

Seymour Intermediate School

1000 South Poplar Street

Seymour, Indiana 47274

Telephone: 812-523-4637

Fax: 812-522-5880

www.scsc.k12.in.us

Student Agenda 2023-2024

Office Hours: 8:00am-4:00pm

Loriann Wessel, Principal

Kelly Wilson, Assistant Principal

Corey Zaring, Assistant Principal

Samantha Browning, Counselor

Sally Woods, Counselor

Susan Waltrip, Administrative Assistant/Treasurer

Melissa Krawchison, Administrative Assistant

Isabel Hernandez, Administrative Assistant/Translator

Jeremy Helmsing, School Resource Officer

Keith Williams, District Resource Officer

Melissa Luedeman, Nurse

Seymour

COMMUNITY SCHOOLS

2023-2024 School Calendar – Updated April 2023

Purple text = Updated Information

Monday, August 7	First Teacher Day
Tuesday, August 8	Teacher Day
Wednesday, August 9	Opening Day for Students
Monday, September 4	Labor Day - NO SCHOOL
Monday, October 16 – Tuesday, October 17	SCHOOL IN SESSION
Wednesday, October 18– Friday, October 20	FALL BREAK - NO SCHOOL
Wednesday, November 22–Friday, November 24	Thanksgiving Vacation - NO SCHOOL
Tuesday, December 19	Last Day of Semester I
Wednesday, December 20-Friday, January 5	Christmas Vacation - NO SCHOOL
Friday, January 5	First Day for Teachers after Christmas Vacation NO STUDENTS
Monday, January 8	First Day for Students after Christmas Vacation First Day for Semester 2
Monday, January 15	NO SCHOOL/Snow Make Up Day
Monday, March 18 - Friday, March 22	Spring Break - NO SCHOOL
Friday, March 29	NO SCHOOL/Snow Make Up Day
Monday, April 8	Asynchronous eLearning Day
Thursday, May 23	Last Day for Students
Thursday, May 23	Last Day of Semester II
Friday, May 24	Last Day for Teachers
Sunday, June 2	SHS Graduation

Parent Teacher Conferences will be arranged before or after school hours at each building.

Grading Periods

August 9 - October 6	42 days	Semester 1	88 days
October 9 - December 19	46 days		
January 8 - March 8	44 days	Semester 2	92 days
March 11 - May 23	48 days		

Students will not be on campus for Asynchronous eLearning days.

This calendar is subject to change based on local or state guidance or mandates.

Seymour Community Schools

Corporation Mission:

We exist to provide a quality education to all our children.

A quality education that will be relevant, rigorous, and remarkable.

Learning places where children can learn, laugh, love, and remain safe.

A school staff that is blessed with compassion, accountability, and excellence.

Corporation Vision:

“Soaring to Excellence Every One, Every Day”

At Seymour Schools, we are on a mission to create a student-centered culture where all students can succeed. We are on a mission to provide unprecedented opportunities for all students, in a climate where they can grow and achieve. We collaborate to build relationships with all stakeholders, in order to create remarkable learning environments.

Student Centered, Opportunities, Academic Excellence, Relationships

Seymour Community Schools is made up of Seymour High School, Seymour Middle School, Seymour Intermediate School, Brown Elementary, Cortland Elementary, Emerson Elementary, Jackson Elementary, and Redding Elementary.

Seymour Community School Corporation, 1638 South Walnut Street, Seymour, Indiana. The telephone number for the Administrative Office is 812-522-3340.

The School Board meets at 7:00pm on the second Tuesday of each month. Meetings are held at the Administrative Office board room. The public is invited to attend the meetings.



Welcome to Seymour Intermediate!

We are very excited for you to join us at Seymour Intermediate. This is the first year we will be uniting Fifth and Sixth grades under one building. This year, you will join your peers as a member of your graduating class. Each of you brings your own personality, uniqueness, and experiences to the group. You are, indeed, a part of the melting pot as this new class joins together on your graduation pathway to becoming a Seymour Owl.

Seymour Intermediate School Mission Statement:

At Seymour Intermediate we are an important step toward Soaring to Excellence. We are on a mission to provide a safe learning environment. We aim to model and teach students to be organized pursuers of knowledge and to achieve personal growth goals. We seek to maintain mutual respect among all school stakeholders.

Seymour Intermediate School Core Values:

The Seymour Intermediate School is a culturally and racially diverse school environment that allows ALL children the chance to achieve and grow- socially, emotionally, and academically. Seymour Intermediate is on a mission to serve the whole child, provide a safe and nurturing school environment, and to enhance student learning. The staff of Seymour Intermediate believes that failing doesn't mean final and growth is our number one goal.

What does it mean to Soar to Excellence? At Seymour Intermediate students who Soar to Excellence embody the following qualities: Safe, Organized, Achieving, and Respectful.

These values are considered to be **SCHOOL-WIDE EXPECTATIONS**. No matter which hallway, classroom, other area or activity you may be in, you are expected to abide by the SOAR motto. The chart in your Student Handbook is a visual reminder of these expectations. Our hallways at the SI have banners and signs to also remind us.

Student Handbook

The first few pages of the student agenda book contain the 6th Grade Center 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 caregivers to make sure they are knowledgeable of the information contained within these pages. **Parents/guardians will be asked to sign an Agenda Verification Form through Harmony when registering your student for the new school year.**

The Student Agenda Book contains vital information you need as a fifth and sixth grader. You will carry this book with you to every class. It contains the “passes” you will need for: going to the restroom, going to see the nurse, going to the Owl's Nest...Take good care of this book. It has a calendar for you to write down your assignments and keep track of events as well. 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 Intermediate requires every student to utilize their agenda throughout the year. The cost of the agenda is included in the fees that each student pays. Lost or stolen agendas will need to be replaced by the student. New agendas can be purchased at the Main Office, with the cost to be determined.

Attendance Policy and Procedures

Seymour Community Schools has long held the belief that regular and punctual school attendance is vital to ensuring that a student reaches his or her full academic potential. That belief is supported by the State of Indiana' Compulsory Attendance Law (IC 20-30-2). The past 20 months have shown us all the importance of being in school as consistently as possible.

Considering the current pandemic, as well as other local county circumstances, Seymour Community School officials have worked with the Jackson County Prosecutor's Office, Jackson County Juvenile Probation and the Jackson County Division of Child Services, to develop a comprehensive plan, effective January 11, 2022, to curb excessive UNEXCUSED absences, to which we have all noticed a substantial increase over previous years.

Seymour Community Schools Attendance Policy (5200) specifically outlines several different types of EXCUSED absences, such as illness, bereavement, school directed, etc.... When your child qualifies for one of these absences, please notify their school promptly, as outlined by each school's attendance procedures. A specific change of note, local procedures will require that parents provide proper documentation to the school once a student reaches 5 excused absences. If documentation is not received, the continued absences will be considered UNEXCUSED. Consistent communication with your child's school administration is vital to avoiding potential school and legal consequences for chronically absent students.

We would like to work with you in maintaining the best possible attendance record for your child. Helping your child achieve their best academic potential is essential to us. To stay informed of your child's progress, it is easier than ever to keep up-to-date on your student's grades, assignments and attendance. Our student data system, Harmony, makes it very easy to

monitor your student's progress. You can even set alerts so that you are notified about issues as soon as they arise. If you already have a Harmony account, use the link below to log in to see your student's current grades, last report card, disciplines, schedule and attendance. Once logged in, scroll down to My Notification Profile to set-up when (daily or weekly) and how (email or text message) you want to be alerted regarding your student's grades.

<https://scsc.logickey.com/harmony/scsc/familyaccess.nsf/hello.xsp>

If you have not created a Harmony account, or if you have any other questions or concerns you need to share, please contact your child's school administration.

The Seymour Community Schools Board of Trustees considers the following for excused absences:

- A. Illness verified by a note from the parent (Seymour Intermediate accepts parent call or note.)
- B. Illness verified by a note from a physician
- C. Recovery from accident
- D. Required court attendance
- E. Professional appointments- Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- F. Death in the immediate family or of a relative
- G. Observation or celebration of a bona fide religious holiday in accordance with Policy 5223
- H. Maternity
- I. Military connected families' absences related to deployment and return
- J. Participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the school corporation, facilitates the attainment of specific educational objectives, is part of the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day and is approved in advance by the school principal (I.C. 20-33-2-17-5)

EXCUSED ABSENCES: An absence will be classified as excused if the student's custodial parent has determined that the student will not be in school attendance and the reason falls under one of the criteria listed below and has notified the school office. When an absence is classified as excused, the student is entitled to complete missed assignments or class-work and receive associated grade points for completing the assignments or tests. **Students are allowed up to 5 absences per semester that are excused by parents. The sixth (6th) absence, whether concurrent with the previous five (5) absences or not, will require a certificate of illness for the student's absence from one of the following:**

- A. an Indiana physician;**
- B. an individual holding a license to practice osteopathy or chiropractic in Indiana; or**
- C. a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal. (IC20-33-2-18)**

Family Trip/Vacations -- Students may be excused from school to accompany a parent on a vacation or trip. When this is to occur, a Prearranged Absence Form must be completed by a parent and turned in to school office at least two days in advance of the trip.

*** Students are to notify the School Office at least three days in advance by requesting a Prearranged Absence Form. The form should be completed and signed by a parent and returned to the office prior to the absence.**

UNEXCUSED ABSENCE: An absence is classified as unexcused according to the following criteria:

- 1. The reason for missing school does not fall under the criteria for an excused absence.
- 2. The parent/student fails to notify the school office in advance in cases of pre-arranged absences.
- 3. Excused absences, beyond 5 per semester.

TRUANCY: is defined as absence from school without permission of the parent. Disciplinary action will be taken by the school in cases of student truancy.

Truancy will be dealt with in the following manner:

1. Parents will be contacted by the school
2. Students will be assigned to detention or suspension as warranted.
3. Students may be referred to the Jackson County Prosecutor's Office for continual incidences of truancy.

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.

The Superintendent/designee or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services.

ATTENDANCE PROCEDURES

ABSENCE REPORTING

When a student is absent from school a parent or guardian is expected to call the Main Office on or before the day of the absence. A phone call is needed each day the student is absent (unless the absence is pre-arranged) and can be made 24 hours a day. If the parent is unable to phone the Main Office the student is to bring a note of explanation from the parent or guardian to the main office upon his/her return to school. The school telephone number is 812-523-4367.

MAKEUP WORK

Students who have been absent for acceptable and excusable reasons shall be permitted and encouraged by teachers to make up any missed learning experiences. If a child has missed classes, assignments can be obtained from Google Classroom and/or the teacher. It is the responsibility of the student to secure the assignments with the classroom teacher and complete the make-up work. Students have one day for every day missed to turn in makeup work.

ABSENCE OR ARRIVING LATE 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 to the building to sign his/her student in for school. Upon signing in, the main office will issue the student a pass to class.

ABSENCE IN THE P.M.

Students needing to leave school any time during the school day because of illness or any other reason, must report to the main office before leaving school. Parent and/or Guardian must come to the building to sign his/her student out of school.

If a student misses more than fifty percent of the school day, this will be marked as a full day absence.

Habitual tardiness to school could be addressed in the same manner as unexcused absences.

APPOINTMENTS

If it is necessary for the student to leave school during the day for appointments to the doctor, dentist, etc. the main office must have parental permission either by phone or note before the student will be dismissed. In addition, the student should sign out in the main office immediately before leaving school and sign in upon returning. *Please allow for a 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 main office. Parents/guardians must come into the main office to sign-out their child. No student will be sent out of the building for an appointment.*

SCSC Technology (Chromebook) expectations

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. The Acceptable Use Policy is given to students upon receiving their chromebook each year. See below, for basic chromebook care, safety, and use expectations.

Equipment:

Chargers should be taken home and kept in a safe location. The charger is not to be carried back and forth between home and school.

Care:

Each Chromebook must be charged and ready for use each school day. Student users are responsible to keep their Chromebook charged.

Care must be exercised at all times when handling a Chromebook. Never hold or pick up the Chromebook by the screen.

Do not use the Chromebook near water.

Do not use sharp objects on the Chromebook surface.

Do not apply liquid to a Chromebook.

Do not expose a Chromebook to long-term temperature extremes (hot or cold) or to direct sunlight.

Safety:

When not in your personal possession, the Chromebook should be in a secure, locked location.

Chromebooks may not be brought into the restroom or the cafeteria (during meal times).

Permissible Use

Use of the Chromebook during class is determined by the classroom teacher.

Students will be limited to the apps that are loaded on the Chromebook.

Students are not to delete or remove an app that is loaded on the Chromebook.

Students not following the technology use agreement or are otherwise violating the teacher's rules may be denied access to the Chromebook.

All student passwords are to be kept private.

Students are not to make any changes to the Chromebook profile settings.

Students should keep the Chromebook in the school issued case at all times.

Students are expected to bring Chromebooks to school every day.

Compensation for Losses, Costs and/or Damages

Users may be responsible for compensating the SCSC for any losses, costs or damages uncured for violations of Board policies/procedures and school rules, including the cost of investigating such violations. SCSC assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers, devices, or the school network.

Student and Staff Security

Users may not reveal personal information, including a home address and phone number, about themselves or another individual on any unsecured electronic medium, such as websites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.

Additional Rules for Chromebooks Issued to Students

1. Electronic devices loaned or leased to students shall be used only for educational purposes that directly relate to a school project or assignment, unless otherwise explicitly authorized by building administration.
2. Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.
3. Users must report a lost or stolen device to the building administration immediately. If a device is stolen, a report also should be made immediately with local police.
4. The policy and rules apply to the use of the electronic device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
5. Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
6. Parents are responsible for supervising their student's use of the device when not in school.
7. The device configuration shall not be altered in any way by users. No software applications shall be installed, removed, or altered on the device unless permission is explicitly given by the teacher or building administrator.
8. The device is to be used only by the student or staff member to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.
9. The device must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school district, and whenever requested by school staff.

Terms of Use

SCSC reserves the right to deny, revoke, or suspend specific user privileges and/or take other disciplinary action, including but not limited to student suspensions or expulsion from school for violations of this policy. Additionally, all handbook regulations apply to the use of the SCSC network, Internet, and electronic resources.

Disclaimer

SCSC and its employees make no warranties of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, SCSC is not responsible for:

1. The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.
2. Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
3. Unauthorized financial obligations resulting from the use of SCSC electronic resources.

NOTE: Personally owned devices are included in SCSC's Acceptable Use Policy when on school property or connected to the school infrastructure. Student discipline, resulting from misusing school technology or personal technology can be found in the Student Discipline section.

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 safeguard 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.

Una violacion a las reglas y políticas de la Corporación puede resultar la pérdida de los privilegios del uso de la tecnología (Chromebook) proveida por la Corporación incluyendo el internet. Una acción disciplinaria extra puede determinar

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(UP WITH TECHNOLOGY?)

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.

Student Dress Code

Pants/Shorts/Skirts:

Pants may not be longer than shoes. Students may wear shorts in appropriate weather. Shorts/skirts must be of length and fit that are suitable to the student's build and stature. Pants or shorts may not have holes, rips, or tears above the knee that expose large amounts of skin. The appropriate length of skirts for girls is determined in the same fashion as the appropriate length of shorts.

Shirts:

Shirts should cover the entire shoulder area and should have a sleeve. Shirts that are designed to show any cleavage, the belly or shoulders are not allowed. Other inappropriate shirts include, but not limited to: clothing that can be seen through, is too short, or too tight, tank tops and/or sleeveless shirts, spaghetti strap tops, bare midriffs or halter tops.

Shoes:

Appropriate footwear is to be worn at all times. Shoes must have a sole. Shoes with rollers or wheels are not permitted. House slippers and/or flip flop type shoes, as well as shoes with high heels, are not permitted. All shoes must have a back to secure the shoe to the foot.

Misc:

Clothing or accessories with profane, obscene, or suggestive slogans/designs are not acceptable. Clothing with slogans/designs that may be interpreted as advertising or advocating the use of illegal drugs, alcoholic beverages or tobacco, or sexual violence is not allowed. Gang affiliated apparel is not permitted.

Accessories

- All extra items, such as: purses, gym bags, backpacks, hats need to be placed in lockers upon arrival.
- No coats in the classroom. Place coats in your locker upon arrival.
- Any accessory that causes a disruption to the school environment will be asked to be removed at the discretion of the school administration.
- Hats, handkerchiefs and/or head coverings are not to be worn inside the school. Under certain circumstances, the administration may declare a "hat day" or an appropriately named day that will provide the opportunity to wear hats or appropriate apparel on the head in the building.

Other

- No marking or writing on your body. This includes, but not limited to, your face, arms, hands, legs.
- For safety reasons, we ask that students do not wear hoop or dangling earrings. No chains or heavy ornaments should be worn.
- Students are not permitted to wear costumes to school unless approved by administration for a special event or dress theme day.

Academic Expectations

STUDENT WORK HABITS

1. Students are to come to class with their Chromebooks and all other necessary materials for participation in the activities of the class.
2. All students are to report to class on time.
3. Students are to be aware of and observe the classroom rules set by each teacher.
4. The teacher determines when the instructional period is over. Students are to give the teachers their attention during all instructional activities.
5. Assigned and required work should be turned in at the time specified.
6. Treat all staff members, regardless of title, with respect.
7. Good work and study habits, as well as a growth mindset, produce excellent results. Use your time wisely and take full advantage of your educational opportunities at Seymour Intermediate.

GRADING SCALE

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

REPORT CARDS

Report cards are made available in Harmony Family Access at the end of every 9 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. Paper report cards will be distributed upon request.

HARMONY FAMILY ACCESS

Parents can check their child's progress online at any time using the Harmony 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 must utilize Harmony Family Access to update student records, access discipline reports, and report cards.

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.

PARENT-TEACHER COMMUNICATION

Reports on your child will be made through conferences or written evaluations every nine (9) weeks. If a special problem with your child should arise, you may be contacted by note or phone call from the teacher. Please feel free to contact your child's teacher if you feel the need.

There are two scheduled days for parent-teacher conferences. Please check the school calendar for the scheduled parent-teacher conference dates. Conferences are a very valuable tool and helpful for all involved. Staff members encourage all parents to be involved in their child's education. Conference times are not limited to twice a year. If you feel that a conference is needed please feel free to contact the teacher and schedule a time that will be convenient to both parties. Most teachers are very open to meeting prior to school, during their preparation time, or after school hours. We ask that you call in advance to insure that the teacher is available to you. Teachers are not available during student dismissal time without a prior appointment. Instructional assistants or other school personnel are not permitted to discuss student progress or behavior with parents. All questions regarding these issues must be directed to classroom teachers.

eLearning/Inclement Weather Days

When Seymour Community Schools announces an eLearning/Inclement Weather Day, students will utilize Google Classroom to access all work to be completed on those days. Students will have four school days after an eLearning day to complete and submit assignments. Students will be counted absent in each class where assignments were not completed and submitted.

General School Information and Policies

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, Seymour, 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 (or any other item on wheels) 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 an 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.

Seymour Intermediate has identified the following types of bullying: Physical, Verbal, Relational, Cyber, and/or a combination of all four. (Other terms utilized in bullying situations include, bystander, upstander, victim, and witnesses.)

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

An online reporting form can be found by visiting our Seymour Intermediate home page. Click on the "Info" tab. Click on "Report a Bully."

Students may also file a bullying report in the Main Office.. These forms are available and may be turned in confidentially to any school personnel.

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 will provide bus transportation for students who reside in areas approved for transportation. Transportation will be to and from one location within the district the child resides. We do provide transportation to Boys and Girls Club, Girls Inc. and Kids Club. From time to time emergency situations arise - all changes to transportation need to be made through the transportation department.

School bus drivers are to have control of all school children conveyed between the homes of the children and the school building, and return. The driver shall keep order, maintain discipline among the children while on the bus or along the route, shall treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his charge, and shall use every care for the safety of the children under his charge. The bus is an extension of the classroom and all classroom rules apply. School bus drivers shall assure that all student passengers observe the following regulations:

- Each student shall be located immediately upon entering the bus in the place assigned by the driver.
- No students shall stand or move from place to place during the trip.
- Loud, boisterous, profane language or indecent conduct shall not be tolerated.
- Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any other objectionable manner.
- No windows or doors will be opened or closed except by permission of the bus driver.
- No students shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
- The child should be waiting at his/her boarding station when the school bus arrives. In case of an emergency causing late arrival by the student at his/her station, the school bus driver is asked to stop. If there is no indication that the student is on his/her way to the

boarding station, the bus driver is not required to wait.

- If a bus is equipped with seat belts, they must be worn.

Upon recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any student who refuses to conduct himself/herself in a courteous manner on the bus.

The boarding station is not inside the home or on the porch even in inclement weather. We do ask the driver to stop even if he sees no one at the bus stop. However, he cannot and need not wait on students to come out of the house to the bus every morning. These cases are to be referred to the principal for a conference with the parents and such other action as may be deemed necessary. It is not fair to make everyone late because a few are often not on time; and it is often unsafe to park a bus on a narrow public road to wait even for a short time.

Transportation Department Phone# 812-522-8579

Cafeteria School Lunch Program

The goal of the cafeteria program is to contribute to the academic success and overall well-being of our students by serving great tasting, nutritious meals in a friendly environment. Each day, students will be offered a variety of vegetables, fruit, whole grains, lean proteins, and milk. Students must select at least three items from the cafeteria line to create a reimbursable school meal; one selection is required to be a serving of fruit or vegetables. A variety of healthy snacks that meet the USDA's "Smart Snacks" guidelines will be available for a la carte purchase. Students who pack a lunch from home are permitted to purchase a beverage or snack from the cafeteria. Students are expected to leave the cafeteria clean at the end of each meal period.

All cafeteria transactions are prepay only. Each student is assigned a meal account, which they access in the cafeteria line to debit meal and snack purchases. Payments can be made each morning in the cafeteria with cash or check. Credit card or electronic check payments may be made through an online payment service described below.

Families wishing to apply for meal assistance may do so by completing a paper or electronic application for free and reduced-price meal benefits. Benefits cannot be applied until a completed application is processed, so it is best to apply as early in the year as possible. Families are responsible for any charges incurred prior to assignment of benefits. Applications are accepted at any time throughout the school year from July 1st prior to the start of school, up until the last student day. Families must submit a new application each school year.

MyPaymentsPlus

Seymour Community Schools partners with MyPaymentsPlus (www.mypaymentsplus.com) to accept online meal account payments. This service provides families convenience and information needed to manage their student's lunch account.

At no cost, MyPaymentsPlus allows any family to:

- Create a free, secured account to manage your student's meal account
- Check your student's current account balance
- Monitor payments and charges in the cafeteria
- Create settings to receive email notifications when account balances are low
- Create settings to automatically replenish the account when it reaches a low balance

A small service fee is added to any payments processed using MyPaymentsPlus. Online payments may be made with check, credit card, or debit card by visiting www.MyPaymentsPlus.com. Funds deposited online are typically available for use within 30 minutes.

Unpaid Meal Charges

All schools participating in the National School Lunch Program are required to adopt a written policy to address unpaid meal charges. The policy adopted by Seymour Community School Corporation can be viewed in full at www.scsc.k12.in.us. In brief, the unpaid meal charge policy states:

- Customers must have a positive account balance to purchase breakfast.
- Customers must have a positive account balance to purchase lunch.
- Students are permitted to charge lunch on a negative account; however, there is a negative account balance limit of (\$10.00). Students will not be permitted to charge a lunch if their account will exceed the negative (\$10.00) limit.
 - After the charge limit is reached, the student will be offered, at no cost, an alternate meal consisting of a plain cheese or peanut butter sandwich, a serving of fresh fruit or vegetables, and milk.
 - Excessive meal charges and/or receiving alternate meals will result in notifying the building principal and school counselors.
 - Families in need of financial assistance are strongly encouraged to contact the food service office for help completing an application for free and reduced-price benefits.

Any questions regarding the meal program at Seymour Community Schools should be directed to Stacey Townsend, Food Services Director at 812-271-1344

SPECIAL DIET NEEDS

If your child has special diet or feeding needs, please have your child's medical care provider complete a Special Diet Request Form, available at every school. If applicable, a conference may be held with the school nurse, food service director, and cafeteria staff to develop a special diet plan for your student.

Please note that menu substitutions cannot and will not be made for personal food preferences. Menu substitutions for special dietary needs require proper medical documentation. For all medically required food substitutions, a physician's note must be provided stating the food that should be avoided as well as the item that should be substituted in its place. Lactose-free and Non-dairy milk substitutes are available upon request with proper documentation. Cups for drinking water are also available in all cafeterias for students who prefer not to drink milk. If you have any concerns about Special Diet Needs, please contact the Food Service Director at the Seymour Community Schools Administration Building.

CHANGE OF ADDRESS OR OTHER DIRECTORY INFORMATION

Parents/guardians should make changes to student information through the Harmony Family Access portal. An updated email address, physical address, and phone number is essential to ensuring proper and timely communication regarding school events. Please notify the Main Office if you need assistance with making these changes.

CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENTS:

Seymour Intermediate 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 building principal.

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 lunch from home may do so. Parents are not allowed to take friends or any other students out for lunch or bring in lunch for any student other than their own.

Only parents/guardians/grandparents are allowed to take 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.

CUSTODY

It is necessary that school records are accurate and current regarding custody and visitation privileges in cases where a student's parents are divorced, separated, or have never been married. **OUR SCHOOLS ARE NOT THE APPROPRIATE PLACE FOR VISITATION AND/OR EXCHANGE OF CUSTODY.** Due to the large number of students who live in homes with divorced parents, it is necessary to ensure the safety of the students due to disagreement between/or among some adults. The custodial parent is responsible for bringing a copy of the final divorce decree stating custodial rights. It is also the custodial parent's responsibility to inform the school in writing if there are any restrictions on the non-custodial parent included in the divorce decree. If a non-custodial parent is to pick up a student from school, the **custodial** parent must contact the classroom teacher with a note or letter. If the non-custodial parent is to pick up the student(s) on a regular basis, the custodial parent may write one letter explaining that the non-custodial parent has their permission to pick the student(s) up from school. That letter should have dates and/or days of the week. That letter will remain in effect until the end of the current school year or until the custodial parent informs the school in writing of any change.

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 loud continuous horn. Tornado and earthquake drill regulations are also posted in each classroom and the teacher will give instructions for the correct procedures.

Man made type drills will be conducted each semester to practice procedures and protocol.

GUIDANCE SERVICES

School 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 counselor 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. Plumlee and Mrs. Woods are the counselors at Seymour Intermediate. Please feel free to seek their help and advice at any time.

HEALTH SERVICES

The Nurse's clinic is located near the main office, in the 100 hallway. If a student becomes ill at school, he/she should report to the nurse after receiving permission from his/her teacher. The school nurse will contact the parents if the student needs to go home due to illness.

ILLNESS

Please keep your child home and report their absence to the main office if your child is experiencing any of the following:

- Fever greater than 100.0 F
- Vomiting
- Diarrhea
- Persistent cough and/or difficulty breathing
- Undiagnosed rash
- Eye discomfort, eye redness and/or drainage

Your child will need to remain home until they are symptom free 24hrs **without** the use of over the counter medications such as Tylenol, Advil, Pepto-Bismol, etc. and/or provide a doctor's release note. If you are unsure, keep your child home and contact the school nurse for further recommendations.

Medication Permission

Indiana State Law (*IC 34-30-14-2*) allows the school nurse or other designated school personnel to assist students who are required to take medication during the school day. The purpose of this service is to help each student maintain or improve his/her potential for education and learning. The intent of this policy is to provide safe, effective administration of medications for those students who require them. **Only those medications necessary to maintain the student in school and must be given during school hours shall be administered.**

- Our school Medication Policy requires **ALL** medications, including **over the counter medication** to have a **new** physician's order and/or completed *Medication Administration Form* with parent's signature each school year.
- The medication also must be in a new original container and/or prescription bottle with the child's name on it.
- We will **NOT** accept any medication brought to school in plastic bags, paper bags, envelopes, foil, etc. We recommend that you ask your pharmacist for a *second identically labeled prescription container* for administration at school; this is provided at no additional cost but has to be requested.
- Parents **must** hand deliver medications with completed forms to the nurses in the health office to be checked for full accuracy. **NO** medications will be administered at school without accurately completed forms.
- All medication will be taken under the supervision of the school nurse or designated school personnel with the exception of medications possessed by a student for self-administration under IC 20-33-8-13. *Ex: Inhaler, Epi-Pen* (after self administration student needs to report to school nurse for further evaluation)
- Violation of the student medication rule could result in suspension or expulsion.

IC 20-33-8-13 Possession and Self-Administration of Medication Permitted

- A student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition during the times and in the places set forth if the following conditions are met:
- The student's parent has filed an authorization with the student's principal for the student to possess and self-administer the medication.
- A physician states in writing that:
 - (A) The student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
 - (B) The student has been instructed on how to self-administer the medication; and
 - (C) The nature of the disease or medical condition requires emergency administration of the medication
 - (D) The authorization must be filed with a student's principal annually.

IC 20-34-3-18 Release of Medication

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.

With the exception of self-administered medications, all other medications cannot be transported on a SCSC bus.

*Examples of self administered medication, per a doctor, would be an EpiPen and an inhaler.

* When a student must administer one of these medications, they should report to the Nurse for further evaluation.

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. Any medication directly to the nurse's office or main office 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 safekeeping 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.

Required forms can be downloaded from the school website: www.scsc.k12.in.us

- Medication Administration Permission Form
- Asthma Action Plans (inhalers, nebulizers)
- Food Allergy & Anaphylaxis Emergency Care Plan (Epi-Pens)

Immunizations

The State of Indiana requires specific immunizations to be completed per the ACIP (Advisory Committee on Immunization Practices) and the Indiana Department of Health guidelines.(IC 20-34-4-5). Please note that students entering 6th grade will require booster vaccines in order to attend.

Students who will not be receiving immunizations for religious reasons (IC 20-34-3-2), or those who have a medical contraindication (IC 20-34-3-3) to vaccine administration, must have the appropriate exemption forms filed annually with the school health office.

For more information about Indiana school immunization requirements and resources, please visit <http://www.doe.in.gov/student-services/health/immunizations> or contact your local health department: Jackson County Health Department 812-522-6672

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 ensure 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. Lockers. 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 ensure 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, illegal substance, paraphernalia, 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.

Seymour Community School Corporation is committed to the safety of our students and staff. Our continued partnership with Seymour Police Department allows for the presence of School Resource Officers at our school sites. School Resource Officers are at all school sites at various times during the school day and school events. The School Resource Officers provide campus security and educational opportunities for our students and staff.

(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 officials 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/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 reasonably 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 safekeeping, 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.

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 the main office and they will assist you with your problem. If you forget your combination, see your teacher, counselor or other staff member. **The school will not be responsible for loss of property from lockers.** 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.

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.

Title IX POLICIES AND PROCEDURES

Seymour Community School Corporation is committed to providing a working and learning environment that is free of discrimination and harassment of any nature.

The U.S. Department of Education's **Office for Civil Rights (OCR)** enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states that: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Title IX also addresses sexual harassment, sexual violence, and gender-based discrimination. Title IX requires schools to take prompt action upon receiving notice of a sexual assault or sexual harassment. A school based investigation is required, independent of law enforcement investigations. Title IX states that schools should establish standard procedures for handling complaints of sex-based discrimination, harassment, and sexual violence. Any person may file a Title IX complaint with Seymour Community School Corporation's Title IX Coordinator or the Office for Civil Rights by phone, email, mail, or in person.

Title IX Coordinator

Laci Skidmore

skidmorel@scsc.k12.in.us

920 N O'Brien St. Seymour, IN 47274

812-569-3488 or 812-522-5453

In compliance with Title IX sexual harassment regulations, Seymour Community Schools have the responsibility to:

1. Respond promptly and supportively to persons alleged to have been victimized by sexual harassment.
2. Resolve allegations of sexual harassment promptly and accurately under a predictable, fair grievance process that provides due process protections to the alleged victim and alleged perpetrators of sexual harassment.
3. Effectively implement remedies for victims.

Seymour Community School's updated Title IX sexual harassment and grievance policy 2266 is found at

<http://www.scsc.k12.in.us/information/title-ix>

RECORDS AND TRANSFERS

Each school keeps confidential records on each child. Confidential items are home addresses and telephone numbers, academic achievement scores, health records, attendance, behavior, and standardized tests results. These records are used as an aid to understanding each child so that he/she is provided a more meaningful education. Parents may view their child's records by calling the school for an appointment. The principal or counselor will review/discuss these records with the parent(s). When transferring to another school, the child's records will be sent as soon as a signed release of records form is received. Early notification of plans to transfer is always appreciated. It is the goal of the school to maintain thorough and current academic, medical and legal records. If your child's medical status or legal status should change, copies of these changes are needed to maintain records. Examples of such changes would be doctor's instructions following surgery, immunizations, divorce decrees, custodial agreements, adoption certifications, etc.

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 within 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
- Date and place of birth
- Major field of study
- The most recent educational agency or institution attended
- 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.)
- 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, antisocial, 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 than 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

RETENTION OF STUDENTS

Seymour Intermediate is committed to ensuring 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 are initiated and implemented to maximize student progress. Students, teachers, and parents must work cooperatively and constructively to ensure student academic needs and expectations are attained.

The student's progress will be assessed by the student's counselor, administrators, 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. A team meeting with parents, teachers, the student's counselor, and administrators will be scheduled to discuss student data and performance. Final decisions regarding retention of students will be made by the administration.

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

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).

PARENT VISITATION AND PARTICIPATION

In the event of a parent visit or participation, a request for a visit should be made with the principal in advance. For the safety of our children, we require every visitor to stop in the main office to sign in.

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.

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.

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 3:15pm to the main office to pick up messages. Students may use the phone in the office 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 the main office, however this is a very busy office before and after school and during lunches.

Cellular Phones or other Communication Devices

Students are strongly discouraged from bringing cellular phones or other communication devices to school. Students electing to bring cell phones or other communication devices 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 3:25pm. Students wearing Smart Watchings should have data turned off and should not be syncing to a mobile device.

1. Students electing to bring a cell phone, smart watches, or other communication devices into the building are responsible for its care. The school is not responsible for preventing theft, loss, damage, or vandalism to cell phones, smart watches, or other communication devices brought onto its property.
2. Contents of confiscated cell phones, smart watches, or other communication devices 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, smart watches, or other communication devices will be returned to a parent/guardian.

Important Notice to Students and Parents Regarding Cell Phone, Smart Watches, or other Communication Devices 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 digital 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, digital 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, smart watches, or other communication devices 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 Intermediate must enter through the main office of the respective buildings and furnish a picture ID, upon request, to our secretary. Please sign your name, the time and your destination. Please wear the Seymour Intermediate visitor badge to identify yourself as a properly registered visitor. When you leave, please sign the time you are leaving, return the badge, and we will

return your pictured ID. Thank you for helping make Seymour Intermediate 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. A parent/guardian of the withdrawing student will need to fill out an exit survey. All books, school technology, and other school equipment must be returned prior to withdrawal. If the student is being withdrawn to an online academy, proof of enrollment must be provided by the parent/

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 is allowed for some extra-curricular activities, provided said sport is not available at that student's current school. *All SI and SMS student athletes will be prohibited from participating in more than one sport per athletic season without a granted waiver from Seymour Intermediate School. This includes playing for Seymour Middle School and/or other local teams.*

ACADEMIC STANDARDS

- 1) **Students may not participate in extracurricular activities at Seymour Intermediate if they have an "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 check 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 grade is raised to passing. However, the student will be permitted to continue practicing with the team until grades are issued or attend homework help.
- 4) A student making one or more failing grades 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, or appropriate designee, will be responsible for the distribution and compiling of information, notification of coaches and participants concerning individual status.
- 6) Continual failure may result in assignment to homework help.

ATTENDANCE

Athletes and other students participating in extracurricular 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 INTERMEDIATE EXTRA-CURRICULAR “CODE OF CONDUCT”

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

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cross Country 6, 7, 8	Boys Basketball 5, 6	Boys Track 6, 7, 8
Running Club 5	Wrestling 6, 7, 8	Girls Tennis 6, 7, 8
Football 5, 6	Girls Basketball 6, 7, 8	Girls Track 6, 7, 8
Volleyball 5, 6	Swimming 6, 7, 8	Golf 6, 7, 8
Boys Tennis 6, 7, 8		

Students may participate in only one sport per athletic season*. Swimming begins in early February 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 Intermediate 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. Physical forms are valid for all supports as long as the physical was conducted between April 1st, 2022 and May of 2023.
- B. **Insurance/Waiver Information:** All students who participate in extracurricular 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 extracurricular 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/sponsors 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 extracurricular 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, Consent to Treat, Athletic Code of Conduct, and Concussion/Sudden Cardiac Arrest form prior to the first event of the contest season.**

STUDENT REWARDS

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 daily examples of students living out the SOAR expectations.

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 staff member at Seymour Intermediate.

How can OWL Bucks be earned?

Perfect attendance to class

Punctuality (no tardiness)

Homework completion

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

Growth on specific goals

Helpful/Cooperative behavior towards others

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

Miscellaneous reasons that support our school's SOAR philosophy

What can be purchased with the OWL Bucks I earn?

Students can use their OWL Bucks to purchase different team privileges, school supplies, privilege passes, and auction items. Owl bucks can be placed in a weekly and monthly drawing for prizes and experiences such as dodgeball, pie the principal, extra recess, and more!

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" or trade 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. Owl Bucks from SI do not roll over to Seymour Middle School.
4. OWL Bucks are awarded spontaneously or contractually. (Students that ask for OWL Bucks in exchange for cooperating with teacher directives or requests will ensure that they *won't* earn one.)

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. Rearranging class schedules.

4. Requiring a student to remain in school after regular school hours to do additional school work or for counseling.
5. Restricting extracurricular activities.
6. 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.
7. Assignment by the principal to:
 - A. a special course of study;
 - B. an alternative educational program; or
 - C. an alternative school.
8. 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.
9. Removal of a student from school sponsored transportation.
10. 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. Students are expected to follow all school and classroom rules, keeping in mind the safety and wellbeing of themselves and other students and staff of Seymour Intermediate School.
2. 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.
3. 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.
4. Supporting the need for a safe environment, free from weapons, fighting, threats, harassment, and other actions that could cause injury to another person.
5. Respecting the property of other students, the faculty, the school and community.
6. Respecting the role and authority of teachers.
7. Being physically and mentally alert and free from the influence of alcohol, marijuana, drugs or other controlled substances.
8. 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.
9. 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.
10. Abiding by the laws of the State of Indiana during school hours and while involved in school activities.

SECLUSIONS AND RESTRAINTS POLICY

The School Board believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all school employees within the school corporation. The Board recognizes that there are times when it becomes necessary for employees to use reasonable restraint and/or seclusion to protect a student from causing harm to themselves or to others. For more information regarding the seclusion & restraint policy, refer to the Special Education section of the Seymour Community Schools homepage.

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 ensure that the behavior will not be repeated***
- 3. To work to gain the cooperation of the student***

General

(These rules apply at all times and locations within the school as well as on field trips.)

1. Treat everyone with respect
2. Follow directions and all classroom rules
3. Respect school and personal property
4. Keep all of your body and objects to yourself
5. No gum
6. Roller skates (Heelies), skateboards, electronic devices, or any electronic games or devices are NOT to be brought to school.
7. Electronic signaling devices including cell phones and smart watches at school must be turned off and kept in student's backpack or the device may be confiscated. Confiscated devices may be returned to the student at the end of the school day or remain in the office for parent/guardian to pick up. School personnel will take reasonable measures to ensure the device is labeled and secure. (note: We will not use school resource time to investigate lost or stolen electronics.)

Cafeteria

1. Contain your food to your tray
2. Pick up all trash around you
3. Do not leave the lunchroom until you have been dismissed
4. Use a quiet voice while seated
5. Stay in your seat
6. Use good manners
7. No soft drinks or fast food will be permitted in the cafeteria at any time during breakfast or lunch.

Hallway

1. Walk, do not run
2. Yelling or loud talking is not permitted

Bus

1. Follow directions the first time they are given
2. Stay in assigned seats
3. Keep head, hands, and feet inside the bus
4. No gum, drinks, or food permitted

Specific Discipline Interventions and Procedures

AFTER SCHOOL DETENTION

Students will be assigned to detention 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 on the date assigned. Parents/Guardians will be contacted prior to assigning the detention. Students choosing to persistently ignore serving detentions may be assigned multiple days of ISD or OSS.

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 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 building administration for enrollment consideration.

Depending on the number of occurrences and/or severity of the infraction, any one of the preceding techniques may be used when dealing with the following list of violations:

1. Breaking any school-wide or classroom rule(s).
2. Bullying
3. Class disruption
4. Cafeteria or hallway misconduct
5. Inappropriate dress
6. Bus misconduct
7. Pulling the fire alarm with knowledge of no fire, or starting a fire
8. Fraudulent signatures
9. Use of profanity
10. Possession and/or use of water devices
11. Theft
12. Fighting or instigating a fight
13. Smoking or possession of any tobacco product
14. Threatening or intimidating other students, school personnel, or school
15. Assault on a school employee
16. Vandalism
17. Possessing a firearm, explosive device, incendiary or poisonous gas bomb, firearm muffle or firearm silencer, an antique firearm, rifle, or shotgun used for sporting recreation or cultural purposes on school grounds
18. Alcoholic beverages brought to school
19. Possession of a weapon or use of an object as a weapon
20. Toys that resemble weapons or can be used as weapons (i.e. toy guns, swords, knives,)
21. Engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purpose or education function

There are some instances which require the classroom discipline system to be by-passed and a student to be sent to the office immediately. These types of serious offenses include but are not limited to:

1. Fighting
2. Acting openly defiant/disrespectful
3. Vulgarities (by mouth or gesture)
4. Possession of illegal substances or weapon
5. Assault on student/staff member.

GROUND FOR 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 students 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 drugs 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 education function and reestablished 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 the 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.

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 counsel 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 within 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.

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 20-33-8-3.

