

**Lyman High School**

**2016-2017**

**Faculty Handbook**



**Lyman High School  
Certification/Acknowledgement Form**

I, \_\_\_\_\_, certify that I have read/reviewed the following:  
(Print Name)

\_\_\_\_\_ 1). Lyman Faculty/Staff 2016-2017 Handbook\*  
(initials)

\_\_\_\_\_ 2). SCPS 2016-2017 Staff Handbook\*  
(initials)

and will abide by the rules found within both documents.

*[\*Both the Lyman Faculty/Staff Handbook and the SCPS Staff Handbook are posted online:*

<http://lyman.scps.k12.fl.us/> => Employee Login *[bottom right corner of home page]* =>

**Staff Area** – find links to both handbooks noted above]

**Print this page, sign & date, and turn it into your Administrator  
by August 26<sup>th</sup>.**

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**Teacher/Staff Signature**

**Administrator Signature**

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**Date**

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**Date**

## **Lyman Faculty Handbook Table of Contents**

<u>PAGE</u>	<u>TOPIC</u>
1	Teacher Certification Sheet [print/sign/turn in]
2	Table of Contents
5	Mission Statement for Lyman High School
6	<b>Teacher Responsibility and Conduct</b>
6	Work Hours
6	Teacher Dress
6	CallPlus – Teacher calling for absence
	<i>Emergency Sub Plans</i>
	<i>Requesting a Sub</i>
	<i>Forms</i>
	<i>If CallPlus is down...</i>
7	Parent Conferences
7	Supervision of Students
7	Duties

7	Hall Passes
7	Lesson Plans
7	Lesson Plans (for Substitute Teacher)
7	Controversial Issues
7	Classroom Videos
8	Meetings
8	Early Dismissal
8	Name and Address Change
8	Assembly Programs
8	Buildings, Grounds, Classroom and Equipment
8	Parking
8	Keys
8	Mail
8	Profane or Obscene Language
8	Relocation of Class
9	Reporting Absence
9	Leave of Absence Request
10	Travel Reimbursement
10	Sick Leave Bank
10	Personal Business on School Time
10	Revocation of a Certificate
10	Reporting Child Abuse and Child Neglect
10	Student/Staff Dating Prohibited
10	Fraternization
12	Tutoring
12	Educational Records
12	Hospitality Fund
12	Child/Student Care at School
12	Indebtedness Created Against a School or the School Board
12	Private Use of School Property
12	Sales Calls and Demonstrations
13	Solicitation of Funds
13	Student Conduct and Discipline Code (posted online)
13	Effective Teacher Behaviors
14	<b>Student Policies and Procedures</b>
14	Grading Policies
	<i>Grade Determination</i>
	<i>Philosophy</i>
	<i>Procedures</i>
	<i>Participation</i>
14	Secondary Grading
15	<i>Grade Weighting</i>
	<i>Correction of Student Grade(s)</i>
16	Exams
	<i>Early Final Exam</i>
16	Homework
16	Attendance
	<i>Florida State Law Regarding Attendance</i>
	<i>Attendance Responsibility</i>
	<i>Attendance As It Relates to Participation</i>

16	Make-up Work
	<i>Notification Process</i>
17	Attendance Procedure
17	Tardiness
17	Student Driving Privilege
17	Releasing Students from Class
17	Discipline
	<i>Character Development</i>
18	<i>Citizenship Standards</i>
18	Discipline and Detention Procedures
18	Dress Code
19	Electronic Devices
	<i>BYOD Policy</i>
20	Honor Code
20	Locker and Personal Search
	<i>Unauthorized Items</i>
20	Visitors at the School
21	Athletics and Activities
	<i>Admittance to Activities</i>
21	Field Trips
22	<i>Student Cruises and Field Trips</i>
22	Title IX
22	<b>General Procedures</b>
22	Media Center Procedures and Information
	<i>Hours and Access</i>
	<i>Policies</i>
23	<i>Services &amp; Resources</i>
23	Curriculum Leaders and Responsibilities
	<i>Budget</i>
	<i>Course of Study</i>
	<i>Inventory</i>
	<i>Meetings</i>
	<i>Requisitions</i>
24	<i>Teacher Candidates for the Department</i>
	<i>Textbooks</i>
24	Resource Speakers
24	Graduation Requirements
	<i>Graduation Exercises</i>
25	Guidance Services
	<i>Individual Counseling</i>
25	Educational Records
	<i>Definition</i>
	<i>Rights of Challenge</i>
	<i>Right to Access and Right to Privacy</i>
26	<i>Transfer of Educational Records</i>
	<i>Disclosure of Directory Information</i>
26	Health and Safety
	<i>Administering Medicines to Students</i>
	<i>Immunization Guidelines</i>
	<i>Blood Bank</i>

	<i>Clinic</i>
27	Fire Drills and Emergencies
	<i>Reporting of Hazards</i>
27	Student Security
27	Student Injuries
27	Exceptional Student Education Programs
	<i>Autism Spectrum Disorder Program</i>
	<i>Emotional/Behavioral Disability Program</i>
28	<i>Hearing Impaired Program</i>
	<i>Hospital/Homebound Program</i>
	<i>Intellectually Disabled Program</i>
	<i>Physically Impaired Program</i>
	<i>SLD Program</i>
	<i>Speech/Language/Hearing Program</i>
28	Staffing Procedures
28	ESOL Program
29	Textbook Procedures
	<i>Beginning of the Year Procedure</i>
	<i>Procedure for Issuing Textbooks</i>
	<i>End of the Year Procedure</i>
29	Handling of School Monies
30	<i>Report of Monies Collected</i>
	<i>Student Obligations</i>
30	Instructions for Bookkeeping Forms
	<i>Form 132 – Fundraiser Request and Reconciliation</i>
31	<i>Form 246-A – Internal Purchase Order</i>
	<i>Form 1368 – Ticket Report</i>
	<i>Form 1370 – Report of Monies Collected</i>
	<i>Form 1372 – Receipts</i>
32	<i>Purchase Order Request Form – County Funds</i>
	<i>Warehouse Order Form</i>
	<i>Form W-9</i>
32	Automatic External Defibrillator Policy and Procedure
34	Lyman High School Campus Map

## **LYMAN HIGH SCHOOL** **MISSION STATEMENT**

*Lyman High School is committed to providing educational opportunities*  
*that will prepare and empower students*  
*for an ever changing global society.*



## TEACHER RESPONSIBILITY AND CONDUCT

### **WORK HOURS**

Teachers are required to be on campus from **7:10 a.m. to 2:40 p.m.** Any deviation from these work hours must have the expressed permission of the Principal or designee. Teachers leaving campus for any reason are required to sign out in the Administration Office when leaving and sign in upon their return.

### **TEACHER DRESS**

Appropriate teacher dress sets the tone for classroom behavior. Lyman faculty members are expected to dress professionally for the classes they instruct.

*(The information below is taken directly from the SCPS Staff Handbook)*

Apparel worn by teachers clearly affects the work, attitude, and discipline of students. The effective employee comes to work dressed appropriately, comes to teach dressed for success, and is a role model for the students. Educators are walking, talking advertisements and should make their attire work for them—not against them. Appropriate attire serves as an indicator of the attitudes expected in the classroom. The teacher should dress for four main effects: 1) Respect; 2) Credibility; 3) Acceptance; and 4) Authority. Attire that is too casual or inappropriate for the position or daily activity of an educator should not be worn. A teacher's attire should make the statement that teachers are a group of professional, proud, devoted, dedicated, and responsible people.

### **CALLPLUS – CALLING FOR AN ABSENCE (407-746-2120)**

1. Use CallPlus: All faculty & staff absences must be recorded through CallPlus.
2. Email your direct supervisor/administrator, your Department Chair (if you are a teacher) and Suzanne Skipper that you are going to be out. Teachers please make sure to include your lesson plans in the email.
3. When you know you are going to be out, utilize CallPlus ASAP. The sooner you call, the sooner a substitute can be contacted and put into place. Last minute contacts should only be made in unforeseen circumstances.

**Emergency Sub Plans:** Each teacher should have emergency sub plans as well as rosters in a file that is kept in the front office. Please check that you have submitted these plans; you may keep the same ones from last year, but we ask that you review them first (see Front Office receptionist/contact, to do so).

**Requesting a specific substitute:** You may select your top 3 choices for a sub (to do so, see Front Office contact), however, note that if your top 3 choices do not answer the CallPlus call to accept the position, the system will move on to the next available individual. Adjustments will not be made after the fact as this would be unfair to the person who is available and accepted the call. All substitutes will be arranged through the CallPlus system; individuals should not attempt to arrange subs on their own.

**Forms:** Upon arrival, substitutes will receive a form to fill out asking if rosters were provided, seating charts were made, etc. They will turn this in at the end of each day. Please make every effort to have these materials available to the sub so that your class may run smoothly in your absence. Upon return, teachers will also be given a form for sub feedback. Please return that to the Front Office contact as soon as possible.

**If CallPlus is down...** keep calling until you speak to someone. Make certain to send an email, (**Email your direct supervisor/administrator, your Department Chair (if you are a teacher) and Suzanne Skipper that you are going to be out. Teachers please make sure to include your lesson plans in the email**) if you just leave a voicemail it is not always immediately received which could result in a delay in

arranging your sub. **Please call the contact's direct extension (407) 746-2011 and leave a message. ONLY call this number after 5:45 am in the morning if you have been unable to get through to the CallPlus system.**

**Only if there is an unforeseeable emergency** may you email the contact your lesson plans to print and give to the sub. Organizing and welcoming our substitutes in the morning is a big job that must be done precisely and expeditiously in a very short period of time in the morning; there is not enough time to print 5-10 or more emails worth of lesson plans. Please plan ahead whenever possible. (When emailing, also copy your AP and department chair.)

Thank you in advance for your cooperation. Together our focus must be on student learning and safety. Properly coordinating substitutes can help to ensure that both are protected, even in your absence.

### **PARENT CONFERENCES**

Attending parent conferences is a professional duty of all teachers. Parent conferences are generally held after school or during a teacher's planning period if the conference involves only one teacher. Guidance will notify teachers in advance so teachers may make arrangements to attend. **Teachers are to check e-mail/ mailbox daily** for notices from Guidance.

### **SUPERVISION OF STUDENTS**

The State requires that students be supervised from the moment they arrive on campus until they are dismissed. **Teachers are not to leave classrooms or other assigned duties unless arrangements have been made with the Principal.** Teachers may be assigned various duties (i.e., hall duty, lunch period, study hall) as the occasion arises. Teachers are expected to assist in the supervision of the students' restrooms. Teachers are expected to attend and help with the supervision at assemblies and pep rallies. It is the responsibility of the teacher-sponsor of an activity to remain for the entire period.

### **DUTIES**

It is the responsibility of the teacher to supervise **all students** while on campus.

### **HALL PASSES**

Students are not to leave the classroom without a pass from the classroom teacher. Hall passes (on lanyards) are **BLUE** for your building and **RED** if the student is reporting to another building on campus. If the student will not return to class during that period, teachers are to fill out a *written pass on the red (pink) hall pass pads* provided. Allow students to leave classes only in case of an emergency. **Teachers should not allow a student to leave their classroom without the proper pass.** Students should not be allowed to go to their lockers during class time. Students are to sign out and sign back in when using a hall pass.

### **LESSON PLANS**

Each teacher shall develop annual and daily lesson plans for each subject that is taught. Lesson plans are to be made available to the supervising assistant principal upon request. These plans should be available in the classroom upon request.

### **LESSON PLANS (for Substitute Teacher)**

Detailed lesson plans should be completed for the substitute teacher who will keep the class working toward an objective for the entire period. Teachers are expected to keep a **current lesson plan on file in a substitute folder** for when an emergency arises. Lesson plan folders for the substitute teacher shall be left in a designated place.

### **CONTROVERSIAL ISSUES**

Only issues included in the approved curriculum framework may be discussed without prior review. Issues that deal with birth control and abortion must receive approval from the Principal prior to any discussion in the classroom. The School Board reserves the right to review all instructional materials, which may be considered controversial.

### **CLASSROOM VIDEOS**

Audio/Visual material must have a **direct correlation** to course standards and benchmarks. Do not show videos with a questionable rating (or questionable situations) or with profanity. Specifically, movies rated 'R' are restricted from viewing, as determined by the HS principals and curriculum leaders. Any video with questionable language or content should have parental permission for any student who will view it during class time. All instructional media must be previewed for relevant content and may not be used for entertainment. Materials must be approved by area assistant principal. Videos should not be shown in their entirety without instruction being inserted within timed segments (Instructional Model – Chunking). In addition, on the SCPS website=>Departments tab/Instructional Resources – teachers can find helpful information and resources under these links: Library Links, Online Resources, Procedures for Library Media and Instructional Materials.

### **MEETINGS**

Faculty meetings, department meetings, PLCs and staff development activities are held on Wednesday each week beginning at 1:30 p.m. **Teachers are to keep Wednesday afternoons free for these meetings.** Teachers must notify the administration in advance if, for any reason, they cannot attend. Designated personnel are also required to attend case conferences requested by Guidance and/or parents.

### **EARLY DISMISSAL**

Each Wednesday students are released one hour early. This time is to be used for PLCs, staff development, school improvement activities, or teacher collaboration. All teachers are expected to actively participate.

### **NAME AND ADDRESS CHANGE**

Any teacher who changes his/her last name shall send his/her teaching certificate immediately to the Bureau of Teacher Certification, Florida Department of Education to change the name on the certificate. Any change in the teacher's name, address or phone should be immediately reported to the Principal's secretary.

### **ASSEMBLY PROGRAMS**

Appropriate assembly programs will be held throughout the year. Due to the limitations of space, it is not possible to schedule the entire school for the same programs. Whenever possible, programs will be repeated for student groups. **Teachers are expected to accompany their classes** to the auditorium and remain in their assigned area throughout the program. Special emphasis will be placed on acceptable behavior during auditorium programs.

### **BUILDINGS, GROUNDS, CLASSROOM AND EQUIPMENT**

Teachers are responsible, at all times, for the appearance and care of the school buildings, grounds, and equipment, as well as the conduct and safety of the students. A special effort should be made to teach the care of books and furniture to students. Students should be encouraged to cover each book issued to them. Before the end of each class, the teacher should have the students pick up the paper from the floor, put away equipment, and leave the room in good order.

### **PARKING**

Teachers will not be assigned a parking space. Teachers should park only in the faculty and staff parking areas.

### **KEYS**

All keys are issued through the office. **KEYS REMAIN THE PROPERTY OF THE SCHOOL SYSTEM AND ARE NOT TO BE DUPLICATED BY STAFF MEMBERS FOR ANY REASON. DO NOT LET STUDENTS HAVE KEYS. DO NOT UNLOCK DOORS TO OTHER TEACHERS' ROOMS AT THE REQUEST OF STUDENTS.** All keys issued to teachers must be returned at the close of school, properly tagged.

### **MAIL**

Teachers have a mailbox in the mailroom in the office. **PLEASE CHECK IT DAILY.** Since students are **not to be in the mailroom for any reason**, teachers are not to send students to the mailroom on errands, to deliver or pick up messages, etc.

### **PROFANE OR OBSCENE LANGUAGE**

Under no conditions shall any teacher be permitted to use profane or obscene language in his/her relationship with others. The use of profane or obscene language while speaking to, communicating with, or in the presence of students, by a teacher, can be grounds for misconduct. This conduct seriously reduces his/her effectiveness as a teacher. Disciplinary action may be imposed by the Principal.

### **RELOCATION OF CLASS**

Should a teacher find it necessary to move his/her classroom to a different location (i.e. the library or computer lab); **it is the teacher's responsibility to notify the office.** A whiteboard, located in the main office, has been provided for this purpose. Please record planned relocation on this whiteboard in advance.

### **REPORTING ABSENCE**

Absences are judged as excused or unexcused by the Principal or his designee. Students must provide the school with documentation indicating the reason for any absence they wish to be excused. Acceptable reasons for an excused absence would be:

Medical Problems

Observance of a recognized religious holiday

Law or court documentation

Death of a family member

Natural disaster

Student involved traffic accident

Extraordinary circumstances or situations approved by principal or designee.

It is understood that on every occasion it is not necessary to see a physician and short term illness may be documented by parent note in these cases. The principal reserves the right to require licensed physician notes when deemed appropriate.

A student who is absent is required to make-up work whether the absence is excused or unexcused. If excused, no further action need be taken.

Teachers must record attendance accurately on a daily basis. The following procedures improve both attendance and student learning:

1. Teachers must enter daily attendance into the computer system by 3:00 p.m.
2. The telephone calling system will begin calling parents at 4:00 p.m. daily.
3. Teachers will be able to correct student attendance two days after attendance is taken.
4. Teachers are encouraged to write referrals for students skipping and send those students to the discipline office. If a student is absent 3 or more consecutive class periods from your class – please contact the parent to determine whether there is a viable reason for the absence, or to determine that the student is skipping.

### **LEAVE OF ABSENCE REQUEST**

Applications for Leave of Absence may be obtained in the office or are to be completed online in the ESS system (Employee Self Service). A State Board regulation (6A-I.76) stipulates the applications for emergency, professional, maternity, military and extended sick leave and assignments for temporary duty must be made in writing and presented for approval ten (10) working days prior to date leave is requested. In case of emergency, the 10-day workday deadline may be waived by the principal.

All requests for leave must be signed by the teacher, approved by the Principal, and granted by the School Board. When a leave request is submitted prior to the ten (10) workday period, notification of leave approval or disapproval shall be given at least two (2) days prior to the date of the requested leave.

*[Personal Leave is submitted online through the ESS (Employee Self Service) system: Self*

*Service=>Employee Forms\Request Leave of Absence. The 'Supervisor ID' for ALL leaves: Brian Urichko, Principal]*

### **TRAVEL REIMBURSEMENT**

Part I of the Reimbursement Form should be filled out with the Leave Form Request for the Principal's approval and signature. Part II of the Reimbursement Form is to be filled out upon the return of the teacher with all receipts attached (now online).

### **SICK LEAVE BANK**

The School Board has established a School Employees Voluntary Sick Leave Bank. Any full time employee having been employed by the school board for at least one (1) year and having at least eleven (11) days accrued sick leave, may enroll in the sick leave bank by voluntarily contributing one (1) sick leave day to the bank between July 1, and October 30, of any school year. For further details, contact the Personnel Department at the County Office.

### **PERSONAL BUSINESS ON SCHOOL TIME**

School Board employees may not conduct personal business on work time, except for emergencies. School Board equipment or supplies shall not be used to conduct personal business or to engage in any other activity unrelated to the District school system.

### **REVOCAION OF A CERTIFICATE**

The Superintendent shall report to the Department of Education the name of any teacher who:

1. has been convicted of, or who pleads nolo contendere to, a misdemeanor, felony, or any other criminal charge, other than a minor traffic infraction;
2. is believed to have committed or is found to have committed any act which would be grounds for revocation or suspension of a Florida Educator's Certificate;
3. has been dismissed or severed from employment because of conduct involving immoral, unnatural or lascivious act.

### **REPORTING OF CHILD ABUSE AND CHILD NEGLECT**

Child Abuse Reporting Standards: HB 1355, effective October 1, 2012, amends child abuse reporting requirements. Among other things, it requires the reporting of sexual abuse and not includes sexual abuse by any person. Prior law only required reporting if the suspected abuse was at the hands of a caregiver. The new law includes known or suspected sexual activity involving student-student sexual activity. This is an important change as the failure to report suspected child abuse is a crime. Teachers and other employees of SCPS are required to provide their name when reporting. Further, F.S. 1012.98 has been amended to require teachers in grades 1-12 to participate in continuing education training provided by DCF. All employees should be advised accordingly.

**Each teacher has the duty and responsibility to report all actual or suspected cases of child abuse or child neglect;** the duty and responsibility to comply with child protective investigations and all other provisions of law relating to child abuse and child neglect; and immunity liability (requesting to maintain your identity anonymous) when he/she reports, in good faith, any such actual or suspected child abuse or child neglect cases to 1-800-96-ABUSE.

### **STUDENT/STAFF DATING PROHIBITED**

Teachers and administrative staff members are prohibited from dating or agreeing to date any student enrolled in the Seminole County Public Schools. Violation of this rule may constitute gross insubordination and misconduct in office and can be grounds for dismissal.

## **FRATERNIZATION**

### Relationship with Students (School Board Policy 6.84)

#### I. Definitions

- A. Employee** means all administrative, instructional, educational support professional and all other employees of the School Board of Seminole County, Florida, regardless of their cost center assignment.
- B. Student** means any person, enrolled as a student, regardless of age, in a public school operated and maintained by the School Board of Seminole County.
- C. Prohibited personal relationship** between an employee and a student including, but not necessarily limited to: dating, any touching of an intimate or sexual nature, sexual contact or sexual relationships, any touching otherwise prohibited by law or objected to by the student, giving a gift of personal clothing or a gift having a sexual overtone, making comments of a sexual nature or reflecting sexual innuendo to or about a student, any other like activity.

#### II. Prohibited Conduct

- A.** All employees are prohibited from engaging in prohibited personal relationships with students.
- B. Transport**
  - i. All employees are prohibited from taking a student off the premises of any school or away from a school or school board sponsored activity without specific written permission from a student's parent and the approval of the Principal or Assistant Principal in charge of the school sponsored activity.
  - ii. An employee may transport a student in a situation necessary to protect a student's health, safety, or welfare. In such situations, the employee must report the emergency to the student's principal or designee without delay. If the employee is unable to have personal contact with the principal, the employee must leave a detailed message on the principal's voicemail or communicate by e-mail.
- C.** The School Board recognizes that there will be situations in which it is necessary for an authorized employee to transport a student off the premises of the school or from a school or school board sponsored activity without parent permission, such as to a medical facility, to the student's home or to a designated law enforcement agency in order to safeguard a student's health, safety or welfare. Off campus transport for the protection of a student's health, safety, or welfare by an authorized employee is not prohibited by this policy.

#### III. Duty to Report Known or Suspect Violations

- A.** An employee having knowledge or reasonable suspicion that another employee may have engaged in prohibited conduct that may constitute child abuse must also immediately report the information to the Department of Children and Families Child Abuse Hotline 1-800-962-2873. If an employee is in doubt as to whether the prohibited conduct constitutes child abuse, the employee must report his or her knowledge of suspicions to law enforcement.
- B.** Duty to report known or reasonably suspected institutional child abuse is in addition to the duty to report misconduct as required by paragraph III.A.
- C.** Any employee who has knowledge or reasonably suspects that another

employee may have engaged in prohibited conduct as defined by this policy shall (must) also immediately report this information to either (1) the employee's supervisor; (2) the student's principal; or (3) the District human resource investigator.

IV. Consequences

- A. A violation of this policy, including the duty to report, shall subject the employee to discipline as provided by the School Board policy, law, or any applicable collective bargaining agreement, up to and including termination. A violation may also subject the employee to criminal prosecution.
- B. A violation may, as applicable, constitute a violation of the Code of Ethics of the Education Profession in Florida, F.A.C. 6B-1.001 and/or the Principles of the Professional Conduct for the Education Profession in Florida, F.A.C. 6B-1.006, and will be reported to the Department of Education, Professional Practices Services.

Statutory Authority: 1 001.41, Fla. Stat. (2003); 1001.43 (11), Fla. Stat. (2003)

Law implemented: 10012.21 (1), Fla. Stat. (2003)

Board History: Adopted July 19, 2005

**TUTORING**

A teacher offering private instruction for personal gain shall not use the school buildings or property for this purpose unless approved by the Superintendent. Under no conditions may work directed by a tutor be accepted for credit grade or promotional purposes.

**EDUCATIONAL RECORDS**

Accurate, legible Full Time Equivalent (FTE) attendance records, planning guides, grade books, etc, are to be kept according to instruction listed in each book. Each teacher is to keep a daily record of students' achievement as directed by the Principal. In electronic recordkeeping, accuracy is of utmost importance. Teachers whose work requires the use of equipment of any kind, such as laboratory or athletic, are requested to organize their respective departments so as to provide detailed records of equipment issued and used, breakage, loss, and replacement.

**HOSPITALITY FUND**

A hospitality fund financed by contributions from the faculty is available for appropriate use. Contact the SRO representative for further information.

**CHILD/STUDENT CARE AT SCHOOL**

(a) SCPS employees who are on duty at the work site shall not be permitted to care for any child who is under school age or for any student who is not specifically assigned to the employee for instructional or supervisory duties.

(b) School Board employees shall not allow their child(ren) to interfere with job duties during work hours except in an emergency situation.

(c) School Board employee's child(ren) shall not be permitted at his/her Cost Center during non-student attendance workdays.

(d) School Board employee's child(ren) shall be permitted at his/her Cost Center during regular attendance days provided the child(ren) is a student at the Cost Center.

## **INDEBTEDNESS CREATED AGAINST A SCHOOL OR THE SCHOOL BOARD**

Teachers may be personally liable for creating any bill or indebtedness against a school or against the School Board unless authorized by the Principal. Violation of this policy may result in disciplinary action.

## **PRIVATE USE OF SCHOOL PROPERTY**

Use of school property and equipment must be authorized by the principal or his designee. School board employees are not permitted to invite family members or guests on to school board property unless authorized to do so by the Cost Center supervisor. This authorization must be written and include dates, times, and purpose and be on file with the principal or his designee before facility use will be permitted.

## **SALES CALLS AND DEMONSTRATIONS**

Agents, solicitors, and salesmen may visit Cost Centers if the visits are for educational or school business purposes. The following rules shall be observed:

1. The Principal shall exercise judgment as to the merit of any such calls and shall issue written permission when deemed necessary for such a call to be made on a staff member.
2. Teachers are not to be used as a captive audience for sales promotion.
3. Visitations shall not occur during normal working hours unless specifically approved by the Principal.

## **SOLICITATION OF FUNDS**

Fund raising must be approved by the Director of Students Activities. No soliciting of funds from students will be permitted in the Public Schools of Seminole County unless specifically authorized by SCPS. There will be no solicitation on personal matters on the school premises by salesmen or agents.

**STUDENT CONDUCT AND DISCIPLINE CODE** -Teachers are expected to familiarize themselves with the SC&DC, often referred to as the *Code of Conduct*. (***posted online***):  
<http://www.scps.k12.fl.us/Portals/53/assets/pdf/PolicyFiles/StudentConductDisciplineCode.pdf>

## **EFFECTIVE TEACHER BEHAVIORS**

The effective teacher –

- Believes all students can learn
- Strives for optimum learning for all students
- Plans thoroughly (daily and long term)
- Plans for individual differences
- Begins class promptly
- Orients students to class work
- Explains Learning Goals to class
- Describes strategies to be used to meet those goals
- Monitors the students' understanding of classwork, class activities, etc.
- Establishes the criteria for quality work in the class
- Provides relevant information ( as opposed to related information)

- Explains interdisciplinary and “real world” value of concepts taught
- Conducts beginning/ending review
- Maintains academic focus and instructional momentum
- Provides guided practice prior to expecting students to practice independently
- Provides complete, clear directions
- Emphasizes important points
- Circulates and assists students
- Expresses enthusiasm verbally and uses body language that shows interest
- Uses cooperative learning strategies
- Involves all students in their learning
- Motivates through active participation by students
- Does not accept unsatisfactory work; challenges students to do their very best
- Teaches students to be problem solvers, utilizing critical-thinking skills
- Utilizes a variety of assessment methods
- Is clear about what quality means
- Designs meaningful tasks that provide useful information on course’s core concepts
- Is a lifelong learner, constantly striving to improve his/her own teaching?

## **STUDENT POLICIES AND PROCEDURES**

### **GRADING POLICIES**

**Grade Determination** The grading system is divided into four quarters of nine weeks each, or an 18-week period for ½ credit. Each 9-week grade will be counted as fifty percent of the semester average.

#### **Philosophy**

The purpose of grading is to communicate to the students and the parent/guardian the degree to which the student has demonstrated mastery of the course content.

To support this concept, Lyman High School must hold certain basic premises as consideration is given to those concepts which are related to student assessment:

- Each student is expected to complete work in a timely and consistent manner
- Daily participation is uniquely tied to successful completion assessments
- Each teacher will develop a clearly defined grading procedure (syllabus) consistent with the tenets and spirit of the Lyman High School grading policy. A copy will be distributed to the students at the beginning of each course so they are aware of the way in which they will be assessed. Teacher should post a copy of their syllabus in eCampus as well.
- Channels of open communication are encouraged among parents, students and teachers.

#### **Procedures**

- Students shall be informed of the criteria that will be used to assess the assignment, demonstration, oral or written test or any other activity which will be assessed.
- All activities and assignments must be completed in a timely and consistent manner
- Teachers may establish specific due dates and deadlines.
- Meeting due dates and deadlines may be reflected in the student’s determination of an “A”, “B”, “C”, “D” or “F” letter grade.

**Participation**

- A participation assessment may be used by the teacher.
- A participation assessment should reflect involvement in the classroom activities.

**SECONDARY GRADING**

The following is the grading system for Seminole County Public Schools, grades 9-12:

<b>Letter Grade</b>	<b>Percentage Range</b>	<b>Quality Points</b>
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	59-Below	0

No plus or minus marks will appear on the report card.

A teacher may exercise professional judgment to use either a numerical or letter grading system to arrive at a grade for each grading period and for the final semester (transcript) grade. Whichever system is employed by the teacher, it shall be consistently used throughout the semester.

**Grade Weighting**

Grades for Advanced Placement, International Baccalaureate (11<sup>th</sup> and 12<sup>th</sup> grade courses), academics Dual enrollment \*, Honors, Gifted, and PreIB courses shall be weighted as follows:

*Advanced Placement, Dual Enrollment, and International Baccalaureate*

<b>Letter Grade</b>	<b>Quality Points</b>
A	5
B	4
C	3

*Honors, Gifted, Pre-International Baccalaureate, Allied Health Assistant III, Nursing Assistant III, HOE Directed Study*

<b>Letter Grade</b>	<b>Quality Points</b>
A	4.5
B	3.5
C	2.5

All level three courses, except Advanced Placement, Dual Enrollment, International Baccalaureate, will receive honors weighting.

**Correction of Student Grade(s)**

[SCPS School Board Policy 4.51]

- (1) A student’s grade is officially posted when the report card is issued for a grading period. Except as provided in the Student Progression Plan respecting the challenge to or appeal of a grade, no correction may be made after posting unless there is evidence of (a) error, (b) fraud (cheating), or (c) bad faith on the part of the person issuing the grade.
- (2) To correct a grade that has been officially posted, a teacher must provide documentation, signed by the Principal, indicating the reason for the grade correction. A copy of such documentation shall be forwarded to the Guidance Counselor for filing in the student’s cumulative records. Further, electronic records (currently Skyward), must be immediately updated.
- (3) When a Principal elects to correct a grade that has been officially posted, the principal must provide written documentation supporting the reason for the correction and shall obtain approval from the appropriate Executive Director. A copy of such documentation shall be forwarded to the Guidance Counselor for filing in the student’s cumulative records.
- (4) Unauthorized correction of a student’s grade(s) may result in disciplinary action.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.  
LAW(S) IMPLEMENTED: 1001.43, 1003.33, F.S.  
STATE BOARD OF EDUCATION RULE:  
HISTORY: ADOPTED: 11/20/12

**EXAMS**

**Early Final Exam**

Any requests for early final exams must be approved by the Principal’s designee.

**HOMEWORK**

Research has demonstrated that a well-developed homework policy enhances the learning and performance of students. Homework should reinforce positive attitudes toward work and help in the attainment of goals. Teachers should design homework assignments that provide useful information on the course’s core concepts. Teachers should consider posting homework to eCampus.

Homework will be assigned using the following guidelines:

1. Homework for the next class session should not exceed one hour per class.
2. The amount and types of homework will be considered. The homework will relate to the lesson,  
the ability and the needs of the student.
3. Homework assignment(s) should be one or a mixture of the following: preparation,  
practice  
extension, creative.
4. The teacher should incorporate the following elements into homework assignments:
  - It must be regularly assigned.
  - It must be clearly stated.
  - It must be regularly collected.
  - It must be properly assessed and promptly returned.

**ATTENDANCE** (*Lyman Attendance Policy can be found online*):

<http://lyman.scps.k12.fl.us/Portals/100/assets/pdf/attendance%20policy%2012-13.pdf>

### **Florida State Law Regarding Attendance**

Florida Law specifies “A student may not be awarded a credit if he/she has not been in attendance for instruction for a minimum of 135 hours unless he/she has demonstrated mastery of the student performance standards in the course of the study as provided by rules of the district school board.”

### **Attendance Responsibility**

The Florida Law and Lyman High School Policy places responsibility for regular school attendance on the student and his/her parent/guardian.

### **Attendance as It Relates to Participation**

Daily participation is uniquely tied to successful completion of assessments.

- Participation is defined as that which cannot be duplicated outside of the classroom.
- A participation assessment may be used by the teacher.
- A participation assessment should reflect involvement in the classroom.

### **MAKE UP WORK**

It is the responsibility of a student (or the student’s parent or guardian) who is absent to contact the teacher to make arrangements to make up all assignments/tests within the same number of days missed plus one. Work missed is to be satisfactorily made up for all absences.

**Notification Process** If a student does not report to class during the designated period, it shall be recorded as an unexcused absence. A student must attend a minimum of 90% of the class in order to be reported as present. A student reporting to class 10 minutes or more late is to be marked absent. The parent/guardian is responsible for writing a note immediately (within 5 days) following an absence, and it must be turned in to the Attendance Office in order to qualify the student for an excused absence. It is the current practice of Lyman High School to contact

the parent/guardian of a student who has been absent per automated phone dialer. These calls are generally made during the evening on the day of the absence.

### **ATTENDANCE PROCEDURE**

It is essential that the teacher be prompt and accurate taking attendance daily in the student electronic system.

### **TARDINESS**

Punctuality is an important skill for high school students to develop. The first three unexcused tardies (each semester) are to be handled by the teacher according to the Discipline Infraction Matrix.

Document each tardy and the intervention in grade book/tardy log. Teacher should contact parent/guardian.

### **STUDENT DRIVING PRIVILEGE**

The Florida Legislature enacted requirements that schools report to the Department of Safety and Motor Vehicles (DHSMV) the names, birthdates, sex, and social security numbers of minors who attain the age of 14 and accumulate 15 unexcused absences in a period of 90 calendar days. Students that fail to meet attendance requirements will be ineligible for driving privilege.

**RELEASING STUDENTS FROM CLASS** If it becomes necessary for students to leave school for illness, doctor appointments, etc, it is important that they sign out in the main office so that a student may be located at all times. Students must have written verification of appointments in their possession at the time of dismissal from class. The note must contain the date, time of release, student's first and last name, parent signature, and a day time telephone number where the parents may be contacted for verification. The note must be turned into the office during the first period of the day. Only with a pass from the office will a teacher excuse a student from class to check-out of school. If a parent comes to the office to check out their child, once their identification has been verified, the student may be released from your class.

### **DISCIPLINE**

Teachers are expected to be knowledgeable about the Student Conduct and Discipline Code and other Board Policies. On the Lyman website: Student/Parent tabs => A-D => Code of Conduct. Copies of all Seminole County School Board Policies are located on the SCPS website on the SCHOOL BOARD tab => Policies & Procedures => *policies listed*.

### **Character Development**

Teachers should deem the development of student character of great importance and should seek, by example and requirement, good conduct to instill in each student a high standard of behavior. Remember, the teacher represents authority in the classroom and on the campus. Using it wisely gains the respect of students and fellow workers.

Each teacher is expected to promote proper student conduct not only within his/her own teaching situation, but also throughout the school building and on campus. The teacher is expected to maintain a professional attitude in the matter of discipline and to cooperate with the principal in the general discipline of the entire school.

When it is necessary to refer a student to the office for disciplinary reasons, teachers should fill out the appropriate discipline form completely. It is very important to include all interventions that have been used with the student. If the student does not have a history of interventions and his/her parent/guardian contact, referrals will be returned for teacher involvement, except in extreme discipline cases. A copy of the referral form will be returned to the teacher to show that the student has been to the office.

### **Citizenship Standards**

Lyman High School strictly adheres to the Citizenship Standards for Participation outlined in the Seminole County Public Schools Student Conduct and Discipline Code. Violations should be reported to the Principal and the Dean's office immediately.

### **REFER STUDENTS TO THE OFFICE ONLY AFTER YOU HAVE MADE EVERY EFFORT TO SOLVE THE DISCIPLINARY PROBLEM**

### **DISCIPLINE AND DETENTION GUIDELINES**

In order to maintain consistency, the following guidelines will be used as reference by administrators when working with student referrals. Throughout these guidelines, which are limited to the most typical infractions, are a reflection of the district's discipline code book. Refer to the Secondary Student Conduct and Discipline Code for definitions and further information.

Use this **only as a guideline** – **administrator must rely on professional judgment when making discipline decisions**. Since each referral is unique and involves individual perception, interpretation and professional judgment, the more specific a referral is and the more interventions the instructors can document, the more effective and consistent the administrator can be.

Faculty/staff members should carefully review these guidelines and the "Matrix of Infractions and Consequences, in the Secondary Student Conduct and Discipline Code, when referring students to the discipline office.

**Administrative Detention** – 1 hour after school  
2:30-3:30 p.m. (Tues/Thurs)

**Lunch Detention** – during lunches on Monday - Friday

**Wednesday Detention** – 3 hours after school, 1:30-4:30 p.m.

**ISS** – In School Suspension is an alternative to out of school suspension.

**OSS** – Out of School Suspension is the temporary removal of a student from school for a designated period of time.

### **DRESS CODE**

Student Appearance and Dress Code (Student Conduct and Discipline Code)

Responsibility for the dress and appearance of students enrolled in the Seminole County Public Schools primarily rests with the parents/guardians and the students themselves. Some student apparel, however, may not be appropriate to wear to school even though that same apparel may be appropriate to wear in other settings. A picture chart of the Dress Code is at:

<http://lyman.scps.k12.fl.us/Portals/100/assets/pdf/dresscodebrochure.pdf>

Secondary students shall not dress or groom themselves in a manner that causes a disruption of the orderly operation of the school. Furthermore, it is expected that secondary school students **will** do the following:

1. Wear clothing and hairstyles, which are not harmful, disruptive or hazardous to health or safety.
2. Wear appropriate undergarments at all times. Undergarments are to remain unexposed.
3. Wear shoes at all times.
4. Wear enclosed shoes for physical education, some applied technology, and shop classes.
5. Meet appropriate standards of cleanliness.
6. Wear shorts and skirts that are adequate in length and coverage to be considered appropriate for school.
7. Wear pants and shorts fastened and worn at the waist.

It is also expected that secondary school students **will not** wear the following:

1. Anything sexually suggestive, such as see-through clothing.
2. Halters, backless dresses or tops, spaghetti straps, tube tops, tank tops, muscle shirts, or any clothing which may be distracting, unless covered, at all times, by an appropriate outer garment.
3. Shirts or blouses tied at the midriff, clothing improperly fastened, or anything with a bare/exposed midriff.
4. Caps, hats, bandannas, hose hats, hoods, do rags, or any other head covering and sunglasses are not to be worn **inside or outside** the building during the school day.
5. Chains or wallet chains.
6. Hair curlers, pics, or other grooming aids, and students may not use a comb or brush anywhere except in the rest rooms and locker rooms.
7. Unsafe footwear.
8. Apparel, emblems, insignias, badges, or symbols that promote the use of alcohol, drugs or other illegal activity.
9. Apparel or symbols, which are identified with gang involvement, participation or membership.
10. Clothing or garments that are associated with violence.
11. Unsafe jewelry, including, but not limited to, spiked wristbands, spiked collars, spiked rings, and razor necklaces.

<p><b>NOTE:</b> The principal or the principal's designee has the final authority for interpreting whether a student's apparel conforms to the dress code. When it is determined that a student's clothing does not comply with the dress code, a parent/guardian may be asked to bring an appropriate change of clothes to the school, or a student may be sent home to change clothes.</p>
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### **ELECTRONIC DEVICES** (*reference Acceptable Use Policy-SB Policy 5.52*)

Use permitted before school, after school, during the morning break and at lunch time. Electronic devices may be used in classroom settings at the discretion and direction of the teacher.

### **BYOD Policy**

Lyman High School is committed to developing a 21<sup>st</sup> Century learning environment that encourages technology use among students and staff members for educational purposes on our campus. Students and staff are now able to access our wireless network with their personal devices (laptops, netbooks, tablets, smart phones, etc.) during the school day.

**With classroom teacher approval**, students may use their own devices to access the internet and collaborate with other students. ***Without teacher approval***, the previously established electronic device and cell phone policy is still in effect.

Many schools across the nation are implementing “Bring Your Own Device” (BYOD) policies for their students and staff. By allowing students to use their own technology on campus we are hoping to increase the access all students have to the technology they need to succeed.

Additionally, the school bears no responsibility for devices that are lost or stolen. All students and staff should be sure to keep their device(s) secure at all times!

### **HONOR CODE**

Academic honesty and integrity are essential to the existence and integrity of an academic community. Without maintaining a high standard of honesty and conduct, the academic reputation of a school is compromised. Students of Seminole County Public School shall refrain from all forms of academic dishonesty, such as cheating, plagiarism, misuse of electronic communication, or other deceitful means of obtaining inflated grades. In addition to receiving all consequences listed below, students found guilty of academic dishonesty may lose additional academic and extracurricular privileges.

First Offense	Second Offense	Third Offense
Zero on assignment	Zero on assignment	Zero on assignment
Parent contact	Parent contact	Parent contact
Saturday School or equivalent Suspension	In-School Suspension or equivalent	Out-of School

### **LOCKER AND PERSONAL SEARCH**

If the Principal or his designated representative believes that a locker contains stolen property or that the contents may in some way threaten the health, safety or welfare of other students, the Principal or his representative has the right to open the locker in the presence of a witness. The following conditions will be observed for a locker or personal search:

1. An effort will be made to locate the student before the locker is opened.
2. The student will be given a receipt for anything impounded (taken from the locker).
3. School officials can search a student if they have reasonable grounds to believe that the health or safety of the student or other students is threatened.
4. The student will be told the reason of the search. If the student refuses to be searched, he/she will be separated from the other students and the school will ask the police to conduct the search.

### **Unauthorized Items**

Bringing unauthorized items to school (i.e.; hats, pagers, skateboards, electronics, headphones, etc.) can result in these items being confiscated. These may be returned to the student or parent/guardian at a suitable time. Teachers shall bring confiscated items to the discipline office. Please label the items with the names of the student and the teacher.

### **VISITORS AT THE SCHOOL**

School Board Policy 9.60 references the following: Adults with a legitimate educational interest are welcome to visit the schools. Whenever possible, such visits should be pre-arranged. Parent/guardian conferences must be pre-arranged in accord with the provision of the negotiated teacher contract. All visitors must check in at the administration office immediately upon arriving on campus and must receive and display a visitor's pass. **Teachers must notify the office when they observe unauthorized people on campus.**

### **ATHLETICS AND ACTIVITIES**

#### **Admittance to Activities**

To be eligible to participate in extra curricular activities, students must maintain at least a 2.0 GPA.

Sponsors of activities taking students from school time will notify teachers of the absence. Students must make up all work missed. Students should be passing the class(es) that they will be missing.

#### **FIELD TRIPS**

Field Trips are an integral part of the learning process and will be classified as follows:

1. Educational field trip: School-sponsored, off-campus learning activities which supplement, extend or help the school in meeting its educational objectives.
2. Extra-Curricular trips: off-campus events and necessary travel which are not directly related to the instructional program, but which are related to a school sponsored activity.

All field trips must be approved by the administration. **Out of county trips and overnight trips must be approved by the respective Executive Director.** Overnight trips must be planned for and requests submitted at the beginning of the year. Provisions must be made for those students not going on the trip. The superintendent will develop administrative procedures to insure uniform compliance with this policy, and to protect the health, safety and welfare of the students involved. A copy of the School Board's Field Trip Policy Book has been given to each Department Chairperson. All teachers planning field trips should become thoroughly familiar with the procedures involved. Additional copies of the Policy Book are located in the office. Students shall not be denied participation in an educational activity for inability to contribute toward the cost.

The following procedure will be used for field trips:

1. Obtain the following paperwork from the activities director.
2. Submit a **Field Trip Request** form to the Athletic Director for the Principal's approval.
3. Once the field trip is approved, secure transportation at least two weeks before the event through the appropriate supervising administrator. Students are not to be transported in vans; however, private vehicles may be used if driven by registered drivers.
4. Distribute STUDENT RELEASE AND CONSENT forms to students. Both sides should be completed and returned to teacher(s) within seven (7) days. These forms should be submitted to the appropriate supervising administrator seven days prior to the field trip. The appropriate supervising administrator should sign these forms before the final list of students attending is completed.
5. Students who are "Not Recommended" by another teacher on the STUDENT RELEASE AND CONSENT form should be examined closely by the appropriate supervising administrator. In cases where the student has an "F" in another class, he/she may not be eligible to attend the field trip.
6. A list of all approved students, including their student number, should be included on the FIELD TRIP form. This list should be distributed to the following people: attendance supervising administrator and all teachers involved.
7. Teachers should be certain to have the STUDENT RELEASE AND CONSENT form with them on the field trip itself, in case of an emergency.
8. All field trips are to be completed prior to December 1 for first semester trips and prior to April 1 for second semester trips. This includes all needed approvals and the completion of the field trip.

### **Student Cruises and Field Trips**

Faculty members who organize or chaperone student cruises are acting as private citizens and do not represent the Seminole County Public Schools System or the school and as a result are the sole individual(s) liable for any injuries or damages suffered while on the cruise. Staff members are forbidden to publicize or solicit participation in such trips while on school campus or to utilize school facilities such as intercoms, bulletin boards, printing equipment and materials, etc. for that purpose.

### **TITLE IX**

Title IX prohibits sex discrimination in federally assisted programs. As specified by the Title IX: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance"

## **GENERAL PROCEDURES**

### **MEDIA CENTER PROCEDURES AND INFORMATION**

#### **Hours and Access**

Monday through Friday 6:50 a.m. to 2:45 p.m.

Passes (signed by the teacher) are **required** during class time. Students will sign in upon arrival and sign out when exiting at the Circulation desk.

Media Center open access-before school, after school, during break, and lunch. **No tardy passes** will be issued to students.

The Media Center is open every Wednesday after school until 2:45 p.m. Students are invited to use this time to study, research, read, and enjoy all resources available.

The Media Center will be closed often during the school day due to testing (February-May). All provisions will be made to accommodate accessibility.

## **Policies**

- No *food* or *drinks* in the Media Center.
- Chewing gum is prohibited.
- Respect the rights of others to work effectively.
- Use appropriate language at an appropriate noise level.
- Show care when using all Media Center resources.
- The **Lyman High School Code of Conduct** will be adhered accordingly.

### Circulation:

- Lyman ID cards are required to check out books/resources.
- Books may be checked out for 15 school days and renewed for an additional 10-day period, provided additional requests have not occurred.
- Any materials should be returned in the same condition as they were received.
- Any damaged or lost materials will be charged to the borrower and his/her name will be added to the debt list if damage/loss occurs.

### Computer use:

- Every student at Lyman has an individual username and password which is required to logon to the computers in the Media Center.
- All students must log off the computer upon completion of work.
- During class time the Internet will be used for class work only.
- Students may access email or the Internet per the discretion of the educator or media personnel.
- Printing is limited to school work on

### ***Services and Resources:***

- Circulation of print and non-print materials.
- Access to electronic media (eBooks, audiobooks).
- Newspapers (Orlando Sentinel and USA Today) and magazines.
- Information skills instruction and assistance.
- Internet instruction and assistance.
- Computer use to include: word processing, PowerPoint, Excel and video conferencing.

## **CURRICULUM LEADERS AND RESPONSIBILITIES**

*(formerly referred to as Department Chairs)*

### **Budget**

Curriculum Leaders will be responsible for developing the department budget with assistance from the department members and the administrative staff.

### **Course of Study**

Curriculum Leaders will lead the department in building and upgrading the courses of study within their department. In addition they will insure that a copy of each course of study to be taught within the department is filed in the administrative office no later than the end of the first week of school.

### **Inventory**

Curriculum Leaders will be responsible for the end of the year inventory of supplies.

### **Meetings**

Curriculum Leaders will be responsible for conducting department meetings and submitting minutes of the meeting to the administration.

### **Requisitions**

All instructional supplies and materials which must be requisitioned from the county or other areas for the department should be submitted by the Curriculum Leader. They will initiate all requests for renovations, repair, or moving of furniture. Teachers should notify their respective Curriculum Leader of their needs who in turn will initiate further action with the administration. Curriculum Leaders will be responsible for checking all invoices and will be accountable for correcting necessary forms, which will insure that payments are as they should be.

### **Teacher Candidates for the Department**

Curriculum Leaders may assist the administration in the selection of teachers who are being considered for the department. They will also assist in the orientation of new teachers within the department. Curriculum Leaders should observe teachers in their departments, at the teacher's request, to offer suggestions and advice for improvement, if necessary.

### **Textbooks**

Curriculum Leaders, with the assistance of department members and administrative staff, will be responsible for selecting textbooks. They will be responsible for initiating and maintaining a textbook inventory for all textbooks at the beginning of the year to teachers within their departments. They will also be responsible for returning textbooks at the end of the school year to the central textbook storage room. Curriculum Leaders will complete a master textbook inventory form by compiling textbook inventory forms from teachers in the departments. The master copy of the inventory is to be turned into the textbooks manager (designated Assistant Principal).

## **RESOURCE SPEAKERS**

The use of guest speakers as an enriching experience supplementing classroom instruction is encouraged. However, to protect individual teachers from unwarranted criticism and to remind teachers of their professional responsibility in this matter, the following guidelines are to be followed:

1. All speakers must register as a Dividend School Volunteer (online) and check in at the front office before speaking.
2. As in the case of regular classroom instruction, School Board Policy 4.10, which references handling controversial issues, must be strictly adhered to by the resource speaker.
3. A copy of the Resource Speaker Information Sheet shall be submitted to the principal (or his designee).
4. Classes may be combined for the presentation by the speaker when the presentation is relevant to all students involved.
5. The teacher shall file an evaluation with the principal as soon as possible.
6. Whenever possible the presentation should be taped for future use, however, permission must be obtained from the speaker in advance.
7. Decisions to retain the tape and/or use the taped presentation should be based on the teacher's evaluation.
8. **Refer to district website for approved speakers** [Employees Login=>Employee Systems=>EIS => Teacher Links => Classroom Speakers Catalog]

### **GRADUATION REQUIREMENTS**

Refer to the district document "Student Progression Plan" -- Secondary Education, High School (grades 9-12) for specific information relative to the expected year of graduation. The document is posted on the Lyman website. In particular, see Section II-Course of Study.

#### **Graduation Exercises**

Students who meet all graduation requirements as specified in the District Pupil Progression Plan may participate in any graduation exercises. Graduation exercises shall be considered school functions and shall be conducted under the school principal's direction. **Participation in the graduation ceremony is a privilege, not a right.**

1. The Principal is authorized to exclude any student for misconduct or for refusing to follow rules or procedures for graduation exercises. This exclusion may occur prior to or during the graduation exercises.
2. All credits are required to be completed in order for a student to participate in Graduation exercises.

### **GUIDANCE SERVICES**

#### **Individual Counseling**

Teachers are encouraged to work closely with the Guidance Department with regard to students who need help with their school adjustment. Teachers are also encouraged to review student folders located in the Guidance Office. There are always occasions on which the school, the parents, and the student must work closely together to solve individual problems. The Administration hopes that both students and parents will feel free to ask for any help they feel is needed.

## **EDUCATIONAL RECORDS**

### **Definition**

Seminole County Public Schools maintain records on each student to facilitate the instruction, guidance, and educational progress of pupils and students under the authority of the School Board.

The term “educational records” will mean those records, files, documents and other materials which contain information directly related to a student, which are maintained by an educational institution or by a person acting for such institution, and which are accessible to other professional personnel. Information contained in educational records will be classified as follows:

Category A – permanent information: Verified information of educational importance, which will be retained permanently.

Category B - verified information of educational importance, which is subject to periodic review and elimination, when the information is no longer useful.

Parents/guardians or students have certain rights with respect to student records, and reports. They have the rights to access, rights of challenge and rights of privacy.

### **Rights of Challenge**

Any parent/guardian or adult student has the right to challenge the content of any school record to which they have access. The parent has the right to a hearing if the problem cannot be resolved at the school level. If the record is not found to be inaccurate or misleading at the hearing, the parent has the right to place a written rebuttal setting forth any disagreement with the decision.

### **Right to Access and Right to Privacy**

Access to student’s records is limited to the school board, superintendent and his staff, professional staff of the school with a legitimate educational interest, state commissioner of education or his staff, or a court of competent jurisdiction. Those persons having access to an individual record are parents/guardian of a student or anyone with permission of the parents or guardian in accordance with Board Policy. Whatever rights are vested in the parents/guardian, they are passed to the student who has attained eighteen years of age or is attending an institution of post-secondary education.

Parents have the right to review all records maintained on their child. Also, parents have the right to a copy (at a cost of 15 cents per page) of any of their child’s record. School personnel wishing to review or obtain a copy of records should contact the school principal. Such requests will be honored as soon as possible and no request will be deferred more than thirty days.

Parents/guardians or adult students have the right to waive their own access to such records or letters of recommendation or evaluation. Parents/guardians or adult students have the right to give written consent, which must be signed and dated, for disclosure of their child’s records to other persons in accordance with board procedures.

### **Transfer of Educational Records**

Lyman High School does forward educational records on request to a school in which a student seeks or intends to enroll. The school personnel shall presume that the adult student or either parent of the student has the right to review or give written consent for disclosure of the student's records unless the school has been provided with evidence that there is a legally binding instrument or court order governing such matters as divorce, separation or custody which provides to the contrary.

### **Disclosure of Directory Information**

Seminole County Schools may release to the general public "directory information" unless the parent, guardian, or legal guardian notifies the student's Principal or Director of Information Services within thirty (30) days of the annual general public notice. Such directory information may be released as is normally published for release to the general public (School Board Policy 5.71).

## **HEALTH AND SAFETY**

### **Administering Medicines to Students**

Only those medications which are prescribed by a physician may be administered in school, and only in cases where failure to take such medications during school hours could jeopardize a student's health. Medications may only be stored and dispensed by administration/guidance office personnel as designated by the Principal.

### **Immunization Guidelines**

First time enrollees attending Lyman are required by law to present a certificate of immunization prior to enrollment. The school is prohibited from admitting a student regardless of grade level who does not comply with the law.

### **Blood Bank**

Due to the generous contributions of students and staff members, Lyman has a reserve amount on file with the Central Florida Blood Bank, Inc. Lyman High School encourages staff participation in this program. Those in need of drawing from the Lyman account should inquire in the main office.

### **Clinic**

Rules for student use of the clinic must be strictly enforced. Under no circumstances are students allowed to take medicine of any kind (including aspirin) without permission from the office.

Students who become ill in class should be issued a pass clearly marked CLINIC to report to the office. In some cases, it may be necessary to send another student with the student who is ill.

**NOTE:** If the student becomes ill between classes or during the lunch hour, they should report to the teacher of their next class and obtain a pass to the clinic. Upon arrival to the office, the student's parent or guardian will be contacted if the illness appears sufficiently serious, and asked to come to the school and take the child home. If the illness does not appear sufficiently

serious, the student will be allowed to remain for a period of time not to exceed one hour and then return to class. Counselors will inform teachers by individual note or confidential bulletin of physical conditions which may affect student's class work

### **FIRE DRILLS AND EMERGENCIES**

Teachers should make certain that fire exit procedures are posted in a conspicuous place in each classroom and followed in the event of an emergency. Teachers should have class record of books in their possession, make certain that classroom doors and windows are closed, assemble classes outside the building, and check roll. All driveways are to be cleared for use by emergency vehicles. Please discuss procedures for the orderly dismissal of students in each class soon after school opens.

### **Reporting of Hazards**

Classrooms, storage areas, and hallways must be free of debris and hazardous materials. Teachers should eliminate the unsafe conditions themselves or report such situations in writing to the office.

### **STUDENT SECURITY**

Seminole County School Regulation 4.011 states-

1. Custodial parents may request in writing that no person other than a school employee, be allowed to confer with their child without first presenting a judicial order. Such a request will be honored.

No student will be interrogated at school by a law enforcement officer or taken from school by a law enforcement officer without a judicial order or a specific direction of the Principal.

### **STUDENT INJURIES**

The following procedures shall be observed when a student is seriously injured at school:

1. The nearest person with first aid-training shall administer first aid.
2. The student's parent(s) or legal guardian shall be notified immediately.
3. The family physician shall be notified and his/her instructions followed if the parent(s) or legal guardian or a responsible adult family member cannot be reached.
4. A physician who has agreed to handle school emergencies shall be called if the parent(s) or legal guardian, adult family member, or the family physician cannot be reached.
5. A student shall be taken to the emergency room of the nearest hospital when a life-threatening situation occurs. Discretion shall be used in moving a critically injured student without medical advice.
6. An accident report shall be filed when an injury occurs.

An insurance report shall be prepared if an injury occurs. The accident report for a serious student injury shall give a detailed description of the event and a list of any and all the witnesses. A serious injury to a student shall be reported immediately to the Principal who shall make a prompt report by telephone to the Superintendent.

## **EXCEPTIONAL STUDENT EDUCATION PROGRAMS**

### **Autism Spectrum Disorder Program**

This program is designed to provide instruction in the unique skills to be mastered by a student with autism. The skills are devoted to learning, living, social and communication areas.

### **Emotional/Behavioral Disability Program**

This program is designed for students that exhibit persistent and consistent behavioral disabilities, which prevent success in the learning process and cannot be attributed to primarily physical, sensory or intellectual conditions. Services for students range from monitoring student progress in the mainstream classroom to direct instruction and modified class settings in the four core curriculum areas.

### **Hearing Impaired Program**

The focus of the curriculum of the Hearing Impaired Program is to meet academic needs of those students who have difficulty achieving in the regular academic classroom. Students will have the option of working toward either a standard diploma or certificate of completion.

### **Hospital/Homebound Program**

The Hospital/Homebound Program is an instructional service for students who are unable to attend school because of medical reasons. The program serves students who are expecting to be absent at least three or more weeks. There is no waiting period.

### **Intellectually Disabled Program**

Program is designed for students with an intellectual developmental disability below average and significant academic deficits. Service is delivered according to individual need.

### **Physically Impaired Program**

The goal of this program is to provide special activities and services for those students who demonstrate sensor/motor deficits. Service is delivered according to individual need.

### **SLD Program**

The Specific Learning Disability (SLD) Program offers programs in four major academic areas: English, Math, Social Studies and Science, as well as FCAT/FSA, and/or EOC skills remediation. The intent of the program is to offer direct instruction and remediation in skills needed to master the Florida State Standards.

### **Speech /Language /Hearing Program**

School-Based Speech Therapy is served in articulation, language, voice and fluency.

The following procedures are used when evaluating students for exceptional programs.

## **STAFFING PROCEDURES**

A teacher, parent/guardian, physician or agency makes the original request for screening. Screening for referral is designed and conducted by school staff. It is a vehicle for referring any child who evidences need.

### **Procedures:**

1. All referrals should be directed to the student's appropriate Guidance Counselor.

2. Teachers should be prepared to document interventions and parent/student conferences.
3. Counselors will provide the appropriate intervention forms to teachers. These forms should be returned to the students Counselor as soon as possible.
4. Once the information is completed, counselors will review the information with the Student Study Team to determine if there is a need for an assessment.
5. Teachers will be invited to participate in the Student Study meeting.

### **ESOL PROGRAM**

English Speakers of Other Languages (ESOL) Program students must meet testing criteria to be staffed into ESOL. The program is designed to meet the immediate communication needs, as well as academic needs of the Limited English Proficient (LEP) students by providing them with English language skills necessary to function effectively in the regular school program.

### **TEXTBOOK PROCEDURES**

#### **Beginning of the Year Procedure**

The Curriculum Leader will check with each teacher in the department to be sure there are sufficient textbooks to start the school year. Teachers will list the textbooks in their room on the inventory sheet. A duplicate of the list(s) will be turned in to the Curriculum Leader and the teacher will retain the original(s). In the event additional textbooks are needed during the school year, the teacher will make the need known to the Curriculum Leader who will requisition the additional books through the textbook manager (designated Assistant Principal). Teachers are not to borrow, exchange, or lend textbooks to the other teachers within or outside the department without first consulting the Curriculum Leader, who is responsible for entering the necessary adjustment in the appropriate textbook inventory. Textbooks are not to be discarded. Books which are not needed in the classroom are to be returned to the Curriculum Leader for disposition through the textbook manager.

#### **Procedure for Issuing Textbooks**

All textbooks are issued using the computer web-based program in accordance with the following procedure:

1. Textbooks that are stored in the Media Center will be issued by having the teachers bring their classes to the Media Center on a schedule outlined by the Media Specialist. Each student must have a Lyman ID Card so it can be scanned by the bar-code reader, followed by the scanning of the code in the textbook.
2. Textbooks which are not stored in the Media Center will be issued to students through their individual classrooms. The Media Specialist will schedule visits to each class in which the students' ID cards will be scanned, followed by the code in the individual books.
3. Any lost or damaged books must be paid for through the bookkeeper in order for that student to be cleared from the Obligation List and to be issued another book.
4. Return of textbooks will be done either through the Media Center or through the individual classes, depending on where the book is stored. The code number in the book will be scanned and the person to whom the book was issued will be recorded in the computer as being cleared for that textbook.

#### **End of the Year Procedure**

Prior to the date established for receiving textbooks, teachers will check each student's book to be sure the student's book corresponds to the book number issued. Students will be assessed for lost or damaged textbooks according to annual depreciation and initial cost of textbook. An "End of the Year Lost Textbook and Fine Report" form is to be turned into the bookkeeper daily. A new form will be issued at the end of each day when this form and the money are turned in. Detailed instructions on the form should be followed carefully. All textbook report forms are to be turned in to the appropriate Curriculum Leader during the final week of final exams.

### **HANDLING OF SCHOOL MONIES**

Monies earned or collected by an organization, class or group, in the name of the school shall be turned in to the bookkeeper on the special form provided. The bookkeeper will deposit the monies to the school's account in the bank and carry the account in the school's ledger.

**UNDER NO CIRCUMSTANCES ARE SCHOOL MONIES TO BE KEPT BY AN INDIVIDUAL OR CARRIED IN PRIVATE ACCOUNTS WITH PUBLIC BANKS. Monies shall be deposited with the bookkeeper before 2:15 p.m. each day.**

### **Report of Monies Collected**

This form is the supporting document for the Official Receipt and shall be completed in each instance of collections. Each form shall represent the monies from one source or category only. The duplicate copy shall be given to the individual turning in the collection of monies to the bookkeeper to retain as his/her receipt. Report of monies collected shall show the following:

1. The number of the official receipt on which the money was recorded
2. The date prepared
3. Name of the account to be credited
4. Description as to the source of collection (include items, amount for each; list student names and the amount collected from each or attach a list of names and amounts)
5. Total amount to be deposited
6. Date showing period in which money was received
7. Signature of teacher, sponsor or other designated employee (usually the bookkeeper)

Receipts are to be given to individuals when money is collected and to any individual requesting a receipt for money paid in. Receipt books may be obtained from the bookkeeper. **A purchase order is to be completed and issued for all the purchases** and disbursements. After the bookkeeper has put a purchase order number on this form, the purchase order must be signed by the Principal indicating his approval. Any individual making a purchase or placing an order without a valid purchase order (prior to placing an order) will be held personally liable for the payment of the same.

Curriculum Leaders should submit all instructional supplies and materials, which must be requisitioned from the county, for the department. In addition they will initiate all requests for renovations, repair or moving of furniture. Teachers should notify their respective Curriculum Leader of their needs who, in turn will initiate further action with the administration. Curriculum Leader will be responsible for checking all invoices and be accountable for correcting necessary forms, which will insure that payments are as they should be.

## **Student Obligations**

All student obligations, particularly those of a financial nature, should be taken care of as soon as possible. Any problems involved usually become more serious as the year progresses. Administrative help should be requested after all other means to settle obligations have failed.

## **Instructions for Bookkeeping Forms**

**All signatures must be legible. You must print your name next to your signature if necessary.**

**All financial procedures are dictated by state and county policy and enforced by the school board. The superintendent shall have the responsibility for the administration and management of Florida Constitution, State Board of Education rules and school board policies of Seminole County pertaining to internal account funds. You must adhere to these policies in order to handle money in the school system.**

### **Form 132 Fundraiser Request and Reconciliation**

This 3-part form is available from the secretary in the Athletic Dept. office (in the Admin Bldg) and is returned to her for the approval process after the top request portion is filled out. Use the current date on the date line and under description include the fundraiser start date and description of the event. Account balances and account payable amounts may be estimated. The activity complete date must be accurate and strictly held. Fundraisers cannot last more than 2 weeks by county policy.

After all funds are collected and costs of the fundraiser are paid the bottom reconciliation portion of the form must be completed and submitted to the bookkeeper. Please check with the bookkeeper for any help with this portion of the form. It is due one week after the complete date of the fundraiser.

### **Form 246-A Internal Purchase Order**

***No purchases are allowed without first obtaining a properly filled out Purchase order, processed by bookkeeping and signed by the principal. Only then can an order be made or a purchase executed.***

This 3-part form is for purchases using internal funds. Internal funds include collections from athletic gates, student fees, donations, fundraisers, ticketed events, etc. Internal funds are all funds that are collected from students/parents/outside where payment is to the school and deposited with the bookkeeper. Most purchases from internal funds are only allowed to be spent for student activities and for the student's benefit.

Areas of the form that must be filled out are the Vendor name and address; quantity, description (items being purchased or reason for payment including any necessary information such as dates, event, etc.), and estimated cost. The internal account number and account name (funding source) must be listed on the line that says "This material will be used for: \_\_\_\_\_". PO must be signed and dated by person requesting the PO; for athletics, the PO must be signed by the athletic director as well.

Not all purchases are tax exempt. There are many cases where purchases from internal funds must include sales tax. Please check with the bookkeeper for help in determining the proper conditions for paying sales tax.

Once filled out the PO form must be turned in to the bookkeeper for processing which will take up to 3 days. A completely processed purchase order has a number and is signed by the principal. Upon completion the white copy of the PO will be returned to the requester and then the purchase can be made. Purchases made without a valid Purchase Order already in place will not be honored.

### **Form 1368 Ticket Report**

All ticketed events must be documented with a ticket report attached to the monies collected form. All tickets must be pre-numbered and those numbers are recorded on this form. Any unsold tickets must be turned in to the bookkeeper with the ticket report and the next numbered ticket must match the report. This report is due at the same time the monies collected form is turned in for deposit or on the first day after the last day of a ticketed event.

### **Form 1370 Report of Monies Collected**

This 2-part form is used when turning money in to the bookkeeper for deposit in an internal funds account. It is required to be fully filled out, signed and dated and given to the bookkeeper with the money (and the receipt book) to deposit. Monies will be counted and verified with the bookkeeper's signature. The yellow copy of the monies collected form and the receipt book will be returned to the sponsor or teacher for their records.

**All monies must be turned in daily.** Teachers who fail to turn in cash and/or checks collected each day shall be held personally liable for loss or theft.

### **Form 1372 Receipts**

A book of 2-part Receipts may be checked out from the bookkeeper. Anyone collecting funds from students, teachers or parents must fill out a receipt for any collection over \$10.00. The white copy of the receipt is given to the student, parent or teacher and the yellow copy of the completed receipt is left in the receipt book. These forms need to be completely filled out including teacher signature. The receipt number is required to be listed on the monies collected form any time a receipt is issued. Receipt books must be presented along with the monies collected form and money at the time it is brought to the bookkeeper for verification and deposit.

All receipt books must be returned to the bookkeeper at the end of the school year.

### **Purchase Order Request Form – County Funds**

This Purchase Order Request form is for purchases using county funds. These funds are provided by the state and county and are used for educational purposes only. This includes textbooks, facility expenses, payroll, equipment, maintenance costs and **department budgets**.

The form must be filled out entirely, except for those portions marked “bookkeeper only”. If there is an estimate it must also be attached. If the order list is extensive then it can be attached as long as all pertinent information is included on the list. Submit the PO request to the bookkeeper for processing. County POs take longer as they are approved at several levels and then dispatched from the county office.

**Only certain purchases may be made from county funds, so if you are in doubt about which funds are to be used, please contact the bookkeeper for help in determining the proper PO to complete.**

### **Warehouse Order Form**

This form is to be used to order items from the county supply warehouse. To access the list of items from the SCPS website, choose Departments=> Purchasing=>Distribution Services => Warehouse Catalog. After filling out the form completely and having it signed by the department’s Curriculum Leader, give it to the bookkeeper to order the supplies.

### **Form W-9**

This form is required for any individual (not a SCPS employee) who is providing a service for Lyman High School and must be paid for those services. The individual fills out the form and it is given to the bookkeeper for the county to enter in the SCPS vendor file.

## **Automatic External Defibrillator (AED) Policy and Procedure**

### **AED STORAGE AND USE**

- Lyman High School has two Automatic External Defibrillators (AED’s). An AED is used in the event of a cardiac arrest.
- The grant provided AED will be housed in the Nurses’ Office, room 1-025 in the Administration Building (Building 1) during the school day (7:20am-2:20pm). This AED will be used during school hours, and after school for any non-athletic events on campus.
- In the event of an emergency during the school day:
  - The adult in charge will dial “the red emergency button” from an on campus phone.
  - This will ring into the discipline office.
  - The adult in charge will alert the front office that there is an emergency and the EXACT location of that emergency (building and room number).
  - The discipline office personnel and/or the School Resource Officer (SRO) will call 911.
  - The discipline office personnel will then call Security.
  - SRO will bring the AED and meet Security by the back door to the Administration Building.
  - Security will drive SRO via the golf cart to the emergency site, if needed.
- The second AED will be kept in the Athletic Training Room Office (5-023).
- This AED will be with the Certified Athletic Trainer (ATC) who is working practices/games that afternoon/evening on a golf cart.

- In the event that there are multiple venues being used on campus at one time, and the AED is needed, the administrator on duty will radio, via Nextel radio, to the ATC.
- The ATC will bring the AED via golf cart to wherever it is needed.



