



STUDENT/FAMILY HANDBOOK 2023-2024

School Board Approved on August 16, 2022

700 2nd Street, Lyle, MN 55953

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LEADERSHIP
INTEGRITY
LEARNING
EXCELLENCE

Mission:

Partnering with students, families, and communities to develop curious, engaged, and capable leaders who value learning, integrity, and service to others.

Vision:

Committed to leadership, integrity, learning, and excellence while fostering strong relationships and pride throughout the building and community.

We believe:

- We believe in fostering positive and healthy relationships within our school and community, beginning with a physically and emotionally safe environment.
- We believe in doing the right thing in the right way at the right time even when no one is watching.
- We believe all students have the ability and opportunity to learn at their own pace in an environment that encourages success.
- We believe in partnering with the community to create a broad range of opportunities that extend beyond the classroom.
- We believe experiences such as quality extra-curricular activities, work programs, and expanded educational opportunities are a critical part of a complete education.
- We believe meeting the needs of mental health of our students, staff, and families is at the forefront for future success.

Board of Education:

Mr. Chad Heard, Chair
Mrs. Janelle “Nellie” Wollenburg, Vice Chair
Mr. David Frank, Clerk
Mrs. Krista Pell, Treasurer
Mr. Carl Truckenmiller
Mr. Cory Block

Superintendent/High School Principal:

Mr. Jamie Goebel

Elementary/K-8 Principal:

Mrs. Cori McRae

RIGHTS AND RESPONSIBILITIES OF THE SCHOOL DISTRICT COMMUNITY

STUDENT RIGHTS

Students have the right to:

1. Be treated courteously, fairly, and respectfully by students and school staff, according to District's Core Beliefs.
2. Attend school and receive a free and appropriate public education as provided by law.
3. Be taught in a safe learning environment.
4. Upon request, may receive a written copy of district and school policies and procedures.
5. Bring complaints or concerns to the school principal or staff.
6. Request, or challenge, in writing, an explanation of anything in their education records.
7. Be told, orally and/or in writing, the reason(s) for any disciplinary decisions.
8. Have a parent attend applicable disciplinary conferences, re-entry conferences, and hearings.

STUDENT RESPONSIBILITIES

Students have the responsibility to:

1. Behave respectfully toward everyone in the school community, according to our District's Core Beliefs.
2. Attend all classes daily and be prepared for all classes with all necessary materials.
3. Complete assignments to the best of your ability.
4. Do assigned homework and ask for help when needed.
5. Read outside of school every day.
6. Bring only those materials to school that are allowed.
7. Know and follow school rules and expectations.
8. Notify school staff about any dangerous behavior or activity that occurs on school grounds or off school grounds that may result in disruption to the educational setting.
9. Keep parents informed of school-related issues.

SCHOOL STAFF RIGHTS

School staff has the right to:

1. Work in a safe and orderly environment.
2. Be treated courteously, fairly, and respectfully by students, parents or guardians and other school staff, according to our District's Core Beliefs.
3. Communication concerns, suggestions, and complaints to the building office.
4. Receive professional and supportive development training.
5. Use available resources for quality instruction.
6. Modify instruction to connect with the learner, when appropriate, and be consistent with the policies of the Board of Education and District 497 goals.

SCHOOL STAFF RESPONSIBILITIES

School staff has the responsibility to:

1. Attend work daily, be punctual and use well-planned, creative, and engaging instructional plans every day that align to state standards.
2. Maintain safety and order with prevention and intervention strategies and following District's Core Beliefs.
3. Be respectful and courteous to students, families, and each other, while serving as role models for students.
4. Be knowledgeable about the rules, policies and procedures of Lyle Public School and enforce them fairly and consistently.
5. Be knowledgeable about federal and state laws and regulations about the disciplinary process for students with disabilities.
6. Communicate policies, expectations, and concerns, and respond to complaints or concerns from students and parents or guardians in a timely manner.
7. Keep families informed of student academic progress and behavior; create meaningful opportunities for their participation and regular communication. Grades will be updated weekly on student management system.
8. Provide makeup work for students with excused absences, including those students who are absent for disciplinary reasons.
9. Participate in professional development opportunities.

FAMILIES' RIGHTS

Families have the right to:

1. Be actively involved in their children's education.
2. Be treated courteously, fairly, and respectfully by all school staff, in accordance to our Core Beliefs.
3. Receive information about the policies of the Board of Education and procedures that relate to their children's progress.
4. Receive regular reports, whether written or oral, from school staff regarding their children's academic progress or behavior, including but not limited to mid-term reports, report cards, behavior progress reports and conferences. Receive information from staff about ways to improve their child's academic or behavioral progress, including but not limited to counseling, tutoring, after-school programs, academic programs, and mental health related services within the community.
5. Receive information and prompt notification of inappropriate behaviors by their child when a formal disciplinary action is taken by school staff.
6. Receive information about due process procedures for disciplinary matters concerning their child, including information on conferences and appeals.
7. Receive information about services for students with disabilities and English Language Learners when applicable.

FAMILIES' RESPONSIBILITIES

Families have the responsibility to:

1. Make sure their children attend school regularly and on time.
2. Stay abreast to their child(ren)'s grades, attendance, behaviors, and other information on Parent Portal.
3. Notify school why their children are absent promptly.
4. Give updated contact information to the school for updates in our data systems.
5. Notify school officials about any concerns or complaints in a respectful and timely manner.
6. Work with school staff to address academic or behavioral problems their children may experience.
7. If a concern arises, please proceed through the following chain of command for communication:
 - a. Contact child's teacher
 - b. If still not satisfactorily resolved, contact Principal for discussion/meeting
 - c. If concern still exists, Principal will contact Superintendent.
 - d. Superintendent will contact principal and parents for next steps.

This protocol is put into place to facilitate open, respectful dialogue between all stake holders to achieve our common goal – student success. Thank you for following this.

8. Support the District by being a role model for their children, attending conferences and school events, and talking to their children about school expectations.
9. Read and become familiar with the policies of the Board of Education and related Administrative Procedures.
10. Give their children a space to complete their homework or allow participation in after-school programs that permit the completion of homework.
11. Be respectful and courteous to staff, other families, and students, in accordance to our District's Core Beliefs.
12. Encourage your child to read daily at home.
13. Promote wellness and daily physical activity outside of school.

All students in grades 6-12 must be eligible to participate in school activities (i.e. – athletics, dances, prom, and others). Students have the responsibility to check their grades on Infinite Campus. Grades will be checked by the administration at the beginning of each week.

The following procedures will be adhered to in order to maintain eligible status. Be advised that administration will speak directly with students and coaches if they become ineligible.

I. PROCEDURES

- a. At the time of the predetermined grade check, any student with a failing grade (F) will be ruled ineligible to participate in any competitions or performances until;
 - i. grade improvement has been verified by the teacher and Administration, or,
 - ii. until the end of the quarter.
- b. It will be the student's responsibility to meet with teachers to ensure student knows what is needed to improve grades, including any missing work.
- c. Restrictions may be placed upon a student with a failing grade (F) or near failing grade (D) in any course at any time to provide the best possible environment for improving grades. Such restrictions may include;
 - i. Before or after school detention or a study table.
 - ii. A room during lunch or other break times to work on schoolwork. Students will not lose their normally allocated time to eat.
 - iii. Middle School: Students (6-8) identified as currently failing a class will not be able to attend a practice until their grades are passing. If an away game were scheduled while the student is suspended, the student would not be able to attend the game or travel with the team. Student athletes are expected to use this time to work on their schoolwork in order to resume playing status. If a home game were scheduled while the student is suspended, the student would be expected to attend the game, but remain on the bench in street clothes approved by the coach.
 - iv. High School Students: Students (9-12) identified as currently failing a class will not be able to attend an away game until their grades are passing. Student athletes are expected to use this time to work on their schoolwork in order to resume playing status. If a home game were scheduled while the student is suspended, the student would be expected to attend the game, but remain on the bench in street clothes approved by the coach. Practice requirements will be determined on a case-by-case basis by administration.
- d. End of the quarter and semester grades are considered final, unless granted an administrative pre-approved Incomplete. Because grades are final and cannot be changed, the following stipulations are in place:
 - i. Students (9-12) will be ineligible to participate in school activities for two (2) contents for every failing grade on their report card. Students in grades 5-8 will be ineligible for one (1) per failing grade.
 - ii. All ineligible games are cumulative, meaning they will follow the student throughout their career.
 - iii. Student must remain an active participant for a full season (per sport) for ineligible games to count and must abide by all school and program rules. If student quits the team prior to the end of the season, he or she will forfeit any already served suspensions and will need to serve the suspension again in the next sports participation season.
 - iv. Student must attend all practices and games for games to qualify.
 - v. All other eligibility requirements (fees, registration, physicals) must be up-to-date.
 - vi. If student is failing a class when an "end of quarter suspension" ends, the student will remain ineligible until grades are passing or quarter ends.
 - vii. No two suspensions can be served at the same time.
 - viii. Administration is allowed to use discretion when applying these rules due to extenuating circumstances.

II. OTHER CONDITIONS

- a. School Activities, such as Homecoming and Flurries Court, Dances and Prom:
 - i. Only eligible students will be granted permission to be able to participate in dances (Homecoming, Flurries, or student council dances). To be eligible, a student must not be failing during the grade reporting date prior to the dance or Homecoming or Flurries Court.
 - ii. Prom: To be eligible for participation at Prom (April or May), a student must be passing all classes at the end of the previous quarter.

III. STUDENTS USING POST SECONDARY EDUCATION OPTION (PSEO)

- a. Due to alternate timing of grading, PSEO students are subject to the following procedures:
 - i. At the end of each LPS quarter, students attending PSEO must submit to the Lyle High School office a form from Riverland Community College stating their current grade within one week.
 - ii. A failing grade will place them ineligible for all high school activities immediately. This will remain in effect until official verification is provided to the high school office.

ACADEMIC EXPECTATIONS

1. Lyle Schools operates on quarter/semesters, and 26 course credits are required for graduation.
2. Academic Integrity (See District Policy 540 for more details)
 - a. Any student cheating on an examination or assignment will receive a zero for that examination or assignment.
 - b. Plagiarism (copying from another student or published source) is unacceptable and will receive zero credit.
 - c. Violations may include disciplinary action and may result in loss of credit in that class.
3. Assignments:
 - a. Homework is a necessary part of education. Students are expected to adhere to individual class expectations regarding class work. Additionally, the grades you receive in your classes affect your eligibility for school and extra-curricular activities.
 - b. Aside from their planners, students also have access to Infinite Campus Student Portal to check their grades and assignments. Parents also have their own access called Parent Portal.
 - c. It is expected that students will complete their homework by the day it is due. Each teacher will post their homework expectations on their syllabus, as this will be up to the individual teacher. Additionally, we have district-wide expectations for homework turn-in when you are absent. Please see page 7 for more details.
 - d. To prevent students from falling too far behind in their class(es), it may be expected or mandated that your student stay after class or after school to complete any missing assignments.
 - e. Please work with your teachers to stay caught up in your homework.
 - f. Students are not allowed, or excused, from another scheduled class to work on homework or missing assignments during school day.
 - g. Failures will negatively affect graduation status, athletic/activity participation, and future requested courses.

ARRIVAL/DISMISSAL/DAILY SCHEDULE

Students should arrange to leave home at a time that will permit him/her to arrive at school just before school begins. All students will remain either outside or in specific areas until 8:00 am unless they have permission from a teacher to meet before school. Students who are meeting a teacher need to check into the office and the teacher will be called down to escort student. Students are expected to leave the school grounds upon dismissal unless involved in after-school extra-curricular activities. The teacher workday is 7:40am - 3:20pm.

When dropping off or picking up your student at the beginning or end of day, please stay away from the Bus Lane. It is best to use the parking spots for this matter.

9-12 High School Daily Schedule		5-8 Middle School Daily Schedule		Breakfast K-12
1 st hour	8:10 – 9:02	1 st hour	8:10 – 9:14	7:45 – 8:00
2 nd hour	9:05 – 9:57	2 nd hour	9:18 – 10:22	
3 rd hour	10:00 – 10:52	3 rd hour	10:26 – 11:20	K-4 Daily Schedule Classes Begin 8:10 Dismissal 3:00
4 th hour	10:55 – 11:47	Lunch	11:20 – 11:50	
5 th hour	11:50 – 12:42	4 th hour	11:51 – 12:55	
Lunch	12:42 – 1:09	5 th hour	12:59 – 2:03	
6 th hour	1:12 – 2:04	6 th hour	2:07 – 3:00	
7 th hour	2:07 – 3:00			

***These times are subject to change.

ATHLETIC SCHOLARSHIPS

Scholarships are available for students unable to pay for athletic fees. See Activities Director for more information.

ATTENDANCE PROCEDURE

Students are required by Minnesota State Law to attend school regularly to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Irregular attendance and failure to prepare assignments regularly cause most school failures. Children are expected to attend school unless there is a valid reason for not being there.

Minnesota Statute 120A.22 requires school age children to attend school on a regular basis. When a student fails to attend school as required by law, or repeatedly skips classes, the student may face school discipline, loss of credit or a consequence set by their county of residence. Parents are responsible for making sure that their children are at school every day and if the child is absent, parents should call the school prior to **8:30** am to notify the office of their child's absence for that day. Lack of notification may result in absenteeism being counted as truancy. All students returning from an appointment, PSEO, or any other reason that may cause them to be late to school **must** report to the office upon their return.

Please understand all absences are considered Unexcused unless there is a valid reason provided. A **written** excuse, signed by the parent/guardian, must be presented to the school office prior to, or within 48 hours of, the absence. Failure to present a written note within this time may result in the absence remaining as an **unexcused** absence. This written excuse should include the student's first and last name, the date of the absence, the reason for the absence, and then signed by the parent. **Please understand that a signed note does not automatically mean the absence is excused (see full policy for excused and unexcused reasons).**

Specific information regarding Tardies is located on page 32

Attendance Procedures from Policy 503 – Attendance (found in full on school website)

Attendance is taken each day in each classroom. Families are expected to notify the school office for each day a student will not be in attendance, or when a student will be late. All absences are considered unexcused until either approved by administration or proper documentation is provided. Students and families with excessive absences (Excused and Unexcused) will be subject to District Attendance Contracts.

Excused Absences - The following reasons shall be sufficient to constitute excused absences:

1. Illness with proper documentation or administrative approval.
2. Serious illness in the student's immediate family.
3. The death or funeral of an immediate family member or of a close friend or relative.
4. Medical, dental, orthodontic, or counseling appointments.
5. Family emergencies.
6. Court appearances occasioned by family or personal action.
7. Religious instruction not to exceed three hours in any week.
8. Physical emergency conditions such as fire, flood, storm, etc.
9. Official school field trip or other school-sponsored outing.
10. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
11. Active duty in any military branch of the United States.
12. A student's condition that requires ongoing treatment for a mental health diagnosis.
13. Vacations with family- will be considered unexcused unless approved by administration with a signed permission of leave form (Pre-Arranged Absence Form found in the back of handbook).

The administration will use discretion when approving longer or multiple vacations, especially when it may cause truancy/attendance and/or academic concerns. When a vacation is not approved, the absences will be considered unexcused and may cause truancy notification.

14. Post-secondary visits with pre-approval from Administration (Seniors are given two (2) and Juniors in their 2nd Semester may take one (1)). (Pre-Arranged Absence Form found in the back of handbook).

Consequences of Excused Absences

1. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
2. Work missed because of an excused absence must be made up within two (2) days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

Unexcused Absences

All absences are considered unexcused until either approved by administration or proper documentation is provided. When a student meets truancy levels, all absences will be considered unexcused unless proper documentation is provided.

The following are examples of absences which will not be excused:

1. Truancy, which is defined as an absence by a student which was not approved by the parent and/or the school. The administration reserves the right to decide whether an absence is excused or not, and their decision shall be final.
2. Any absence in which the student failed to comply with any reporting requirements of the school's attendance procedures.
3. Work at home.
4. Work at a business, except under a school-sponsored work release program.
5. Vacations with family will be considered unexcused unless approved by principal(s) with a signed permission of leave form (Pre-Arranged Absence Form). The administration will use discretion when approving longer or multiple vacations, especially when it may cause truancy/attendance and/or academic concerns. When a vacation is not approved, the absences will be considered unexcused and may cause truancy notification.
6. Visits to post-secondary schools without pre-approval of administration and proof of attendance. (Pre-Arranged Absence Form found in the back of this handbook)
7. Excessive tardies, at the discretion of administration, may result in unexcused absences or other disciplinary action.
8. Beautification appointments (i.e. formalwear fittings, hair & tanning), photo sessions, concerts, shopping, going out for lunch.
9. Oversleeping and missing the bus.
10. Improper sign out.
11. Leaving class without permission
12. Any other absence not included under the attendance procedures set out in this policy.

Consequences of Unexcused Absences

1. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.575.
2. Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
3. In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
4. Students with unexcused absences shall be subject to the discipline procedures described in the Discipline policy, at the discretion of administration.
5. If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.575.
6. A student must attend a full academic day, per school schedule, in order to compete in any after school activity for that day. If a student misses any portion of an academic day, student must

provide proper documentation prior to commencing the activity, and must be deemed an excused absence by administration.

7. Work missed because of an Unexcused Absence is due the same day the work is due for the rest of the students in that class. Any work not completed within this period shall result in “no credit” for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for extenuating circumstances.

Tardiness Definition: Students are expected to be in their assigned area at designated times. Tardy is reporting to class/school ten minutes or less after the beginning of the class hour. Absences are reporting to class/school eleven minutes or more after the beginning of the class hour.

Procedures for Reporting Tardiness

1. Students tardy at the start of school must report to the school office for an admission slip.
2. Tardies will be marked by the classroom teacher in Infinite Campus.

Excused Tardiness

Valid excuses for tardiness are:

1. Illness.
2. Serious illness in the student’s immediate family.
3. The death or funeral of an immediate family member or of a close friend or relative.
4. Medical, dental, orthodontic, or counseling appointments.
5. Family emergencies
6. Court appearances occasioned by family or personal action.
7. Physical emergency conditions such as fire, flood, storm, etc.
8. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

Unexcused Tardiness

1. Unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
2. Consequences for tardies will result in;
 - a. After-school detentions or other consequences at the discretion of administration.
 - b. Students with five (5) tardies in one (1) class is equal to one (1) unexcused absence from that class.

Consequences for Excessive Absences and Tardies

- a. MN Statute 120A.41 establishes the minimum number of hours of instruction that a school district must hold in one school year.
 1. 1020 hours for students in grades 7 through 12 (approximately 255 hours per quarter)
 2. 935 hours for students in grades 1 through 6 (approximately 233.75 hours per quarter)
 3. 425 hours for students in Kindergarten
 4. Districts are also required to hold a minimum of 165 days of school.
- b. To comply with this statute, the Lyle School District has established the following minimum requirements and consequences for students who have excessive absences and tardies.
 1. K-8: Student may be considered for possible retention.
 2. High School:
 - a. A meeting between administration, student, and parent will be scheduled to set up an attendance contract when administration determines student’s unexcused absences are becoming excessive.
 - b. The student’s grade percentage will be docked 10 percent for every five (5) unexcused absences within a quarter for each class period, including the tardy equivalency in Section 3.d. Grade reductions, if any, will be calculated at the end of the quarter. Grade reductions may result in no credit being given for a particular quarter/class. A letter explaining the grade reduction will be sent home with report cards.
- c. A student and/or their parent/guardian who believe extenuating circumstances exist may appeal any retention, grade reduction, and/or loss of course credit by written/email request to the Principal within

the 10 calendar days of the date of the letter. The Principal, Superintendent, and the Board of Education will consider all requests, and their decision is final.

- d. If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.575.

Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

REQUIRED REPORTING

A. Continuing Truant

Minnesota Statutes section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes section 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes section 120A.34;
4. That this notification serves as the notification required by Minnesota Statutes section 120A.34;
5. That alternative educational programs and services may be available in the district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes Chapter 260C;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes section 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

Habitual Truant

1. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes chapter 260A.

BREAKFAST AND LUNCH

- Breakfast is served from 7:45-8:00 am for all students.
- Effective July 1, 2023, the State of Minnesota will be implementing the Free School Meals Bill. This bill allows MN schools to provide one free school breakfast and one free school lunch meal, per day, to all students.
- All additional meals or ala carte items will need to be prepaid through the meal account.
- Any student meal account with a zero or negative balance cannot purchase any additional full meals or ala carte items. Please keep this in mind when monitoring your child(s) meal account balance and know that you are responsible for purchases made by your child in our school cafeteria.
- You may deposit money into the meal account through the Infinite Campus parent portal or by bringing/mailling payments to the main school office.
- In the event of a late start and during the scheduled monthly 2-hour late starts, breakfast will not be served.

Adult Breakfast Rate:	\$2.50	Adult Lunch Rate:	\$4.95
A la Carte Items:	\$1.50	Extra Milk:	\$0.50

(Prices are subject to change by the Lyle School Board)

Unpaid Meal Charge and Debt Collection – Taken from District Policy 534 – School Meals

PURPOSE - The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte items or second meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

- A. All a la carte items or second meal purchases are to be prepaid before meal service begins. Money can be deposited online via the Infinite Campus Portal or dropped off in the office. A student or staff member who does not have sufficient funds will not be allowed to charge a la carte items or a second meal until additional money is deposited in the person's account. Staff members may authorize a payroll deduction to pay for meal purchases.
- B. A school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.
- C. Each school that participates in the free school meals program must:
 - (1) participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and

(2) provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.

- D. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.
- E. When a student has a negative account balance, the student will not be allowed to charge a snack item.
- F. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of low balances via Infinite Campus Parent Portal.
- C. Families will be notified of an outstanding negative balance once the negative balance reaches \$10. Families will be notified by Infinite Campus Parent Portal and a letter sent home.
- D. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing nonreimbursable meals; or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free or reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$100, not paid prior to the end of the semester and end of the school year, will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

PLEASE NOTE: Parents and guardians are invited to visit school to eat with their child at school. Adults must sign in at the office upon arrival to school. You may purchase lunch at school for that day. If a lunch is brought in from an outside restaurant, the food must not be shared with other students. This is due to possibly allergic reactions to certain products.

BUILDING SURVEILLANCE

The building and school buses are under surveillance for the safety and security of all personnel and equipment. This video may be viewed by administrative at random times or can be used for investigative purposes.

BUS SERVICE

School transportation is a privilege, not a right. Failure to comply with the posted rules on the school bus, as well as any other rules established by the bus driver, may result in suspension from bus services and/or school for a specified period of time. Students will be written up and discipline will follow district policy.

If there is a short-term change in your child's transportation plans, please let the school know 48 hours in advance. If there is an address change or other long-term change, families must complete a Mid-Year Transportation Change Form, found on our website. Children are only allowed to ride the bus they are assigned. Your child must be at bus stop at the specified time as the bus will not wait. If your child fails to be on the bus at the designated time, the bus will not return to pick up your child, and it will be the parents' responsibility to get the students to school.

In compliance to MN State Statute, Lyle Public School District provides transportation for students living 2 miles or further from school. Lyle Public School also provides transportation for daycares within city limits. This courtesy is provided for Pre-School students to be dropped off at daycares within the city of Lyle. For safety reasons, please be aware that drivers must see the daycare provider before children are removed from the vehicle. If the provider is not visible to the driver, or the driver deems the area is not safe, the children will be brought back to school and either the provider or parents will need to come to school to pick up child(ren). Additionally, families may only have one pick-up location and one drop-off location for their child(ren). A change to these locations must be requested on the Mid-Year Transportation Change Form.

NOTE: District buses have video cameras on them which will record all behaviors on the bus. This video will be used by administration to monitor behaviors and ensure safety expectations are being followed. The bus drivers need to be able to concentrate on traffic and road conditions, not the rearview mirror for student misbehavior. The school bus is part of the school property; therefore, all behavior policies are in effect during time spent by students and athletes on a school bus, including after school activities and events.

District Policy 709 – Student Transportation Safety – outlines expectations to ensure safe driving and riding conditions on school buses. Students in grades K through 10 will receive annual training on riding buses. The entire policy is listed on our district website, but the following is an excerpt from the policy regarding student expectations while riding on school buses.

Rules at the Bus Stop

1. Get to your bus stop 5 minutes before your scheduled pick-up time. The school bus driver will not wait for late students and will not return due to the student being late.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road, or highway when waiting for the bus.
6. Wait until the bus stops before approaching the bus.
7. After getting off the bus, move away from the bus.
8. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
9. No fighting, harassment, intimidation, or horseplay.
10. No use of alcohol, tobacco, or drugs.

Rules on the Bus

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.

3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassment, intimidation, or horseplay.
7. Do not throw any object.
8. No eating, drinking, or use of alcohol, tobacco, or drugs.
9. Do not bring any weapons or dangerous objects on the school bus.
10. Do not damage the school bus.

Consequences - Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

Elementary (K-6)

- 1st offense – warning
- 2nd offense – 3 school-day suspension from riding the bus
- 3rd offense – 5 school-day suspension from riding the bus
- 4th offense – 10 school-day suspension from riding the bus/meeting with parent
- Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

Secondary (7-12)

- 1st offense – warning
- 2nd offense – 5 school-day suspension from riding the bus
- 3rd offense – 10 school-day suspension from riding the bus
- 4th offense – 20 school-day suspension from riding the bus/meeting with parent
- 5th offense – suspended from riding the bus for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

Bus Suspensions: When a student is suspended from riding the school bus, it is expected the student to be in school that day. If the student is not present at school, the suspension for that day, for that child, does not count and will be extended to the next day.

Other Discipline -Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

Vandalism/Bus Damage -Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

Criminal Conduct - In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

There is a shuttle bus for transportation of athletes to Pacelli or fields for athletic purposes. Students not in activities are not allowed to use this shuttle to get a ride to Austin without specific permission from administration.

"Blue Days" will be called and communicated to all families via our Parent Portal. This is due to a shortage of available drivers for regular routes and activities. Parents are asked to come to school at the end of the day to bring their children home, if available.

"Stop Arm Cameras" have been installed on all Lyle School Buses. All Stop Arm violations will be reported to local authorities.

COMMUNICATION TO FAMILIES

It cannot be stressed enough the importance of families providing the most updated contact information from all members of the family. Lyle Public School will communicate multiple facets of information to families to ensure all are informed and updated. Below are a few examples:

- Attendance: The school will call families when a student is absent. An email may follow at the end of the day.
- Student Performance: teachers and/or office personnel will communicate with grades, behaviors, and other performance information critical to the success of each student.
- Time Critical: There are times office personnel will need to get in touch with parents in a time critical situation, such as a health emergency or regarding behaviors.
- Weather Related Issues – Families must have Parent Portal in order to receive Weather Related announcements from the school.

Parents are also encouraged to contact the school with questions and/or concerns. Parents are expected to update their contact information as often as needed.

COURSE DROP/ADD DATES

Students may request to change a semester course through the third day of each semester. All changes must have teacher, parental, and administrative approval.

CUSTODY INFORMATION

Custody and restraining orders must be on file in the district office. It is vital that parents keep the school informed in writing if there is a legal ruling that an individual is restricted from seeing a child during the school day. It is the responsibility of the parent/caregiver to supply the district with the most up to date court orders. Non-custodial parents may receive school bulletins, report cards, and other school communications upon request.

DISCIPLINE PROCESS

The goal of progressive discipline is to explicitly teach, reteach and maximize instruction time. Teachers operate under the belief that we “Assume Nothing, Model Everything” and those consequences are logical and a deterrent to repeated unproductive behavior. It is our responsibility to teach expectations and the students’ responsibility to be held accountable. It takes partnerships to enhance and maximize instructional opportunities.

The complete School District Discipline Policy 506 is located in the back of this handbook.

Afterschool Detention may be used as a consequence for inappropriate behavior and unexcused absences. Expectations are below:

- Detention Days Monday-Thursday from 3:05-3:45 PM
- Students will be released at 3:45 PM. If being picked up, Parents/Guardians are required to arrive at 3:45 PM.
- No transportation will be provided by the school for detentions.
- Parents will be notified of student behaviors and student will be expected to attend detention on the date selected. Failure to serve detention on this day will result in additional detentions and/or consequences.
- Detentions need to be served before attending after school activities and/or sporting events.
- Teachers will NOT be available to help with homework during a detention.
- Student’s Expectations During Detention:
 - Sit quietly – no sleeping.
 - Read a book.
 - Work on Homework WITHOUT an electronic device. Phones, iPads, laptops, etc are not allowed.

In-School-Suspensions (ISS): Students will be provided a place to work on their schoolwork. They will not be able to have any electronics during this time, including school issues devices. Work will be due on the day the teacher listed the assignment as due.

Out-of-School-Suspensions (OSS): Students will not be allowed to be on the premises as determined by administration, including any afterschool events. The staff will do their best to ensure the work is provided to the student. Most, if not all, of the work will be posted on either the teachers' Schoology or Google Classroom accounts. Unless communicated by the teacher, please expect the schoolwork to be due on the day the teacher listed the assignment due.

Student Contracts: When concerns arise with the attendance, behavior, and grades of our students, Administration will contact parents/guardians to set up a meeting to discuss these issues. A student contract will be presented at the meeting, stating the expectations of the district, student, and parent/guardians.

DISCRIMINATION

Lyle Independent School District #497 will provide all vocational and educational opportunities for students and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, or disability. (Board Policies 500 series)

Lyle School District will identify and evaluate learners who, within the intent of Section 504/ADA, need special services, accommodations, or programs, in order that such learners may receive a free, appropriate public education. The school social worker is designated as the school's disability discrimination officer to receive reports, complaints, or grievances.

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. Lyle Independent School District #497 provides equal opportunity of all students and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination on the basis of sex under any educational program or activity operated by the school district. The activities director is designated as the school's Title IX officer to receive reports, complaints, or grievances.

HAZING/BULLYING/HARASSMENT

Hazing is defined as committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or any other purpose. (Board Policy 526)

Bullying is defined as any act committed against a student (physical abuse, verbal comments or written communications) that are perceived as an intimidation or as a threat by the receiver of the message. *See Board Policy 514 – Bullying Prohibition Policy Summary included in back of handbook.

Harassment is defined as a continuous pattern of intentional behavior that takes place on school property, on a school bus, or at a school-sponsored function. This includes, but is not limited to, written, electronic, verbal or physical acts that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic defined in the local board's model policy. Different categories of harassment in the school environment are outlined in the statute. The statute prohibits harassment, intimidation, violence and states that no student should be subjected to such treatment. It prohibits reprisal, retaliation or false accusation against a victim, or other person who has reliable information about an act of harassment, violence or threat of violence. These above three statements include Cyber Bullying as well. Interruption of learning, disruption or causing unsafe environments through internet posting, texting, videoing, etc. will be followed with the following policies and procedures. Investigations that show misuse and hazing, bullying or harassment through technology device may result in students losing technology privileges and devices.

1. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
2. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.

3. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
4. This policy applies to behaviors that occur on or off school property, inclusive of school property that is inappropriately used or in possession of, during and after school hours.
5. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
6. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.
7. No student, teacher, administrator, volunteer, contractor, or other employee of the school district will neither harass/bully another person nor will they tolerate bullying of another person.

Reporting Procedure

1. Any person who believes he or she has been a victim of hazing/bullying or any person with knowledge belief of conduct which may constitute hazing and/or bullying, shall report the alleged acts immediately to an appropriate school district official designated by this policy.
2. The building Principal or school social worker are the people responsible for receiving reports of hazing/bullying at the building level. Any person may report hazing/bullying directly to the superintendent.
3. Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances or events that might include hazing/bullying. Any such persons who receives a report of, observes, or has other knowledge or belief of conduct that may constitute hazing/bullying shall inform the building Principal immediately.
4. Submission of a good faith complaint or report of hazing/bullying will not affect the complainant or reporter's future employment, grades or work assignments.

RACIAL/RELIGIOUS/SEXUAL HARASSMENT AND VIOLENCE

Examples:	Harassment	Violence
<i>Racial/Religious</i>	Intimidation Hostile environment	Physical Assault
<i>Sexual - Gender</i>	Written or spoken advances Patting or pinching	Touching Grabbing
<i>Sexual Orientation</i>	Intentional brushing against Demanding sexual favors	Coercing/forcing sexual situations
<i>Gender Identification</i>	Any unwelcome touches Written or spoken derogatory remarks against a protected class	

Lyle Public School prohibits any form of racial/religious/sexual harassment or violence. This includes inappropriate behavior between all people: student and student, student and employee, or employee and employee. If a person believes they are a victim of harassment or violence, they need to refer to the following policy. School officials will investigate all complaints.

1. It is the policy of Independent School District No. 497 to maintain a learning and working environment that is free from sexual harassment and sexual violence. The school district prohibits any form of sexual harassment and sexual violence.
2. There are multiple laws prohibiting sexual harassment in the school setting. Sexual harassment and violence are forms of sex discrimination that violate the Minnesota Human Rights Act, Title VII, and Title IX. The best approach is to first address sexual harassment allegations through the Title IX process. New standards went into effect on August 14, 2020.
3. It shall be a violation of this policy for any student or employee of Independent School District No. 497 to harass a student or an employee through conduct or communications of a sexual nature or content as defined by this policy.
4. It shall be a violation of this policy for any student or employee of Independent School District No. 497 to be sexually violent to a student or employee of the school district.

5. The school district will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the school district.
6. Copies of the sexual harassment and sexual violence policies (413 and 522) are available in the Office.
7. Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the school district, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence, should report the alleged acts or any complaints immediately to the Title IX Coordinator.
8. The school district encourages the reporting party or complainant to use the report form that is available.

DRESS CODE

Students are to dress appropriately for a PreK through twelfth grade school. Shirts and tops must cover the shoulders. The Lyle school does not permit tube tops, tank tops, crop tops, halter tops, or spaghetti straps. Sun dresses with spaghetti straps require a sweater to cover shoulders and straps or a t-shirt under. Students are not allowed to have any exposed cleavage or bare midriff. Skirt and shorts may not be any shorter than the end of the fingertips with arms at the side when standing normally. All pants and skirts must be long enough to cover the students under garments while standing or while seated.

Inappropriate clothing is inclusive of: saggy pants not worn around the waist/waistline, sports bras exposed, T-shirts that include the extra arm holes cut out – “angel wings”, clothing which bears a message which is lewd, vulgar or obscene, apparel promoting products, places, or activities illegal minors (ex: the softball team shirt from a liquor store sponsor), objectionable emblems, badges, wristbands, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial, or sexual harassment and/or violence against any other individuals. Students must use discretion while wearing jeans with holes that expose skin above the knee. The holes should be minor and no bigger than the size of a silver dollar. (Board Policy 504).

Please remember that representation from Lyle students at events and activities after school hours will be expected to be followed in appropriate dress. Field Day, Music Concerts, Athletic Events, etc. are inclusive of dress code policy.

Hats, hoodies, and bandanas are not allowed to be worn in the building, other than the exception of spirit days, medical situations, etc. as deemed appropriate by administration. Any clothing considered to be out of the norm, such as a cape, flag, sunglasses, are not permitted to be worn. Clothing required for physical education classes need to be appropriate for activity – not too tight or loose fitting and inclusive of closed-toe tennis shoes. Coats, backpacks, outerwear, and blankets are not to be worn in class, unless they are determined to be necessary due to conditions.

Flip flop sandals are discouraged from being worn to school and must remain on feet at all times. For safety reasons, student may not be allowed to wear certain types of clothing in shop, PE, or specific classes, at the discretion of the teachers. Additionally, Heelie shoes and clothing with Bluetooth capabilities will not be allowed.

Consequences for dress code violation:

1. Student will be asked to change item, turn inside out, remove hat or jewelry, or put a sweatshirt on.
2. If student does not have the ability to change or cover clothing item, the office will offer a new article of clothing to use for the day. If there are not clothing options available, a call home will be made requesting clothing be brought or student will be sent home or spend the day in school suspension.
3. If student refuses options 1 or 2, a call home from the office will be made requiring a change of clothing or item pick up required; may result in office discipline referral.
4. Repeated violation (more than once) will be referred for office discipline write up and a major offense.

CHEMICAL SENSITIVITY The Americans with Disabilities Act (ADA) may cover the condition called multiple chemical sensitivity. A chemical sensitivity can trigger a lifelong condition such as headaches, nausea, chest tightness and other reactions to exposure to scented substances such as perfume, aftershave, cologne, and air fresheners for various staff members and students. If you do not suffer from allergies or asthma this may be something you have never thought about. Please be considerate of others and avoid wearing or using perfumes, scented hand sanitizers, and/or scented body products at school.

ELECTRONICS

Lyle Public School provides an iPad (K-8) and Laptop (9-12) for student use (see District Policy 536 - iPad Policy). Before receiving the device, families are required to sign the Student Use of Device form, acknowledging their understanding of expectations of use of the school issued device. Optional insurance for device is available for families to purchase.

Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.

If the school district has a reasonable suspicion that a student has violated a school policy, rule, or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.

Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

Students are discouraged from bringing any personal electronic devices into the school building and on school buses or vans. Lyle Public School is not responsible for the theft of any devices at any time. It is up to each individual family whether a student brings a cell phone to school. Below are district expectations specific to grade levels:

- PreK-8 - NO CELL PHONES from 8:10-3:00 PM. We shall not see a phone while in class, passing time, nor lunch.
- 9th – 12th - Students will be allowed to have cell phones during passing time and lunch, but not while in class.
 - Students are expected to turn their phones off or place on silent once the school day begins at 8:10 and are not permitted to use.
 - Students are only allowed access to their devices, including earbuds, during lunch and passing time. The school provides a phone in the office for contact parents/guardians during the day. Parents are expected to follow this as well. (See Policy 524 – Internet Acceptable Use and Safety Policy)
 - Use of cell phones and earbuds walking to and from the restroom while class is in session will be a violation of this policy.
 - Students will not be authorized to use their cell phone to listen to music. With teacher approval, they may use their iPad/laptop to listen to music with headphones or earbuds, only if connected to their school device. Headphones and earbuds are not permitted while in the hallways except during passing time between classes. Use of headphones and earbuds via personal devices/cell phone will constitute an infraction and considered an offense.
 - Students will not be able to charge their phones/electronic devices during the day in the building, including a classroom, library, lunchroom, gym, and hallway.

Recording Policy: Students are prohibited from photographing, recording, or making any electronic record of other students, staff, or visitors without express consent of the individual that is the subject of the recording, photograph, or electronic record. This policy applies to students during the school day, instructional and non-instructional time, or while participating in school events.

Students that interrupt the learning environment with devices, or anything determined by staff to be a nuisance, will have them removed and may face additional consequences. Any student refusing to relinquish device to a staff member may face additional consequences due to insubordination. The administration will determine such consequences, which may be to bar students from having any device in school.

First Offense: the device will be collected and taken to the office by the staff member. At the end of the school day, the student may go to the office to pick the item up. An office discipline referral will be completed by the teacher.

Second Offense: The device will be taken to the office by the staff member and can only be retrieved by the child's parent or guardian. An office discipline referral will be completed by the teacher, but it will be the responsibility of

the student to inform their parent or guardian of the confiscated device. All subsequent offenses will follow this, unless determined otherwise by administration. A meeting with parents may be requested.

Additional offenses: Each subsequent offense will follow the same procedure as #2. A meeting will be scheduled after the 3rd offense with parents and student to develop an action plan, including mitigation efforts and consequences for future infractions (Detentions, ISS).

Additionally, students are expected to follow all expectations in the Lyle School District Policy 524 - Internet Acceptable Use. This policy, in general states the following:

Use of the computer network is a privilege, which may be revoked by teachers or administrators for inappropriate use. The internet is to be used only for educational purposes in a public manner. The administration is the sole arbiter of what constitutes appropriate use. Students who use the internet/computers in an inappropriate manner will have their privileges revoked for a time to be determined by the administration. Examples of inappropriate use are as follows:

1. Accessing, uploading, downloading, transmitting, printing, or distributing pornographic, obscene, disrespectful, or sexually explicit materials.
2. Violating any school, state, or national statute.
3. Accessing another person's materials, information, or files without direct permission of that person.
4. Violating copyright laws or other intellectual property without express prior approval or citation.
5. Downloading games or exchanging any pirated or copyrighted software to or from school computers.
6. Using the internet for unauthorized financial gain.
7. Wasting technology sources, including bandwidth, file space, and printers/paper.
8. Gaining unauthorized access to computers or computer sources.

FIELD TRIPS

Throughout the school year, the district may provide education opportunities off campus. We will communicate information regarding field trips via parent portal and/or in writing as they approach. Parents/Guardians will be asked to sign a document at the beginning of the year giving consent for children to ride district transportation off campus for field trips. If this is not desired, parents/guardians will be required to communicate with the school prior to leaving for the trip.

GRADING POLICY (5-12):

- Grades are to be in Infinite Campus within 1 week of the due date.
- Students may request to retake an assessment from a teacher as long as the following guidelines are met:
 - Teacher discretion
 - All homework for that assessment is complete and turned in, and the average of the two tests will be their score
- Other notes:
 - Students will not be allowed to retake homework assignments
 - Midterm vs. End of the Quarter Grades
 - Each quarter will be divided into two halves (beginning to midterm and midterm to end)
 - After midterm, teachers will no longer accept missing assignments and assessments from the "first half" of the quarter
- Teachers will have up to 5 days to update grades. This may delay eligibility for school events if a late assignment/assessment is turned in. It is best to stay on top of all assignments from the start.
- Each teacher will post their due date requirements in their syllabus
- Students are responsible for making up any work missed on days of absence. Any time a parent knows in advance their child will be missing school, arrangements are to be made with the teacher(s) for homework, missed lessons, etc. It is important that children not fall behind in their classes.
 - For Middle School and High School students, homework due dates are as follows:
 - Excused absences: 2 days
 - Unexcused absences: Turned in on due date

GRADING/HONOR ROLL

For grading purposes, both the Lyle Middle School and High School uses a plus/minus system:

Grade	Minimum Percentage	Unweighted GPA	Weighted GPA
A	93	4	4.8
A-	90	3.67	4.4
B+	87	3.33	3.99
B	83	3	3.6
B-	80	2.67	3.2
C+	77	2.33	2.79
C	73	2	2.4
C-	70	1.67	2
D+	67	1.33	1.59
D	63	1	1.2
D-	60	0.67	0.8
F	0	0	0

The honor roll will consist of high honors, A, and B honor rolls and will be published at the end of each quarter. Students earning a 4.0 will receive high honors; students earning a GPA of 3.67-3.99 will be placed on the A honor roll; students earning a GPA of 3.0-3.66 will be placed on the B honor roll. Grades and credits transferred into the district will be reviewed and assigned grade value and credit by the Principal.

GRADUATION REQUIREMENTS (District policy 613 – Graduation Requirements on our school website)

The goal is for all students to graduate from high school.

- Students must earn 26 credits.
- Credits will earn in the following areas:
 - ENGLISH/COMMUNICATIONS – 4 credits
 - SOCIAL STUDIES - 4 credits
 - SCIENCE - 3 credits
 - MATH - 3 credits
 - PHYSICAL EDUCATION/HEALTH -2 credits
 - FINE ARTS - 1 credit
 - ELECTIVES - 9 credits

In order for a student to participate in the graduation ceremony, he/she must be registered as a full-time student in the Lyle School District and have successfully completed the following by the end of the third quarter:

1. The students must be actively working to recover credits,
2. If a student is not on track by the start of the last semester, the student will meet with administrative personnel to develop a plan of action. Included in this plan is the following;
 - a. A list of required classes needed
 - b. A deadline for when all credits must be achieved
 - i. 25 of 26 credits must be earned as long as there is a plan to earn final credit by the end of June

A valedictorian and salutatorian will be selected based on the seniors' cumulative grade point average from grades 9-12. The valedictorian will be the number one ranking in the class and the salutatorian will be the number two ranking in the class. Co-valedictorian and co-salutatorian awards may be given if the students' GPAs are within .02. Graduating seniors that have a cumulative scholastic average of 3.67 or higher on a 4-point scale will be recognized as honor students, and those with a cumulative GPA of 3.9 will be recognized as "Students of High Distinction." All grade point awards for the graduation ceremony will be determined at the end of third quarter. Awardees will be given opportunity to speak at graduation ceremony. Awardees will work with a teacher on their speech and final speech must be approved by administration at least 3 days prior to ceremony.

HEALTH OFFICE

HEALTH CONCERNS/MEDICATIONS

If a child becomes ill, suffers an injury requiring parent attention, or appears to have possible symptoms of a communicable disease, parents will be notified and asked to pick them up. By doing this, we are protecting the health of all children. If parents cannot be reached at home or work, the school will contact the emergency party indicated in school records. All students must see the school nurse before being sent home. Any students leaving without seeing the nurse first will be automatically marked as unexcused.

If children require any form of medication during the school day, the school nurse should be called and arrangements made, including **written directions from the doctor with medication in the original container from the pharmacy and a release of liability form** (available in the school office) signed by the parent and doctor. Medication must be brought to school by an adult. All medications, including simple aspirin, must always be stored in the Nurse's office .

Student must provide their own insurance coverage; Lyle Public School will not provide insurance.

Students are not allowed to use the nurse's office restroom unless there is a documented medical reason or for emergencies only.

**** A child will not be sent home for any medical reason unless the parent/guardian has been notified. ****

FROM THE MOWER COUNTY HEALTH OFFICE

PLEASE KEEP YOUR CHILD HOME IF THE FOLLOWING SYMPTOMS HAVE OCCURRED:

1. If your child was vomiting or had a temperature of 100 degrees or higher the night before or in the morning before school. Students must not have had an episode within 24 hours to return.
2. Students who have been diagnosed with or exhibit pink eye symptoms such as a thick white discharge or yellow drainage.
3. Students diagnosed with strep throat must be kept home 24 hours after starting antibiotic
4. Uncontrolled cough
5. Undiagnosed skin rash
6. If your child has any medical condition that you notice at home, please contact your family health provider.
7. Students who have evidence of live lice and/or nit eggs will be permitted in class and parents/caregivers will be notified for immediate treatment to be started after school hours. If necessary, because of extreme cases, the nurse reserves the right to send student home to begin treatment immediately. After treatment, the student may be rechecked in 7-14 days at the discretion of the school nurse.
8. Only students who have a medical reason with doctor's note will be permitted to use the nurse's office bathroom, or in event of an emergency.
9. If a student has any of the following symptoms, a call will be made to the parent/guardian with recommendation that the student be sent home:
 - a. has a temperature of 100 degrees or higher
 - b. has been vomiting and/or diarrhea
 - c. if there is serious bleeding from an injury, a serious head trauma, a suspected bone break or
 - d. any time when a student may need the services of a medical center.
 - e. any other reason that would be deemed necessary -- decided on a case by case basis.
 - f. staff will contact parents/caregivers of students who have been in the nurse's office for thirty minutes or more

ADMINISTRATION OF MEDICATION OR TREATMENT

The administration of medication (both prescription and over-the-counter) or treatment to students by school personnel should be discouraged. Since giving medication to students presents some potential problems, it is preferred that medication be given at times outside of school hours, if possible. If not possible, trained school staff will assist students and parents with this responsibility.

Regulation A: Students requiring medicine at school shall be identified by parents to the nurse, health coordinator, secretary, or Principal.

Regulation B: The “Medication Physician Order and Parent Authorization Form” must be completed by the parent/guardian and physician *before* any medication will be given at school. All medication must be accompanied by this written physician’s order and parent authorization form. (*In all cases where medication is brought to school with parent permission only, medication(s) will be given but written physician orders must be received within two school days.*)

Regulation C: The parents of the student shall assume responsibility for informing the nurse of any changes in the student’s medication. Medication dosage changes must be prescribed and documented in writing by the physician. When circumstances warrant, the physician may provide verbal medication orders or changes of dosage to the nurse only. Verbal orders must be followed by written authorization.

Regulation D: For the parent and child’s protection, the medication shall be brought to the school office by an adult. (*If there is a reason this is not possible, the nurse should be contacted.*)

Regulation E: All prescription medications must be brought to the school in a prescription bottle, as issued by a pharmacist. The label on the bottle must match the doctor’s order. Over-the-counter medication must be brought in the original, purchased container with the child’s name written on it. If the medication dosage means that pills need to be cut in half, the medication must be brought to the school already cut. Some medications (*i.e. Ritalin, Dexedrine*) are “controlled substances.” Parents may be asked to bring in only a one-month supply at a time to the school since the bottle of medication needs to be counted once a week.

Regulation F: All written medication authorizations are effective for the current school year only.

Regulation G: Medications will be kept in a locked cabinet, file, or drawer. Any exceptions to this rule must be cleared with the school nurse.

Regulation H: Bronchial inhalers, for students requiring this breathing assistance, may be carried with the student, upon the written doctor’s order, parent permission, and health office notification. Teachers will be informed.

Regulation I: Requests for self-administered medications and approval will be dealt with on a case-by-case basis by the school nurse. These students must have the “Medication Request and Authorization Form” filled out and on file in the health office.

Regulation J: Students without prior approval, observed by school personnel self-administering medications, will be reported to the Principal.

Regulation K: Any medication given by school personnel, other than oral or inhalers, must be dealt with on a one-to-one basis with the school nurse, parents, physicians, and school personnel (*ex. eye drops, injections, etc.*). The school district retains the discretion to reject requests to administration of medication.

Regulation L: Planning for students with conditions that require medication on field trips will be done on an individual basis *prior* to the day of the field trip with the help of the parent/guardian. It is the teacher and parent’s responsibility to inform the health office in advance of the field trip. The teacher or responsible adult can carry and administer the medication on the field trip as necessary, following school procedure.

Immunization Policy

According to Minnesota State Law, each student must provide an up-to-date record of immunization upon enrollment to school. No student may be enrolled or remain enrolled until the student or the student’s parent or guardian has submitted to the school district the required proof of up-to-date immunizations. Prior to the student’s first date of attendance, the student or the student’s parent or guardian shall provide to the school district one or both forms:

1. A statement or copy of received and required immunizations from a physician or a public clinic, which provides the immunization record dates stating that the student received the immunizations required by law that are consistent with medically acceptable standards.
2. A signed exemption form from the physician stating that the immunization of the student is contraindicated for medical reasons. An exemption form may also be used if a parent or guardian of a minor student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian, or student.

If a student does not have the proper paperwork on file by the first day of school, the student’s parent/guardian will be contacted to come pick the student up from school. The student will not be allowed to return to school until the paperwork is on file within the school.

LAW ENFORCEMENT AND K-9 UNITS IN THE SCHOOL

Lyle Public School works closely with the Lyle Police Department and Mower County Sheriffs Department. Therefore, the presence of law enforcement in our building should not surprise students, staff, and visitors. All personnel on campus are hereby given notice that you should have no expectation of privacy where searches are concerned regarding lockers, personal possessions, and vehicles.

LIBRARY BOOKS

It is a privilege for students to check books out of the library. If books are not returned by their due date, students may not be able to check out more until they are returned. If a book is lost or damaged beyond repair, the student will have to pay for its replacement. Lyle Public School prioritizes the access to literature for all students.

LOCKERS AND DESKS

Lockers and desks are the property of the school and students may use them to store their personal and class possessions for students in grades Pre-K-twelfth grade. The safety and security of all school and person possessions is very important and because of this, students in grades 5-12 may request a school issued combination lock for their locker. Only school issued locks are permitted (unless there is special permissions granted by administration) and at the end of the school year, the lock will be turned back into the school. There will be a \$10.00 replacement fee assess for any lost and stolen locks. Students are advised not to share their combination with others. The office will keep the combinations if ever forgotten. Students will be asked to remove any personal locks used on lockers, and if not removed, they will be removed by school personnel and discarded. School will not be responsible for damage to a personal lock. Administration has the right to make accommodations to this when situations arise.

Lockers and desks may be subject to search by school personal any time it is deemed necessary for the maintenance of the health, safety, and welfare of all students. At the end of the year, each student is responsible for cleaning their locker and desk and returning it to its original condition. Failure to thoroughly clean one's locker and desk at the end of the school year can result in a \$10.00 fine that will be assessed to the student.

No food or beverage is to be stored in lockers or desks or brought into classrooms unless prearranged with teacher. Lyle Public Schools is not responsible for any theft from a locker. Each student is assigned one locker – it is not permissible to use another locker as a garbage, extra storage, etc. Students are not allowed to share lockers. Damage to one's locker and desk will also be assessed to the student in the amount of repair.

Students in grades K-12 will follow the backpack policy which includes no backpacks are allowed in any classrooms or common school spaces such as cafeteria, computer lab, media center, etc. Gym bags are to be stored in the locker room and not brought to classes or stored in office or school locker. We will provide locks to our athletes, if requested, which also must be turned in at the end of the season. Locker-rooms will be locked during school day, so access to them is scarce. Student athletes need to plan accordingly. Any theft due to items being left out, not locked in a locker, is not the responsibility of the school. Any unattended bags will be confiscated, searched, and be held in the office.

Backpacks must be stored in lockers at all times. Specifically, students (5-12) are not allowed to take their backpacks to the classroom nor leave by the locker-rooms at the start of the last period of the day.

NATIONAL HONOR SOCIETY and NATIONAL JUNIOR HONOR SOCIETY

Members of the Lyle High School Chapter of the National Honor Society must be members of the sophomore, junior, or senior class who meet eligibility requirements and have been in attendance for at least one grading period in the school. Seventh through ninth grade students who have been in attendance for at least one grading period may be eligible for membership in our chapter of the National Junior Honor Society. Students who have a cumulative grade point average of 3.25 on a 4.0 scale meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character (and citizenship for NJHS). Student applications are reviewed by a faculty panel. Once selected, members have the responsibility to continue to demonstrate these qualities. Candidates shall then be evaluated quarterly on the above requirements.

All members will be in good standing at all times, complete required hours, attend all meetings and follow national By-Laws. Any violation of these requirements may lead to removal of this honor. By-Laws will be given out to each member and enforced through the NHS/NJHS committee, advisor, and administrator. Students who are PSEO must adhere to the schedule set by the NHS advisor. There will be no separate schedule or make up meetings held for students who choose to attend classes off campus.

OFFICE TELEPHONE USAGE

If you need to communicate with your child during school hours, please contact the school office. Messages will be taken at any time and will be delivered at the earliest possible convenience, but we will not call the student to the office except for emergency situations. Students are only allowed to make phone calls from the office during non-instructional times. Students are not permitted to use the school phones to arrange sleep overs, change home transportation, or to call for field trip forms, etc. If parents contact the students via their personal device during the class period, this would constitute a offense to the district electronic policy.

ONLINE PAYMENTS

Payments for meals, fees and other school related charges can now be made online through Infinite Campus Parent Portal. See the office for more information.

PARENTS/VISITORS

Visitors and volunteers will need to make a request through the office and classroom teachers. Visitors and Volunteers are required to check into the office immediately when entering the building to sign in and out, as well as wearing a visitor' name tag. All visitors must have a legitimate reason for being in the building or on campus.

PARTIES

Classroom parties may be held to celebrate various occasions throughout the year at the discretion of the teacher and administration. Individual classrooms may choose to observe birthdays with special activities planned by the teacher. Please do not distribute personal party invitations at school. If a healthy snack is brought for a treat, it must be store bought and packaged. Efforts for healthy treats are appreciated.

If you do not want your child to participate in birthday celebrations for personal or religious reasons, your desires will be honored. Please contact the classroom teacher to discuss the activities in which your child should not participate, and to decide what he or she will do during these events. Please refrain from bringing in items to the cafeteria during lunch times.

PATRIOTISM

In order to show respect and allegiance to our country, the Pledge of Allegiance must be recited one or more times each week, by each student. Any student who does not wish to participate in reciting the Pledge of Allegiance, for any reason, may elect not to do so, but they are expected to remain quiet and follow all other school rules. Other students must respect another student's right to make this choice. Minnesota Statute 121A.11 requires the United States flag be displayed outside of each school building and in every classroom within the building.

PERSONAL PROPERTY

Students are responsible for adequately discouraged from bringing personal items to school unless requested to do so. Electronic devices, sports equipment, and toys should be kept at home. The district is not responsible for damage to or loss of personal property brought to school. Clothing and other items found on school grounds are placed in the lost and found area of school. Money or other articles of value are turned into the office. Students or parents may claim them after proper identification. Unattended items left in lockers, locker rooms, and elsewhere in the building will be collected and placed in lost and found area of school. All items will be donated during periodic times of the year. The administration reserves the right to refuse viewing security cameras to investigate theft if school issued locks were not in use at time of theft.

PETS

Pets are not permitted at school unless for an educational purpose with prior administrative approval. This procedure is for your child's safety and in compliance with wellness of allergies or reactions.

PLANNERS

Students in grades 5-12 will be provided a planner to carry with them throughout their day. The purpose for this is:

1. For students to accurately keep track of their school day, schoolwork and assignments, upcoming schedule and missing work.
2. Passes - No student will be in the halls during class time unless he/she has a pass. Students will not be allowed to go to another room without a properly signed pass from the teacher/staff member that requests your presence.
 - a. A staff member will write a note in the planner informing other staff members why the student is either late or was with a staff member.
 - b. Bathroom Pass: students must utilize the planner to be allowed to use the restroom. The staff member will sign in a specified area of the planner to give permission for the student to use the restroom. The number of passes is limited. There will be no loitering in the bathrooms.
 - c. The students need to carry their planner to the bathroom as they may be asked by staff members to show their signed pass when in the hallway.
3. Communication between home and school.
 - a. Both families and staff are encouraged to use the planner to communicate between home and school. It is always the students' responsibility to show the notes to the intended party.

***Replacement planners will be available for \$5, payable to Lyle Public School.

PLAYGROUND/ELEMENTARY RECESS

Please be sure that your student is dressed appropriately for weather conditions, especially when the weather is cold. Students will not go outside if it is raining or if the wind chill is Zero (0) degrees Fahrenheit or below. The rules of conduct expected in the school are also required on the playground and athletic fields. Students do need to have a physical break outside so please plan and be prepared with appropriate clothing and items.

REPORT CARDS

Report cards will be issued and provided to parents/guardians in a timely fashion. Parents/Guardians of 5-12 students will receive report cards after each quarter. Parents/Guardians of K-4 students will receive report cards after each semester and progress reports after the completion of Quarters 1 and 3. We encourage parents/guardians to e-mail their teachers with questions about their child's education.

REUNIFICATION PROCESS

In the event school must change locations of their dismissal, we may be forced to utilize our Reunification Process. When this decision is made, please know we will do our very best to communicate with all families in a timely fashion. It is critical for the school to have the latest contact information from all members of the family, including updated emergency contacts. During this process, we will communicate the new location of altered dismissal. We asked families to remain calm and patient during this time. Be prepared to show identification to school officials, as well as sign documentation to pick up the students. Our goal is to reunite families in a safe, orderly, and timely fashion.

ROLLER BLADES/SKATEBOARDS/SCOOTERS/HEELIES

These items are not allowed to be used inside the school or on school property. If a student does roller blade, skateboard, or scooter to school, they must carry their item once they get on school property and immediately place it in their locker for the remainder of the entire school day – from 8:00am-3:00pm. If the item does not fit in their locker, the item will not be permitted on school campus. Parents may be called to come pick up the item from school. Accommodations to store it elsewhere will not be provided. They may use the item once they are off school grounds. Please note that school grounds do include playgrounds, sidewalks, and athletic fields. Consequences for use of item during school hours on school grounds will result in loss of privilege to use the item for designated number of days, with a call home to pick up item while office holds item if repeat offenses.

SCHOOL CLOSING PROCEDURES

The decision to call off school is not a decision we take lightly. The safety of our students and staff is the highest priority and when a decision is made, we know the effect it has on the entire community. We will try our best to make the

decision about closing school as early as possible. On days when the weather is bad, our administrations and transportation team is driving the roads as early as 5:00am to gauge their condition. We reconvene to make our decision, hopefully by 6:00am, for them to begin their routes. At times, we may delay the start of school to determine if the conditions improve. Please understand that if the roads are safe, it is hard to justify closing schools. There are also times when extreme cold weather may create a need to close. When the weather is too cold to get the buses started or difficult to remain warm, we will probably not have school. We leave the final decision with the parent as to whether a child gets on the bus during bad weather.

In the event of a late start, all pickup times will be two hours later than your regularly scheduled pick up time. We will begin the school day at 10:00 for all students in grades K-12. There will be no morning preschool on late start days. Upon arrival, students should go to their lockers or classrooms. There will be no breakfast on late start days. Please do not send your student to school early as there will be no adult supervision at the school before that time.

School closings will be announced as early as reasonably possible on the following:

- Television Stations: KAAL (ABC), KIMT (CBS), KTTC (NBC), FOX47
- Radio Stations: KAUS 100FM
- School Website and Facebook Page
- We will send direct communication to families via Parent Portal (see Communication to Families on page 11).

When Lyle or Pacelli school is closed or released early due to weather conditions, that means ALL after-school activities, practices, games, etc. are canceled, even if surrounding or scheduled schools for activities are not. If school is closed the night of a board meeting, the meeting will be rescheduled for the following week.

E-Learning Days: Lyle Public School has adopted an alternative learning day in the event of a school closure, specifically due to inclement weather, called "E-Learning Day. The purpose for e-Learning days is to maintain the educational process for all Lyle students with the least amount of disruption to our schedule and the continuity of skills for each classroom. Per state statute, E-Learning can be used up to five times (days) during the year and will be counted as instructional days. Lastly, adopting the plan will either eliminate or decrease the need for make-up days at the end of the school year. Families will be notified via our Infinite Campus Alert System ("Parent Portal"), the district website and Facebook pages, as well as other designated broadcasting entities that the closure of school will be an "e-Learning Day." Students are expected to partake in the work provided to them on these days. Failure to comply will result in no credit given for the expected work. Students may reach out to teachers via email during regular school hours on an e-learning day.

SCHOOL DANCES

1. Requests for school dances/parties will be submitted to the Principal at least three (3) weeks prior to activity.
2. Chaperones are responsible for building facilities, lights, doors, etc. The class or sponsoring group advisors are to serve in this capacity. Four chaperones (at least two faculty members) will be required for any major activity of the group.
3. Organization officers are responsible for arranging facilities, food, decorations, and clean-up.
4. For HOMECOMING DANCE (grades 9-12), FLURRY DAYS DANCE (grades 9-12) or other dances, participants may include invited guests, unless specifically stated. Any guest that is not enrolled in the Lyle School District must complete a NON-LYLE SCHOOL STUDENT FORM and return to Administration by the due date indicated on the form. NO EXCEPTIONS. No one 21 years of age or older will be approved to attend.
5. The prom is an event for juniors and seniors. However, a junior or senior may invite a guest (minimum grade level is a sophomore) from Lyle, Pacelli, from another school. Any guest that is not enrolled in the Lyle School District must complete a NON-LYLE SCHOOL STUDENT FORM and return to Administration by the due date indicated on the form. NO EXCEPTIONS.
6. Students are permitted to attend dances based on their grade level.
7. With Lyle's close relationship with Pacelli High School, dances may be made available to Pacelli students. Lyle's dress code will be strictly followed for all school dances.

SCHOOL STUDENT SUPPORT SERVICES

Student Support Services, available via our Behavioral Interventionists, are available at our school and include such things as working with students on a one-to-one basis or in a small or whole class group setting, focusing on things such as creating a positive school environment, friendships, and social skills. For groupings, a permission slip will be sent home with information about the group. Your child may be asked to participate because the teacher recommended it, or simply because they are a good role model of how to be a good friend. These groups are voluntary, and the membership fluctuates depending on who wants to participate and who is available. In addition to this, the behavioral interventionists make an attempt to connect with every child in the school throughout the school year. This may be through inviting your child to have milk break together or eating lunch together. You are encouraged to contact the school if you have any questions or concerns.

SNACKS

Elementary students in grades K-4 will have scheduled snack breaks. There will be no milk breaks this year. Students are encouraged to bring in healthy snacks; however, if a large amount is brought, it will be stored in the classroom or locker at the discretion of the teacher.

All students are encouraged to bring in healthy lunches or eat school lunch and to stay hydrated throughout the day, preferably in a labeled water bottle.

Students in 5-12 may bring water bottles and snacks into the classroom at the discretion of the teacher. Students in grades 9-12 are allowed to consume store purchased coffee and tea in its original container only. Energy drinks and pop are not permissible in the building, including lunch, and will be confiscated and thrown away by staff members. A staff member reserves the right to not allow snacks, water, and other drinks into a classroom for educational reasons.

SPORTSMANSHIP EXPECTATIONS FOR ALL STUDENTS AND FANS

- Whether you are a school activity participant or fan, you are always representing Lyle Public School, whether at “home” or “away.” Be aware that all behavior policies are in effect during time spent by students at these events.
- Show respect for the opponent at all times. The opponent should be treated as a guest, greeted cordially on arrival, given the best accommodations, and accorded the tolerance, honesty, and generosity which all human beings deserve. Good sportsmanship is the Golden Rule in action.
- Show respect for the officials. The officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials. Refrain from making comments towards them.
- Know, understand, and appreciate the rules of the contest. A familiarity with the current rules of the game and recognition of their necessity for a fair contest is essential. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
- Maintain self-control at all times. A prerequisite of good sportsmanship requires one to understand his/her own bias or prejudice and the ability to prevent the desire to win from overcoming rational behavior. A proper perspective must be maintained if the potential education values of the athletic competition are to be realized. Good sportsmanship is concerned with the behavior of all involved in the game.
- Recognize and appreciate skill in performance regardless of affiliation. Applause for an opponent's good performance is a demonstration of generosity and goodwill. The ability to recognize equality in performance and the willingness to acknowledge it without regard to team membership is one of the most commendable gestures of good sportsmanship.
- Allow our coaches to coach - it is their job to communicate with players and officials
- Support Lyle-Pacelli Athletics in a positive manner. Please enjoy the contest and the effort of our athletes. Please refrain from booing or singling out a single player
- Lyle-Pacelli has adopted a Yellow Card and Red Card Policy for spectator's conduct during all sporting events. Both schools will not tolerate the use of foul or abusive language, taunting, insulting gestures, or intimidation of any official, coach, athlete, or spectator during sporting events.

- When a spectator is found to be inappropriate, the site supervisor will give the spectator a “Yellow Card”, which is a warning. If the inappropriate behavior continues, the spectator will be ejected from the contest by receiving a “Red Card”. After receiving a “Red Card” ejection, the spectator will be suspended for the next home contest. Spectators from the away team who receives a yellow or red card will be reported to their school district administration.

PASSES for Athletic Events: For the 2023-2024 school year, all Lyle Public School students will be admitted to all athletic events free of charge, as long as they show their pass or student ID at the gate. Without the pass or student ID, a student will have to pay admission fee.

Passes are also available for purchase for adults and seniors. These passes are good for the entire school year, except for playoffs. Prices are as follows:

General Admission Adults: \$60 for Single / \$100 for Couple

Seniors (65 or older): \$35 for Single / \$50 for Couple

Athletic Fees: School Year Cap is \$175 per student

1st sport - \$100 per student / 2nd Sport - \$75 per student / 3rd Sport – no fee

STANDARDIZED TESTING

Minnesota Department of Education requires the following tests to be administered for each of the following grades:

Grade 3	MCA Reading Test MCA Math Test	Grade 5	MCA Reading Test MCA Math Test MCA Science Test
Grade 4	MCA Reading Test MCA Math Test	Grade 6	MCA Reading Test MCA Math Test
Grade 7	MCA Math Test MCA Reading Test	Grade 10	MCA Math Test MCA Science Test
Grade 8	MCA Reading Test MCA Math Test MCA Science Test	Grade 11	MCA Mathematics Test

The SAT (Scholastic Aptitude Test) may be taken by any student in grades 10-12. Students can register by logging on to www.collegeboard.com. The ACT (American College Test) may be taken by any student in grades 10-12. The **SCHOOL TEST CODE** for both of these tests is: **241430**. All juniors will be administered the ASVAB, Armed Services Vocational Aptitude Battery, assessment.

STUDENT COUNCIL (Middle School 5-8 and High School 9-12)

Student Council serves two critical roles in the Lyle High School:

1. Event planning: This group will coordinate, plan, and organize events held at Lyle Public Schools, in coordination with Pacelli High School (if needed)
 - a. Homecoming
 - b. Flurries
 - c. Dances
 - d. Fundraising
 - e. Field Trip
2. Leadership – These students serve as representatives of their classes, to meet the following roles
 - a. To guide decision making in the building
 - b. To communicate with building administration
 - c. Is the voice of the student body

Specific Roles within Student Council

President:

- Chairs the Student Council meetings
- Serves as the School Board Representative

Vice President:

- Assists the President with Council duties
- Serves as the backup to the President as the School Board Representative

Advisor:

- Is a paid staff member who advises the council
- Is the supervisor at school functions like dances.

STUDENT COUNCIL (3-4)

Students in grades 3rd and 4th work on planning elementary level activities, sometimes in correlation with the high school student council.

STUDENT EXPECTATIONS

1. While at school, in order to provide for the health and safety of all students and to enforce state statutes, students may **NOT**, regardless of age, possess, manufacture, sell, consume, or be under the influence of any mood-altering chemical or any tobacco/e-cigarette product. This includes alcohol and any paraphernalia that may be associated with chemical or tobacco use. This rule applies to the school building and grounds, on buses, during school activities, and at any school event regardless of location. It also applies to the "Public Safety Zone," which is defined as 300 feet, or one city block (whichever is longer) beyond the public-school property. This rule also applies to all other public-school facilities.
2. Appropriate student behavior in the classroom is necessary for a positive learning environment. Any student disrupting a class may be removed from the classroom –Lyle Public School has clear behavior expectations that are taught and posted throughout the building.
3. Any student driving a motor vehicle in a reckless manner on school property (or access roads) will be reported to the proper authorities. Students who violate this policy may lose parking lot privileges. A vehicle parked in the school parking lot is subject to search if there is reasonable suspicion of violation of drug, alcohol, or firearm policies.
4. The school is tobacco-free and cannabis-free, which means smoking and vaping are not allowed in a vehicle on the premises. Playgrounds, sidewalks, and athletic fields are considered school premises.
5. Students will not be allowed to go to their vehicles in the school parking lot without permission from the office. If permission is granted, it must be during lunch or passing time. If this causes the student to be late for the next class, this will be considered unexcused. Additionally, if a student parks their vehicle anywhere outside of the school parking lot, the student will not be permitted to go to their vehicle, no matter the circumstances. This includes vehicles parked on the street.
6. Overt public displays of affection (aka PDA) are inappropriate and make others uncomfortable. The inability to express appropriate means of public affection may be reported to the main office and disciplined.
7. Remember that if you want respect, you must give respect and must earn respect. It is inappropriate for any student or staff member to show verbal or physical disrespect to another person. Disrespect will not be tolerated and does warrant disciplinary action. Respectful addressing of teachers is expected; titles of Mr., Mrs. or Ms. will be used amongst students and staff.
8. Lyle Public School educates students of all ages; therefore, it is expected students will use language appropriate for the general public in all areas of the school and at school activities. Simply put, the use of curse words is not permitted.

STUDENTS LEAVING CAMPUS

Lyle Public School is a closed campus school, meaning students are not permitted to leave campus during the school day without permission from their parent/guardian and district personnel. Once students walk into the school building, including onto a school bus, their care and concern are the responsibility of the school district. There are times when a student may need to leave campus and when doing so, the following expectations are required:

Students may leave the school grounds during school hours ONLY with a written or verbal request to the main office from their parent/guardian. If parents have a family emergency or change of plans that disrupts their student's school day, it is important to notify the district office prior to the change. This notification must be a note, telephone call, or direct visit to the main office. The adult responsible for taking the student out of school must sign the student out in the office before leaving and again if the child returns to school the same day. This is also true for students leaving to go home for lunch.

Children will not be dismissed at the request of an adult if the identity of that adult has not been established. The person allowed to take the student out of school must be a parent/guardian or a person that the parent/guardian has given the school prior approval to pick up the student.

A student leaving due to illness must see the school nurse prior to leaving. Failure to do so will result in the student being marked unexcused. No parents or guardians will be allowed to pick up their child from the classroom. You must come to the office to sign them out and the office will contact the teacher to send them to the office to leave.

Notes:

- a. Playgrounds, sidewalks, and athletic fields are considered part of the school premises.
- b. Students leaving campus to get food from local convenient store or home must follow district rules and expectations regarding bring healthy lunches (no pop or energy drinks are permitted at school).
- c. Students must receive permission from the main office to go to their vehicles during school hours. Students leaving the building must return through the main office doors to check back in.
- d. A family member delivering food or any other item to a student must drop it off in the office and not directly to the student. Someone from the office will notify the student of the drop-off.
- e. Students 18 years old will need a signed Permission to Leave Campus Form to leave campus on their own. If students are not able to follow school rules while provided this permission, the administration can revoke this permission.

STUDENT RECORDS

Student records, including grades, may contain notes on conduct, attendance records, standardized test results, medical reports, general family data, date of birth, etc. Students or parents/guardians who wish to review a file may do so by submitting such requests to the Principal in writing. Access to the files will be granted within a reasonable amount of time. Copies of information may be requested in the same manner with duplicating costs paid by the student or parent/guardian. (*See also data sharing practices*)

Independent School District #497, pursuant to the U.S. General Education Provisions Act and Minnesota Government Data Practices Act, declares the following as directory information and that information relating to students may be made public if said information is in any of the following categories:

Student's name	Date and place of birth
Gender	Major field of study
Participation in recognized activities	Dates of attendance/enrollment
Weight and height of members of athletic teams	Current grade level
Degrees and awards received	Permission to release photograph
Most recent school attended	

Directory information does not identify data that references religion, race, color, social position, or nationality. Any parent/guardian of any student in the district may notify the district of their desire that some or none of the above information is to be released without their consent by contacting the Principal. This notification must be given within (30) days of this publication notice.

It is the practice of Lyle Public Schools to share data with appropriate representatives from Mower County Human Services, Mower County Corrections, County Attorney's Office, and local law enforcement on a need-to-know basis for the sole purpose of coordinating services to support the education of a student in the Lyle District. Please consider this as written notice of this practice. (MN Statute 626.558)

TARDIES

Students are expected to be on time for all their classes and to use their passing times for the restroom and other matters. When a student is staying after class to discuss something with a teacher or addressing an issue in the office, they should ensure the staff members provides them with a pass via the planner. If a student is late to a class, they will be marked tardy and, being tardy in too many classes will have consequences. Below are the expectations related to attendance infractions. Behavior infractions that warrant detentions will follow this same path.

- 5 Unexcused Tardies will result in an Afternoon Detention.
- Failure to arrive for detention will result in an additional detention
 - Detention Days Monday-Thursday from 3:05-3:45 PM
 - Students will be released at 3:45 PM. If picked up, Parents/Guardians are required to arrive at 3:45 PM.
 - No transportation will be provided by the school for detentions.
 - Parents will be notified of student behaviors and student will be expected to attend detention on the date selected. Failure to serve detention on this day will result in additional detentions and/or consequences.
 - Detentions need to be served before attending after school activities and/or sporting events.
 - Teachers will NOT be available to help with homework during a detention.
 - Student's Expectations During Detention:
 - Sit quietly – no sleeping.
 - Read a book.
 - Work on Homework WITHOUT an electronic device. Phones, iPads, laptops, etc are not allowed.

Policies

All School Board Approved District Policies can be found on our School Website, under the School Board tab. Families are encouraged to read through district policies. The following list of policies are more specific to families and so, we provide the link to those policies for easy reference.

413	<u>Harassment and Violence</u>
419	<u>Tobacco-Free Environment</u>
503	<u>Student Attendance</u>
505	<u>Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees</u>
506	<u>Student Discipline</u>
514	<u>Bullying Prohibition Policy</u>
515	<u>Protection and Privacy of Pupil Records</u>
524	<u>Internet Acceptable Use and Safety Policy</u>
526	<u>Hazing Prohibition</u>
534	<u>Unpaid Meal Charges</u>
536	<u>iPad and Other Electronic Devices</u>
539	<u>Academic Eligibility Policy</u>

Lyle Public School

700 2nd Street· Lyle, MN 55953-6744
Phone: 507-325-2201 • Fax: 507-325-4611
www.lyle.k12.mn.us

Pre-Arranged Absence Form

This form must be completed and returned to the Lyle Public School Office at least 1 (one) school day prior to departure. Incomplete or late forms may result in the absence being marked as unexcused.

Student Name: _____ Grade: _____

Parent/Guardian(s) Name: _____ Phone Number: _____

Date(s) of Absence: _____ Total number of school days missed: _____

Reason & explanation for absence:

- Family Vacation: _____
- College Visit (include college name & location): _____
- Non-School Related Educational Opportunity: _____

****Please note that under no circumstances will students be excused for vacations or college visits occurring on state mandated testing dates. Vacation or college related absences on those dates will be marked as unexcused.*

We have read and understand the conditions listed above.

Student Signature: _____ Date: _____

Parent/Guardian(s) Signature: _____ Date: _____

The student listed above has made prior arrangements with me regarding his/her upcoming absence(s).

Period 1: _____ Teacher Signature: _____

Period 2: _____ Teacher Signature: _____

Period 3: _____ Teacher Signature: _____

Period 4: _____ Teacher Signature: _____

Period 5: _____ Teacher Signature: _____

Period 6: _____ Teacher Signature: _____

Period 7: _____ Teacher Signature: _____

Administrator Signature: _____

August 2020

"Partnering with the community to empower all students to achieve excellence in a global society."

Lyle Public School Make-up Assignments

This is developed primarily for middle and high school. Elementary teachers will adapt accordingly to the child's grade and schedule.

Student Name: _____ Date(s) of Absence(s): _____

	Assignments & Due Dates
Period 1	
Period 2	
Period 3	
Period 4	
Period 5	
Period 6	
Period 7	