
3. Attention should be given to sex roles depicted in the materials.
4. The textbook or textbook program should lead the student and teacher beyond the textbook into a wide variety of other materials and educational experiences.
5. If the textbook deals with problems and issues of our times, it should present and encourage examination of all points of view.
6. Because textbooks are selected for several years' use, special attention shall also be given their physical characteristics, durability, format, and price.

The Division of Elementary and Secondary Education has staff and materials to provide school districts with assistance in the selection of instructional materials. The State Board of Education has approved a School District Handbook for Selection of Instructional Materials, which is available to school districts from the Division of Elementary and Secondary Education, Kneip Building, Pierre, SD 57501.

Cross Ref.: Public complaints about the curriculum or instructional materials.

Adopted: December 10, 1987

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

_____ Name of
Complainant

Address

Phone Number

Please complete the following information and respond to the questions. Attach additional pages, if necessary.

Author _____

Title _____

Where was this material used?

_____ School Teacher _____ Class
Grade Level

1. To what in the material do you object? Please be specific.
2. Did you read, view, or listen to the entire material? _____ If not, what parts didn't you?
3. What value is there in this material?
4. What do you feel might be the result of using this material?
5. Are you aware of any judgment of this material by professional critics?
6. What do you believe is the theme or purpose of this work?
7. Are you aware of the teacher's purpose in using this material?
8. What would you prefer the school do about this material?
9. What work of equal value would you recommend in place of this material?
10. Additional comments.

Signature of Complainant Date

Adopted: December 10, 1987

TEXTBOOK REPLACEMENT POLICY
LAKE PRESTON ELEMENTARY SCHOOL

The Board of Education believes that the Lake Preston Elementary School should provide a quality education. It recognizes that an integral part of any class is the text that is used as the primary source of information for the class. Due to the importance of the text, a systematic and regular textbook replacement policy will provide the means by which our students are taught out of current and relevant textbooks.

The replacement of textbooks shall be an on-going endeavor every school year with an appropriate amount of funds budgeted for that purpose. The superintendent of schools with the goal of recycling books determines the exact amount continuously on a five to seven year cycle.

Determining which texts shall be replaced there must be a definite plan used to discard the old texts. Students will be given first priority and may have a discarded text free of charge once a disclaimer is placed in the texts by a school official indicating that it has been replaced and no longer has use as a classroom text. Books not claimed by students and not kept as reference material will be disposed of.

The exact procedure used to replace texts shall be reviewed continuously and revised as deemed necessary by the school administrators working jointly in a cooperative capacity. The process should progress from the fall to the spring in a logical order culminated by the approval of the expenditure by the superintendent on the requisition form.

Adopted: January 8, 1987

TEXTBOOK REPLACEMENT POLICY
LAKE PRESTON JUNIOR AND SENIOR HIGH SCHOOL

The Board of Education believes that the Lake Preston Junior and Senior High School should provide a quality education. It recognizes that an integral part of any class is the text that is used as the primary source of information for the class. Due to the importance of the text, a systematic and regular textbook replacement policy will provide the means by which our students are taught out of current and relevant textbooks.

The replacement of textbooks shall be an on-going endeavor every school year with an appropriate amount of funds budgeted for that purpose. The superintendent of schools with the goal of recycling books determines the exact amount continuously on a five to seven year cycle.

Determining which texts shall be replaced is the responsibility of the superintendent of schools upon the recommendation of the building principal.

As books are continuously being replaced there must be a definite plan used to discard the old texts. Students will be given first priority and may have a discarded text free of charge once a disclaimer is placed in the texts by a school official indicating that it has been replaced and no longer has use as a classroom text. Books not claimed by students and not kept as reference material will be disposed of.

The exact procedure used to replace texts shall be reviewed continuously and revised as deemed necessary by the school administrators working jointly in a cooperative capacity. The process should progress from the fall to the spring in a logical order culminated by the approval of the expenditure by the superintendent on the requisition form.

Adopted Date: 1/8/87

TEXTBOOK REPLACEMENT

Our local districts textbook and uniform rotation will be produced by the business manager/superintendent/athletic director as the budget allows.

The process to replace textbooks will follow our new adoption process and the South Dakota Department of Education (DOE) roll outs.

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Name of Complainant Address Phone #

Please complete the following information and respond to the questions.
Attach additional pages, if necessary.

Author _____

Title _____

Where was the material used?

School Teacher Class
Grade

1. To what in the material do you object? Please be specific.
2. Did you read, view, or listen to the entire material? _____ If not, what parts didn't you?
3. What value is there in this material?
4. What do you feel might be the result of using this material?
5. Are you aware of any judgment of this material by professional critics?
6. What do you believe is the theme or purpose of this work?
7. Are you aware of the teacher's purpose in using this material?
8. What would you prefer the school do about this material?
9. What work of equal value would you recommend in place of this material?
10. Additional comments.

Signature of Complainant Date

LOANING OF TEXTBOOKS

Textbooks will be loaned to children ages 5 through 19 who are not enrolled in the Lake Preston School District or a school supported by any other governmental entity upon written request by the child or the child's parent or guardian made prior to (May 1st) preceding the school term of use.

Textbooks loaned shall be the same textbooks normally used by the students enrolled in the Lake Preston schools.

If new textbooks must be purchased to meet the request of children not enrolled in the Lake Preston Schools, the school board may limit the number of textbooks per student to be purchased for loan to the same amount of new textbooks that is furnished to the students enrolled in the Lake Preston schools.

Adopted: 4/9/87 Effective: 4/9/87 Updated: Each year

LAKE PRESTON SCHOOL DISTRICT
PLAN OF STAFF DEVELOPMENT AND INSERVICE

Continuing professional growth and increasing the effectiveness on the part of the entire staff are essential for the success of educational programs and school operation. The continual professional growth of all staff members on an individual basis and through planned inservice program will be conducted and encouraged. Such opportunities may include, within budgetary limitations, special inservice courses and workshops, summer study grants, school visitations, attendance at professional conferences and meetings, and

college courses as defined later in this policy. Further areas of staff development are listed in the South Dakota Guidelines for Staff Development.

The superintendent is responsible for the establishment and maintenance of a successful staff inservice education program in the Lake Preston School District. The superintendent will work with other school districts, local colleges and universities, the South Dakota Division of Education, and the Northeastern Educational Services Cooperative to provide inservice education for administrators, teachers, and support staff. The Lake Preston Board of Education encourages the development of inservice education by:

1. Conduction of an annual district wide assessment of inservice needs of all persons to be involved in the inservice.
2. Ranking inservice education needs in relation to district wide goals.
3. Developing criteria for effective inservice education activities.
4. Allowing days for inservice education.
5. Developing cooperative relationships with agencies that provide inservice education.
6. Establishing an inservice education committee to include the superintendent, principals, and teachers.
7. Identifying resources for inservice education.
8. Assessing the effectiveness of inservice education activities through evaluative instruments.

In recognition of, and as an incentive to, professional development, the salary schedule for certified personnel will reflect additional formal training. Courses which are in the teacher's area of certification or area of activity direction and sanctioned by an accredited college or university will be recognized on the salary schedule and recognized for South Dakota state renewal credits if the unit of college credit is granted by the college or university. Courses in the areas of general computer operation, psychology, special education, gifted education, and drug and alcohol education will also be recognized on the district salary schedule and for renewal credits.

Each certified staff person shall participate in at least 8 contact hours of inservice training each year. This includes superintendents, principals, teachers, and support staff directly associated with the instructional process. Inservice in regards to plans of study and communication, which will be presented by the school district for at least three hours of inservice audits.

In addition to the normal state sponsored 1-day in-service workshops program the Lake Preston staff will participate in these programs:

The superintendent will have the authority to approve release time for conferences and visitation, and reimbursements for experience provided such activities are within budget allocations. Expenses will not be paid if the teacher receives college credit for the released time activity. A teacher may be authorized to attend a professional association meeting if the teacher is not away from his regular duties for more than two consecutive days.

SUBSTITUTE TEACHER INSERVICE AND TRAINING

The elementary and secondary principals will each compile lists of qualified substitute teachers prior to the beginning of the school term. The Lake Preston School Board mandates compliance with South Dakota State Board of Education Rules relating to the employment of substitute teachers and encourages the employment of certified individuals as substitute teachers with college preparation in the area of substitute assignment. Prior

experience as a classroom teacher is preferred when employing substitute teachers. Availability of individuals to be hired as substitute teachers will in many cases dictate the degree of training and experience of the substitute teacher.

The superintendent may call a meeting of the substitute teachers prior to the beginning of the school term to explain expectations, schedules, policies, and procedures of the Lake Preston School System. Substitute teachers will be presented with appropriate handbooks relating to school operation at that time. Methods of discipline and problems encountered by substitute teachers will be addressed in the form of verbal presentations from the administrators, videotape presentations, recommended readings, and handouts will be the means of information dissemination to the substitute teachers. Throughout the year substitute teachers will be encouraged to participate in Lake Preston School System staff development activities.

At the beginning of each assignment day the substitute teacher may have a conference with the respective principal to discuss the assignment. The principal will log the substitute teacher assignment and notify the superintendent of the assignment at the beginning of the school day. The substitute teacher may have a post conference with the principal at the end of each day employed.

Adopted: December 10, 1987

GUIDELINES FOR SUBSTITUTE TEACHERS

The following are guidelines for substitute teachers in the Lake Preston Schools. The purpose is: 1) to help substitute teachers in our schools to be as effective as possible in the absence of the regular teacher; 2) to help substitute teachers to know what is expected in their role as a substitute teacher; and 3) to help the substitute teacher feel more comfortable in the school and classroom setting.

1. Substitute teachers are to maintain an 8:00 to 4:00 schedule. There are times when substitutes are called on very short notice and have scheduled appointments that need to be kept. This need not be a problem, and we only ask that you notify us at the time you are contacted, or during the school day, that you have previous appointments. We appreciate substitutes coming on short notice and if you have prior commitments to be kept, don't hesitate to let us know.
2. Follow the teacher's lesson plans as closely as possible, and any other instructions on attendance, lunch count, opening exercises, times to be in classroom before school starts, and noon hour, etc. Fee free to ask other teachers for assistance or to answer any questions you may have if you are in doubt.
3. Leave a note explaining what has been covered or presented from the teacher's plans for that day. This is important and required of all substitute teachers.
4. Be aware of the discipline plan for your classroom and attempt to use this approach for behavioral control when and if necessary.
5. Leave a note on behavior problems encountered, if any, and the names of students.
6. Leave a note if any unusual incidents occurred that regular teacher should be aware.
7. Correct papers that have been done by the students that day as long as time permits until the 4:00 quitting time.
8. Each teacher will have a substitute teacher folder with information procedures for his/her classroom readily available on or in the teacher's desk or electronically.

9. Leave the room and desk orderly upon leaving for the day.
10. Slips for the high school use are attached and will have been explained when you receive this folder.
11. Please report to the principal's office when you arrive in the morning and when you depart at the end of your assignment.
12. Please ask questions if you need to know something about your assignment.

Adopted: December 10, 1987

LAKE PRESTON PUBLIC SCHOOL
EVALUATION POLICY

I. Purpose of the evaluation of the Lake Preston School District.

- A. To improve the quality of education for the pupils of the district.
- B. To improve overall performance.
- C. To maintain a harmonious joint effort in the development and education of the pupils of the Lake Preston School.
- D. To assist in making re-employment decisions.

II. Philosophy of evaluation of the Lake Preston School District. We believe that:

- A. It is a cooperative process where in the individual being evaluated and the one responsible for making the assessment feels a joint responsibility to achieve the results and to evaluate the results.
- B. Performance improvement is not accidental. It results best when a deliberate is made to achieve it.
- C. Evaluation is a means--not an end in itself. It should motivate both self-improvement and help from administrators and supervisors so that both quantitative and qualitative performance effectiveness may occur.
- D. Evaluation should be more than mere inspection and rating. It should be more properly involve work planning and review.
- E. The individual being evaluated should have and appraisal conference should see and be given a copy of all evaluation records and should feel free and unthreatened to dissent from the evaluator's judgments.

III. The evaluation program strives to accomplish the following

- A. Specify the performance expectations of the individual.
- B. Establish both short and long term work goals.
- C. Establish cooperative work and communicative relationships between evaluatee and evaluator.
- D. Establish priority for the mutually agreed upon goals of performance.
- E. Establish appropriate follow-up actions needed for further improvements.
- F. Establish and maintain records of class visitations, follow-up conferences, and other evaluatee-evaluator contracts.

IV. Procedure of the evaluation process.

- A. Observation and information collection.
- B. Post-Observation conference-communication.
- C. Decision making.
- D. Assessment of the evaluation process.

V. Who are the evaluators?

- A. Primary responsibility for teacher evaluation is with the Principal and Superintendent.

VI. Personnel to be evaluated, and frequency of evaluation.

- A. First and second year to the system-Minimum of one evaluation each semester.
- B. New teachers to the system-Minimum of one evaluation each semester.
- C. Teachers in their third year or more, Minimum of one evaluation each year.
- D. Support staff - May be evaluated by the superintendent once per semester.
- E. Principals - By the superintendent*

*All administrators will be evaluated at least once a semester for the first two years; thereafter their evaluation shall be at a minimum of one evaluation per year.

VII. Areas subject to evaluation.

- A. Preoperational competency.
 - 1. Specialization - Evidence of instructional growth.
 - 2. Professional knowledge - Understanding of theory of learning.
- B. Instructional skills.
 - 1. Planning and organization - Degree to which program is carefully planned and organized in relation to objective.
 - 2. Appropriateness of materials - Compatibility and levels of learning abilities of individual pupils.
 - 3. Resourcefulness and adaptability - Capacity to use creative methods and procedures; ability to adapt to unusually situation.
 - 4. Ability to motivate - Evidence of skill with individual pupils in getting them to achieve at their level of ability and to reach their potential.
 - 5. Observable skills - Art of questioning. Clarity of assignments, reaction to pupil response, utilization of interests and contribution of pupils.
 - 6. Parent relationships - Skill in working with and communicating with parents.
- C. Management ability.
 - 1. Relationship with pupils - Ability to work with large groups, and with pupils as individuals.
 - 2. Discipline - Evidence of wholesome behavior patterns generated from respect rather than compulsion.
 - 3. Personal efficiency - Evidence of good management skills, attention to details, planning prompt fulfillment of assignments, etc.
- D. Professionalism.
 - 1. Commitment - Evidence of pride and commitment to teaching as a profession.
 - 2. Staff relations - Intra-staff loyalty, respect for opinions of others, amiability toward administration and supervision.
 - 3. Avails oneself for professional growth.
- E. Personal competence.
 - 1. Appearance--Appropriateness of dress, manner, and grooming.
 - 2. Voice, speech, mannerisms.
 - 3. Attitude--Ability to be constructive, contributing member of staff and school.

4. Mental and emotional maturity--Evidence of ability to adjust constructively to frustrations and unpleasant situations.

Use of Results: Evaluations are to be used by the administration and teachers to improve the quality of instruction, and may be used in determination of advancement, promotion, transfer, assignment, and future employment.

Approval Date: 9-13-84

TRANSFERS FROM NON-ACCREDITED SCHOOLS

The Lake Preston School District will accept credits of students transferring from non-accredited schools subject to the following conditions and guidelines.

1. Student's placement may not be in a grade level higher than warranted by the student's chronological age, assuming entry into the first grade at age six and annual grade advancement thereafter. After initial placement the child may be advanced according to the student's demonstrated performance.
2. In grades kindergarten through eight, student grade placement will be determined through interview with the prospective student, parents, principal and teachers. Students may also be required to take appropriate achievement tests to assess knowledge and skill development to determine grade placement.
3. In grades nine (9) through twelve (12) in all subjects the student shall be interviewed and may be required to take a departmental examination in each course for which the granting of credit is being considered. The department chairperson and staff will recommend to the building principal whether or not credit is to be granted for the course.
4. No credit will be granted for any science course unless clear documentation is provided demonstrating that the student has satisfactorily participated in laboratory experiences which parallel or are consistent with those required in this district's science courses.
4. A student whose previous high school enrollment has been in a non-accredited school may receive a high school diploma from the Lake Preston District, if the student has met all graduation requirements of the school district as determined by Board policy, and if the student is enrolled full-time for the entire senior year in Lake Preston School.
5. Any parent or guardian who is dissatisfied with the placement of a student may appeal to the superintendent of schools. The parent, if dissatisfied with the decision of the superintendent may appeal to the Secretary of Education and Cultural Affairs. (SDCL 13-27-29). 1/20/96

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.

Approval Date: 7-1-15

Lake Preston School District 38-3
Homeless Policy

Rights of Homeless Students

Lake Preston School District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. The commitment to the educational rights of homeless children, youth, and unaccompanied youth, applied to all services, programs, and activities provided or made available. Lake Preston School District will designate an appropriate staff member as Homeless Liaison to carry out needed responsibilities, as stated in guidance.

A student may be considered eligible for services as a "Homeless Child or Youth" under the McKinney-Vento Homeless Assistance Act if he or she is presently living:

- In a shelter, temporary shared housing, or transitional living program
- In a hotel/motel, campground, or similar situation due to lack of alternatives
- At a bus station, park, car, or abandoned building
- In temporary or transitional foster care placement

According to the McKinney-Vento Homeless Act, eligible students have rights to:

Immediate enrollment: Documentation and immunization records cannot serve as a barrier to the enrollment in school.

School selection: McKinney-Vento eligible students have a right to select from the following schools:

- The school he/she attended when permanently housed (School of Origin)
- The school in which he/she was last enrolled (School of Origin)
- The school in the attendance area in which he/she currently resides (School of Residency)

Remain enrolled: In his/her selected school for the duration of homelessness, or until the academic year upon which they are permanently housed.

Participate in programs: For which they are eligible, including Title 1, National school lunch program, Head start, even start, etc.

Transportation services: A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin.

Referrals: To health care and immunization services, dental services, mental health services, and other appropriate services.

Dispute resolution: If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file

a complaint with the school district. The school district must respond and attempt to resolve it quickly. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The Homeless Liaison will assist you in making decision, proving notice of any appeal process, and filling out dispute forms.

The District Liaison shall ensure that the parent/guardian of a homeless student, and any unaccompanied youth are:

- Assisted in accessing transportation to the selected school
- Provide assistance in exercise of the right to attend the school of choice and other necessary services
- Identified and receive services without being stigmatized or segregated on the basis of homeless status
- Provided the above information in a manner and form understandable to the recipient and if necessary, to the extent feasible, in the native language of the recipient.

Lake Preston School District's Homeless Liaison:
Cathy Nelson
300 1st ST. NE
Lake Preston, SD 57249
605-847-4455

Approval Date: 7-1-15

GASB POLICIES

ANTIFRAUD CONTROLS

ORGANIZATIONAL CODE OF CONDUCT

The school and its employees must, at all times, comply with all applicable laws and regulations. The school will not condone the activities of employees who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. The school does not permit any activity that fails to stand the closest possible public scrutiny.

Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their superior, who, if necessary, should seek legal advice.

GIFTS, ENTERTAINMENT, AND FAVORS

Employees must not accept significant entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which the school has, or is likely to have, business dealings.

KICKBACKS AND SECRET COMMISSIONS

The school strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule will result in immediate suspension and prosecution to the fullest extent of the law.

FISCAL ACCOUNTING AND REPORTING

The business manager will be designated by the Board to be responsible for receiving and properly accounting for all funds of the district.

The Uniform Financial Accounting System for South Dakota School Districts will be used to record receipts and disbursements of the district.

The business manager will report all financial information to the state as required. The Board will receive monthly financial reports from the business manager that will include a statement of operating receipts and expenditures and balance on hand in the several funds, a budget position report, and any other financial information that should be brought to the Board's attention.

BASIS OF ACCOUNTING

The government-wide financial statements will be prepared using the accrual basis of accounting as will the proprietary fund and fiduciary fund financial statements on an annual basis. Governmental fund financial statements will be reported using the modified accrual basis of accounting.

REVENUE AVAILABILITY CRITERION

Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, our school considers revenues to be available if they are collected within 90 days of the end of the current fiscal period.

Property taxes are levied on an annual basis. On the fund financial statements the portion of the property tax levies that have not been collected by the end of the fiscal year and are not available will be considered deferred revenue. (GASB 1600.106)

CASH AND CASH EQUIVALENTS

The entity's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

RESTRICTED AND UNRESTRICTED RESOURCES

When both restricted and unrestricted resources are available for use, it is the entity's policy to use restricted resources first, and then unrestricted resources as they are needed.

ORGANIZATIONAL RECORDS AND COMMUNICATIONS

The employees responsible for accounting and record keeping must fully disclose and record all assets, liabilities or both, and must exercise diligence in enforcing these requirements.

Employees must not make or engage in any false record or communication of any kind including false expense, attendance, financial or similar reports and statements.

PROPRIETARY FUND TYPES OPERATING VS. NONOPERATING

REVENUES AND EXPENSES

The food service fund distinguishes operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing goods relating to the food service operation. Principal operating revenues of this operation are meal charges. Non-operating revenues include grants, donated commodities and interest earned. Operating expenses of the food service operation include salaries and benefits, food purchases and depreciation. The loss on disposal of capital assets is a non-operating cost.

(GASB P80.1 18)

GASB AND/OR FASB

Private sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the GASB. Governments also have the option of following subsequent private sector guidance for the business-type activities and enterprise funds, subject to the same limitation. Our entity has elected not to follow subsequent private sector guidance.

(GASB P80.103)

Board Approval: September____2014

SD Policy on Exempt Fundraisers

Background:

The Nutrition Standards for All Foods Sold in School as Required by the Healthy, Hunger-Free Kids Act of 2010 regulations (commonly referred to as Smart Snack regulations) require that states establish a policy regarding the number of fundraisers selling foods that otherwise would not be allowed (called exempt fundraisers) that can be held in schools. The regulation states that they should be infrequent.

According to federal guidelines, lack of a policy means that no exempt fundraisers can be held.

Federal regulation stipulates that no specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.

As defined in federal regulation for the purpose of competitive food standards implementation:

- School campus means all areas of the property under the jurisdiction of the school that are accessible to students during the school day.
- School day means the period from the midnight before, to 30 minutes after the end of the official school day.

Policy:

The South Dakota policy regarding exempt fundraisers is as follows:

1. School-sponsored groups can each have one exempt fundraiser per year during the school day on the school campus. Non school-sponsored groups cannot have fundraisers involving unallowable foods during the school day.
2. Each exempt fundraiser can only last for one day.
3. Exempt fundraisers cannot be given to another group. If an organized group chooses not to have an exempt fundraiser, another group cannot use that day.

Food cannot be ordered for delivery during the school day as a fundraiser, unless that is the school-sponsored group's exempt fundraiser. This would include any food ordered at any time and delivered to the student(s) during the school day.

Data will be collected and analyzed at the end of '14-15 school year on how the rule affected the fundraising of the school groups. A determination will then be made as to whether the exempt fundraising policy should be changed. Additional Information:

Schools can be more restrictive such as by modifying their local wellness policy. The following areas are not affected by the federal regulation but can be restricted by the school:

- Fundraising activities involving foods that happen outside of school
- Groups other than school-sponsored groups selling allowable foods or nonfood items during the school day
- Concession stands operating outside of school hours or in areas not available to students during the school day
- Treats brought in to give away to students such as classroom parties
- Foods not intended for consumption at school (such as frozen pizza, frozen bread dough, frozen cookie dough)
- Foods sold in areas not accessible to students
- Food given to students at no charge by others, such as booster groups
- Foods that are not part of fundraisers ordered by individual students to be delivered to them

It should be noted that many fund raising opportunities exist that do not involve food. There are no limits imposed by this policy on those fund raising activities

Culinary Arts Programs must also comply with these rules as outlined in USDA Policy Memo SP 40-2014 issued April 22, 2014.

Adopted by Board: September__8th__, 2014

Updated by Tim Casper: Completed 7-1-17