

LYMAN HIGH SCHOOL
STUDENT HANDBOOK
2018-2019

Administrative Staff

Principal	Mike Rice
Assistant Principal	Brian Blasewitz
Assistant Principal	Nathalie Cumbie
Assistant Principal	Cathy Loyd
Assistant Principal	Vanessa Moosavifazel
Assistant Principal	Suzanne Skipper
School Administration Manager	Patricia Reyes
School Administration Manager	Steve Sanchez
Athletic Director	Russel Williams



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

865 S. Ronald Reagan Blvd.
Longwood, FL 32750
PH : (407)746-2050
Administration FAX: (407)746-2006
Student Services FAX: (407)746-2008
<http://www.lyman.scps.k12>

ACCEPTABLE USE POLICY4

ATTENDANCE POLICY4

BELL SCHEDULES.....6

BULLYING7

BUSES AND BUS PASSES7

CLINIC 7

CLUBS AND ORGANIZATIONS7

LIST OF CLUBS AND ORGANIZATIONS 7

RULES 9

DISCIPLINE CONSEQUENCES9

DRESS CODE10

ELECTRONIC DEVICES AND CELL PHONES.....12

BYOD Policy..... 12

EXTRACURRICULAR ACTIVITIES.....12

POSITIVE BEHAVIOR SUPPORT13

EMERGENCY INFORMATION.....13

GRADE CLASSIFICATION REQUIREMENTS13

GRADING POLICY.....13

GRADING SCALE 14

GRADUATION EXERCISES.....14

STUDENT SERVICES DEPARTMENT.....14

ID CARDS14

LOCKERS14

LOST AND FOUND.....14

MEDIA CENTER15

MEDICATION15

PARKING AND PARKING DECALS15

PICTURES/VIDEOTAPING/TELEVISION BROADCASTS15

REQUIREMENTS FOR GRADUATION15

SCHEDULE CHANGES16

SCHOOL PICTURES16

SCHOLARSHIP INFORMATION.....16

SENIOR PRIVILEGES16

SENIOR TRANSCRIPTS OF CREDIT.....16

SIGNING OUT OF SCHOOL DURING THE SCHOOL DAY.....16

SPORTS PROGRAMS16

SPORTS ELIGIBILITY 17

TELEPHONE POLICY17

WITHDRAWALS TO ANOTHER SCHOOL.....17
WHERE TO GO FOR HELP18

ACCEPTABLE USE POLICY

Access to network services is a privilege that entails responsibility and is provided for students to conduct research. As outlined in the School Board Policy, the following are not permitted:

- Sending or displaying offensive messages.
- Using obscene language.
- Harassing, insulting or attacking others.
- Damaging computers, computer systems, or computer networks.
- Violating copyright laws.
- Using another's password.
- Trespassing in another's folders, work or file.
- Employing the network for commercial purposes.
- Visiting unauthorized websites.

*Violations may result in a loss of access as well as other disciplinary or legal action.

ATTENDANCE POLICY

Regular attendance provides students the opportunity to participate in many integral learning activities, such as class discussions, group experiences, field trips, guest speakers, and direct instruction, which cannot be simulated or replicated with written work. Therefore, with the goal of promoting student achievement and increasing the likelihood of success, the Seminole County Public Schools has adopted a policy that consists of the following components:

I. Compulsory Attendance

A student enrolled in Seminole County Public Schools is required to attend school regularly during the entire school year.

II. School Attendance Defined

Students are considered to be in attendance when they are at school or participating in school-sponsored activities (field trips, etc.).

III. Student Attendance Recorded

Teachers are required to maintain an official record of student attendance each day by class period of instruction. Teachers shall notify the administration of a student's absence on the 3rd day of nonattendance.

IV. School Notification on Day of Absence

On the day of a student's absence, school personnel will make a good faith effort to notify the parent/guardian of the absence through personal or voice mail or e-mail contact.

V. Parent Verification of Absence

Parent notes will no longer be accepted to excuse an absence. Only legal documentation will be entered in our system. We will work on extenuating circumstances on a case by case basis.

VI. School Notification of Repeated Unexcused Absences

School administrators are encouraged to contact parents/guardians after every unexcused absence to inform the parent of the absence and to discuss strategies for preventing further unexcused absences. When a student accumulates 5 unexcused absences in a grading period the principal or designee is required to contact, via telephone or e-mail, the parent/guardian of the student in order to arrange a

conference to discuss the reasons for the unexcused absences and to initiate school-based truancy interventions. Unsuccessful attempts to make this contact should be documented and a copy sent to the principal or designee. Upon each subsequent unexcused absence, the parent/guardian will be notified of the student's nonattendance. The parent/guardian will also be informed of the truancy procedures that will be followed if the student persists in being unexcused from school.

VII. Excused Absences Defined

The principal or designee shall determine if a student's absence from school is excused or unexcused. An absence will be recorded as excused for each day a student is not in attendance for any of the following reasons:

1. medical treatment provided by a licensed physician
2. sickness or injury makes attendance inadvisable*
3. observance of religious practices or a religious holiday
4. law enforcement order or court subpoena
5. death of a family member
6. natural disaster
7. traffic accident that directly involved the student
8. extraordinary circumstances or situations approved by the principal

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. Parent Notes will no longer be accepted to excuse an absence. **Only legal documentation will be entered in our system. We will work on extenuating circumstances on a case by case basis.** 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.

VIII. Unexcused Absences Defined

Absence from class for any reason other than those identified in Section VII shall be unexcused. In addition, the following conditions shall result in an absence being recorded as unexcused:

- A. *No Documentation of Reason for absence*
Student absences that are not verified according to the procedures established at the school for documenting the reasons for a student's absence (Section V).
- B. *Vacations/Personal Family Time*
All absences from school due to vacation or personal family time are unexcused. Parents must submit to the principal, in writing, requests for pre-arranged absences due to vacation or personal family time if they wish to obtain, in advance, the class work that will be missed during the nonattendance. Teachers may, but are not required to, provide class assignments to students in advance. When such arrangements are made in advance, assignments are due on the day the student returns to school.
- C. *Credit Denial*
Students will lose credit for class once they reach the 10th unexcused absence in a semester. If students have lost credit they are able to make up the credit for previous semester ONLY by

attending Saturday School. See School Board Policy 5.375 Section VI.

IX. Make-Up Assignments and Assessments

Regardless of whether an absence is excused or unexcused, students are required to make-up all coursework and assessments missed during the period of nonattendance. Immediately upon returning to class, it is the responsibility of the student to obtain missed coursework, confirm corresponding dates for completion, and schedule missed assessments, assignments, tests, and quizzes made-up within the reasonable time.

X. Out-of-School Suspensions

Absences due to out-of-school suspension are not recorded as excused or unexcused absences. Students are permitted to make-up, for full credit, any academic assignment missed during the term of a student's first and second out-of-school suspension. Missed class assignments, homework, quizzes, tests, and exams shall be made up in a timely manner for the student to receive credit.

XI. Truancy

After a student has accumulated 10 unexcused absences in 90 calendar days, the principal or designee will refer the student as outlined in the Truancy Procedures Manual, to the school social worker for processing as a truant.

STATUTORY AUTHORITY: Statutory Authority: §230.22, Fla. Stat. (1998); § 230.23005, Fla. Stat. (1998) and Art. IX, § 4, Fla. Const.
 LAWS IMPLEMENTED: §§230.23(6)(b), 232.01, 232.0225, 232.09, 232.17, F.S. 232.19, 414.125, Fla. Stat. (1998) FS 1003.21, FS 1003.23FS 1003.24FS; 1003.26FS 1003.33

BELL SCHEDULES

M-T-R-F (block day)	Wednesday	Wednesday Alternate (Block)	Activity
7:20 – 8:56 (1 st or 2 nd)	7:20 – 8:09 Period 1	7:20 – 8:42 (1 st or 2 nd)	7:20 – 8:51 (1 st or 2 nd)
8:56 – 9:09 Break	8:15 – 9:04 Period 2	8:42 – 8:52 Break	8:51 – 9:01 Break
9:15 – 10:56 (3 rd or 4 th)	9:10 – 9:59 Period 3	8:58 – 10:25 (3 rd or 4 th)	9:07 – 10:43 (3 rd or 4 th)
10:56 – 11:32 (1 st) Lunch A 11:38 – 12:38 (7 th) Mid Block A	9:59 – 10:35 Lunch A 10:41 – 11:30 Period 4	10:25 – 10:55 (1 st) Lunch A 11:01 – 11:52 (7 th) Mid Block A	10:43 – 11:13 (1 st) Lunch A 11:19 – 12:13 (7 th) Mid Block A
11:02 – 12:02 (7 th) Mid Block B 12:02 – 12:38 (2 nd) Lunch B	9:59 – 10:02 Period 4 10:02 – 10:32 Lunch B	10:31 – 11:22 Mid Block B 11:22 – 11:52 Lunch B	10:49 – 11:43 Mid Block B 11:43 – 12:13 Lunch B
12:44 – 2:20 (5 th or 6 th)	11:36 – 12:25 Period 5	11:58 – 1:20 (5 th or 6 th)	12:19 – 1:50 (5 th or 6 th)
	12:31 – 1:20 Period 6		1:50 – 2:20 Activity

2018-2019

Lunch A (1st Lunch) Buildings 2, 3, 4 (Except designated Science classes)

Lunch B (2nd Lunch) All other buildings and designated Science classes

BULLYING

It is the policy of the Seminole County School Board that all of its students, school district employees, and district volunteers have an educational setting that is safe, secure and free from harassment and bullying of any kind. The School Board will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment as defined herein, is prohibited. Any behavior that applies to the definition for bullying or harassment should be reported to the school, and policy protocol will be followed.

To review the entire Seminole County Bullying and Harassment Policy please visit the website:

<https://www.scps.k12.fl.us/resources/documents/Bullying-and-Harassment.pdf>

BUSES AND BUS PASSES

Buses leave campus approximately 10 minutes after school is dismissed. Students should not stand around talking or attempt to run errands that will make them late getting to their bus. Buses will not be stopped once they start moving.

If a student needs to ride another bus, he/she must bring a note that includes the reason for the bus change and a parent contact number. Notes should be turned in to the Dean's Office no later than 9:00am. Bus passes will only be issued for identified emergencies. Students visiting others or working on school projects together will not be issued bus passes.

CLINIC

If a student feels ill, he/she should obtain a pass from the teacher to report to the Clinic Office. At that time, a parent/guardian will be notified to pick up or dismiss the student, otherwise, the student is sent back to class.

CLUBS AND ORGANIZATIONS

The principal must approve all school-sponsored clubs, organizations and activities. An instructional staff person shall serve as sponsor of the group. No school-sponsored organization shall engage in secret activities or initiations. Secret societies, social clubs, sororities, fraternities and kindred organizations are prohibited.

List of Clubs and Organizations

CLUBS			
Academic Team	DECA	Lyman Paints	Rocketry Club
Academy of Web and Digital Design Technology	Fellowship of Christian Athletes	Lymlight Productions	SECME
American Sign Language Club	Future Farmer of America	Mu Alpha Theta	Senior Class
Band	Freshmen Class	National Art Honor Society	SkillsUSA
Best Buddies	Gay/Straight Alliance	National Beta Club	Sophomore Class
Biology and Medicine Club BAM	Greyhound Growl	National Honor Society	Spanish Club
Black American Culture Club (BACC)	Greyhounds Give	National Science Honor Society	Student Government Association
Business Professional of America	History Club	National Technical Honor Society	Students Saving Oceans
Chess Club	Interact Club	Odyssey of the Mind	To Be Kind
Chorus	International Thespian Society 2329	Optimist Club	Tri-M Music Honor Society
Color Guard/Dance Team	Japanese Club	Pet Care Club	Thespian Society

Comic Book Club	Journalism	Quill and Scroll Honor Society	Tri-M Music Honor Society
Creator's Club	Jr. Optimist's Club		Yearbook
Crew	JROTC	Rho Kappa National SS Honor Society	Young Democrats
Cyber Patriot (All Service Teams)	Junior Class	Robotics	Young Republicans

Visit the website <http://www.lyman.scps.k12.fl.us/student-life/clubs-activities.stml> for social media information, and sponsors.

RULES

Clubs and activities are open to all eligible students. Membership cannot be selected by secret ballot. All clubs must have a constitution that states the membership qualifications and the rules of conduct. Qualifications and rules must be written jointly by the members and sponsors and filed so that all students, parents, and school personnel may read them. The following rules must be observed:

1. Clubs cannot interfere with the daily function of the school.
2. The activity must have approval of the administration.
3. There is no probationary status for membership.
4. There will be no hazing of club members or prospects.
5. The dues must be reasonable.
6. Meetings must be held on school grounds except for special meetings or events that must be approved by the administration.
7. A sponsor must be present at all meetings and scheduled social events.
8. All money collected by the club must be deposited in the school's internal account. Outside bank accounts for school-sponsored clubs, and organizations are prohibited.
9. All project approval forms can be picked up in the front office and must be signed by the Principal and/or the Assistant Principal supervising student activities.
10. A student cannot hold the office president of two clubs/organizations at one time.
11. Requests for membership in clubs will be by written application.
12. Class meetings and projects must have administrative approval prior to the actual event.

DISCIPLINE CONSEQUENCES

The discipline progression for "Tardy to School, Tardy to Class, Dress Code and *Cell Phone Violation" are as follows:

- **First Offense – Warning (For Tardy to School Only – students will be given 2 warnings).**
 - Parents/Students notified via Hero System
- **Second Offense**
 - Lunch Detention – Students have 10 minutes to report to detention. Detention will be held in the ISS room Building 2 Room 006.
 - Parents/Students notified via Hero System
- **Third Offense or Failure to Serve Lunch Detention**
 - 1 Hour Detention – Tuesdays from 2:30 – 3:30 -Report to Building 4 Room 018. Students have the option of receiving tutoring or sit and work on their own class work.
 - Parents/Students notified via Hero System
- **Fourth Offense or Failure to Service 1 Hour Detention**
 - 2 Hour Detention –Wednesdays from 1:30 – 3:30 -Report to Building 4 Room 018. Students have the option of receiving tutoring or sit and work on their own class work.
 - Parents/Students notified via Hero System
- **Fifth Offense or Failure to Serve 2 Hour Detention**
 - Saturday School (2nd Saturday of the month)or Equivalent – Determined by the Discipline Team
 - Parents notified via Hero System and Phone call from Discipline Team
- **Sixth Offense or Failure to Serve any Previous Detention**
 - In School Suspension (ISS). Student receives one day ISS and a formal written referral for "Repeated Offense." ISS actions become part of the student's permanent record.
 - Parents notified via Hero System and Phone call from Discipline Team

**Cell Phone Violations only, are tracked per period. The above progression will occur per class period.*

Other Behavior Infractions

Other behavior infractions progressions are handled by the Discipline according to SCPS Student Conduct and Discipline Code as well as school policies and procedures.

DRESS CODE

Seminole County Public Schools
Student Appearance and Dress Code
[adopted by School Board 2012-13]

Responsibility for the dress and appearance of students enrolled in the Seminole County Public Schools primarily rests with parents and the students. 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.

To assist parents and students in making appropriate fashion and grooming decisions for school, the School Board has established the following minimal guidelines for the appearance and dress of students.

The standards of appearance for students shall insure that the students be clean, neat, and properly dressed. They shall observe modes of dress and standards of personal grooming which are appropriate for the academic environment.

It is the responsibility of the Principal to see that the dress appearance of any student shall not be extreme, to the point of creating a disturbance, or is hazardous to one, others, or school property, whether or not the specific case is covered by the information below. The Principal or Principal's designee has the final authority for interpreting whether a student's apparel/appearance conforms to the dress code.

All schools have the option of adopting a standard dress code (uniform) when developed and agreed upon in collaboration with their School Advisory Council. Schools that adopt a standard dress code policy should include the following: collared shirts, sleeves, khaki or dark pants/shorts/skirts, defined shirt colors (e.g. school colors).

HEAD

No hats, caps, visors, hoods, bandanas, sunglasses or other head gear may be worn on campus except with administrative permission (i.e. medical necessity, religious, school related events).

UPPER GARMENT

- (a) Garments must be of a length and fit that are suitable to the build and stature of the student.
- (b) All garments must have a collar or sleeves. Therefore, the following items are prohibited: halter tops, tube tops, backless dresses/tops, spaghetti straps, tank tops.
- (c) Necklines of all upper garments must be modest. Low cut necklines are prohibited, and the cut of garments must not expose undergarments or cleavage.
- (d) Shirts must touch, at a minimum the top portion of lower garments at all times.
- (e) Garments that are distracting or inappropriate are prohibited, including but not limited to those with see-through materials, skin-tight items, pajamas, trench-coats, rips/tears, printed profanity, or language/symbols/styles that promote the use of alcohol, drugs, tobacco products, gang-related or other illegal activities

3. LOWER GARMENT

- (a) Pants and shorts should conform to the build and stature of the students.
- (b) Undergarments and the buttocks MUST remain entirely covered even while seated.
- (c) Dresses, skirts and shorts must be at least mid-thigh or below in length. Rips/tears above mid-thigh not permitted.
- (d) The waistband of pants, shorts or skirts must be worn and secured between the hips and the waist.
- (e) Undergarments as outerwear, pajama pants, bathing suits, cheer shorts, bike shorts and spandex

material bottoms are prohibited.




4. FOOTWEAR

Students must wear shoes that are safe and appropriate for the learning environment. Students must wear athletic shoes in all PE classes. All students shall wear shoes/footwear. Cleats, slippers and shoes with wheels are not permitted to be worn on campus. Cleats may be worn for appropriate extracurricular sports in proper areas.

5. ACCESSORIES

- (a) Clothing, jewelry, and accessories shall not convey messages that are: crude, vulgar/profane, violent/death-oriented, gang related, sexually suggestive, promote alcohol, drugs or tobacco.
- (b) Jewelry or accessories that pose a safety concern for the student or others are prohibited. Dog collars, wallet chains, large hair picks or chains that connect one part of the body to another are prohibited.

NOTE: 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>HEAD: No caps, visors, hoods, bandanas, sunglasses or other head gear may be worn on campus except with administrative permission.</p>	<p>ACCEPTABLE:</p> 	<p>NOT-ACCEPTABLE:</p> 
<p>UPPER GARMENTS: All garments must have a collar or sleeves.</p> <p>Prohibited: halter tops, tube tops, backless dresses/tops, spaghetti straps and tank tops.</p>	<p>ACCEPTABLE:</p> 	<p>NOT-ACCEPTABLE:</p> 
<p>UPPER GARMENTS: Shirts must touch, at a minimum the top portion of lower garments at all times.</p>	<p>ACCEPTABLE:</p> 	<p>NOT-ACCEPTABLE:</p> 
<p>LOWER GARMENTS: Undergarments and the buttocks MUST remain entirely covered even while seated.</p>	<p>ACCEPTABLE:</p> 	<p>NOT-ACCEPTABLE:</p> 
<p>LOWER GARMENTS: Dresses, skirts and shorts must be at least mid-thigh or below in length. Rips/tears above mid-thigh are not permitted.</p>	<p>ACCEPTABLE:</p> 	<p>NOT-ACCEPTABLE:</p> 

ELECTRONIC DEVICES AND CELL PHONES

Cell phones and electronic devices may NOT be used during instructional time unless permission is given by that teacher in the classroom when it is for an educational purpose. Students are advised that this is the teacher's discretion and not all of your teachers may allow the use of these devices in the classroom.

BYOD Policy

Lyman High School is committed to developing a 21st 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, smartphones, etc.) during the school day. With teacher approval, students may use their own devices to access the internet and collaborate with other students for education purposes only. Without teacher approval, the previously established electronic device policy is still in effect. Many schools across the nation are implementing "Bring Your Own Device" 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 has no responsibility for devices lost or stolen. All students and staff should be sure to keep their devices secure at all times!

EXTRACURRICULAR ACTIVITIES

Lyman High School offers a wide variety of clubs and sports. Students are encouraged to participate to have a well-rounded school experience.

POSITIVE BEHAVIOR SUPPORT

Lyman High School is proud to participate in the state wide Positive Behavior Support initiatives. Each of you is encouraged to make positive choices and your teachers will be looking for them to recognize you. We encourage each of you to respect, appreciate,, and value all of the contacts and friends that you make here.

Every student has the responsibility to attend all of your classes, on time, and do your best. Ask for assistance from your teachers, Student Services counselor, or any staff member We are here to help you at anytime.

We encourage all students to be ready to learn and succeed through positive interactions with their classmates and their teachers. Support the student centered learning process by being a positive influence in every class.

EMERGENCY INFORMATION

All students are required to have an emergency health card on file at the school. Information on this card must be kept current. Please notify the administrative office of changes immediately in order to keep your records up to date. Students should have their own medical insurance. School medical insurance is available for purchase upon request.

GRADE CLASSIFICATION REQUIREMENTS

Students are required to take 7 credits per year and shall be in attendance for a full day. Summer School may be available for students who lose credit in a course, if the School Board budget permits. Classification of students as to grade level:

Freshman	Promotion from 8 th Grade
Sophomore	6 credits
Junior	12 credits
Senior	19 credits

Graduation – 26 credits (required areas), passing the state competency test(s) and minimum GPA of 2.0

GRADING POLICY

1. Students shall be informed of the criteria that will be used for assessment of each assignment.
2. All assignments and activities must be completed in a timely and consistent manner.
3. Teachers may establish specific due dates and deadlines.
4. Meeting due dates and deadlines may be reflected in a student's grade.
5. Each teacher will distribute a clearly defined classroom grading procedure to students during the first week of class.
6. Channels of open communication will be encouraged. Parents should take advantage of Skyward Family Access Portal to monitor student progress.
7. Teachers shall arrive at the student's grade through a variety of assessment methods, including, but not limited to portfolios, projects, observations, oral and written tests, simulations, demonstrations, and participation.
8. The 9 week exam will count for 20% of a student's 9 week average.

GRADING SCALE

Letter	Percent Range	Quality Points
A	90 – 100	4.0
B	80 – 89	3.0
C	70 – 79	2.0
D	60 – 69	1.0
F	0 - 59	0

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

GRADUATION EXERCISES

Graduation shall be considered a school function and shall be conducted under the school principal's direction. The principal is authorized to exclude a student from graduation exercises due to misconduct prior to or during the event. All students must complete all graduation requirements in order to participate in any graduation exercises. He/She will not be eligible for a high school diploma or certificate of completion until all graduation requirements specified in the District Student Progression Plan are satisfied. *Participation in graduation is a privilege not a right.*

STUDENT SERVICES DEPARTMENT

COUNSELORS

Mary Adessa	407-746-2224
Ryan Rogers	407-746-2130
Mary Kemetz	407-746-2133
Judy Lee	407-746-2131
Melinda Leftheris	407-746-2142
Mary Scalione	407-746-2132
Mia White	407-746-2136

ID CARDS

Students are required to obtain and carry a Lyman ID card. It is used for all student activities, to check out library books, and computer use. Students are required to show their ID at the request of any school personnel. Any effort to alter the ID card will result in disciplinary action. Students must replace a lost ID for \$5.00. Replacement ID cards are made in the Media Center.

LOCKERS

Lockers are provided for a student's convenience and are the property of the school board. Only minimal security is provided; therefore, students should not bring valuables to school. The school is not responsible for items taken from a locker. Students may share lockers only with administrative approval. School officials may conduct a warrantless search of a student's person, his/her locker, or any other storage area on school property if such officials have reason to believe that illegal, prohibited or harmful items or substances may be concealed on the student's person or in such areas. Locker/Locker combination problems - Student Services/Ms. J. Bryant

LOST AND FOUND

Located in the Dean's Office

MEDIA CENTER

Hours: 6:50am - 2:40pm and during break/lunch. Students may use the library during class time if they have a pass, as long as a district assessment is not being administered in the Lyman Library/Media Center.

MEDICATION

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. A special form must be completed prior to the administration of any medication. Medication must be in the original container. Forms are available from the front office or Clinic.

PARKING AND PARKING DECALS

A student is required to obtain a parking permit to park on campus. Decals should be placed on the inside lower left windshield of the vehicle, permanently affixed to the windshield. Vehicles without a decal will be given a warning sticker. If a vehicle is given more than TWO warning stickers, the vehicle may be towed. Under School Board Policy, vehicles may be towed at owner's expense for failure to abide by parking rules. If a student parks on campus without a decal and receives two warning stickers, the full price of a decal will be added to their school debt. Decals for vehicles may be obtained from the Dean's Office secretary. The cost is \$70.00 per year for a parking decal. Semester decals will only be available for the 2nd semester if there are spaces available at a cost of \$35.00.

Parking lots are off limits to students during the school day except when arriving or leaving for the day. Students caught loitering in the parking lots are subject to disciplinary action. *Trips to a car during the school day to obtain books and materials are prohibited.* Parking lots are provided for the convenience of students. It is NOT possible to guarantee security for vehicles and bicycles parked on campus; thus, precautionary measures are a must.

PICTURES/VIDEOTAPING/TELEVISION BROADCASTS

The photographing, videotaping, and broadcasting of class activities, school functions and events that are common and customary practices on public school campuses must be approved by the principal. When pictures, films, or broadcasts are restricted to use by the school, and not disseminated to outside sources for publication to the general public, no prior permission is necessary for such publication. Parents or students not wanting pictures, videotaping, or broadcasts of the student on campus or involved in school related activities should make their wishes known to the principal. This notification must be submitted in writing to the principal within ten (10) calendar days prior to the beginning of the school year, or submitted ten (10) calendar days from the date of enrollment of a student after the start of the school year.

REQUIREMENTS FOR GRADUATION

Class of 2015-2016 (26 credits)*

English	4 credits
Science (3 of which are labs)	4 credits
Mathematics (all 4 credits must be taken at the high school level)	4 credits
Social Studies (World History, American History, American Govt/Economics)	3 credits
Physical Education (Personal Fitness/PE class)	1 credit
Fine Art/Practical Art	1 credit
Electives	9 credits

* 1 online course required

Students must earn a 2.0 Grade Point Average (GPA) on a 4.0 point scale.

Beginning with the Class of 2015, students must show proficiency (Level 3 or better score) on the Algebra I EOC (End-of-Course) exam.

Florida Standards Assessment (FSA) will be administered for Language Arts to grades 9, 10. Students must show proficiency (Level 3 or better score) on the FSA ELA Grade 10.

A student may repeat a course in an effort to improve his/her GPA for any D's or F's earned. Additional credit will not be given for credit already earned when repeating a course, but the GPA will be calculated using the higher grade. A student who satisfactorily completes the minimum number of credits, but who is unable to pass the state competency test, or whose final cumulative GPA is below the required 2.0, will be awarded a Certificate of Completion. However, any student who is entitled to a Certificate of Completion may elect to remain in the secondary school on either a full-time or part-time basis for up to one additional year in an effort to pass the state competency test.

SCHEDULE CHANGES

Schedule changes are very limited. Priority will be given to correct academic placement so that instruction can begin on the first day of school. Students who request a change in academic subjects will be considered for a schedule change if the following situations have been met:

- Students maintained good attendance and stayed current with assignments.
- Students sought extra help from the teachers when struggling.
- Parents communicated with the teacher in an effort to help the student succeed.
- All final changes must be approved through administration.

SCHOOL PICTURES

To maintain consistency in the yearbook, all students are requested to have their pictures taken by the contracted school photographer. Students who do not have their pictures made by the contracted school photographer will not have their pictures in the yearbook. These pictures are to be taken during the scheduled picture days.

SCHOLARSHIP INFORMATION

SCHOLARSHIP INFORMATION IS AVAILABLE IN STUDENT SERVICES and through our website:
<http://www.lyman.scps.k12.fl.us/academics/scholarship-searches.stml>

SENIOR PRIVILEGES

In order to receive senior privileges, students MUST be identified as being in the 12th grade on Lyman's skyward computer system.

SENIOR TRANSCRIPTS OF CREDIT

A student may request a transcript at any time during the school year.

SIGNING OUT OF SCHOOL DURING THE SCHOOL DAY

When it is absolutely necessary that a student leave school during the school day (other than an illness), it is required that the student bring a note, email or fax from his/her parents indicating the date, time to sign out, time of expected return, and a parental contact phone number. The student then must take the note to the office and sign out. Students will not be released over a phone call. If a parent comes in to school to sign out a student, they MUST present a valid driver's license.

SPORTS PROGRAMS

There are over 40 athletic teams at the freshmen, Junior Varsity and Varsity levels offered at Lyman High School. To participate in one of our athletic teams there is a one time/per school year \$25 athletic fee per athlete. All students are encouraged to participate as a player, manager, trainer, or spectator.

SPORTS ELIGIBILITY

In order to play a sport, every student must have an unweighted cumulative GPA of 2.0 or above in all high school classes taken, at the conclusion of each semester, to be eligible during the following semester. A student who does not have an unweighted cumulative high school GPA of 2.0 at the conclusion of a semester will not be eligible during the following semester. All students will be eligible during the first semester of his/her ninth-grade year as long as the student was regularly promoted to the 9th grade. After the first semester is completed, the student's cumulative GPA will then be used to determine eligibility.

Fall Sports

Football
Cross Country
Swimming
Girls Volleyball
Girls Slow Pitch Softball
Bowling
Golf

Winter Sports

Basketball
Soccer
Wrestling
Girls Weightlifting
Competitive Cheerleading

Springs Sports

Boys Basketball
Girls Fast Pitch Softball
Track and Field
Tennis
Water Polo
Boys Weightlifting
Lacrosse
Boys Volleyball
Girls Beach Volleyball

TELEPHONE POLICY

Students are not to use classroom phones for any reason. If students have an emergency, they should report to the front office so that the phone conversation may be monitored. If it is during class students must have a pass from their classroom teacher indicating that permission is given.

WITHDRAWALS TO ANOTHER SCHOOL

Parents /Guardians wishing to withdraw students from Lyman should sign a withdrawal form from the Student Services.

WHERE TO GO FOR HELP

Accident Reports	Administrative Office
Announcements	Email - lymantv@scps.k12.fl.us
Athletics	Russel Williams, Athletic Director
Attendance Information/Excuse Notes	Administration Office
Bullying	Dean's Office, School Resource Officer
Bus Passes	Dean's Office- Prior to 9:00 AM
Career/College Information	Student Services
Change of Address/Phone Number	Student Services
Check-out from school	Administration Office
Clubs and Student Activities	Russel Williams, Athletic Director
Credit Checks	Student Services Counselor
Driver's License Reinstatement	Dean's Office
Free and Reduced Lunch	Front Office Secretary
Graduation	Cathy Loyd/Assistant Principal
Illness	Report to the clinic- 1-025
Lockers	Student Services
Lost and Found	Dean's Office
Maps	All Offices
Mediation	Dean's Office
Newspaper/Yearbook	Room 07-107, Danielle Pomeranz
Parent/Teacher Conferences	Carina Nicholas, 407-746-2018
Parking	Dean's Office
Payment for Lost Books	Bookkeeper or Media Center
Pre-Arranged Absence	Administration Office
PTSA	Cathy Loyd, Assistant Principal
Report Cards/Progress Reports	Student Services
SAT/ACT Tests	Student Services
Schedules	Student Services
Scholarships	Student Services
Testing	Media Center
Theft/Vandalism	Dean's Office, School Resource Officer
Transcripts	Student Services
Transfers/Withdrawals	Student Services
Transportation	Steve Sanchez, SAM

Save - A - Friend Hotline
1-800-338-2327

Abuse Hotline
1-800-96-ABUSE

Suicide Hotline
1-800-SUICIDE

Covenant House
1-800-999-9999