

LAKE PRESTON ELEMENTARY HANDBOOK

Home of the Divers!

Lake Preston Elementary School
300 1st Street NE
Lake Preston, SD 57249
Office: 605-847-4464
Fax: 605-847-4311
www.lakepreston.k12.sd.us

Please note: The Lake Preston School District has started updating our board policies monthly through a total revisit/revamp process. This process will take time to complete but the hope is to get all board policies, handbooks, and laws to correspond with one another.

The new board policy handbook can be found at this link:

<https://simbli.eboardsolutions.com/Policy/PolicyListing.aspx?S=36030943&ptid=amIgTZiB9plushNjl6WXhfi0Q==>



Superintendent/Elementary Principal – Mr. Dana Felderman
Elementary Secretary – Mrs. Tersia Warne

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INTRODUCTION

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

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

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

Best regards,

Dana Felderman
Superintendent
PreK-5 Principal
Special Education Director

PHILOSOPHY OF EDUCATION

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

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

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

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

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

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

ACCESSIBILITY CONTINGENCY PLAN

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

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

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

Non-Discrimination in Federal Programs

The District will not violate any of the provisions of applicable federal programs, statutes or regulations, including but not limited to Title IX, ESEA/Title I, Rehabilitation Act Section 504, Title II (Americans with Disabilities Act), NCLB and McKinney-Vento Act (homeless children). The District will not discriminate in any of its policies and programs on the basis of age, race, color, creed, national origin, ancestry, religion, sex or disability.

The District will provide the following:

1. an adequate, reliable, and impartial investigation of complaints, including the opportunity for the complainant and alleged perpetrator to present witnesses and provide evidence;
2. evaluation of all relevant information and documentation relating to a complaint of discrimination;
3. specific, reasonably prompt time frames at each stage of the grievance process;
4. written notice to all parties within a specified timeframe of the outcome or disposition of the grievance at each stage of the process;
5. an opportunity to appeal the findings or remedy, or both;
6. an assurance that the District will take steps to prevent recurrence of any discrimination and correct discriminatory effects on others; and
7. language in the policies and grievance procedures indicating that any attempts to informally or voluntarily resolve the complaint or grievance should not delay the commencement of the District's investigation.

In compliance with applicable federal laws and regulations, the Board has appointed the Superintendent as the District's Compliance Officer to coordinate program compliance with federal programs. The Superintendent can be reached at:

Lake Preston School District
300 1st ST NE
Lake Preston, SD 57249
(605) 847-4464

Non-Discrimination Coordinator/Director: Dana Felderman

A complaint may also be filed with the United States Office for Civil Rights, U.S. Department of Education at: 1010 Walnut Street, Suite 320, Kansas City, Missouri 64106; Telephone: (816) 268-0550; Facsimile: (816)268-0599; Telecommunication Device for the Deaf: (877) 521.2172; E-mail: OCR.KansasCity@ed.gov.

COMPLAINT PROCEDURE

The Board has adopted a specific procedure to ensure that parental/student/public complaints related to the provisions of applicable federal programs, statutes or regulations, including claims of retaliation. The Board will not discriminate, in any of its policies and programs, on the basis of age, race, color, creed, national origin, ancestry, religion, sex or disability.

The purpose of this complaint procedure is to outline a procedure for addressing parental/student/public complaints about federal program compliance and/or discrimination. *Complaints against school employees and complaints related to sexual harassment, bullying, and instructional and library materials are addressed through other School District policies and not through this policy.* For the purposes of this policy, a "complaint" is a perceived or alleged violation of federal programs, statutes or regulations (e.g., Title IX, ESEA/Title I, Rehabilitation Act Section 504, Title II (Americans with Disabilities Act), NCLB, McKinney-Vento Act (homeless children), etc.) and/or discrimination in a policy and/or program on the basis of age, race, color, creed, national origin, ancestry, religion, sex or disability.

To protect the confidentiality of all concerned, it is imperative that any school employee in receipt of a complaint treat the complaint as confidential and that the complaint not be reproduced in any form, nor disclosed or discussed with any person other than those identified as proper recipients of the complaint (i.e., the principal, superintendent, school board).

When a federal program compliance complaint or discrimination/harassment complaint based on race, color, national origin, age or sex (excluding sexual harassment complaints) is brought directly to an individual board member or the entire Board, the board member or entire Board may listen to the person's complaint but shall take no action unless there has been compliance with this Policy. The person bringing the complaint will be directed to the procedure as set forth below. The following procedure is designed to ensure the proper balance in protecting the rights of the person(s) bringing the complaint and the rights of the employee against whom the complaint is made. It is only when the person having the complaint and the employee involved cannot resolve the problem, and the complaint cannot be resolved at the administrative level, will the Board and board members become involved.

Should it be determined that discrimination or harassment occurred based on race, color, national origin, age or sex, the District will take steps to prevent recurrence of any discrimination or harassment and to correct its discriminatory effects on others, if appropriate.

LAKE PRESTON DISTRICT COMPLAINT POLICY FOR FEDERAL PROGRAMS

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

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

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

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

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

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

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

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

FIRE AND TORNADO INFORMATION

All students should read the fire notices posted in every classroom in the building so in the event of a fire or drill there is no confusion concerning proper procedure and the use of the correct exit. There are drills practiced throughout the year to ensure that plans are followed by all within the building.

Fire or Fire Drill

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

Tornado or Tornado Drill

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

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

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

SPECIALS

MUSIC

Music (vocal and instrumental) are taught by qualified instructors specialized in these areas. We feel these are important subject areas and these instructors are required to evaluate and grade their students in the same manner as regular classroom teachers. Elementary music classes are taught to Grades PreK-5. Each class has two forty-five minute periods each week with three classes of thirty minutes in Kindergarten.

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

TITLE I

All students in the content areas Reading and Math will receive additional instruction in the classroom from the Title I Teacher and/or Title Coach. Students in our school-wide title program are not pulled from the classroom unless assessments are needed. Students work in small groups and one-on-one to improve their basic skills so they are proficient on states tests and in classroom academics. All students, PreK-5, are included in the Title I School Wide Program.

COUNSELING

Our Elementary Counselor meets with each class each week for a period of thirty minutes for Kindergarten through second grade and forty-five minutes for grades three through five. There is plenty of time to meet on an individual basis as well. Some of the topics studied are decision-making, communication, drugs and alcohol, developing friends, understanding you and others plus career exploration. If your child(ren) would benefit from counseling, Mrs. Nelson will need written consent from parent(s).

LIBRARY

The Lake Preston School District maintains a school library staffed with a librarian. Library is open to all students to use whenever they want or need to. The role of the librarian is to challenge students to make the library a place to find all sorts of interesting and fun things. The librarian will work with classroom teacher on scheduling library time.

SPECIAL EDUCATION

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

TECHNOLOGY

At the present time, we are teaching all students Grades PreK-5 the skills to enhance the usage of the computer and technology in the classroom. This is a rapidly expanding area that must be maintained due to the role of the technology in our everyday living and ever-changing world. Lake Preston School is a 1 to 1 laptop/iPad-student school. Grading will be conducted by the teachers due to South Dakota Technology standards. Lake Preston Elementary will also use Learning.com as a typing curriculum in grades 1-5. Kindergarten and Preschool students will have access to iPads in their classrooms.

TITLE I INFORMATION

PARENTS RIGHT TO KNOW

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

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

Superintendent/Elementary Principal – Dana Felderman
6-12 High School Principal – Jordan Solberg

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

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

(i) Whether the student's teacher—

(I) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

(II) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and

(III) is teaching in the field of discipline of the certification of the teacher.

(ii) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

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

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

PARENT VOLUNTEERS

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

STATEMENT OF PURPOSE

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

PARENT INVOLVEMENT IN POLICY DEVELOPMENT

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

ANNUAL DISTRICT TITLE 1 MEETING

Lake Preston School District uses Title I funds to provide school-wide services for students. Lake Preston School District will provide an updated video 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 within the video. 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 informative Title I video will be posted on the school's website. Accommodations will be made for non-English speaking parents/guardians if needed.

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 I 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, or Spanish upon request/need, 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. The Lake Preston School also offers a school Facebook page that is updated daily with activities and events that students are participating in. Classroom teachers use many different resources to communicate with parents daily. 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 I Program in order to provide excellence in education. This policy will be promoted by administrators and other school staff as we seek active participation by our parents.

CARE OF THE BUILDING

The school buildings are the home of approximately 200 students from 6 to 8 hours a day. Treat it as your own home or even more carefully. The school property belongs to all of us - it is our property; therefore let us take care of and take pride in our school so that visitors as well as students and teachers may be proud of its appearance. Better facilities are added and updated from time to time. Appreciate them!

LOSS OF PROPERTY

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

FOOD SERVICE POLICY - OFFER VS SERVICE

It shall be the policy of the Lake Preston School District that students PreK-5 will be served items in full portions. The business office will bill students at the end of every month and becomes due immediately.

The prices are as follows:

Lunch: Adults:	\$4.50 (Salad bar: \$3.25)	Breakfast: Adults:	\$2.50
MS/HS:	\$3.50 (Seconds \$1.25)	K-12:	\$1.25
Elem.:	\$3.25	Milk (Only):	\$0.50

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

You may deposit whatever you wish into your child's account, but it is recommended that you deposit at least a month's balance to avoid numerous low balance notifications. Approximately \$50.00 per student to start the year is the recommendation for elementary students.

HOT LUNCH PROCEDURES

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

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

SNACKS IN THE CLASSROOM

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

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

ALCOHOL, TOBACCO, AND NARCOTICS

The following document outlines policy on student use of alcohol and other drugs in the school district. This policy is in effect on premises owned, leased or maintained by the school district, at all school-related 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. Students and parents/guardians are expected to know and understand the policy provisions and its mandatory nature. A copy of the policy will be provided to all students and parents.

POLICY

A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of alcohol and/or other illegal drugs. Students shall not engage in alcohol and/or other drug use/abuse, nor possess paraphernalia specific to the use of alcohol and/or other drugs.

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.

DISCIPLINARY SANCTIONS AND IMPLEMENTATION PROCEDURES

A. The following procedures will be used in dealing with possession, use, or being under the influence of alcohol and other drugs. State and federal regulations regarding special education students will be followed.

First Offense:

1. The administration will notify the parent(s)/guardians(s) and schedule a conference;
2. The administration shall suspend the student for ten (10) days in compliance with student due process procedures;
3. The administration shall notify available law enforcement authorities;

The suspension of a student who completes a drug/alcohol assessment from a certified or licensed addition counselor or a licensed physician trained in chemical dependency and recommended program, if any, will be commuted to three (3) days, provided the assessment and program are completed, unless good cause is shown to and approved by the administration, within twenty (20) school days. Fees for this assessment and treatment are the responsibility of the student and family.

Upon receipt of appropriate authorization, the agency or professional will notify the school administration in writing that the student has been evaluated and to comply successfully, completed any recommended treatment program.

Second Offense:

1. The administration will contact the parent(s)/guardian(s) and schedule a conference.
2. The administration shall notify available law enforcement authorities.
3. The administration shall suspend for ten (10) days in compliance with student due process procedures.

A long-term suspension hearing shall be scheduled before the school board pursuant to due process rules for long-term suspension. The administration will recommend to the school board that the student be suspended for ninety (90) school days. The ninety (90) day suspension for a second offense may be reduced to ten (10) school days if the student completes an accredited intensive prevention or treatment program. Fees for this assessment and/or treatment are the responsibility of the student and family.

Subsequent Offenses:

1. The administration will contact the parent(s)/guardian(s) and schedule a conference.
2. The administration shall notify available law enforcement authorities.
3. The administration shall suspend for ten (10) days in compliance with student due process procedures.
4. An expulsion hearing shall be scheduled before the school board pursuant to due process rules for expulsion. The administration will recommend to the school board that the student be expelled.

B. Distributing (supplying free or selling) Alcohol and Other Drugs or Material Represented to be a Controlled Substance - (all occurrences):

1. The administration will contact the parent(s)/guardian(s) and schedule a conference.
2. The administration shall notify available law enforcement authorities.
3. The administration shall suspend for ten (10) days in compliance with student due process procedures.
4. A long-term suspension hearing shall be scheduled before the school board pursuant to due process rules for long-term suspension. The administration will recommend to the school board that the student be suspended for up to ninety (90) school days.
5. A second offense for distributing alcohol or drugs shall result in an expulsion hearing being scheduled before the school board and the administration will recommend the student be expelled for one year.
6. State and federal regulations regarding special education students will be followed.

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. Law enforcement may be involved if the situation is deemed necessary.

DANGEROUS WEAPONS IN THE SCHOOL

Schools should be an example of what is required regarding the observance and respect for law in society at large. Schools also must be highly conscious of the health, safety, and welfare of students, staff, and the public.

State and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from a pupil shall be reported to the pupil's parents. Confiscation of weapons will be reported to law enforcement. Appropriate disciplinary or legal action or both shall be pursued by the building principal.

A dangerous weapon is defined as any firearm, or air-gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

No firearms are permitted on any school premises, school vehicle or any vehicle used for school purposes, in any school building or other building or premises used for school functions. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air-guns at fire ranges, gun shows, authorized supervised school training sessions for the use of firearms and to the ceremonial presence of unloaded weapons at color guard ceremonies. Any violations shall be reported to local law enforcement authorities.

Any student bringing a firearm to school, except as provided by law, shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The Superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

DISCIPLINE PLANS

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

BEHAVIOR EXPECTATIONS

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

PLAYGROUND SUPERVISION

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

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

GENERAL PLAYGROUND RULES & SAFETY

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

Students must receive permission to use restrooms from the playground teacher.

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

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

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

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

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

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

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

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

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

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

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

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

RECESS AND INCLEMENT WEATHER POLICY

For health and exercise all students will be outside for recesses during the school year. This gives the students a needed break from the school routine. K-5 students are expected to go outside for recess until the wind chill temperature goes below -10 degrees. If the current temperature is below -10 degrees, students will have recess in the auxiliary gym.

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

PreK students will have recess upon discretion of the teacher. Students may or may not go outside and will need the proper attire to do so.

Kindergarten, 1st, 2nd, 3rd grade students will have recesses as follows: 8:00 a.m. to 8:15 a.m., 9:45 a.m. to 10:00 a.m., noon recess, 1:45 p.m. to 2:00 p.m.

4th grade students will have recesses as follows: 8:00 a.m. to 8:15 a.m., 9:45 a.m. to 10:00 a.m. and noon recess.

5th grade students will have recesses as follows: 8:00 a.m. to 8:15 a.m. and noon recess.

Classroom teachers will be recess duty supervisors during these times. Other than determining inside/outside recess, the on-duty recess teacher will determine appropriate dress for the students attending recess. This should be consistent with the plan that recess teachers generate. All students will receive recess at least ½ of the allotted recess time unless specified by parents or principal with communication from classroom teacher.

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

CANCELLATION OF SCHOOL DUE TO WEATHER OR OTHER EMERGENCY

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

TRANSPORTATION RULES IN SCHOOL BUSES

When a student is riding, boarding, or leaving the bus, the bus driver has supervisory control over the student. Because the bus is an extension of the classroom, the Board requires students to conduct themselves while on the bus in accordance with Student Conduct policy JFC.

Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the principal. In such cases, the parents of the student involved will be responsible for their child's transportation to and from school. In cases when a child does not conduct himself or herself properly on a bus, such instances will be brought to the attention of the building principal and transportation supervisor by the bus driver. The building principal will inform the parents immediately of the misconduct and request their cooperation in checking the child's behavior.

Principals have the right to suspend students for up to ten (10) days from riding the school bus for inappropriate conduct. The suspension must be reported to the Superintendent who may revoke the suspension at any time. The Superintendent may suspend a student from riding the school bus for not more than 90 days. In case of a suspension by the Superintendent for more than 10 school days, the pupil or his parents or others having his custodial care may appeal the decision of the Superintendent to the School Board. The Superintendent may also recommend to the School Board that the student be prohibited from riding the school bus for the balance of the school year, and upon receiving such a recommendation the School Board shall conduct a hearing on the Superintendent's recommendation.

Buses are provided for those students whose distance from school or health make this service essential. Misconduct on buses will not be tolerated and will result in forfeiture of the privileges of riding.

Students are expected to discipline themselves and comply with the instructions of the bus operator. The driver will be in full charge of the bus and the passengers. There must be no disturbance of any kind that might distract the driver and imperil the safety of the passengers.

Students will observe the posted rules and expectations of conduct while riding school buses. These rules will be posted at the front of the bus. Route rules and activity rules may be different from one another. Bus route drivers will communicate the rules and expectations with the riders on a yearly basis at minimum.

CONDUCT AT SCHOOL EVENTS

Visitors judge our school by the conduct of our students whenever they are observed. It is important for parents to assume responsibility for their children's conduct at athletic contests and other school events. Students are expected to sit and watch the activities of the event and not run around the gym where they become a danger to themselves and a bother to other spectators. Students who run about the gym or other event areas unnecessarily, will be first warned, second turned over to their parents and third may be asked not to remain at the event and possibly subsequent events. School rules apply during all games/events; therefore, any violation of school rules will have consequences. Students must have an adult supervisor in attendance if the student is a 5th grader or younger. If any student is conducting themselves inappropriately or unsafe, the student will be asked to leave the contest and parent(s) will be called by on-duty administrator.

REPORT CARDS

Report cards will be issued 3 times during the school year, and will be sent home at the end of the school year. Parent-teacher conferences will be held approximately one week after the end of the first and nine weeks of school and at mid-term of the third nine weeks. Parents may check grades on DDN Campus Parent Portal at https://sis.ddncampus.net/campus/mycampus/lake_preston.asp. Contact the school for your username and password. Students in grades 3-5 will have access to monitor their own grades.

ACCIDENTS

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

POLICY OR VISITATION OF STUDENTS IN CLASS

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

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

NEW STUDENTS

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

YOUR SCHOOL RECORDS

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

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

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

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

HEALTH RECORDS & IMMUNIZATIONS

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

MEDICATIONS

1. Obtain a medical provider's note from the parent that indicates the medication needs to be administered during school hours. If the medication is not a prescription medication (i.e. Tylenol, ibuprofen, cough/cold medicine, etc.) then a note from the parent indicating the need for this medication will suffice.
2. In addition to a note from the provider, the parent needs to fill out all entries on the Parent/Guardian authorization form and sign/date.
3. Fill out the top section of the Medication Administration Record (MAR) form.

CELL PHONES/ SCHOOL TELEPHONES

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

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

ATTENDANCE POLICY ELEMENTARY SCHOOL

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

If a student is absent from school due to illness or for disciplinary purposes, that student will not be permitted to participate in any activity after school. Attendance is a part of a student's permanent record.

With all of the above in mind, the provisions of the Lake Preston Elementary School Attendance Policy shall be spelled out in the following paragraphs. *Parents and students should attempt to be in the school by 8:10 a.m. every morning as school starts at 8:15 a.m.*

STUDENT SIGN IN/OUT

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

POLICY FOR STUDENTS LEAVING SCHOOL GROUNDS

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

EXCUSED ABSENCES

All absences of students will be excused by the administration upon receipt of a written explanation from the parent or guardian. Under normal circumstances, absences as listed will be counted against the minimum absences as indicated below:

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

PROCEDURE FOR HANDLING ATTENDANCE

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

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

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

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

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

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

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

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

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

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

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

TRUANCY

Through cooperation with parents, strict adherence to regulations in regard to tardiness and unexcused absence, and diligence in investigating the causes of absence, the Board will endeavor to reduce tardiness and truancy.

The district truancy officer will be responsible for enforcing the compulsory attendance laws which require regular attendance, provide for penalties if parents and guardians do not carry out their responsibilities, and establish procedures for referral of a truant student to juvenile authorities.

The district truancy officer shall make and file truancy complaints, and any teacher, school officer or any citizen may make and file a truancy complaint before the circuit court judge.

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.

GROOMING STANDARDS

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

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

Students may not wear shorts, flip flops, or tank tops from December 1st through March 31st. The administration reserves the right to adjust these dates based on changing weather conditions. Parents may be called to bring additional clothing if administration deems necessary or the child may be provided an appropriate garment replacement.

CROSSING GUARD INFORMATION

Lake Preston School will have an employee, teacher, or adult volunteer perform crossing guard duties throughout the school year. The crossing guard will be available from 7:40 a.m. to 8:00 a.m. on Highway 14 & Fremont Ave. Students must listen to the crossing guard's direction and decisions. At the end of the school day, the crossing guard will have one group of students cross the highway together at 3:35 p.m. If students reside on the south side of highway 14, they are encouraged to cross the highway at the set location due to improved safety and supervision.

FIELD TRIPS

In the event a teacher or administrator plans a supervised field trip, registration/enrollment cards will have parental or guardian signatures at the beginning of each enrollment year. These signatures will be sufficient for the student attending the field trip. If a student at any point is not meeting the academic or behavioral criteria set forth by the teacher, administration, or school district, they may be ineligible to participate in the field trip per coach/teacher/parent/principal communication. A conference will be held with the parent, student, teacher, and principal if needed to determine the status for the student on attending the field trip.

OUT OF SCHOOL PARTY POLICY

Out of school party invitations should be handled outside of school.

FUNDRAISERS

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

LAKE PRESTON PRESCHOOL PROGRAM

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

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

Transportation of children to and from school is solely the parent's responsibility. Some parents may choose to form carpools if transportation is a problem. Busing will be provided to and from school only. You must contact the office in advance so we can make transportation arrangements. If arriving before 8:00 AM children need to be dropped off at the main gym doors. Breakfast is served daily from 7:45-8:00 AM for preschool students. 8:00 AM children will be brought to their classroom by a staff member. If arriving after 8:00 AM please drop your child off at the elementary entrance on Fremont Avenue (West Door #1). PreK students will not be allowed to attend Kids First afterschool program.

Hours of Attendance:

4yr. old preschool: Tuesday and Thursday from 8:15-3:32 p.m.
School starts promptly at 8:15.

STUDENT & CLASSROOM EXPECTATIONS

Goals and expectations will be determined by the classroom teacher. Teachers will provide classroom rules at the beginning of the year and communicate with their students throughout the year about expectations, behavior, and disciplinary issues. The classroom rules will be posted within the classroom and the classroom teacher(s) may or may not have their own handbook, policies, and rules that are supplemental to the elementary handbook.

PARENT/TEACHER CONFERENCES

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

HOMEWORK GUIDELINES/POLICY

1. Homework should help children learn by providing practice in mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to 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.

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. Classroom teachers are responsible to submitting grades at least one time a week on Infinite Campus. Communicate with classroom teacher on homework protocol, expectations, and information.

Student aides (grades 4-12) may be utilized in the classroom by the classroom teacher. Student aides can be used to make copies, grade papers, fill supplies, help with instruction or lessons, or other responsible duties set forth by the classroom teacher. Student aides must keep all information confidential and sign an agreement at the beginning of the year. Student aides must communicate with classroom teacher regarding absence, scheduling conflicts, and duties.

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

STATE ASSESSMENTS & TESTING

During the months of March and April, the Lake Preston staff will be assessing grades 3 through 5 to see your child's progress in learning throughout the year with the Smarter Balanced Assessment provided by the South Dakota Department of Education. Please talk to your child about doing their best on the testing and making sure they understand the importance of the assessment. Going to bed early and eating a balanced diet will help your child throughout the testing sessions.

ELEMENTARY ATHLETICS

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

BICYCLE RACKS

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

PATRIOTISM

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

ELEMENTARY AWARDS DAY

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

Each class in grades K-5 will have a citizenship award.

POSITIVE RECOGNITION

The Lake Preston School has a variety of ways that students may be recognized for their efforts, positive behaviors, good deeds, and academic success. Students will be recognized as a group, class, or elementary body for receiving awards. Parents will also be informed by Class Dojo, email, phone call, or Facebook page. Positive recognition items are as follows but not limited to: Students of the Month, Positive Office Referrals, Caught Being Good, Principal’s Taxi Service, birthdays, classroom incentives, etc.

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

Jordan Solberg
6-12 Principal/Athletic Director

Kristi Curd
Business Manager

David Schmidt
Science Teacher

ELEMENTARY SCHOOL

Dana Felderman
Superintendent/PreK-5Principal/Sped Director

Tersia Warne
Administrative Asst.

Deb Olson
2nd Grade Teacher

GYMNASIUM

Scott Bentley
Head Maintenance

Brock Dufek
P.E./Tech

Karley Litterick
Ag/FFA Advisor

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.

DISCLOSURE

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

LAKE PRESTON ELEMENTARY SCHOOL DISCIPLINE/BEHAVIOR PLAN

2021-2022

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

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