

Lyman Student Handbook 2026-2027



Lyman School District 2026-27 School Calendar – 178 Required

August 2026						
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 2026						
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 2026						
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, 17, 18
 Open House/PAC Meeting – Aug. 18
 No School - Aug. 19
 First Day of School – Aug. 20

No School – Labor Day - Sept 7
 Prof. Dev. – 1:00pm Dismiss – Sept. 16
 Homecoming Week: Sept. 14-18

Parent Teacher Conferences, Oct. 8
 No School – Oct. 9
 No School – Native American Day – Oct. 12
 In Service – Oct. 16
 Prof. Dev. – 1:00pm Dismiss – Oct. 21
 End of Q.1 - Oct. 16 (39)

November 2026						
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					

Prof. Dev. – 1:00pm Dismiss – Nov. 18
 No School – Thanksgiving Break, Nov. 25-27
 (1pm Dismiss on 25th)

December 2026						
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 – Holiday Break – Dec. 23-31
 End of Semester/Q. 2 – Dec. 22 (1pm Dismiss)

January 2027						
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 – Holiday Break, Jan. 1
 Staff Inservice - Jan. 4
 No School – Mid-Dakota Monster, Jan.
 Prof. Dev. – 1:00pm Dismiss – Jan. 13
 No School – MLK Day, Jan. 18

February 2027						
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

Prof. Dev. – 1:00pm Dismiss – Feb. 10.
 No School – President's Day – Feb. 15
 Early Release – PT Conferences – Feb. 24
 No School – Feb. 25 and 26

March 2027						
Su	Mo	Tu	We	Th	Fr	Sa
28	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			

End of 3rd Q – March 11 (43 Days)
 Prof. Dev. – 1:00pm Dismiss – March 17
 Prom tent. – April 17
 No School – Breaks – March 12 and 19
 No School – Easter Break – March 26 and 29

April 2027						
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	

Prof. Dev. – 1:00pm Dismiss – April 14
 No School – Spring Break – April 30

May 2027						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8

LEGEND:

End of Quarter
Inservice
Parent-Teacher Conferences
Vacation/Holiday
Graduation
First/Last Day of School
1:00 Dismissals (Professional Dev.)

Make Up Days: Jan. 18, Feb. 25, May 3, End of School Year

9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

No School – Spring Break – May 3
 Last Day of 4th Q – May 21 (47)
 Last Day of School – May 21
 Graduation – May 22
 Staff Inservice – May 24

A Source of Information on School Policies, Behavioral Standards, Curriculum and Activities

Lyman School District, 42-1

Lyman Middle/High School (Presho) - 895-2579

Lyman Elementary School (Kennebec) - 869-2213

WEBSITE: www.lyman.k12.sd

Lyman School District **Policies**

GENERAL INFORMATION

LYMAN SCHOOL 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

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Standards and Guidelines 6-12

All students in the Lyman Schools, 6-12, and their parents should be familiar with the policies included in this section. Items are listed alphabetically. For your convenience a complete list of topics is found in the Table of Contents.

ACADEMIC ELIGIBILITY POLICY

This policy will apply to all students in extra-curricular activities in grades 6-12. This includes anyone associated with the team including managers and statisticians.

Below is the Academic Eligibility Policy:

1. All South Dakota High School Activities Association (SDHSAA) requirements and policies must be met.
2. Students will be eligible for the first two (2) weeks of each semester of the school year. Upon week three (3) and week 20 (second week of second semester) of the school year, a grade report will be run Monday morning. A grade report will be run every subsequent Monday of the school year with the exception listed in #3 below.
3. The first two weeks of Quarter 2 and Quarter 4, there will be no grade checks. Students with no failing grades for Quarter 1 and Quarter 3 will be eligible those two (2) weeks. Students that failed a Quarter 1 or Quarter 3 class will be ineligible for the first week of Quarter 2 and Quarter 4.

**Students with a failing grade either Quarter 1 or Quarter 3 may remain ineligible the second week of Quarter 2 and Quarter 4 if they still have incomplete work from the previous quarter.*

4. Students will be ineligible if:
 - They have one (1) or more failing grades in a class. The student is ineligible for all school-sponsored activities held Tuesday through Monday of that week. If the next week the student continues to have a failing grade in that same class, the student, teacher, coach/advisor and administrator will meet to discuss circumstances and factors leading to the failing grade.
 - Students and the Parents of students with failing grades will be contacted and informed of the failing grade and details of the ineligibility period. This contact will be made by the instructor initially and followed up by administration (Principal/Activities Director).
 - Students will still be allowed to practice and attend home events. They will not attend events in which they would be required to be absent from school.
 - Eligibility will be reinstated if they have no failing grades when the next eligibility report is run.
 - Failing grades due to missing or incomplete work as a result of an excused/exempt absence will not result in eligibility during the time period in which a student is allowed per school policy to complete that work. (1 day for every day absent + 1 day).

ACADEMIC LETTERING POLICY

A student can earn an academic letter by accumulating a grade point average of 3.5 or higher for current school year. (Note: All subjects in which the student is enrolled in will be counted in the accumulation of the GPA.)

The awards will be given out in the following order:

First Year Lettering	Letter "L" with Academics
Second Year	Lamp of Learning Pin
Third Year	Lamp of Learning Pin
Fourth Year	Lamp of Learning Pin

ACCESSORIES IN LOCKERS

All book bags, backpacks, gym bags, blankets, and heavy/winter coats will remain in the students' lockers throughout the school day.

ACTIVITY TICKETS

A season ticket for all home high school athletic contests, excluding tournaments, will again be available to students and their parents. The purchase of a season pass is strictly of a voluntary nature and will be available at the following prices:

- \$ 25.00 Student Pass
- \$ 35.00 Adult Pass
- \$ 55.00 Adult Couples Pass
- \$ 100.00 Family Pass (Parents & All Children)

No Charge Senior Citizens Pass (Age 62 and older)

- All seasonal athletic passes will not work during state sanctioned playoff events.

Activity tickets may be purchased at the HS Administrative office. Students must present their activity ticket or have an electronic photo of their ticket for admittance into home athletic events.

The price of admission to all athletic events will be \$5.00 for adults, \$3.00 for students.

Senior citizens (62 and older are admitted free to all Lyman school activities except tournaments sponsored by other organizations.

ATHLETICS

Football, Cross Country, Boys Basketball, Girls Basketball, Wrestling, Volleyball, Track, E-Sports, Shooting Sports and Golf are the major sports offered at Lyman High School. Students who wish to participate in two or more sports during a season must work with both head coaches to create a mutually acceptable schedule. Extra-curricular activity may present up to three (3) awards that are sponsored by the school. Additional awards will be at the discretion of the coach or advisor and any expenses incurred for these awards will be the responsibility of the coach or advisor.

ATHLETIC LETTERING POLICY:

An athlete who letters for the first time will be awarded a cloth letter "L" and a sports specific pin. All subsequent letters will be recognized by a bar and certificate.

Criteria for lettering will be communicated by the head coach.

ATTENDANCE

Any person having control of a child, who is not younger than five or older than six years old by the first day of September, or any child who, by the first day of September, is at least six years old, but who has not exceeded the age of eighteen, shall cause the child to regularly attend some public or nonpublic school for the entire term during which the public school in the district in which the person resides, or the school to which the child is assigned to attend, is in session, until the child reaches the age of eighteen years, unless the child has graduated or is excused as provided in this chapter

Attendance is taken in each class and study hall and a record is kept of absences from each class. Hours of absence will be accumulated and recorded on report cards each nine weeks and on permanent school records at the end of each school year.

The following regulations apply to all students and pertain to absences of all types. Administrative discretion will be used when necessary. Be aware that a note from home does not automatically excuse a student from school. A note is merely a request to have a student excused. The school reserves the right to excuse a student from school.

ABSENCES FROM SCHOOL

The following procedure will be used after the student has been absent specific amounts during a semester.

1. After a student has been absent four (4) times, the student and parent/guardian will be notified by the school office. The notification will stress the importance of attendance in school achievement.
2. After a student has been absent six (6) times, a second student and parent notification will be given emphasizing the importance of attendance for the remainder of the semester. Also included in the notification will be detailed information regarding policy relating to the number of allowed absences and consequences for exceeding this number. A parent/student meeting will be requested either in person or via phone call.
3. After a student has been absent eight (8) times during a semester, notification will be given to the parent of the student stating that they have reached the maximum allowed absences for the semester. For high school students, any additional absences may result in dropping the student from the courses in which eight (8) absences have been reached.

***When the student has been absent from any class nine (9) times during a semester, the student may be deemed to not have sufficient credit in the affected class to obtain a passing grade and may/will be dropped from the course with an "F" recorded. A student may be referred to the Board of Education for long term suspension in the event a student no longer has at least three (3) valid classes. A referral to law enforcement may be made for truancy.

Clarification:

- (1) School Sponsored Activities. No count for any school related activities. (Athletic contests, music, debate, field trips, college visits (2 Total – Jr/Sr. Year) and any other approved by the School Administration or Counselor.)
- (2) Absences due to prolonged illness, hospitalization, counseling, or a series of medical treatments will be counted as one (1) absence whenever the number of absences reaches three consecutive school days and the treatment is supported by a physician's statement.
- (3) Absences due to bereavement or serious illness in the student's immediate family will be counted as one (1) absence.
- (4) A student may be excused for any other exceptional reason with approval by the Administration.

Tardiness: Tardiness is defined as failure to be at the assigned work station when the final bell rings

A student will receive a warning for the first and second tardy received. A student will receive after school or lunch detention for each subsequent tardy. Exceptions will be made if the tardy is caused by circumstances beyond the student's control. Each situation will need to be confirmed by teacher and administration before the exception will be granted. A student receiving seven (7) tardies in a nine-week period will be assigned an automatic in-school suspension.

TRUANCY

Truancy: Excessive Excused/Unexcused Absence from school. One day, or any part thereof, equals one violation.

BUILDING HOURS

The school building will be locked until 7:30 am. Students will not be allowed in the school building before 7:45am. Students will not be allowed to remain in the building after 4:00 pm. unless they are under adult supervision. All doors will be locked after 8:50am and not reopened until 3:45p.m.. Custodians will lock ALL school doors at 4:15 p.m. with the exception of the gym lobby doors on the nights there are events.

1. Custodians will lock all outside doors at 4:15 p.m. on nights when there are no activities.
2. All sponsors of activities will remain in the building until students have left. If necessary, students may wait in the area just inside the front doors.
3. The advisors of any non-athletic activity held after 6:15pm will notify the night custodian (or request that they be notified) as to when the doors should be unlocked and locked.
4. Coaches will require players or participants to remain in the practice area at all times during practice.
5. Arrangements will be made so that a coach is the last to leave after everyone is out of the locker room and the door is locked.

A student in the school during non-building hours and is not under the direct supervision of a school employee or a responsible adult designated by a school official will be subject to disciplinary action based upon the frequency and seriousness of the violation.

BUSING

The Lyman School District has provided a fleet of buses and the Board of Education has employed reliable and trained people to drive these buses. The bus driver is an official representative of the school and has full authority to discipline students on the bus. It is the duty of each student who rides the bus to do his/her part to keep the buses in good condition and to abide by the stated rules.

Buses are provided for those students whose distance from school or health make this service essential. For some locations, special transportation arrangements will need to be coordinated. Misconduct on buses will not be tolerated and may result in forfeiture of bus privileges. Students are expected to conduct themselves appropriately and comply with the instructions of the bus operator. The driver will be in full charge of the bus and the passengers. Disturbances of any kind that might distract the driver and imperil the safety of the passengers will not be tolerated.

[Bus Transportation Times](#) – Click this Link for information

Students will observe the following rules of conduct while riding school buses.

1. Students should always be at the bus stop at least five minutes before the bus is scheduled to be there. Students should remain well back from the roadway while awaiting the arrival of the bus.
 2. Bus riders should not move to board a bus until it is completely stopped and the door is open.
 3. Students will enter the bus in an orderly fashion and go directly to a seat. Students must stay in their seats and in a sitting position when the bus is in motion.
 4. Bus riders should leave their seats only after the bus has come to a complete stop at their bus stop.
 5. Bus riders who must cross a street at their bus stop will cross in front of the bus.
 6. Students will keep their hands, arms and heads inside the bus.
 7. Shouting, screaming, ~~smoking~~, running, fighting, vulgar talk and pushing are not permitted.
 8. All articles such as athletic equipment, books, musical instruments, etc., must be kept out of the aisles.
 9. No drinking or eating is permitted on the bus.
 10. All riders should help to keep the bus clean and sanitary on the inside.
 11. Any damage to the bus will be paid for by the rider inflicting the damage and will be subject to suspension or expulsion from school.
 12. Bus riders are expected to be courteous and obedient to bus drivers at all times.
 13. Use of cell phones is allowed. Using the cell phone for taking pictures/vidoe of others will be considered inappropriate use of the cell phones.
 14. The use of any alchol, tobacco products, vaping, and other illegal substances is prohibited and will be subject to disciplinary actions per school policy.
- Parents/students will assume any and all responsibility for loss of the phone and will be responsible for its safe keeping.

BUSING FOR STUDENT ACTIVITY TRIPS

- A. All school district bus rules will be in effect.
- B. Students taking part in school sponsored activities must use school provided transportation when going out of town. They can be released to their parents if the parents come to the person in charge and sign a release form. The parents may transport his/her own son or daughter home from the activity.
- C. For Fan Bus:
 1. There will be a charge which will be determined at the time of the activity trip.
 2. A minimum of 25 paid riders will be necessary before arrangements will be made for a spectator bus.
 3. Only students in grades six through twelve are permitted to take the bus for "away" games.
 4. The bus leaves for home immediately after the game.
 5. Adults may ride spectator bus.

CELL PHONES

Cell Phones/Acceptable Use of Technology

Use of student owned electronic equipment cell phones, Google © glasses, Meta © Glasses, Smart Watches, and other electronic audio, photo, or video recording devices are not allowed in classrooms without permission from the classroom teacher. Appropriate use of electronic devices will be managed by the classroom teacher. **Students must place devices in cell phone caddies upon entering the classroom for each class period. They may pick up devices when the bell rings at the end of the**

The use of photographic equipment (including but not limited to camera phones) in classrooms, school bathrooms, locker rooms, dressing rooms, or anywhere that students and staff have a strong expectation for privacy is prohibited. Laser pointers will not be permitted in the building at any time.

Students in violation of this policy will be asked to put the electronic device away, students who do not comply with the expectation will have their device confiscated by the staff member and returned to the student at the end of the period.

Students who chronically violate this policy will have the equipment confiscated by the school administration. Below is a list of the steps to address the issue.

- The initial violation in classroom will result in the classroom teacher confiscating the device until the end of the class period. Parents will be contacted by the teacher.
- If this becomes a problem and the teacher must confiscate the phone a second time or if this has been a chronic issue in other classrooms as well, the student's electronic device will be confiscated by the school administration until the end of the day. Students will pick up the device prior to leaving for the day. Parents will be contacted by the administration.
- If a second confiscation by administration occurs, the student will lose all electronic device privileges for 10 school days. Parents will be contacted by the administration.
- If a third confiscation by administration occurs, the student will lose all electronic device privileges for 30 school days. A Parent meeting will be scheduled.

The Lyman School District is not responsible for any electronic devices that are lost or stolen.

CHEATING OR ACTING IN A DISHONEST OR UNFAIR MANNER

Any student caught cheating or plagiarizing on any test and/or assignment may have a zero assigned to that test and/or assignment. All cases will be referred to the principal and the teacher will notify the parents of the infraction. Disciplinary action will be taken and will be left up to the discretion of the teacher and the principal.

CHURCH NIGHT – WEDNESDAY

- . The Lyman School District recognizes and honors Wednesday church activities.

CONDUCT AT SCHOOL ACTIVITIES

Students are encouraged to attend and support all school sponsored functions. The following rules apply.

A. School Parties, Social Events, or Dances

1. The duration of All approved school parties, social events,, or dances will be determined by school administration.
2. Any person admitted to a dance or party must remain in the school building until he/she is ready to leave. No one will be allowed to re-enter the dance or party after having once left. Doors may be closed or locked one-half hour after the start of dance or party.
3. Proper conduct must be observed. Chaperones may remove immediately any student misbehaving. Any student ejected for misbehavior may be excluded from future social events and/or activities for the remainder of the school year.
4. All faculty members, their escorts, wives, or husbands, school board members, their escorts, wives, or husbands, and parents are welcome to attend the dances (provided they abide by school rules).
5. Any party, social event, or dance will have the appropriate number of adult chaperones determined by school administration.

B. Athletic Events, Assemblies, Concerts, Plays, and Programs:

Lyman students (Pre-K through grade 6) must have parental supervision at all school activities outside of the regular school day. These events are being held for the enjoyment and educational benefit of all students. Students Pre-K through grade 6 who are not supervised will be asked to leave the stadium or school.

Students are expected to behave appropriately, watch the game, and support the team. No outside food and drink will be allowed to these activities.

Good sportsmanship is one of the primary purposes of any interscholastic athletic program and ~~it~~ is essential for the success of these programs.

CONFIDENTIALITY

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the Lyman School District receives a request for access.
- (2) The right to request the amendment of student's education records that the parent or eligible student believes are inaccurate or misleading.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Lyman School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

U.S. Department of Education
Family Policy Compliance Office
400 Maryland Ave, SW
Washington, DC 20202-8520

FERPA DIRECTORY INFORMATION:

The Lyman School District may disclose information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed, such as:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

A copy of these policies and regulations may be obtained in the superintendent's office of the School District. Complaints regarding violation or rights accorded parents and students should be submitted to the Superintendent of Schools of the Lyman School District.

CO-CURRICULAR ACTIVITIES PHILOSOPHY I.

PURPOSE:

- A. For the student: Co-curricular programs provide opportunities for developing fine school morale; for being sportsmanlike hosts to visiting fans, officials, and athletes; and for exercising the qualities of fair play and courtesy. Co-curricular activities should be considered a part of the school curriculum, educational in the purpose and conduct.
- B. For the participant: Competition offers an opportunity to develop skills, learn team concepts, attain a high level of fitness, promote friendships, and learn and practice good sportsmanship. It is fully intended that co-curricular competition develops the understanding that the rules of the activity are similar to the rules of everyday life.
- C. For the community: Co-curricular programs encourage wholesome school/community relations under constructive conditions. These programs provide entertainment, a sense of pride, and a vehicle for fans to make a positive impression of our community to others outside the Lyman School District.

II. THE SCHOOL PROVIDES:

- A. An opportunity for every student to participate in some phase of the activities
- B. Leadership in the form of coaches and other supervisors
- C. Necessary equipment and facilities

III. THE STUDENT PROVIDES:

- A. Sacrifice, self-discipline, desire, determination, and dedication
- B. A good attitude which would include:
 1. High regard and willingness to conform to training rules
 2. Proper care and accounting of equipment
 3. Acting as a representative of the school, student body, and community
 4. An understanding of the team concept before individual goals

IV. THE PARENTS PROVIDE:

- a. Positive encouragement to their son or daughter
- b. Support and enforcement of training rules
- c. Support to the program in which their son or daughter is participating

V. CO-CURRICULAR COACHES AND SUPERVISORS PROVIDE THE FOLLOWING:

- A. The proper ideals of sportsmanship, ethical conduct, and fair play.
- B. Emphasis of the values derived from participating in the activity fairly.
- C. Cordial courtesy to visiting teams, officials, and participants.
- D. A respectful relationship between visitor and host.
- E. The respect, integrity, and judgement of officials.
- F. A thorough understanding and acceptance of the rules of the game and/or activity standards of eligibility.
- G. Leadership, use of initiative and good judgement by the participants on the team

- H. Recognition that the purpose of activities is to promote the physical, mental, moral, social, and emotional well-being of the individual players
- I. Proper Communication with all athletes, parents, and administration. Follow the Chain of command listed below:
 - a. 1.) Coach will communicate with the athlete, 2.) Coach will communicate/meet with athlete and parent together, 3.) Coach and Activities Director will meet with parent and athlete, 4.) Coach, AD, and Principal/Superintendent will meet with parent if necessary
 - b. NOTE: Coach will communicate with AD/Principal and summarize all conversations with parents to maintain lines of communication with administration on any potential issues.

DANGEROUS ITEMS

The Board recognizes the importance of establishing and maintaining a safe and orderly school environment for students, staff and community. Students must feel safe and secure in the school setting to benefit from the educational program.

The possession of firearms and dangerous weapons in school buildings, vehicles or on school premises is a Class I misdemeanor and is strictly prohibited by this policy. (This does not include law enforcement officers.)

A dangerous weapon is defined as: any firearm, air gun, knife, instrument, object, destructive device, explosive material or substance, whether animate or inanimate that is calculated or designed to inflict death or serious bodily injury.

SDCL 13-32-7. Possession of firearms on or in elementary or secondary school premises or vehicle as misdemeanor--Exceptions. Any person, other than a law enforcement officer or school sentinel acting pursuant to § 13-64-1, who intentionally carries, has in his possession, stores, keeps, leaves, places, or puts into the possession of another person, any firearm, or air gun, whether or not the firearm or air gun is designed, adapted, used, or intended primarily for imitative or noisemaking purposes, or any dangerous weapon, on or in any elementary or secondary school premises, vehicle, or building or any premises, vehicle, or building used or leased for elementary or secondary school functions, whether or not any person is endangered by such actions, is guilty of a Class 1 misdemeanor. This section does not apply to starting guns while in use at athletic events, firearms, or air guns at firing ranges, gun shows, and supervised schools or sessions for training in the use of firearms. This section does not apply to the ceremonial presence of unloaded weapons at color guard ceremonies.

Source: SL 1961, ch 49; SL 1979, ch 120; SL 1982, ch 86, § 145; SL 1990, ch 129; SL 1991, ch 147, § 1; SL 1993, ch 142; SL 2002, ch 90, § 1; SL 2013, ch 93, § 8.

Any student who brings an item fitting the above definition on to any school premises, vehicle, or building leased for any school function, activity, or event may be expelled for not less than twelve months and will be referred to law enforcement authorities. Any student who threatens to inflict death or serious bodily injury by way of written message, verbal message, telephone message, or e-mail message will be subject to the same consequences. The Superintendent shall have the authority to recommend to the school board that the expulsion requirement be modified on a case by case basis but may not increase the length of the period of expulsion.

DETENTION

Students that are assigned to detention will report on the day and time specified by the teacher and/or principal. If a student cannot attend detention because of transportation problems, an effective alternative may be worked out by the principal.

1. Detention – Middle School and Secondary School

A detention can be assigned by any certified and/or classified employee of the Lyman School District. An unexcused absence from an assigned detention will result in the student being assigned a subsequent detention.

DISCIPLINE POLICY

A student in violation of a Lyman School policy will be assigned the appropriate consequence per the school-adopted discipline chart. It will be the student's responsibility to work around the inconveniences of family obligations, work, and school and community activities. Exceptions will be made if the absence is caused by circumstances beyond the student's control. Each situation will need to be confirmed by the principal before the exception will be granted. Each exception must meet reasonable criteria and the satisfactory judgment of the principal.

The administration of Lyman School reserves the right to implement effective disciplinary measures after due process procedures. Discipline problems that are not specifically mentioned or detailed will be dealt with in an effective manner

CODE OF BEHAVIOR

Lyman Middle and High School's Uniform Code of Behavior has been developed by Faculty and Administration. The Code contains three parts:

1. A statement of appropriate behavior that is to be demonstrated at all times by all students.
2. A description of inappropriate behavior that, if practiced, will lead to;
3. A progressive level of consequences for inappropriate behavior.

Students are expected to read, understand, and follow the Uniform Code of Behavior. Both the expectations and the consequences of this document are practiced at Lyman Middle and High School.

LYMAN MS/HS EXPECTATIONS

- **Respect yourself, others and property through your words and actions**
- **Follow Directions**
- **Keep hands, feet and objects to yourself**
- **Be in your classroom and have materials ready when the bell rings.**

Inappropriate Behavior:

Offense: An incident which takes place during normal school hours or school activities in the halls, cafeteria, school buses, or at school activities which disturb or disrupt the educational process or violate an individual's rights or are not in the best interest of the school.

CLASS ONE

Name Calling: Inappropriate language directed towards other students or staff that is derogatory, inflammatory, or negative.

Taunting / Teasing: Relates to making joking comments and or actions and being made fun of. It is delivered by verbal comment, written words, gestures, actions, or the spreading of rumors. It is deliberate and hurtful to the victim and it may be repeated over a period of time.

Inappropriate Dress: Students are expected to dress with standards that enhance a learning environment. Profanity and suggestive themes, such as alcohol, drugs, tobacco, sex, death, suicide, violence, or other dress that is provocative or distracting to the learning environment, will not be permitted.

Profanity / Graffiti: Use of obscene language or communication either verbal, written or graphic. Communication with sexual overtones and innuendo are included. The writing or graffiti on school property does not need to be permanent or damage said property.

Classroom Disturbances: Behavior which distracts from the educational process and disrupts the learning environment.

CLASS TWO

Failure to Serve Office Detention: Failure to appear for detention at the time assigned or expected by the principal. Also includes leaving or being dismissed before the entire detention has been served.

Falsifying Information: Incidents which are designed to deceive teachers, administrators, or other authorities including falsifying an admit slip, falsifying a parent phone call to excuse an absence or falsely using another student's ID.

Academic Misconduct: The act of deception or fraud; claiming a dishonest gain. Altering marks, letter grades or percentages, and stealing another student's or author's work, without giving credit, are included. In all instances of cheating or plagiarism, no credit **may** ~~will~~ be allowed.

Intimidation: To coerce, inhibit, or frighten to make someone change behavior, submit, or comply.

Insubordination: Student conduct deemed as unwillingness to submit to authority, refusal to respond to a reasonable request, or situations in which the student is shown to be habitually disobedient.

CLASS THREE

Leaving Without Authorization: Leaving the high school building to go to another place without permission of the principal or counselor. Parents/guardians must be contacted and give consent before the student may be dismissed from school.

Threaten: An expression of an intention to inflict pain, danger, harm, evil, injury, or punishment.

Pushing / Shoving: To push or shove.

Theft: Stealing or attempting to steal private or school property. This includes illegal confiscation of the school's or another student's computer files and documents.

Harassment: Use of threats, bullying, coercion, intimidation, humiliation, or similar conduct that constitutes interference with an individual's rights or school purposes.

Gross Misconduct: Insulting teachers, administrators, or any other staff member in a way that is disrespectful.

CLASS FOUR

Vandalism: Willfully causing or attempting to cause damage to private or school property. This includes alteration of the school's or a student's computer programs, files, or systems.

Expulsion from Saturday School: Being dismissed before the completion of the Saturday School assignment as a result of violating Saturday school rules.

Excessive ISS: Excessive ISS accumulates all class period ISS assignments together.

Alcohol: Using, possessing, selling, dispensing, or being under the influence of any mood altering alcohol on school property or at a school sponsored activity. Law Enforcement Authorities will be notified to administer appropriate legal consequences. Students will be encouraged to participate in an alcohol prevention class for alcohol violations.

Tobacco: Using, possessing, selling, or dispensing, tobacco on school property, or at a school sponsored activity. Law Enforcement Authorities will be notified to administer appropriate legal consequences. Students will be encouraged to participate in a non-smoking class for tobacco violations. This includes the use of e-cigarettes or any other means of nicotine delivery.

Fighting: Use of force, physical aggression or similar conduct that constitutes interference with school purposes or an individual's rights. Causing or attempting to cause physical injury to a school employee or to any student. Cases in which physical injury caused by accidents or other action undertaken on the reasonable belief that it was necessary to protect another person or self shall not constitute violation of this inappropriate behavior.

CLASS FIVE

Arson: The act of setting fire to school property or personal property within a school building to cause destruction of said property.

Drugs: Using, possessing, selling, dispensing, or being under the influence of any mood altering drugs, other drugs or material represented to be a controlled substance or possessing drug paraphernalia at school, on school property, or at a school sponsored activity. Law Enforcement Authorities will be notified to administer appropriate legal consequences.

Weapons: A dangerous weapon is defined as any firearm, or air gun, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm, or by the manner in which it is used is likely to inflict death or bodily harm. This includes items meant to simulate or look like a dangerous weapon.

Endangerment to Life: Any negligent, threatening or reckless behavior which could endanger a person's life or be capable of causing significant physical harm to an individual.

Because it is not possible to list every inappropriate behavior that occurs, the administration reserves the right to administer alternative consequences to inappropriate behaviors not included in this code.

OFFENSE 1st 2nd 3rd 4th or more

Class 1: Office Referral/Detention Multiple Detentions Multiple Detentions; Saturday School, ISS (Parent Contact) Multiple Detentions; Saturday School, ISS, OSS (Parent Contact)

Class 2: Office Referral/Detention(s) Multiple Detentions (Parent Contact) Multiple Detentions; Saturday School, ISS (Parent Contact) Multiple Detentions; Saturday School, ISS, OSS (Parent Contact)

Class 3: ISS/OSS (Parent Contact) ISS/OSS (Parent Contact) OSS (Parent Contact) OSS (Parent Contact); Potential Board Referral

Class 4: ISS/OSS (Parent Contact) OSS (Parent Contact) OSS; Potential Suspension (Parent Contact) OSS; Potential Suspension (Parent Contact); Potential Board Referral

Class 5: OSS (Parent Contact) OSS; Potential Suspension (Parent Contact) OSS; Potential Suspension (Parent Contact) Suspension; Potential Board Referral

DAMAGE TO SCHOOL AND/OR PRIVATE PROPERTY

Any student who steals or intentionally or accidentally damages school and/ or private property, or who shall deface by cutting or with writing or pictures, any fence, furniture, building or other school and/or private property shall immediately compensate for said damage or theft and upon refusal to do so, may be suspended from school until compensation has been made, or compliance with whatever decision has been made by the administration or Board of Education.

DISCIPLINE PROCEDURE FOR DETERMINING ALLEGED MISCONDUCT OR VIOLATIONS

The following steps will be utilized when appropriate:

1. The principal shall investigate the alleged misconduct or violation.
2. If the alleged misconduct or violation has occurred requiring detention, ISS, or OSS, the principal will give oral or written notice of the incident to the student and to the parents as soon as possible after the incident.
3. When appropriate, the notice shall state the policy allegedly violated, and, if needed, the time and place where a hearing will be conducted by the principal.
4. The principal shall render a decision as soon as possible after the hearing and inform the student and parents.

DRESS CODE

The Board recognizes that it is the prerogative of parents to determine what is appropriate dress and grooming for their children in accordance with the age and grade of these students. It is hoped that decisions made by parents and students in these matters will reflect favorably upon the individual, the school, and the community.

There are certain restrictions necessary on a student's dress and grooming when such dress and grooming may create a health or safety hazard; invade the rights of others; or, be disruptive to the educational environment by detracting from the decency and decorum in school. It will be the responsibility of the building principal to determine violations of the intent to this policy and to take necessary corrective action

DRUGS/ALCOHOL ON SCHOOL GROUNDS OR AT SCHOOL ACTIVITIES

A student shall not possess, use, distribute, transfer, conceal, sell, attempt to sell, deliver, nor be under the influence of tobacco or any nicotine delivery device or substance, alcohol and/or other drugs which affect the educational process of the school. Students shall not engage in alcohol and/or other drug use/abuse, nor possess paraphernalia specific to the use of alcohol and/or other drugs. Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the prescription and appropriate school policies.

This policy is in effect on premises owned, leased or maintained by the school district, at all school related activities on and off campus, on vehicles used to transport students to and from school or at other activities and in vehicles parked on school property. Violation is a Class 4 Offense of the discipline chart.

Disciplinary Sanctions and Implementation Procedures

The following procedures will be used in dealing with possession, use, distribution, or being under the influence of alcohol and other drugs on school property or at school sponsored events:

A. First Offense –

1. The administration will attempt to notify the parent(s)/guardian(s) by phone to explain the incident and arrange a conference;
2. The administration may notify available law enforcement authorities.
3. The administration may suspend the student for ten (10) days in compliance with student due process procedures.

B. Second and Subsequent Offenses –

1. The administration will contact the parent(s)/guardian(s) to arrange for a conference;
2. The administration may notify available law enforcement authorities. The administration may suspend the student for ten (10) days in compliance with student due process procedures.
3. The administration will notify the parent(s)/guardian(s) in writing of the suspension;
4. The administration may recommend to the school board that the student be expelled unless the following procedure is followed:
 - a. The student must agree to be assessed by a trained chemical dependency counselor or a licensed physician trained in chemical dependency;

C. Supplying/Distributing or Selling Alcohol and Other Drugs of Material Represented to be a Controlled Substance –

- A. The administration will notify parent(s)/guardian(s) in writing of the suspension;
- B. Supplying or selling chemicals may result in a ten (10) day suspension.
- C. The administration will refer the case to available law enforcement authorities;
- D. A hearing on the case will be conducted by the school board pursuant to due process rules for expulsion. Expulsion may be recommended by the administration.

Students whose observed behavior indicates possible use of alcohol and or other drugs will be referred to the building administrator. The building administrator and/or law enforcement will determine whether to contact the parent for further instruction, refer to the emergency authorization form or immediately seek additional medical treatment. Following the handling of the medical emergency, this Policy Statement for Alcohol and/or Other Drug Abuse will be followed.

The school district will encourage in anyone in violation of this policy to seek professional assessment from a trained chemical dependency counselor or a licensed physician trained in chemical dependency. Because we believe that chemical dependency is preceded by misuse, we feel confident that such early intervention can benefit the student before significant harm or dependency results. Individuals that enroll and complete such a program may have their consequences modified to reflect the intervention.

The administration will provide a list of agencies/professionals who can do the assessment and provide treatment. Fees for this assessment and treatment are the responsibility of the student and family.

Upon receipt of appropriate authorization, the agency or professional will notify the school administration that the student is willing to be evaluated and to comply with the treatment process.

DUAL CREDIT

Students who attend Lyman High School and are either Juniors or Seniors are afforded the opportunity to take college level courses via the Distance Learning program, the Internet, Correspondence courses, AP program, and dual credit classes offered through the South Dakota Board of Regents. Students may enroll in a course or courses in the fall or spring semester which are offered at an institution of higher education or post-secondary vocational-technical institution. The student shall obtain the districts approval of the course prior to enrolling. Students will be required to carry a full load of courses while at Lyman. Students will be required to have a 3.5 cumulative GPA to enroll in a dual credit course. Students will not enroll in core subject dual credit without approval from administration. Exceptions to this can only be determined by the administration.

If an eligible student successfully completes a post-secondary course requirement the student will receive credit towards high school graduation as well as post-secondary credit. Lyman School will award a 1/2 credit per semester upon successful completion of a post-secondary course regardless of the course being a three (3), four (4), or five (5) semester credit hour course. Lyman School will assign credit and place the course on the official student high school transcript after documented proof of successful completion of the course has been filed with the principal. It is the student's responsibility to ensure the post-secondary institution sends all official transcripts or documentation of successful completion of the course(s). The grades will be recorded on the student's official high school transcript and will be calculated into the student's grade point average and class rank.

A 1.0 weight will be added for Advanced Placement, Dual Credit and other college-level courses. The grade for the class will be inserted into the district grading scale and the corresponding grade point average will be entered into the student's transcript. See **GRADING SCALE**.

ELASTIC CLAUSE

The student and parent handbooks do not include everything that may possibly happen during the school year. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. Each situation is different and will be handled on an individual basis. The best interest of the student, school, and community will be considered.

ELIGIBILITY RULES FOR EXTRA- OR INTRA-CURRICULAR ACTIVITIES

- **Attendance:**

A student must be in school no later than the start of the 3rd period in order to participate in extra- or intra-curricular activities, including practice. This includes all school-sponsored activities that are not part of the regular day. Medical appointments are excused if the student has a slip signed by the medical practitioner. Special cases may be reviewed by the administration.

Middle School student participation in HS athletic activities.

The SDHSAA sanctions the participation of students in grades 7-12 in activities. Students in grade 6 are not eligible for participation in school-sponsored athletic activities with the exception of 6th grade students who may participate in wrestling and participate in “middle school” or exhibition matches only.

Student athletes in grades 7 and 8 may participate in individual sports (XC, Track and Field, Wrestling and Golf) if their objective performance warrants their participation at the high school level.

Student athletes in grades 7 and 8 may participate in team sports (football, volleyball, Boys basketball, girls basketball and) only if the following conditions are met.

** See paragraph following conditions

1. Petitions for students in grades 7 and 8 may only be initiated by the Head Coach of the sports in which the athlete may be allowed to participate at the high school level. Coaches are not able to petition for students in grades 7 and 8 to participate on Junior Varsity teams. The skill level of the student athlete must be such that the student will see significant playing time at the Varsity level in order to be considered to play up.
2. After the Head Coach initiates the petition for participation on the Varsity team with the Activities Director, a meeting will be held with the coach, parents, Middle School Principal/Athletic Director. This team will consider the athlete's level of skill in the game, physical maturity, academic maturity and social maturity in making the decision to allow a 7th or 8th grade student to participate on the High School Varsity team. The decision to allow a 7th or 8th grade student to participate on the Varsity Team must be unanimous, with all team members agreeing that participation is in the best interest of the child.
3. Decisions made by this team are final. There is no opportunity for appeal.

Activity Guidelines

The Lyman School District believes that it is important that our student athletes understand the importance of exhibiting proper conduct as a member of our school and community. For this reason, the Lyman Possession/Use Policy will be in effect from the first Fall practice until the final Spring SDHSAA sponsored event.

A violation of the possession/use policy consists of a student possessing, using, distributing, ingesting, or inhaling any of the following: Tobacco or any other nicotine delivery device or substance, alcohol, drugs, or controlled substances.

This policy also addresses conduct unbecoming of a student/athlete and unlawful activity of student/athletes as stated below.

- Lyman Possession/Use Policy will be in effect from the first Fall practice until the final Spring SDHSAA sponsored event.
- Students are required to attend and participate in all practices. The student will be expected to travel with and attend extra-curricular activities at the discretion of the coach/advisor and activities director.
- Violations will accumulate during grades 7-12
- Penalties will apply to the activity(s) the student is participating at the time. If the full ineligibility period is not served during a season or activity, it will continue the next season or activity in which the student is a participant. (IE. Football to Wrestling; Volleyball to Basketball, etc.)
- Dismissal from a team, the student ceasing their involvement with the activity or unsatisfactory participation during the ineligibility period will result in the suspension being voided and carried over to the next season/ activity. This is at the sole discretion of the head coach or activity advisor and the activities director.
- Activity which would constitute a felony or misdemeanor (other than minor traffic offenses) are also violations of this policy and subject to the same consequences.
- The administration and coach/advisor reserve the right to take disciplinary action for any conduct unbecoming of a student/athlete.

**A student charged by law enforcement of possession/use of tobacco, alcohol, illegal drug or controlled substance or for illegal activities other than minor traffic offenses will be considered in violation of this policy until said charges are dismissed or the student has been adjudicated.*

First and Second Offenses: See chart for length of ineligibility for extra-curricular activities offered by Lyman School District. Before eligibility is reinstated the student must have or verify they have made arrangements for a chemical abuse or dependency assessment (**First Violation**); or verify completion of chemical abuse or dependency program (**Second and Third Violations**) before eligibility will be reinstated.

- A second offense or third offense may also result in forfeiture of any awards or honors for the applicable season(s).
- Numbers below are by session - examples of sessions are (not limited to):

- Volleyball tournament with three games in one day = 1 Session
- Varsity football on Friday and junior varsity football on Monday = 1 Session
- Junior varsity basketball followed by varsity basketball = 1 Session (Same with VB)
- National FFA Conference = 1 Session
- All State Band or Choir or Band Choir trip = 1 Session
- Student-athletes that participate in junior high and high school track meets. Ineligibility will be for two (2) varsity meets and any junior high meets that fall between those varsity meets.

Number of Sessions of Ineligibility:

- * *For students that are involved in multiple activities, the ineligibility period for each activity may be different. The ineligibility period will be deemed complete for each activity when the appropriate number of sessions of ineligibility have been met. Cancelled or postponed sessions DO NOT count toward meeting the requirements.*
- * *If involved in numerous activities - ONLY activities that take place during the time period outlined above will be missed.*

Sport/Activity	Violation #1	Violation #2	Violation #3
Football	2	4	1 Calendar Year
Volleyball	4	8	1 Calendar Year
Cross Country	2	4	1 Calendar Year
Basketball	4	8	1 Calendar Year
Wrestling	2	4	1 Calendar Year
Track and Field	2	4	1 Calendar Year
Golf	2	4	1 Calendar Year
Oral Interpretation	2	4	1 Calendar Year
Shooting Sports	1	2	1 Calendar Year
E-Sports	1	2	1 Calendar Year
Competitive Cheer	1	2	1 Calendar Year
Sideline Cheer	Sport Dependent		

- A second offense or third offense may also result in forfeiture of any awards or honors for the applicable season(s).
- Numbers below are by session - examples of sessions are (not limited to):
 - Volleyball tournament with three games in one day = 1 Session
 - Varsity football on Friday and junior varsity football on Monday = 1 Session
 - Junior varsity basketball followed by varsity basketball = 1 Session (Same with VB)
 - Student-athletes that participate in junior high and high school track meets.

***Ineligibility will be for two (2) varsity meets and any junior high meets that fall between those varsity meets.

+Band and Choir ineligibility will include: All-State events; honor band and choir events; band and choir contests; band or choir trips. Band and choir members will be required to participate in any event that is part of the classroom grade.

#Cheerleading: Other organized performances (pep rallies, homecoming coronation, etc.) **ARE NOT** recognized as a session.

Third Offense: A third violation or subsequent violation greater than three (3) will result in a suspension from all extra-curricular activities for a period of one (1) calendar year.

Self-Report – Any student that self-reports a violation will have their penalty reduced by one half (1/2) for their first offense. An admission of guilt is considered a self-report if the student initiates the reporting of the incident and if the incident is reported to the Activities Director or Principal. The self-report option may be used if a student cooperates with school officials in the process of investigating possible violations of the Lyman Possession/Use policy.

**A self-report may be used on a first offense only and may only be used one (1) time.*

RESET Option – Any student who violates the Lyman possession/use policy as stated above will have a reset option and rewarded for subsequent adherence to school policy. If the student is not in violation of the possession/use policy for fifteen (15) months from the date of reinstatement, the student will move down one offense level.

EXAMPLE: A student who has satisfactorily completed the ineligibility period of a First Violation and does not violate the possession/use policy for 15 months (calendar), any subsequent violation after this time will be considered as a first violation.

**RESET Option may only be used 1 time.*

VIOLATION and CREDIBLE WITNESS: Judgment as to whether a student has violated this code will be based upon an arrest, citation, or notification from law enforcement, self-admission, court proceedings or credible witness. Credible witness is defined as law enforcement or parents of the violator. Additional witnesses may enter evidence to be considered if they are willing to submit information in a signed statement.

Suspension from Extracurricular Activities for use or possession of controlled substances or marijuana—SDCL 13-32-9

Any person adjudicated, convicted, the subject of an informal adjustment or court-approved diversion program, or the subject of a suspended imposition of sentence or suspended adjudication of delinquency for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one calendar year from the date of adjudication, conviction, diversion, or suspended imposition of sentence.

The one-year suspension may be reduced to thirty calendar days if the person participates in an assessment with a certified or licensed addiction counselor. If the assessment indicates the need for a higher level of care, the student is required to complete the prescribed program before becoming eligible to participate in extracurricular activities. Upon a second adjudication, conviction, diversion, or suspended imposition of a sentence for possession, use, or distribution of controlled drugs, substances, or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substance as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education for one year from the date of adjudication, conviction, diversion, or suspended imposition of sentence. The one year suspension may be reduced to sixty calendar days if the person completes an accredited intensive prevention or treatment program. Upon a third or subsequent adjudication, conviction, diversion, or suspended imposition of sentence for possession, use, or distribution of controlled drugs or substances or marijuana as defined in chapter 22-42, or for ingesting, inhaling, or otherwise taking into the body any substances as prohibited by § 22-42-15, by a court of competent jurisdiction, that person is ineligible to participate in any extracurricular activity at any secondary school accredited by the Department of Education. Upon such a determination in any juvenile court proceeding the Unified Judicial System shall give notice of that determination to the South Dakota High School Activities Association and the chief administrator of the school in which the person is participating in any extracurricular activity. The Unified Judicial System shall give notice to the chief administrators of secondary schools accredited by the Department of Education for any such determination in a court proceeding for any person eighteen to twenty-one years of age without regard to current status in school or involvement in extracurricular activities. The notice shall include name, date of birth, city of residence, and offense. The chief administrator shall give notice to the South Dakota High School Activities Association if any such person is participating in extracurricular activities.

Upon placement of the person in an informal adjustment or court-approved diversion program, the state's attorney who placed the person in that program shall give notice of that placement to the South Dakota High School Activities Association and chief administrator of the school in which the person is participating in any extracurricular activity.

As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association. Students are ineligible to participate in activity events, competitions, and performances, but a local school district may allow a student to participate in practices.

As used in this section, the term, extracurricular activity, means any activity sanctioned by the South Dakota High School Activities Association.

DUE PROCESS (ELIGIBILITY FOR ACTIVITIES)

In the event a student has become ineligible to participate in school sponsored activities the student will be afforded their due process in the following manner.

1. The student and parent(s) or guardian(s) will be informed when a violation has occurred and disciplinary action is taken.
2. The student and parent(s) or guardian(s) will be afforded a hearing before the administration.
3. A determination of eligibility shall be made by the administration and will become effective immediately.

The determination may be appealed to the Board of Education. Such an appeal shall be in writing and received by the Superintendent within seven (7) calendar days after notification of determination is given.

FIELD TRIPS

Field trips are conducted during school time as the planned culmination of a class or unit. Students are expected to comply with district busing rules when school vehicles are used and to leave and return on school vehicles when provided. Students on field trips should view themselves as ambassadors for the school and behave in an orderly manner. Permission slips signed by parents/guardians are necessary for students to be able to go on the field trip. Parent chaperones may be permitted to drive their own vehicles, however, in order to transport their own children, signed documentation must be given to the teacher. Parents are asked to not bring younger children with them during field trips/excursions. The privilege of attending a field trip may be restricted by the teacher and/or principal due to disciplinary problems at school or lack of academic effort.

EXPULSION – See [DUE PROCESS](#)

Shall mean denial to a student to participate in any instructional and/or school activity for a period of time as determined by the school board.

FINES

Students who owe the school district money for book fines, repair costs, replacement costs and any other financial obligation will be held responsible for payment.

Textbooks are furnished by the district. Replacement costs will be expected for books and/or technology issued to the student that is damaged through inappropriate use or handling. See Appropriate Use of Technology Policy for more details. Students should make teachers aware immediately of any damage to their textbook or any other school property. Lost books will be paid for based on actual

FIRE DRILLS/TORNADO DRILLS/LOCKDOWNS

Fire, tornado and lockdown drills will be held on a regularly scheduled basis with procedures for each building to be announced the first week of school. Fire exits and tornado designated areas are posted in each classroom.

FOOD AND DRINK

Food and beverages not purchased from the school vending machines other than water will not be allowed in the hallways. No food and beverages other than water are allowed in the classroom unless approved by the classroom teacher.

Gum may be chewed but teachers may use discretion in their individual classrooms if it becomes a problem.

School lockers are subject to search and any food or drink items that are not allowed will be discarded. Disciplinary actions may be imposed for repeat violations.

FORGERY

Students committing forgery involving all types of passes and/or parental excuse notes as well as false phone calls will be subject to consequences determined by the school administration.

FUND-RAISING PROJECTS

All fund-raising activities must have prior approval by the Lyman School administration. Staff and students are discouraged from bringing items to school for distribution or sale to other students and staff. The school will not accept responsibility for lost or stolen items/money.

GRADING SCALE

<u>%</u>	<u>Grade</u>	<u>GPA</u>
95-100	A	4.0
92-94	A-	3.67
89-91	B+	3.33
86-88	B	3.0
83-85	B-	2.67
80-82	C+	2.33
77-79	C	2.0
74-76	C-	1.67
70-73	D+	1.33
68-69	D	1.0
65-67	D-	0.67
64 and below	F	0.0

A 1.0 weight will be added for Advanced Placement, Dual Credit and other college-level courses. The grade for the class will be inserted into the district grading scale and the corresponding grade point average will be entered into the student's transcript.

Ex. Student A receives a 92% in college level/AP class and the grade was an A due to it being in the college grading scale. It would be an A on our grading scale and with the 1.0 weight the GPA recorded to the Student A's transcript would be a 5.0.

*If the class is a locally offered AP class, the weight would only be added to the class if the student completed the entire year of the course.

Grades are available on the internet for parent's convenience. On the Lyman School homepage, click Parent/Student Portal. Call the school if you do not have an account.

GRADUATION EXERCISE REQUIREMENTS

Students must be actively engaged and working towards all graduation requirements set forth by the South Dakota Department of Education and the Lyman School District and must have accumulated a total of 22 credits before being allowed to participate in the graduation exercises at Lyman High School. No High School Diploma will be awarded until all graduation requirements of the state and the district are completed in full.

GRADUATION REQUIREMENTS (See Chart)

In order to graduate from Lyman High School a student is required to have completed 24 units of credit. In addition to the requirements approved by the South Dakota Department of Education, the Lyman School District has adopted the following requirements for graduation:

- 0.5 additional unit Language Arts
- 1.0 unit Employability
- 1.0 unit Computer

Students may not drop a class after the first week of each semester. The principal, teaching staff and guidance counselor retain the right to make the final decision.

Selection of Lyman High School Valedictorian and Salutatorian will be made after the seventh high school semester. The senior student with the highest grade point average after the seventh semester will be the class valedictorian and the student with the second highest will be the salutatorian

Lyman Graduation Requirements:

The following are the base requirements to graduate from Lyman High School. Every student, at a minimum, must complete the requirements below. Students will earn graduation endorsements based on curriculum they attain in addition to the base requirement. (See Endorsement Descriptions).

*24 credits required to graduate from Lyman High School

- (4.5) Language Arts –
 - Writing – 1.0 Units
 - Literature – 1.0 Units *Must include .5 unit of American Literature
 - Speech/Debate-- .5 units
 - ELA electives 2 units
- (3.0) Mathematics –
 - Algebra I – 1.0 Units
 - Geometry—1.0 units
- (3.0) Lab Science –
 - Biology – 1.0 Units
- (3.0) Social Science –
 - U.S. History – 1.0 Units
 - U.S. Government – 1.0 Units

- (1.0) Of any of the following –
- Approved CTE & Technical Education
 - Capstone Experience or Service Learning
 - World Language

(1.0) Fine Arts

(0.5) Personal Finance or Economics

(0.5) Physical Education

(0.5) Health or Health Integration

Additional required credits for Lyman High School (24 required)

0.5 unit in Language Arts (4.5 Total)

.5 unit Employability

.5 unit in Computer

ENDORSEMENTS

Advanced Endorsement	Advanced Career Endorsement	Advanced Honors Endorsement <i>*All Coursework at a C or higher</i>
4.5 of Language Arts • Writing – 1.0 units • Literature - 1.0 units (must include .5 unit of American Literature) • Speech or Debate - .5 unit • Language Arts elective - 1.5 unit	4.5 of Language Arts • Writing - 1.0 units • Literature - 1.0 units (must include .5 unit of American Literature) • Speech or Debate - .5 unit • Language Arts elective - 1.5 unit	4.5 of Language Arts • Writing - 1.5 units • Literature - 1.5 units (must include .5 unit of American Literature) • Speech or Debate - .5 unit • Language Arts elective - .5 unit
3.0 of Mathematics - must include: • Algebra I - 1 unit • Algebra II - 1 unit • Geometry - 1 unit	3.0 of Mathematics - must include: • Algebra I - 1 unit • Math Electives – 2 units	4.0 of Mathematics - must include: • Algebra I - 1 unit • Algebra II - 1 unit • Geometry - 1 unit • Advanced Math – 1 unit
3.0 of Lab Science - must include: • Biology - 1 unit • Lab Sciences – 2 units	3.0 of Lab Science - must include: • Biology - 1 unit • Science Electives – 2 units *State-approved computer science course may be used as 1 elective unit.	4.0 of Lab Science - must include: • Biology - 1 unit • Any Physical Science - 1 unit • Chemistry or Physics - 1 unit • Science elective – 1 unit
3.0 of Social Studies - must include: • U.S. History - 1 unit • U.S. Gov - .5 unit • Social Studies elective – 1.5 units	3.0 of Social Studies - must include: • U.S. History - 1 unit • U.S. Gov - .5 unit • Social Studies elective – 1.5 units	3.0 of Social Studies - must include: • U.S. History - 1 unit • U.S. Gov - .5 unit • World History - .5 unit • Geography - .5 unit • Social Studies elective - .5 unit
1.0 unit of the following-any combination:	2.0+ units of the following-any combination:	2.0 units of the following-any combination:

• Approved Career & Technical Education units from the same career cluster. • Capstone Experience or Service Learning	• Approved Career & Technical Education units from the same career cluster. • Capstone Experience or Service Learning AND • Attainment of an industry-recognized credential or National Career Certificate	• Approved Career & Technical Education • Capstone Experience or Service Learning • Modern or Classical Language (including American Sign Language) – Must be in the same language.
1.0 of Fine Arts	1.0 of Fine Arts	1.0 of Fine Arts
.5 unit of Personal Finance or Economics	.5 unit of Personal Finance or Economics	.5 unit of Personal Finance or Economics
.5 unit of Physical Education	.5 unit of Physical Education	.5 unit of Physical Education
.5 unit of Health or Health Integration	.5 unit of Health or Health Integration	.5 unit of Health or Health Integration
6.5 Units of Electives	5.5 Units of Electives	3.5 Units of Electives

Approval to offer credit must be obtained through an application process with the Department of Education. The application must include: course syllabus; standards based curriculum; teacher certification; and assessment of standards by methods including end-of-course exams, authentic assessment, project-based learning or rubrics.

*With school and parent/guardian approval, a student may be excused from this course in favor of a more appropriate course. A student may be excused from Algebra II or Geometry, but not both. A student is still required to take three units of Math. If a student is excused from Chemistry or Physics, the student must still take three units of Lab Science.

Regarding the health requirement: Beginning with students who are freshmen in the fall of 2013, students will be required to take .5 unit of health at any time grades 6-12. A district may choose to integrate health across the curriculum at the middle or high school level in lieu of a stand-alone course. See Frequently Asked Questions for details.

A district may decide to offer credit for extracurricular Fine Arts activities. Students may be granted up to one credit in Fine Arts for participation in extracurricular activities.

If a student fails a class, the following options are available:

1. Retake the course
2. Online Replacement Course
3. Alternative class

GRADUATION - EARLY

Early graduation is defined as gradating prior to 8 consecutive semesters of high school beginning with the first semester of the student's freshman year. Early graduation at Lyman High School will be allowed under the following guidelines:

1. Early Graduation request form must be completed and filed with the principal prior to the start of the student's sixth (6th) semester. This is solely a request, it is not a guarantee to graduate early. The school will make sure the approval of this decision is in the best interest of the family and student. This decision will be made in a timely manner in order to allow the student to take the appropriate classes during their senior year.
2. Early graduation is only considered at the end of the seventh (7th) semester.
3. All graduation requirements for Lyman High School Graduation must be met.
4. Graduation exercises and the awarding of diplomas for early graduates will be on the same date of graduation for his/her classmates corresponding to the year they entered Lyman High School. Students that graduate early are encouraged to participate in the graduation exercises.
5. Students who graduate early will no longer be considered a student at Lyman High School and will forfeit student privileges upon their completion of required credits. These include but may not be limited to being recognized as valedictorian and salutatorian and participation in any school activities during the traditional eighth (8th semester) of their senior year.
6. Transcripts will be finalized for students that graduate early as soon as possible after confirmation that the student has met all requirements at Lyman High School.

EARLY GRADUATION REQUEST FORM (SAMPLE)

(Can be Obtained from the Principal or School Counselor)

Must be completed and filed with principal prior the start of the student's sixth (6th) semester.

_____ has requested to graduate early from Lyman High School. He/She understands the following requirements for early graduation.

- Arrange a conference with the principal, school counselor and parents to form the plan of study for the 6th and 7th semesters for the student to ensure all requirements are met. All courses must be approved by the principal.
- Complete a minimum of seven (7) semesters.
- Maintain a minimum of C+ average (2.33 GPA) at the end of the student's junior year.
- Complete all requirements by the conclusion of the first semester of the senior year (7th semester) including the required Senior Project.

Student Signature / Date: _____

Parent Signature / Date: _____

High School Counselor Signature / Date: _____

High School Principal Signature / Date: _____

HARASSMENT, BULLYING AND VIOLENCE POLICY

The District is committed to maintaining a constructive, safe, and bullying-free school climate that is conducive to all students' educational opportunities and which fosters an environment in which all students are treated with respect and dignity. Bullying can inhibit a student's educational opportunities and may also have long-term negative effects on a student. Bullying of students shall not be tolerated and is strictly prohibited. Bullying of students from other schools who are at a District activity, parents, school employees, guests, visitors, volunteers and vendors of the District shall also not be tolerated and is strictly prohibited.

This policy shall not be interpreted or applied to prohibit civil exchange of opinions or debate protected under the state or federal constitutions if the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. However, conduct which substantially interferes with the work of the school, causes material and substantial interference with school work and discipline, and might reasonably have led school authorities to forecast substantial disruption of or material interference with school activities is not constitutionally protected speech and is therefore prohibited under this policy.

All students, parents, employees, guests, visitors, volunteers and vendors shall conduct themselves in a civil and responsible manner and in a manner consistent with school policies related to student, parent, employee and visitor conduct. This policy prohibiting bullying shall apply to all students, parents, employees, guests, visitors, volunteers and vendors while on school property, while attending or participating in school activities, on school-owned property or on non-school property, while in any school-owned or leased vehicle, while at a school bus stop, or when in a private vehicle located on school property during school or during school activities..

The District shall investigate all reported instances involving bullying. Unless a different person is designated by the Superintendent to conduct the investigation, the Principal of the school attendance center where the bullying is alleged to have occurred is responsible for investigating the alleged bullying. Allegations of bullying may also be reported by the administration to other authorities, including but not limited to law enforcement.

Students who violate this policy shall be subject to appropriate disciplinary action, up to and including expulsion. Employees who violate this policy shall be subject to appropriate disciplinary action, up to and including termination of employment. Parents, guests, visitors, volunteers, and vendors who violate this policy may be prohibited from being on school property.

Pursuant to state law:

- any school district employee, school volunteer, student, or parent who promptly reports in good faith an act of bullying to the appropriate school district official as designated in the school district's policy, and who makes the report in compliance with the provisions of the school district's policy, is immune from any cause of action for damages arising from failure to remedy the reported incident, and
- no cause of action is created against the school district, school district employee, school volunteer, student, or parent unless there has been substantial noncompliance with the school district's policy which results in injury to a person.

The District will maintain confidentiality to the maximum extent possible under the circumstances. However, a person reporting bullying conduct must understand that should the administrator who is investigating the report determine there is reasonable cause to suspect that bullying did occur which could result in administrative discipline or a referral to the School Board, the person alleged to have abused the other person may have the right to know the identity of the person(s) making the report in order that he/ she may have an opportunity to defend himself/herself.

The District strictly prohibits retaliation against any person because he or she has made a report, testified, assisted, or participated in the investigation of a report of alleged bullying. Retaliation includes, but is not limited to, any form of verbal or physical reprisal or adverse pressure. The person(s) alleged to have bullied another person shall not directly or indirectly (such as through another person) harass, pressure, or retaliate against any other

person because of the complaint being reported. A violation of this provision may lead to separate disciplinary action based on the retaliation. Any person who believes he or she is being subjected to retaliation because of his or her involvement with a bullying report should immediately contact a school administrator.

Complaints against school employees and complaints related to Sexual Harassment are addressed through other school district policies and not through this policy.

SECTION 2 – Bullying Defined

- A. Bullying is an intentional isolated act or pattern of repeated conduct toward another person that is sufficiently severe and offensive to a reasonable person, and
1. has the purpose or effect of creating an intimidating, hostile or offensive school environment for one or more students, parents, employees, guests, visitors, volunteers or vendors, and/or
 2. has the purpose or effect of substantially or unreasonably interfering with a student's educational opportunities (i.e., academic, co-curricular activities, extra-curricular activities, and social opportunities, etc. within the school environment), employee's and volunteer's work environment or performance, or access by parents, guests, visitors or vendors, and/or
 3. places a person in reasonable fear of harm to his or her person or damage to his or her property, and/or
 4. causes physical hurt or psychological distress to a person, and/or
 5. constitutes retaliation against any person for asserting or alleging an act of bullying, and/or
 6. disrupts the orderly operation of a school.
- B. Bullying conduct includes threats, intimidation, physical violence, theft, destruction of property, hazing, stalking (SDCL 22-19A-1), harassment (SDCL 22-19A-4), and threatening or harassing contact by telephone or other communication devices, commonly referred to as cyberbullying (SDCL 49-31-31). Neither the physical location nor the time of day of any incident involving the use of computers or other electronic devices is a defense to any disciplinary action taken by the School District for conduct determined to meet the definition of bullying in SDCL 13-32-15.
1. Hazing defined: any verbal or physical act or acts done on school property or at a school activity which directed toward another person and done for the purpose of initiation into any group, regardless of whether the group is a school sanctioned organization, when the act or acts causes or may create a reasonable risk of causing mental, emotional or physical harm to the person who is the recipient of the act or acts.
 2. Stalking defined: willfully, maliciously, and repeatedly following or harassing another person; making a credible threat to another person with the intent to place that person in reasonable fear of death or great bodily injury; or willfully, maliciously, and repeatedly harassing another person by means of any verbal, electronic, digital media, mechanical, telegraphic, or written communication.
 3. Harass defined: a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and which serves no legitimate purpose.
 4. Threatening or harassing contacts by telephone or other electronic communication device defined: using or knowingly permitting a telephone or other electronic communication device under his or her control for any of the following purposes:
 - (1) to contact another person with intent to terrorize, intimidate, threaten, harass or annoy such person by using obscene or lewd language or by suggesting a lewd or lascivious act,
 - (2) to contact another person with intent to threaten to inflict physical harm or injury to any person or property,
 - (3) to contact another person with intent to extort money or other things of value,
 - (4) to contact another person with intent to disturb that person by repeated anonymous telephone calls or intentionally failing to replace the receiver or disengage the telephone connection.

SECTION 3 – Reporting Procedure

Any individual who believes that he or she has been or is being subjected to bullying or has reason to suspect another person has been or is being subjected to bullying should immediately report it to a teacher or school administrator. The report may be made verbally or in writing. A report may be made anonymously, although disciplinary action may not be based solely on an anonymous report. If disciplinary action is being requested, the individual reporting the bullying will be asked to either submit a signed written complaint or sign a completed Bullying Report Form, Exhibit JFCD-E(1), verifying the accuracy of its content. The written complaint or Bullying Report Form must include the following:

- the date the written complaint was filed or the Bullying Report Form was completed,
- the school employee receiving the complaint (if applicable),
- the name of the person reporting the bullying,
- the address/phone # of the person reporting the bullying,
- the specific conduct or nature of the bullying complaint including the person(s) alleged to have bullied the complaining party or another person, the date(s) and location where the conduct occurred, witnesses, etc.,
- the date the school employee completed the form (if applicable),
- the date and signature of the person reporting the bullying.

If the signed written complaint was given to a teacher, or if the Bullying Report Form was completed by a teacher, the teacher shall forward the complaint or Bullying Report Form to the teacher's building principal.

SECTION 4 – Procedure for Addressing Bullying Complaints

STEP 1: Principal.

Should there be a report which alleges a District student, parent, employee, guest, visitor, volunteer or vendor has been subjected to bullying, an investigation into the alleged bullying will be initiated. The District's investigation may include, but is not limited to, such things as interviewing individuals with actual or possible knowledge regarding the conduct in question, identifying facts related to the conduct in question, identifying when and over what period of time the conduct is to have occurred, determining whether the conduct negatively affects the educational opportunities or employment condition of the victim, identifying prior history of a similar nature by any of the individuals involved, and attempting to obtain possible verification from other persons. The investigation shall be conducted promptly and completed in a reasonable time frame given the nature of the complaint.

The person alleged to have bullied another person will be notified that a complaint has been filed pursuant to this policy and that the complaint is being investigated. The name of the person making the complaint will not be disclosed to the person alleged to have violated this policy unless and until the investigation results in a determination that there is reasonable cause to suspect that bullying did occur.

Upon reasonable suspicion by the school administrator responsible for the investigation that the allegation of bullying may be true, the employee, student or other person accused of bullying conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, including a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim.

The person alleged to have bullied another person in violation of this policy shall be afforded an opportunity to respond to the allegation of bullying but is not required to submit a response.

Pending the outcome of the investigation the school administrator responsible for conducting the investigation may take such action consistent with school policy and state law as deemed appropriate in order to facilitate the investigation and protect the rights of all persons involved. If there is reasonable suspicion to believe that a person bullied another person while at school or at a school activity on non-school property in violation of this policy, the administration may prohibit that person from being on school property or at school activities.

Upon reasonable suspicion by the school administrator responsible for the investigation that the allegation of bullying may be true, the employee, student or other person accused of bullying conduct shall be notified in writing that reasonable suspicion exists that the complaint may be valid, a statement of the facts supporting the determination that reasonable suspicion exists, and the name of the alleged victim and complaining individual(s).

The person alleged to have bullied another person in violation of this policy shall be afforded an opportunity to respond in writing to the notification of alleged bullying but is not required to submit a written response.

At the conclusion of the investigation, the Principal shall make a determination as to whether bullying did occur or whether the facts are insufficient to determine that a determination that bullying occurred. The complainant and the person alleged to have bullied another person will receive written notice of the Principal's determination. Should the Principal conclude that bullying did occur, the Principal shall take such action as deemed appropriate, which may include imposing disciplinary consequences on the person found to have violated this policy prohibiting bullying.

STEP 2: Appeal to the Superintendent

The following procedure shall be used to address an appeal of the Principal's decision in Step 1 to the Superintendent :

1. If either party is not satisfied with the Principal's decision, or if the Principal does not render a written decision within fourteen (14) calendar days of the request for a decision on the merits of the complaint, that party may appeal to the Superintendent by filing form JFCD-E(2). The appeal must be filed within ten (10) calendar days of receipt of the Principal's written decision, or ten (10) days of the deadline for the Principal's written decision, whichever comes first. The appealing party must attach the Principal's written decision.
2. Within fourteen (14) calendar days from the date the appeal was filed, the Superintendent shall render a decision in writing. All parties shall receive copies of the decision. The Superintendent shall uphold, reverse, modify the principal's decision, or the Superintendent may refer the matter back to the Principal for further investigation and supplemental decision which decision may restate, modify or reverse the Principal's initial decision. A supplemental decision by the Principal after a referral back to the Principal is subject to appeal to the Superintendent. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to all parties, which notification shall identify the reason for the extension and the date on or before which the decision shall be rendered.

STEP 3: Appeal to the Board

If either party is not satisfied with the Superintendent's decision, or if the Superintendent does not render a written decision within fourteen (14) calendar days of the receipt of the appeal, that party may appeal to the School Board by filing with the Business Manager using Form JFCD-E(3) within ten (10) calendar days of receipt of the Superintendent's written decision, or ten (10) days of the deadline for the Superintendent's written decision, whichever comes first. The appeal shall be in writing and the appealing party must attach to the appeal the Principal's written decision, the appeal to the Superintendent, and the Superintendent's written decision or notice of the Superintendent's failure to render a written decision.

The following procedure shall be used by the Board to address an appeal of the Superintendent's decision on the merits related to a bullying complaint:

1. Upon receipt by the Board President/Chairperson of an appeal by the Complainant, a copy of the appeal shall be given to the person alleged to have violated the bullying policy.
2. Upon receipt of an appeal, the Board shall at its next meeting schedule a date, time and location for the appeal hearing.
3. The following procedure shall be applicable at the appeal hearing before the Board:
 - A. The Board shall appoint a board member or a person who is not an employee of the school district as the hearing officer;
 - B. Within thirty (30) calendar days of an appeal being filed with the Board, the Board shall conduct a hearing in executive session;
 - C. The Complainant, person alleged to have violated the bullying policy, and Superintendent each have the right to be represented at the hearing;
 - D. The Board shall make a verbatim record of the hearing by means of an electronic or mechanical device or by court reporter. This record and any exhibits must be sealed and must remain with the hearing officer until the appeal process has been completed;
 - E. The issue on appeal is whether the Superintendent's decision should be upheld, reversed or modified;
 - F. All parties shall be given the opportunity to make an opening statement, with the appealing party being given the first opportunity, followed by the other party, and then the Superintendent;
 - G. The appealing party shall present his or her case first, and the other party shall then present his or her case. Both parties shall have the opportunity to ask questions of the other's witnesses. The hearing officer and board members may ask questions of any witness;
 - H. The Superintendent shall present the basis of his/her decision which led to the appeal. Both parties shall have the opportunity to ask the Superintendent questions. The hearing officer and board members may also ask questions of the Superintendent;
 - I. Unless a witness is a party to the appeal, witnesses may be present only when testifying unless the hearing officer rules otherwise. All witnesses must take an oath or affirmation administered by the School Board president, hearing officer or other person authorized by law to take oaths and affirmations;

- J. The hearing officer shall admit all relevant evidence. The hearing officer may limit unproductive or repetitious evidence. The strict rules of evidence do not apply. *Moran v. Rapid City Area School Dist.*, 281 N.W.2d 595, 602 (S.D. 1979).
 - K. All parties shall be given the opportunity to make a closing statement, with the appealing party having the first opportunity, followed by the other party, and then the Superintendent. The appealing party shall be given the opportunity for a brief rebuttal;
 - L. After the evidentiary hearing, the Board shall continue to meet in executive session for deliberations. No one other than the hearing officer may meet with the Board during deliberations. The Board may seek advice during deliberation from an attorney who has not represented any of the parties to the hearing. Consultation with any other person during deliberation may occur only if a representative of both parties and Superintendent are present. The Board may, in its sole discretion, continue the proceedings and make a final decision on the appeal at a later date; Within twenty (20) calendar days of the hearing, the Board shall render its decision and issue its written Findings of Fact, Conclusions of Law and Decision. The time frame for rendering a decision may be extended by the Board President for good cause and upon written notification to both parties and the Superintendent, and the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered;
 - M. The decision of the School Board must be based solely on the evidence presented at the hearing and must be formalized by a motion made in open meeting. The Board will convene in open session and a motion to uphold, reverse, or modify the Superintendent's decision shall be made and voted upon. Findings of Fact, Conclusions of Law and Decision, consistent with the Board motion shall be in writing and approved by the Board. Both parties, the Principal and the Superintendent will receive copies after the Findings of Fact, Conclusions of Law and Decision are approved by the Board.
 - N. Following the Board hearing, should the Board determine there has been a violation of this policy prohibiting bullying, Board action may include but is not limited to the following: (1) suspend or expel a student from any or all school programs, including but not limited to classes, extracurricular activities, or attendance at school activities; (2) pursuant to statute, reprimand, suspend without pay, or terminate the contract of an employee, or (3) prohibit a person from being on school property or at school activities for such time as may be determined by the Board.
 - O. If either party is dissatisfied with the Board's decision, that party may appeal the decision by filing an appeal to circuit court pursuant to SDCL 13-46-1.
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HEALTH POLICIES – COMMUNICABLE DISEASES/MEDICATIONS

Communicable Diseases

Chicken Pox

The first symptoms include a slight fever, and feeling tired and weak. An itchy blister-like rash soon follows. The blisters become dry, crust over, and form scabs within 4 to 5 days. They may appear on the scalp, armpits, trunk and even on the eyelids and in the mouth. Cases must be excluded from school until all scabs are dry and there have been no new pox for two days.

Pink Eye

Symptoms include white or yellowish discharge from one or both eyes, tears, pain, swelling and reddening of the eyelids, matted eyelids after sleep, and sensitivity to light. In severe cases, infiltration of the cornea may occur. The illness may last from 2 days to 2-3 weeks. Child should be excluded from school and not return until seen by a physician.

Common Cold

Common viral respiratory diseases can be characterized by fever and one or more cold symptoms such as chills, headache, body ache, weakness, and loss of appetite. Fevers greater than 100 should be excluded from school.

Ring Worm

Ringworm is a skin infection caused by a fungus that can affect the scalp, skin, fingers, toe nails or foot by direct skin-to-skin contact with infected people or pets. Ringworm of the body appears as flat, spreading ring-shaped areas. The edge is reddish and may be either dry and scaly or moist and crusted. As it spreads, the center area clears and appears normal. Child should be excluded from school unless child has physician's written permit for re-entering. Infected area should be covered when child is in school.

Impetigo

Symptoms are characterized by pustule (crusted sore with oozing) appearing on face, neck and hands – occasionally on body. Exclude from school until all areas are healed (usually about one week) or until child has a doctor's written statement for re-entry.

Scabies

Scabies is a fairly common infectious disease of the skin caused by a mite. Scabies mites are transferred by direct skin-to-skin contact. Indirect transfer from undergarments or bedclothes can occur only if these have been contaminated by infected people immediately beforehand. The most

prominent symptom of scabies is intense itching particularly at night. The areas of the skin most affected by scabies include the webs and sides of the fingers, around the wrists, elbows and armpits, waist, thighs, genitalia, nipples, breasts and lower buttocks. Symptoms will appear from two to six weeks in people who have not previously been exposed to scabies infestations, and within one to four days after subsequent re-exposures. Exclude from school until treated. Itching may still be present, and avoid physical contact with infested individuals and their belongings, especially clothing and bedding.

Head Lice

Lice can be found anywhere on the scalp but are heaviest behind the ears and just above the hairline along the nape of the neck. Head lice attach their eggs (nits) to human hair. Head lice transmission can occur during direct contact with an infested individual. Head lice cannot jump or fly. Head to head contact or sharing items of clothing, combs, brushes, hats, or headphones may also result in transmission. Shared surfaces such as pillows, mattresses, sleeping bags, cars seats, or upholstered furniture may also transmit head lice. Usually, the first indication of an infestation is the itching on the head. Scratching at the back of the head or around the ears should lead to an examination for head louse eggs (nits) on the hair, and can be spread as long as lice or eggs remain alive on the infested person. Medicated shampoos or cream rinses containing pyrethrin (Rid), permethrin (Nix), lindane (Kwell), or malathion (Ovide) are used to kill lice. Always shampoo twice, 1 week apart to kill all live and newly hatched lice. Nightly comb-through and nit-picking are required to remove all nits from hair, and stop the live cycle. Thorough cleaning should be done of household items including: vacuuming upholstered furniture and carpet; laundering clothing and bedding in hot water (130° F for 20 minutes) and drying on hot cycle or dry cleaning to destroy lice and eggs; soaking combs and brushes in hot water (130° F for 10 minutes). Anything that cannot be laundered should be sealed in a plastic bag for two weeks.

If live lice or evidence of nits is found on the student during the school day, the student may remain in school and finish out the day. They are required to treat with medicated lice shampoo and do a thorough comb-through to eliminate nits that same day and/or evening and can return to school the following day if cleared by office staff. If the student does not treat with medicated lice shampoo and continues to present to school with evidence of live lice and nits, the school will send the student home to be treated. The school reserves the right to check the students in question for lice until cleared and send them home as needed to reduce transmission.

Parents of Pre-5th grade students will be notified of the presence of lice via letter from school nurse. Parents of Middle and High school students are notified via phone, email, or letter if their student has lice.

Influenza

Influenza is highly contagious and is easily transmitted through contact with droplets from the nose and throat of an infected person who is coughing and sneezing. Typical flu symptoms include headache, fever, chills, cough and body aches. Intestinal symptoms are uncommon, and symptoms can occur within 1 to 3 days after exposure to an infected person. Good handwashing and hygiene and getting a flu shot annually are ways to prevent or lessen the severity of the flu.

Common communicable disease guidelines and questions can be found on the South Dakota Department of Health website:
<http://doh.sd.gov/diseases/infectious/diseasefacts/>

MEDICATIONS POLICY

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

When such a request is made by a parent or guardian, 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.

Parent/guardian requests to store and/or administer prescription or nonprescription medications to students must be in writing, on a Consent for Medication Administration District Form. The Consent for Medication Administration must be completely filled out, signed and dated by the parent/guardian. The Consent for Medication Administration must be renewed annually. Any product that could be considered a drug, including "natural remedies", herbs, vitamins, dietary supplements or homeopathic medications will be managed as a prescription medication. These products would require a written order from a physician or licensed health care provider and completion of a Consent for Medication Administration by the parent/guardian.

When medication is brought to school for a student, the student's teacher, building principal, nurse or secretary will be made aware that the student will be taking medication. If a child has medication at school without prior notification the parent/guardian will be contacted. Medications should be transported to and from school by a parent/guardian.

All medications must be stored in a locked medicine cabinet, managed by the school nurse or school personnel trained in medication administration. Prescription medications to be stored and/or administered must be in a pharmacy labeled container. The label must specify the student's name, name of physician/licensed health care provider, the date of the prescription and the directions for use. If the dosage of the medication is changed by the

physician/licensed health care provider, a new bottle must be received from the parent and a new Consent for Medication completed. Non-prescription medications to be stored and/or administered should be in the original container.

It is the responsibility of the student to come to the office to take his/her medication. Any student who uses the medication in a manner other than the manner prescribed may be subject to disciplinary action.

Prescription medication administration may be delegated only to those individuals who have successfully completed the training program as required by law. No school employee, other than the school nurse, shall be required to be trained by a licensed health care profession for the purpose of being trained in the administration of prescription medication, or shall be required to administer prescription medication, without the employee's prior written consent.

HOME SCHOOL / ALTERNATIVE INSTRUCTION

ADMISSION OF NEW RESIDENTS AND STUDENTS FROM UNACCREDITED SCHOOLS

Grade placement shall be the responsibility of the principal. In general, pupils transferring into the system from accredited schools will be placed in the same grade level as in the school from which they transferred.

The Principal will consider the following when placing a student in grades K-8 from an unaccredited school:

1. The principal shall appoint a credit review committee consisting of the high school staff deemed appropriate, and the parents or guardians. The purpose of the credit review committee is to make recommendations to the principal regarding which high school credits should be awarded to the applicant for work completed in the unaccredited school or alternative instruction program.
2. The credit review committee shall ensure that the student enrolling has completed at least one standardized achievement test in the areas of English and Math selected by and administered by the school district.
3. The credit review committee shall recommend to the principal units of credit for English and Mathematics based on the student's composite Subtest achievement scores in Reading (English) and Mathematics as deemed appropriate by the committee.
4. The credit review committee shall recommend to the principal units of credit for subjects other than English and Mathematics based upon factors, including but not limited to the following: classes taken, transcripts, class or course syllabus for each course taken, and District approved minimum competency tests in particular subject areas.
5. Should there not be a consensus within the credit review committee, the committee shall submit to the principal the differing recommendations and the rationale for each recommendation given.
6. Upon receipt of the credit review committee recommendations, the principal shall determine which credits are to be applied for purposes of grade and class placement and toward graduation credits.
7. All students who have attended an unaccredited school or alternative program and enrolling in the District shall be required to meet District graduation requirements before being issued a diploma.
8. Any parent or guardian who is dissatisfied with the secondary placement by the principal of the child may appeal it to the secretary of the Department of Education.

The following procedure shall be used to address an appeal of the Principal's decision.

1. The appeal shall be in writing. The appealing party must attach the Principal's written decision.
2. In the Superintendent's sole discretion, the Superintendent may (a) meet and discuss the matter with the Complainant, (b) meet and discuss the matter with the Complainant and Principal, or (c) meet and discuss the matter with the Principa
3. Within fourteen (14) calendar days from the date the appeal was filed with the Superintendent, the Superintendent shall render a decision in writing. The time frame for rendering a decision by the Superintendent may be extended by the Superintendent for good cause and upon written notification to the Complainant and Principal; the notification shall identify the reason for the extension and the date on or before which the decision shall be rendered. The Complainant and Principal shall receive copies of the decision. The Superintendent may uphold, reverse or modify the Principal's decision. The Superintendent may also refer the matter back to the Principal for further investigation. The Principal may uphold, modify or reverse his or her initial decision. After a matter has been referred back to the Principal, and the Principal rendered a second decision, that decision may also be appealed to the Superintendent.

The Superintendent's decision may be appealed by the Complainant to the Secretary of Education within (10) ten calendar days of receipt of the Superintendent's written decision.

HONOR AND MERIT ROLL--GRADE POINT AVERAGE SCALE

The Honor and Merit Roll will be computed at the end of each quarter. Only those courses that are considered to be full credit classes will be used in computing grade point averages. Grade point average will be computed on a 4.0 scale-

See GRADING SCALE to see grade point average calculation.

To be recognized for the Honor Roll, a student must average 3.67 for the quarter in all subjects. To be recognized for the Merit Roll, a student must average 3.0 for the quarter.

IMMUNIZATIONS AND BIRTH CERTIFICATES – NEW STUDENTS

13-28-7.1. Immunizations required for admission to school or early childhood program--Exceptions--Rules. Any child entering school or an early childhood program in this state, shall, prior to admission, be required to present to the appropriate school authorities certification from a licensed physician that the child has received or is in the process of receiving adequate immunization against poliomyelitis, diphtheria, pertussis, rubeola, rubella, mumps, tetanus, meningitis, and varicella, according to recommendations provided by the Department of Health. The Department of Health may modify or delete any of the required immunizations. As an alternative to the requirement for a physician's certification, the child may present:

- (1) Certification from a licensed physician stating the physical condition of the child would be such that immunization would endanger the child's life or health; or
- (2) A written statement signed by one parent or guardian that the child is an adherent to a religious doctrine whose teachings are opposed to such immunization.

Click for the policy of: Physical Examinations of Students-Innoculation of Students

ICU - INTENSIVE CARE UNIT

Lyman Middle School and High School has implemented the Power of ICU program during a designated 20 minutes of each class day. The purpose of this program is to create accountability with students in the middle school and high school. ICU provides a time for students that may require more individualized instruction to work with teachers in the specific content areas requiring attention. ICU is not optional for students. They are assigned to ICU by teachers on an "as-needed" basis. That being said, ICU is also not a disciplinary tool, rather it's a time for students to be able to have the guidance they may require to be more successful in the classroom.

INJURIES

Students are encouraged to play safe and avoid injuries, but if injured, the student should report any injuries, no matter how small, to the teacher in charge or to the office. This is especially important for insurance purposes.

INTERNET POLICY

Student Use of Computer Networks:

The Superintendent shall encourage use of local and wide area networks for improvement of instruction and in-district communication. The computer and its abilities to connect with other sites worldwide should serve as an enhancement to teacher-led instruction within the classroom.

The administration is directed to develop regulations that insure proper use of District networks and the Internet by students and members of the community.

The use of the School District's network and its connection to the Internet is a privilege, not a right. Guidelines are provided to make students aware of the responsibilities associated with efficient, ethical and lawful use of network resources. If a student violates any of these provisions, his or her account and privileges may be terminated, future access through School District facilities may be denied, and the School District's discipline policies shall be applied. Students or their parents or guardians will be required to compensate the District for any damage done to the network and/or hardware.

The School District shall make every effort to restrict access to inappropriate materials; however, it is impossible to control all materials on a global network. Therefore, the District shall not be liable for the content of viewing of any materials not prepared by the District.

Rules of Network Use:

Use of the School District network facilities may only be made in conformance with this regulation and the Acceptable Use Agreement signed by the student. Network users are expected to abide by generally accepted rules of network etiquette.

The student will:

1. be responsible for all use of the network under his/her account, regardless of whether access is gained with or without the student's knowledge and/ or consent;
2. immediately notify the School District if he/she suspects any unauthorized use of his/her account. A student shall remain liable and responsible for any unauthorized use until the School District is notified of the suspected unauthorized use and has a reasonable opportunity to act upon such notice;

3. not transmit any abusive, defamatory, obscene, profane, sexually explicit, threatening, or illegal material;
4. not engage in any advertising or soliciting the sale or purchase of any goods, products or services, or to solicit the performance of any activity which is prohibited by law;
5. be responsible for any costs, fees, charges or expenses incurred under the student's account number in connection with the use of the network, save and except such costs, fees, charges and expenses as the School District explicitly agrees to pay;
6. not transmit copyrighted material without the express consent or authorization of the owner of the copyright; and
7. not give out his/her home address, phone number, or password.

Student accounts are considered the property of the District. The School District expressly reserves the right, in its sole discretion to:

- (a) change or eliminate any portion of any transmission of any user without notice or liability;
- (b) review and edit any material to be transmitted by anyone on the network including private electronic messages. (By reserving this right, the School District assumes no obligation to review or edit any such material and assumes no responsibility or liabilities therefore.) and
- (c) remove or delete any transmission the School District believes violates the School District's policy or is harmful to others.

By signing the Acceptable Use Agreement, the student expressly agrees and recognizes that use of the network is at the student's own risk. The School District does not guarantee the network will be uninterrupted or error-free; nor does it make any warranty as to the results to be obtained from use of the service or the accuracy or quality of the information obtained on or by the network or the Internet. Access to the network is provided on an "as is" basis without warranties of any kind. Neither the School District nor any of its agents or employees shall be liable for any direct, indirect, incidental, special or consequential damages arising out of the use of or inability to use the network or out of any breach of any warranty.

Network Security

Security of all networks connected to the Lyman School District is a high priority. Anyone observing a security problem on Internet or any District network must notify District personnel. Any use identified as a security risk or having a history of problems with other computer systems may be denied access to Internet or other District networks.

Intentional damage to equipment or software or any intentional attempt to harm or destroy data of another user on the Internet or any other network may result in the cancellation of computer privileges and the District's discipline policy shall be invoked. The vandal or his/her parents/guardians will be responsible for damages or the cost of correcting the problem. Any student who does not follow the proper usage of the Lyman School Computer Network and Internet as communicated in the Acceptable Use Agreement will be subject to consequences that will be determined by the administration.

LIBRARY

Library Books – The school library, community library, and bookmobile all operate under Siouxland Library System. It is the responsibility of the students to return library books on time and in good condition. Parents are notified of overdue books through automated phone calls and emails. Replacement costs for library books that are damaged or not returned will be issued to parents if necessary. As a convenience, books may be returned to any Siouxland Library, not just the library in which a book was checked out.

Students who would like to use the library may do so with permission from a teacher accompanied with a signed hall pass. Students must maintain appropriate behavior in the library or will be asked to return to their class.

The following rules apply to use of the library:

1. Current magazines may not leave the library.
2. All materials must be personally checked out by the student using those materials. The student is responsible for returning the materials in the same condition they were loaned.
3. Reference books (which include encyclopedias) may not leave the library because of their high cost and needed availability in the library at all times.
4. Students with overdue materials may not check out additional materials. Students with outstanding fines have no library privileges until the fines are paid and the book(s) are returned or renewed.
5. Students are responsible for any materials checked out to them and will be required to pay the replacement cost plus \$1.00 processing fee for any lost or damaged items. In the event the item is returned later, the replacement cost minus fines and processing fee will be refunded.
6. No students, except library aides, are allowed behind the counter or in the Audio Visual room in the library.

LOCKERS

Each student will be issued a locker and is expected to keep his or her books and personal belongings properly secured at all times. Students should not exchange lockers and are also advised against leaving money or other valuables in lockers.

The following rules apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession:

1. Inspection of school property including lockers may be conducted at any time and for any reason.
2. Illegal items (drugs, weapons, etc.) or other possessions reasonable determined to be a threat to the safety or security of others may be seized by school authorities at any time.

LOST AND FOUND

A lost and found department will be maintained in the principal's office. Lost articles should be reported and found articles turned into the office.

LUNCH and BREAKFAST PROGRAM

A hot lunch program is offered through the Lyman School. The school breakfast and lunch programs fall under the guidelines of the National School Lunch program for free and reduced price meals. Students may bring their lunch to school if desired. Sack lunches may be available upon request. There are a la carte items available for purchase if students have a positive balance in their account.

- Lunch accounts are set up as STUDENT ACCOUNTS
- Lunch accounts are computerized individually
- To ensure proper credit to the account, the student's lunch account number should accompany payments
- Payments can be made in the form of a check or made on line
- All money must be turned into the office or given to kitchen staff by 9:00 AM to be credited that day
- If accounts reach a \$0.00 balance, your child will not be able to purchase a reimbursable meal or a la carte item until money is available in the account
- If there are not sufficient funds in their accounts, students will be offered an alternative meal consisting of a sandwich, one trip through the fruit and vegetable bar and milk at no charge
- The lunchroom computer will give the cashier a "low balance" warning whenever a student's individual account is \$20.00 or below
- Notification via email and text are sent out daily when a student's balance reaches \$20.00 or lower
- Balances cannot go below \$0.00
- Parents and/or students can check their account balance by calling the food service bookkeeper at 605-594-3451
- Cost of meals are published in the fall before school starts and can be found in the newsletter and on the Lyman School website
- Application forms for free and reduced meals are sent to all homes in the fall, along with a letter which provides information of the school income criteria. Forms can also be picked up in the business office. Applications may be submitted anytime during the school year. The information provided on the application is strictly confidential and will be limited to the certifying official or officials.
- Students with a balance that is too low to purchase a regular meal cannot eat the regular meal until money is deposited into their lunch account. Students will be offered an alternative meal consisting of a sandwich, fruit and vegetable bar and milk at no charge. Students can receive the alternative meal a maximum of five times during the school year. After students have used two alternative meals the principals are notified and phone calls are made to the parents of students. When students have used all alternative meals, he/she will have the opportunity to call home during the lunch period; however, the student will not be provided food by the school district.
- After two insufficient fund checks have been written from the same checking account, only cash or a cashier's check will be accepted for future account deposits
- After thirty days of any negative balance, collection procedures will be initiated on all negative balance accounts, starting with a letter to the responsible party. If there is no response, a second letter will be sent. After it is determined that the usual methods to collect the money owed the district have failed, then action will be taken to collect in small claims court

The Lyman School District does not allow the delivery of food or beverages from outside vendors or fast food establishments for a student or an adult's breakfast or lunch meal. All meals are to be provided by the district's school food service or a prepared meal from home.

NATIONAL HONOR SOCIETY GUIDELINES

Selection Process

Students at Lyman High School first become eligible for selection to National Honor Society in the spring of their freshman year. Qualified students in grades 9-12 may also be selected as new members. Students who have a cumulative grade point average of 3.5 on a 4.0 scale after the first semester of the current school year are invited by the advisors to an informational meeting at which the criteria for membership and for dismissal

are explained. Selection to the society is based on outstanding scholarship, leadership/service, and character. Students who meet all criteria are invited to join the society.

Criteria for Selection

Scholarship Students must have an accumulative scholastic average of 3.5 on a 4.0 scale.

Leadership/ Candidates must participate in three of the following areas or

Service Similar areas per academic year. Candidates fill out a form listing their areas of participation.

Character

Candidates and members are expected to be good school and community citizens. They will be held to a standard of conduct to include but not limited to: No cheating on a quiz, test, or project specified by the respective teacher and must not have admitted to, been adjudicated a delinquent in connection with, or been convicted of a violation of the law other than minor traffic violations.

Candidates will be evaluated on their performances in the above areas the year (12 months) prior to their eligibility date (spring selection) except in the case of scholarship which is based on an accumulative grade point from freshman through senior year.

DISMISSAL GUIDELINES FOR NATIONAL HONOR SOCIETY

Once selected to the National Honor Society, members have a responsibility to the Chapter and themselves to maintain their eligibility. A student may be dismissed from the society if he/she no longer meets the standards described under the scholarship, leadership/service and character sections. If a member fails to meet these criteria once he/she has been admitted, he/she will be subject to warning letters or dismissal from NHS.

Students are expected to show evidence of Leadership and Service through the school year and summer months. If unable to show at least three pieces of evidence of school or community service they are subject to a warning letter or dismissal.

Character: A warning letter will be sent to the student and his/her parents if the student is found guilty of cheating on a quiz, test, or project or has admitted to, been convicted of, or adjudicated a delinquent in connection with any violation of the law, other than minor traffic violations. If the student is found guilty of cheating or has admitted to, been convicted of, or adjudicated a delinquent in connection with any violation of the law, other than minor traffic violations a second time he or she will be immediately dismissed from the National Honor Society and written notification will be sent to the student and the parents/ guardians at the time of the dismissal.

- * An incident of Out of School Suspension by a NHS member will be reviewed on a case-by-case basis by the administration before dismissal from the society is determined.
- * Expulsion: An expulsion from school will automatically result in dismissal from the National Honor Society.

Once a student is dismissed from National Honor Society, he/she may never be readmitted. Dismissed students will return society pins.

PARENT/TEACHER CONFERENCES

Parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office. Regular conferences will be scheduled yearly and those dates published in the adopted school calendar.

PARKING POLICY

The main entrance (southeast) parking lot will be designated for staff and visitors. Visitors should use the allotted visitor parking available in this lot. The east lot is available for all students.

The following rules will apply to the search of vehicles that are parked on school property and seizure of items therein.

1. There should be reasonable suspicion for school authorities to believe that articles kept in the vehicle whose possession constitutes a crime or violation of the school handbook before searching.
2. Search of a vehicle on school property shall be for, but not limited to, a specific item.
3. Illegal items in vehicles parked on school property (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others will be seized by school authorities and/or proper law enforcement officials.

PHYSICALS

Athletic physicals are required as stipulated in Article I, Section 11 of the South Dakota High School Activities Association Constitution and Bylaws:

"Doctor's Health Statement. Every year every student, before being allowed to participate in interschool athletics, shall be certified as to the adequacy of his/her health for such participation, by a duly licensed doctor of medicine or a duly licensed four-year college trained osteopath, on official blanks furnished by the Executive Secretary. The date of such required health certification shall be one of the entries on the annual report of student athletic participation made to the Executive Secretary by each member school."

The student will pay the full cost of the physical.

PICTURES

Student pictures are taken early in the school year. Students have an opportunity to purchase packets of pictures at a special price if they so desire. At the junior-senior high level these are used for the annual and/or activity tickets as well

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL, FACILITIES & SERVICES

Constructive criticism of the schools is welcomed by the Lyman School District when it is motivated by a sincere desire to improve the quality of the education program and to help the school personnel in performing their tasks more effectively. **The Complaints from the Public Policy can be found here:**

Public Complaints About School Personnel or Procedures

Public Complaints About Curriculum

PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board welcomes citizens of the district to attend its sessions so they may become better acquainted with the operation and programs of the school. **The Policy for Public Participation at Board Meetings can be found here:**

Policy for Public Participation at School Board Meetings

SCHOOL COUNSELOR SERVICES

School counseling services are provided throughout the Lyman School system to help each student develop toward social, emotional, and intellectual maturity. In addition to the school counseling offices available to students, it is our philosophy that any individual involved in the supervision of students should render positive and constructive help to any student within the school at any time the activities of the student indicate that he or she is not working for the improvement of him/herself or for the welfare of his or her fellow students.

Our school counseling program provides individual and group counseling, career guidance and the district wide testing program under the direction of the district guidance offices.

Students should feel free at any time to ask for the help of the school counselor with their problems with the assurance that confidentiality will be maintained. The counselor will assist the individual student in discovering why he or she is unsuccessful in school work, what favors are producing financial, emotional, social or family difficulties, and will help to find ways of altering the unsatisfactory conditions to the advantages of the individual, and help the student to explore the various alternatives.

SCHOOL CLOSING POLICY BECAUSE OF INCLEMENT WEATHER

If the weather conditions are so bad that it is unsafe to send the buses out in the morning and it does not appear possible to hold school, an announcement will be on the radio/TV as soon as possible.

KPLO 94.5 – Pierre

Dakota News Now – Sioux Falls

KCCR 1240 – Pierre

KELO TV – Sioux Falls

KGFX 1060 – Pierre

The school will also use its automated school messaging system and social media to disseminate information about school closings, late starts and early dismissals.

In the event a storm develops during the school day so that we feel it is unsafe to send the buses out after school, we will find places in town for the students to stay. We will have record of where the student is staying in case it is necessary to contact you. Parents will be informed via automated school messaging system, school social media and media outlets shown above.

Any days of discontinuance due to weather, emergency or disease will be made up to meet the school term as established by the school district.

Extreme Cold Warning vs. Watch/Cold Weather Advisory:

Extreme Cold Warning: Air or Wind Chill Temperatures forecasted for at least -35 F (According to the National Weather Service) the Lyman School District will have NO SCHOOL if the district remains in the warning during school hours. No school activities will be held these days unless approved by administration. An Extreme Cold Warning is issued when dangerously cold air temperatures or wind chill values are expected or occurring.

Extreme Cold Watch/Cold Weather Advisory: An Extreme Cold Watch is issued when dangerously cold air temperatures or wind chill values are possible of at least -25F (According to the National Weather Service this is when temperatures will be at -15 to -24 degrees or lower - factoring wind

chill) the Lyman School District may have a LATE START if the district remains in the advisory during school hours. The district will start no later than 10:00am. Activities may still be held.

SENIOR PRIVILEGES

It shall be understood and accepted that with "Senior Privileges" goes a corresponding emphasis on "senior responsibilities!" The primary purpose of Senior Privileges is to bridge the responsibility gap between high school and college, vocational school, or other post-high school endeavors. Other reasons may include: (1) as an incentive to maintain or improve grades in each subject; (2) to help at home as permitted by circumstance approved by school administration; (3) to assume greater responsibility for using unscheduled time wisely. Seniors who meet eligibility requirements may not be required to be present during their study hall period. Seniors may be permitted to leave the building promptly at the beginning and for the duration of the study hall period - NO LOITERING. A parental permission letter will be sent home with eligible students and must be returned with permission for Senior Privileges to be granted. With this parental permission, students will be allowed to drive motor vehicles or ride with others during the school day.

Revocation of Senior Privileges: As stated above "Senior Privileges" go hand-in-hand with "senior responsibilities!" Senior privileges are just that – privileges– not rights. Senior privileges may be revoked at any time for reasons involving academic matters, violations of school policies, etc. Students will be informed of the reason and duration of time privileges are lost if and when they are revoked. The duration of the revocation of said privileges is at the sole discretion of the administration.

It is the sole responsibility of the student to know whether or not they have had their privileges revoked. Unexcused absence from school while privileges are revoked will result in termination of privileges for that individual.

SEMESTER TEST PROCEDURES: (All students 9-12)

All students in grades 9-12 will take semester tests in all classes in both the 1st and 2nd semesters.

SPECIAL EDUCATION

In order to provide appropriate educational opportunities, special education programs are available for student's ages 0-21. Resource rooms enhance the regular classroom instruction. Speech, language, and occupational and physical therapies are available. Services outside the district are provided when all necessary special education criteria are met. (The "Comprehensive Plan for Special Education" is on file with the principal.) Parents are encouraged to contact their child's teacher or the school administrator with their child's academic concerns or if they think an evaluation for special services would be helpful.

SUSPENSION / DUE PROCESS

Suspensions shall mean temporary denial of a student to participate in any of the school day, extra-curricular, co-curricular, organization or club or school activity for the length of the assigned suspensions.

SDCL 13-32-4.2. The school board in any district may authorize the summary suspension of pupils by principals of schools for not more than ten school days and by the superintendent of schools for not more than ninety school days. In case of a suspension by the superintendent for more than ten school days, the pupil or his parents or others having his custodial care may appeal the decision of the superintendent to the board of education. Any suspension by a principal shall be immediately reported to the superintendent who may revoke the suspension at any time. In event of an appeal to the board, the superintendent shall promptly transmit to the board a full report in writing of the facts relating to the suspension, the action taken by him and the reasons for such action; and the board, upon request, shall grant a hearing to the appealing party.

No pupil may be suspended unless: (DUE PROCESS)

1. The pupil is given oral or written notice of the charges against him;
2. The pupil is given an oral or written explanation of the facts that form the basis of the proposed suspension; and
3. The pupil is given an opportunity to present his version of the incident.

In the event of a suspension for more than ten school days, if the pupil gives notice that he wishes to appeal the suspension to the board, the suspension shall be stayed until the board renders its decision, unless in the judgment of the superintendent of schools, the pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the pupil may be immediately removed from school, and the notice and hearing shall follow as soon as practicable.

1. **Short-Term Suspensions** shall mean suspensions for a period of ten (10) school days or less. A school principal shall have authority to invoke a short-term suspension. However, a conference involving the student, principal, and one or both parents shall be held before the student is readmitted.
2. **Long-Term Suspensions** shall mean a suspension for a period of eleven (11) school days or more. Long term suspensions may be ordered only by action of the Superintendent. A formal hearing involving the student, principal, one or both parents, and the Board of Education may be held before the student is readmitted.
3. **In-School Suspensions** shall mean a suspension up to five (5) days to be served in the school building in the central office.
4. Three or more suspensions will result in automatic referral to the Board of Education for consideration of long term suspensions or expulsion.
5. All daily work shall be made up on suspensions days.

6. In the event a student discontinues enrollment and later re-enrolls within the same school year, any suspensions(s) received by the student during the first enrollment period shall be in effect during the second or subsequent enrollment period(s) within the same school year.
7. Any student on a full day suspensions will not be able to participate in any co-curricular or extra-curricular activities and/or practices for that day or evening.
8. **Regulations regarding special education** - See the "Comprehensive Plan for Special Education".

TELEPHONES

The phone in the school's central office is available for student use before school, at noon and after school. The phone should only be used for essential communication between students and parents at these times. See Cell Phone policy for more information on cell phone use.

TESTING PROGRAM-DISTRICT WIDE

Testing and proper use of test results have long been considered an essential part of the student evaluation process. A district-wide testing program is in effect in the Lyman School as follows:

Early Childhood Screening - Ongoing

The SmarterBalanced Assessment will be administered to all students in grades 3-8 & 11 in the spring of the year.

THE FOLLOWING TESTS ARE AVAILABLE TO HELP DETERMINE ELIGIBILITY FOR SCHOLARSHIPS, JOB PLACEMENT, AND MILITARY, VOCATIONAL, AND HIGHER EDUCATION ENTRANCE:

PSAT-NMSQT, ACT - Eleventh Grade

ACT, SAT, GATB - Twelfth Grade

TITLE IX GRIEVANCE PROCEDURE

LYMAN SCHOOL DISTRICT GRIEVANCE PROCEDURE REQUIRED BY TITLE IX

Title IX Coordinator, Superintendent

TITLE IX of the 1972 EDUCATION AMENDMENTS prohibits discrimination on the basis of sex. It requires that:

. . . No person . . . shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.

If an individual has a complaint of possible sex discrimination which has taken place in the Lyman School District the following procedure has been adopted by the School Board to resolve all complaints at the lowest possible levels.

Step 1: The Title IX coordinator shall be responsible for explaining the entire grievance procedure to the complainant.

Step 2: The aggrieved person may file a written complaint containing information about the alleged discrimination on the basis of sex, the time that it occurred, the person apparently responsible for the discrimination, and whether or not it is a continuing form of discrimination. This written complaint shall be filed within 30 calendar days of a specific incident of discrimination on the basis of sex. The complaint shall be filed with the Title IX coordinator for the Lyman School District.

Step 3: The Title IX coordinator shall attempt to conciliate the complaint with the immediate supervisor or other person apparently responsible for discrimination on the basis of sex. This shall be concluded within 30 days of the filing of the complaint. The Title IX coordinator shall keep a written record of investigations, attempts at conciliation and final dispositions.

Step 4: If the complaint has not been resolved at Step 3, the aggrieved person may request a decision by the Title IX coordinator.

Step 5: If the attempt to conciliate has failed or the aggrieved person is not satisfied with the decision at Step 4, the aggrieved person may ask for a hearing with the Board of Education for a final disposition of the complaint.

TOBACCO FREE ENVIRONMENT

Effective July 2001, the use of any substance or item which contains tobacco, including but not limited to cigarettes, cigars, pipes, or other smoking tobacco, or its use as snuff or smokeless tobacco in school buildings, any time of the day or night, by all people who utilize the Lyman School District #49-4 school buildings is prohibited. This policy also prohibits having in one's possession a lit cigarette, cigar, pipe, or other substance or item containing tobacco. Further, the policy includes, but is not limited to all school grounds, school administration buildings, indoor athletic facilities, outdoor athletic facilities when hosting school sponsored events, school gymnasiums, school locker rooms, school buses, and field trips, other school vehicles, and other school buildings.

TRANSFERRING IN

Students transferring into the school should arrange for the forwarding of their transcripts from their previous school. We reserve the right to final approval on all credits which may or may not be applied towards graduation.

TRANSFERRING OUT OR WITHDRAWING

1. The office will give the student sign-out sheet which he or she must present and have signed by each of his or her teachers, showing the student has returned all school property.
2. The parent is asked to fill out a release form. Transfer will then be given and credits forwarded to the school of his or her request.
3. Please make final check-out with the building principal.
4. No confirmation regarding the status of a student will be released until all obligations have been satisfied. These obligations include rental fees, fines for lost or damaged books and equipment, unreturned books and equipment.

VISITATION

We encourage parents to visit our classrooms. Children are eager to share their school experiences and want parents to show interest in their school life. Please call the teacher and make arrangements to visit whenever possible.

If a student from another school visits a classroom, arrangements must be made prior to the visit. We require that ANYONE coming to school during the school day report directly to the school office and receive a visitor sticker. Please do not proceed to any area of the building or playground until the office is aware of your presence. We ask that when leaving the building, visitors stop into the office as well. This is for your child's safety and also to prevent any disruption of classroom learning time.

VOLUNTEERS

Volunteer help is always welcomed at Lyman School. If you are interested in helping out at school, please inform your child's teacher unless working under direct supervision of a staff member, volunteers will need a background check to volunteer at Lyman School. This includes those involved with the mentoring program.

LYMAN SCHOOL DISTRICT 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.

Elementary

- K-5 Health is included with the science curriculum.
- Nutrition education will be integrated when appropriate in other curriculum areas.
- The County Health Nurse is contracted to provide nutrition education to students.
- The P.E. teachers will conduct a health lesson once a month in grades K-5.

Middle School

- Nutrition education will be integrated in the science curriculum in addition to our Life Skills program.

High School

- 9th grade Health class includes nutrition education within the curriculum.
- FACS classes I and II include nutrition education within the curriculum.
- Nutrition education will be integrated when appropriate in other curriculum areas.
- One-half credit Health Education is required for graduation.

Staff

- Nutrition education professional development activities will be provided when needed and available.

Parent/Guardian

- Nutrition education that focuses on nutritional value and healthy lifestyle will be provided whenever possible.
- School menus will be sent home, placed on the school web site, listed on local cable channel, and placed in the local paper.

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 price meals.
- 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.

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 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 am - 1:00 pm.

Lunch Recess

- Elementary students will have recess for approximately 15 minutes after every lunch period.

Reward, Incentives and Consequences

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

Guidelines for refreshments served at parties, celebrations and 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. Healthy snacks should be provided.
- Exceptions shall be approved by building principal.

Fundraising

- Fundraising activities that involve food items should be limited to no more than once per month. All fundraising activities are approved by the building principal.
- The school district will encourage fundraising activities that support healthy lifestyles.

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 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.

K-8 Physical Education Classes

- Students in K-5 will have 30-40 minutes of physical education classes two times per week.
- Students in grades 6-8 will have 40 minutes of physical education two times per week.
- Physical education classes will be taught by highly qualified physical education teachers.
- Students will spend at least 50% of physical education time participating in moderate to vigorous physical activity.
- Students with disabilities, special health-care needs and in alternative educational settings will be involved with physical education.

High School Physical Education Classes

- Currently a physical education class is offered as an elective in the high school curriculum.
- The entering ninth grade students will be required to complete one-half credit of physical education to graduate.
- Health class will have a unit on physical activity and fitness.
- Opportunities for physical activity are regularly incorporated into other curriculum areas.

Daily Elementary Recess

- Students in K-3 will have at least 45 minutes of supervised recess/PE per day.
- Students in grades 4 will have at least 30 minutes of supervised recess/PE per day.
- Students in grade 5 will have at least 15 minutes of supervised recess per day.
- Students are encouraged to engage in moderate to vigorous physical activity.

Physical Activity Opportunities After School

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

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.

Evaluation

The school's wellness committee shall meet each year to evaluate the wellness policy and make revisions as necessary

