

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

Threat of Explosion

1. Alert the closest nearby staff member.
2. Person receiving call should:
 - A. Note voice inflections, background voices, etc., which may assist in identification of person call originated.
 - B. Attempt to keep the person on the line so as to have another staff member use another line to track calls.
 1. Does the caller know that the lives of 400 children may be endangered?
 2. Would the caller like to speak with the superintendent or the principal?
 3. At what time will the evidence explode?
 4. Do we have time to evacuate children from the school?
 5. Sound the school fire alarm. This will automatically implement Action LEAVE-BUILDING.
 6. Follow procedure 1 through 12 under Explosion above.

LAKE PRESTON PUBLIC SCHOOL POLICY ON COSTS RELATING TO ELECTRONIC LEARNING

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

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

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

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

Approved: April 8, 2002

INSTRUCTIONAL MATERIAL AND CURRICULUM

The board reserves to itself the final responsibility for all instructional materials used and curriculum taught in the district schools. The board

recognizes that without a free and vigorous exchange of ideas, learning and teaching cannot take place effectively.

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

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

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

1. The material in question should first be discussed with the teacher or librarian who will report the results of this meeting to the principal. If satisfaction is not reached, the complaint may continue with Step 2.
2. The principal will meet to discuss the material with the complainant and the teacher or librarian. The results of the meeting will be reported to the superintendent. If satisfaction is not gained, the complainant will be requested to complete the form, Request for Reconsideration of Instructional Materials, before proceeding to Step 3.
3. The superintendent will appoint a review committee composed of the following members:
 - The building principal
 - The building librarian
 - Two building teachers
 - Three adult citizensThe committee members will be requested to read or view the material and respond to the complainants' answers to the questions on the form, Request for Reconsideration of Instructional Materials. The superintendent will send the recommendation of the committee to the complainant. If the complainant is not satisfied, he may continue with Step 4.
4. The superintendent will meet with the complainant to resolve the problem. If an impasse has developed, the matter is to be directed to the board in Step 5.
5. The complainant will appear before the board as the final step in the request for reconsideration of instructional materials.

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

Adopted: December 10, 1987

LIBRARY PLAN
LAKE PRESTON SCHOOL LIBRARY PHILOSOPHY

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

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

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

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

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

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

The above goals are intended to foster in our school and community the necessary training and educational opportunities to produce people dedicated to carrying on our democratic heritage within the state of South Dakota and the nation.

Collection:

Goal: A. Develop a professional collection

1. Bring all professional materials together in the library.

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

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

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

Services:

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

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

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

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

LIBRARY MATERIALS SELECTION AND ADOPTION

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

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

Initial purchase suggestions for library materials may come from all personnel-teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The librarian will be responsible for evaluation of all library materials recommended to be included in the school library. Final approval and authority for distribution of funds will rest with the superintendent and in keeping with the Board-approved budget.

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

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

Adopted: December 10, 1987

TEXTBOOK SELECTION AND ADOPTION

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

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

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

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

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

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

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

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

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

Adopted: December 10, 1987

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

_____ Name _____ of
Complainant

Address

Phone Number

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

Author _____

Title _____

Where was this material used?

School _____ Teacher _____ Class _____
Grade Level

1. To what in the material do you object? Please be specific.
2. Did you read, view, or listen to the entire material? _____ If not, what parts didn't you?
3. What value is there in this material?
4. What do you feel might be the result of using this material?

5. Are you aware of any judgment of this material by professional critics?
6. What do you believe is the theme or purpose of this work?
7. Are you aware of the teacher's purpose in using this material?
8. What would you prefer the school do about this material?
9. What work of equal value would you recommend in place of this material?
10. Additional comments.

Signature of Complainant

Date

Adopted: December 10, 1987

TEXTBOOK REPLACEMENT POLICY
LAKE PRESTON ELEMENTARY SCHOOL

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

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

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

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

Adopted: January 8, 1987

TEXTBOOK REPLACEMENT POLICY
LAKE PRESTON JUNIOR AND SENIOR HIGH SCHOOL

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

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

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

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

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

Adopted Date: 1/8/87

TEXTBOOK REPLACEMENT

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

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

~~2003-2004~~

~~English I - Houghton Mifflin English (Grammar)
Chemistry
7th Gr. Geography~~

~~2004-2005~~

~~Physics
English I - Literature
Biology
American History (8th)
7th English - Grammar
Skills and Creative Living - The Developing Child
General Business (Marketing)
Ag Business
Algebra II~~

~~2005-2006~~

~~Personal Living (Health)
Business Law
Accounting I
Advanced Math
Physical Science~~

~~2006-2007~~

~~Computer II
Computer I
8th English - Language Arts Today
Accounting II
General Business
Geometry~~

~~2007-2008~~

~~7th Math
Ag Mechanics~~

~~_____ American Government~~
~~_____ US History (11th)~~
~~_____ Jr. Sr. Literature~~
~~_____ General Math~~

~~2008-2009~~

~~_____ 8th Science~~
~~_____ 7th Science~~
~~_____ World History/Geography~~
~~_____ Algebra I~~
~~_____ 7th Cr. Literature~~
~~_____ 8th Cr. Literature~~

~~2009-2010~~

~~Note: Leave Calculus off the rotation~~

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Name of Complainant Address Phone #

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

Author _____

Title _____

Where was the material used?

School Teacher Class
Grade

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

Signature of Complainant Date

LOANING OF TEXTBOOKS

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

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

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

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

~~UNIFORM 5-YEAR PURCHASE PLAN~~

~~2002-2003~~

~~_____ BB Boys white, cheerleading
_____ Band - Flag varsity uniforms
_____ Pompoms~~

~~2003-2004~~

~~_____ BB Girls white varsity
_____ BB Boys blue Varsity~~

~~2004-2005~~

~~_____ FB Jerseys
_____ FB Boys Pants
_____ Girls BB blues Varsity Uniforms~~

~~2005-6~~

~~Replacement uniforms may be purchased periodically due to damage or excessive wear.~~

~~Updated each year:~~

LAKE PRESTON SCHOOL DISTRICT
PLAN OF STAFF DEVELOPMENT AND INSERVICE

Continuing professional growth and increasing the effectiveness on the part of the entire staff are essential for the success of educational programs and school operation. The continual professional growth of all staff members on an individual basis and through planned inservice program will be conducted and encouraged. Such opportunities may include, within budgetary limitations, special inservice courses and workshops, summer study grants, school visitations, attendance at professional conferences and meetings, and college courses as defined later in this policy. Further areas of staff development are listed in the South Dakota Guidelines for Staff Development.

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

1. Conduction of an annual district wide assessment of inservice needs of all persons to be involved in the inservice.
2. Ranking inservice education needs in relation to district wide goals.
3. Developing criteria for effective inservice education activities.