

Seymour Middle School

Seymour Middle School 6th Grade Center

To the Parents, Guardians, and Students,

Welcome to the 2013-2014 academic year. With each new school year come new challenges and new opportunities. We are excited to have you with us, and regardless of whether you are new to the 6th Grade Center, new to the 7/8 building, or returning for your 8th grade year, we want this year to be one of personal growth and reward.

We believe: 1) All are capable of learning. 2) Effort increases achievement. And, 3) Everyone shares a responsibility for success. It is from these beliefs that we exercise our "Three R's" principles as a school . . . **Respect, Responsibility, and Resourcefulness.**

Respect is simply the exercise of courtesy, expressions of good will or regard, to honor or esteem, and to be considerate of others . . . and yourself. The heart of responsibility is a willingness to accept ownership for one's own social behavior as well as willingness to accept assignments from authority figures. Resourcefulness, then, is the ability to deal skillfully with difficulties and problems. To be resourceful is to develop and possess a hang-in-there, tough-it-out, try-and-try again attitude toward the many challenges of life. These timeless principles are crucial to your educational and social development, and at SMS we will get there together. When anyone asks you about your school, this is what we are about.

Although we may define success differently for each student, success is attainable for *every* student. In our information saturated age of the 21st century, it is impossible for us to teach everything. But what we can teach, what we can help develop, are the qualities and fundamental skills necessary to be successful and competitive in high school and beyond. Your cooperative effort in this task is needed. We don't expect you to be perfect, but we do expect a *perfect effort* from you and from ourselves. To accept less would be to accept that we *are* less. We make each day great, or not, by the attitude we choose. Ultimately, our attitude towards ourselves, others, school, and life is the one thing we can truly control. It is my hope that you choose your attitude wisely each day, bringing your "best self" to each moment and each opportunity. It is your choice.

The imperativeness of parental involvement in a child's education can not be overstated. What is important to a parent may or may not be important to a child, but what is certain is that what is *not* important to a parent will not be important to a child. This is never truer than in your child's education. Parents, you continue to have sway with your children and how seriously they view their academic efforts. During these years of change and increased self-actualization, they need your involvement, your direction, your counsel, and your support. They need you more than you know.

In working at the high school, I held the opinion that a student's academic growth and social development during the 7th, 8th and 9th grade years were critical years that greatly influenced a student's potential for graduation and his/her future success beyond high school. In my time at SMS, those opinions have been validated.

The August 2008 ACT Report, "The Forgotten Middle," further makes the point: "The level of academic achievement that students attain by eighth grade has a larger impact on their college and career readiness by the time they graduate from high school than anything that happens academically in high school." The report asserted that, "eighth grade achievement is the best predictor of students' ultimate level of college and career readiness by high school graduation – even more than students' family background, high school coursework, or high school grade point average. Compared to eighth-grade academic achievement, the predictive power of each of the other factors we examined was small, and in some cases negligible." The "middle school years" are critically important academically, socially and emotionally for your child, and your support will help insure your child's success with us.

This handbook contains important information about our school procedures and expectations. If you wouldn't start a video game or play a competitive sport without first knowing the objective of the game or how to play it, it would be unwise to start the year without knowing our parameters. Please take time to familiarize yourself with this, *your* agenda. It can be of great assistance to you in "navigating the waters" of the middle school and 6th Grade Center.

Each week I encourage you to visit our school's website for current school events and information. Along with that information will be weekly principal blog postings from me and others on many different topics related to school, education and student development. Should you have questions, comments, suggestions or concerns regarding our school expectations, procedures or policies, please feel free to contact any of the building administrators at your convenience.

On behalf of the faculty and staff, I want to thank you for your support and interest in your child and in our schools.

Mr. McClure
Principal

STUDENT HANDBOOK

The first few pages of the student agenda book contain the Seymour Middle School Student Handbook. Teachers will review some of the important parts of the student handbook during the first few days of school, but it is the responsibility of the student and their parents to make sure they are knowledgeable of the information contained within these pages. **Parents need to sign and the student needs to turn in the "Agenda Verification Form" distributed by your PRIDE teacher no later than Friday, August 16, 2013.**

SCHOOL DATEBOOK

The School Datebook has been designed to help you manage your time and plan your day, so that you can take an active part in controlling your academic achievement. Planning and organization can help students overcome academic problems and difficulties. Students should develop the habit of listing the homework assigned by each teacher on the daily calendar pages. Parents may also want to require their child to list what they did in class each day on the calendar pages. Seymour Middle School requires every student to utilize their agenda throughout the year. The cost of the agenda is included in the fee's that each student pays. Lost or stolen agenda's will need to be replaced by the student at a cost of \$6.00 in the Main Office. Teachers may ask to see your Datebook periodically to help you with your time management and academic progress by giving you some advice on how to best use it. Parents should contact their child's teachers to make arrangements to use their child's Datebook (i.e., the Parent/Teacher Comment section on each page) to relay messages between teachers and parents to better monitor their child's academic and/or behavioral progress. In addition, the Datebook can be used to help keep parents informed about classroom projects, team activities or other school wide announcements.

SEYMOUR MIDDLE SCHOOL

SEYMOUR, INDIANA

Our Mission

-Our clear understanding for our purpose for existence-

The mission of Seymour Middle School is to provide a safe, innovative and nurturing school environment that focuses on the development of the whole child. Students are expected to exceed proficient levels of competency as measured by the state. Intervention strategies are implemented to assure student progress.

Our Vision

-A picture of what we can become-

As a highly respected educational institution, Seymour Middle School will develop intellectually reflective students who are intrinsically motivated to become lifelong learners who will become productive citizens in the global community. With the active participation of all stakeholders, Seymour Middle School will achieve excellence for all.

Our Values

-Attitudes and behaviors we embrace as an organization-

We will model respect.
We will be personally responsible.
We will practice resourcefulness.

We will exhibit integrity.
We will embrace diversity.

Our Goals

-The reinforcement and feedback on our progress toward our vision-

Seymour Middle School students will achieve an average school pass rate equal to or greater than 75% in both math and language arts.

Our Beliefs

-The guiding principles that influence the development of the culture, activities, and practices of our program-

All are capable of learning.
Effort increases achievement.
Everyone shares a responsibility for success.

ATTENDANCE POLICY AND PROCEDURES

Regular and prompt attendance is imperative for steady progress in school. Poor grades often result from unnecessary and excessive absenteeism.

All students are required by law to attend school until eighteen years of age. The legal, or "excused," absences are those that represent urgent reasons: sickness, impassable roads, quarantine, death in immediate family, required religious observance, or weather so inclement as to endanger the health or safety of the pupil. The attendance of a student is a student and parent responsibility. In the instances of poor school attendance, the student's record will be reviewed and the following procedures may be taken:

1. A written referral given to a school administrator.
2. A conference may be scheduled with the parent, counselor, principal, assistant principal, or social worker.
3. A doctor's statement may be required for an excused absence to school after **ten (10) absences** for the year.
4. Educational neglect proceedings through the prosecutor's office may be initiated.

ABSENCE REPORTING

When a student is absent from school a parent or guardian should call the attendance office on the day of the absence. A phone call is needed each day the student is absent and can be made 24 hours a day. If the parent is unable to phone the attendance office the student is to bring a note of explanation from the parent or guardian to the student services office upon his/her return to school. **The school telephone number is 522-5453 and press 2 for attendance reporting.**

****At the 6th Grade Center please call 523-4637 and leave a message if after school hours.**

PREARRANGED ABSENCE

When a student wants to accompany parents on a business trip, a vacation, or other personal business, the parents are asked to notify student services **two school days prior to the absence** to make arrangements for the student involved to be given make-up assignments for the time to be missed. Pre-arranged absences should not be used for baby-sitting family members or working at a family owned business.

ABSENCE IN THE A.M.

If a student is absent when school begins and arrives later in the day, the parent and/or guardian must come into the building to sign his/her student in for school. Upon signing in, the student services office will issue the student a pass to class.

****At the 6th Grade Center, students must report to the main office.**

ABSENCE IN THE P.M.

Students needing to leave school at noon or any time during the school day because of illness must report to the student services office before leaving school. Parent and/or Guardian must come into the building to sign his/her student out of school.

APPOINTMENTS

If it is necessary for the student to leave school during the day for appointments to the doctor, dentist, etc. the student services office must have parental permission either by phone or note (we suggest using this student agenda) before the student will be dismissed. In addition, the student should sign out in student services immediately before leaving school and sign in upon returning. *Please allow for 15-20 minute period of time before the scheduled appointment in order for your child to be contacted in the classroom, go to their locker and then come to the Student Services area. Parents/guardians must come into the school to Student Services to sign-out their child. No student will be sent out of the building for an appointment.*

TRUANCY

Absences from class or school without prior knowledge, consent and permission from a student's parent/guardian are classified as truancy. Truancy will be dealt with in the following manner:

1. Parents will be contacted by the school
2. Students will be assigned to Tuesday School or suspension as warranted.
3. Students may be referred to the Jackson County Prosecutor's Office.

HABITUAL TRUANCY

Indiana code 20-33-2-11 provides that any person, while of the ages of 13 and 14, who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18. The term "habitual truant" is defined as a student who willfully refuses to attend school in defiance of parental authority in one of the following circumstances:

1. Absent for (3) three days in any period of (10) ten days.
2. Absent for (4) four days in a semester.
3. Absent for (6) days in any two semesters; or
4. Absent for (7) days in any period of (3) or more semesters.

EXPECTATION OF STUDENTS

Seymour Middle School is not only focused on our students' academic education, but also our students' character education. We embrace and reinforce the "Three R's" principles of RESPECT, RESPONSIBILITY, and RESOURCEFULNESS in our students' learning and personal development. Those principles defined are:

Respect – courtesy, expressions of good will or regard, to honor or esteem, to be considerate of

The three components to Respect are:

- Respect for persons in positions of legitimate authority (police, coaches, teachers, parents)
- Respect for self – the idea that you are of significant value and that your life mission (whatever it is now and whatever it will be) is important (you have an impact on everyone around you . . . for good or bad)
- Respect for peers – the idea that the manner in which you treat your classmates is essentially an extension of how you view yourself; it is your attitude toward our shared human condition

Responsibility – obligation, accountability, a person or thing that one is answerable to

The heart of Responsibility is a *willingness to accept **ownership*** for one's own social behavior as well as for assignments from authority figures.

Resourcefulness – able to deal skillfully with difficulties and problems

The "guts" of being Resourceful is a hang-in-there, tough-it-out, try-and-try again attitude toward the many challenges of life.

Students and parents can expect Seymour Middle School teachers to conduct a well-planned and effective classroom program, to establish and enforce school regulations and classroom rules, and maintain written records. Teachers will notify parents of poor academic and /or behavioral progress by students. The teacher has the right and responsibility to take corrective measures to maintain or improve the learning atmosphere of the classroom.

CAFETERIA EXPECTATIONS (BREAKFAST AND LUNCH)

1. Walk; do not run.
2. Enter the cafeteria in an orderly fashion, sit at assigned seat, and wait patiently to be dismissed to the lunch line. Note: Students are to remain seated at all times unless released to enter the lunch line or return their cafeteria tray to the return counter.
3. When given permission to report to the lunch line, form a single line. Line cutting is not permitted. Students observed cutting will be sent to the back of the line or sent back to their seat until the rest of the students have been served.
4. After receiving their lunch, students are permitted to choose where they would like to eat during the lunch period (another table, with friends, on the patio). Note: After choosing their seat, students are expected to remain in that seat for the duration of the lunch period. Changing seats or walking around the Cafetorium is not permitted.
5. Be courteous and do not make loud and unnecessary noises. Throwing of food is not allowed and will result in disciplinary action. Students should not tamper with, take food off of, or eat from another student's tray/plate. Students caught doing so will be charged the price of the other student's meal.
6. Students may not bring pop (carbonated drinks) or candy in their sack lunch.
7. After eating, students will be released in turn by table to return their lunch tray to the return counter.
8. Students are expected to keep their eating areas clean at all times. All trash is to be deposited in the trash receptacles near the return counter. As SMS serves its lunches on plastic plates, and as SMS students enjoy the opportunity of eating with metal utensils, these serving items are **NOT** trash and should be remitted to the return counter. Purposefully throwing away plates or silverware will result in disciplinary action.
9. Students are to return to the seat/table that they chose for that day and stay seated until released to report to class.

GENERAL BEHAVIOR EXPECTATIONS OF ALL STUDENTS

1. Be in the classroom on time when class begins.
2. Textbooks and other books assigned are your responsibility. (Fines will be collected for lost or damaged books.)
3. Bring books and appropriate materials with you to class each day (unless otherwise directed by your instructor)
4. Contribute to the learning environment in the classroom by:
 - a. Using class time given to study the materials assigned by the instructor in that class.
 - b. Coming to class prepared.
 - c. Listening to, respecting, and being courteous to others.
5. Remain in the classroom (pass requests should be limited to emergency situations)
6. Arrange for make-up work (tests, quizzes) following an absence.
7. Use appropriate language during the school day (before or after school), at any school event (athletic events/music events) and while riding on the school bus.
8. Refrain from displaying inappropriate affection (petting, necking, kissing, holding hands, arms around each other, or other displays of affection) at school or school sponsored activities.
9. Although discouraged, any radios, walkmans, CD players, DVD players, cell phones, PDA's , iPods, iPads, lap tops, and video games which are brought to school, should be immediately placed, and remain, in student lockers during the school day. **The school will not be responsible for any of these items if lost or stolen.**
10. The use of chewing gum and candy while in class is left to the discretion of the classroom teacher. **Students are expected to adhere to the classroom teacher's rules regarding the use of chewing gum and candy.** Students are expected to dispose of all gum, candy, and trash responsibly and appropriately.
11. Refrain from engaging in mischievous behavior/horseplay.
12. Meet obligations and responsibilities as assigned (e.g. class assignments, detentions)

FLAG ETIQUETTE

The flag stands for the hard work and sacrifice of millions of Americans who have helped make the United States one of the greatest powers in the world's history. The Pledge of Allegiance has deep meaning for all Americans. Saying the Pledge is the traditional and accepted way for a person to state his loyalty and love for the United States and flag, and his belief in its democratic principles. The Pledge of Allegiance to the flag should be given while standing with the right hand over the heart. Civilians should always show full respect to the flag when the Pledge is given by standing at attention, the men removing their hats.

When the national anthem is played, all present should stand. If the flag is not displayed, it is proper to face the music and stand at attention, men removing their hats. When the flag is displayed, all present should face the flag and give the appropriate salute.

SCHOOL ETIQUETTE

- Students are responsible for the care of all books, supplies, and furniture supplied by the school. Students who disfigure or do any damage to any school property or equipment will be required to pay for its repair or replacement, as well as, face the prospect of other disciplinary measures.
- Skateboards and roller blades are not permitted on school property.
- Gentlemen are expected to remove their hats/sweatshirt hoods when entering the building.

STUDENT DRESS CODE

For the purposes of promoting a civil, orderly and respectful learning environment, Seymour Middle School prescribes the following student appearance dress guidelines. These expectations outline what students are permitted to wear. All clothing is expected to be of the appropriate size and fit. Clothing may not be altered (e.g. cut off sleeves, writing on the garment, etc.)

SHIRTS

- Collared polo style (long or short sleeve) with no more than five buttons
- Colors: any, but must be a single solid color (stripes, pockets, designs and logos prohibited)
- School sanctioned/sponsored spirit/team/athletic wear, in lieu of collared shirt, is acceptable.

NOTE: Students are encouraged, but not required, to tuck in their shirts as it pertains to the dress code.

CREW NECKS / SWEATERS / SWEATSHIRTS / ZIPPERED SWEATSHIRTS

- Colors: any, but must be a single solid color (stripes, designs and logos prohibited)
- Crew Neck Tees: long or short sleeved may be worn underneath collared polo style shirt or school sanctioned spirit wear
- School sanctioned/sponsored spirit/team/athletic wear sweatshirts and zippered light jackets acceptable.

PANTS

- Solid colors: Khaki, Navy Blue or Black (denim, "leggings," and/or "yoga pants" are prohibited)
- Style: plain pleated or flat front with standard button waist and zipper worn at the waist (pants with slits, cuts or tears are prohibited)

SHORTS

- Solid colors: Khaki, Navy Blue, or Black (denim and/or athletic shorts prohibited)
- Style: plain pleated or flat front with standard button waist and zipper worn at the waist and of appropriate knee length (shorts with slits, cuts or tears are prohibited)

CAPRIS/DRESSES/SKIRTS/SKORTS (females)

- Solid colors: Khaki, Navy Blue, or Black (denim prohibited)
- Style: plain pleated or flat front worn at the waist and of appropriate knee length (skirts/skorts with slits, cuts or tears are prohibited)

SHOES

- Colors: any
- Style: dress, casual, non-cleated athletic, boots (flip flops, beach sandals or house slippers are prohibited)
- Condition: footwear should be free of "wheels," holes, and in good repair

NOTE: Students not in compliance with the student dress code will not be permitted to attend class until policy compliant

attire is procured. Chronic noncompliance with the student dress code will be addressed as prescribed in the “STUDENT DISCIPLINE” section of this handbook.

STUDENT WORK HABITS

1. Students are to come to class with their textbooks and all other necessary materials for participation in the activities of the class.
2. All preparations for carrying out the class activities are to be done before the class begins. (Example- pencils sharpened, paper available).
3. All students are to report to class on time.
4. Students are to be aware of and observe the classroom rules set by each teacher.
5. The teacher determines when the instructional period is over. Students are to give the teachers their attention during all instructional activities.
6. Assigned and required work should be turned in at the time specified.
7. Students are accountable to all members of the Seymour Middle School staff.
8. All students are expected to cooperate with the judgment of the staff members when corrected.
9. Good work and study habits produce excellent results. Use your time wisely and take full advantage of your educational opportunities at Seymour Middle School.

STUDENT REWARDS

During the 2009-2010 school year the initial framework of the IMPACT Program at Seymour Middle School was established. As the need to acknowledge, recognize and encourage student achievement at all academic proficiency levels was felt, the IMPACT Program’s goal is to recognize *all* students who are conscientiously working to achieve academically, behaviorally, and socially. Simply put, the program’s aim is to “catch students doing the right thing,” by tangibly rewarding and thanking them for their efforts. Through this recognition, it is our expectation that the students of Seymour Middle School will strive to excel even more, further contributing to the positive environment and atmosphere of Seymour Middle School. *Through the use of incentives, rewards and celebrations the mission of IMPACT is to promote and encourage: academic excellence, self-esteem, a sense of worth, a productive attitude, and a solid work ethic in the students of Seymour Middle School.*

OWL BUCKS

The purpose of the OWL Bucks program is to recognize *students* who are conscientiously working to achieve academically, behaviorally, and socially. We say things all the time to help you to become “better” (better thinkers, better learners, better in social situations, etc.), but we also want to say to you those things that you are doing well. The OWL Bucks program is a “have fun” way to recognize the “Three R” things that you do every day.

What are OWL Bucks?:

OWL Bucks are “immediate” recognitions that you can earn on a daily and/or weekly basis for making “good choices” while at school in the areas of attendance, academics and behaviors.

Who awards OWL Bucks?

OWL Bucks are awarded by any teacher or adult.

How can OWL Bucks be earned?

Perfect attendance to class

Punctuality (no tardiness)

Homework completion

Demonstrated academic improvement on homework, quizzes, and/or tests

Helpful/Cooperative behavior towards others

Achieving a specific grade target on homework, quizzes, and/or tests

Miscellaneous reasons that support our school’s “Three R” philosophy

What can be purchased with the OWL Bucks I earn?

At SMS 7/8, students can use the OWL Bucks they earn to purchase items from our school store during lunch on Wednesdays and Fridays. We call our school store the "OWL"ley Galley. At the 6GC, students can use their OWL Bucks to purchase different team privileges and auction items (note: team auctions are held at the end of the year).

Student Responsibilities Include Understanding the Following Guidelines Regarding our OWL Bucks program:

1. Students are responsible for the safekeeping of their OWL Bucks
2. Students may not "sell" their OWL Bucks to other students. Doing so will result in the forfeiture of OWL Bucks earned.
3. Student OWL Bucks must be redeemed by year's end for grades 6 and 8. OWL Bucks may be "carried over" to the following year for grade 7 students electing to do so.
4. Students will have opportunities to redeem their OWL Bucks, but that won't necessarily be every Wednesday and/or Friday at lunch, or when you "want to."
5. OWL Bucks are awarded spontaneously or contractually. (Students that ask for OWL Bucks in exchange for cooperating with teacher directives or requests will insure that they *won't* earn one.)

STUDENT REWARDS AND RECOGNITIONS (SMS 7/8)

Six Week Progress Report Reward Activity Day

In addition to regular teacher team student rewards and recognitions, all students meeting the following criteria are rewarded with a movie or alternate award activity (e.g. dance, dodge ball tournament, etc.):

1. No documented discipline incidents for the progress report period
2. No more than 1 absence per class
3. No more than 1 tardy per class
4. 100% homework completion for all classes

Year End Reward and Recognition Day

At the end of the year a reward will be provided for all students that meet the following requirement:

1. Less than twelve days of school missed for the school year.
2. No documented discipline incidents for the school year. (This includes those incidents in which there is no penalty for the misbehavior on the school bus or within the school setting.) This may also include excessive tardies that can result in a detention that will be documented into the discipline system.
3. All library materials have been returned.

STUDENT DISCIPLINE

DISCIPLINE POLICY, BOARD OF SCHOOL TRUSTEES (POLICY 5114.1 ADOPTED NOVEMBER 12, 2002)

It shall be the intent of the Board of School Trustees that all resources of the school district and community be directed toward retaining students in school until the completion of the normal school program. However, the Board recognizes that when behavior becomes so damaging that it impairs the ability of the student to learn or is so disruptive that it impairs the learning of others, the student must be removed from the school environment. Such action should be taken only after all reasonable attempts at rehabilitating the student have failed, including soliciting parental cooperation.

Students shall be subject to suspension or expulsion from school for cause. Such cause shall include, but not be limited to: threatening, bullying, or inflicting physical harm to a teacher or other student; possession of a firearm or destructive device, overt sexual behavior on school property; possession of drugs, alcohol or controlled substance; theft; willful destruction of school or personal property; repeated flaunting of administrative authority and willful absence or tardiness past the age of 17.

Expulsion shall be reserved for those cases in which school personnel have calculated that further attempts at rehabilitation will not be productive. Prior to reaching such a conclusion, school personnel shall have exhausted all designated rehabilitation procedures. All recommendations for expulsion shall be forwarded to the Superintendent of Schools for processing in accordance with the provision of Public Law 218 and all amendments thereto.

ALTERNATIVE DISCIPLINARY ACTIONS

School Disciplinary Actions

Authority for alternative disciplinary action applies to a person who

1. is a member of the administrative staff, a teacher, or other school staff member, and
2. has students under the person's charge.

A person may take disciplinary action in addition to suspension and expulsion that is necessary to ensure a safe, orderly, and effective education environment. Disciplinary action under this section may include the following:

1. Counseling with a student or group of students.
2. Conferences with a parent or group of parents.
3. Assigning additional work.
4. Rearranging class schedules.
5. Requiring a student to remain in school after regular school hours to do additional school work or for counseling.
6. Restricting extracurricular activities.
7. Removal of a student by a teacher from the teacher's class for a period not to exceed:
 - A. five (5) class periods for middle, junior high, or high school students; or one (1) school day for elementary school students; and
 - B. if the student is assigned regular or additional schoolwork to complete in another school setting.
8. Assignment by the principal to:
 - A. a special course of study;
 - B. an alternative educational program; or
 - C. an alternative school.
9. Assignment by the principal of the school where the recipient of the disciplinary action is enrolled of not more than one hundred twenty (120) hours of service with a nonprofit organization operating in or near the community where the school is located or where the student resides. The following apply to service assigned under this subdivision:
 - A. A principal may not assign a student under this subdivision unless the student's parent or guardian approves:
 - (1) the nonprofit organization where the student is assigned; and
 - (2) the student's disciplinary plan.
 - B. A student's parent or guardian may request or suggest that the principal assign the student under this subdivision
 - C. The principal shall make arrangements for the student's service with the nonprofit organization. Arrangements must include the following:
 - (1) A plan for the service that the student is expected to perform.
 - (2) A description of the obligations of the nonprofit organization to the student, the student's parents, and the school corporation where the student is enrolled.
 - (3) Monitoring of the student's performance of service by the principal or the principal's designee.
 - (4) Periodic reports from the nonprofit organization to the principal and the student's parent or guardian of the student's performance of the service.
 - D. The nonprofit organization must obtain liability insurance in the amount and of the type specified by the school corporation where the student is enrolled that is sufficient to cover liabilities that may be incurred by a student who performs service under this subdivision.
 - E. Assignment of service under this subdivision suspends the implementation of a student's suspension or expulsion. A student's completion of service assigned under this subdivision to the satisfaction of the principal and the nonprofit organization terminates the student's suspension or expulsion.
10. Removal of a student from school sponsored transportation.
11. Referral to the juvenile court having jurisdiction over the student.
 - A. As used in this subsection "physical assault" means the knowing or intentional touching of another person in a rude, insolent, or angry manner.
 - B. When a student physically assaults a person having authority over the student, the principal of the school where the student is enrolled shall make a referral of the student to the juvenile court having jurisdiction over the student.
 - C. A student with disabilities (as defined in IC 20-26-11-12 who physically assaults a person having authority over the student is subject to procedural safeguards under 20 U.S.C. 1415.
 - D. For other student violations of state and/or federal law.

TEACHER AUTHORITY AND BEHAVIOR EXPECTATIONS

The roles, responsibilities and authority of teachers and school officials are established by Indiana Code IC 20-26-2-4 (Duty and powers of school corporation to supervise and discipline students) states:

- “Student supervision and the desirable behavior of students in carrying out school purposes is the responsibility of a school corporation and the students of a school corporation”.
- “In all matters relating to the discipline and conduct of students, school personnel stand in the relation of parents and guardians to the students of the school corporation. Therefore, school corporation personnel have the right, subject to this chapter, to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system”.
- “Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environments”.

Thus, the faculty is responsible for Seymour Middle School, and is expected to develop and maintain an orderly and safe school, and a climate that promotes learning.

In carrying out their responsibilities teachers are required to supervise students at all times, including before and after school, during passing periods and during lunch periods.

Students also have a responsibility to maintain a safe and orderly school environment, and to possess sufficient self-discipline to monitor their own behavior and not infringe upon the rights of others. Furthermore, they are expected to understand that teachers have the authority to deal with them even if they do not have them in class. All students are expected to contribute to the development and maintenance of an orderly school environment in the following ways:

1. Being punctual to class; having necessary materials with them at the beginning of the class period; and participating in the learning activities by cooperating with the instructions of the teacher.
2. Supporting the rights of other students to learn and the responsibility of the faculty to teach by refraining from actions that would disrupt or interfere with classes or other school programs or encouraging others to do so.
3. Supporting the need for a safe environment, free from weapons, fighting, threats, harassment, and other actions that could cause injury to another person.
4. Respecting the property of other students, the faculty, the school and community.
5. Respecting the role and authority of teachers.
6. Being physically and mentally alert and free from the influence of alcohol, marijuana, drugs or other controlled substances.
7. Refraining from the use of tobacco in the school buildings, on the school grounds and on property immediately adjacent to the school grounds during the school day.
8. Demonstrating sufficient maturity to recognize that school is not the place for displays of affection, and refraining from inappropriate kissing, embracing or other forms of affection.
9. Abiding by the laws of the State of Indiana during school hours and while involved in school activities.

STUDENT / PARENT / TEACHER / ADMINISTRATOR INTERVENTION CONFERENCING

In accordance with House Enrollment Act 1462, students that are removed from class by the classroom teacher for disciplinary or academic reasons may not be returned to the class from which the student was suspended until a targeted behavior plan meeting is convened with the student, the student’s parent/guardian, the teacher, and a building administrator. The purpose of the meeting is to determine an appropriate behavior plan for the student to insure cooperative student behavior in the future.

CONTROL AND DISCIPLINE OF STUDENTS

When self-discipline fails school personnel are authorized to take certain measures reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference with the educational process in accordance with Board of School Trustees policies and the Indiana Code. In addition to the general interventions listed in Policy 5114.1, the following techniques may be used to address student misbehavior: verbal or written reprimand, assigning a student to a time-out room or area, soliciting parental cooperation, referral to student services or administrative personnel, soliciting the services of juvenile authorities, in-school suspension, out of school suspension and/or expulsion from school.

When working with student behavior problems we will attempt to achieve 3 goals:

- 1. To make sure the student knows why a behavior is inappropriate***
- 2. To work with the student to insure that the behavior will not be repeated***
- 3. To work to gain the cooperation of the student***

SPECIFIC DISCIPLINE INTERVENTIONS AND PROCEDURES

TIME OUT ROOM

The Time Out Room is a short-term independent study program that is used as an alternative to suspension from school. It is utilized as an interim step for students with mild to moderate behavioral problems. The program provides students with a safe, controlled environment, an opportunity to complete work in isolation, and temporary separation from the social interaction of the regular classroom. Students are assigned to the Time Out program in Room P10 for the period(s) to work on assignments provided by their teachers.

DETENTION

Detention period is held Wednesday and Friday from 3:35-4:30 P.M. **Detentions should be served within five (5) school days of being assigned.** Students will be assigned to detention period for failing to follow accepted behavior and the rules and regulations of the school. Bus students must arrange their own transportation. Students who are repeatedly assigned to detention will have their cases reviewed by the assistant principal and more severe measures may be taken or altered. The number of detentions a student receives is an indicator of his/her lack of cooperation with teachers, administrators and school rules. Students must have materials with them. Students who are assigned a detention will be expected to serve the detention within five school days of receiving it. **Students not serving a detention within the five-day period will be assigned to ISD or Tuesday Evening School.** Students choosing to persistently ignore serving detentions may be assigned multiple days of ISD or OSS.

TUESDAY EVENING SCHOOL

Tuesday Evening School is held on Tuesday afternoons/evenings from 3:30pm until 6:00pm throughout the school year. Building administrators may assign Tuesday Evening School (TES) as a punishment for violation of school rules or as an alternative to after-school detention or suspension from school. When assigned to Tuesday Evening School, the student is to report to Room 502 by 3:35pm. Students assigned to Tuesday Evening School are required to work on school assignments throughout the session. No food, beverages or candy is permitted and students are not permitted to talk to each other. If the student fails to cooperate with the supervisor, he/she is dismissed and other disciplinary measures are instituted. Willful refusal to attend Tuesday Evening School as assigned will be treated as insubordination.

CLASS SUSPENSION

Classroom teachers are the persons primarily responsible for planning and implementing the educational program of the school. In carrying out his or her assignment, each teacher is expected to establish classroom procedures and rules which best support his/her teaching style and allow for the instruction of students in an orderly fashion. A teacher may suspend a student from class if the teacher believes that the suspension is necessary to help a student to understand the seriousness of his/her misbehavior, or to prevent an interference with the classroom climate. Students who are suspended from class are to report to the time out room and will not be readmitted to class until a student/parent/teacher/administrator conference is held. Students who are suspended from class will be given the opportunity to make up any assignments or test missed because of the suspension.

SUSPENSION FROM EXTRA-CURRICULAR ACTIVITIES

Participation in extracurricular activities is a privilege carrying with it responsibility for proper behavior both in and out of school. Students may be suspended from athletic teams, student government, class offices, school clubs, social activities and class activities as a disciplinary measure if they are found to be in violation of the individual rules and regulations of the team or organization; if their school behavior exhibits a lack of self-discipline and unwillingness to cooperate with school rules; or they are involved in out-of-school actions which may bring discredit or embarrassment to the school, team or organization. *Students suspended from school are also suspended from participating and/or attending all extra-curricular activities during the period of suspension.*

IN SCHOOL DETENTION

As an alternative to out-of-school suspension, a student may be detained from attending regular classes and activities and reassigned to a supervised study area for the duration of the school day. At the discretion of the administrators, a student who violates any school rule may be assigned to in-school detention. Students are assigned to the in-school detention program in Room 109 for the day(s) to work on assignments provided by their teachers. They are provided a school lunch while attending in-school detention. Special rules relating to the in-school detention program include:

- 1) Students may not "hang out" in the halls, cafeteria, outside the building, in restrooms etc., prior to school. They are to report directly to the main office.
- 2) Assigned work is to be completed individually. Talking is not permitted.
- 3) Students are not allowed out of the room during regular class break times.
- 4) All student messages go through the in-school suspension supervisor.

Students who violate the in-school detention rules or other school rules during their in-school detention assignment will face further disciplinary action

OUT OF SCHOOL SUSPENSION

The principal or his designee may deny a student the right to attend school or to take part in any school function for a period of up to ten school days. Such short-term suspension will be made only after an investigation has been conducted and it has been determined that the action is necessary to help the student, to further school purposes, or to prevent an interference with the educational process. Before a student is suspended from school he/she will be given an opportunity for an informal hearing. Normally, if a student is suspended during the school day, he/she will not be permitted to leave the school building until a parent has been notified of the situation. If a parent cannot be contacted and nobody can pick up the student, he/she will be detained at the school until the end of the day.

EXPULSION

Expulsion refers to any disciplinary action in which a student is suspended from school for a period in excess of ten days or is suspended for the balance of the current semester or current year.

ALTERNATIVE EDUCATION

The alternative education program is designed for students who are at risk of failing for academic and attendance issues, and who have difficulty being successful in a traditional school setting. Students are referred to Mr. McClure by the administrative team and teacher teams at Seymour Middle School for enrollment consideration.

GROUND FORS SUSPENSION AND/OR EXPULSION FROM SCHOOL

Indiana Code 20-33-8 provides that student misconduct and substantial disobedience are grounds for suspension or expulsion from school subject to the due process provision required by law. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other student to engage in such conduct.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this rule.
5. Threatening or intimidating any student for any purpose, including obtaining money or anything of value from the student.
6. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any item that is considered a weapon but is not a firearm as defined in rule # 12 below.
7. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this rule.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and established in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative authority;
 - c. willful absence or tardiness of students;
 - d. possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
 - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription;
 - f. Engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
12. Possessing a firearm, explosive device, incendiary or poisonous gas bomb, firearm muffle or firearm silencer, an antique firearm or rifle or shotgun used for sporting, recreation or cultural purposes on school grounds.

13. In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an education function, or the student's removal is necessary to restore order or protect person on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

RESPONDING TO BEHAVIOR PROBLEMS

School personnel use the following punishment guidelines when dealing with specific behavior problems. However, it should be kept in mind that each person is unique, and that situations vary in intensity. In addition, the number of times a student has been in trouble during the school year must also be considered in dealing with a problem or situation. Thus while the prescribed penalty will be generally followed, certain situations or set of circumstances may dictate different responses.

CHEATING

To cheat is to gain an academic advantage or helping another person gain an advantage through the use of inappropriate or unfair means. It includes copying someone else's work, letting someone copy your work, using unauthorized aids during tests or assignments, plagiarizing or utilizing text messaging or other means to communicate test items. Cheating is a major breach of school purpose and unfair to other students. Cheating in any form cannot be tolerated and must be penalized.

When cheating occurs the following steps will be taken:

- 1st offense:
1. The teacher will notify the assistant principal of the matter
 2. The teacher will contact the parent
 3. The student will be given a failing grade for the test or assignment
 4. The student and parent will be informed in writing by the assistant principal of the violation
- 2nd offense: The student will be given a failing grade for the test or assignment ; Discipline Conference (building administrator, teacher, student and parent)

TARDINESS TO SCHOOL

A student is counted tardy to school if they arrive to school after 8:30AM. All students arriving to school after 8:30AM must be signed in by a parent/guardian in the Student Services Office. (Note: Students will not be admitted to class without a parent/guardian signature.)

- 1st Offense – Warning
2nd Offense – Warning
3rd Offense – Conference with Student and Parent
4th Offense – Conference with Student and Parent

TARDINESS TO CLASS

A student is counted tardy if they arrive to the classroom after the beginning of the period unless he/she has received a pass from a member of the faculty or staff excusing the student for being late.

- 1st Offense – Warning
2nd Offense – Warning
3rd Offense – 1 Detention; Parent Contact
4th Offense – 2 Detentions; Parent Contact
5th Offense – 1 Tuesday Evening School; Parent Contact
6th Offense – 1 day In-School Detention; Parent Contact
7th Offense – 1 day Out-of-School Suspension; Parent Contact

MISCELLANEOUS INFRACTIONS

• Student Dress Code Violation

- 1st Offense: Warning; Parent Notified; Change of Clothing Required to Attend Class
2nd Offense: Documented as Discipline Infraction; Parent Notified; Change of Clothing Required to Attend Class
3rd Offense: Mandatory Parent Conference; Documented as Discipline Infraction; Change of Clothing Required to Attend Class
Additional offenses: Students who intentionally violate dress code expectations on multiple occasions will be addressed individually. Out-of-School Suspension and loss of extra and co-curricular school privileges will be considered for these students.

- **Excessive Disciplinary Referrals to the Office**

Students who exhibit a lack of self-discipline as evidenced by excessive teacher referrals to the office for classroom disruption and/or violations of school rules will be recommended for expulsion.

- **Failure to Take Care of Detentions**

When a student receives a detention he/she is expected to remain before or after school within three school days. Failure to meet this responsibility will result in the doubling of the detention time and the assignment of specific dates to remain before or after school. Failure to comply with this directive will result in a referral to Tuesday Evening School. Failure to attend Tuesday Evening School as scheduled will be deemed insubordination and will result in suspension from school.

Note: The repeated failure to serve assigned after school detentions in a timely manner will be deemed as insubordination. (For the purpose of this rule, more than two (2) referrals to Tuesday Evening School resulting from missed after school detentions during the course of the semester will constitute insubordination.) Should a student demonstrate insubordination in this way, the student's third missed detention will result in suspension. A mandatory conference with the parent will be required before the student is permitted to return to school.

- **General Classroom Misconduct** - Examples of general classroom misconduct would include, but are not limited to: excessive talking, distracting/annoying behavior or noise, sleeping, refusal to cooperate with planned classroom activities, refusal to utilize provided study time for assigned tasks, repeated failure to bring necessary books and materials, etc.

1st offense: 1 Detention; Parent Notified

2nd offense: 2 Detentions; Parent Notified

3rd offense: 1 Tuesday Evening School; Parent Contact

4th offense: In-School Detention; Parent Notified

5th offense: In-School Detention 2 days; Mandatory Parent Conference

- **Inappropriate Display of Affection**

1st offense: Conference with student

2nd offense: 1 Detention; Parent Notified

3rd offense: In-School Detention; Parent Notified

4th offense: 2-4 days Out-Of-School Suspension; Mandatory Parent Conference prior to student's return to school

- **Being in the Hallway or Other Location Without the Student's Agenda or an Authorized Pass.**

1st offense: Conference with student. 1 Detention.

2nd offense: Conference with student. 1 Tuesday Evening School.

3rd offense: Conference with student and parent. 1 day In-School Detention.

- **Truancy** (see also: "Attendance Policy and Procedures")

1st offense: 1 Tuesday Evening School; Parent Notified

2nd offense: 2 Tuesday Evening Schools; Parent Notified

3rd offense: In-School Detention; Parent Notified

4th offense: Classified Habitual Truant; Parent Notified; Jackson County Prosecutor's Office Notified

INAPPROPRIATE USE OF ELECTRONIC EQUIPMENT

- **Use of Cell Phone or Electronic Device in Class Without the Express Permission of the Teacher**

1st offense: 1 Detention; Equipment confiscated and kept in the main office until picked up by parent – *phones will not be returned to students*

2nd offense: Tuesday Evening School; Equipment confiscated and kept in the main office until picked up by parent – *phones will not be returned to students*

3rd offense: In-School Detention; Equipment confiscated and kept in the main office until picked up by parent - *phones will not be returned to students*

4th offense: Out-of-School Suspension; Mandatory Parent Conference

- **Using School Computers During Class Time for Inappropriate or Unauthorized Purposes.**

1st offense: Conference with student; 1 Detention

2nd offense: Conference with student; 3 Detentions

3rd offense: Mandatory Parent Conference; 2 Tuesday Evening School Detentions

4th offense: 2-4 Days Suspension from school

SPOKEN OBSCENITY OR PROFANITY

Uttering words or statements that are objectionable or offensive to others including references to sexual organs or acts, excrement, blasphemous and irreverent language in a manner that is disruptive to classroom environment.

1st offense: 1 Detention

2nd offense: 2 Detentions; Parent Notified

3rd offense: 1 Tuesday Evening School Detention; Parent Notified

4th offense: In-School Detention 2 days; Mandatory Parent Conference

5th offense: Out-of-School Suspension; Mandatory Parent Conference

Uttering words or statements that are objectionable or offensive which are intended to debase another person.

1st offense: Immediate Suspension from class; 2 days In-School Detention

2nd offense: Immediate Suspension from class; 2-4 days Out-of-School Suspension; Mandatory Parent Conference

3rd offense: Immediate Suspension from class; 6-8 days Out-of-School Suspension; Mandatory Parent Conference

INSUBORDINATION, DISOBEDIENCE AND DISRESPECT

Insubordination is a willful act of ignoring teacher authority and/or directions. It includes deliberately failing to follow established classroom routines, defying a teacher's directions during the class period, or refusing to respond to the directions of a teacher who is carrying out his/her supervision responsibilities.

1st offense: 3 Detentions

2nd offense: 2 Tuesday Evening School Detentions

3rd offense: 2-4 days Suspension from school; Mandatory Parent Conference

4th offense: 6-8 days Suspension from school; Mandatory Parent Conference

5th offense: Recommended Expulsion from school

DEFIANCE

Defiance is when the student talks back, swears at, is belligerent, walks away, slams doors, etc. in response to a teachers directives.

1st offense: 2-4 days Suspension from school; Mandatory Parent Conference

2nd offense: 6-8 days Suspension from school; Mandatory Parent Conference

3rd offense: Recommended Expulsion from school

NOT REPORTING TO THE OFFICE WHEN SENT BY A TEACHER FOR DISCIPLINARY REASONS

1st offense: 1 day Suspension from school

2nd offense: 2-4 days Suspension from school; Mandatory Parent Conference

3rd offense: 6-8 days Suspension from school; Mandatory Parent Conference

SERIOUS CLASS DISTURBANCE

An act of such intensity or violence that it seriously interferes with and/or stops the educational activity in progress. For example, a temper tantrum, throwing things, tipping over a desk in anger, slamming books or objects on a surface, arguing or fighting with another student.

1st offense: Immediate Suspension from class and referral to a building administrator
2-4 day Out-of-School Suspension (proportionate to severity of offense)
Discipline conference (building administrator, teacher, student and parent)

2nd offense: Immediate Suspension from class and referral to a building administrator
Expulsion from class (Upon recommendation of classroom teacher)
6-10 day Out-of-School Suspension (proportionate to severity of offense)
Discipline conference (building administrator, teacher, student and parent)

3rd offense: Immediate Suspension from class and referral to a building administrator
Recommended Expulsion from school

BULLYING, ABUSIVE LANGUAGE, THREATENING BEHAVIOR OR ENDANGERING OTHERS

Any behavior, which causes a person to fear for his/her safety or well being, constitutes an interference with school purposes and requires firm intervention on the part of school personnel. Such behavior includes:

Verbal comments about or directed toward a fellow student that use language that is in poor taste including lewd, suggestive or offensive words or innuendo; derogatory comments regarding physical or personal characteristics; or language that is hateful, hostile toward, or maligns a person's ethnic heritage, cultural background or religious faith.

Subjecting another person to repeated or continuous attacks, questions, demands or other unpleasantness of a sexual nature.

Oppressive actions directed against another person who is weaker or smaller.

An attack on another person accompanied by blows and the use of force.

- **Bullying**
- **Verbal Harassment and/or Inappropriate verbal comments**
- **Threatening Or Intimidating Behavior**
- **Fighting**
- **Sexual Harassment**
- **Assault and Battery of A Student**
- **Inciting Others to Fight or Encouraging an Assault**
 - 1st offense: Immediate Suspension from class and referral to a building administrator
2-4 days Out-of-School Suspension (proportionate to severity of offense)
Conference with student and parent
 - 2nd offense: Immediate Suspension from class and referral to a building administrator
4-6 days Out-of-School Suspension (proportionate to severity of offense)
Conference with student and parent
 - 3rd offense: Immediate Suspension from class and referral to a building administrator
6-10 days Out-of-School Suspension (proportionate to severity of offense)
Conference with student and parent

ABUSIVE LANGUAGE OR THREATENING BEHAVIOR DIRECTED TOWARD A TEACHER OR SCHOOL EMPLOYEE

- **Disrespect - Threatening Or Intimidating Behavior Directed Toward a School Employee**
 - 1st offense: Immediate Suspension from class and referral to a building administrator
4-6 days Out-of-School Suspension (proportionate to severity of offense)
Discipline conference (building administrator, teacher, student and parent)
 - 2nd offense: Immediate Suspension from class and referral to a building administrator
Expulsion from class (Upon recommendation of classroom teacher)
6-10 days Out-of-School Suspension (proportionate to severity of offense)
Discipline conference (building administrator, teacher, student and parent)
 - 3rd offense: Immediate Suspension from class and referral to a building administrator
Recommended Expulsion from school
- **Threats to the Safety of School Personnel**

Statements, actions or behaviors, whether direct or implied, that cause school employees to fear for their safety and/or welfare, or cause a disruption to the normal school routine will be dealt with in the following manner

 - 1st offense: Immediate Suspension from class and referral to a building administrator
Recommended Expulsion from school
- **Shoving, Hitting Or Attempting Physical Harm To a School Employee**
 - 1st offense: Immediate Suspension from class and referral to a building administrator
Recommended Expulsion from school

SERIOUS SCHOOL DISRUPTION

Indecent Exposure: Intentional display of nudity or partial nudity.

Overt Sexual Behavior: Engaging in voluntary or consensual sexually-related contact with another person, or engaging in sexual harassment of another person, which includes sexually related verbal statements, gestures or physical contact.

- **Engaging in behavior that seriously detracts from and/or undermines the educational purpose of school or creates a disruptive influence on the discipline, good order or school environment.**
- **Indecent Exposure /Overt Sexual Behavior**
- **Deliberate Interference or Attempt to Disrupt an Educational Program or Activity By Blocking Entrances, Activating Fire Alarm System, Using Noise Makers or Light Sources, Using Firecrackers, Smoke Bombs, or other Incendiary Objects**

1st offense: Recommended Expulsion from school.

- **Possession of pornography and other inappropriate materials or accessing lewd or pornographic images using school computers**

1st offense: Immediate Suspension from class and referral to a building administrator
Confiscation of offensive materials.
In-School Detention minimum 1 day
Discipline conference (student, parent, teacher and building administrator)

2nd offense: Immediate Suspension from class and referral to a building administrator
Suspension from School 2 days
Discipline conference (student, parent, teacher and building administrator)

3rd offense: Immediate Suspension from class and referral to a building administrator
Suspension from School 4-6 days
Discipline conference (student, parent, teacher and building administrator)

4th offense: Expulsion from class.

- **Tampering or damaging school security systems, cameras, safety equipment, or media safeguards**

1st offense: Immediate Suspension from class and referral to a building administrator
In-school Detention minimum 1 day
Discipline conference (student, parent, teacher and building administrator)

2nd offense: Immediate Suspension from class and referral to a building administrator
Suspension from School 2 days
Discipline conference (student, parent, teacher and building administrator)

3rd offense: Immediate Suspension from class and referral to a building administrator
Suspension from School 4-6 days
Discipline conference (student, parent, teacher and building administrator)

- **Vandalism**

Negligent (Refers to the unintentional damage or destruction of property. It usually occurs because of carelessness and/or "horse-play").

1st offense: Restitution.

2nd offense: Restitution and Suspension from school.

Intentional

1st offense: Restitution and Suspension pending consideration of recommendation for Expulsion.

2nd offense: Restitution and recommendation for Expulsion from school.

MINOR THEFT

1st offense: Restitution and 2-4 days Suspension from school.

2nd offense: Restitution, 4-6 days Suspension to expulsion from school.

3rd offense: Recommended Expulsion from school

MAJOR THEFT

1st offense: Restitution, 3-5 days Suspension to expulsion from school.

2nd offense: Recommended Expulsion from school

POSSESSION AND USE OF ILLEGAL AND CONTROLLED SUBSTANCES

- **Tobacco - Possession and/or Use**

Persons less than 18 years of age commit a Class C infraction if they purchase, accept or possess tobacco. The fine is up to \$500.00. Selling or distributing tobacco to a person less than 18 years old is also a Class C infraction. Smoking or the use of tobacco products is not permitted in the school buildings, on the school grounds, on the streets and private property adjacent to the

school property or at school sponsored events away from the school.

1st offense: Suspension from school 2-4 days; Referral to law enforcement with citation. Discipline conference (student, parent, teacher and building administrator).

2nd offense: Suspension from school 3-5 days; Referral to law enforcement with citation. Discipline conference (student, parent, teacher and building administrator).

3rd offense: Suspension from school 4-6 days; Referral to law enforcement with citation. Discipline conference (student, parent, teacher and building administrator).

- **Drugs/Alcohol - Possession Of or Being Under the Influence of Narcotic Drugs, Hallucinogenic Drugs, Amphetamines, Barbiturates, Marijuana, Alcoholic Beverage Or Intoxicants Of Any Kind Or Material Represented Or Thought To Be, Or Closely Resembling Any Of The Above During School, On School Grounds Before Or After School Or During Lunch Periods, Or At A School Event.**

1st offense: Recommended Expulsion from school subject to Board Policy (Alternative to Expulsion for chemical abuse).

2nd offense: Recommended Expulsion from school.

- **Drugs/Alcohol – Selling, Providing or Conspiring to Sell or Buy Narcotic Drugs, Hallucinogenic Drugs, Amphetamines, Barbiturates, Marijuana, Alcoholic Beverage Or Intoxicants Of Any Kind Or Material Represented Or Thought To Be Any Of The Above During School, On School Grounds Before Or After School Or During Lunch Periods, Or At A School Event.**

1st offense: Recommended Expulsion from school.

WEAPONS

- **Possession Of Pocketknife, Chinese Star, Chain, BB Guns And Other Items That Can Be Used As A Weapon or possession of “look-alike” guns or weapons.**

1st offense: Confiscation of item and Suspension from school 2-4 days.

2nd offense: Confiscation of item and Suspension from school 4-6 days.

3rd offense: Confiscation of item and Suspension from school 6-10 days.

- **Possessing a Deadly Weapon**

A weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that, in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

1st offense: Recommended Expulsion from school.

- **Use Of A Weapon To Cause Injury or Threatening Another Person With A Weapon**

1st offense: Recommended Expulsion from school.

- **Possession Of A Firearm**

1st offense: Required Expulsion from school 1 year.

STUDENT DUE PROCESS RIGHTS

Indiana Code 20-33-8-25 provides administrators and teachers with the authority to take disciplinary actions that is deemed necessary to ensure a safe, orderly and effective school environment. Such actions can include student counseling, parent conferences, additional work assignments, rearranging the student's class schedule, keeping students after school for counseling or additional work, restricting extracurricular activities, removal from class with additional work assigned, assignment to a special course of study, in-school suspension or an alternative educational program, and removal from school transportation services. In addition, the principal or his designee may prevent a student from attending school through suspension or expulsion.

Before a student can be suspended or expelled from school, “due process” is necessary. This term comes from the Fourteenth Amendment to the United States Constitution, which prohibits a state from depriving a person of life, liberty or property without due process of law. Since public school corporations are deemed arms of the state, they are subject to due process requirements.

The amount of due process that must be granted depends significantly on the facts of case and the severity of the proposed punishment. The greater the potential loss, the more extensive the due process procedure must be. A suspension of 10 days or less is considered relatively little property and liberty loss and only minimal due process is required. An expulsion, on the other hand, requires more elaborate procedures.

Indiana Code 20-33-8-7 provides schools with the authority to **suspend** a student from school attendance for a period of not more than ten (10) school days for misbehavior.

SUSPENSION PROCEDURES

When a building administrator determines that a student should be suspended from school for 10 days or less, the following procedures will be followed:

A meeting will be held with the student prior to the suspension except where the nature of the misconduct requires immediate removal from school. At this "due process" meeting the student will be entitled to:

- a. a written or oral statement of the charges;
- b. a summary of the evidence against the student, if the charges are denied; and
- c. an opportunity for the student to explain his/her conduct.

Following the suspension, the parent or guardian of the suspended student will be notified in writing. The written statement will describe the student's misconduct; and the action taken by the school.

In cases requiring immediate removal, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

Indiana Code 20-33-8-3 provides schools with the authority to expel a student for violating established written discipline rules.

Expulsion is defined as any disciplinary action where a student:

1. is suspended from school for a period in excess of ten (10) school days;
2. is suspended from school for the balance of the current semester or current year unless the student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or
3. is suspended from school for possession of a deadly weapon.

EXPULSION PROCEDURES

When the building principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent will appoint legal council or a member of the administrative staff to conduct an expulsion meeting.
2. An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting conducted by the superintendent's appointee. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to the student and parent to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the school will present evidence to support the charges against the student. The student or parent or a representative appointed by the student will have the opportunity to answer the charges and present evidence to support the student's position.
5. The person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.
6. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board with 10 days of the receipt of the notice of the action taken. The appeal to the school board must be in writing.
7. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will take any action it deems appropriate.

Further information concerning student due process rights and appeal procedures can be obtained by contacting the Seymour High School Principal's Office or the Superintendent of Schools.

GENERAL SCHOOL INFORMATION AND PROCEDURES

ASBESTOS MANAGEMENT PLAN

We know that parents and staff are concerned about asbestos safety. While almost all of our buildings are asbestos-free, we still have some buildings that contain asbestos. We are currently maintaining these materials in a safe condition by our ongoing surveillance, re-inspection, operations, and maintenance program. In accordance with Indiana and federal law, we maintain asbestos management plans for each building in the system. The plan is available at the Administrative Services Center at 1638 South Walnut Street, Sey-

mour, Indiana. You are welcome to inspect and copy these plans during regular business hours. If you have any questions about our asbestos program, please call David Stark, Asbestos Designated Person for the system at (812) 522-3340.

AUTOMOBILES AND MOTORIZED VEHICLES

Students are not permitted to drive automobiles or other motorized vehicles to or from school. (This includes mopeds and scooters.)

BICYCLES

Racks for bicycles have been provided for student use. Bicycles must be kept in these racks while students are at school. A bicycle is the property of its owner and is not to be touched or taken out of the racks by other students. Students are strongly encouraged to secure their bicycles to the bicycle racks. The school is not responsible for damaged or stolen bicycles. Students are not permitted to ride their bicycles on sidewalks. Bicycles are to be walked to and from the bicycle rack while on school property. Students failing to observe this rule will be denied bicycle privileges. Safety rules for riding bikes must be followed, including stopping at stop signs.

BULLYING (BOARD POLICY 5114.2)

The Board of School Trustees recognizes that bullying is disruptive to individual student's lives and the educational process. Therefore, the Board supports both educational and disciplinary measures directed at the reduction and elimination of bullying.

Bullying is defined as behaviors by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

BUS RULES AND REGULATIONS

Seymour Community Schools provides bus transportation for students who reside in areas approved for transportation.

The school bus driver has the same authority as the classroom teacher with regard to directing student's behavior and conduct.

All students are expected to cooperate with the directions of the school bus driver at all times and to abide by the following rules in order to guarantee the safety of every person on the bus.

1. Students shall be waiting at their loading station when the bus arrives.
2. Students shall be seated immediately upon entering the bus. Some students may be assigned specific seats at the driver's direction.
3. Students shall not stand or move from place to place during the trip except by direction of the driver.
4. Students are not to open or close windows or doors except by permission of the driver.
5. Students are not to enter or exit the bus until it has come to a complete stop and the driver has opened the door.
6. Students shall not use loud, boisterous, or profane language.
7. Students shall not tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable manner.

If a student is reported for violation of any of the above rules, disciplinary action may be taken as stipulated below with parents notified by letter and/or telephone call.

First Offense: If not a flagrant offense, a warning to the student.

Second Offense: 1-day suspension from riding the bus.

Third Offense: 3 days suspension from riding the bus.

Fourth Offense: 5 days suspension from riding the bus.

Fifth Offense: suspension from riding the bus for the balance of the semester

In the event of a flagrant violation of school bus rules and regulations, disciplinary action will be taken with the severity dependent on the seriousness of the infraction.

PARENT/GUARDIAN RESPONSIBILITIES

1. Watch the local news for notification of possible school closings.
2. Make sure that my child gets to the bus stop 5 minutes before the scheduled time.

3. Make sure that my child is properly dressed for the weather while at the stop (because certain weather conditions could cause the buses to run late).
4. Understand that bus stop supervision is the parent/guardian responsibility.
5. Remind my child of the school bus rules and review these with my child on a regular basis.
6. Remind my child that the camera is ALWAYS on for her/his protection and if she/he misbehaves, bus privileges will be lost.

For additional bus safety information, please visit our school website – scsc.k12.in.us

CAFETERIA (BREAKFAST AND LUNCH)

The cafeteria is for the purpose of serving nourishing breakfast and lunches to students and teachers. Each day the student will have a choice of two or three vegetables, and a variety of salads and desserts. Ice cream, potato chips, and other snacks will be available for students who want something in addition to the plate lunch. Also, students who bring their lunch may buy milk or juice. *Taking food or drinks out of the cafeteria is not permitted.*

Students are expected to leave the cafeteria clean and to act as they would in any restaurant.

All transactions in the cafeteria are cash or by pre-paid credit account. Students are encouraged to maintain a pre-paid lunch balance from which to draw.

All students receive an application for reduced price meals at the beginning of the school year, and applications are available in the school office throughout the year. Families will receive notification if students qualify for the aid. Student meal status is confidential and care is taken not to identify students qualifying for assistance in the cafeteria.

MealpayPlus

Seymour Community Schools now offers MealpayPlus (www.mealpayplus.com), a state-of-the-art online service that provides you the convenience and information you need to manage your student's meal account. This system speeds up serving lines in the cafeteria, eliminates the need to send checks to school or worry about lost or forgotten lunch money, and ensures that your child will receive a nutritious meal.

At no cost, MealpayPlus allows any family to:

- Create a free, secured account to manage all of your student's accounts
- Check your student's current account balance
- Monitor the items your student has been purchasing in the cafeteria
- Create settings to receive email notifications when the account reaches a low balance

For a small program fee, MealpayPlus allows any family to:

- Make a prepayment into your student's meal account using a check, credit card, or debit card at www.mealpayplus.com or by calling 866-684-4885. Funds deposited through MealpayPlus are usually available for student use within a matter of minutes.
- Create settings to automatically replenish your student's account when it reaches a low balance

In March of 2011, the Board of Trustees of the Seymour Community Schools adopted a Student Meal Charges policy. This policy has been deemed necessary due to the large balance of unpaid charges. The policy can be viewed at www.scsc.k12.in.us. In brief it states that:

- Anyone with a negative account balance will not be able to charge breakfast
- Anyone with a negative account balance will not be able to charge ala carte or extra items
- Anyone with a negative account balance greater three (3) lunch charges (\$6.15) will not be able to charge lunch.
- After the maximum of three (3) lunch charges has been reached students will be offered an alternate snack of a small entrée, such as a cheese sandwich, and a carton of milk. There will be no charge for the first 5 snacks, but records will be kept. After five alternate snacks, the entrée will be free but the milk must be purchased with cash at the regular price, currently \$.50.
- If a student has the alternate snack for more than 5 days the school principal and counselors will be informed.

Any questions regarding the meal program at Seymour Community Schools should be directed to Bonnie Burbrink, Food Service Director at the 6th Grade Center.

CHANGE OF ADDRESS OR OTHER DIRECTORY INFORMATION

Please notify the Attendance Office of any change of your address, telephone number or other directory information.

CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENTS:

Seymour Middle School is committed to equal opportunity and does not discriminate on the basis of age, race, color, sex, handicapping conditions, or national origins including English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program of student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the Director of Curriculum/Title IX Director/504 Director, Seymour Community Schools, 1638 S. Walnut Street, Seymour, IN 47274 or call 812-522-3340.

CLOSED CAMPUS (LUNCH)

Students are not permitted to leave the school grounds during the regular school day without special permission granted by the assistant principal or principal. Students are expected to eat in the cafeteria. Any student preferring to bring a lunch may do so. Parents are not allowed to take friends or any other students out for lunch. *Only parents/guardians/grandparents are allowed to take only their child out of the building during lunch. Students must return to school in time for their next period class. Food from fast food restaurants is not permitted in the cafeteria.*

DANCES

Those governing members sponsoring a dance or activity have the right to define the dress code and eligibility requirements. Only eligible Seymour Middle School students may attend the dances sponsored by the school. When attending dances, all school rules apply. Student dress to dances may be casual but is expected to be modest in appearance and free of lewd, suggestive or offensive sayings.

Students may not be permitted to attend a school dance for the following reasons:

1. Has had a disciplinary action the day of the dance
2. Is absent from school more than four class periods the day of the dance
3. Poor attendance and/or excessive amount of unexcused absences
4. Unserved detentions
5. Behavioral issues attending past dances or after-school activities

EMERGENCY DRILLS

Fire drills are conducted at various times for the safety of everyone within the building. Fire drill regulations are posted in each classroom and the teachers will give instructions for the correct procedures. The signal for fire drills is a continuous horn. Tornado and earthquake drill regulations are also posted in each classroom and the teacher will give instructions for the correct procedures.

ENTERING SCHOOL

For SMS 7/8: All 7th and 8th grade students should enter the building at the flag pole entrance. Students should report to the gym 601 and sit in the designated seating. Students will remain in the gym until 8:20am. Students eating breakfast, serving a detention or have a pass to report to a teacher may enter the main entrance doors at 8:00am.

For SMS 6th Grade Center: Students will enter the building through the exterior cafeteria doors. Doors open at 8:00am. Students will remain in the cafeteria until dismissed to report to their PRIDE class at 8:20 am.

FACILITIES

The educational facilities at Seymour Middle School are among the finest anywhere. These facilities are here for your benefit. Misuse or abuse of these tremendous facilities will not be tolerated under any circumstances. We must all make certain these facilities, which belong to you and this community, remain in good condition.

GRADING SYSTEM

Grades are given on the following basis:

A = Excellent; B = Good; C = Average; D = Below Average; F = Failing

The following scale is used in determining student grades:

A = 90-100%; B = 80-89%; C = 70-79%; D = 60-69%; F = below 60%

GUIDANCE SERVICES

The counselors provide help to students with such needs as scheduling, scheduling changes, personal problems, career education, and other problems that face the middle school student. Your counselors and teachers are interested in helping students by answering questions, by having quiet discussions, or just by sympathetic listening. If students feel they need to see the counselor during class time, they may ask their teacher for a counselor pass to see the counselor. Mrs. Hillenburg is the counselor for girls in 7th and 8th grades. Mr. Hubbard is the counselor for boys in 7th and 8th grades. Mrs. Nicholson is the social worker for the 6th grade students at the 6th Grade Center. Please feel free to seek their help and advice at any time.

HEALTH SERVICES

The health room is located in the student service office. If a student becomes ill at school, he/she should report to student services after receiving permission from his/her teacher. The secretary or counselor will contact the school nurse for further help or information if needed. The school nurse, secretary or counselor will contact the parents if the student needs to go home due to illness.

**At the 6th Grade Center, the health clinic is located in the main office. Please report to the secretary.

HOMEWORK

Education has been said to be the number one civil rights issue of our children's generation. Unlike any other time in our history, education is the key to personal advancement and career success. Seymour Middle School believes that learning occurs not only in the classroom by means of teacher instruction, but through student practice, repetition, and reinforcement of those classroom lesson concepts.

Research suggests that the amount of time that a student spends on homework is reflective of the student's current grade level equivalent to ten minutes per grade level. For example: 1st grade=10 minutes; 3rd grade=30 minutes. For SMS students, homework is assigned according to the following parameters: 6th grade = 60 minutes; 7th grade = 70 minutes; 8th grade = 80 minutes.

Teachers work collectively to determine who will assign homework each evening and how much is assigned. If a student is spending too much or too little time on homework, please call or E-mail the teacher and discuss the situation. For more information, please refer to "The Benefits of Homework" link on our SMS home page.

Getting and Checking for Homework Assignments Online

Seymour Middle School provides for students and parents/guardians an opportunity to access homework information from home by the use of the computer and Internet. Teachers post the homework for a period of one-two weeks and give dates for quizzes, projects and tests. How do you access this service? 1) Go to the Seymour Middle School Web site (sms.scsc.k12.in.us) 2) Click on "Classrooms" tab of the home page, 3) Click on "Classroom Web Pages" and a list of the teachers will appear, and 4) Click on your child's teacher's/teachers' name(s) that you want to find assignments from for the assignments to appear.

HONOR ROLL

Honor rolls are published at the end of each nine-week grading period. To be eligible for the **High** Honor Roll a student must have an "A" grade for each class. Students earning a grade of "B" or better for each class are eligible for the **Regular** Honor Roll.

LOCKERS

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education, and athletic dressing rooms are the property of the School Corporation. Individual lockers are assigned to all students for use during the school year. **Students are expected to use only the locker to which they have been assigned.** Students who use lockers other than their own will be referred to an administrator. Lockers should be kept clean and well organized at all times. School officials may inspect lockers on special occasions in accordance with school board policy. If you have trouble with your locker, report it to student services and they will assist you with your problem. If you forget your combination, see your PRIDE teacher, counselor or assistant principal. **The school will not be responsible for loss of property from lockers.** (This includes CD players, walkmans, iPods, iPads, lap tops, cell phones, or DVD players) Students are encouraged not to leave money or valuables in your lockers. These lockers are made available for student use in storing school supplies and personal items necessary for use at school. Lockers are not to be used to store items which cause or can reasonably be foreseen to cause an interference with school purpose or an educational function, or which are forbidden by state law or school rules.

LOST AND FOUND

The lost and found department is located in the Student Services office. Students should look very carefully in classrooms, lockers, etc. before reporting an item as "lost".

MAKE-UP WORK

Make-up assignments are primarily the responsibility of the student. Teachers will allow a reasonable length of time for the work to be made up taking into consideration the number of days absent. Usually one day allowed for make-up for every day missed. Work not made up will be recorded as an "F". Students or parents are encouraged to access homework information on our middle school website for immediate information regarding missed assignments due to absenteeism. ("Classroom Web Pages" can be found by accessing our school corporation website at sms.scsc.k12.in.us.) Parents may also call the office to request homework. **Please understand that, as homework requests can take time to compile from each of the student's teachers, assignments requested by phone may not be available until the following school day.**

PEST CONTROL

Seymour Community Schools applies pest control in school buildings and on school grounds on a periodic basis for sanitary and safety purposes. Patrons may contact the principal at each school by telephone for information regarding pest control applications: Brown: 522-5539; Cortland: 522-7483; Emerson: 522-2596; Jackson: 522-5709; Redding: 522-5621; Middle School: 522-5453; Seymour Middle School 6th Grade Center: 523-4637 ; High School: 522-4384. Parents and staff members can request to be placed on a registry to receive advance notice of all pesticide applications. The school corporation will maintain written records for at least ninety (90) days of any pesticide application.

PROGRESS REPORTS

Parents can check their child's progress online at any time using the STI Home feature found on the school's web page. Teachers regularly list student grades electronically making it possible for parents and students to monitor classroom grades. Parents wanting to utilize the STI Home service need to come to the school to sign for their child's secure pass codes. Parent/Students can then follow these steps to access grades: 1) Go to the Seymour Middle School Web site (sms.scsc.k12.in.us) 2) Click on the "Parents" tab of the home page, 3) Click on "STI Home", 4) select "Seymour Community Schools" and click "submit" when directed to select your school district, 5) select "Seymour Middle School" and click "submit," and 6) enter your child's pass codes.

Parents not utilizing the online STI Home feature may request their child's progress report at any time by contacting their child's counselor. *Parents/Guardians are encouraged to take an active role in their child's education by viewing your child's progress online or by requesting this report.*

RELEASE OF STUDENT DIRECTORY INFORMATION

Notification of Rights under FERPA

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

- (1) The right to inspect and review the student's educational records with 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

FERPA Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires the Seymour Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

However, Seymour Community Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Seymour Community Schools to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Seymour Community Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by October 1. Seymour Community Schools has designated the following information as directory information listed below:

- | | |
|--------------------------|---|
| -Student’s name | -Grade level |
| -Address | -Participation in officially recognized activities and sports |
| -Telephone listing | -Weight and height of members of athletic teams |
| -Electronic mail address | -Degrees, honors, and awards received |
| -Photograph | -The most recent educational agency or institution attended |
| -Date and place of birth | -Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.) |
| -Major field of study | |
| -Dates of attendance | |

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct or surveys, collection and use of information for marketing purposes, and certain physical exams. These include rights to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 - (1) Political affiliations or beliefs of the student or student’s parent;
 - (2) Mental or psychological problems of the student or student’s family;
 - (3) Sex behavior or attitudes;
 - (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
 - (5) Critical appraisals of others with whom respondents have close family relationships;
 - (6) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - (7) Religious practices, affiliations, or beliefs of the student or parents; or
 - (8) Income, other that as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of—*
 - (1) Any other protected information survey, regardless of funding;
 - (2) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - (3) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use—
 - (1) Protected information surveys of students;
 - (2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - (3) Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Seymour Community Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Seymour Community Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Seymour Community Schools will also directly notify, such as through U.S. Mail or email, parent of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Seymour Community Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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

REPORT CARDS

Report cards are issued to the students on Friday following the close of each nine-week grading period. Parents are reminded to check their child's academic progress and request assistance from their student's teachers on ways to help improve their grades in each subject.

RETENTION OF STUDENTS

Seymour Middle School is committed to insuring that each student is afforded the opportunity to reach his/her academic potential. This commitment is reciprocal with the understanding that students must assume active responsibility for their learning. As students vary in academic ability and need, prescribed interventions will be initiated and implemented to maximize student progress. Students, teachers, and parents must work cooperatively and constructively to insure student academic needs and expectations are attained.

Students who are demonstrating lack of proficiency in Language Arts, Math, Science, Social Studies through failure of ISTEP, locally established standardized tests, and grades of "F" will participate in an intervention plan developed to meet the needs of the individual student. Progress monitoring will include class grades and STAR Assessment results monitored at regular intervals. In March, the student's progress will be assessed by the student's counselor and teachers using predetermined data collection products and processes to determine whether or not the student has mastered the proficiency required to move to the next grade level.

Should the determination be made that the student's progress is insufficient as outlined in the following guidelines, the student will remain in the current grade level and provided an increasingly intensive intervention program designed to close the student's achievement gap.

Seymour Middle School Retention Guidelines:

Grade 6: Sixth grade students who fail the minimum competency test, fail three solid subjects, and have not been retained, may remain in the sixth grade.

Sixth grade students who fail the minimum competency test, who have two or more failures in solid subjects and have been retained at least once, should be assigned to the seventh grade. Their remediation should be composed of sixth grade language arts, reading and mathematics and seventh grade language arts and mathematics during the year. This means a reduction in their number of possible elective subjects.

Grade 7/8: Seventh and eighth grade students who fail the minimum competency test, who have two or more failures in solid subjects per semester, who demonstrate an attendance rate to school below 80%, who are expelled for disciplinary and/or attendance reasons, should remain in the same grade.

RIGHT TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS (BOARD POLICY 6161.3)

The parent or guardian of a child enrolled in a school within the Seymour Community Schools shall be entitled to inspect any instructional materials which will be used in connection with a survey, a personal analysis, or an evaluation which is not a direct part of the academic instruction. Instructional materials include teachers' manuals, student texts, film and other video materials or tapes. Any complaints arising under this policy may be submitted in accordance with the policy for parental (public) complaints (Policy #6161.5).

SCHEDULE CHANGES

Schedule changes should be made prior to the end of the first week of the semester. Students are not permitted to change their schedule in order to arrange for a different teacher. Students may not drop a class without their counselor and parent's permission. Teachers will be contacted prior to permitting a student to drop a class.

SCHOOL CANCELLATIONS AND DELAYS

In the event that school will not be in session or delayed for two hours because of an emergency such as snow, ice, or other reasons, you should tune in to local radio stations WZZB (1390), WKKG (101.5), WNVJ (1460), WCSI (1010), and QMIX (107.3). Listen for announcements from these stations. Please do not call school officials.

SCHOOL COLORS: Purple and White

SCHOOL MASCOT: Owl

SCHOOL SONG:

Come on you Junior Owls lets fall in line.

We're out to win and win just every time.

We're out to play fair, play square, every game.

Come on you Owls lets win this game for Middle School.

We're out to fight with all our strength and might.

We'll never fail to fight, fight, fight, fight, fight.

We'll fight for your school, our school, Middle School, Middle School.

Rah, Rah, Rah, Hey!

S E Y M O U R

Fight, fight, Seymour, fight, fight, fight.

SEARCH OF LOCKER, STORAGE AREA, AND STUDENT INSPECTION AND SEARCH OF STUDENT LOCKERS (POLICY 5145.1)

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial and agricultural education classrooms and the art classrooms, are the property of the School Corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The student's use of the locker does not diminish the School Corporation's ownership or control of the locker. The School Corporation retains the right to inspect the locker and its contents to insure proper use.

ADMINISTRATIVE REGULATION

In order to implement the School Corporation's policy concerning student lockers, the school board adopts the following rules and regulations:

1. Locks. The School Corporation will retain access to student lockers by keeping a master list of combinations and retaining a master key (whichever is appropriate.) Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.
2. Use of lockers. Lockers are to be used to store outer clothing, school supplies and personal items necessary for use at school.
3. Authority to inspect. The School Corporation retains the right to inspect and search lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. All inspections of student lockers shall be conducted by the principal or a member of the administrative staff designed in writing (hereinafter referred to as "designee") by the principal. The principal may give the following staff members authority to inspect lockers: Central Office Administrators, Assistant Principals, Deans, Guidance Counselors, Athletic Directors, or any other member of the principal's Administrative Staff. However, general searches and inspections of all lockers by the faculty shall take place as directed by the principal (such as locker cleanup at the end of grading periods and the end of the school year.)

4. Inspection of Individual Student's Lockers.

(a) An individual student's locker and contents shall be searched when any of the following conditions exist:

1. The student is no longer attending school
2. The student and/or his parent(s) or guardian notify the school that he or she has withdrawn.
3. There is reason to suspect that the locker is not being kept clean
4. There is reason to suspect the locker is being used to store a weapon, firearm, acid, or other hazardous substance.
5. There is reason to suspect that the locker is being used to store stolen items.

(b) Before a particular student's locker is inspected, the student (or students, if more than one have been assigned to a locker) if present on the school premises, shall be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or his designee shall notify the student of such inspection as soon as practicable thereafter.

5. Inspection of All Lockers

(a) An inspection of all lockers in the school, or all lockers in a particular area of the school may be conducted if the Principal, Superintendent or Administrative Assistant reasonably believes that such an inspection is necessary.

Examples of circumstances supporting a general inspection of a number of lockers are:

1. When the individual school or School Corporation receives a bomb threat;
2. When evidence of student drug or alcohol use creates a reasonable belief of student use;
3. At the end of the grading period, and before or during school holidays to check for missing library books, or lab chemicals, or school equipment;
4. Where student violence or threats of violence creates a reasonable belief that weapons are stored in lockers.

(b) If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

6. Involvement of Law Enforcement Officials.

(a) The principal, superintendent or administrative assistant may request the assistance of law enforcement personnel, including canine units, to assist in inspecting lockers or their contents for purposes of enforcing school policies.

(1) To protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.

(2) To detect the presence of contraband items, including alcohol and/or drugs.

(3) To identify or dispose of substances which may be found in the locker.

(b) If law enforcement official requests to inspect a student's locker or its contents the principal shall require the production of a search warrant before allowing the inspection.

(c) If law enforcement official request the principal to inspect a locker or its contents on behalf or in the place of such official, the request shall be denied. However, upon request of law enforcement officials, school officials may secure the locker and its contents for a reasonable period in order to permit the law enforcement official an opportunity to obtain a search warrant.

7. Locker Maintenance. Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of:

(a) Lockers from time to time in accordance with a posted general housekeeping schedule;

(b) The locker of a student no longer enrolled in the school; or

(c) A locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothing, etc.

DEFINITIONS

As used herein, the term "school purposes" is defined as it is in I.C. 20-29-5-6 .

The term "school purposes" refers to the purpose for which a school corporation operates, including:

(a) To promote knowledge and learning generally;

(b) To maintain an orderly and efficient education system; and

(c) To take any action under the authority granted to school corporations and their governing bodies by I.C. 26-5-2 or by any other statute.

As used herein, the term "education function" is defined as it is in I.C. 20-29-3-(1,2,3,4,5).

The term "educational function" means the performance by a school corporation, or its officers or employees, of an act or a series of acts in carrying out school purposes.

INSPECTION AND SEARCH OF DESKS

OR OTHER STORAGE AREAS OTHER THAN LOCKERS (POLICY 5145.2)

All desks and other storage areas provided for student use on the school premises remain the property of the School Corporation. These desks or other storage areas are made available for student use in storing school supplies, but are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The student's use of the desk or other storage areas does not diminish the School Corporation's ownership or control of the desk or other storage areas. The School Corporation retains the right to inspect the desk and other storage areas and their contents.

ADMINISTRATIVE REGULATION

All desks and other storage areas provided for student use on school premises remain the property of the School Corporation and are provided for the use of the student subject to inspection, access for maintenance, and search pursuant to this section. No student shall lock or otherwise impede access to any desk or storage area except with a lock provided by or approved by the principal of the school in which the desk or storage area is located.

1. Desks and Other Storage Area Rules

(a) Inspection of an Individual Student's Desk or Other Storage Area. The Principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on the school premises, other than a locker, when the person conducting the search has reasonable cause to believe that such inspection could reveal:

1. Items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function;
2. Or which are forbidden by State law or school rules; school property or materials such as any library books not properly checked out or overdue;
3. Or any stolen items.

(b) Nothing in this regulation precludes the right of a teacher to inspect desks and storage areas to maintain cleanliness of the room.

INSPECTION AND SEARCH OF THE PERSON OF A STUDENT (POLICY 5145.3)

The principal or his or her designee in writing may search the persons of a student during a school activity if the principal or designee has reasonable cause to believe the student has contraband items on his person.

Searches of the person of a student will be limited as specified in the accompanying regulation. The principal or his or her designee shall refer to a law enforcement officer the search of a student that requires the removal of clothing other than a coat or jacket.

ADMINISTRATIVE REGULATION

The principal, or another member of the Administrative Staff designated in writing by the principal and acting at the direction of the principal, may search the person of a student during a school activity if the principal has reasonable cause for a search of that student. If the students are away from the school premises on a school sponsored activity, then the person in charge of such a school-sponsored activity may search the person of a student, if he has reasonable cause for the search of that student, and as provided herein. Searches of the person of a student shall be limited to:

- (a) Searches of the pockets of the student;
- (b) Any objects in the possession of the student, such as a purse or briefcase; and/or
- (c) A "pat down" of the exterior of the student's clothing.

Searches of the person of a student by the principal or his designee shall not require the removal of the clothing of that student, other than a coat or jacket. Any search of the person of a student that requires the removal of clothing, other than a coat or jacket, shall be referred to a law enforcement officer in accordance with policy 5145-5. Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one (1) but not more than three (3) additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional member of the faculty of the same sex as the student, and then reasonably available on school premises, shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

For the purpose of an inspection or search of a student, "reasonable cause" shall be considered to be where the person authorized to make the search acts as a reasonable person would act when they reasonably believe that the search of the person of a student would lead to the discovery of contraband items. "Contraband items", for the purpose of this section means items which cause, or can reasonable be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as illegal drugs, drug paraphernalia, a beverage containing alcohol, a weapon, any volatile substance, bomb or explosive device, any acid or pungent or nauseous chemical, or a stolen item.

USE OF ASSISTANCE OF A LAW ENFORCEMENT OFFICER

IN SEARCH OF OTHER THAN SCHOOL LOCKERS (POLICY 5145.5)

The principal or his or her designee in writing may seek the assistance of a law enforcement personnel, including canine units, under

the following circumstance:

- (1) When necessary to protect the health and safety of students, employees, or property:
- (2) To detect the presence of illegal substances or contraband, including alcohol and/or drugs.
- (3) To identify or dispose of anything found in the course of a search conducted in accordance with Policy #5145.1, 5145.2, 5145.3 and 5145.4.

ASSISTANCE OF LAW ENFORCEMENT PERSONNEL AND THEIR DETECTION ANIMALS OR DEVICES (POLICY 5145.6)

In order to maintain a drug and alcohol free school, the principal, or his or her designee, in writing, may seek the assistance of law enforcement personnel and their use of canine units or other contraband detecting animals or devices to perform a walk-by of a common area, students' lockers, desks, storage areas, automobiles, or other areas or locations where contraband may be hidden, to detect the presence of contraband, including alcohol and/or drugs. Such a walk-by is not a "search" as that term is used in this policy.

DISPOSITION OF ANY ITEMS FOUND IN THE COURSE OF INSPECTION OR SEARCH (POLICY 5145.7)

Items found in the course of a search conducted in accordance with Policy #5145.1, 5145.2, 5145.3, and 5145.4 and which is a contraband item or another item which the student is not permitted to have in his locker, desk, or other storage area, or upon his person, or in a student-operated motor vehicle upon school premises, will be disposed of in the manner specified in the accompanying administrative regulation.

ADMINISTRATIVE REGULATION

Items found in the course of a search conducted in accordance with Policy #5145.1, 5145.2, 5145.3, and 5145.4 and which is a contraband item or another item which the student is not permitted to have in his locker, desk, or other storage area, or upon his person, or in a student-operated motor vehicle upon school premises may be:

- (a) Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing.
- (b) Returned to the parent or guardian of the student from whom it was seized.
- (c) Destroyed if it has no significant value.
- (d) Delivered to the appropriate law enforcement officers for prosecution purposes if possession of the contraband item constitutes evidence of a crime.
- (e) Delivered to the appropriate law enforcement agency properly identified by code identification (not by student name) for safe-keeping, contraband item identification, or destruction.

Provided, however, anything found in the course of a search conducted in accordance with this section which, by its presence, presents an immediate danger of physical harm or illness to any person, may be seized and may be handled as above provided in subsection A through E; or, in addition, if reasonably necessary, may simply be destroyed.

PUBLICATION OF POLICY AND RULES

A copy of these inspection procedures and policies shall be provided to each student and his parents or guardian as soon after the adoption of these policies and rules as such distribution may be reasonably made. After this initial distribution, a copy of such policies and rules shall be provided to each student and his parents or guardian at the start of each school year or as soon as practical after the student's enrollment in the school. Copies of these policies and rules shall also be posted in a prominent place generally used for announcements to students.

SEXUAL HARASSMENT (BOARD POLICY 1650)

It is the policy of the Seymour Community Schools to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any employee of the Seymour Community Schools to harass another employee or student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined below. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

Definitions Of Harassment

A. Types of Sexual Harassment

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any employee to another employee, or when made by any student to another student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;

2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decision affecting that individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment;
4. Denial of an employment or educational opportunity occurs directly because an employee or a student submits to unwelcome requests for sexual favors made by a supervisor or teacher which results favorably for that particular employee or student;
5. Such conduct is engaged in by volunteers and/or non-employees over whom the School Corporation has some degree of control of their behavior while on school property.

B. Unwelcome Conduct of a Sexual Nature

1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature.
2. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee or student has indicated, by his or her conduct or verbal objection, that it is unwelcome.
3. An employee or student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

C. Examples of Sexual Harassment

Sexual harassment, as set forth in Section A, may include but is not limited to the following:

1. Verbal harassment or abuse.
2. Repeated remarks to a person with sexual or demeaning implications.
3. Unwelcome touching.
4. Pressure for sexual activity
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.

Complaint Procedures

- A. Any person who alleges sexual harassment by any employee or student in the school corporation may use the complaint procedure explained below in Section C, or may complain directly to his or her immediate supervisor, building principal, or the Title IX complaint designee of the School Corporation. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
- B. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the School Corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- C. Reporting Sexual Harassment

All reports of sexual harassment shall be handled in the following manner:

1. Reports must be writing on Form A, 1650, supplied by the Corporation (if a verbal complaint is made, the school official should file a written report);
2. Reports must name the person(s) charged with sexual harassment and state the facts;
3. Reports must be presented to the building principal where the alleged conduct took place. The building principal shall inform the superintendent, or his/her designee, of all filed reports;
4. The building principal who receives a report shall thoroughly investigate the alleged sexual harassment on Form B, 1650;
5. The report and the results of the investigation will be presented to the superintendent, and then to the Board of School Trustees in executive session by the superintendent; and
6. The Board of School Trustees will take whatever action it deems appropriate. The alleged victim's name will not be released to the public unless required by law.

Sanctions For Misconduct

- A. A substantiated charge against an employee in the School Corporation shall subject such employee to disciplinary action including but not limited to reassignment, suspension, or discharge.
- B. A substantiated charge against a student in the School Corporation shall subject that student to disciplinary action including suspension and/or expulsion consistent with the Student Conduct Code.

False Reporting

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass

that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

SEYMOUR MIDDLE SCHOOL TEXT TIP LINE

Part of our school mission is to ensure a safe learning environment for all students who attend SMS, and that responsibility falls on all who call SMS their school. Our SMS text tip line is an anonymous way to inform our corporation's Student Resource Officer and school administration of events or situations that could pose a risk to student safety. If students and/or parents have information that could save a life, keep students safe or get a student the help he/she needs, the text tip line provides an immediate way of anonymously notifying the school. The SMS text tip line is 812.214.5244. Students should understand that the text tip line is not an open invitation to use your cell phone during school. (Please see the SMS "Telephones - Cellular Phones" policy later in this section.) However, this is another way in which to notify the school of concerns. Please be aware: The text tip line does send information to our Student Resource Officer. Deliberately providing false information could result in disciplinary action for false informing and/or false reporting. The text tip line has been established to help with communication between caring students and caring adults to keep our school safe.

SKATEBOARDS

The use of skateboards is not permitted on school grounds. Students choosing to ride skateboards to school must store them in their locker upon arrival. The use of skateboards on campus will result in disciplinary action and confiscation.

SOLICITATIONS AND SELLING OF ITEMS IN SCHOOL

The selling of articles such as candy, magazines, and food items, etc. on school property by outside organizations or individuals is prohibited.

STUDENT DROP-OFF & PICK-UP

Parents wanting to bring students to school or pick students up after school are asked to use the designated drop-off and pick-up locations at the respective middle school facilities.

SMS 7/8: Parents are asked to use Seymour Middle School road, off of Fourth Street road, to access the southwest parking lot behind the gymnasiums when dropping off and picking up their children. (The north and northwest parking lots of the school, off of O'Brien Street, are designated for bus and faculty traffic. Please do not pick students up at these locations.)

SMS 6GC: Parents are asked to use the south parking lot drive entrance off of South Poplar Street when dropping off and picking up their children. (Note: The center drive is a "One Way" exit lane leading away from the 6GC facility. (The north parking lot entrance, off of South Poplar Street, is designated for bus and faculty traffic.)

STUDENT MEDICATION

In compliance with Indiana Statutes, school personnel without a written order by the doctor or parental permission may not give medication to a student.

When a student requires medication during school hours, the following procedure will be followed.

1. A "permission for Legend medication" form must be on file in the office of the school and it is recommended you get permission from your physician for over the counter drugs.
2. **IC 20-8.1-7-22 Except for medications possessed by a student for self-administration under IC 20-8.1-5.1-7.5, Seymour Middle School will not send home with a student medication that is possessed by the school for administration during school hours or at school functions.**

Medication that is possessed by this school for administration during school hours or at functions may be released only to:

- 1) **The student's parent; or**
- 2) **An individual who is**
 - a) **at least eighteen (18) years of age; and**
 - b) **designated in writing by the student's parent to receive the medication.**
3. The student must bring the medication directly to the nurse's office or student services upon arrival at school. It is against school policy for the student to carry medicine or place medicine in their locker.
4. All medication must be left in the nurse's office for safe keeping during the school day.
5. All prescribed medicine will be taken under the supervision of the school nurse, secretary, dean/counselor, and assistant principal or principal. This includes the use of aspirin.
6. Violation of the student medication rule could result in suspension or expulsion.

SUBSTANCE ABUSE (ALTERNATIVES TO EXPULSION FOR CHEMICAL ABUSE (BOARD POLICY 5114.1)

For purposes of this procedure, a person shall be regarded as being in illicit possession of a mood

altering chemical substance in violation of board policy where the circumstances surrounding the person's possession evidences a use or intent to use such substance in a manner other than its normally intended use and a reasonable likelihood that such chemical substance will be ingested, inhaled, applied, or consumed with the purpose or intent of altering one's present mood.

Secondary School Disposition Procedures - (Grades six through twelve):

The Following applies to all students attending school or school-sponsored events, i.e., field trips, athletic events, etc. Due process will be followed. Proper law enforcement authorities will be notified in cases involving controlled substances or alcohol.

I. Under the influence or in illicit possession of alcohol, unauthorized drugs, narcotics, or other mood altering chemical substances.

First Offense:

A. Expulsion from school for up to the remainder of the school year, subject to the following terms and conditions:

1. Principal shall complete request for expulsion; however, such request shall not be forwarded to the superintendent for further action provided the following criteria are satisfactorily met by the student and parent(s)/guardian(s):
 - a. Students will be suspended from school for five days.
 - b. During the five day period of suspension from school, the student and/or parent(s) or guardian(s) shall meet with a professional drug/alcohol counselor for the purpose of:
 1. Assessing the degree or severity of the abuse problem.
 2. Developing an intervention plan.
 - c. Provide documentation supporting the implementation of the intervention plan to building administrators in a timely manner.
 - d. Students or parents are required to pay any and all costs for assessment and/or treatment.
 - e. Should the student and/or parent(s) or guardian(s) fail to make the required contact with a student services representative during the five day period of suspension from school, the principal shall, upon the student's return to school, forward the request for expulsion to the superintendent for further action.
2. The student and parent(s)/guardian(s) will sign a conditional agreement to defer expulsion proceedings, and will satisfactorily complete all of the terms and conditions provided in the agreement.

Second Offense:

A. The principal will recommend to the superintendent that the student be expelled from school for the remainder of the school year. If the request for expulsion takes place during the second semester of a school year, the expulsion, if imposed, shall remain in effect for summer school and for the first semester of the following school year, subject to the provisions of IC 20-33-8-17.

TECHNOLOGY ACCEPTABLE USE POLICY

The Seymour Community School Corporation (SCSC) is committed to the effective use of technology to enhance both the quality of student learning and the efficiency of corporation operations. It also recognizes that safeguards must be established to ensure the protection of our students. Safeguards also protect the corporation's investment in hardware and software, ensure the benefits of technology and prevent negative side effects. This technology will help propel our schools through the communication age by allowing students to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

The provisions of this policy and associated guidelines and agreements are subordinate to school, local, state and federal law. Seymour Community School Corporation has the duty to investigate any suspected violations of this policy.

The Acceptable Use Policy sets the standards that ensure that all users benefit from the technology in place in our school system. The policy encourages use of technology appropriate for a school environment, discourages harmful practices, and sets penalties for those who choose to violate the policy. Students should remember that access to technology is a privilege, not a right.

Technology resources are defined as any electronic tool, device, program, or system that aids the educational environment, provides entertainment, used for communication and data processing, or supports the network.

Personally owned devices are included in this Acceptable Use Policy when on school property or connected to the school infrastructure.

The following uses of school-provided technology are prohibited:

- a. to use technology hardware, software, information, and/or services or that of another individual without permission from your teacher
- b. to use technology to harass, bully, or threaten another individual
- c. to access, upload, download, create, distribute, use, or transmit pornographic, obscene, sexually explicit, abusive, slanderous, libelous, prejudicial, or otherwise inappropriate language or material
- d. to vandalize, damage, alter, or disable any other organization, another individual or school property.

- e. plagiarizing, violating copyright, or using intellectual property without proper documentation
- f. to introduce unauthorized information, computer viruses, or harmful programs into the computer system in public-private files, or messages
- g. to install, download software, games, entertainment software, or copyrighted material unless part of the course curriculum and directed by the teacher
- h. to send or respond to unsolicited e-mails or participate on chat lines unless there is a curricular tie approved by the teacher
- i. to participate in online financial transactions or give personal information, such as name, address, telephone number, etc.
- j. to utilize the school corporation technology for commercial purposes or financial gain without prior approval by the administration.
- k. to install or use encryption software on any computer
- l. to violate any local, state, or federal statute.
- m. to access, change, read or use another individual's material, information, or files or modify operating system files or computer equipment including using another's user name and password.

Inappropriate use of technology from outside the school corporation may result in disciplinary action if there is a connection back to school and either of the following occurs:

- a. The student's actions violate a legitimate school policy or law.
- b. The school can show a substantial disruption or legitimate safety concern.

Important Notice: The Seymour Community School Corporation will take measures to filter and monitor resources and information accessed through its information and data systems. Although a conscious effort will be made to deter access to materials that are inappropriate for the educational setting, no safe guard is foolproof. The user is responsible for not seeking or initiating access to inappropriate material and reporting incidents should they occur. Seymour Community Schools will not be responsible for unauthorized financial obligations resulting from school provided access to the Internet. Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Any violation of the corporation policy and rules may result in the loss of privileges to use corporation-provided technology including the Internet. Additional disciplinary action may be determined at the building level in keeping with the procedures and practices regarding inappropriate language or behavior as outlined in the Student Handbook. When applicable, law enforcement agencies may be involved.

Networks- Internet/Local and Wide Area

The school does not guarantee the reliability of the data connection and does not verify the accuracy of information found on the Internet. Internet filters are not a substitute for educators diligently monitoring students' computer and Internet usage. The school corporation will run filtering software as required by CIPA (Childhood Internet Protection Act). The staff is responsible for supervision of students on the network. The parent agrees not to hold the school corporation or school personnel responsible for any material the student mistakenly or intentionally accesses or transmits via the school's computer system.

Hardware/Software

Seymour Schools have the right to regulate hardware/software technologies that are on its network or used within the school environment. This includes personally owned devices and/or media used on SCSC property or with SCSC technological infrastructure.

Documents/Files

The SCSC has final editorial authority over students creating websites that are stored on SCSC equipment or whenever students are given school credit for designing, editing, or updating the school websites. File-sharing by students is not allowed unless specifically requested for a class by the teacher.

No Expectation Of Privacy

ALL INFORMATION/DOCUMENTS/FILES THAT ARE CREATED, SENT OR RECEIVED FROM A SCHOOL COMPUTER INCLUDING E-MAIL MESSAGES ARE SCHOOL CORPORATION PROPERTY, SHOULD NOT BE CONSIDERED CONFIDENTIAL, AND MAY BE ACCESSED BY SCHOOL PERSONNEL AT ANY TIME. ELECTRONIC MESSAGES AND FILES STORED ON SCHOOL BASED COMPUTERS MAY BE TREATED LIKE SCHOOL LOCKERS.

TELEPHONES

Telephone messages for students will be accepted in the office in the case of emergencies. Students will not be called out of class to receive telephone calls. Students will be called at 3:26 p.m. to the main office to pick up messages. Students may use the phone in

Student Services with permission during lunch, before or after school to make calls home. All after school plans need to be made before coming to school and not during the school day unless an emergency arises. An attempt will be made to help students use the telephone in student services, however this is a very busy office before and after school and during lunches.

Cellular Phones

Students are strongly discouraged from bringing cell phones to school. Students electing to bring cell phones into the building must keep them in their locker and turned off at all times during the normal school operating hours of 8:30am to 3:30pm. Students found with cell phones between 8:30am and 3:30pm will be punished as prescribed in the Student Discipline section of this handbook. Note:

1. Students electing to bring a cell phone into the building are responsible for its care. The school is not responsible for preventing theft, loss, damage, or vandalism to cell phones brought onto its property.
2. Contents of confiscated cell phones can be searched by administrators if they have reasonable suspicion that it contains information concerning violation of a school rule or policy.
3. Parents/Guardians are advised that the only school authorized manner in which to get in touch with their child during the school day is by calling the school office.
4. Confiscated cell phones will be returned to a parent/guardian.

Important Notice to Students and Parents Regarding

Cell Phone Content and Display

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desire of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

VISITORS

Any visitor to Seymour Middle School 7/8 facility or the Seymour Middle School 6th Grade Center must enter through the main office of the respective buildings and furnish a pictured ID to our secretary. Please sign your name, the time and your destination. Please wear the SMS visitor badge to identify yourself as a properly registered visitor. When you leave, please sign the time you are leaving, return the SMS badge, and we will return your pictured ID. Thank you for helping make Seymour Middle School a safer place. Only parents/guardians of a student are allowed to visit in the classrooms or at lunchtime. Students are not allowed to have other guest students/relatives visit the school or come and eat lunch with them during the school day.

WITHDRAWING FROM SCHOOL

When it becomes necessary for a pupil to withdraw from school for any reason, he/she is to report to his/her counselor. Any student who withdraws from school is not entitled to a refund unless he/she withdraws correctly. This means turning in all books and other school equipment and paying all fees and fines, which he/she may have incurred.

EXTRA-CURRICULAR PARTICIPATION

All athletes are expected to fulfill the academic and citizenship requirements of the IHSAA and abide by the rules and regulations identified in this handbook. Participation by students from other local schools in our corporation is allowed for some extra-curricular activities. *Cheerleading, Golf, Volleyball and Basketball participation will be limited to Seymour Middle School students only. All SMS student athletes will be prohibited from participating in more than one sport per athletic season without a granted waiver from Seymour Middle School. This includes playing for Seymour Middle School and/or other local teams.*

ACADEMIC STANDARDS

- 1) Students may not participate in extra-curricular activities at Seymour Middle School if they have more than one "F" during the current grading period at the point when eligibility checks are conducted.
- 2) Extra-curricular eligibility checks will occur between the fourth and fifth week of each grading period. This will allow for four checks during each semester and at least one during each athletic season.
- 3) A student, who is eligible at the end of the grading period and has a failing grade at the time of the eligibility check, will become ineligible to participate in games and/or contests until the end of the grading period. However, the student will be permitted to continue practicing with the team until grades are issued.
- 4) A student making more than one failing grade at the end of a grading period will be ineligible to participate in games and/or contests on an extra-curricular team. Should they improve their grades to the point of not having a failing grade at the time of the eligibility check, they will be reinstated as a team member and allowed to participate in games and/or contests.
- 5) The athletic director will be responsible for the distribution and compiling of information, notification of coaches and participants concerning individual status.

ATTENDANCE

Athletes and other students participating in extra-curricular activities may not participate in practice or contests if they are absent more than four class periods on the day of the practice or contest. Students with an unexcused absence will not be permitted to practice or participate in a contest.

INTERSCHOOL GUIDELINES FOR MIDDLE LEVEL SCHOOLS (IHSAA)

The purpose of these guidelines shall be to encourage, unify and give direction to wholesome amateur interschool athletic competition between middle level grade students. All such interschool athletic competition coming under the suggested guidelines shall be subservient to and complementary to the academic or curricular functions of the schools which are their primary purposes. To assure that the program of interschool athletic competition remains steadfast to the principles of wholesome amateur athletics and subservient to its primary academic or curricular functions of education of the middle level school, schools should cooperate with agencies vitally concerned with the health and educational welfare of school students; furnish protection against exploitation of schools or their students; determine guidelines for qualifications of individual contestants, coaches, and officials; and provide written communications to establish guideline standards for eligibility, competition and sportsmanship.

RULE 7 – CONDUCT, CHARACTER, DISCIPLINE

Section 1 - Contestants' conduct, in and out of school, should be such as (a) not to reflect discredit upon their school, or (b) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school.

RULE 12 – PARTICIPATION

Section 1 – Participation in an athletic contest on any other similar team during the same season in which they represent their school in that sport, is prohibited.

Section 3 – Participation of students in an organized athletic contest with or against players not belonging to their school constitutes a game. An organized "scrimmage" or practice by students with or against teams or players not belonging to their school is considered a game.

SEYMOUR MIDDLE SCHOOL EXTRA-CURRICULAR "CODE OF CONDUCT"

Seymour Middle School, for the Seymour Community School Corporation, must certify the eligibility of all contestants participating in extra-curricular programs. The following athletic teams are available to students of Seymour Middle School and 6th Grade Center.

Fall

Winter

Spring

Cross Country 6, 7, 8	Boys Basketball 6, 7, 8	Boys Track (*6), 7, 8
Football 6, 7, 8	Girls Basketball 6, 7, 8	Girls Track (*6), 7, 8
Volleyball 6, 7, 8	Swimming 6, 7, 8	Golf 7, 8
Boys Tennis 7, 8	Wrestling 6, 7, 8	Girls Tennis 7, 8
Cheerleading 7, 8	Cheerleading 7, 8	

(*6) Indicates that only those 6th grade students who run cross country in the fall are eligible to run track in the spring.

Students may participate in only one sport per athletic season*. Swimming begins in early March and the season is approximately one month in length. Athletes who participate in other winter sports will be permitted to swim. (*Students must be granted a written waiver to do more than one sport per season.)

In order to represent Seymour Middle school in interscholastic activities participants must meet the following criteria:

- A. **Consent for Participation:** All participants must have a student, parent/physician statement on file in the office of the athletic director prior to the start of practice. There are no exceptions to this rule. Physicals are valid from April 1, 2013 through May of 2014. Physicals dated before April 1, 2013 are invalid for 2014.
- B. **Insurance/Waiver Information:** All students who participate in extra-curricular activities at Seymour Middle School are encouraged to have some form of insurance coverage. Middle school participants must sign the waiver section of the physical form if family coverage is sufficient. This form must be completed prior to the start of practice. Students who have no family coverage should have a written release from the parent and attached to the physical form.
- C. **Amateurism:** All participants must be amateurs. This means a student shall not play under assumed names nor accept money or merchandise, directly or indirectly for athletic participation.
- D. **Conduct:** Participants in extra-curricular activities at Seymour Middle School are expected to display "better than minimum" standards of behavior. This includes, but is not limited to, conduct, appearance, and dress. Participants may be suspended when conduct brings discredit upon or creates a disruptive influence upon the discipline, good order, moral, or educational environment of Seymour Middle School.
- E. **Outside Participation:** Students who participate in an athletic contest for another team in a similar sport in the same season in which they represent Seymour Middle School will become ineligible to compete on the middle school team(s) without prior written consent of Seymour Middle School through the waiver process.
- F. **Suspension from school:** School suspensions may take one of two forms at the middle school. The suspensions are either in school or out-of-school. In either case, a student who is suspended from school is ineligible to participate in, or attend, any school related function until the suspension is completed. This would include any practice, game, or performance during the suspension period. Individual coaches may have further rules pertaining to this situation.
- G. **Detentions:** Students who receive detention from a teacher or administrator will be expected to serve the detention at the earliest possible time. Practice or games will not be an excuse for failure to avoid serving the detention. Students failing to serve their detention in a timely manner (the next available day) will be suspended from practice and/or games until they have met their responsibility.
- I. **Training rules:** The use of/or possession of alcoholic beverages, tobacco products, non-prescription drugs, or narcotics may result in the suspension from programs at Seymour Middle School.
- H. **Individual sport rules:** It is understood that coaches/sponsor may, and are encouraged to, establish and enforce rules specific to the program they are working within. These rules will be in addition to the rules established in this code.

This document is a summary of the rules for extra-curricular activities at Seymour Middle School. Additional questions should be directed to the principal, athletic director, or coach/sponsor. Parents and students should also be aware of the potential of serious injury when participating in an athletic program. Some injuries sustained may be serious enough to have an altering effect on the quality of life of the student involved.

All students will be responsible for filling out and returning a Medical History and Consent to Treat form prior to the first event of the contest season.