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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

Lyman School Staff

ADMINISTRATION

Superintendent:	Mr. Philip Schonebaum	605-895-2579
HS / MS Principal	Mr. Michael Uthe	605-895-2579
Lyman Elementary Principal	Mrs. Rene Lillebo	605-869-2213
Athletic Director	Mr. Michael Uthe	605-895-2579
Curriculum Director/Instructional Coach	Mrs. Emily Smith	605-869-2213

DISTRICT WIDE

Renelle Uthe	Business Manager
Danielle Schonebaum	SEL/Mental Health/School Counselor
Kymberly Lebeda	Vocal Music
Scott Muirhead	Instrumental Music
Julie Muirhead	Asst. Instrumental Music
Matt Bunker	Technology Coordinator
Emily Smith	Title 1 Coordinator
Philip Schonebaum	Co-Special Education Director
Shauni Uthe	Co-Special Education Director
Philip Schonebaum	Title IX Coordinator
Danielle Schonebaum	504 Coordinator MS/HS
Rene Lillebo	504 Coordinator Elementary
Philip Schonebaum	ELL/ELS Coordinator
Philip Schonebaum	Recruiting/Marketing

MIDDLE/ HIGH SCHOOL

Nicole Husman	MS/HS Administrative Assistant
Marsha Hullinger	High School Administrative Assistant
Amber Comp	HS Science
Kim Cropsey	Librarian
Keith Herman	MS/HS Math
Cade Johnson	Career and Technical Education
Layne Larson	HS English
Anna Michalek	Social Studies
Joel Milton	Career and Technical Education
Gayle Mohr	HS Math
Shauni Uthe	Special Education
Chad Johnson	JAG Specialist
Anthony Callahan	MS Math
Callie Hills	MS Reading and English
Amanda Hupp	MS Social Studies
Amy McClanahan	MS Science
Shauni Uthe	Special Education
Lorri Wagner	MS/HS Computer/PE
Mike Kieffer	HS PE/Health

ELEMENTARY

Kateri Schweitzer	Administrative Assistant
Mary Stanley	Pre-School
Renee Thomas	Junior Kindergarten
Marchelle Carson	Kindergarten

Jordi Longville	Kindergarten
Bobbi Schillinger	First Grade
Alyssa Toman	First Grade
Nikki Collins	Second Grade
Kylie M. Schindler	Second Grade
Natasha Thiry	Third Grade
Madeline Hutchison	3 rd Grade
Kylie R Schindler	4 th /5 th Language
Dawn Lintvedt	4 th /5 th Math
Kristi Lingemann	4 th /5 th Reading
Heidi Samco	4 th /5 th Science/SS
Michael Kieffer	PE
Emily Smith	Title I
Beth Mertens	Title I
Scott Tschudy	Title I
Jill Scott	Computers
Julie Schindler	Librarian
Brittany Reuman	School Counselor
Julie Muirhead	School Counselor/Band
Shayna Perry	Special Education

EDUCATIONAL AIDES

Diane Hamer	Educational Aide
Tabatha Harmon	Educational Aide
Ashley Hennings	Educational Aide
Cathy Larson	Educational Aide
Amanda Longville	Educational Aide
Syndi Ozanne	Educational Aide
Kortni Grubb	Educational Aide

CUSTODIANS

Monica Seachris	Kennebec
Lee Borah	Kennebec
Pat Sundall	Presho
Holly Brakke	Presho

COOKS

Maxine Urban	Head Cook, Presho
Tami McManigal	Assistant, Presho
Chris Schillinger	Head Cook, Kennebec
Kathy Caslin	Assistant, Kennebec

BUS DRIVERS

Nicole Husman	South Presho Route
Scott Tschudy	Vivian Route/Presho to Kennebec
Keith Herman	MS/HS Lower Brule Route
Chad Johnson	South Kennebec Route
Avany Langdeau	North Kennebec Route
Gary Urban	Elementary Lower Brule Route

2021-2022 EXTRA CURRICULAR ASSIGNMENTS

Head Football	Mike Kieffer
Assistant Football	Zach Ballard
MS/HS Assistant Football	Sean McClanahan
Middle School Football	Josh McClain
Head Girls Basketball	Mike Kieffer
Assistant Girls Basketball	Brooke Scott
Head M.S. Girls Basketball	Brooke Scott
Asst. M.S. Girls Basketball	Nicole Husman
Head Boys Basketball	Cooper Garnos
Assistant Boys Basketball	Sean McClanahan
Head M.S. Boys Basketball	Eric Diehm
Asst. M.S. Boys Basketball	Scott Tschudy
Head HS Wrestling	Chad Johnson
Asst. HS Wrestling	Ian Muirhead
Head M.S. Wrestling	Scott Muirhead
Asst. M.S. Wrestling	Dylan Madsen
Head Volleyball	Danielle Schonebaum
Asst. Volleyball	Kalli Houchin
Head M.S. Volleyball	Renee Thomas
Asst. M.S. Volleyball	Lorri Wagner
Head Boys	Joel Milton
Head Girls	Tami McClanahan
Asst. MS/HS Track	Syndi Ozanne
Head M.S. Track	Mike Kieffer
Asst. M.S. Track	Lorri Wagner
Boys and Girls Cross Country	Joel Milton
Boys and Girls Golf	Casey Hupp and Amy McClanahan
Oral Interpretation	Layne Larson
Vocal Music	Kym Lebeda
Instrumental Music	Scott Muirhead
Yearbook	Lorri Wagner
Drama	OPEN
H.S. Cheerleading Advisor	Becky Diehm
Cheer/Competitive Cheer	Becky Diehm
FFA Advisor	Joel Milton/Cade Johnson
National Honor Society Advisor	Gayle Mohr
Student Council Advisor	Shauni Uthe
M.S. Student Council Advisor	Lorri Wagner
Junior Class Prom Advisor	Lorri Wagner
Junior Class Concessions Manager	Lorri Wagner
Activities Director	Michael Uthe
Title I Coordinator	Emily Smith
Raider's Live	Matt Bunker

LINE OF AUTHORITY

District Wide

Superintendent – Mr. Philip Schonebaum
Business Manager – Mrs. Renelle Uthe

Presho Site

HS / MS Principal – Mr. Michael Uthe
Title 1 Curriculum Director -Emily Smith
School Counselor – Danielle Schonebaum

Kennebec Site

Elementary Principal – Rene Lillebo
Title Director- Emily Smith
School Counselor – Brittany Reuman

SCHOOL DAY

- 8:45 am to 3:40 pm
- Early Dismissals are at 12:45 pm
- If there is an early dismissal for Parent Teacher Conferences the dismissal is at 1:30 pm.

ATTENDANCE POLICY

The Board of Education of the Lyman School District believes that regular attendance is an important step in the ladder of success. A student's contribution to and achievement in class are directly related to attendance. Both students and parents must understand that students miss a vital portion of their education when they are absent from school.

With this in mind, together with the provision of SDCL 13-27-1, the official attendance policy of Lyman School District 42-1 is as outlined in the following paragraphs.

PUPIL ATTENDANCE

1. A student who enrolls in the Lyman School subjects himself/herself to the same compulsory school attendance requirements and the rules, regulations and requirements of those student who are within the compulsory school attendance law (13-27-1). Under South Dakota law, a child who is not younger than five (5) or older than six (6) by the first day of September, but who has not exceeded the age of eighteen (18) is of compulsory school age. It is the responsibility of every person having under their control a child between those ages to see to the child's attendance at school until the child has reached the age of eighteen (18), unless excused. All children shall attend kindergarten prior to age seven. Any child who transfers from another state may proceed in a continuous educational program without interruption if the child has not previously attended kindergarten.

2. A student must be the age of four (4) by the first day of September to enroll in the Lyman Pre-school. Under Title I guidelines, once a child reaches age five (5) by the first day of September, the child is eligible to attend kindergarten.
3. For accounting purposes, students are considered absent when they are not in attendance, regardless of the reason. School sponsored activities are an exception.
4. When students are absent and unable to report to school, a call from the parent/guardian is required as to why their child was absent (sick, appointment, etc...) between 8:00 and 9:00 a.m. Please call us at 895-2662 (Presho) or 869-2213(Kennebec).
5. Students must present a written explanation of absence, signed by parent/guardian, on the day of return to school.
6. Except for emergencies and illness, absences should be prearranged, and school work made up in advance.
7. Assignment and class activities during an absence are the responsibility of the student.
8. In general, for every day a student is absent, he/she will have two days to complete make-up work. For normal absences and ISS, the student's grades for make-up work will not be docked. Students serving OSS of 1 to 3 three days for disciplinary infractions, assignments will be docked 20%. Students serving OSS for 4 to 10 days will have their grade docked 50%. Failure to turn in assignments within the number of days allowed to make up assignments will result in a grade of 0%.
9. Normal absences will be excused. These include, but are not restricted to, doctor appointments, funerals, immediate/temporary work at home, or any absence where the student is accompanied by the parent. All other absences must be cleared beforehand by the principal or the absence will be unexcused.

ABSENCES FROM SCHOOL

The following procedure will be used after the student has been absent a number of times during a semester.

- Six (6) Absences: Parents/guardians will receive a letter and a print-out of the students' absences stating half of the allowable absences per semester have been accumulated.
- Twelve (12) Absences: Parents/guardian will be called and notified that the student has accumulated the maximum number of absences for the semester and must meet with the principal to review the student's attendance, the potential for a loss of credit or student suspension if the student misses any additional days, and the district's obligation to refer the lack of attendance to legal authorities as a matter of truancy. Failure to meet with the principal to address the lack of attendance will result in the district filing a charge of truancy with legal authorities.

All absences will count as one day toward the maximum of 12 absences allowed. Exceptions to this policy will be as follows:

Participation in school sponsored activities - exempt.
 Death or critical illness to immediate family - exempt up to five (5) days.
 Cases of prolonged absence because of hospitalization or serious illness - exempt if verified by doctor's statement.
 Days served as a page in the SD Legislature – exempt
 Scholarship Interview Days – exempt
 Governor's Academic Recognition – exempt
 Music Auditions for All State – exempt
 4 total days for college/tech. school visits to be used during the junior and senior years. Student must set up visit in advance with the school counselor, providing the date, school contact and parental permission for visit. Parents are encouraged to visit with the student if possible. Days are exempt if student has met requirements.

All situations of absence, not covered by the attendance policy, are at the discretion of the principal.

CHANGES OF ADDRESS/STATUS

In the event of a change of address, telephone number, or other pertinent information during the school year, please report this information to the principal's office so that we may keep our records current and avoid any errors in serving you.

Collection and Release of Materials

1. All information must be approved by the administration.
2. If a student transfers to another school, the cumulative folders will be sent to the new school upon their request and the consent of the parent. If the student graduates from the Lyman School District, the folders will be kept on file.
3. The permanent record will be kept permanently on file at the school.
4. In accordance with the Family Education Rights and Privacy Act (FERPA), all parents/guardians may review their child's/children's school records at any time. Parents are requested to see the principal for this information.
5. The building principal will give any school record to anyone when ordered to do so by an act of a judicial official. An effort will be made to notify the parent as soon as possible after receiving the judicial order.
6. Educational records will be furnished to Federal and State agencies as required by law.
7. School records will be given to organizations conducting educational studies when the Federal or State Education Department has approved the study.
8. School records will be given to appropriate parties in a health or safety emergency.
9. School records will be given to any party when requested in writing by a parent of a student or by an eligible student.

CONFERENCES

Parents of students at Lyman Schools are invited and most welcome to visit school. Parents may request conferences with their child's teacher at any time.

Parent-Teacher Conferences are scheduled during the 1st and 3rd quarter grading periods. Information pertaining to the scheduled conferences will be sent home with your child at the appropriate times.

CUMULATIVE & PERMANENT RECORDS

The Lyman School District keeps a cumulative record and permanent record on every student who enrolls at the school. These records are important to teachers and administrators. Counselor notes are not permanent record.

Information that is recorded on these folders will be information essential for the school and that is helpful in the education of the student.

Following is a list of the information that will be entered in the cumulative folder and permanent record.

Cumulative Folder

1. Test scores
2. Personal data (name, age, etc.)/Health data
4. Grades and attendance data
5. Other personal information that may be necessary in the education of a particular student

Permanent Record

1. Achievement test scores
2. Personal data (name, age, etc.)
3. Grades and attendance record

DAILY BULLETIN

Each morning a bulletin of pertinent information will be compiled in the high school secretary's office. Staff will read this bulletin during first period. Students with announcements to be included in the bulletin should get them to the secretary's office by 8:30 a.m. to be assured of their publication.

DISTRICT WEBSITE AND APP

The Lyman School District Website address is: **lyman.k12.sd.us**. Anyone wishing to add new information to the Website should contact the school district Website coordinator, Mr. Matthew Bunker, 605-895-2579.

You can also download the Lyman Raiders app on APPLE AND ANDROID services.

PLEDGE OF ALLEGIANCE

At the start of first period each day, all Lyman High School staff and students are requested to stand and honor our flag.

PROGRESS REPORTS

Progress Reports, concerning a student's status, will be made available to all parents at the mid-term of the first and third nine weeks. Parents are requested to read these reports and if they have questions concerning them, are asked to contact the teacher issuing the report.

All Mid-terms for Middle School and High school will not be sent to parents. They are available by checking students grades on campus. If you do not have internet access you may request a copy of the grades and we will send them to you. Quarter Grades will still be mailed out in the Middle School.

For the High School, only posted grades will be mailed out at semester times. We encourage parents to follow student progress by checking infinite campus online or through the campus portal app.

SCHOOL DISMISSALS AND CLOSINGS

In case of severe weather or other emergency circumstances, the official announcements for school closings may be heard over the following radio and television stations:

KPLO 94.5 – Pierre
KCCR 1240 – Pierre
KGFX 1060 – Pierre

KWYR 93.7 – Winner
KELO TV – Sioux Falls
KSFY TV – Sioux Falls

KDLT TV – Sioux Falls

The Lyman School District will use Infinite Campus Messenger telephone communication services to notify parents and staff on school dismissals and closings. When school is closed because of weather or other emergency circumstances, there shall be no school sponsored extra-curricular activities held at any level. Any exception to this general policy is at the discretion of the superintendent of the school district.

If you think it is advisable to withdraw your child before school dismissal time, please come to the office and we will excuse your child. Students will be released only to their parent or guardian unless we have written permission to do otherwise. It is important that arrangements be made with friends, relatives, or neighbors to care for your child should you happen to be absent from your home or area. Be sure your children are thoroughly familiar with these arrangements and know where they are to go if they are dismissed from school because of an emergency. Letters will be sent home and put in student's files.

SCHOOL SUPPLY LIST

Middle School

12 pkg.- pencils, 3-100-page composition books, markers (set of 6), colored pencils, pens (black or blue), 2 highlighters (2 colors), 6 spiral bound notebooks, 2 Elmer's glue, 6 glue sticks, ruler with metric measure, calculator, compass, protractor, 6 pocket folders, 300--3x5 index cards, earbuds, 4 book covers.

High School

Six spiral bound notebooks, graph paper, pens (blue or black), 2 highlighters (any 2 colors), pencils, calculator, six folders with pockets, 3-ring binder, composition book, 300-3x5 index cards, book covers.

USE OF TELEPHONE

The school telephone is used heavily for official school business. Upon receipt of permission of the office staff, you will be allowed its use, providing your calls, incoming and outgoing, are for "business" purposes. They are to be brief and to the point. No social calls are allowed during the school day.

VISITING SCHOOL

All visitors to Lyman Schools are welcome! We ask you to please report to the principal's office upon your arrival.

Parents and other adults are welcome to visit our school any time. We encourage you to visit your child's classroom as often as possible to become acquainted with our staff, facility and educational programs.

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

Siblings or relatives of students will not be allowed to attend a classroom without the approval from the principal's office prior to the visit. Please call the principal's office.

WITHDRAWAL FROM SCHOOL

If a student wishes to withdraw from high school, they should see the counselor and principal. If they are transferring to another school, arrangements should be made with the office to forward credits to the proper school before leaving. All obligations to Lyman High School must be satisfied before credits will be transferred.

ATHLETICS AND FINE ARTS:

The district operates an outstanding fine arts and athletic program. Please see the activities handbook for more information.

SEASONAL ATHLETIC PASSES

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.

STUDENT ACTIVITIES

All students participating in sports or other school activities will be guided by the activity/athletic policy. If a student is absent (unexcused) from school, that student may not be in attendance at extra- curricular activities during the day of the absence without administrative permission. Students serving ISS may still attend sports or fine arts practices.

If in the event an activity is overnight each student will receive \$8 per meal (Breakfast, Lunch, and Dinner).

STUDENT CONDUCT & RESPONSIBILITY

General Expectations

Students in the district schools are expected to act in such a manner that their behavior will reflect on the individual student and on the school: will show consideration for fellow students; and will create a harmonious school atmosphere. To accomplish this, all students must recognize his/her individual responsibilities and obligations and discharge them in accordance with the school policies. See matrix for the list of definitions, infractions, and consequences set forth by the board of education.

The policies contained in the handbook have been prepared with the needs and welfare of our students, the community, and the schools. It shall be the individual student's responsibility to develop the proper attitude toward school and the development of an acceptable code of conduct and behavior. The parents and teaching staff will help guide, but the ultimate responsibility lies with the student.

All students are to act in a responsible manner in the hallways, drinking fountains, stairways, bathroom, classroom, bus, and during activities (including extra-curricular). All students will follow directives given by the teachers and/or members of the staff including para's, cooks, custodians, and bus drivers at all times during the school day and all school sponsored activities.

DISCIPLINE MATRIX

- A student who is suspended cannot be on any Lyman School District property or at any district sponsored activities during the suspension time. If a student is directed by administration to be on school grounds for academic assistance all necessary parties will be notified.

Disciplinary Procedures for Identified Infractions (K-12)

NATURE OF OFFENSE	CONSEQUENCES: The TOTAL number of offenses in any section will be used to determine the appropriate consequences.
Bullying Behaviors*	<p>1st Offense: 1 day In-School Suspension (ISS) and a plan must be created outlining how the behavior will change. The plan will be reviewed and signed by all parties involved. The plan will also list supports that students/staff need from the school.</p> <p>2nd Offense: 2 days ISS. Administration, or his/her designee, will work with the parents/guardians to review, update, and modify the behavior plan.</p> <p>3rd Offense: 2 days OSS. Parents/guardian will meet with administration upon student's return, second chance to modify behavior plan.</p> <p>4th Offense: Any further bullying offense will result in recommendation for long-term suspension or expulsion from school, pending a board hearing. Referrals will be filled with the South Dakota Department of Social Services.</p>
Inappropriate Display of Affection Skipping/Truancy/Excessive Tardy Unauthorized Absence of Return from Activity Technology/Electronic Device Violation Cheating/Plagiarism Dress Code Violation	<p>1st Offense: Detention and discussion outlining how the behavior will change in the future.</p> <p>2nd Offense: 1 day ISS with review and Modification of the plan.</p> <p>3rd Offense: 3 days ISS with conference with parents and/or guardian.</p> <p>4th Offense: Disruption of learning environment (see below).</p> <p>*Automatically go to 3rd offense which is 3 days of OSS with superintendent review and a possible board hearing.</p>
Abusive or Threatening Language Gang Affiliation Encouraging a Conflict Disruption of Learning Environment Disrespect/Insubordination/Non-compliance Harassing Behavior (including Sexual Harassment) Tobacco*	<p>1st Offense: 1 day ISS. A plan must be created outlining how the behavior will change. The plan will be reviewed and signed by all parties involved. The plan will also list supports that students/staff need from the school.</p> <p>2nd Offense: 3 day ISS. Review of behavior plan.</p> <p>3rd Offense: 3 days OSS with superintendent review and a possible board hearing.</p> <p>4th Offense: Any further offenses will result in the recommendation for long-term suspension or expulsion from school, pending a board hearing.</p>
Assault Fighting Robbery	<p>1st Offense: 5 days OSS. Parents and/or guardian must accompany the students to school at the completion of the OSS to create a plan for student success.</p> <p>2nd Offense: 7 days OSS with superintendent review.</p> <p>3rd Offense: 10 days OSS and school board hearing.</p>
Possession or Use of Alcohol Possession or Use of Drugs Possession or Use of Inhalants	<p>5 days OSS to superintendent review or board hearing at superintendent's discretion (Offense may result in long-term suspension)*Any subsequent violations will result</p>

	in a board hearing.
Possession or Use of Weapons	Superintendent's review with up to 5 days OSS. (Gun Free School Act)
False Fire Alarm/Bomb Threat Arson	10 days OSS to school board hearing (Expulsion)
Forgery Larceny Vandalism	1 st Offense: 2 days ISS. A plan must be created with the students outlining how the behavior will change. The plan will be reviewed and signed by all parties involved. 2 nd Offense: 1 day OSS. A parent and/or guardian will accompany the student to school at the completion of the OSS time to create a new plan for student success. 3 rd Offense: 3 days OSS with superintendent review and possible board hearing.

*Administration reserves the right to modify penalty for infractions.

Definition of Student Infractions

*Administration reserves the right to modify penalty for infractions.

The following definitions help to explain student infractions.

Abusive or Threatening Language	Any communication that includes swearing. Name calling, or use of words which immediately creates fear of harm. This is completed without displaying a weapon and without subjecting the victim to actual physical attack.
Arson	Student plans and/or participated in malicious burning of school or personal property. The damage, or attempted damage, is intentional unlawful. The fire may be started with any type of incendiary device.
Assault	One student intentionally causes or attempts to cause physical bodily harm to another individual (staff or student). These actions differ from fighting in that the second individual does not participate.
Bullying Behavior	The act of one or more individuals intimidating one or more persons (who have difficulty defending themselves) negatively and over time through verbal, physical, mental, cyber or written interactions.
Cheating	Obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means.
Disrespect/Insubordination/Non-Compliance	Repeated refusal to follow directions, repeatedly talking back, and/or socially rude interactions. Students who defiantly swear or use profanity as staff members or adults will receive an automatic office referral.
Disruption of Learning Environment	Sustained behavior that causes an interruption in a class or activity. Disruption may include the following: sustained loud talk, yelling, screaming, noise with material, and/or sustained out-of-seat behavior.
Dress Code Violation	The wearing of clothing that does not fit within the dress code guidelines.
Encouraging a Conflict	Behavior encouraging two (2) or more students to engage in physical contact/verbal conflict while not being directly involved in the conflict.
False Fire Alarm/Bomb Threat	Student deliberately triggers the fire alarm or delivers a message/threat of a pending fire. Student delivers a message of possible explosive materials being on

	campus or near campus, and/or pending explosion
Fighting	Actions involving serious physical contact where injury may occur. Students are mutually participating contact where injury may occur. Students are mutually participation in the conflict. There is no one main offender and no major injury. Examples may include the following: hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc. These actions differ from assault in that both individuals are participants.
Forgery/Theft	Student is possession of having passed on or being responsible for removing someone else's property. This includes signing a person's name without the person's permission.
Gang Affiliation	Any student who: admits being in or affiliated with a gang, frequents place of known gang members, accompanies known gang members, and/or recruits another by intimidation or force.
Harassing Behavior(including sexual harassing behavior)	Harassment is defined as threatening, insulting, and dehumanizing gestures, use of technology computer software or written, verbal or physical conduct direct against a student or employee that places a student or employee in reasonable fear of harm to his or her person or damage to his or her property.
Inappropriate Display of Affection	Student engages in inappropriate (as defined by OSD) verbal and/or physical gestures/contact of a sexual nature with another student. These actions are consensual (without force or threat of force) but are not appropriate to the environment.
Larceny	The unlawful taking of another person's property without threats, violence or bodily harm. This differs from robbery in that larceny does not involve a threat or battery.
Plagiarism	The act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source.
Possession or Use of Alcohol	Student is in possession of alcohol or using alcohol.
Possession or Use of Drugs	Student is in possession of illegal drugs/substances, is using illegal drugs/substances, or is under the influence of illegal drugs/substances. This also includes imitations. The selling, manufacturing, or distribution of illegal drugs/substances is considered being in possession or use of drugs.
Possession or Use of Inhalants	Student is in possession of inhalants or is under the influence of inhalants. This includes "huffing" or inhaling mind-altering substances.
Possession or Use of Weapons	Student is in possession of knives or guns (real or look alike) or other objects designed or converted to cause bodily harm. This also covers a device designed as a weapon capable of threatening or producing great bodily harm or death. A firearm must expel a projectile by the action of an explosive or a propelled object.

Robbery	Taking, or attempting to take, anything of value that is
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	owned by another person or organization. Items are taken under confrontational circumstances by violence, force or threat to force. This differs from larceny in that robbery involves threat or battery.
Skippping/Truancy/Unauthorized Absence of Return from School Activity or Trip	Student leaves class/school/activity without permission or stays out of class/school/activity without permission. This includes unauthorized absence of return on school vehicle from school event or activity.
Tardy/Excessive Tardy	See Attendance Definitions under Attendance Policy
Technology/Electronic Device Violation	Students engage in inappropriate use of cell phones, music/video players, camera, and/or computer
Tobacco	Student is in possession of tobacco or is using tobacco. The selling or distribution of tobacco products is considered being in possession of tobacco.
Vandalism	Student participates in an activity that results in substantial destruction, disfigurement, or defacement of school or personal property. This destruction is willful and/or malicious. Tagging is considered to be an act of vandalism.

BATHROOM USE

Students are encouraged to use the bathroom facilities before school hours and between classes. Students will need a pass to go to the bathroom facility during class time. This is to be issued only during emergencies. Students who abuse bathroom privileges will be subject to disciplinary procedures.

AFTER SCHOOL DETENTION

It is sometimes necessary for the principal and/or teacher to keep a student after school. Parents will be notified by the principal and/or teacher. Alternate transportation for the student after school will be the responsibility of the parent.

BOOK BAGS / BACKPACKS / SATCHELS

All book bags, backpacks, cinch sacks, and satchels are to be kept in the lockers during the school day.

BULLYING / CYBER-BULLYING POLICY

The Lyman school District strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the official policy of the school district to maintain an educational environment in which bullying and cyber bullying in any form are not tolerated.

All forms of bullying and cyber bullying by school district students are hereby prohibited. Anyone who engages in bullying or cyber bullying in violation of this policy shall be subject to appropriate discipline. See discipline matrix

Students who have been bullied or cyber bullied shall promptly report such incidents to any staff member or building principal. Staff members informed of student bullying shall promptly report the incident to the building principal for investigation.

HB1313 – Electronic Harassment

A change in law makes it a misdemeanor for a person to knowingly permit electronic communication devices to be used for harassment, which includes intimidation, threats of physical harm or extortion.

BUS RULES

The following rules will be observed by all students who ride the Lyman School District buses:

1. Wait for the bus a safe distance from the bus until it is completely stopped and bus door is open.
2. Be waiting with plenty of time for the bus to be a little early or late.
3. Get on and off the bus quietly and calmly.
4. Stay in your assigned seat and in a sitting position when the bus is in motion.
5. Keep head and hands inside the bus.
6. Keep aisles clear at all times.
7. Loud, boisterous or profane language, indecent conduct, scuffling or throwing articles will not be tolerated.
8. No tobacco or alcoholic products are allowed on the bus.
9. No food or beverages are allowed on the bus -- exceptions are at the discretion of the bus driver.
10. Help keep the bus clean and sanitary on the inside.
11. Enter and leave the bus by the front door only, except in case of an emergency.
12. Be courteous and obedient to your bus driver.
13. Bus drivers and principals can assign seats.
14. Any damage to the bus shall be paid by the rider inflicting the damage. Weapons of any kind are prohibited on the bus.
15. When you have a change in plans about riding the bus, let the driver or school secretary know.

Violation of Bus Rules

1. The bus driver will visit with the student about the violation of the bus rules. The bus driver will fill out an incident report for the Principal.
2. Upon receiving an incident report from the bus driver, the Principal will have a conference with the student about the violation and inform the parent/guardian of the violation. If necessary the Principal may call a parental meeting concerning the violation of the bus rules.
3. For repeated violation of the bus rules, the Principal, with approval from the Superintendent, may suspend a student from riding privileges for a period of 1-5 days.
4. For a serious violation or repeated violations, the Superintendent, at his/her discretion, may suspend a student from riding privileges for a period of 1-30 days.
5. The school board will make final determination on any permanent suspension of students' riding privileges.

DANGEROUS WEAPONS IN SCHOOL

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

State and federal laws as well as board policy forbids the bringing of dangerous or illegal weapons to school or school sponsored activities. Any weapon taken from pupils shall be reported to the pupil's parents. Confiscation of weapons may be reported to the police. Appropriate disciplinary and/or legal action shall be pursued by the building principal.

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.

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

Any student bringing a firearm to school calculated or designed to inflict death or serious bodily harm, shall be expelled for a period of not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend to the school board that this expulsion requirement be modified on a case-by-case basis. This policy shall be implemented in a manner consistent with IDEA and Section 504. See discipline matrix

For the purpose of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by action of an explosive, the frame or received of any such weapon, a muffler or silencer for a weapon, or any explosive, including any poison gas.

School administration is required to report any violation of SDCL 13-32-7 (which makes possession of firearms and dangerous weapons on school premises a misdemeanor) to local law enforcement authorities.

DRESS CODE

The Lyman School District 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.

Students are to dress appropriately for school. Cleanliness, neatness, safety, and non-disruption of the learning process are our primary concern. The following is a partial list of dress code rules:

- Footwear is required at all times.
- Hat, caps, scarves or other headwear will not be permitted during the school day. All headwear is to be removed as the student enters the school building and should remain off until the student is outside the building.
- Wearing of sunglasses, headsets, and inappropriate chains is prohibited.
- T-shirts, jackets, or other apparel, which convey profane meaning in regards to sex, drugs, tobacco, alcohol, or are derogatory toward race or religion through pictures, lettering, or other markings are prohibited.
- No jacket/coat should be worn or taken by students to the classroom areas except when going to the gym or mini-gym areas. When requested by the student, special permission may be granted by the building principal.
- Gang attire/markings are prohibited.
- Wearing inappropriate pants/shorts or tops is prohibited. Clothing that displays bare midriffs, have spaghetti straps or tops that are cut too low are not allowed. Shorts, skirts, or dresses that are shorter than mid-thigh are not allowed. Pants that have holes in them will be allowed as long as the student is wearing something underneath so bare skin is not showing or hang too low showing student's undergarments or their backsides are not allowed.
- Any personal appearance that disrupts the on-going school program, invades the rights of others, or creates a health or safety hazard is prohibited.
- Administration has the right to request parents bring proper clothing to the school for their child to change or parents will give the child permission to go home and change.

HAZING POLICY

It is the policy of the Board of Education and school district that hazing activities of any types are inconsistent with the educational process and will be prohibited at all times. Hazing is defined as:

Doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

No administrator, faculty member, or other employee of the school district will encourage, permit, condone, or tolerate hazing activities. No student, including leaders of student organizations, will plan, encourage, or engage in any hazing.

Administrators, faculty members, and all other employees of the school district will be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved

students will be informed by the discovering school employee of the prohibition contained in this policy and will be required to end all hazing activities immediately.

All hazing incidents will be reported to the superintendent. Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with state law.

LEAVING SCHOOL GROUNDS

Students are required to stay on school grounds from the opening of the school day until dismissal unless they receive official permission to leave. Any absence from the school grounds without official permission will be dealt with accordingly.

PUBLIC DISPLAY OF AFFECTION

While in the school facility or on school grounds, students shall refrain from any inappropriate public display of affection.

PUTTING UP POSTERS OR OTHER ITEMS

Students are required to get administrative permission before putting up posters or other items.

RESTRAINT / USE OF PHYSICAL FORCE

The safest practice for all employees to follow is to refrain from forcefully laying hands on the student unless there is need for physical restraint, thus no employee shall use physical force on any student except in the following cases:

1. As a matter of self-defense
2. To protect other students from attack
3. To restrain a student from doing injury to himself
4. To stop a fight between two or more students when they will not accept verbal instruction
5. To deter the student from doing malicious damage to personal or public property
6. To use reasonable force to remove a student from the classroom with just cause
7. As otherwise authorized by State Law

Notwithstanding the above, in all other instances, physical force is reserved for use by the principal only, and solely at his/her discretion. Physical force must be reasonable in manner and moderate in degree.

RIGHT TO DUE PROCESS

Every student is entitled to due process in every instance of disciplinary action for alleged violation of school regulations for which the student may be subjected to penalties of long-term suspension, expulsion or transfer. SDCL 12-32-4

Prior to final action, the Lyman School Board and its administrators must follow the requirements of due process.

1. The Lyman School must forewarn the student of the type of conduct that will subject him/her to expulsion through written and posted rules and regulations.
2. The Lyman School must give the accused student and his/her parents/guardians written notice of the charges against him/her within twenty-four hours and the nature of the evidence supporting those charges.
3. The Lyman School must inform the student in writing where and when the hearing will take place at least five working days prior to the hearing.
4. The Lyman School must inform the student of his/her procedural rights prior to the hearing.
5. The Lyman School must conduct the hearing in accordance with the basic principles of due process.

SEXUAL HARASSMENT POLICY

Confidentiality consistent with due process will be maintained.

It is the policy of the Lyman School District that sexual harassment shall not be tolerated and that no employee or student may sexually harass another. All employees and students will be subject to disciplinary action for violation of this policy.

Definition of Sexual Harassment

Sexual harassment is herein defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive employment or educational environment.

Corrective Actions

Sexual harassment is illegal under both South Dakota (Executive Order 81-08O and Federal (Title VII, Title IX) law. In some cases, it may also be liable to prosecution under criminal statutory law. All reported incidents of sexual harassment will be promptly and thoroughly investigated, and all acts of sexual harassment will result in immediate and appropriate corrective action/s. These actions may include, but are not limited to:

- counseling with the offender
- probation, with a warning of suspension or discharge if there are continuing or recurring offenses
- suspension from school or employment (with or without pay)
- discharge of an employee or expulsion of a student.
- See discipline matrix

Individual Responsibility

The staff, administrators and students of the Lyman School District are responsible for maintaining a working and learning environment free from sexual harassment. It is the obligation of each employee and student to become fully informed of the provision of this policy. Copies will be distributed to all administrative units serving both employees and students. Copies will be posted at appropriate locations throughout the District and the policy will be announced in appropriate District publications, including student manuals.

Making a Complaint

An employee who feels he or she, while performing contracted services, has been subject to sexual harassment, should report the incident/s to a teacher, guidance counselor, principal, superintendent, or a member of the Board of Education.

Processing a Complaint

- A teacher receiving a report of sexual harassment must report it to a supervisor who is not case-involved and who is a guidance counselor, principal, superintendent or member of the Board of Education.
- A supervisor receiving a report of sexual harassment must investigate the case and must develop a plan of action to end the harassment. If the harassment is not ended or the person being harassed is not satisfied with the plan of action, the supervisor shall refer the problem to a next-level supervisor who is not case-involved.
- A teacher or supervisor receiving such a report, or such a referral must document it and its processing and give a copy of the documentation to the complainant and the School District's attorney.

Retaliation

There will not be retaliation against employees or students for reporting sexual harassment or assisting the District in the investigation of a complaint. However, if after investigation of any complaint of harassment, the District learns

that an employee or student has provided false information regarding the complaint, disciplinary action may be taken against the individual who provided the false information.

STUDENT RESPONSIBILITIES

The declaration of human rights implies corresponding responsibilities. The student must accept these responsibilities and not infringe upon the rights of others within the school community.

TO OBTAIN AN EDUCATION. The student must regard the opportunity of obtaining an education as one of their duties to the community. It is their responsibility to attend class regularly and complete their assignments.

TO FOLLOW SCHOOL RULES. The student must obey recognized rules and procedures developed by the school community.

TO PRACTICE SELF-CONTROL. The student must refrain from inflicting bodily harm on other individuals and respect the privacy of their person and property.

TO KNOW THE GRIEVANCE PROCEDURE. The student must inform himself/herself of the proper methods and channel of complaints and make use of them when necessary.

STUDENT RIGHTS

In order to maintain the integrity and values of the community and promote the high ideals of education, students enrolled in Lyman schools are expected to follow high standards of personal conduct. By enrolling in and attending this school, you have agreed to abide by the regulations and rules which govern the school environment. (Continued next page)

STUDENTS HAVE AND SHALL BE ACCORDED THE FOLLOWING RIGHTS:

- The right to a free and appropriate education.
- The right to freedom of religion and culture.
- The right to be free from unreasonable search and seizure of their person and property, to a reasonable degree of privacy, and to a safe and secure environment.
- The right of freedom of the press, except where the material in student publications is libelous, slanderous, obscene, or prejudicial.
- The right to freedom of speech and expression, including symbolic expression, such as display of buttons, posters, choice of dress, and length of hair; so long as the symbolic expression does not disrupt the educational process or endanger the health and safety of the student or others.
- The right of freedom from discrimination.
- The right to be free from cruel and unusual punishment.
- The right to peaceable assembly and to petition for the redress of grievances.
- The right of due process. Every student is entitled to due process in every instance of disciplinary action for alleged violations of school regulations for which the student may be subjected to penalty of expulsion, suspension, or transfer.

Student Suspension and Expulsion

If a student violates a school's rule policy, or displays insubordination or misconduct, the principal may suspend the students for up to 10 school days and the superintendent of schools may suspend up to 90 school days.

No student may be suspended unless:

1. The student is given oral or written notice of the charges against him/her.

2. The student is given an oral or written explanation of the facts that form the basis of the proposed suspension.
3. The student is given an opportunity to present his/her version of the incident.

Generally, a suspension may be imposed when a student's behavior creates a threat to his own or other's safety or imposes a threat to property or premises or creates a serious disruption of the school environment. Behavior such as fighting or committing an assault on another; stealing; vandalism; possessing weapons, explosives or other prohibited materials; making a false alarm or terroristic threat; lewd or threatening behavior or language; possession of drugs; or possession of beer or alcoholic beverages on the school premises or at school activities may result in suspensions.

Students who are guilty of continued serious misconduct which results in repeated suspension and who therefore interfere with the opportunity of other students to carry on their learning activities may be recommended to the Board for expulsion from school.

Hearing procedures as established by state regulations will be followed for all students who receive long-term suspensions or expulsion.

In case of a suspension by the superintendent for more than ten school days, the pupil or his parents or others having his/her custodial care may appeal the decision of the superintendent to the board of education.

Additional procedures mandated by state and federal law apply to special education students attending schools under the terms of an I.E.P. (Individual Educational Program).

In the event the student and/or parent/guardian wishes to appeal the suspension to the Board of Education, the suspension shall be stayed until the Board renders its decision, unless in the judgment of the superintendent of schools the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the student may be immediately removed from school and the notice and hearing shall follow as soon as practicable.

The Superintendent/School Board may expel a student for the balance of the current school year for conduct that disrupts the educational process or endangers the life, health, or safety of the student, other students, or school personnel. Prior to final action, the Lyman School Board and Superintendent must follow the requirements of due process.

No student under expulsion or suspension from school may transfer to another school district until the suspension or expulsion has expired. The sending district will notify the receiving district in writing of the suspension or expulsion when the student's permanent school record is requested by the receiving district.

A student who is suspended out of school (OSS) for 1-3 days will be able to make up their assignment upon their return to the school setting but will have their grade docked 20% for their work completed.

A student who is suspended out of school (OSS) for 4-10 days will be able to make up their assignments upon their return to the school setting but will have their grade docked by 50% for work completed.

A student who is suspended out of school (OSS) for more than 10 days will complete schoolwork and turn it in to the school in a timely manner for teacher(s) to grade. The schoolwork will be docked 50%

Failure to turn in schoolwork will result in a Zero.

STUDENT USE OF PHYSICAL THREATS

The Lyman School District will not tolerate the use of physical threats towards any student and/or staff members. Any student using physical threats will be subject to disciplinary procedures.

TARDINESS

A student will be counted tardy if he/she is not in the designated room at the time the period is scheduled to begin. When a student is tardy, the following will be implemented:

The student must report to the secretary's office and obtain a tardy slip. All unexcused tardy students will meet with the principal before going to class during the day of the unexcused tardy. Tardiness caused by a late bus will be excused and not recorded provided the student was riding the bus. A tardy is considered unexcused if there was no contact made to the school from a legal/guardian of a student.

Students arriving late to school will be counted absent for any full period missed and tardy for any period in which they arrive late but within the first ten minutes of that class period.

Students that receive an unexcused tardy will serve **after school detention** with the teacher of the class they were tardy to. After School detention will be served the day of the tardy.

- A. **Step 1) Parent will be notified of all tardies.**

(up to 3 Tardies)

- B. **Step 2**

Referral to School Counselor to develop an action plan to eliminate tardies.

Parent(s)/Guardian(s) will be contacted.

After 3rd tardy

- C. **Step 3)**

Short term counseling will be required for the student. Accountability will be the focus of the sessions.

Parents will be required to come in for a meeting.

(After 6th Tardy)

- D. **Sixth and Subsequent Violations:** Students will receive a docked grade in the course in which the tardies occurred.

Parents will be notified.

(8 and beyond Tardies)

TERRORISTIC THREAT OR HOAX

In accordance to South Dakota law, SDCL 22-14A-24 through 24-14A-27, the communication of a terroristic threat or hoax is a criminal offense and can carry felony penalties of \$10,000 and 10 years in prison.

Any student involvement in the communication of a terroristic threat or hoax will be reported to local law authorities and may be suspended or expelled from school.

TOBACCO USE BY STUDENTS

Student use, possession or distribution of tobacco products is prohibited in Lyman School District buildings, on Lyman School grounds, in school vehicles and at off-campus school-sponsored events. The use of tobacco is

detrimental to the health and safety of students. Under federal law, smoking is prohibited in any kindergarten, elementary or secondary school or library serving children under the age of 18 years if federal funds are used in the school. 20 U.S.C. § 6083(a).

BICYCLES

Bicycling to and from school is permitted. However, it must be stressed that students must be careful and observe all bicycling and pedestrian safety etiquette during their time of riding to and from school. A failure to do so will result in the loss of the privilege.

While at school, bicycles must remain parked, and preferably locked, in the bike racks. Students may not play with bikes during the school day.

Students who ride are also reminded that at the end of the school day all bikes will be walked out of the school parking lot and sidewalk area. We also recommend bike helmets be worn.

CLASSROOM SUPPLIES AND MATERIALS

Each classroom teacher has a list of supplies and materials designed for their classroom and grade level. Each teacher may also require some special or additional materials for projects throughout the school year. A list will be given to the students.

GUM POLICY

No gum is allowed.

INSTRUMENTAL MUSIC PROGRAM

Beginning bands are formed at the fifth-grade level in Prescho and Kennebec. Students interested in participating in band and their parents should plan to attend the informational meeting held each fall during the first week of school. The band director will answer questions at that time concerning instrument selection, purchase/rental options, expectations of student progress, etc. Should the student and parent be unable to attend, please contact the director

at school during the day or at his residence in the evening.

LUNCHROOM RULES

1. Wait in the lunch line quietly, keeping hands to yourself.
2. Visit using indoor voices at your table.
3. Use good table manners, with absolutely no throwing of food.
4. Raise your hand when you need help and wait for a lunchroom supervisor.
5. Remain seated until dismissed by the lunchroom supervisor.
6. No pop or juice can be brought into the lunchroom unless it has been packed in a lunch from home.

MARKING CHILDREN'S CLOTHING

Many children wear similar items of clothing to school. With this in mind, it is both helpful and necessary that all items such as mittens, gloves, boots, coats, jackets, etc. be properly marked and identified on the inside tag.

MONEY AND VALUABLES

Students are discouraged from bringing large sums of money or valuables to school. The practice of leaving such items on or in a desk, locker, coat, or purse is a risk. Please do not bring such valuables to school. Items brought to school by the student are done so at the risk of the student. The school will not be responsible for loss or damage.

POP POLICY

No pop or juice is allowed in school classrooms unless special permission has been granted by administration.

SPECIAL COMMUNICATIONS

REQUEST TO BE EXCUSED FROM PHYSICAL EDUCATION AND RECESS

Please send a note to the teacher if your child needs to be excused. If the student needs to be excused for an extended period of time, a doctor's note is required.

ADMINISTERING MEDICINE TO STUDENTS

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

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

The above policy covers all prescription and other drugs, except that aspirin/Ibuprofen/Tylenol may be given at the discretion of the designated school staff person upon written authorization of the parent guardian.

LOST AND FOUND

School personnel will maintain a collection of all lost and found items. If your child has lost an article, please check at the office and we will assist you. Many lost and found items are never claimed.

TARDINESS

A student will be counted tardy if he/she is not in the designated room at the time the period is scheduled to begin.

1. Middle School and Elementary Students - When a student is tardy during the school day, he/she must report to the school office and obtain a tardy slip. The principal will meet with all unexcused tardies.
2. Any tardy caused by a late bus will be excused and not recorded provided the student was riding the bus.
3. Tardiness caused by a medical appointment will be excused and recorded provided the student is in attendance by 11:00 am.

TELEPHONE CALLS AND MESSAGES

Students will not be called from class to answer a call unless it is an emergency. Messages will be delivered to students when appropriate. Student will not be permitted to use the school telephone to make arrangements for "after school" activities.

FOODS CONTAINING PEANUT PRODUCTS

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

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

Parents/guardians who provide "treats" for special occasions are encouraged to provide treats that are "peanut free." Staff members should be aware of those students in their classroom setting who have a "severe peanut allergy."

HEALTH SERVICES AND SAFEGUARDS

Periodically the county health nurse conducts eye screenings, hearing checks, general health checks, and schoolhouse screenings of the students in our school. Yet, in spite of our precautions and the safeguards taken we need your help. To protect the health of all children, and to check contagion, the cooperation we receive from you at home is vital to any success we have at school.

If your child has a contagious disease, inform the building principal as soon as possible. You are urged to keep the child at home if there is any question or indication of illness. Students who have a fever or serious sore throat will be sent home until they are fully recovered.

If there is special information concerning the health of your child such as a heart condition, diabetes, etc., you are advised to inform the classroom teacher and the principal's office of these facts. Please explain in writing as well so that a note may be attached to your child's record.

- Parents will provide a document that provides what types of food(s) items their child is allergic to.

IMMUNIZATION REQUIREMENTS

South Dakota Law (SDCL 13-28-7.1) requires that 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 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 adherent to a religious doctrine whose teachings are opposed to such immunization; or
- (3) A written statement signed by one parent or guardian requesting that the local health department give the immunization because the parents or guardians lack the means to pay for such immunization.

Sixth Grade Immunization (effective July 1, 2016)

South Dakota requires all students to receive the following on or after the 11th birthday:

1 Dose of Tetanus, Diphtheria, Pertussis (Tdap)

1 Dose of Meningococcal (MCV4) vaccine

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.

SAFETY DRILLS

So that we will be able to react properly in an emergency, it is sometimes necessary for us to conduct safety drills throughout the year to assist in the safe evacuation and care of the students, faculty and staff:

FIRE DRILLS - Fire drills are held four times a year. Each classroom has a specific evacuation route posted in each room.

TORNADO DRILLS - Tornado drills are held once a year. Each classroom has a special evacuation route posted in each room.

LOCKDOWN DRILL – Lockdown drills will be held as needed.

In case of an emergency warning situation near the end of the school day, students will be cared for at the school instead of being dismissed.

INSTRUCTION

HOMEWORK

Homework can help a child develop the habit of independent study, give a student practice in basic skills, and introduce them to the need for budgeting time. It is not given for the sake of keeping a student busy. It is an extension of work introduced by the teacher in the classroom. Homework is a way for parents to see what the student is doing.

K-5

Teachers will assign work as needed to adequately reinforce current lessons. Students practicing good study habits should be able to complete most assignments during the regular school day. All homework is to be brought back to school the day following its assignment.

GRADES 6-8

Teachers will assign as much work as needed to adequately reinforce current lessons. Teachers will try to allow time at the end of each class period for students to adequately finish their work. There may be times when the student will bring work home which he/she may not have been able to complete during the school day.

STUDENT ACHIEVEMENT TESTING PLAN

Grade 12	NCRC
Grades 3-8 & 11	Smarter Balance Online Tests required by DOE once a year; MAPS
Grades 9 & 10	MAPS
Grades 4, 5, 6, 7, 9 & 10	Writing Tests by school district once a year; MAPS
Grades 1-8	MAPS Assessment, Title I Assessment, a minimum of twice a year
Grades 3-8	MAPS Assessment, Title I Assessment, twice a year

ADMISSION REQUIREMENTS – SD UNIVERSITIES

Entering undergraduates will be required to complete the following college preparatory curriculum with an average grade of C (2.6 on a 4.0 scale):

English - 4 courses
Mathematics - 3 courses
Science - 3 laboratory courses
Social Studies - 3 courses
Fine Arts – one year
Computer - 1/2 year

COMMENCEMENT PROGRAM POLICY

The Lyman School Board Policy determines that no student will participate in the Lyman School District commencement program if the student does not have the proper credits as determined by the South Dakota Department of Education and the Lyman School Board. Any exceptions to this policy must be requested in person or in formal written request made to the high school principal and/or the superintendent.

DUAL CREDIT COURSES

The SD Board of Education and the SD Board of Regents have established a process which allows enrolled high school students in grades 11-12 the opportunity to earn both high school and college/technical school credit **DUAL CREDIT COURSES**

The SD Board of Education and the SD Board of Regents have established a process which allows enrolled high school students in grades 11-12 the opportunity to earn both high school and college/technical school credit simultaneously at a reduced tuition rate per credit.

Admission Requirements:

- **High School junior eligible to enroll in a high school in South Dakota**
 - Earn an ACT composite score of 24 reflective of the 70% percentile; or
 - rank in the upper one-third of their graduating class; or
 - earn a cumulative GPA of at least 3.50 on a 4.00 scale
- **High school senior eligible to enroll in a high school in South Dakota**
 - Earn an ACT composite score of 21 reflective of the 50% percentile; or
 - Rank in the upper one-half of their graduating class; or
 - Earn a cumulative GPA of at least 3.25 on a 4.00 scale

Conditions of Enrollment

- All expenses are responsibility of the student and the parent/guardian. This includes the tuition rates, books, lab fees, and any other additional costs associated with the course.
- ⊖ Students enrolling in a course will follow the cut-off dates established by the university in which they are receiving credit. If a student drops the course this will not count or factor in on their cumulative GPA.
- A three-hour college class will count as 1 credit on the high school transcript.
- Dual credit classes will utilize college grading of 60%-D, 70%-C, 80%-B, and 90%-A with conversion to appropriate letter grade for high school grading, transcripts, and GPA.
 - **DUAL CREDIT COURSES WILL HAVE A WEIGHTED GPA.**
 - **A = 5.0 B=4.0 C=3.0 D=2.0 AND F = 0.0**
- Transferability of Credits:
 - Courses through the SD Board of Regents schools (BHSU, DSU, NSU, SDSM&T, SDSU and USD) will transfer between those institutions.
 - Courses available through Technical Institutes (LATI, MTI, SETI, and WDT) may or may not transfer to other postsecondary institutions in SD.
 - Students and their parent(s)/guardian(s) are encouraged to contact the representatives of their institution of choice for additional information.

Registration:

Students/parents should contact the Lyman HS guidance counselor for additional information. Students/parents may also access additional information on course listings and requirements at the website address:

<http://www.sdmylife.com/students/advanced-education-opportunities/>

EARLY GRADUATION POLICY

Students that desire to graduate earlier than the normal four-year program must meet the following criteria:

1. The student must have written permission from parent/guardian.
2. The student must present a written request and plan to the Superintendent by start of the student's junior year of school for approval.
3. The student must have a minimum GPA of 2.75.
4. The student may not take more than 8 credits per semester.
5. The student must meet all Lyman School District and State graduation requirements.
6. If the student elects to take correspondence courses to meet credit requirements, he/she will bear the cost for tuition and books with a maximum of two credits allowed.
7. The high school schedule will not be rearranged to accommodate early graduation.
8. Early graduate student may be included in the graduation ceremony.

GRADUATION REQUIREMENTS

As approved by the South Dakota Board of Education, July 16, 2018. There are 4 tracks that a student may take towards graduation: A basic diploma, an advanced diploma, advanced career, and advanced honors.

All students in Lyman, with parent approval will be entered into one of the 4 endorsement tracks. We will assume at a minimum students will register for the advanced endorsement. The advanced endorsement requirements are below. You can find the other requirements at the following website. <https://doe.sd.gov/gradrequirements/>

- CPR certification is required of all seniors to graduate

Four Units of Language Arts - must include:

- Writing – 1.50 units
- Literature – 1.50 units (must include .50 unit of American Literature)
- Speech or Debate - .50 unit
- Language Arts elective - .50 unit

Three Units of Mathematics – must include:

- Algebra I – 1.00 unit
- * Algebra II – 1.00 unit
- * Geometry – 1.00 unit

Three Units of Lab Science – must include:

- Biology - 1.00 unit
- Any Science - 1.00 unit
- Any Science - 1.00 unit

Three Units of Social Studies – must include:

- U.S. History – 1.00 unit
- U.S. Government - .50 unit
- World History - .50 unit
- Geography - .50 unit

One Unit of the following – any combination:

- Approved Career & Technical Education
- Capstone Experience or Service Learning
- World Language

One Unit of Fine Arts

One-half unit of Personal Finance or Economics

One-half unit of Physical Education

One-half unit of Health or Health Integration

High school students may be granted up to one credit in Fine Arts for participation in oral interpretation and the all school play. A maximum of one-fourth credit may be granted for oral interpretation or the spring play each school year. The credit granted for oral interpretation and spring play will be on a pass/fail basis and will be included on the student's transcript but not a part of the student's GPA.

All students are required to be enrolled in 3.5 credits per semester. This can be a mix of full credit courses (Dual Credit etc.) and .5 credit courses.

Students have **FIVE** days from the start of the semester to change classes. Students **CANNOT** change their schedules after the **FIVE** day period. In order to drop a course, a student must attain an add drop form from the school counselor. The parent or guardian will need to sign off on the form, and then get final approval from the building principal.

HIGH SCHOOL CLASS RETAKE POLICY

A high school student may retake any high school class that they received lower than a "C" grade. The original class grade will remain on the student's transcript and will be figured into the overall student's GPA along with the new class grade.

SCHOOL LUNCH POLICY:

Student Lunch Accounts: School lunch prices are set annually. Lunch accounts are set up for each student by the Administration office & each student is assigned a lunch number. Payments may be sent to any school for lunch accounts. **IT IS THE POLICY OF LYMAN SCHOOL DISTRICT THAT ALL SCHOOL MEALS SHOULD BE PAID IN ADVANCE.**

Negative Lunch Account: When a family has an overdue account, a notice will be sent home with the students regarding the account. If accounts get below \$20.00 balance parents will be notified in writing.

POLICY ON NEGATIVE ACCOUNTS: This policy will be enforced to all students:

- Lunch accounts reaching a negative \$75.00, students will not be allowed to charge meals to their lunch accounts. Parents/Guardians will be notified by phone and given the following options:
 - A. Lunch Account gets paid or arrangements made with business office
 - B. Send a lunch from home or send cash to purchase a meal daily
 - C. IF OPTION A OR B IS NOT MET STUDENTS WILL RECEIVE A SACK LUNCH
- STUDENTS WILL NOT BE ALLOWED TO CHECK OUT UNTIL THEIR ACCOUNT IS PAID

HIGH SCHOOL LUNCH BREAK RULES

1. Students who eat lunch are to go directly to the gym at their assigned time.
2. Students not eating lunch are to **STILL** go to the lunch room and sit in the lunch area.
3. Students that go through the lunch line and receive a tray are not permitted to have a pop/ juice in the lunch area.

HONOR ROLL

The honor roll will be published in the local newspaper at the end of every nine weeks. To be on the honor roll, the following criteria must be met:

- A Honor Roll – 3.50 – 4.00 GPA
- B Honor Roll – 3.00 – 3.49 GPA

Lyman High School report cards will be distributed following the nine-week period. Parent/Teacher Conferences will be held at mid-term of the first and third nine weeks.

HONOR STUDENT

A graduating senior must have a GPA of 3.25 or better upon graduation to be considered an “Honor Student.”

HONOR ROLL - TRANSCRIPT POINT SYSTEM

The point system for the honor roll and transcript grades is as follows

- 93-100 A 4.0
- 85 -92 B 3.0
- 75-84 C 2.0
- 66-74 D 1.0
- 65 and below F 0.0

Dual Credit Grading System

- A 5.0
- B 4.0
- C 3.0
- D 2.0
- F 0.0

LOCKERS – HIGH SCHOOL

A locker is furnished by the school for each high school student. This service is for the student's convenience and for the safety of their possessions. Students are to use the locker assigned to them. No sharing or switching lockers is permitted. The student locker and its contents are subject to periodic inspection for the purpose of insuring school safety and student's health/welfare. You are responsible for keeping your locker in order, both inside and outside.

1. No pop/juice, candy or food items should be stored in the lockers except for those students that bring lunch from home.
 2. Personal photos of family and friends may be placed in the locker as long as they are appropriate. No male/female pin-ups are allowed.
- The district is not responsible for stolen or lost items in school lockers. Students are encouraged to lock their lockers or keep a lock on their locker.

LOCKERS – MIDDLE SCHOOL

A locker is furnished by the school for each middle school student. This service is for the students' convenience and for the safety of their possessions. The student locker and its contents are subject to periodic inspection for the purpose of insuring school safety and student's health/welfare. Students are responsible for keeping lockers in order, both inside and outside. No pop, juice or candy should be stored in the lockers; only school related materials are to be in the student locker.

- The district is not responsible for stolen or lost items in school lockers. Students are encouraged to lock their locker or keep a lock on their locker.

NATIONAL HONOR SOCIETY

High school students establishing a 3.5 GPA or higher will be nominated for membership in the National Honor Society.

PRINCIPAL'S AWARD

The "Principal's Award" is a recognition of students maintaining the very highest academic standards. The award is given to students that have an "A" average of 95% based on no grade lower than an "A-" for each of the first three quarters of the school year. The fourth quarter is not included in this calculation as the award is presented prior to the end of that quarter.

REGENT SCHOLARS: Update modern language

South Dakota high school graduates completing the following high school courses with no final grade below a "C" (2.0 on a 4.0 scale) and an average grade of "B" (3.0 on a 4.0 scale) shall be designated as Regents Scholars and shall be eligible to receive a Regents Scholar Diploma upon request by a high school administrator to the Department of Education and Cultural Affairs. High school graduates designated as Regents Scholars automatically are admitted to all six public universities.

4 units of English
4 units of algebra or higher mathematics
4 units of science
3 units of social science

2 units of a modern or classical language
1 unit of fine arts
½ unit of computer science

REPORT CARDS

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

GRADES 9-12

A – Excellent
B – Good
C – Average

D – Below Average
F – Failure

P – Pass
INC – Incomplete

Students will have two weeks beyond the end of the quarter to complete all "incomplete" grades. Exceptions to this policy will be at the discretion of the Principal.

SEMESTER TESTS HIGH SCHOOL

Semester tests will be administered to all High School students at the end of each semester. Students with good attendance (3 days absent or less during the semester) and a minimum grade of "B" for the two quarters in all classes will not need to take a test in that course.

SENIOR PRIVILEGES

Senior privileges will be given after the first eligibility checks. Senior privileges are only given if students are passing all courses, have less than three tardies, and have had zero infractions with behavior. The administrator has the ability to revoke senior privileges for any issue regarding students.

1. Seniors can have open campus during study halls, lunch, and dual credit courses. Students using senior privileges will need to sign out at the front desk. If coming in at the start of the day with a first period study hall, seniors must still sign in at the front desk.

SOUTH DAKOTA OPPORTUNITY SCHOLARSHIP

To be considered for the scholarship you must:

1. Be a resident of South Dakota at the time of graduation.
2. Have a composite score of 24 or higher on the ACT.
3. Attend a university, college or technical school accredited by the NCA that provides instruction from a South Dakota campus.
4. Complete the following requirements: (next page)

4 units of English

4 units of algebra or higher mathematics

4 units of science

3 units of social science

2 units of either or a combination of the following:

Spanish I/II or CTE courses

1 unit of fine arts

½ unit of consumer education

½ unit of Physical Education

½ unit of Health

½ unit Personal Finance or Economics

STUDENT PARKING POLICY

The Lyman District School Board recognizes its responsibility for the health and safety of students and its responsibility to provide proper supervision and security to student vehicles. Therefore, the Board requires that all students who drive a vehicle to school must park their vehicles in the parking facilities designated by the school administration for student parking.

Students who do not park their vehicles in the designated parking facilities will be subject to disciplinary procedures.

A parent can request an alternative parking arrangement with the building administrator in case the vehicle is to be used for parental purposes during school hours. If you drive a car or other motor vehicle to school, you are subject to the following rules and regulations:

STUDY HALL REGULATIONS

It is the student's responsibility to bring all needed books, papers, and materials to the study hall. Study hall is to be a quiet place, which is conducive to study and students are expected to adhere to the following rules:

1. Quietly enter the room, take your assigned seat, and remain there.
2. Students are required to use the period studying by their selves without speaking privileges. Students will not be allowed to leave during this time unless they have acquired a pass from another teacher which will allow them to travel directly to, and work under their direct supervision. These passes must be acquired prior to study hall time and must carry the initials of the teacher issuing the pass and the study hall teacher. Should a student have such a pass, they are to return to the study hall about five minutes before the end of the class period.

3. After the first twenty minutes have passed, students may check out to the library (number will be limited as conditions dictate), check out to the principal, the office, or the counselor.
4. Students must have a pass to go to the library and are to give the pass to the librarian upon arrival. Students must have their pass signed by the librarian upon leaving the library to return to study hall. Students arriving together must leave together. Students may not leave the library area without permission from the librarian.
5. About five minutes before the end of the class period, all students are to return to study hall and no further passes will be issued.

***Please note that any exception to these rules will be dealt with on a case-by-case basis. If an individual student has an urgent need to spend the entire study hall period in the library for research reasons or computer use, permission may be granted by the study hall teacher for these instances.

SERVICES

BREAKFAST/HOT LUNCH PROGRAM

Breakfast and lunch are available every day school is in session unless it is otherwise noted. Children may bring their own lunch, and milk will be provided to them at a cost of \$.25. Students who bring their own lunch must go to the lunchroom during their assigned time to eat with the rest of the student body. Elementary/middle school students are to stay on campus during lunchtime.

Breakfast is available free to all students. Breakfast is served at Prescho from 8:00 a.m. to 9:00 a.m. and in Kennebec from 8:15 a.m. to 9:00 a.m.

The cost of a student lunch and/or lunch ticket for the elementary/middle school is:

- Child -- \$2.80 per meal, or a 20-meal ticket for \$56.00
- Adult -- \$4 per meal, or a 20-meal ticket for \$80.00
- Breakfast for Adults is \$2.50

Free and reduced-price meal tickets are available for low-income households. Information and applications for the free and reduced program will be sent to all parents.

No pop or juice is allowed in the lunchroom unless it has been packed in a lunch from home.

We would like to encourage you to visit our school and eat lunch with your child. Call the principal's office before 10:00 AM and let us know your plans. Consider this your invitation!

BUS TRANSPORTATION POLICY

It is the objective of the Lyman School District to provide safe, efficient and timely bus transportation to and from school. In order to achieve this objective, the bus routes will be operated in accordance with the rules established by the School Board.

1. Students are to meet the bus on time at the pick-up site. If the bus is on schedule, the driver will wait no more than three minutes for a student.
2. Student safety is the responsibility of the parents before pick up and after the students are dropped off.

3. When roads become hazardous because of snow, ice, or mud, the bus driver will make the decision whether or not the bus should travel bad roads. If students cannot be picked up or delivered home, parents will be notified.
4. Students are not required to ride the school bus; however, if bus transportation is provided, mileage will not be paid.
5. Bus routes will be planned by the bus operator and the superintendent to run in the most practical and safe manner.
6. It is recognized that some routes will be entirely circular, and some will consist of circular and linear portions. Students living on a circular portion of a route will be dropped off in the same sequence as they are picked up in the morning (first on, first off principle). Students living on linear portions of routes will be picked up last and dropped off first.
7. The bus driver is the person responsible for the control and discipline of the students while they are being transported. Students are expected to extend the same courteous manner to the bus driver and other passengers as to the faculty members at school.
8. If a child is disciplined by the bus driver, for whatever reason, a patron does not have the right to speak to the driver without a school administrator present. Therefore, a parent must call one of the following district telephone numbers to arrange a conference: 895-2579 (district administrative office), 895-2662 (high school) or 869-2213 (middle school). If a parent or guardian does not follow this policy, his or her child may be removed from the bus for an extended period of time.

SCHOOL COUNSELING COMPREHENSIVE PROGRAM

The Lyman School District offers a K-12 guidance/counseling program to meet the needs of its students. Many activities are presented at a group level. The opportunity for one on one or small group counseling is available.

Referral for counseling services may be made by the parent, teacher, or through requests by individual students. Please contact the counselor for further information and assistance. All conferences between the counselor and the student are confidential.

LIBRARY SERVICES

The library is open for your use from 8:40 a.m. to 3:40 p.m. If you need help, ask the librarian for assistance. All library materials must be checked out from the librarian before you can take them from the library. You assume responsibility for materials checked out in your name. Do not lend these materials to other people.

SPECIAL EDUCATION / SPEECH THERAPY

Consideration for placement in special education involves a variety of factors but is primarily determined by the student's ability level. Placement consideration is initiated by a referral from either a teacher or parent, or Doctor followed by a process of intervention and evaluation. Based on the results of this intervention and evaluation process, recommendations are made as to an appropriate placement and/or program.

Speech therapy is a program designed to develop communication skills or remedial communication disorders for children ages birth through 21. Specific areas of a speech program include but are not limited to disorders of articulation, voice, language, hearing impairments, cleft palate, cerebral palsy, delayed speech development and fluency.

ACCEPTABLE USE POLICY – NETWORK & INTERNET

Introduction

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

Internet Safety

It is the policy of this organization to protect computer users from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator.

The organization has implemented a technology protection measure that blocks access to inappropriate matter such as child pornography, obscene material and material that is harmful to minors.

To protect their safety and security of its students, network users are prohibited from revealing personal information to other users when engaging in online activities including but not limited to chat rooms, email, social networking web sites. All network users are prohibiting from hacking and engaging in any unlawful online activity. All network users are prohibited from disclosing or disseminating personal information without proper authorization regarding minors. All network users are prohibited from accessing sites or online materials that are blocked by the technology protection measure.

Implementation of Technology Protection Measure

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

Acceptable Use Policy

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

Monitoring of Online Activities

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

Cyberbullying and Appropriate Online Education

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

Definitions Used in this Policy

Minor: The term "minor" means any individual who has not attained the age of 17 years.

Obscene: The term "obscene" is defined as material – (1) the dominant theme of which, taken as a whole, appeals to the prurient interest; (2) which is patently offensive because it affronts contemporary community standards relating to the description or representation of sadomasochistic abuse or sexual conduct; and (3) lacks serious literary, artistic, political, or scientific value.

Child pornography: The term "child pornography" is a visual depiction, including any photograph, film, video,

picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

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

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

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

Use Of Cell Phones And Portable Media Devices Policy

MS/HS students will follow a zero-cell phone policy. Cell phones will be permitted in classrooms upon teacher request of the principal for academic purposes and teacher request for discretion.

Violations:

1. First offense: The student’s phone will be taken and kept by the teacher for the rest of the day. The student may pick it up at the end of the day.
2. Second offense: The student’s phone will be taken to the office and picked up after school, adding 30 minutes of detention.
3. Third offense: The student’s phone will be taken to the office and will only be picked up by a parent, plus 30 minutes of detention.
4. Any offenses after this will require a parent meeting and a contract be established for continuing action.

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

Parents are encouraged to honor the designated cell phone times during the day to contact their student(s). The office will gladly cooperate with parents to get messages to students

We, the undersigned, understand the rules and regulations as outlined in the Lyman High School Handbook. We also understand our students will be governed by these rules and regulations.

Dated this _____ day of _____, 20_____.

Signature of Parent/Guardian _____

Signature of Student _____

AUTHORIZATION FOR MEDICAL TREATMENT

If at all possible, parents will be contacted when a student needs medical attention. If you want school personnel to act on your behalf to secure necessary medical services in the event you or your designated emergency contact person cannot be reached, please sign and return the consent form below.

We hereby consent to any medical services that may be required while said child is under the supervision of an employee of the Lyman School District and hereby appoint said employee to act on our behalf in securing necessary medical services from any duly licensed physician.

Dated this _____ day of _____, 20_____.

Signature of Parent/Guardian _____

(Please sign and return to the principal's office.)

MEDICAL CONDITIONS

Please list any medical conditions your child may have that the school needs to be aware of:

SCHOOL HEALTH ASSESSMENTS – PARENT NOTIFICATION

From time to time during the year, screening may be provided through a contract with the South Dakota Department of Health (DOH), who is subject to the rules and regulations of the Health Insurance Portability and Accountability Act (HIPAA). HIPAA requires that the DOH provide access to our Notices of Privacy Practices. You may view the DOH notice on our website at www.state.sd.us/doh or request a printed copy by contacting us at 1-800-305-3064.

Screenings that will be provided during the 2017-18 school year include:

- Vision Screening for students in Grades 1st, 3rd, 5th, 7th, 8th, **those that missed kindergarten round-up**
- Hearing Screening for students in Grades 4th, 8th, **those that missed kindergarten round-up**
- Physical Assessments for students in Grades 5th **grade & those that missed kindergarten round-up**
- Scoliosis Screening for girls in Grades 5th, 7th
- Scoliosis Screening for boys in Grades 8th

Abnormal curvature of the spine is usually first noticed at the beginning of the adolescent growth spurt. Often early detection and appropriate treatment can prevent progression. The screening procedure takes about 30 seconds and does require the student to remove his/her shirt or blouse in order that the spine can be visually observed by the Community Health Nurse.

Screening of a child **not** included in the grades/service listed above can be screened with the written consent of the parent/legal guardian.

Parents will be notified of any concerns identified during the health screenings, so their child can be further evaluated by the provider of the parent's choice.

When a vision or hearing screening indicates additional testing is needed, the nurse can discuss possible accommodations that can be made in the classroom for the benefit of the child. If you **DO NOT WANT** an abnormal hearing or vision screening result to be shared with school personnel, please sign here and return this form to the school:

(Signature of parent who does **NOT** want results discussed)

If you prefer not to have your child participate in the health screenings, please notify your school personnel. If you would like more information about these services, you are welcome to call the Community Health Office.

Mary Jo Garnos - Community Health Nurse
Michael Uthe – MS/HS Principal

605-869-2217
605-869-2662