

LAKE PRESTON DIVERS



LAKE PRESTON

**MIDDLE AND
HIGH SCHOOL**

**STUDENT
HANDBOOK**

2021-2022



TABLE OF CONTENTS

GENERAL INFORMATION

| | |
|----|---|
| 4 | Philosophy of Education |
| 4 | LPHS School Song |
| 4 | Announcement Period |
| 4 | Cancellation of School Due to Weather/Other Emergency |
| 5 | College Visitation |
| 5 | Emergencies |
| 5 | Family Educational Rights and Privacy Act of 1974 |
| 6 | Public Notice Regarding Information |
| 8 | Honor Roll |
| 8 | Grading Scale |
| 9 | Lettering Requirements Academic & Athletic |
| 10 | Lockers |
| 10 | School Records |
| 10 | Report Cards |
| 10 | Visitors |
| 10 | South Dakota High School Activities Association |
| 11 | Valedictorian and Salutatorian Selection |
| 11 | Withdrawal from School |

POLICIES

| | |
|----|-----------------------------------|
| 11 | Activity Program Policy |
| 11 | Attendance Policy |
| 11 | Excused Absence |
| 12 | Procedure for Handling Attendance |
| 13 | Perfect Attendance |
| 13 | Tardy Policy |
| 13 | Truancy |
| 13 | Dance Policy |
| 14 | Discipline Policy |
| 14 | Eligibility Policy |
| 15 | Retention Policy |
| 15 | Secondary Homework Policy |
| 15 | Senior Privileges |
| 16 | Open Campus Privileges |

GENERAL RULES AND REGULATIONS:

17 ----- Dangerous weapons in the school
17 ----- Accidents
17 ----- Public Displays of Affection
17 ----- Alcohol, Tobacco, and Narcotics
18 ----- Cars and Motorcycles
18 ----- Class Interruptions-Cell Phones-Personal Devices
19 ----- School Elections
19 ----- Snacks in School
20 ----- Grooming Standards
20 ----- Hot Lunch Procedures
21 ----- Food Service Policy – Offer vs. Service
21 ----- Leaving School
21 ----- Middle School and High School Library Regulations
22 ----- Restrooms
22 ----- Study Hall Regulations
22 ----- Theft of Property
22 ----- Training Rules and Regulations
23 ----- 7th & 8th Grade Participation in H. S. Sports
24 ----- Unnecessary Noise in Corridors
24 ----- Use of the Buildings
24 ----- Use of the Telephone
24 ----- School Policies and Regulations
24 ----- Accessibility of Contingency Plan
24 ----- Lake Preston District Complaint Policy for Federal Programs
25 ----- Communicable Diseases Guidelines
25 ----- Parent Involvement Policy
25 ----- Annual District Title 1 Meeting
26 ----- School Compacts
26 ----- Parent Involvement Opportunities
26 ----- Staff/Parent Communications
26 ----- Evaluation
26 ----- Disclosure
27 ----- Acknowledgement of Receipt
ADDITION.....PROHIBITION AGAINST AIDING OR ABETTING SEXUAL ABUSE
ADDITION..... Lake Preston Middle/High School Progressive Discipline Chart

PHILOSOPHY OF EDUCATION

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

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

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

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

Since we recognize that education is a never-ending process in one's lifetime, our school should not be restricted just too educating youth. Adult education through the various vocational classes and through a further reaching community education process is encouraged.

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

LPHS SCHOOL SONG

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

ANNOUNCEMENT PERIOD

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

CANCELLATION OF SCHOOL DUE TO WEATHER OR OTHER EMERGENCY

In cases where school will not be held or is dismissed during the day because of the weather, the announcements will be made on DDN Campus Voice, the school website, Facebook, and KELO. Watch for our school on the close line-and social media.

See board policy for updated requirements per SD DOE and SDBOR

COLLEGE VISITATIONS

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

1. The school must receive a phone call or written communication, email or handwritten, three (3) days prior to the date of your absence.
2. Get visitation form from the counselor. A representative of the college you are visiting must sign this.
3. Get make-up slip from the office.
4. Turn in visitation form upon return to school.
5. Turn in a signed make-up slip prior to visit. Your work must be completed before leaving for the college visit.

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

See board policy for updated requirements per SD DOE and SDBOR

Emergencies

The building should be evacuated immediately when the alarm rings. Instructions for evacuation/emergency response will be given to the teacher and posted in each room. Teachers\Advisors and students involved in the extracurricular activities program should be familiar with emergency procedures for the activity and in that area.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

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

The following information will be entitled Directory information:

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

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

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

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

1. Inspect and review the student's educational records;
2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosures of personally identifiable information contained in the student's educational records

except to the extent that the Act and the regulations in this part authorize disclosures without consent.

4. File with the U. S. Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of the Act and this part;
5. Obtain a copy of this policy and regulation in the building principal's or superintendent's office of the Lake Preston School District.

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

PERSONALLY IDENTIFIABLE INFORMATION: Includes, but is not limited to: the student's name, the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, or a list of personal characteristics that would make the student's identity traceable, or other information that would make the student's identity easily traceable.

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

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

DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION:

- A. An educational agency or institution may disclose personally identifiable information from an education record of a student without the consent required by subsection 99.30 if the disclosure meets one or more of the following conditions:
 1. The disclosure is to other school officials, including teachers, within the agency or institution whom the agency or institution has determined to have legitimate educational interests.
 2. The disclosure is subject to the requirements of subsection 99.34, to officials of another school, school system, or institution of postsecondary education where the student seeks to intend to enroll.
 3. The disclosure is, subject to the requirements of subsection 99.35, to authorize representatives of:
 - i. The Comptroller General of the United States.
 - ii. The Secretary; or
 - iii. State and local educational authorities.

4. (i) The disclosure is in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to: A) Determine eligibility or the aid; B) Determine the amount of the aid; C) Determine the conditions for the aid; or D) Enforce the terms and conditions of the aid.
(ii) As used in paragraph (a) (4) (i) of this section, “financial aid” means a payment of funds provided to an individual (or a payment in kind of tangible or intangible property to the individual) that is conditioned on the individual’s attendance at an educational agency or institution.

(Authority: 20 U.S.C. 1232g (b)(1)D))

5. (i) The disclosure is to state and local officials or authorities, if a State statute adopted before November 19, 1974, specifically requires disclosures to those officials and authorities.
(ii) Paragraph (a) (5) (i) of this section does not prevent a state from further limiting the number or type or state or local officials to whom disclosures may be made under that paragraph.
6. (i) The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to:
 - A. Develop, validate, or administer predictive tests;
 - B. Administer student aid programs; or
 - C. Improve instruction
(ii) The agency or institution may disclose information under paragraph (a)(6)(i) of this section only if:
 - A. The study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization; and
 - B. The information is destroyed when no longer needed for the purposes for which the study was conducted.
(iii) For the purposes of paragraph (a)(6) of this section, the term “organization” includes, but is not limited to, federal, state, and local agencies, and independent organizations.
7. The disclosure is to accrediting organizations to carry out their accrediting functions.
8. The disclosure is to parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.
9. (i) The disclosure is to comply with a judicial order or lawfully issued subpoena.
(ii) The educational agency or institution may disclose information under paragraph (a)(9)(i) of this section only if the agency or institution makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance.
10. The disclosure is in connection with a health or safety emergency, under the conditions described in subsection 99.36.
11. The disclosure is information the educational agency or institution has designated as “director information”, under the conditions described in subsection 99.37.
12. The disclosure is to the parent of a student who is not an eligible student or to the student.

B. This section does not forbid or require an educational agency or institution to disclose personally identifiable information from the educational records of a student to any parties under paragraphs (a)(1) through (11) of this section.

(Authority: 20 U.S.C. 1232G (a) (5)(A), (b)(1) and (b)(2)(B))

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

FIRE AND TORNADO INFORMATION

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

Fire or Fire Drill

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

Tornado or Tornado Drill

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

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

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

Room Number:

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

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

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

HONOR ROLL

The honor roll will be as follows: "A" Honor Roll with a grade point average of from 3.65-4.00, and "B" Honor Roll from 3.00-3.64. In addition to the grade point average requirement, a student must not have received a "D", "F", or incomplete grade in any class.

ACADEMIC LETTERS

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

ATHLETIC LETTERING REQUIREMENTS

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

VOLLEYBALL: An athlete must play in 12 games.

FOOTBALL: An athlete must play in 12 quarters.

BASKETBALL: An athlete must play in 16 quarters.

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

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

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

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

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

UNIFIED CHAMPIONS:

- 1). *Be in grades 9-12*
- 2). *Successfully complete the full season of training in a given sport, including attending/participating in all weekly practices (no unexcused absences).*
- 3). *Compete in at least one competition, including area and state, during the sports season.*
- 4). *Make a positive contribution to the team through the spirit of cooperation and good sportsmanship during the entire season.*
- 5). *Follow the rules of the SDHSAA.*
- 6). *Be recommended by the Head Coach and local Head of Delegation (HOD). (In special circumstances, an athlete may letter subject to the discretion of Head Coach and HOD).*

LETTERING FOR MANAGERS AND OTHER HELPERS

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

LOCKERS

Each student will be assigned a locker; in most cases two students will be sharing one locker. The school will not be responsible for loss of valuables left in lockers or elsewhere on the school premises, although reasonable care will be taken to guard against unauthorized use of lockers. Your locker is subject to periodic inspection for cleanliness and appropriate décor. Just cause for locker searches includes housing of stolen, illegal, unusual and/or dangerous items. **Jamming your locker as to be opened by anyone is not advised.**

YOUR SCHOOL RECORDS

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

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

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

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

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

REPORT CARDS

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

VISITORS

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

SOUTH DAKOTA HIGH SCHOOL ACTIVITIES ASSOCIATION

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

VALEDICTORIAN AND SALUTATORIAN SELECTION

The salutarian and valedictorian shall be selected on the basis of seven semesters of school. Honor graduates must have a cumulative GPA of 3.0 or better during their first seven semesters. Selection will be determined on the basis of grade point average figured to the nearest thousandth. In the event of a tie, a co-valedictorian or co-salutarian will be named. If there is a tie for Valedictorian, the graduating class will not have a Salutarian.

WITHDRAWAL FROM SCHOOL

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

ACTIVITY PROGRAM POLICY

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

ATTENDANCE POLICY

Lake Preston Middle school and Senior high school students should strive to make their formal education as complete and thorough as possible. It must be understood that students miss a vital portion of their education when they are absent from school. While it is possible to make up written work, class instruction or presentations, discussions, some audio-visual presentations, or student-teacher interaction can never be made up. Attendance is a part of a student's permanent record. It is one of the major concerns of an employer because a casual attitude toward regular school attendance extends into adulthood. With all of the above in mind, the provisions of the Lake Preston Middle School and Senior High School Attendance Policy shall be spelled out in the paragraphs below.

To assist the school in maintaining up-to-date and accurate attendance records, parents are asked to notify the principal's office of their child's absence (ph. 847-4455) by 8:45 a.m. on the day of the first absence, that notification shall include the reason for the student's absence. If a student is absent from school due to illness/injury, that student will not be permitted to practice for any activity after school or participate in any game or activity that evening. Other types of excused absence will not prevent a student from either practicing or participating. In the case of a doctor's appointment, a note from the doctor's office verifying the appointment will be necessary. If you are too sick/injured to come to school all day, you are too sick to play or practice also.

EXCUSED ABSENCES

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

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

1. Participation in school sponsored activities. (No count)
2. In cases of absence because of illness, a doctor's statement may be required and each day will count as one absence except in cases where the illness requires a student to be gone for consecutive days. Under those circumstances, each day will count as one absence on the permanent record but in counting days absent as a determiner for privileges, each illness is considered one absence.

3. A family emergency, e.g., death in a family, critical illness in the family, etc.
4. Vacations and or trips of any nature (hunting, fishing, cattle/horse shows, skiing, 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

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

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

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

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

In the case of an excused absence, the student shall make up the work and receive full credit. In the case of an unexcused absence (court), the student shall make up the time missed from school. It is the sole responsibility of the student to make arrangements with teachers for assignments and class activities missed during any kind of absence.

If a grading period falls within the allowed time to make up work due to an absence, an "incomplete" shall be recorded. Incompletes may cause the grade to be lowered by one grade, e.g. from an "A" to a "B" if not made up within the time allowed by the teacher. Teachers may extend the deadlines under unusual circumstances.

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

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

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

PERFECT ATTENDANCE

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

TARDY POLICY

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

1. Students will be allowed two (2) tardies to class or study hall each semester.
2. In the event of a second tardy, parents will be notified by mail and email.
3. Beginning with the third tardy for the semester, open campus privileges will be forfeited for the rest of that semester and or applied to senior privileges.
4. Beginning with the fourth and ensuing tardies, detention(s) will be served.
5. Excessive tardiness may result in suspension.

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

TRUANCY

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

Middle-Senior High School

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

DANCE POLICY

1. Before a dance may be scheduled, the students' in charge of organizing it must find chaperons for the dance. There shall be two middle/high school teachers (one male and one female). The names of the chaperons must be submitted to the principal before the dance will be scheduled one exception will be the prom. At the junior-senior prom the junior class advisors plus at least two parents chosen by the junior class will serve as chaperones/helpers.
2. Unless specified in writing by the high school principal, all Lake Preston dances will be for Lake Preston students only. When specified able to attend, students enrolled in school at the time of the dance and their guest that is not a student at Lake Preston High School shall request approval for their guest to attend by the date specified by the principal in advance of the dance.
3. Doors will close one (1) hour from the starting time.

DISCIPLINE POLICY

If a student issue arises, a teacher or administrator shall document using the triplicate Behavioral Office Referral Form. The teacher will meet with the student to discuss the information recorded in the referral form to devise a plan of action to improve student behavior and to provide needed support. The teacher will discuss previous incidents and corrective efforts with parents/guardians via phone and/or email contact following the student informal meeting. The form will be submitted to administration for disposition. A copy of the form will be mailed to the parent/guardian.

The Progressive Disciplinary Chart will be followed for all documented student issues. See the Lake Preston Middle School and High School Discipline Plan published at the end of this student handbook and on the Lake Preston School website.

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

ELIGIBILITY POLICY

Grades 6-12

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

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

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

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

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

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

See board policy for updated requirements

RETENTION POLICY
Middle School

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

SECONDARY and MIDDLE SCHOOL 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 six through twelve. Recognition of homework as an integral part of a child's education is contingent on that work being properly designed, carefully planned, and geared to the development of the individual student. It is acknowledged that the amount of homework a student has will vary considerably based upon age of student, number and nature of classes a student is taking, the number of study halls a student has, how the student uses his/her study halls, the nature of the assignment (an example would be a test), or and finally the goals that have been established by the student.

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

1. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
2. Homework should help children learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to lessen learning problems.
3. Homework should help develop the student's responsibility by providing an opportunity for the exercise of independent work and judgment.
4. In assigning homework, a teacher should consider a student's age and mastery of skills; his/her need for leisure time; and or, his/her out-of-school responsibilities and activities, which often aid a student in developing his/her interests or tastes. However, the homework grade is dependent on performance by the student.
5. As a valid educational tool, homework should be clearly assigned and its product carefully evaluated.
6. The school should recognize the role of parents by suggesting ways in which parents may assist the school in helping a child carry out his/her responsibilities.
7. Homework will be gathered upon the request of a parent or legal guardian in the event that a student is absent from school for two or more days. The homework may be picked up from the individual teachers or the office at a prearranged time. To be assured of getting homework on any given day, the call requesting the homework must have been made by **9:00 a.m. of that same day**. This will allow teachers to line up homework without being disturbed during class.
8. Middle School and High School students that have late or missing work to be handed in may attend school from 3:32-4:15 at the teacher's or principal's discretion. Any student enrolled in an online class that are behind their class target will be considered missing work. They may be required to attend after school work sessions. Administration may waive work time.

SENIOR PRIVILEGES

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

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

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

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

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

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

The following rules apply to violations of senior privileges:

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

OPEN CAMPUS PRIVILEGES

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

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

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

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

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

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

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

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

DANGEROUS WEAPONS IN THE SCHOOL

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

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

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

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

ACCIDENTS

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

PUBLIC DISPLAYS OF AFFECTION

Students are expected to exercise appropriate public behavior toward one another. Physical conduct that is of a sexual nature or is personally offensive will be considered a disruption.

ALCOHOL, TOBACCO, AND NARCOTICS

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

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

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

Possession of products containing tobacco and devices such as e-cigarettes or vaping devices, with or without tobacco contents, is prohibited on school premises, at school activities or on school buses.

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

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

CARS AND MOTORCYCLES

Students who drive cars and/or motorcycles/four wheelers/ATVs or scooters (motorized) will not be permitted to use them during the school day or noon hour. The purpose of the regulation is to promote safety and to protect both the parents and pupils. Cars and motorcycles must be parked on the street. Students will not be permitted to park in the area reserved for the buses. Special care must be used to avoid parking in no parking zones, in front of any fire hydrant, or in front of a driveway. Student parking along Highway 14 is not permitted. Other no parking areas may be added as needed.

CLASS INTERRUPTIONS/CELL PHONES/PERSONAL TECHNOLOGY

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

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

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

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

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

- a. Justified and based on reasonable grounds that the search would reveal evidence of a student's violation of policy;
- b. May be conducted in accordance with school policy and in the presence of a student's parent or guardian.

- c. Full disclosure and law enforcement may be contacted.

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

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

SCHOOL ELECTIONS

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

SCHOOL FINANCES

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

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

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

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

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

FIELD TRIP POLICY

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

Snacks in School

Any food, or liquids brought into the school must be consumed in the properly designated area. No pop of any kind or energy drinks during the school day. The only exception to this rule is with special permission from the administration. Absolutely no sunflower seeds will be permitted on the school grounds. Gum and

snacks will be allowed in the high school building. Special permission from classroom teacher may be granted for a student to eat a small snack within their class room following the classroom rules. Snacks brought into the building must be considered healthy and be similar to those snacks offered in the vending machines. Should a teacher have reservations as to whether a snack meets these guidelines, the teacher will ask the student to not bring that item to school as a snack in the future. All liquids must be in a sealed container; the lid must close. All liquids are subject to inspection by staff and administration at any time.

GROOMING STANDARDS

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

Guidelines for student dress are as follows:

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

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

HOT LUNCH PROCEDURES

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

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

FOOD SERVICE POLICY - OFFER VS SERVICE

See Board Policy

LEAVING SCHOOL

A student shall not leave school during the school day without reporting to the principal's office and obtaining permission. Permission must be received from the parent/guardian by the school, via phone or email, prior to the student leaving school. Failure to report to the office shall result in being charged with an unexcused absence or truancy.

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

LAKE PRESTON MIDDLE/ HIGH SCHOOL LIBRARY REGULATION

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

RESTROOMS:

No loitering or congregating in the restrooms will be permitted. Students are urged to keep restrooms clean at all times. Electronic devices of any kind are not permitted to be used to take pictures or record audio/video in any restroom at any time. It should be below the dignity and social standing of any student to write on the walls of the restrooms; to do so is a reflection on the school and on all the students.

STUDY HALL REGULATIONS

1. Every student may have an assigned seat.
2. Students will be in their seats by the time the second bell has rung or they will be tardy. This could result in a detention.
3. Study hall teachers will take roll before extending privileges to any student for any reason.
4. No student will be permitted to leave his/her assigned seat until roll call has been taken.
5. Students may request to be signed out / in by the teacher to go to the restroom or hallway locker.
6. Students asking to use the restroom or go to their locker who are found in other areas of the building will lose their sign out privileges from study hall for a probationary period.
7. One boy and one girl will be permitted to sign out for the restroom or hallway locker at one time.
8. Students may obtain a pass from a teacher, prior to the beginning of study hall, to work with them one-on-one as long as this does not interfere with the teacher's teaching responsibilities during this time. Students may obtain a pass to work in a classroom on a project which is unable to be moved to the study hall only if supervised by the teacher issuing the pass. Students are not to be issued a pass and left unsupervised. The study hall teacher will sign the student out upon receipt of the "pass", which may be delivered via email.
9. High school students are expected to be alert and responsive. Sleeping or postures giving this appearance are considered undesirable and will not be permitted.
10. Talking, visiting, etc. will not be permitted in the Study Hall.
11. Loss of privileges, detention, or more extensive punitive measures may result from the abuse of the study hall regulations.
12. The maximum number of study halls a student may have on any given day is two (2) unless special circumstances indicate that an exception be made.

THEFT OF PROPERTY

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

TRAINING RULES AND REGULATIONS FOR ALL SCHOOL ACTIVITIES AND CONTESTS Lake Preston Schools Grades 6-12

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

- I. The following violations will result in the suspension of any student involved in an activity for **two performances or contests or ten school days which ever encompasses the greater number of events**. The suspension will be implemented the day following the reported or observed offense. Students will be on the bench and out of uniform at either home or away contests during the time they are suspended. Students will practice during the suspension period.

- A. Possession or consumption of alcoholic beverages
 - B. Possession or use of products containing tobacco and devices such as e-cigarettes or vaping devices, with or without tobacco contents
 - C. Possession or use of harmful or illegal drugs
 - D. Theft and vandalism
- II. Presence in the following situations will result in the suspension of an individual for **one game, meet, or activity**. Students will be on the bench and out of uniform at either home or away contests during the time they are suspended. Students will practice during the suspension period.
- A. A vehicle where alcoholic beverages are being consumed (Other than a commercial means of transportation) unless accompanied by a parent or legal guardian.
 - B. A gathering of individuals (Other than in a business establishment) where alcoholic beverages and/or illegal drugs (not including tobacco) are being utilized when not accompanied by a parent or legal guardian.
- III. A second violation of either part I or II during the school year will result in the suspension of the individual for the remainder of the school year. Because some activities have only one performance, it is possible for a student in such a case to be suspended for the entire season for the first offense, that one performance is considered the season.
- IV. For students in training during a sport season the following hours are in effect:
- A. 10 p.m. the night before a contest.
 - B. 11 p.m. all weekdays
 - C. 1 a.m. Fridays and Saturdays.
 - D. One half hour following school activities when school transportation exceeds the above A, B, or C.
 - E. When accompanied by a parent or legal guardian, the student is under the discretion of the parent or legal guardians. Violation of training results in **suspension of one game or meet for the first offense; suspension of 2 games or meets for the second offense, and suspension from that team for the sport season for the third offense.**
- V. A student is an example to younger students and represents the school and community on a year around basis. A student must always conduct himself/herself in a respectable manner.

Any concerned person may report the violation.

Revised: August 2009

7th & 8th GRADE STUDENT PARTICIPATION
IN HIGH SCHOOL SPORTS

Per the needs of athletic teams and programs, coaches or supervisors may invite 7th and 8th grade students to participate.

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

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

Adopted: December 10, 1987

UNNECESSARY NOISE IN CORRIDORS

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

USE OF THE BUILDINGS

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

USE OF THE TELEPHONE

The telephone is for school administrative purposes. Phone calls to students or teachers during classes are discouraged. Students will be called from class to answer phone calls only in case of an emergency. If it is not deemed an extreme emergency, telephone messages will be held in the main office. A telephone is located in the main office and should be used by students making local calls only before and after school and at lunchtime.

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

SCHOOL POLICIES AND REGULATIONS

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

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.

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)

STUDENT COMMUNICABLE DISEASES

See Board Policy

COMMUNICABLE DISEASE GUIDELINES

See Board Policy

Parent Involvement Policy K-12

STATEMENT OF PURPOSE

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

PARENT INVOLVEMENT IN POLICY DEVELOPMENT

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

ANNUAL DISTRICT TITLE 1 MEETING

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

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

SCHOOL COMPACTS

In accordance with Title 1 regulations, parent representatives will evaluate annually and revise if needed, the School Compact. The compact will identify ways the school, parents/guardians, and students can share the responsibility for student performance and success. A copy of the School Compact detailing these responsibilities will be made available on the school district's website and upon request. Parent/student signatures will not be required; however, parents are encouraged to discuss the contents of the compact with their child(ren).

PARENT INVOLVEMENT OPPORTUNITIES

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

STAFF/PARENT COMMUNICATIONS

Newsletters, conferences, personal contacts and written notices will be utilized in English and Spanish to establish and maintain an open line of communication. In addition, the Lake Preston School District website will be kept up-to-date in an effort to inform families. Staff members will make every effort to communicate positively and work effectively with parents and community members.

EVALUATION

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

CONCLUDING STATEMENT

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

DISCLOSURE

While an attempt has been made to cover all the major situations that might occur during the school year, it must be recognized that not all happenings can be anticipated and dealt with in this handbook. Therefore, the administration reserves the right to make rulings on those incidents that occur during the school year that are beyond the scope of this handbook.

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

ACKNOWLEDGMENT OF RECEIPT

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

Signature _____

Name (print) _____

Grade _____

Check one:

_____ Staff member

_____ Student

DATE OF RECEIPT _____

ADDITIONS

| OFFENSES | 1 ST OFFENSE | 2 ND OFFENSE | 3 RD OFFENSE | 4 TH OFFENSE |
|--|---|---|--|---|
| Class One - Office Referral Per Semester | | | | |
| · Classroom Disruption · Insubordination/Disrespect · Dishonesty · Computer Use · Cell Phone | Warning | Detention 30 minute | Block Detention 1 hour | ISS (1 Day) Parent/Guardian Conference |
| Class Two Per Semester | | | | |
| · Failure to serve detention | Repeat Detention/ Block Detention | Repeat Detention with addition of a Block Detention | Repeat Detention with addition of a Block Detention Parent/Guardian Conference | 1 day ISS |
| · Conveying Inappropriate messages (electronic, paper, or other means of communication) | Warning / Detention (depending on what was said) Possible referral to Law Enforcement | Block Detention Parent/Guardian Conference Possible referral to Law Enforcement | ISS (1-3 Days) Parent/Guardian Conference Possible referral to Law Enforcement | OSS (1-3 Days) Parent/Guardian Conference Possible referral to School Board for action Possible referral to Law Enforcement |
| Class Three Per Academic Year | | | | |
| · Computer Use Policy Violation | Warning | 2 weeks computer use suspension | Parent/Guardian Conference 4 weeks computer use suspension | Possible computer use suspension for remainder of school year |
| · Cheating/Plagiarism | Teacher/Administrative Intervention Possible loss of credit | Teacher/Administrative Intervention No credit given Parent/Guarding Conference | Teacher/Administrative Intervention No credit given Parent/Guarding Conference | Teacher/Administrative Intervention No credit given Parent/Guarding Conference |
| · Skipping/Truancy | Block Detention | Block Detention | Block Detention | 1 day OSS |

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.

| | | | | |
|---------------------------|---|--|---|---|
| | | | Parent/Guardian Conference | Parent/Guardian Conference |
| · Aggression/Intimidation | Block Detention Possible referral to Law Enforcement | ISS (1-3 Days) Parent/Guardian Conference Possible referral to Law Enforcement | ISS (3-5 Days) Parent/Guardian Conference Referral to Law Enforcement | ISS (3-5 Days) Referral to Law Enforcement |

Lake Preston Middle/High School Progressive Discipline Chart

| OFFENSES | 1 ST OFFENSE | 2 ND OFFENSE | 3 RD OFFENSE | 4 TH OFFENSE |
|---|--|--|--|--|
| Illegal Offenses Per High School Career | | | | |
| · Violence, fighting, physical injury · Theft · Destruction of property | ISS (1-3 Days) Parent/Guardian Conference Counselor referral Restitution and police referral if appropriate | OSS (1-3 Days) Parent/Guardian Conference Counselor referral Restitution and police referral if appropriate | Long-term suspension or expulsion. Police referral when appropriate | Long-term suspension or expulsion. Police referral when appropriate |
| · Cyber Bullying | Parent/Guardian Conference Disciplinary action may include, but is not limited to: Loss of computer privileges Detention Suspension Expulsion | Parent/Guardian Conference Disciplinary action may include, but is not limited to: Loss of computer privileges Detention Suspension Expulsion | Parent/Guardian Conference Disciplinary action may include, but is not limited to: Loss of computer privileges Detention Suspension Expulsion | Parent/Guardian Conference Disciplinary action may include, but is not limited to: Loss of computer privileges Detention Suspension Expulsion |
| · Bullying · Harassment of Students · Sexual Harassment | Communicate to the aggressor the individual expects the behavior to stop. Victim will document date, time, and | If the bullying or harassment does not stop, the student is to report the incident to administration. The student will be assisted in filing an incident report by administration. Once the report is filed, the administrator will investigate the incident. If the student is found to be in violation of this policy, consequences based on the severity of the situation | | |

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|--|--|---|--|--|
| | place of conversation and witnesses if any using district form. | may include: counseling, parent/guardian and administrator conference, detention, suspension, expulsion/termination, and/or reporting to law enforcement. | | |
| · Disturbance of School · False Report | ISS (1-3 Days) Parent/Guardian Conference Counselor referral Restitution and police referral if appropriate | ISS (3-5 Days) Parent/Guardian Conference Counselor referral Restitution and police referral if appropriate | Long-term suspension or expulsion. Police referral when appropriate. Student and parent/guardian must attend conflict resolution training before student is allowed to return to school. | Long-term suspension or expulsion. Police referral when appropriate. Student and parent/guardian must attend conflict resolution training before student is allowed to return to school. |
| · Computer Network Violation | 2 weeks computer use suspension | Parent/Guardian Conference 4 weeks computer use suspension | Possible computer use suspension for remainder of school year | |
| · Products containing tobacco and devices such as e-cigarettes or vaping devices, with or without tobacco contents | ISS (1-3 Days) Students are encouraged to participate in a No Smoking program. Student activity policy will also apply | ISS (3-5 Days) Students are encouraged to participate in a No Smoking program. Student activity policy will also apply | OSS (1-3 Days) Students are encouraged to participate in a No Smoking program. Student activity policy will also apply | OSS (3-5 Days) Students are encouraged to participate in a No Smoking program. Student activity policy will also apply |

| OFFENSES | 1 ST OFFENSE | 2 ND OFFENSE | 3 RD OFFENSE | 4 TH OFFENSE |
|--|---|---|---|---|
| Illegal Offenses Per High School Career | | | | |
| · Controlled Drugs or Substance | OSS (1-3 Days) Parent/Guardian Conference Possible long-term suspension Referral to Law Enforcement | OSS (3-5 Days) Parent/Guardian Conference Student shall be placed on suspension by Administration with a request to the Superintendent to extend the suspension beyond three school Days Referral to Law Enforcement | OSS (10 Days) Parent/Guardian Conference Student shall be placed on suspension by Administration with a request to the Superintendent to extend the suspension beyond three school Days Referral to Law Enforcement | Suspension by Administration with a request for expulsion being forwarded to the Superintendent. Expulsion procedures shall be instituted at this time. Referral to Law Enforcement |
| · Hazing | OSS (1-3 Days) Parent/Guardian Conference Possible long-term suspension or expulsion | OSS (3-5 Days) Parent/Guardian Conference Student shall be placed on suspension by Administration with a request to the Superintendent to extend the suspension beyond three school Days | OSS (5-10 Days) Parent/Guardian Conference Student shall be placed on suspension by Administration with a request to the Superintendent to extend the suspension beyond three school Days | Suspension by Administration with a request for expulsion being forwarded to the Superintendent. Expulsion procedures shall be instituted at this time. |
| · Threats | A student who violates this policy may be suspended and/or expelled, depending on the nature of the violation. Maximum Discipline: 12 month expulsion from school Minimum Discipline: short-term suspension (1-10 Days) | A student who violates this policy may be suspended and/or expelled, depending on the nature of the violation. Maximum Discipline: 12 month expulsion from school Minimum Discipline: short-term suspension (1-10 Days) | A student who violates this policy may be suspended and/or expelled, depending on the nature of the violation. Maximum Discipline: 12 month expulsion from school Minimum Discipline: short-term suspension (1-10 Days) | A student who violates this policy may be suspended and/or expelled, depending on the nature of the violation. Maximum Discipline: 12 month expulsion from school Minimum Discipline: short-term suspension (1-10 Days) |
| · Standard Weapon | Optional suspension, possible long-term suspension or expulsion. Parent/Guardian Conference | Optional suspension, possible long-term suspension or expulsion. Parent/Guardian Conference | Optional suspension, possible long-term suspension or expulsion. Parent/Guardian Conference | Optional suspension, possible long-term suspension or expulsion. Parent/Guardian Conference |
| · Dangerous weapons (firearm, air gun, knife, pellet gun) · Bomb Threat | A student who violates this policy may be suspended and/or expelled, depending on the nature of the violation. | A student who violates this policy may be suspended and/or expelled, depending on the nature of the violation. | A student who violates this policy may be suspended and/or expelled, depending on the nature of the violation. | A student who violates this policy may be suspended and/or expelled, depending on the nature of the violation. |

| | | | | |
|---|--|--|--|--|
| <ul style="list-style-type: none"> · Fire · Endangering the lives of others | <p>Maximum Discipline: 12 month expulsion from school</p> <p>Minimum Discipline: short-term suspension (1-10 Days)Parent/Guardian Conference Referral to authorities</p> | <p>Maximum Discipline: 12 month expulsion from school</p> <p>Minimum Discipline: short-term suspension (1-10 Days)Parent/Guardian Conference Referral to authorities</p> | <p>Maximum Discipline: 12 month expulsion from school</p> <p>Minimum Discipline: short-term suspension (1-10 Days)Parent/Guardian Conference Referral to authorities</p> | <p>Maximum Discipline: 12 month expulsion from school</p> <p>Minimum Discipline: short-term suspension (1-10 Days)Parent/Guardian Conference Referral to authorities</p> |
|---|--|--|--|--|

- 1) Any daily assignments given during the Out of School Suspension time period will receive zero credit.
- 2) Any cumulative assessments (examples would be a test, chapter review, quiz, etc.) for which the content assessed spans multiples days falling in and out of the Out of School Suspension time period would be able to be completed upon the student's return for full credit.