

Lyman School District Staff Handbook 2023-24



Lyman School District 2023-2024 School Calendar

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Staff Inservice - Aug. 14-15
First Day of School - Aug. 17

No School, Sept. 4 – Labor Day

Early Dismissal Oct. 5 – PT Conferences
No School, Oct. 6 – Staff Inservice
No School, Oct. 9 – Native American Day
End of Quarter 1 – Oct. 20 (44 Days)

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

No School, Nov. 22 and 24 – Thanksgiving Break

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

No School, Dec 21-29 – Holiday Break
End of Semester – Dec. 20 (41 Days)

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

No School, Jan. 1-2 – Holiday Break

No School, Jan 5. – No School
No School, Jan. 12 – Staff Inservice
No School, Jan 15 – Martin L. King Day

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Early Dismissal, Feb. 13 or 15 - PT Conferences
No School - Feb. 22-23 (Presidents/PT Comp Day)

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

No School, March 8&15– Spring Break
No School, March 29 – Easter Break
End Quarter 3 - March 6 (42 Days)

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

No School, April 1 – Easter Break
No School, April 18 – Staff Inservice
No School, April 19 – No School

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

LEGEND:

- Start and End of Quarter/Semester
- Inservice
- Parent-Teacher Conferences
- Vacation/Holiday
- Graduation

Make Up Days: Feb. 22, April 1, April 19

GENERAL INFORMATION

LYMAN SCHOOL DISTRICT PHILOSOPHY

Through a comprehensive, balanced curriculum and co-curriculum, the Lyman School District strives to educate all students to the best of their individual abilities to enable all students to develop into wholesome, happy, and productive human beings. Therefore, we are committed to the following:

- All students are capable of learning and succeeding.
- Quality education involves cooperative effort among parents/guardians, students and staff.
- The state content standards are the main focus of the curriculum.
- The school district strives to fit the needs of all students with a broad curriculum of academic, vocational, and activity programs.
- Academic excellence is achieved by improving students' knowledge and skills.
- A safe, positive learning environment which promotes and enhances life-long learning is essential.
- Each individual will be treated fairly regardless of race, sex, religion or ability.
- Awareness of current trends and changing technology will enhance student learning.
- Self-discipline, honesty, fairness and responsibility will be encouraged while promoting personal wellness and self-esteem.

MISSION STATEMENT

Communities united in empowering students to build a foundation for life.

MOTTO

DEDICATED TO EXCELLENCE

BOARD OF EDUCATION

Chairman: Matt Collins

Members:	Nathan Millard	Justin Jessop (Vice-Chair)
	Rolly Cropsey	Casey Griffith
	Veronica Gerard	Jolleen LaVerdure
	Ross Estes	Cody Volmer

ADMINISTRATION

Superintendent:	Chris Long	605-895-2579
HS/MS Principal	Derris Buus	605-895-2579
Lyman Elementary Principal	Emily Smith	605-869-2213
Athletic Director	Derris Buus	605-895-2579
Curriculum Director/Instructional Coach	Emily Smith	605-869-2213
Business Manager	Renelle Uthe	605-895-2579

LINE OF AUTHORITY

District Wide

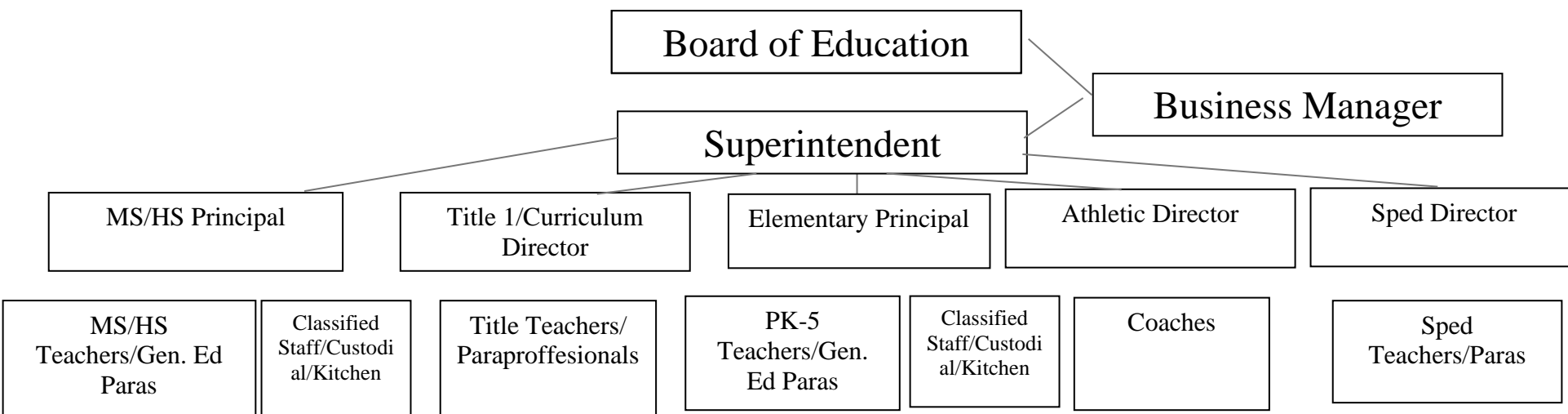
Superintendent – Mr. Chris Long
Business Manager – Mrs. Renelle Uthe

Presho Site

HS / MS Principal – Derris Buus
School Counselor – Julie Muirhead

Kennebec Site

Elementary Principal – Emily Smith
School Counselor – Brittany Reuman



1. Board of Education
2. Superintendent/Business Manager
3. Principals/Directors
4. Teachers/Classified Staff/Coaches

Lyman School District Online Policy Tool

ATTENDANCE REPORTING

The importance of thorough attendance reporting cannot be underestimated. The names of students who are absent or tardy each day or period are to be recorded in Infinite Campus. All teachers are to take lunch count during the first period and record it in Infinite Campus.

No student will be excused before the end of the school day unless he/she has a permit slip from the principal or office secretary.

DAILY ANNOUNCEMENTS

Each morning a bulletin of pertinent information will be compiled by the building secretary. This bulletin will be emailed to staff to read to the students. If you want to have announcements included in the bulletin please get the information to the building secretary by 8:30 a.m. to be assured of its publication.

FUND RAISING AND SOLICITATION

Fund raising and soliciting by classes and school organization may be done only with the approval of the administration.

KEYS

Each staff member will be provided with the necessary keys to the rooms normally used. See the building principal for your keys.

PRESS PUBLICATION

Official Newspaper – Lyman Herald. All teachers are encouraged to submit newsworthy items for the local paper.

PUBLIC COMPLAINT POLICY

Constructive criticism of the schools will be welcomed by the Board when it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively.

Whenever a complaint is made directly to the Board as a whole or to an individual Board member, the individual or group involved will be advised to take their concern to the appropriate staff member. Exception to this will be made when the complaint concerns Board action, operation and/or policy.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible, and that the staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Board. Therefore, the proper channeling of complaints involving instruction, discipline, or learning materials will be as follows:

1. **Teacher**
2. **Principal**
3. **Superintendent**
4. **Board of Education**

[Public Complaint about School Personnel](#)

[Lyman School District Policy](#)

SCHEDULING OF ACTIVITIES

A monthly calendar of school events is published near the first of each month. It will contain a schedule of all school activities to occur during the coming month. Activity sponsors are responsible for clearing the activity and the date for it with the building principal. Please clear activities by or before the 25th of the month.

A yearly planning calendar will be in the administrative office. Activities should be entered appropriately on this master calendar. The responsibility for final approval of any school related event is that of the superintendent. No school activities shall be scheduled after 6:00 pm on Wednesday night as this is designated as church night. The only exception to the Wednesday night policy will be at the discretion of the superintendent.

SCHOOL DISMISSALS AND CLOSINGS

The Lyman School District will use automated communication service, social media platforms and local radio and television affiliates to notify parents and staff of school dismissal and closing. All attempts will be made to provide the following with official announcements for school closings.

KELO TV Sioux Falls
Dakota News Now – Sioux Falls
DRG News - Pierre

When school is closed because of severe weather or other emergency circumstances, there shall be no school sponsored extra-curricular activities held at any level. Any exception to this general policy is at the discretion of the superintendent of the school district.

SCHOOL DISTRICT WEBSITE

The Lyman School District website address is "lyman.k12.sd.us."

SCHOOL TRIPS

Prior to any school sponsored activity trips or field trips, the teacher in charge shall first clear the trip with the administration, then, when appropriate, submit to the principal a list of the students involved.

TRUST AND AGENCY FUND

The funds of all classes, clubs, or any organization which is directly associated with the school are a part of the school Trust and Agency Fund. These funds are under the supervision of the superintendent and/or business manager. All receipts of school sponsored activities shall be deposited in the Trust and Agency Fund. All expenditures must be approved in advance by the superintendent and/or business manager.

USE OF COPY MACHINES

Use these machines before and after school, during the noon hour, and during your preparation period. Copiers for staff use are located in the Kennebec teachers' work area and the Prescho teachers' work area.

USE OF PERSONAL VEHICLE

Typically, staff will be provided a district vehicle to any required school activity or business meeting. If staff request that they be allowed to use their own personal vehicle to attend a school activity or business meeting, it is understood that the employee does so at their own risk and under the coverage of their own personal automobile insurance.

USE OF SCHOOL FACILITIES

Facility Use Regulations

Lyman School District staff are not to use the school district facilities (gym, kitchen, and/or classroom) for non-school activities without administrative permission.

Staff cannot use school district facilities for personal monetary or merchandising gain without following the same procedures as other patrons of the school district. The procedures are as follows:

1. Permission must be obtained from the school administration for use of the school facility.
2. A signed lease agreement and payment for use of the school facility must be done before using the school district facility.

VISITING SCHOOL

Parents and other adults are welcome to visit our school at any time. We encourage parents to visit their child's classroom often to become acquainted with our staff, facilities and educational programs.

All visitors are to conduct themselves in an appropriate and positive manner while on school grounds. Any visitor who creates a disturbance or attempts to disrupt the educational process will be asked by school administration to leave the school grounds. If the visitor refuses to leave the school grounds as requested, the school administration is directed to request assistance from the county sheriff's office.

From time to time we have requests from people to bring other children, relatives, or preschool brothers and sisters to visit school. Parents are asked to call the principal's office for prior approval.

BEHAVIOR AND DISCIPLINE

ADMIN. DISCIPLINARY PROCEDURES

It is necessary that students learn to develop self-discipline in order to further their learning. The importance of, and need for, good behavior and a good attitude while at school cannot be stressed enough.

Superintendents, principals, supervisors and teachers have disciplinary authority over all students while the students are in school or while students are involved in school-sponsored activities either on or off school premises. Superintendents and principals may also discipline students for aggressive or violent behavior that disrupts school or affects the health/safety of the school or its programs.

See Lyman Student Handbook for behavioral and discipline information.

DANGEROUS WEAPONS IN THE SCHOOL

GENERAL STAFF INFORMATION

G. Personnel Policies

ACTIVITY DRIVING PAY

Individuals who drive a CDL bus or executive coach for a Lyman School District extracurricular activity event will be reimbursed at the following rate:

1. \$100 per trip.
2. Downtime will be paid at the following rate: \$10.00/hour for drivers and \$5.00/hour for drivers that are also coaching or advising the activity. Downtime is accrued for any activity trip which lasts longer than 5 hours from departure to return.
3. Coaches and other activity personnel required to take a non-CDL vehicle for their activity, outside of school hours, will receive a \$25 transportation stipend. Downtime rates apply.
4. On overnight extracurricular activity trips, drivers/advisors will receive a maximum of 12 hours of downtime per day. See downtime rates above. Downtime begins when the team or activity reaches their competition destination and ends when driver leaves said destination. Downtime starts at 8am and ends at 8pm.

CONFLICT OF INTEREST

The school district expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interests of the school. Employees must not use their position or the knowledge gained as a result of their position for private or personal advantage.

CREDIT CARD USE

The business manager and/or superintendent are authorized to issue credit cards to school district personnel on an as-needed basis. A written record of all credit cards issued, to whom, for what purpose and a return date shall be recorded.

In the event a credit card is lost or stolen, the staff member shall immediately notify the business manager and/or superintendent.

CRIMINAL BACKGROUND CHECK

In accordance with SDCL 13-10-12, each employee hired by the Lyman School District after July 1, 2000 is required to have a criminal background check utilizing fingerprint checks of state and federal records. An employee is any person the district lists on its payroll and makes payroll deductions pursuant to state or federal law.

The employee shall be fingerprinted at the Lyman County Sheriff's office. The employee shall take the following items with him/her when being fingerprinted:

- a) Personal identification
- b) Fingerprint identification cards approved by the South Dakota Division of Criminal Investigation
- c) A memo of instructions and return verification for the Lyman County Sheriff's office.

Any person granted employment subject to this policy is employed on a temporary basis conditional upon no disqualifying reports being received from the criminal background investigation.

Any “disqualifying record” will result in immediate termination of employment with further notice or hearing.

A “disqualifying record” means any conviction of a crime of:

- a) violence as defined in SDCL 22-1-2 (9)
- b) a sex offense as defined in SDCL 22-22-30
- c) trafficking of narcotics
- d) moral turpitude as defined by SDCL 22-3-1 (25)

This policy applies to all other employment agreements, whether written or oral. This policy shall not apply to persons performing services for the district under the authority of the SDHSAA.

- Volunteers will also be required to perform a background check

EDUCATIONAL AIDE QUALIFICATIONS

All paraprofessionals in the Lyman School District hired after January 7, 2002 must meet the following standards:

1. Have earned a high school diploma or GED
2. Must have completed at least two years of study at an institution of higher education; obtained an Associate’s Degree; or passed State Praxis Test for paraprofessional educational assistants.

EVALUATION OF SUPPORT STAFF

The development of a strong, competent support staff, and the maintenance of high morale among this staff, are major objectives of the board. Finding the right employees to fill vacancies, determining assignments and equitable workloads, establishing wage and salary policies which encourage employees to put forth their best efforts, evaluating employee achievements, and providing a good atmosphere in which to work are some of the major duties of the board. To fulfill these duties, the board delegates to the superintendent or his designee the responsibility to develop evaluation procedures for all support personnel.

Support personnel will receive written evaluations annually by their supervisor. Additional evaluations may be made as often as once a month for employees needing assistance and improvement

EVALUATION TIME FRAME

STAFF MEMBER	EVALUATION	DATES
Superintendent	School Board	1 st or 2nd Semester
Principals	Superintendent	1 st or 2nd Semester
Business Manager	Supt./School Board	2nd Semester
Teachers	Principals	1 st or 2nd Semester
Guidance Counselor	Principals	1 st or 2nd Semester
Librarian	Principals	1 st or 2nd Semester
Support Staff	Appropriate Supervisor	2nd Semester
- secretary		
- cook		
- aide		
- custodian		
- bus driver		

GENERAL EMPLOYEE CONDUCT

The school district expects its employees to conduct themselves in a professional manner.

Employees must not engage in sexual harassment, or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, keeping or posting inappropriate materials in their work area, or accessing inappropriate materials on their computer.

[Staff Ethics Policy](#)

[Staff Conduct Policy](#)

GIFTS, ENTERTAINMENT AND FAVORS

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

GRIEVANCE PROCEDURES

Any Lyman School certified or noncertified staff member wishing to file a grievance should follow the grievance procedure as outlined in Article VII of the negotiated agreement.

[Staff Grievances](#)

[Grievance Procedure](#)

IN-SERVICE & STAFF DEVELOPMENT

The Lyman Board of Education believes that continuing professional growth and increasing effectiveness on the part of the entire staff are essential for the success of educational programs and school operations. The continual professional growth of all staff members on an individual basis and through planned in-service programs will be encouraged. Such opportunities may include, within budgetary limitations, special in-service courses and workshops, summer study grants, school visitations, and attendance at professional conferences and meetings.

The superintendent and principals shall be responsible for planning and implementing the staff development program. Needs assessment by the staff-on-staff development will be conducted annually.

The superintendent will have authority to approve released time for conferences and visitations, and reimbursements for expenses, provided such activities are within budget allocations. The Board may authorize without loss of pay, teacher attendance at an annual professional association meeting.

JOB DESCRIPTION

The Lyman School District has on file in the administration office a job description for all employed staff. The job description file is available for all staff upon request to the administration office.

ORGANIZATIONAL CODE OF CONDUCT

The Lyman School District and its employees must, at all times, comply with all applicable laws and regulations. The school will not condone the activities of employees who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their superior, who, if necessary, should seek legal advice.

[South Dakota Code of Ethics for Teachers](#)

ORGANIZATION RECORDS/COMMUNICATIONS

The employees responsible for accounting and record keeping must fully disclose and record all assets, liabilities or both, and must exercise diligence in enforcing these requirements. Employees must not make or engage in any false record or communication of any kind including false expense, attendance, financial or similar reports and statements.

OVERTIME COMPENSATION FOR NONCERTIFIED STAFF

The Lyman School District, in accordance with the Fair Labor Standards Act, will compensate all noncertified staff who work over 40 hours in an established work week of Monday through Sunday.

The compensation will be agreed upon by the employee and superintendent and/or business manager before the overtime.

Compensation will be in the form of:

- a) monetary overtime compensation at the rate of one and one-half the hourly rate for each hour worked over the established work week.
- b) compensatory time in lieu of monetary overtime compensation at the rate of one and one-half hours of compensatory time off for each hour worked over the established work week.

The employee may accrue up to 240 hours of compensatory time.

PAY DAY

State law requires that no salary payment be made to a teacher unless the following are on file in the superintendent's office:

1. A valid South Dakota teacher certificate
2. An official transcript of all college credits.
3. Criminal background check for new employees

Pay day for all personnel is on or before the 24th of each month.

All person(s) who are coaching or have an activity assigned will be required to be at all events. If that person assigned misses an event the person will be docked substitute pay rate. Exceptions will be for illness; family funeral; or an emergency. This will be determined by the Activities Director & Administration.

PRIVACY AND CONFIDENTIALITY

Employees and members of the government board should be aware of restrictions to public access in areas such as student records, special education and executive sessions.

REQUISITION AND PURCHASING PROCEDURE

Since the board has designated the superintendent as the purchasing agent for the school district, the following guidelines will be in force:

1. Purchases made by the instructional staff must have prior authorization of the superintendent or his representative.
2. Instructional staff will need to follow these steps:
 - a. Fill out a requisition and turn the form in to the proper building principal.
 - b. The requisition will be reviewed by the building principal, then the superintendent or his representative for final authorization.
 - c. If approved, a purchase order will be prepared by the personnel in the office of the superintendent and signed by the superintendent or his authorized representative.

3. All vouchers must have prior authorization of the superintendent or his representative before board approval.
4. Instructional staff will be allowed reimbursement during the school year as long as it has been approved by the administration beforehand. Staff members must follow the steps listed below:
 - a. Fill out a reimbursement form and turn the form in to the superintendent or his representative.
 - b. The reimbursement will be reviewed by the superintendent or his representative for final authorization.
 - c. If approved, a voucher will be prepared by the personnel in the office of the superintendent and signed by him or his representative.
5. The business manager will be authorized to sign purchase orders and vouchers when the superintendent is absent.
6. Under no circumstances shall an expenditure be made without authorization of superintendent's office or his representative. When a purchase is made without the superintendent's signature, or not in compliance with the rules above, the purchase may belong to and be paid for by the purchaser.

SCHOOL DISTRICT RESOURCES

Assets of the school district are for school purposes only and not for personal benefit.

SICK LEAVE FOR CLASSIFIED STAFF

Office staff will be granted ten (10) days of sick leave per contract year. Unused sick leave may be accumulated to a total of thirty (30) days. When an office staff member accumulates 30 days, each year thereafter he/she will be granted an additional 10 days per year. Office staff members who have accumulated more than 30 days sick leave at the end of the contract year will be reimbursed for the number of sick leave days exceeding 30 days at the established rate of \$50.00 per day.

Custodial staff will be granted ten (10) days of sick leave per contract year. Unused sick leave may be accumulated to a total of thirty (30) days. When a custodial staff member accumulates 30 days, each year thereafter he/she will be granted an additional 10 days per year. Custodial staff members who have accumulated more than 30 days sick leave at the end of the contract year will be reimbursed for the number of sick leave days exceeding 30 days at the established rate of \$50.00 per day.

Educational aide staff will be granted six (6) days of sick leave per contract year.

Unused sick leave may accumulate to a total of twenty-four (24) days. When an educational aide staff member accumulates 24 days, each year thereafter he/she will be granted an additional 6 days per year. Educational aide staff members who have accumulated more than 24 days sick leave at the end of the contract year will be reimbursed for the number of sick leave days exceeding 24 days at the established rate of \$40.00 per day.

Food service staff will be granted six (6) days of sick leave per contract year.

Unused sick leave may accumulate to a total of twenty-four (24) days. When a food service staff member accumulates 24 days, each year thereafter he/she will be granted an addition 6 days per year. Food service staff members who have accumulated more than 24 days sick leave at the end of the contract year will be reimbursed for the number of sick leave days exceeding 24 days at the established rate of \$40.00 per day.

Bus driving staff will be granted five (5) days of sick leave per school year. Unused sick leave at the end of the school year will be reimbursed at a rate of \$30.00 per day for drivers of a minibus or suburban and \$40.00 per day for drivers of a big bus.

The reimbursement to classified staff for unused sick leave will be paid in ~~July~~ **June**.
All classified staff will be granted two (2) personal days per year.

STAFF ABSENCES

Illness is the most common reason for staff absences. Should you need to be absent for this or any other unexpected reason, you are to call your principal or school secretary as soon as possible to allow time for a substitute to be procured.

Personal/professional leave, granted by request, may not be used during the first week or the last two weeks of the school year nor the day before or after a regular vacation without permission of the superintendent.

In the case of absence due to jury duty, the staff member will be excused without loss of leave.

A staff member may be granted a military leave of absence upon approval by the superintendent of a formal written request. The staff member will not be paid by the district for any school days missed.

A staff member who is called to active duty in the military service qualifies under the Soldier's Preference Law to be reinstated with accrued benefits.

A staff member may be granted funeral leave. The amount of time granted will be the decision of the building principal.

STAFF DRESS CODE

Lyman School District staff members serve as role models for the students with whom they work, set the tone for the school's learning environment and present an image consistent with job responsibilities and community expectations. All Lyman School District staff members shall dress in a neat, clean manner and have an appearance that is appropriate and professional.

Building principals are authorized to interpret this policy and their interpretations shall be given deference.

- Principals will be able to make exceptions for special events.

STAFF TRAVEL RATES AND PER DIEM ALLOWANCE

A receipt must be turned in for all expenses over \$5.00 other than meals. This includes: airline tickets, motel bills, taxi or other airport transportation and any other expenses except meals.

Maximum in-state travel allowance:

Breakfast	\$6.00
Lunch	\$14.00
Dinner	\$20.00

Maximum out-of-state travel allowance:

Breakfast	\$10.00
Lunch	\$18.00
Dinner	\$28.00

Lodging: Actual costs

Staff will utilize school vehicles for all authorized school district travel unless administrative permission is granted to use private vehicles. Mileage allowance if a private automobile must be utilized will be reimbursed at the rate of \$.51 per mile. Per diem will only be paid for overnight travel.

SUPERVISION OF STUDENTS

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are responsible to the school, and the school is responsible for them. School personnel assigned to their supervision serve in loco parentis.

The board expects all students to be under assigned adult supervision at all times when they are in school, on school grounds, traveling under school auspices, or engaging in school-sponsored activities. School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave his assigned group unsupervised except as an arrangement has been made to take care of an emergency.

During school hours, or while engaging in school-sponsored activities, students will be released only into the custody of parents or other authorized persons.

SUPERVISION OF ACTIVITIES

1. Insist on promptness. Set a meeting time, then carry out your business as rapidly and efficiently as possible.
2. Demand the same courteous conduct in extra-curricular activities as you would in the classroom.
3. If the meeting or practice is in the evening or on a weekend, the teacher should arrive at least 15 minutes before the students are expected.
4. Do not allow non-participating students to enter the school building. Allow your group to enter, then lock the door.
5. It is imperative that each teacher understand that students are not to be allowed in the building unless properly supervised.
6. Teachers are to be the first to arrive and the last to leave, as they are ultimately responsible for the condition of the building.
7. The school lights are to be turned off and all doors are to be locked when finishing your supervision of activities.

SUPPORT STAFF SUSPENSION AND DISMISSAL

The administration will strive to assist personnel to adjust to their positions and to perform their duties satisfactorily. Effort will be made to avoid dismissing personnel at any level.

When a support staff employee is charged with misconduct, insubordination or unsatisfactory performance, he/she may be temporarily suspended by the superintendent until the charges are investigated. If the charges are unfounded, he/she will be reinstated, if not, he/she may be discharged.

If the employee is discharged, he/she may appeal to the school board for a review of his/her case.

TAX SHELTERED ANNUITY PROGRAM

USE OF ALCOHOL, DRUGS AND CONTROLLED SUBSTANCES BY EMPLOYEES

HEALTH AND SAFETY

ACCIDENTS AND ILLNESSES

Every serious accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school should be reported as soon as possible to the principal. Student accident forms may be obtained from the school office area. Dismissal for accidents and illness and arrangement for transportation home will be handled through the office.

Staff Injury – Contact Business Manager for 1st report of injury (72 Hours)

Student Injury – Building Principal or Activities Direc

ADMINISTERING STUDENT MEDICATION

Students will not be permitted to take medication while at school unless such medicine is given them by designated school staff acting under specific written request of the parent or guardian and under the written instructions of the student's physician.

When a parent or guardian makes such a request, a full release from the responsibilities pertaining to the administration and consequences of such medications must also be presented to the principal by the student's parent or guardian.

The above policy covers all prescription and over the counter drugs.

ALCOHOL, TOBACCO AND DRUGS

The use of alcohol and/or controlled are prohibited on school grounds as well as during attendance at school activities or supervision of school activities. In accordance with the provisions of the Pro-Children Act of 1994, smoking will not be permitted in an indoor facility used routinely or regularly for the provision of "children services" to persons under 18.

No smoking is allowed in any other part of the school facilities, school grounds or in school vehicles. This no smoking restriction is at all times and seven days per week. Chewing tobacco is prohibited in the Lyman School District.

Tobacco Use

CHILD ABUSE AND NEGLECT POLICY

Law Enforcement and Department of Social Services Student Interviews

MANDATORY REPORTER: Child abuse and neglect reports are made by individuals and people from a variety of professions and organizations. Any person may make a report, however, South Dakota State law requires the following persons, also referred to as mandatory reporters, to report suspected child abuse and neglect as defined in SDCL 26-8A-3.

Any teacher or other school employee who suspects that a child under 18 years of age has been neglected or physically abused (including sexual or emotional abuse) by a parent or other person, will report orally or in writing this information to the building principal or superintendent. The information shall then be reported to the State's Attorney, the Department of Social Services, the County Sheriff, or the City/Tribal Police. If the principal or superintendent does not confirm to the teacher or other employee within 24 hours that action has been initiated, the employee will report this information directly to the proper authorities.

~~In accordance with SDCL 26-8A-9, the Department of Social Services or law enforcement may personally interview a child out of the presence of the child's parent, guardian, or custodian without advance notice or consent. It is advised that, whenever possible, a school administrator or guidance counselor be in attendance at the interview session. Such sessions are to be kept confidential.~~

EMPLOYEE COMMUNICABLE DISEASES POLICY

Employee Communicable Disease Procedure

The board recognizes its responsibility to provide a clean and healthy environment for students and school employees. The determination of whether an infected employee be excluded from work activities shall be made on a case-by-case basis, under the direction of the principal and superintendent.

In situations where the decision requires additional knowledge and expertise, the principal and superintendent will contact the school's health officer for assistance. Further referral in determining the

proper course of action may require the establishment of an advisory committee. The advisory committee may be composed of:

PEANUT PRODUCTS POLICY

The Lyman School District has the responsibility to provide a healthy and safe meal for all their students. With the increased awareness of the serious health risk that some students may have due to their allergic reaction to foods containing peanut products, the Lyman School District food service program at Kennebec and Prescho will not knowingly prepare or serve foods containing peanut products.

Students are free to bring their own sack lunch from home, but the school district encourages parents/guardians not to include peanut products in these lunches as this could also present a problem for a student with a “severe peanut allergy.”

Parents/guardians who provide “treats” for special occasions are encouraged to provide treats that are “peanut free.”

Staff members should be aware of those students in their classroom setting who have a “severe peanut allergy.”

WELLNESS POLICY

In the Child Nutrition and WIC Reauthorization Act of 2004, PL 105-268, the US Congress established a new requirement for all school districts that use federal dollars for school lunch and breakfast to develop and implement a wellness policy by the start of the 2006-2007 school year. The wellness policy of the school district should address the components of nutrition education, nutrition standards, physical activity, and other school-based activities.

A healthy school environment goes beyond school meals in the cafeteria. The Lyman School District recognizes that:

- Good nutrition is required for growing bodies and to maintain healthy bodies.
- Healthy bodies and minds contribute to readiness to learn.
- Good health is a major contributor to the learning process.

The wellness policy can help improve the health of students by promoting a combination of healthy food choices, knowledge of nutrition and appropriate amounts of physical activity.

NUTRITION EDUCATION

The primary goal of nutrition education is to encourage and support lifelong healthy eating habits by students. Nutrition education will be integrated into the school day whenever appropriate.

NUTRITION STANDARDS

Academic performance and quality of life issues are affected by the choice and availability of good nutritional foods. Healthy foods support student growth, brain development, resistance to disease, emotional stability and ability to learn.

- School food service programs shall provide wholesome, well-balanced meals of high nutritional value and operate in accordance with the rules and regulations established by the National School Lunch Program and the School Breakfast program. In addition, a salad bar option will be available on a daily basis.

- The school food service programs shall comply with USDA regulations and state policies.
- Students with special dietary needs (diabetes, allergies) will be accommodated as required by USDA regulations.
- The school district encourages all students to participate in the food service program including those that may qualify for free and reduced meal prices.
- The school district shall provide a free breakfast program for all students.
- Parents/guardians are encouraged to provide healthy nutritional foods for sack lunches and school snacks.
- Parents & School Personnel are encouraged to provide healthy snacks when parties such as birthdays are celebrated. School administration would encourage **one** celebration per month for such activities.

OTHER SCHOOL BASED ACTIVITIES

The school district will create an environment that provide consistent wellness messages, is conducive to healthy eating and physical activity; and contribute to forming healthy life-long habits.

Eating Environment

- Students and staff will have adequate space to eat meals in a clean, safe, pleasant surroundings.
- Students will be allowed a minimum of 20 minutes to eat lunch and socialize in the designated cafeteria area unless they have been assigned noon detention or homework lunch.
- Safe drinking water and convenient access to restroom facilities will be available to all students during the meal period.
- The lunch period will be scheduled between 11:30 a.m. – 1:00 p.m.

Reward, Incentives and Consequences

- Food items should be limited for classroom rewards and incentives, or other more appropriate rewards/incentives may be used (extra free time, pencils, bookmarks, etc.)
- Breakfast and/or lunch will not be withheld from students as a consequence for inappropriate behavior or poor academic performance.\

Guidelines for Refreshments/Parties/Celebrations/Meetings

- Classrooms should limit parties, celebrations and meetings that involve food during the school day to no more than one party per class per month and food should be of the healthy variety if possible. Exceptions shall be approved by the building principal.

Fundraising

- All fundraising activities must be approved by school administration.

Access Facilities for Physical Activity

- Whenever possible, the school district will provide community access to the schools' facilities outside the normal school day.

Student Use

- No food or beverage items, except water, will be allowed to be brought into the building. Vending machines have items for student purchase. ~~in the student's locker or desk area other than a student's sack lunch.~~
- Water is the only beverage allowed in the classroom without permission.

Vending Machines

- No candy or snack food vending machines are allowed in the school.
- Pop vending machine areas must also include choices of water, fruit juices and/or sports drinks for students and staff.

PHYSICAL ACTIVITY

The primary goal for the school's physical activity component is to provide opportunities for students to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity and understand the short and long term benefits of a physically active and healthful lifestyle.

Physical Activity Opportunities After School

- Middle School and High School students will have the opportunity to participate in extra-curricular activities throughout the school year. Activities are cross country, track, volleyball, basketball, football, wrestling, golf, dance, competitive cheer and cheerleading.
- Students have access to "open gym" on Wednesday nights and Sunday afternoons, and other opportunities upon administrative approval.

Use of School Facilities Outside of School Hours

- School facilities will be available to students, staff and community members before and after the school day, on weekends and vacations.

WELLNESS COORDINATOR

The Superintendent shall serve as the School Wellness Coordinator. The major responsibility of the School Wellness Coordinator is to help ensure that the various components to the school's wellness policy are consistently implemented.

STUDENTS AND INSTRUCTION

HONOR ROLL

An honor roll will be published at the end of each nine-week grading period and for each semester.

INTERNET ACCEPTABLE USE POLICY

I. Introduction:

The Children's Internet Protection Act (CIPA), 47 U.S.C. §254(h)(5), and South Dakota Consolidated Statutes Section 22-24-55 require public schools to implement certain measures and actions to ensure that students are restricted from accessing inappropriate materials online using school-owned computers. This policy is adopted to implement these state and federal requirements.

II. Internet Safety

It is the policy of this organization to protect computer users from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic

communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator.

- a) The organization has implemented a technology protection measure that blocks access to inappropriate matter such as child pornography, obscene material and material that is harmful to minors.
- b) In order to protect the safety and security of students, network users are prohibited from revealing personal information to other users when engaging in online activities including, but not limited to chat rooms, e-mail, and social networking websites.
- c) All network users are prohibited from hacking and engaging in any unlawful activity.
- d) All network users are prohibited from disclosing or disseminating personal information without proper authorization regarding minors.
- e) All network users are prohibited from accessing sites or online materials that are blocked by the technology protection measure.

III. Implementation of Technology Protection Measure

- a) All school owned computers [used on campus] must be equipped with a technology protection measure.
- b) Adult users may request the Technology Protection Measure to be temporarily disabled in order to conduct bona fide research or for another lawful purposes. The Technology Protection Measure must be re-activated as soon as the adult finishes using the computer for the authorized bona fide research or other lawful purpose.

IV. Acceptable Use Policy

Each network user shall be required to sign an Acceptable Use Policy annually in the form prescribed by the Superintendent or his/her designee. The Acceptable Use Policy shall implement this Internet Safety Policy. Violation of this policy and/or the Acceptable Use Policy shall be subject to appropriate discipline and sanctions.

V. Monitoring of Online Activities

It shall be the responsibility of all personnel of this organization to monitor students' online activities and use of the network to ensure that their use is in compliance with CIPA and this Internet Safety Policy.

VI. Cyberbullying and Appropriate Online Education

Students will be educated annually about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. The implementation of this provision is delegated to the Superintendent who shall report annually to the Board on the educational activities undertaken to comply with this subsection.

VII. Definitions Used in this Policy:

- A. Minor: The term "minor" means any individual who has not attained the age of 17 years.
- B. Obscene: The term "obscene" is defined as material – (1) the dominant theme of which, taken as a whole, appeals to the prurient interest; (2) which is patently offensive because it affronts contemporary community standards relating to the description or representation of sado-masochistic abuse or sexual conduct; and (3) lacks serious literary, artistic, political, or scientific value.
- C. Child pornography: The term "child pornography" is a visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a

minor engaging in sexually explicit conduct; or such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

D. Harmful to minors: The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that –(i) taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

E. Technology protection measure: The term “technology protection measure” means a specific technology that blocks or filters Internet access to the material that is obscene, contains child pornography and/or is harmful to minors.

F. Computer: Any electronic device that has the ability to connect to the Internet including but not limited to desktop computers, laptop computers, tablet computers and electronic book readers.

INTERNET SAFETY EDUCATION

In accordance with the Protecting Children in the 21st Century Act, the Lyman School District will provide education to students about appropriate online behavior in the following manner:

The Kennebec and Presho site computer teachers will be responsible for conducting Internet Safety Lessons to all 2nd-8th grade students.

The High school principal and the district technology coordinator will be responsible for organizing Internet Safety Lessons to all 9th-12th grade students.

It shall also be the responsibility of all Lyman School District educational staff to educate, supervise and monitor appropriate usage of computer network and internet access.

The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

The superintendent is delegated authority to implement these educational requirements.

STAFF SOCIAL NETWORKING POLICY

Networking Policy

Social media includes, but is not limited to, social networking platforms such as Facebook, Twitter, LinkedIn, and other collaborative sites, mobile phones, interpersonal sites such as photo sharing websites, publishing websites, audio/video websites, and other interactive platforms designed for users to collaborate.

The District recognizes that school employees have the right under the First Amendment of the US Constitution to speak out on matters of public concern using any non-school medium, including the right to communicate with students on matters of public concern during non-duty time. Social media should not be used in place of the district’s complaint policy and staff is cautioned that any postings should not violate FERPA, the Professional Code of Ethics, confidentiality, or public laws relating to libel. Staff are not to post to any social media site during duty time (8:15 – 4:00). Duty time includes preparation or planning periods.

Employees may maintain professional social media sites and may invite and accept as “friends” on such sites current District students.

- If such a site is maintained, the employee will inform his/her supervisor of the site and will provide a link to the site.

- Professional social media sites include, but are not limited to, school-related sites and/or non-school professional sites such as club sports, religious groups, scouting groups, art or theatre groups, etc.

SCHOOL LUNCH PROGRAM

The cost of adult meals will be \$2.75 for breakfast and \$4.85 for lunch. The cost for seconds at lunch is \$1.75. The building administrative assistant is in charge of the sale of meal tickets.

UNIFORM GRADING SYSTEM

When determining the quarter and semester letter grades from the Infinite Campus Grade Book, teachers will take the percentage grade for the quarter and round up if the grade is .5 or higher and assign the letter grade appropriate for the next whole percentage. Example: 78.6% would be rounded to 79% and a letter grade of “C” assigned. Semester grades are calculated by averaging the actual percentages from each quarter in the semester and then rounding up to the next whole percentage. Example: Quarter 1 – 84.4%, Quarter 2 – 84.8% resulting in an average of 84.6% would be rounded to 85% and a letter grade of “B-”.

95-100%	A	79-82%	C
93-94%	A-	77-78%	C-
91-92%	B+	74-76%	D+
87-90%	B	69-73%	D
85-86%	B-	66-68%	D-
83-84%	C+	65% and below	

TEACHERS

ASSEMBLY SUPERVISION

Supervision is required when students are called together for any activity during the school year. Faculty members shall cooperate in the proper supervision of students at these assemblies. Teachers are to be present at every activity held during school hours except when excused by the building principal.

CURRICULUM DEVELOPMENT

The Lyman School District recognizes the importance of curriculum development in providing a structural continuum of K-12 education.

1. The curriculum development rotation plan is as follows:

All Schools

2022-23- Reading
 2023-24 – English
 2024-25 – Math
 2025-26 – Science
 2026-27 – Social Studies

- Other curriculum areas may be addressed as needed

HALL SUPERVISION

Middle school and high school teachers are to station themselves in the hall near their door between classes whenever possible. Students require supervision by the teaching staff in the halls and restrooms. The teachers' mere presence in the hall during this time provides a deterrent to possible problems.

HANDLING MONEY

The School has bonded administrative personnel. All money should be presented at the office where it will be receipted and allocated to the proper fund. Do not leave money in your desk unless you are prepared to take personal risk for it. Teachers are responsible for the money they handle until it is turned in to the office and receipted. Warn your students against carrying money to school or leaving money in their desks or lockers. The school will not be responsible for lost money.

HIGHLY QUALIFIED TEACHER

In accordance with federal education law, all core content subject teachers must be "highly qualified" by the end of the 2005-2006 school year. The law also requires that all new Title I teachers in core academic subjects hired after the first day of the 2002-2003 school year are highly qualified.

Core academic subjects include English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography.

The South Dakota Dept. of Education defines "highly qualified" as an elementary or secondary school teacher who has obtained full state certification and has not had certification requirements waived on an emergency, temporary, or provisional basis. The Lyman District will abide by all decisions handed down by the Department of Education as to "highly qualified" status.

Elementary teachers who are new to the profession must hold at least a bachelor's degree and have demonstrated, by passing a rigorous state test, subject knowledge and teaching skills in reading, writing, mathematics and other areas of the basic elementary curriculum. Middle and secondary school teachers, new to the profession, will be deemed to be highly qualified if the individual teacher holds at least a bachelor's degree and has demonstrated a high level of competency in each of the academic subjects in which the individual teaches by passing a rigorous state academic subject test in each such academic subject; or has successfully completed a grade degree with coursework that is equivalent to an undergraduate major, or advanced certification or credentialing for each academic subject that the individual teaches.

Once a teacher is determined to be "highly qualified" in a content area, the status is permanent as long as the certificate is active. If a teacher is assigned to teach an additional or different academic subject or grade level, it will be necessary for that person to have a major in the subject OR meet HOUSE rules for the new assignment. HOUSE rules ("high, objective, uniform, state standard of evaluation") will be developed by the Department of Education and will be used as an alternate means for evaluating whether currently certified teachers who do not possess a major in the subjects they are teaching meet "highly qualified" requirements.

INVENTORIES--ROOM AND DEPARTMENT

A complete inventory of all school equipment and property shall be completed each year. Every teacher is required to take inventory of all equipment and property in their classroom at the end of each school term. The inventory shall be placed in the teacher share file and a printed copy given to the building principal.

LESSON PLANS, PLANS OF STUDY AND CONTENT STANDARDS

1. A teacher will submit properly completed copies of his/her lesson plan to the principal no later than Monday morning of each week the plans are to be used.
2. Individual plans of study and content standards will be updated as requested by administration.
3. Teachers will update grades into Infinite Campus on a daily and weekly basis.

MORAL/CHARACTER INSTRUCTION POLICY

The District will provide special character instruction intended to impress upon the minds of students the importance of truthfulness, temperance, purity, self-discipline, self-respect, sexual abstinence, AIDS instruction, public spirit, patriotism, citizenship, respect for honest labor, obedience to parents, respect for the contributions of minority and ethnic groups to the heritage of South Dakota, regard for the elderly and respect for authority.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled for the week after the end of the first and third quarter.

When parents come to school to confer with teachers, teachers are to give the parent a precise assessment of their child's performance and accurately describe the child's strengths and weaknesses. Teachers are to be professional in their manner of dealing with the parent remembering that both the teacher and the parent have the common goal of the educational welfare of the child. All efforts of the conference should be pointed toward this goal.

PROFESSIONAL STAFF SUSPENSION AND DISMISSAL

Paid Administrative Leave

Employment and dismissal of professional staff members is the responsibility of the board and dismissal will conform with the conditions and procedures specified in state law.

In accordance with SDCL 13-43-6 through 13-43-6.6, a contract of a teacher may be terminated at any time for just cause including:

1. plain violation of contract
2. gross immorality
3. incompetence or neglect of duty
4. poor performance
5. unprofessional conduct
6. insubordination
1. violation of any policy or regulation of the school district

Nonrenewal of Probationary Teacher

In accordance with SDCL 13-43-6.3, written notice of nonrenewal must be given on or before April 15. No further process nor reasons for nonrenewal of probationary teachers need be given.

Nonrenewal of Continuing Contract Teacher

Procedures in accordance with SDCL 14-43-6.1 through 13-43-6.3 will be followed.

Suspension

The board or the superintendent may suspend a teacher pending final action to terminate his/her contract if, in its judgment, the character of the charges warrants such action.

PROGRESS REPORTS

Progress reports will be issued half way through the first and third quarters for all K-12 students. Teachers will pick up the progress reports from the appropriate administrative offices and will complete the progress reports in accordance with the guidelines established by the building principal.

Deficiency reports will be issued halfway through the second and fourth quarters for all K-12 students.

Mid-term progress and deficiency reports will be issued half way through each quarter for all K-12 students.

REPORT CARDS

The school year is divided into two (2) semesters and each semester is divided into two (2) nine-week periods. Report cards are issued at the end of each nine-week period. The grading system entails the use of letter grades.

Each teacher is to have a system for deriving the following letter grades and will explain it to their students at the beginning of the year. Care must be taken to make certain the students understand the system.

GRADES K-2

95-100%.....S+
85-94%.....S
77-84%.....S-
66-76%.....N
65 and under.....U

GRADES 2-8

A..... Excellent
B..... Good
C..... Average
D..... Below Average
F..... Failure
I..... Incomplete

GRADES 9-12

A..... Excellent
B..... Good
C..... Average
D..... Below Average
F..... Failure
P..... Pass
I..... Incomplete

Teachers will complete grade reports in Infinite Campus.

TEACHER ASSISTANCE TEAM

Teacher assistance teams will be formed at each building and may include building administrator, school counselor, special education teacher and specific classroom teacher(s) of the student involved.

TEACHER HOURS

The staff workday in the Lyman School District is 8:15am-4:00pm. Teachers may be occasionally requested to arrive early or remain in the building later than these workday hours. Early leave will be at the discretion of building principals.

All staff members are expected to remain at their school site during the school day. Exceptions are permitted with administrative approval.

TEACHERS' MEETINGS

Teachers' meetings will be scheduled as needed. All teachers and aides are required to attend. These meetings are scheduled to promote better communication within the school system. Support staff meetings will be scheduled as needed.

TELEPHONE CALLS

Staff members may utilize their cell phones during the day for personal business. Staff is encouraged to be mindful of cell phone usage during student contact time.

Some examples of situations that would be allowable are:

(1) the need to speak with medical personnel; (2) the need to check on an ill family member; (3) calls relating to personal business matters (house closings, etc.); (4) calls from contractors; etc. Cell phones are not to be used during the school day for social calls or posting to social media. Teachers may have their cell phones on through the school day to communicate student supervision concerns with the school administration or other teachers.