

The rules and policies you are about to read in this code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules and policies support, but do not limit, our authority. Athletic and other events listed in this document are subject to change.

# STUDENT HANDBOOK 2024-2025

1350 West Second Street · Seymour, Indiana 47274  
 (812) 522-4384 · Fax (812) 522-4462  
 Shs.scsc.k12.in.us

Steve Bush	Principal
Karla Bohle	Assistant Principal
Aaron Floyd	Assistant Principal
Jeremy Richey	Assistant Principal
Kirk Manns	Athletic Director
David Urbanski	Assistant Athletic Director
Randy Fife	Director Student Services
Holly Cornn	School Counselor
Katie Hooten	School Counselor
Jeff Kolish	School Counselor
Nikki Storey	School Counselor
Kaitlyn Ude	School Counselor
Jill Prange	Director Media Center
Cathy Reasoner	College and Career Coach

## 2024-2025 CLASS SCHEDULE

PERIOD	PURPLE (SEMESTER I)	TEACHER	ROOM
1			
2			
3			
4			
	<b>WHITE (SEMESTER I)</b>		

5			
6			
7			
8			
<b>PERIOD</b>	<b>PURPLE (SEMESTER II)</b>	<b>TEACHER</b>	<b>ROOM</b>
1			
2			
3			
4			
	<b>WHITE (SEMESTER II)</b>		
5			
6			
7			
8			

### **SCHOOL SONG**

Seymour High School, Seymour High School  
 Let Your Colors Fly,  
 Onward Sail, 'Gainst Storm and Gale,  
 To Keep Our Owls on High,  
 We Will Fight and Fight to Win  
 The Games That Come and Go.  
 Purple And White, May You Forever Flow.  
 Seymour High School, Seymour High School  
 Victory Is Yours.  
 Time May Come and Time May Go,  
 But Still Your Fame Endures.  
 Slip Around Them and Dumbfound Them  
 Till Purple and White  
 Looms Clearly Up As Victor of the Fight

# SEYMOUR HIGH SCHOOL

To: Parents, Guardians, and Students,

The 2024-2025 school year will be an exciting and challenging time for students, faculty and staff. At Seymour High School, we strive to work hard and always do what is best for students. As principal of Seymour High School, my sincere hope is that all students come to school every day with the energy and the desire to reach their potential. It is also my hope that all staff members wake up each morning and come to school with the same dream for their students.

Building relationships and building a relevant and rigorous curriculum are what research says keeps kids in school. This is our goal. That ALL students succeed. High school is the time of great personal change and development. Freshmen enter our doors as mere "babes in the woods." Yet in the next 720 school days, they will determine their destiny for the first year after high school. That is our task and mission: to prepare students for the fifth year. Whether it is college, the military, or the workforce, our graduates must be ready to make a successful and productive transition to adulthood. Our rich college preparation program, work-based learning (WBL) and CTE curriculum program provide students tools for success.

Parental involvement in school-related issues is one of the most important factors to insure this success takes place. Some may argue that it is the most important. We hope that all parents will remain current with school events, will encourage their student to do his/her best work, will make sure that assignments and projects are complete, and will see that proper preparation for quizzes and tests are completed. Please take time to meet with teachers and school officials to discuss problems and concerns. Please note the daily announcements can be found at <http://shs.scsc.k12.in.us>.

This handbook with planning calendar is prepared to assist students in organizing their time, in keeping a record of their assignments, and in preparing for deadlines. It also serves as a source of essential information for students, parents, and faculty concerning school events, rules, policies, and procedures. Please read through this document and become familiar with who we are at Seymour High School, what we do, and how we do it. Discussing policies and procedures with your student will be beneficial in helping him/her to have a positive experience and will demonstrate your interest in and support of your child's education. If it is apparent to students that their parents value education, it will be easier for the student to also value education. Indiana Department of Education and SCSC Board of Trustees policies and procedures are subject to change. Parents will be notified of these changes.

If you have any questions, comments, or suggestions concerning our rules, regulations, procedures, and policies, please feel free to contact any building administrator at your convenience.

**We want to be sure that every student has received a copy of the handbook and that his/her parent or guardian has had an opportunity to review it. Please sign on the appropriate line at the bottom of the page to verify that your student has received his/her copy and that you have reviewed its contents.**

**This form is to be returned by your student to his/her first period teacher no later than Thursday, August 15, 2024.**

**On behalf of the faculty and staff, I want to thank you for your prompt attention to this matter, and for your support and interest in your student's success at Seymour High School.**

**Steve Bush**

**Principal**

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Student's Printed Name

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Student Signature

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Parent's Printed Name

Parent Signature

This handbook has been prepared to provide students, parents, and faculty members information concerning the daily operating procedures and policies of the school, however it is not an all-inclusive document. Adjustments are made and shared with students and parents. Students and parents should feel free to contact building administrators, counselors or teachers for assistance in understanding procedures or rules, or for further information about programs or policies.

## **SEYMOUR SENIOR HIGH SCHOOL SEYMOUR, INDIANA**

### **OUR MISSION**

Seymour High School provides students with an Opportunity to develop the skills necessary to attain Wisdom, to appreciate Learning, and to experience Success in an ever-changing, global society.

### **OUR BELIEFS**

- O: Students will benefit from the OPPORTUNITY to experience a diverse curriculum delivered by dedicated and caring teachers.
- W: Students will attain WISDOM to become respectful, responsible, productive citizens.
- L: Students will acquire, understand, and appreciate the importance of lifelong LEARNING.
- S: Students will experience SUCCESS after SHS in our ever-changing, global society.

### **OUR PROGRAM GOALS**

The following goals serve as overarching performance indicators shaping the educational program and are representative of the accomplishment of Seymour High School's Mission Statement and the AdvancEd Standard.

**The Seymour High School graduate will be a lifelong learner and successful citizen who:**

- Reads and interprets a variety of printed materials as a means to gain information and knowledge.
- Uses a variety of techniques to effectively communicate ideas and opinions for different audiences and purposes.
- Thinks and reasons mathematically and uses numbers, symbols, mathematical methods and quantitative concepts to compute, solve problems, gather and evaluate data in everyday life.
- Thinks in a critical and analytical manner, relying on evidence in forming conclusions; applies the scientific method in solving problems; and is able to distinguish between scientific theory or concepts, and science fiction or speculation.
- Participates in the political process and contributes to the maintenance of a free, democratic society.
- Leads a healthy life that reflects understanding of the human body, nutrition, health and all aspects of wellness.
- Understands and accepts the social and ethical responsibilities of parenting and raises caring, competent, and healthy children.
- Uses technology to access, process, and deliver information.
- Manages one's self while working independently; can effectively participate as a member of a

team; and is able to assess personal effort in achieving individual and/or group goals.

- Relates another's humanity to one's own and recognizes common needs and aspirations; works well with others; and seeks to resolve interpersonal problems.
- Integrates the values of responsibility, integrity/honesty and a sense of fair play into daily life and decision making.
- Understands the universal role of the arts in preserving the cultural heritage, in expressing emotions and feelings, and in communicating human experiences both past and present; integrates the arts into one's life activities; and supports community art initiatives.
- Recognizes and understands foreign cultures and communication as they affect American culture and the global community
- Leads a healthy life that reflects understanding of the human body, nutrition, health and all aspects of wellness and understands the importance of lifelong physical and cardio fitness.
- Recognizes and understands the importance of community involvement and services. Knows where and how to find community involvement opportunities.
- Advocates for themselves in a variety of situations.
- Understands the importance of agricultural science, research, development, and production to the sustainability of food and fiber production.
- Develops their potential for premier leadership, personal growth and career success through the application of agriscience, agribusiness and agriculture technology.

## SOARING TO EXCELLENCE

### WHO TO SEE WHEN MORE INFORMATION IS NEEDED

504 Services .....	Mrs. Bohle
Ag/Science building.....	Mrs. Rowda
Announcements (P.A.).....	Mrs. Followell
Advanced Placement Information (AP).....	Mrs. Bohle
Assignments When Absent.....	Mrs. Kaiser
Attendance .....	Mrs. Kaiser or Mrs. Rowda
Athletics Questions .....	Mrs. Knecht, Mr. Manns or Mr. Urbanski
Book Rental.....	Mrs. Boas
Bus Information.....	Mrs. Followell
Career Info/Schedules .....	Student Counselor
Changes in Address, Telephone #, etc. ....	Mrs. Nall
Clubs .....	Mr. Floyd
C4 Program.....	Mrs. Ude
Complaints Concerning Faculty/Staff.....	Mr. Bush
Complaints Concerning Library Materials .....	Mrs. Prange
Complaints Concerning Sexual Harassment .....	Mr. Bush
Complaints Concerning Subject Matter .....	Mr. Bush
Detentions .....	Mr. Richey
Driver License (Revalidation).....	Mr. Bush
Edgenuity .....	Mrs. Parkes
English Language Service .....	Mrs. Bohle

First Aid or Questions Concerning Health Issues .....	Mrs. Reinhart
Free/Reduced Lunch Program .....	Mrs. Boas
Graduation/Diploma Requirements .....	Student Counselor
Jobs, Employment Services .....	Mrs. Reasoner
Leaving School for Appointments .....	Mrs. Kaiser
Library, Media Services .....	Mrs. Prange
Locker Problems .....	Mrs. Nall
Lost and Found .....	Student Services
Personal Problems .....	Student Counselor
Prearranged Absences .....	Mrs. Kaiser
Renaissance Program .....	Mr. Floyd
School Calendar .....	Mr. Floyd
Report Cards .....	Mr. Bush
Schedule Changes .....	Student Counselor
School Newspaper .....	Mrs. Cottrill
School Safety .....	Mr. Floyd
Special Education Services .....	Mrs. Bohle
Student Activities .....	Mr. Floyd
Theft .....	Mrs. Bohle or Mr. Floyd
Translating Services .....	Señor Marcelo Quiroz
Vehicle Registration/Parking Permits .....	Mrs. Followell
Visitor Pass .....	Mrs. Kaiser
Withdrawal/Transfer .....	Mrs. Nall
Yearbook .....	Mrs. Cottrill

**SEYMOUR HIGH SCHOOL**  
**A BRIEF HISTORY OF THE SCHOOL**

Seymour High School enjoys a long tradition dating back to the 1870's when the family of Captain Meedy Shields gave land to the city of Seymour for school purposes where a three-story brick building was constructed. This school was called Shields High School. In 1876, six additional rooms were built. In 1911, new school building arose on the site of the former Seymour Junior High School and in 1922 a south wing that contained an auditorium-gymnasium and above it, six classrooms. In 1937, a Works Progress Administration project began to build a larger gymnasium that seated 3,800. This structure still stands.

In September 1959, Shields High School was moved to 61 acres on the west edge of Seymour where new facilities were built for 10th-12th graders. Freshmen remained at the old building with grades 7 and 8. In addition to new classrooms and laboratories, the new high school building included an 1100 seat auditorium, a 300-seat cafeteria, and a 110-seat library. The football stadium was built in 1960. In 1968, work began on a new gymnasium, indoor swimming pool and a separate 10 classrooms, 2 science labs, and 2 industrial arts labs. When this was completed in 1970, 9th graders were added to the high school population. Two baseball diamonds and 8 tennis courts were also constructed at this time on campus.

In 1988, the library was transformed into a media center. Business classrooms above the media center were enlarged and a computer lab was constructed. In 1992, guidance and administrative offices were renovated and enlarged. In 1997, an \$18 million renovation and building expansion was completed that included an auxiliary gymnasium, a new science wing, remodeling of all classrooms/cafeteria/auditorium, and connection between the original building and the 1968 building.

The football stadium was remodeled in 2000 that included the construction of a new weight room. In 2007, the softball facility was remodeled and an indoor multi-purpose athletic training facility was completed. In the fall of 2008, the pool and pool locker rooms were remodeled. In the summer of 2010, a new roof was installed on the main building and the 300 building. Additional facility improvements included softball field lights in 2013, a new, turfed soccer complex in 2016, a new turf surface on the football field in 2016, and a new Ag/Science building in Freeman Field in 2017. Science labs were remodeled in the summer of 2018. In the fall of 2021, an extensive addition to and renovation of Seymour High School and addition to the Ag/Science building was begun. The addition of 23 classrooms, a 700-seat cafeteria, a FACS lab, a new administrative suite, band and choir rooms, and a connector between the auditorium and gym will provide more comfort and safety to our growing school was completed for the 2024-25 school year.

## **A SCHOOL SNAPSHOT**

Seymour High School is a part of the Seymour Community School Corporation. A seven member, elected board of school trustees, representing the citizens of Hamilton, Jackson, Redding, and Washington townships and the city of Seymour govern the corporation. The official SHS enrollment for the 2023-2024 school year was 1719 students.

The instructional program is varied and structured to meet the needs of the individual student. This program includes a freshman course to assist our freshman students in the transition to high school; remedial and advanced placement courses; college preparatory, technology, and life skill course sequences. Special education programs that focus on learning disabled, emotionally disabled, mildly mentally handicapped, moderately mentally handicapped students, and intensive needs students. Comprehensive programs of instruction are provided in agriculture, art, business, English, world language, health, mathematics, music, physical education, science, social studies and technical education. Vocational education is provided in agriculture and the farm school; work-based learning, internships, family and consumer science, manufacturing, precision machining, construction, and welding. In addition, students may elect to take classes at the Columbus Area C4 vocational program.

Recognizing that only part of a person's education can be attained in the classroom and laboratory, the school provides opportunities for students to participate in a variety of co-curricular activities. A faculty sponsored club program is offered to students in a variety of areas. The school's student-managed newspaper, "The Seymour Owl", is published throughout the school year, and its yearbook, "The Patriot", has been continuously published since 1898. Seymour students annually compete in speech contests, and academic teams enter a variety of academic competitions. A comprehensive instrumental and vocal music program is provided, and the school is known for its annual concerts and musicals. Two formal dances, the winter dance and the prom, are scheduled each year. The school is a member of the Hoosier Hills Athletic Conference and varsity athletic teams compete in 20 sports.

Seymour High School has been continuously accredited by the North Central Association of Schools and Colleges and AdvancEd since 1937. Seymour High School's Project Lead the Way courses are recognized as one of the top 50 programs internationally. SHS has increased the number of AP course offerings to a total of 11 courses. Many of our AP, engineering, English, business, math, science, industrial tech, and Agriculture courses offer dual credit. The CORE alternative program credit recovery is available through Edgenuity at the Jackson County Learning Center.

## **ATTENDANCE POLICY AND PROCEDURES**

We believe that the school, the parents and the community all have an obligation to help students develop good attendance habits. In the work world, regular attendance is frequently a condition of continued employment and/or advancement, and we believe that high school graduates should be prepared for the attendance standards common to business, industry and society in general. Accordingly, the policies and procedures described below are designed to reinforce the idea that good attendance is a necessary part of the "job" and a condition of advancement. **Thus, in addi-**

tion to the quality of schoolwork completed, earning an academic credit in a class is dependent upon satisfying the attendance standards.

Students are expected to be in school each day that school is in session. However, we recognize that events occur which interfere with school attendance, and we recognize the role and authority of parents in attendance decisions. Teachers will provide students opportunities to make up missed work without academic penalty when the custodial parent has verified the necessity for the absence from school. In addition, we will work with parents to meet individual students' needs, and will support efforts to provide alternative methods of instruction and study when serious injury or illness requires extensive periods of time out of school. **A student who is unable to attend the last two blocks of a particular day because of illness is unable to participate in extracurricular activities the same day.**

The following attendance standards and procedures are established in the belief that high school students are of sufficient maturity to accept responsibility for their actions, and that the vast majority of students are able to meet high standards of attendance. When students fail to meet the standards listed below, the school is obligated to intervene in a firm and fair manner.

### DEFINITIONS:

**Absence from Class:** Class periods are normally 85 minutes in length. A student who misses more than 50% of the scheduled class time in a period is recorded as absent for one class period.

**Academic Credit:** An academic credit is earned when a student successfully completes the requirements of a course. Credits are awarded at the end of each semester of study. A student must earn a total of 40 required and elective credits in order to meet the minimum graduation requirements of Seymour High School. Credit is awarded only after a student completes all academic and attendance requirements.

**Tardy:** Students may be counted tardy if they are not in their seats by the end of the passing time between class periods.

## CLASSIFICATION OF ABSENCES

**SCHOOL RELATED ABSENCES:** Classes missed because of school related activities are **NOT** counted as an absence from school.

- A. IC 20-33-2-14 Service as page or honoree of general assembly
- B. IC 20-33-2-15 Service on precinct election board or for political candidates or parties
- C. IC 20-33-2-16 Witness in judicial proceeding
- D. IC 20-33-2-17 Duty with Indiana National Guard
- E. IC 20-33-2-17.2 Duty with Indiana wing of civil air patrol
- F. IC 20-33-2-17.5 Educationally related non-classroom activity; non-classroom activity (Field trips, administrative reassignments, 1 college visit, 1 job shadow, IDOE sponsored meeting or performance)
  - (1) Is consistent with and promotes the educational philosophy and goals of the school corporation and the state board.
  - (2) Facilitates the attainment of specific educational objectives.
  - (3) Is a part of the goals and objectives of an approved course or curriculum.
  - (4) Represents a unique educational opportunity.
  - (5) Cannot reasonably occur without interrupting the school day.
  - (6) Is approved in writing by the school principal.
- G. IC 20-33-2-17.7 Exhibiting or participating in the state fair (up to 5 days).
- H. IC 20-33-2-19 Attendance; public school children; religious instruction (Up to 120 minutes per week, approved by the principal)



A student excused from school attendance under this section may not be recorded as being absent on any date for which the excuse is operative and may not be penalized by the school in any manner.

**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 attendance office within 6 days of the absence. 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)
1. **Funeral Attendance** -- Students will be excused from school because of a death in the immediate family, or to attend the funeral of a friend or distant relative.
  2. **Personal Illness or Injury of the student** ---SHS reserves the right to request documentation for extended or multiple incidents.
  3. **Medical and Legal Appointments** -- **In the event of medical and legal appointments, upon returning to school, students should submit verification of the appointment from the attending medical or legal office or directly from the parent/guardian.**
  4. **Emergency Situation** -- In the event circumstances require a student to be out of school without prior notification, a parent should contact the student's guidance counselor or building administrator to explain the nature of the situation as soon as it is reasonable.
  5. **\*Religious Holy Day** -- Absences caused by attendance at special religious services may be excused when a parent or guardian verifies the student's attendance. Students are to notify the Attendance Office in advance by requesting a Prearranged Absence Form.
  6. **\*Special Circumstances** -- At times it becomes necessary for a student to be absent from school in order to participate in a special event, activity or competition. Examples of such absences include competition in a state or national tournament, leadership or delegate roles in a state or national convention, special educational opportunities offered by other agencies, etc. Students who will be absent because of special circumstances are to notify the Attendance Office in advance by requesting a Prearranged Absence Form.
  7. **\*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 the Attendance Office at least two days in advance of the trip. The attendance office will issue a teacher notification form to the student to have each of his/her teachers initial signifying that they are aware that he/she will be gone. At that time, the student is expected to request any make-up assignments that will need to be done. These assignments must be completed on the date identified by the teacher in order to receive proper grade points.

\* Students are to notify the Attendance Office 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.

**Make-up Work for Excused Absences – It is the student's responsibility to arrange make-up work with each teacher.**

For each day of an absence, the student has one (1) day in which to complete the make-up (e.g., a student has three days to make up work for a three-day absence). Exceptions can be made at the discretion of the teacher to give students extended time if needed.

**NOTE:** *Out-of-School Permission Forms* (“Out-of-School Trip,” “College Visit Request Form,” “College Visit Verification Form” and “Prearranged Absence”) can be found online by visiting the SHS website or can be picked up in the attendance office.

**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 student fails to notify the attendance office in advance in cases of pre-arranged absences.
3. The student signs out and leaves the school without the knowledge or permission of a school official even if a parent or guardian has been called prior to leaving.
4. *Excused absences, beyond 5 per semester, that are not verified within 6 days as stated above.*

### **Make-up Work for Unexcused Absences**

*Students are expected to make up missed work. Make up work which includes late work, quizzes, projects, daily assignments, etc. will be graded in a fair and reasonable manner in accordance with the teacher’s classroom rules. Such consequences will be communicated by the teacher in writing to students in each class at the beginning of each semester.*

**TRUANCY:** Absences from school or a class without the **prior knowledge and consent** of a parent are classified as truancy. It includes leaving school without permission, cutting class, and failing to attend vocational class or WBL assignment. Truancy will be dealt with in the following manner:

1. No grade points will be awarded for any assignments missed because of the truancy.
2. No grade points will be awarded for any assignments due on the missed day(s).
3. Scheduled tests may not be made up.
4. Parents will be contacted by the school.
5. Students will be assigned Wednesday School or suspended.
6. Students may be referred to the Jackson County Prosecutor’s Office.

### **HABITUAL TRUANCY**

Indiana Code 20-33-2-11 provides that any person 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 by school board policy as a student who willfully refuses to attend school in defiance of parental authority in one of the following circumstances:

1. three days in any period of ten days.
2. four days in a semester.
3. six days in any two-semester; or
4. seven days in any period of three or more semesters.

(For the purpose of defining habitual truancy, an absence of one hour or more in a day constitutes one day’s absence.)

Repeated truancy from school or class is considered a very serious violation of school rules and may lead to additional disciplinary action including suspension and expulsion.

## **ATTENDANCE PROCEDURES**

**Indiana code 20-33-2-27 provides that it is unlawful for a parent to fail to ensure that the parent’s child attends school as required by law. As such, the following procedures should be utilized when reporting student absences.**

## **WHEN ABSENT FROM SCHOOL (FIRST 5 DAYS PER SEMESTER)**

1. Parents or legal guardians are requested to call the 24-hour attendance voicemail line (812-522-4384, option 2) before or the day of the absence. **PLEASE LEAVE A MESSAGE IF THERE IS NO ANSWER. If a call is not received by 10 a.m. the day after the absence, the absence will be considered unexcused. A Google form may also be found at <https://tinyurl.com/2p8a3ryx>**
2. A telephone call will be required each day the student is absent unless prior arrangements have been made.
3. When reporting an absence, the parent or guardian should give the following information:
  - a. Their name and relationship to student
  - b. Student's name and grade in school (please spell the name)
  - c. Reason for absence
  - d. The date of absence
4. Upon returning to school the day following an absence, the student should go directly to class. If there is a question about the absence, the Student Services Office will contact the student.
5. If a student leaves the school building during the school day, the student must sign out with the attendance office. Students must sign in at the attendance office upon returning to school that day or arriving at school after the school day begins.

Failure to properly sign in or out could result in the student's absence being marked as unexcused and consequences may be assigned.

**It is the responsibility of students who are absent from school to make arrangements with their teachers for missed assignments and due dates.**

## **WHEN LATE TO SCHOOL**

Students who are late to school must report to the attendance office and sign in.

## **LEAVING SCHOOL BEFORE THE END OF THE SCHOOL DAY**

1. Students who become ill or injured at school should report to the nurse's office.
2. A decision will be made whether they should return to class, rest in the clinic, or be sent home.
3. A parent will be contacted **by the nurse** of the situation.
4. If a parent cannot be reached, the school will attempt to contact other persons identified as student contacts.
5. In cases of extreme emergency, the school will take precautionary actions necessary for student safety.
6. Students **MUST NOT** call a parent and leave school without the knowledge/permission of a school official.
7. The Indiana Department of Health has determined that a temperature of 100.4 degrees is the new recommended threshold for sending students home.

## **APPOINTMENTS DURING THE SCHOOL DAY:**

1. The Attendance Office must be notified by note or phone call as soon as possible.
2. The Attendance Office will issue an appointment pass to be shown to the classroom teacher for dismissal.
3. Students must exit the building through the Attendance Office and sign out.
4. Students who will return to school following the appointment must enter the building through the Attendance Office.

# GENERAL SCHOOL INFORMATION

## ACADEMIC AWARDS AND HONORS

### CORE 40 DIPLOMAS

The State Board of Education and the Board of Trustees of the Seymour Community Schools establish the requirements for graduation from Seymour High School.

To be eligible for a Core 40 diploma, students must earn a minimum of forty (40) course credits including the specific requirements listed below. In addition, students must meet the Indiana Department of Education testing requirements. One credit is earned for each semester successfully completed in a course. Two credits are earned by successfully completing a full year course, one at the end of semester 1 and one at the end of semester 2.

Credits earned by repeating a previously passed course may not be used to satisfy the forty (40) credit minimum requirement or the specific subject area credit requirements listed below.

*Note: All students are enrolled in coursework for Core 40 or Core 40 Honors diploma as they begin high school. Students who wish to opt out of the Core 40 diploma track need to contact their counselor for information pertaining to this process.*

### **The Indiana Core 40 Diploma requirements**

Take 40 required credits as follows.

Language Arts	8 credits in literature, composition or speech
Mathematics	6 credits of Algebra I, Geometry, Algebra II. (Students must take a math course or quantitative reasoning course each year of high school.)
Science	6 credits as follows: 2 Biology and 2 Integrated Chemistry/Physics, Chemistry or Physics and 2 additional science credits
Social Studies	6 credits distributed as follows: 2 U.S. History, 1 U.S. Government, 1 Economics, 2 credits in AP world history or 2 credits in world history.
Physical Education	2 credits
Health and Wellness	1 credit
Directed Elective Credits	5 credits in any combination of the following: World languages; Fine arts; Career/technical
Elective Credits	6 credits (Career Academic Sequence is Recommended)

### **Core 40 with Academic Honors**

In order to qualify for the Core 40 with Academic Honors diploma, students must:

1. Complete all requirements for Core 40.
2. Earn 2 additional Core 40 math credits.
3. Earn 6-8 Core 40 world language credits.
4. Earn 2 Core 40 fine arts credits.

5. Earn a grade of “C” or above in courses that will count toward the diploma.
6. Have a grade point average of “B” or above.
7. Complete one of the following:
  - a. Earn 4 credits in 2 or more AP courses and corresponding AP exams.
  - b. Earn 6 verifiable transcribed college credits in dual credit courses from priority course list.
  - c. Earn two of the following:
    1. A minimum of 3 verifiable transcribed college credits from the priority list,
    2. 2 credits in AP courses and corresponding AP exams,
  - d. Earn a composite score of 1250 or higher on the SAT and a minimum of 560 on math and 590 on the evidence based reading and writing sections.
  - e. Earn an ACT composite score of 26 or higher and complete written section.

**Core 40 with Technical Honors**

1. Complete all requirements for Core 40.
2. Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
  - a. Pathway designated industry-based certification or credential, or
  - b. Pathway dual credits from the lists of priority courses resulting in 6 transcribed college credits.
3. Earn a grade of “C” or above in courses that will count toward the diploma.
4. Have a grade point average of “B” or above.
5. Complete one of the following:
  - A. Any one of the options (A-F) of the Core 40 with Academic Honors.
  - B. Earn the following scores or higher on Work Key; Reading for Information—Level 6, Applied Mathematics—Level 6, and Locating Information—Level 5.
  - C. Earn the following minimum score(s) on Accu-placer: Writing 80, Reading 90, Math 75.
  - D. Earn the following minimum score(s) on Compass: Algebra 66, Writing 70, Reading 80.

Students must satisfy all three of the following Graduation Pathway Requirements by completing one of the associated Pathway Options:

GRADUATION REQUIREMENTS	GRADUATION PATHWAY OPTION
1) High School Diploma	Meet the statutorily defined diploma credit and curricular requirements.
2) Learn and Demonstrate Employability Skills (Students must complete <u>at least one</u> of the following.)	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by <u>one</u> of the following: <b>Project-Based Learning Experience;</b> OR <b>Service-Based Learning Experience;</b> OR <b>Work-Based Learning Experience</b>

<p><b>3) Postsecondary-Ready Competencies</b></p> <p>(Students must complete <u>at least one</u> of the following.)</p>	<p><b>Honors Diploma:</b> Fulfill all requirements of either the Academic or Technical Honors diploma; OR</p> <p><b>ACT:</b> College-ready benchmarks; OR</p> <p><b>SAT:</b> College-ready benchmarks; OR</p> <p><b>ASVAB:</b> Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military; OR</p> <p><b>State-and Industry-recognized Credential or Certification;</b> OR</p> <p><b>Federally-recognized Apprenticeship;</b> OR</p> <p><b>Career-Technical Education Concentrator:</b> Complete a pathway of 3 courses with a C average; OR</p> <p><b>AP/IB/Dual Credit/Cambridge International courses or CLEP Exams:</b> Must earn a <u>C average</u> or higher in at least three courses: OR</p> <p><b>Locally created pathway</b> that meets the framework from and earns the approval of the State Board of Education</p>
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**HONOR ROLL**

Honor rolls are published at the end of each nine-week grading period. To be eligible for the High Honor Roll a student must have a 4.0 grade point average in solid subjects and no grade below an A-. Students with a 3.5 grade point average in solid subjects and no grade below a B- are eligible for the Regular Honor Roll. At least five solid subjects must be carried in order to be eligible for the honor roll. Grades in Basic Physical Education are not included in the calculation of the honor roll G.P.A. Grade point averages are determined on the following basis: The average of the numerical value of each grade X course weight value.

**NATIONAL HONOR SOCIETY**

Each year, Seymour High School inducts its newest members into the National Honor Society. Students who are eligible for membership due to their grade point average are presented a letter outlining the necessary materials necessary for the application process. Applications must be filled out and returned according to a prescribed timeline along with letters of recommendations from teachers. Membership in the National Honor Society is a privilege, not a right. Membership is not solely based on academic achievement. Admittance to the National Honor Society is based on 4 pillars—Scholarship, Character, Leadership, and Service.

The mission of the National Honor Society is to recognize and encourage students who reflect accomplishment in scholarship, character, leadership and service. A fundamental principle of the Society is the expectation that members demonstrate continued growth in each of these qualities.

**SCHOLARSHIP:** The scholarship requirement is based on a student’s cumulative grade point average as established by the Faculty Steering Committee. The minimum cumulative weighted G.P.A. for candidacy is established at **3.90**.

**LEADERSHIP:** While leadership is frequently viewed in terms of the number of offices or titles held, selection to the SHS Honor Society does not require evidence of leadership positions or titles. Rather the leadership criterion is based on the viewpoint that one cannot lead without being involved. National Honor Society members are students who are involved in activities in the school and the community, and are willing to grow in their leadership skills and ability.

**SERVICE:** Service is viewed by the National Honor Society to be actions that are done with or on behalf of others without any direct financial or material compensation to the individual performing

the service. It is a key component of the selection criteria, and more importantly, is an ongoing expectation for the NHS Chapter as well as individual members.

CHARACTER: The National Honor Society is a member of the Character Counts Coalition. Through this activity the society supports a multi-faceted definition of character known as the "Six Pillars of Character." These six qualities are: respect, responsibility, trustworthiness, fairness, caring, and citizenship.

### RENAISSANCE PROGRAM

The mission of Renaissance is to celebrate the success of those students meeting: 1) the established Renaissance card criteria, 2) the Indiana state standards for academic achievement, and 3) the graduation requirements of Seymour High School. We commit to a system of tangible rewards and reward activities to ensure program effectiveness.

It is our vision that through Renaissance the Seymour High School Community develops an increasing sense of pride and accomplishment in their commitment to education. Students accept responsibility for their academic progress and teachers accept responsibility for systematically rewarding student achievement. Renaissance is a positive, creative force encouraging personal growth. It is our vision that students graduate with a mature sense of self-direction and intrinsic motivation.

Renaissance is a student driven and student-sustained program. A student's volunteer participation is predicated solely on the desire to help make a positive impact on the academic and social atmosphere of the school.

Other ways in which the SHS Renaissance program recognizes students includes: Positive Postcards, Most Valuable Attitude (MVA) coupons, Honor Roll Postcards, Owls of the Month.

### SEYMOUR COMMUNITY SCHOOLS SCHOLAR AWARD

The Seymour Community School Scholar Award is presented during the graduation ceremony to students who meet the following requirements:

1. Satisfy all requirements for an Indiana Core 40 with Academic Honors Diploma.
2. Earn a minimum of 54 credits.
3. Earn a minimum of 36 academic credits as follows:

English:	8 Credits
Mathematics:	8 Credits
Science	8 Credits
Social Studies	6 Credits
World Languages	6 Credits
4. Earn a minimum of 12 credits in Advanced Placement/Level 4 Courses with no grades lower than a B.
5. Earn a minimum G.P.A. of 4.90 or higher for the 54 qualifying credits.

Students must take at least one AP/Level 4 course in the core subject areas of English, math, science, and social studies.

### Class valedictorian and salutatorian

*The Seymour Scholar with the highest GPA based on the 54 required credits will be named Valedictorian. The Seymour Scholar with the 2nd highest GPA based on the 54 credits will be named Salutatorian.*

### Class Rank

*Class rank is calculated at the end of the first semester of the junior year and at the end of each succeeding semester. Final class rank will be determined after 8 semesters. All students assigned to a grade level are included in the class rank.*

### Weighted Courses

Weighted course values are used to encourage and not penalize students for taking rigorous academic courses in English, mathematics, science, world language and social studies. There are four categories of courses offered at Seymour High School: college level advanced placement courses, third- and fourth-year upper-level courses in the academic core subject areas, lower-level honor courses in biology, mathematics, and English, and all other courses that qualify toward graduation requirements.

#### LEVEL 4 (1.6)

Adv. English/LA College Credit  
 AP Calculus AB  
 AP Statistics  
 Adv. Biology/Sci College Credit  
 AP Chemistry  
 AP Environmental Science  
 AP Physics 1: Algebra Based  
 AP European History  
 AP US Government/Politics  
 AP US History  
 AP World History Modern  
 AP Computer Science Principles  
 AP Computer Science A

#### LEVEL 3 (1.4)

English 10 Honors  
 English 11 Honors  
 Algebra II Honors  
 Finite Mathematics  
 Pre-Calculus Honors: Algebra  
 Pre-Calculus Honors: Trigonometry  
 Quantitative Reasoning  
 Economics Honors  
 Anatomy and Physiology  
 Advanced Earth/Space Science  
 Chemistry  
 3<sup>rd</sup> and 4<sup>th</sup> Year World Language

#### LEVEL 2 (1.2)

English 9 Honors  
 Geometry Honors  
 Biology Honors  
 2<sup>nd</sup>Year World Language

#### LEVEL 1 (1.0)

All other courses

### QUALITY POINTS

	<b>Level 1 (1.0)</b>	<b>Level 2 (1.2)</b>	<b>Level 3 (1.4)</b>	<b>Level 4 (1.6)</b>
<b>A+</b>	4.33	5.20	6.06	6.93
<b>A</b>	4.00	4.80	5.60	6.40
<b>A-</b>	3.67	4.40	5.14	5.87
<b>B+</b>	3.33	4.00	4.66	5.33
<b>B</b>	3.00	3.60	4.20	4.80
<b>B-</b>	2.67	3.20	3.74	4.27
<b>C+</b>	2.33	2.33	3.26	3.73
<b>C</b>	2.00	2.00	2.80	3.20
<b>C-</b>	1.67	1.67	2.34	2.67
<b>D+</b>	1.33	1.33	1.33	1.33
<b>D</b>	1.00	1.00	1.00	1.00



D-	0.67	0.67	0.67	0.67
F	0.00	0.00	0.00	0.00

## ADVANCED PLACEMENT COURSES

The Advanced Placement (AP) program is a cooperative educational endeavor based on the fact that many students can complete college level studies in high school. Upon completion of the AP course a student may be required to take the nationally administered exam in May. Participating colleges grant credit and/or appropriate placement to students who have done well on the AP exam.

Advanced Placement provides an opportunity for academically talented and motivated students to upgrade their high school preparation. Because of the nature of the program the workload in an AP course is heavier than it would be in a regular class. Additional information is available at [apcentral.collegeboard.com](http://apcentral.collegeboard.com).

Of note, many of our AP courses qualify for dual credit from Ivy Tech Community College. Ivy Tech credits are transferable to all state colleges and universities in Indiana as well as many private colleges.

## ALCOHOL, TOBACCO, AND OTHER DRUG USE SURVEY

Each Spring Seymour High School Students are asked to participate in an Alcohol, Tobacco, and other Drug Use survey conducted by Indiana University. The survey is totally anonymous and results are shared with school administrators. Programming and other decisions for the safety and welfare of Seymour High School students are made utilizing this extensive data. Student participation is voluntary.

## ANNOUNCEMENTS AND BULLETINS

Announcements and Bulletin Board Use – All posters and announcements posted on the school's walls and/or bulletin boards must have administrative and/or the teacher sponsor's approval before being displayed. Student announcements are posted on the bulletin board across from the school office. Announcements are also posted on the school web site each day.

## ARTIFICIAL INTELLIGENCE (A.I.)

Please see the Seymour High School web site for current usage guidelines.

## ASBESTOS MANAGEMENT PLAN

We know that parents and staff are concerned about asbestos safety. While almost all the buildings in the corporation are asbestos-free, there still are some that contain asbestos. These materials are maintained through an ongoing surveillance, inspection, operations, and maintenance program.

In accordance with Indiana and federal law, asbestos management plans are maintained for each building in the system. The plans are 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.

## ATHLETICS

An athletic handbook will be provided to each athlete **through Final Forms** and is intended to be a supplement to this handbook. 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 and are subject to the

Seymour High School random drug test policy.

**Academic Standards:** An athlete must be passing in six classes at the end of each grading period and must pass 6 full credit classes each semester in order to remain eligible for any sport. If a student-athlete is taking a course through Edgenuity, he/she must obtain 50% completion of the course when the 1st or 3rd nine-week grades are posted and 100% completion of the course, accompanied by a passing grade, when the 2nd or 4th nine-week grades are posted in order to remain eligible for athletic purposes. Edgenuity courses cannot be added during the grading period in order to gain athletic eligibility. Edgenuity courses taken in the summer must be completed prior to the first official fall practice to count for athletic eligibility. Students wishing to withdraw from their Edgenuity class must do so utilizing the withdrawal procedure as outlined within the *Grading Policy* section of the *SHS Student Handbook*.

**Attendance:** Athletes may not participate in practice or contests if they are absent because of illness more than two class blocks on the day of the practice or contest. Students who are truant will not be permitted to practice -- or participate in a contest until the resulting discipline obligations are met.

Team members are expected to be present at all practices, team meetings, contests, and special occasions unless excused by the coach.

**Behavior:** If an athlete is suspended from school, or is assigned to in-school suspension he/she will not be permitted to participate in practice or contests on the days he/she is suspended or assigned to in-school suspension.

Athletes assigned to detention may not practice or participate in contests until the detention is completed.

**Insurance:** All students participating in the athletic program must be covered by a health insurance program or submit a waiver stating that the student does not have insurance. The school does not offer insurance.

## **IHSAA ELIGIBILITY RULES—POSTED AT IHSAA.ORG**

### **BOOK RENTAL**

A basic textbook rental fee is charged for each course based upon the price of the text. Additional charges are assessed for supplementary materials, workbooks, and lab fees.

Students receive a billing at the beginning of the school year and are requested to pay the total amount due by the end of September. Refunds are made for dropped courses, if the class is dropped in the first two weeks of the semester. Students who transfer to another school will be refunded the book rental on a pro-rated basis.

Arrangements can be made for monthly payment options through Mrs. Boas in the school office.

Students who lose or severely damage their books are assessed the cost of the replacement value for the book.

### **BULLYING (BOARD POLICY 5517.01)**

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

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

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

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

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

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

## **BUS RULES AND REGULATIONS**

Seymour Community Schools will provide bus transportation for students who reside in areas approved by the Seymour Community Schools Board of Trustees. Transportation, to and from school, will be provided from only one location; however, SCSC does provide transportation to Boys and Girls Club, Girls Inc. and Kids Club. The loading station for all students is located along the route the bus travels. This does not include inside the home or on the porch, even in inclement weather. We do ask the drivers to stop, even if they do not see anyone at the bus stop. However, they cannot, and should 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 to determine a plan of action. The student should not cross the road until the bus comes to a complete stop, and engages the flashing red stop light as well as the amber crossing light.

School bus drivers have the same authority as the classroom teacher with regards to directing student's behavior and conduct. The bus is considered an extension of the classroom and, as such, all classroom rules apply. The driver shall maintain the order and discipline of the children, while on the bus or along the route. He/she shall treat all students in a civil manner, see that no child is infringed upon or mistreated and shall be diligent in caring for the safety of the children under his/her charge. School bus drivers shall assure that all student passengers observe the following regulations:

- a) Students shall be waiting at their loading station when the bus arrives. If there is no indication that the student is on his/her way to the loading station, the bus driver is not required to wait.
- b) Students shall be seated immediately upon entering the bus. Some students may be assigned specific seats at the driver's direction.
- c) Students shall not stand or move from place to place during the trip except at the direction of the driver.
- d) Students are not to open or close windows or doors except by permission of the driver.
- e) Students are not to enter or exit the bus until it has come to a complete stop and the driver has opened the door.
- f) Students shall not use loud, boisterous or profane language. Indecent conduct shall not be tolerated.
- g) Students shall not tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable manner.
- h) If a bus is equipped with seat belts, they must be worn by all riders.
- i) Upon recommendation of the bus driver, school authorities may deny the privilege of riding the school bus to any student who refuses to conduct himself/herself in a courteous manner.
- j) We realize that emergency situations arise from time to time; however, all changes to transportation need to be made through the transportation department. Transportation Department Phone# 812-522-8579

## **CAFETERIA & FOOD SERVICES**

The cafeteria offers breakfast and lunch to students and staff. Breakfast is served each day from 8:00 - 8:23 a.m. A la Carte items are also available during this time. A complete breakfast consists of milk, juice, and a serving of bread and/or meat.

At lunch students can choose a meal that consists of the following: a meat/meat alternate, a choice of two vegetables and/or fruits, grain/bread and milk and dessert when offered. Students can choose to take 3, 4, or 5 of the menu items at the same meal price. This price is always less than the a la Carte prices for

the same items. The cafeteria offers a variety of entrees each day. Chicken sandwiches, salads, cold sandwiches, peanut butter and jelly are available daily in addition to the published menu. Any of these may be substituted for the day's entrée. Additionally, specials are offered each day. Some of these are a la Carte and some are alternate meal choices. *Students are not permitted to leave the school campus during their lunch periods. They are to remain in the cafeteria-hallway area. A student may visit Student Services or the Media Center with a pass before the release time. Students are not to be in any other areas of the building during their lunch period. Students may not use a food delivery service during school hours.*

All transactions in the cafeteria are online, pre-paid credit account or through the envelope system. Drop boxes are available in the bus lobby and main entrance. Deposits made after 10:00 a.m. will be credited the next school day. Students are encouraged to maintain a pre-paid lunch balance from which to draw. Students will NOT be allowed to charge meals.

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

**All questions regarding the meal program at Seymour Community Schools should be directed to Stacey Townsend, Food Service Director.**

**CHANGE OF ADDRESS OR OTHER DIRECTORY INFORMATION**

Please notify the Student Services office of any change of your address, telephone number or other directory information.

**CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENTS:**

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

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

**CLOSED CAMPUS**

Students may not leave the campus during lunch period without the specific approval of a building administrator. Parents wanting their child during the lunch hour are asked to come to the attendance office to sign those students out of school.

**COLLEGE ENTRANCE EXAMINATION BOARD: CEEB SCHOOL CODE NUMBER = 153175**

**COUNSELOR ASSIGNMENTS**

Students are assigned counselors by alphabetical groups-there are no exceptions. This is done in order to permit the counselor to work with a student and his/her family throughout high school. It is hoped that this format will help establish better communication between the home and school, and provide for better long range planning.

Student's last name	A-B	Mrs.Storey
Student's last name	C-F	Mrs. Ude
Student's last name	G-K	Miss Hooten
Student's last name	L-O	Mrs. Cornn
Student's last name	P-Sa	Mr. Fife

## CRIMINAL ORGANIZATIONS AND CRIMINAL ORGANIZATION ACTIVITY—BOARD POLICY 5840

### DAILY TIME SCHEDULE

The school office is open at 7:30 a.m. The regular school day class schedule begins at 8:30 a.m. and continues until 3:30 p.m. On some days, the regular time schedule is modified in order to provide time for special activities such as convocations, pep rallies, club meetings, etc. Daily time schedules are located on the back cover of this document.

### DRESS CODE

We believe that appropriate dress and grooming contributes to the achievement of the fundamental purposes and mission of school. Therefore, students are expected to choose clothing that does not detract from the learning environment. Students and parents are expected to understand that standards of acceptable attire for educational purposes may be in conflict with current fashion trends and fads. Students may wear stylish clothes of their choice as long as those clothes are appropriate for the school setting, are not dangerous to health and safety, and do not distract or offend others.

The following personal appearance rules are established in order to encourage and support:

- The achievement of the school's mission.
- A school environment that is more business-like than casual.
- Pride in self and school.
- Personal cleanliness, modesty and safety.
- Good habits for future employment.

### GUIDELINES

1. All tops shall have sleeves and not expose the torso (stomach) or cleavage. Off the shoulder shirts and tank tops are not appropriate.
2. Unless authorized by a doctor, hats, visors, head coverings, **sweatshirt or coat hoods**, or bandannas may NOT be worn in the building. **Hats worn to school should be stored in lockers or backpacks.**
3. No clothing or accessory promoting or advertising alcoholic beverages, cigarettes or other tobacco products, drugs, controlled substances (this includes pictures and drawings of marijuana leaves or mushrooms,) or that contains profanity is permitted. This includes clothing that contains suggestive words or phrases or maligns another's ethnic heritage.
4. Pants, shorts, skirts and dresses are to be an acceptable length, provide appropriate coverage at all times and should not be distracting or distasteful. All pants must be worn above the hips. Clothing which reveals the student's underwear, is not worn appropriately, is not properly fastened or has tears which are indecent will not be permitted. Determination of acceptable apparel will be made by the principal or his designee. Costumes are not appropriate.
5. Large, inappropriate, or unsafe necklaces and jewelry, including "dog collars," are to be left at home. Students are not to wear chains hanging from their pants or attached to wallets.
6. Heavy coats, blankets, or other bulky forms of outerwear are to be placed in the student's locker at the beginning of the school day and remain there until the end of the day.
7. Unless authorized by a doctor, sunglasses are not to be worn in school. Students' eyes must be visible and not obstructed by hair or other materials.
8. In the interest of safety and good health, shoes or sandals must be worn at all times. House slippers are not appropriate footwear.

If you are in doubt about something, please feel free to ask. Wearing inappropriate apparel will result in disciplinary procedures.

## **DRIVER LICENSE**

### **RESTRICTION OF INITIAL LICENSE OR PERMIT**

Indiana Code provides that an initial operator's license or learner's permit may not be issued to a person less than eighteen (18) years of age who meets any of the following conditions:

1. Is determined to be a habitual truant as defined by school board policy.
2. Is under at least a second suspension from school during the school year (OSS).
3. Is expelled from school.
4. Has withdrawn from school for a reason other than financial hardship.

The school is obligated to report to the License Bureau the names of students who are ineligible for a permit or license.

### **SUSPENSION OF LICENSE OR PERMIT (I.C. 9-24-2-4)**

Indiana Code provides that an operator's license or learner's permit of a person less than eighteen (18) years shall be suspended when any of the following conditions are met:

1. The individual is determined to be a habitual truant as defined by school board policy.
2. The individual is under at least a second suspension from school during the school year (OSS).
3. The individual is expelled from school.
4. The individual has withdrawn from school for a reason other than financial hardship.

If a student under the age of 18 is declared a habitual truant, is suspended from school for the second time during the school year, is expelled from school or withdraws from school prior to graduation for reasons other than financial hardship; the law provides that the student will have his/her license or permit invalidated until the earliest of the following:

1. The person becomes eighteen (18) years of age.
2. One hundred twenty (120) days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer.
3. The suspension or expulsion is reversed after the person has had a hearing under IC 20-33-8-1.

The school is obligated to inform the License Bureau of the dates of student's second suspension expulsion or withdrawal from school.

## **DRIVING & PARKING ON CAMPUS**

In accordance with School Board Policy 5514.01, and as driving to school is a privilege, students choosing to drive to school will be required to complete the "Seymour Community School Corporation Extracurricular Consent Form" prior to registering their vehicle and being issued a parking permit.

1. Vehicles must be registered in the school office and hang a current Seymour High School parking permit from their rear-view mirror to be able to park on property.
2. Vehicles are to be unoccupied once they have been parked.
3. All student vehicles are to be parked in the stadium parking lot unless directed to park in another area by a school official. Students are not to park on Community Drive or the 300 teacher's parking lot. Failure to follow this directive will constitute insubordination.
4. Vehicles are to be driven in a courteous and safe manner at all times. A speed limit of fifteen (15) miles per hour applies on school property.
5. Vehicles are to be locked.
6. Students are not to go to the parking lot during class periods without permission from a teacher or school official.
7. Vehicles are to be parked properly in the designated parking spaces. Students may not park

in a painted spot that has been purchased by a senior courtesy of the Dance Marathon Fund-raiser. When vehicles are not parked properly in the designated parking spaces or not displaying their parking permit, the student will face the following consequences:

- a. First Offense: Student will conference with an administrator and contact will be made with a parent. Student will be given 2 detentions.
- b. Second Offense: Student will conference with an administrator, and contact will be made with a parent. Students will be assigned Wednesday School.
- c. Third Offense: A conference with the parent and student will occur to discuss multiple instances of failure to comply. The student will be assigned ISS. The student's parking privilege will be revoked for the remainder of the school year.

A school administrator may enter and inspect any vehicle, if, in their judgment, there is reasonable evidence that materials forbidden by law, school policy, or school rules are in the vehicle.

Seymour High School parking areas are routinely patrolled by SROs and administrators. However, Seymour Community Schools is not responsible for damages/thefts that occur to vehicles while parked on Seymour Community Schools' property.

**NOTE: The "Student Parking Application" and the "Seymour Community School Corporation Extracurricular Consent Form" can be found online by visiting the SHS website.**

## **DRONES/ UNMANNED AIRCRAFT SYSTEMS**

Students are prohibited from possessing, operating, or using unmanned aerial devices (i.e. drones), on or over campus or at school sponsored events.

## **EMANCIPATED STUDENTS**

An emancipated student refers to minors who have been legally separated from their family and permitted to establish a residence of their own. Emancipated students are responsible for their own support and may not be claimed as a dependent by parents for income tax purposes.

Eighteen-year-old students are legally adults, but are not automatically educationally emancipated because they have reached the age of eighteen unless they have established their own residence and no longer are dependent upon their parents for financial support.

## **FIELD TRIPS**

**Field trips, convocations, and other out of class activities may be part of the high school experience. Student attendance at these events may be denied due to behavior, attendance, or academic concerns.**

## **FINAL EXAMS**

1. Final Exams with a value of 20% of the Semester Grade (40% first nine weeks, 40% second nine weeks, 20% Final Exam) will only be given in weighted class—Level 2, Level 3, and Level 4. Only Final Exams (Level 2-4) will be given on Final Exam days.
2. An end of semester, culminating event MAY be given in Level 1 classes, but the score will be included in the grade of the second nine weeks. The end of semester, culminating event could be a project, a performance, a product, a chapter test or some other non-comprehensive test and must remain consistent within all sections of the course. Level 1 Semester Grades will be determined as 50% first nine weeks and 50% second nine weeks.
3. Level 1 classes shall not administer any tests during Final Exam days. Level 1 chapter or non-comprehensive tests shall be administered up to the start of Final Exam days. Activities such as labs, group projects or activities, enrichment activities, ect. may be completed on Final Exam days in Level 1 classes.
4. Final exams will be administered on the last two days of the semester. Any student who is

scheduled to take 4 Final Exams in weighted classes on either of the testing days may choose to take one of these 4 Final Exams on the other Final Exam testing day or on a day mutually agreed upon by the student and the teacher.

5. Forms to change Final Exam dates will be available in student services and must be completed and returned to student services no later than one week prior to the start of Final Exams.
6. A customized time schedule will be followed on Final Exam days to avoid split classes during lunch.

## **FOREIGN EXCHANGE STUDENT POLICY**

Foreign exchange students attending Seymour High School must be at least 16 years of age by August 1st of the school year in attendance. They will be registered as a member of the junior class. Foreign exchange students can participate in all activities offered to Seymour High School students in the junior class (i.e. prom, Mr. SHS, athletics, clubs, Renaissance program, etc.). Foreign exchange students may not participate in graduation ceremonies.

## **GRADES AVAILABLE ONLINE**

Grades will be posted at the conclusion of each of the four grading periods. Grades are available on line through Harmony. In addition, the following symbols will be used in the electronic gradebook by teachers:

## **GRADING STANDARDS**

Tests and other assignments that can be scored on a percentile basis and percentage of total points earned are graded using the following standards:

<b>A+</b>	<b>=</b>	<b>98%</b>	<b>-</b>	<b>100%</b>
<b>A</b>	<b>=</b>	<b>93%</b>	<b>-</b>	<b>97%</b>
<b>A-</b>	<b>=</b>	<b>90%</b>	<b>-</b>	<b>92%</b>
<b>B+</b>	<b>=</b>	<b>87%</b>	<b>-</b>	<b>89%</b>
<b>B</b>	<b>=</b>	<b>83%</b>	<b>-</b>	<b>86%</b>
<b>B-</b>	<b>=</b>	<b>80%</b>	<b>-</b>	<b>82%</b>
<b>C+</b>	<b>=</b>	<b>77%</b>	<b>-</b>	<b>79%</b>
<b>C</b>	<b>=</b>	<b>73%</b>	<b>-</b>	<b>76%</b>
<b>C-</b>	<b>=</b>	<b>70%</b>	<b>-</b>	<b>72%</b>
<b>D+</b>	<b>=</b>	<b>67%</b>	<b>-</b>	<b>69%</b>
<b>D</b>	<b>=</b>	<b>63%</b>	<b>-</b>	<b>66%</b>
<b>D-</b>	<b>=</b>	<b>60%</b>	<b>-</b>	<b>62%</b>
<b>F</b>	<b>=</b>	<b>Below 60%</b>		

## **GRADING POLICY**

At the end of each grading period teachers are responsible for assigning a letter grade symbolizing the quality of the student's work during the grading period.

The following grades are used to describe the quality of student work:

A = Excellent Work	F = Failing Work
B = Good - Above Average Work	I = Incomplete Work
C = Satisfactory Work	WF = Withdrawal Failing
D = Poor - Below Average Work	WP = Withdrawal Passing
P = Satisfactory Work in a Pass/Fail class	NC = No Credit

When determining grades, plus and minus signs may be used to further differentiate achievement at the teacher's discretion.

A grade of I (Incomplete) is used in situations where a student has been unable to complete re-



quirements in a timely fashion, and arrangements have been made for work to be completed beyond the end of the grading period.

A grade of *WP* (Withdrawal Passing) is issued to a student who is forced to withdraw from a course because of health problems or other circumstances beyond his or her control, and has a passing grade in the course at the time of withdrawal. The grade will be posted on his/her permanent record but will not be included in credit attempts calculations or determination of Cumulative Grade Point Averages or Rank in Class.

A grade of *WF* (Withdrawal Failing) is issued to a student who withdraws from a class without the specific approval of his or her guidance counselor and the teacher. The grade is posted in the student's permanent record and is included in the determination of credits attempted and computation of Grade Point Average.

A grade of *NC* is issued to a student who is administratively denied credit in a class as a result of attendance, expulsion or other disciplinary action. The grade is posted on the student's permanent record and is included in the determination of credits attempted and computation of Grade Point Average.

## **GRADUATION PARTICIPATION (ADMINISTRATIVE REGULATIONS AMENDED NOVEMBER 14, 2017)**

Annually, the Principal of Seymour High School will certify to the Superintendent of Schools that the students receiving diplomas from Seymour High School for that respective year have met fully the minimal requirements for graduation established by the Board of School Trustees and the requirements for graduation promulgated by the Indiana Department of Education.

In addition, the Principal of Seymour High School will allow students not receiving diplomas to participate in graduation ceremonies when any of the following conditions are met:

1. The student is receiving a certificate of completion recognizing the completion of an Individualized Education Plan.
2. The student receives special permission from the building principal or the Board of School Trustees due to special circumstances beyond the control of the student which significantly interferes with the anticipated completion of graduation requirements.

Note: Students who wish to graduate after 6 semesters must have parent and counselor approval and have completed all other graduation requirements before they can be given status as a senior, participate in senior activities, and be eligible to participate in graduation ceremonies.

## **HOMEWORK**

Teachers are expected to assign homework on a regular basis. Students are expected to complete assigned homework and bring it to class by the due date announced by the teacher.

## **IMMUNIZATIONS**

Indiana statutes require that students must be immunized against diphtheria, whooping cough, tetanus, measles, mumps, rubella, poliomyelitis, hepatitis B and other communicable diseases as determined by the State Board of Health.

## **JOB SHADOWS**

SHS values the opportunity of job shadows and the career development of students. SHS partners with JCIDC to provide students the opportunity of coordinating job shadows with community job hosts. Job Shadow request forms are available in student services. After completion of the job shadow request, and students are assigned a date and time for participation, students must complete the job shadow prearranged absence form.

## **LOCKERS**

Students are issued a locker equipped with a combination lock for his or her personal use. The locker is only intended for the storage of school supplies and coats.

Students are expected to keep lockers neat and locked at all times. **Food and beverages are not to be**

**stored in lockers.** Locker problems should be reported to the student services secretary. School officials may inspect lockers at any time Students are responsible for removing locker contents at the end of the year.

Students who withdraw from SHS or transfer to JCLC must turn in their chrome book, case, and charger and clean their locker of all personal materials. Any personal materials left behind will be placed in lost and found

**LOST AND FOUND**

Unattended textbooks and other school items will be taken to Student Services. Money, jewelry, electronic devices and other items of value will be taken to the main office to be stored in the safe. Clothing and other items will be taken to student services where they will be stored for a period of 10 school days. After that period of time, unclaimed personal materials will be donated to charity, recycled, or thrown away.

**MEDIA CENTER**

Media Center hours include the following:

M – F	7:30 – 3:50	
Open usage time:	7:30 – 8:30 3:30 – 3:50	No pass from a teacher required.
Student Resource Time (SRT):	10:00 – 10:30	Students may sign up in advance for scheduled library events during SRT.
Study Hall/Class:	8:30 – 3:30	Pass from a teacher required. Teacher-scheduled classes have first priority for usage. Study hall students may check out books with a pass from study hall monitor.

**MEDICATIONS**

School personnel are not permitted to provide students with nonprescription medication such as aspirin unless a nonprescription medication consent form signed by a parent is on file in the school office. No legend drug may be given or dispensed to a student unless a legend drug medication consent form is signed by a parent and is on file in the school office. The medication given to school personnel for dispensing must be in the original container with the practitioner’s dosage instructions.

Students who are taking prescription medication during the school day must bring the drugs to the office for storage.

Once stored in the nurse’s office, medications cannot be released back to students under the age of 18 unless a note is on file signed by a parent or guardian granting permission. For students under the age of 18, parents and/or guardians must reclaim a student’s medication. All unclaimed medications will be discarded.

*NOTE: Medical Forms (“Prescription Drug Form,” “Non-Prescription Drug Form” and “Administer Legend Drug Form”) can be found online by visiting the SHS website.*

**MEDICATION FOR CHRONIC DISEASES**

IC 20-33-8-13 requires the student discipline rules adopted by the board and/or school administra-

tors to include a provision that students who have a chronic disease or medical condition may possess and self-administer the medication for the chronic disease or medical condition while traveling to and from school and while at school or at school-sponsored activities. The statute requires that a parent's and doctor's authorization for possession of the medication be filed annually with the school. The doctor's statement must include a statement that the child has a chronic disease or medical condition for which medication has been prescribed, the student has been instructed in how to administer the medication, and the nature of the disease or condition requires emergency administration of the medication.

## **MESSAGES & DELIVERIES FOR STUDENTS**

The school feels obligated to communicate emergency messages from parents to students immediately; however, cannot communicate other messages. SHS offices will not deliver items to students. Utilization of food delivery services is prohibited.

## **MILITARY RECRUITERS**

Federal law requires public school districts, upon request, to release the name, address and telephone number of secondary school students to a recruiting officer of any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or the parent may request, by informing the school in writing by the end of the first week of the school year, not to include this contact information (name, address or phone) without prior consent of the parent.

## **NOTIFICATION OF RIGHTS UNDER FERPA AND PPRA**

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 Seymour Community Schools, with certain exceptions, to 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 or school web site; newsletter or social media site
- Honor roll or other recognition lists;
- Graduation programs and graduation ceremony streamed on the internet; 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.

1. Seymour Community Schools has designated the following information as directory information listed below.
  - Student's name
  - Address
  - Telephone listing
  - Electronic mail address
  - Photograph
  - Date and place of birth
  - Major field of study
  - Dates of attendance
  - Grade level
  - Participation in officially recognized activities and sports
  - Weight and height of members of athletic teams
  - Degrees, honors, and awards received
  - 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.)

### **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 infor-

mation for marketing purposes, and certain physical exams. These include rights to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other 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

## **OFFICE HOURS**

The high school office is open from 7:30 a.m. until 4:00 p.m. each day that school is in session.

## **PASSES**

**When not in the classroom, students are expected to carry school passes signed by a teacher and dated, except during passing periods, activity periods and announced meetings and convocations. A Hall Pass page has been included on the last page of this handbook for student use.**

## **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 central office at 522-3340 for information concerning pest control applications. Parents and staff members can request to be placed on a registry to receive advanced notice of all pesticide applications. The school corporation will maintain written records for at least ninety (90) days of any pesticide application.

## **PROM**

The Prom is a formal school dance sponsored by the junior class and is not open to members of freshman or sophomore classes, junior high or middle school students of any school. Students may choose to invite a (1) guest. All guest selections are subject to the approval of the Principal. Invited guests of Seymour High School juniors and seniors who are not enrolled in high school must be under the age of twenty-one and have submitted the necessary paperwork. (These guidelines also apply to after prom activities.)

*NOTE: The "School Dance Form" can be found online by visiting the SHS website, or it can be acquired from the main office.*

## **PUBLIC DISPLAYS OF AFFECTION**

Students are expected to use moderation concerning their affectionate expressions toward others while in school. Holding hands in the halls is not considered objectionable or immoderate, but kissing, cuddling, and other forms affection are immoderate and objectionable. Disciplinary action will be taken against students who ignore or refuse to cooperate with this reasonable rule.

## **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.

## **RANDOM DRUG TESTING PROGRAM FOR EXTRACURRICULAR ACTIVITIES AND STUDENT DRIVERS**

Participation in extracurricular activities is a privilege. Seymour High School follows the adopted school board policy 5530.01 in its drug testing program. This policy applies to all Seymour Community School students in grades 9-12 who wish to participate in extracurricular activities that are listed in the current student handbook and any other school sponsored extracurricular activities not listed. It also includes any student who wishes to drive to school, from school, or during school.

Through driving or participation in extra-curricular activities, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is threefold: (1) to provide for the health and safety of students; (2) to undermine the ef-

fects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. It is further the purpose of this program to prevent students from driving to and from school or participating in extracurricular activities while he/she has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle. The program is non-punitive. It is designed to create a safe, drug free, environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as result of any verified "positive" test conducted by his/her school under this program other than stated therein.

It is MANDATORY that each student who participates in extracurricular activities or drives to or from school sign and return the "consent form" prior to participation in any extracurricular activity. Failure to comply will result in non-participation and/or no issue of a student driving permit to school. Each student shall be provided with a "consent form", which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug testing program at Seymour High School.

NOTE: The "Seymour Community School Corporation Extracurricular Consent Form: can be found online by visiting the SHS web site, or it can be acquired from: the student's coach, the student's extra-curricular sponsor, the athletic office, or the main office.

No student will be penalized academically for testing positive for illegal drugs or banned substances under this policy. The results of drug tests pursuant to this policy will not be documented in any student's academic records. A student involved in extracurricular activities who tests positive will be subject to the disciplinary consequences listed as follows: (1) Athletic Department Code of Conduct; (2) Student Activities Code of Conduct; and (3) Student Drivers.

Under this drug testing program, any staff, coach, or sponsor of Seymour Community School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. This will underscore the Seymour Community School Corporation commitment to confidentiality with regards to the program. *Note: Apart from this drug testing program, Seymour High School Athletic Department and the coaching staff/sponsor of each sport/activity have their own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.*

*\*\*Parental requests for a student to be selected for drug testing must be done in writing using the "Seymour High School Drug Test Selection Form" which can be acquired from the high school main office. It is the financial responsibility of the parent for non-random selection requests.*

#### Athletic Department Code of Conduct

1st Offense—A positive test will result in suspension from 20% of the scheduled contests in which the student would have participated.

Students will be allowed to attend practices during the suspension period. Suspensions not completed in the current season/activity/school year will carry into the next season/activity/school year.

The second confirmed alcohol or drug offense by a student, regardless of the method of its discovery, shall result in a 365-day suspension from all extra-curricular activities.

Subject to appeal.

#### Student Activities Code of Conduct

##### Non-Athletic Extra Curricular Activity Classifications

**Class A**—Positive test results for participants in these activities will result in a 30 calendar day suspension.

Student Government, Foreign Language Clubs (Spanish, French), National Honor Society, Key Club, Renaissance, CARR Club and other extra-curricular organizations as determined by the principal and sponsor

**Class B**—Positive results for participants in these activities will result in the following suspensions:

20% of the scheduled events/performances/competitions\*\* if there are 5 or more

25% of the scheduled events/performances/competitions if there are 4

33% of the scheduled events/performances/competitions if there are 3

50% of the scheduled events/performances/competitions if there are 2

100% of the scheduled events/performances/competitions if there is 1

BPA, FFA, Choir, Band, Drama, Newspaper, Yearbook, Academic Teams, Cheerleading and other extra-curricular organizations as determined by the principal and sponsor

\*\*Students will be allowed to attend practices during the suspension period. Suspensions not completed in the current season/activity/school year will carry into the next season/activity/school year.

The second confirmed alcohol or drug offense by a student, regardless of the method of its discovery, shall result in a 365-day suspension from all extra-curricular activities.

Subject to appeal.

### Student Drivers

**1st Offense**—A student driver that tests positive for alcohol will have his/her driving privileges suspended for six (6) weeks—thirty (30) school days.

A student driver who tests positive for banned substances other than alcohol will have his/her driving privileges suspended for nine (9) weeks—forty-five (45) school days or the remainder of the semester, whichever is longer.

**2nd Offense**—If a second “positive” result is obtained from the “follow-up” test, or any later test of that participant, the same suspension periods as outlined in the 1st offense will be followed—six (6) weeks, thirty (30) school days if the test is positive for alcohol; nine (9) weeks, forty-five (45) school days or the remainder of the semester, whichever is longer, if the test is positive for banned substances other than alcohol.

Suspensions not completed in the current school year will carry into the next school year.

Subject to appeal.

### **REPEATING A CLASS**

Students may repeat a class with the approval of their guidance counselor. When this occurs the higher grade will replace the lower grade in the calculation of the Grade Point Average. Both grades may remain on the transcript.

### **RESTRAINT AND SECLUSION 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.

### **RESTROOM EXPECTATIONS**

**Be considerate to yourself and others by using the facilities appropriately and in a timely manner. Bathroom stalls will be used by one individual at a time to provide privacy. Groups of students should not congregate in the restroom. Disciplinary action will be taken against students who ignore or refuse to cooperate with this reasonable rule.**



## **RIGHT TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS (BOARD POLICY 9130)**

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.

## **SCHEDULE CHANGES**

**Sufficient opportunity is provided in the spring for all students to thoughtfully make course selections for the upcoming academic year. Schedules are then created based on students' course requests. Once schedules are created, students are expected to remain in their chosen courses - including full-year courses as well as one-semester courses. Counselors may make schedule changes in order to balance class sizes at the beginning of each semester. Changes in schedules may be made only for the following reasons:**

**Scheduling conflict**

**Need to meet graduation requirements or college admission requirements**

**Medical reason (with documentation)**

**Error in course request entry**

**Change in teacher if repeating a failed course with same teacher**

**Schedule changes made for any reason other than those listed above may result in a grade of WF being issued. Unusual circumstances may be reviewed by school personnel to determine if a change is needed. A final decision may be made by a building administrator.**

## **SCHEDULING GUIDELINES**

1. All students are expected to take at least 7 classes each semester. (Note: Seniors on track to graduate are permitted to take fewer classes.)
2. Courses at the Columbus C4 Program earn two credits each semester (cosmetology 4 credits). All students should be enrolled in classes totaling 6 credits.
3. All students, including seniors, who intend to enroll at a four-year college, are strongly encouraged to enroll in 4-5 college prep classes per semester. The total number of credits needed in these areas varies from school to school. College admission standards are becoming increasingly stringent with regard to the academic load of students during their senior year in high school.

## **SCHOOL CLOSING**

In the event of severely inclement weather, mechanical breakdown, or when emergencies arise which necessitate the cancellation or delay of school, announcements are made over the following media outlets: FM Dial 93.7, AM Dial 1390, FM Dial 96.3. Emergency and school closing information is also shared with Indianapolis and Louisville TV stations. (Note: School closings are also posted on the corporation's website.) Text alerts are available through the corporation web site.

## **SCHOOL DANCES**

School dances may be scheduled throughout the year. Unless otherwise announced, all dances end at 11:00 p.m. Only current SHS students are permitted to attend after game dances. Students are expected to arrive no later than one-half hour after the announced starting time unless prior approval to arrive late is received from a school official. Students leaving the dance will not be permitted to return.

## **SCHOOL RESOURCE OFFICERS**

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 3 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.

### **SEARCH OF LOCKER, STORAGE AREA, AND STUDENT INSPECTION AND SEARCH OF STUDENT LOCKERS (POLICY 5771)**

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

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

### **INSPECTION AND SEARCH OF DESKS OR OTHER STORAGE AREAS OTHER THAN LOCKERS (POLICY 5771)**

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.

### **INSPECTION AND SEARCH OF THE PERSON OF A STUDENT (POLICY 5771)**

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

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

### **INSPECTION AND SEARCH OF STUDENT-OPERATED MOTOR VEHICLE UPON SCHOOL PREMISES (POLICY 5771)**

The principal or his or her designee in writing will request a law enforcement officer to search a motor vehicle upon school premises as specified in the accompanying regulation.

### **USE OF ASSISTANCE OF A LAW ENFORCEMENT OFFICER IN SEARCH OF OTHER THAN SCHOOL LOCKERS (POLICY 5771)**

The principal or his or her designee in writing may seek the assistance of 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 #5771.

## **ASSISTANCE OF LAW ENFORCEMENT PERSONNEL AND THEIR DETECTION ANIMALS OR DEVICES (POLICY 5771)**

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, student belongings, 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 5771)**

Items found in the course of a search conducted in accordance with Policy #5771 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.

## **SEXUAL HARASSMENT**

It is the policy of the Seymour Community Schools to maintain a learning and working environment that is free from sexual harassment.

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

### **Definitions of Harassment**

#### **A. Types of Sexual Harassment**

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

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

#### **B. Unwelcome Conduct of a Sexual Nature**

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

order for any such subsequent conduct to be deemed unwelcome.

### C. Examples of Sexual Harassment

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

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

### Complaint Procedures

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

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

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

### Sanctions for Misconduct

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

### False Reporting

Any person who knowingly files false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action consistent with school policy and the Student Conduct Code.

## **SKATEBOARDS**

The use of skateboards is not permitted on school grounds. Students choosing to ride skate-

boards to school must store them in their locker upon arrival. The use of skateboards on campus will result in disciplinary action and confiscation.

## **STUDENT GOVERNMENT**

Fellow class members elect student government officers each May. **(Freshmen class elections occur in the fall of each year.)** These students plan many events during the school year such as homecoming, winter dance and philanthropic events. They provide feedback to the school on how to address school issues and policies.

## **STUDENT RESOURCE TIME (SRT)**

Student Resource Time (SRT) is a period built into the school schedule that allows students the opportunity to meet with their teachers for academic support. During SRT, students will be able to make up tests or quizzes as well as receive additional help from teachers. SRT will be after block 1 and will be 30 minutes in length. Students electing to not obtain extra help will remain in their block 1 class. To meet with a teacher a student must obtain a pass *prior* to SRT and will show that pass to their block 1 teacher and sign out of their class. They will report to the teacher who issued the pass, sign in to that teacher's room, and present the pass to the receiving teacher. Cell phones, texting devices, and other electronics may NOT be used during SRT without the express permission of the teacher. *Students with passes may leave Block 1 at the conclusion of the daily Pledge of Allegiance and Moment of Silence. The remaining students will stay with their Block 1 teacher. SRT begins at 10:00 daily. Students who return to SHS from their Block 1 class at the Ag/Science building should report immediately to the cafeteria unless they have an SRT pass. Block 2 Ag/Science students will report to the bus lobby at the 10:20 tone.*

## **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.

## **SUBSTANCE ABUSE (ALTERNATIVES TO EXPULSION FOR CHEMICAL ABUSE)**

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

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

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

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

First Offense:

- A. Expulsion from school for up to the remainder of the school year, subject to the following terms and conditions:
  1. Principal shall complete request for expulsion; however, such request shall not be forwarded to the superintendent for further action provided the following criteria are satisfactorily met by the student and parent(s)/guardian(s):
    - a. Students will be suspended from school for five days.
    - b. During the five-day period of suspension from school, the student and/or parent(s) or guardian(s) shall meet with a professional drug/alcohol counselor for the purpose of:
      1. Assessing the degree or severity of the abuse problem.
      2. Developing an intervention plan.
    - c. Provide documentation supporting the implementation of the intervention plan to

building administrators in a timely manner.

- d. Students or parents are required to pay any and all costs for assessment and/or treatment.
  - e. Should the student and/or parent(s) or guardian(s) fail to make the required contact with a student services representative during the five-day period of suspension from school, the principal shall, upon the student's return to school, forward the request for expulsion to the superintendent for further action.
2. The student and parent(s)/guardian(s) will sign a conditional agreement to defer expulsion proceedings, and will satisfactorily complete all of the terms and conditions provided in the agreement.

Second Offense:

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

### **TECHNOLOGY ACCEPTABLE USE POLICY**

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

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

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

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

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

The following uses of school-provided technology are prohibited:

- a. to use technology hardware, software, information, and/or services or that of another individual without permission from your teacher
- b. to use technology to harass, bully, or threaten another individual
- c. to access, upload, download, create, distribute, use, or transmit pornographic, obscene, sexually explicit, abusive, slanderous, libelous, prejudicial, or otherwise inappropriate language or material
- d. to vandalize, damage, alter, or disable any other organization, another individual or school property.
- e. plagiarizing, violating copyright, or using intellectual property without proper documentation
- f. to introduce unauthorized information, computer viruses, or harmful programs into the computer system in public-private files, or messages
- g. to install, download software, games, entertainment software, or copyrighted material unless part of the course curriculum and directed by the teacher
- h. to send or respond to unsolicited e-mails or participate on chat lines unless there is a curricular tie approved by the teacher
- i. to participate in online financial transactions or give personal information, such as name, address, tele-

phone number, etc.

- j. to utilize the school corporation technology for commercial purposes or financial gain without prior approval by the administration.
- k. to install or use encryption software on any computer
- l. to violate any local, state, or federal statute.
- m. to access, change, read or use another individual's material, information, or files or modify operating system files or computer equipment including using another's user name and password.

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

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

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

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

#### Networks - Internet/Local and Wide Area

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

#### Hardware/Software

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

#### Google Workspace for Education

As part of the tools and technology provided at Seymour Community School Corporation, we use Google Workspace for Education, including the use of its third-party services. SCSC still maintains control over the educational apps made available to students. Any concerns regarding this policy can be brought to the attention of the school administration.

### SIGNOFF INFORMATION HANDOUT

#### Google Workspace for Education

Seymour Community Schools utilizes G Suite, also known as Google Workspace for Education, including many of its third-party services. By signing to confirm receipt of the student handbook, you are giving your consent for your student/child to use Google Workspace for Education and its third-party services. SCSC still maintains control over the apps made available to your child/student, and they will be educational as needed. If you have a concern regarding this policy, please bring this to the attention of the school administration before signing and acknowledging consent.

#### Documents/Files

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

#### No Expectation Of Privacy

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

## **TELEPHONES**

There are telephones available for student use in the attendance and student services offices. Classroom telephones may not be used to place outgoing telephone calls without the specific approval of the teacher.

## **TITLE IX**

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>**

## **TRANSFER OF ACADEMIC CREDITS**

Credits earned at accredited colleges and universities, and credits earned at another secondary school accredited by the education department of the state in which the school is located or by a department of education recognized regional accrediting agency may be accepted for credit at



Seymour High School. Grades earned in accredited transfer courses will be included in the calculation of a GPA. Students who do not complete the final two years at Seymour High School will not be eligible for special awards or honors based on academic performance or rank in class.

Credits earned at a non-accredited school or in a home-schooling program may be transferred to Seymour High School provided the student successfully completes with a grade of C or higher the next course in the academic sequence. For example, credits earned in Algebra I would be transferred provided the student successfully completed Algebra II, the next course in the mathematics sequence. In cases in which there is no identified "next course", credits will be transferred upon successful completion of 2 credits of appropriate course work in the academic area. The maximum number of credits that may be transferred and applied toward graduation requirements from non-accredited and home-schooling is twenty (20). Grades earned in transferred courses may not be included in the calculation of a GPA.

The determination of the acceptability of transferred credits, including international credits, their suitability for satisfying graduation requirements and the inclusion of grades in determination of the student's calculated grade point average is the responsibility of the principal. Appeals of the decision of the principal may be made to the Superintendent of Schools.

## **VIRTUAL LEARNING**

When virtual learning takes place, students should follow these five tips for success:

1. Time block your day

Plan out what time you'll study for each class. Creating a daily schedule will increase your productivity. Try to follow the same schedule you have while on campus.

2. Attend video meetings

If your teacher offers virtual video meeting times, be there! Not only will these allow you to connect with peers and teachers, but you receive essential face to face time to clarify any questions.

3. Ask questions

Reach out to your teacher and peers if you have any questions. If you are struggling, you can always seek guidance from your counselor who will be able to connect you with the right resources.

4. Develop a routine

Get up every morning and get ready as if you were going to class. This will help you feel a sense of accomplishment before you even log on to complete academic work.

5. Create a study space

Have a set place to study and do class work. This will increase your productivity and send signals to your brain that it is time for school work. This includes creating an organizational system for all of your assignments, *which is especially helpful if you need to resubmit an assignment due to technology problems.*

## **WHO'S WHO**

Each year, students and school personnel receive information and/or literature which is often designed to enrich a promoter at the expense of students or their parents. Some are disguised as honors, and others as educational programs. Our school participates only in sanctioned activities approved by the National and State Secondary Principals Associations. If you have questions concerning the authenticity of any programs, please feel free to contact the school office or your guidance counselor.

# **STUDENT DISCIPLINE**

## **DISCIPLINE POLICY, BOARD OF SCHOOL TRUSTEES**

It shall be the intent of the Board of School Trustees that all resources of the school district and

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

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

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

## ALTERNATIVE DISCIPLINARY ACTIONS

### School Disciplinary Actions

Authority for alternative disciplinary action applies to a person who

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

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

1. Counseling with a student or group of students.
2. Conferences with a parent or group of parents.
3. Assigning additional work.
4. Rearranging class schedules.
5. Requiring a student to remain in school after regular school hours to do additional school work or for counseling.
6. Restricting extracurricular activities.
7. Removal of a student by a teacher from the teacher's class for a period not to exceed:
  - A. five (5) class period for middle, junior high, or high school students; or one (1) school day for elementary school students; and
  - B. if the student is assigned regular or additional schoolwork to complete in another school setting.
8. Assignment by the principal to:
  - A. a special course of study;
  - B. an alternative educational program; or
  - C. an alternative school.
9. Assignment by the principal of the school where the recipient of the disciplinary action is enrolled of not more than one hundred twenty (120) hours of service with a nonprofit organization operating in or near the community where the school is located or where the student resides. The following apply to service assigned under this subdivision:
  - A. A principal may not assign a student under this subdivision unless the student's parent or guardian approves:
    - (1) the nonprofit organization where the student is assigned; and

- (2) the student's disciplinary plan.
  - B. A student's parent or guardian may request or suggest that the principal assign the student under this subdivision
  - C. The principal shall make arrangements for the student's service with the nonprofit organization. Arrangements must include the following:
    - (1) A plan for the service that the student is expected to perform.
    - (2) A description of the obligations of the nonprofit organization to the student, the student's parents, and the school corporation where the student is enrolled.
    - (3) Monitoring of the student's performance of service by the principal or the principal's designee.
    - (4) Periodic reports from the nonprofit organization to the principal and the student's parent or guardian of the student's performance of the service.
  - D. The nonprofit organization must obtain liability insurance in the amount and of the type specified by the school corporation where the student is enrolled that is sufficient to cover liabilities that may be incurred by a student who performs service under this subdivision.
  - E. Assignment of service under this subdivision suspends the implementation of a student's suspension or expulsion. A student's completion of service assigned under this subdivision to the satisfaction of the principal and the nonprofit organization terminates the student's suspension or expulsion.
10. Removal of a student from school sponsored transportation.
11. Referral to the juvenile court having jurisdiction over the student.
- A. As used in this subsection "physical assault" means the knowing or intentional touching of another person in a rude, insolent, or angry manner.
  - B. When a student physically assaults a person having authority over the student, the principal of the school where the student is enrolled shall make a referral of the student to the juvenile court having jurisdiction over the student.
  - C. A student with disabilities (as defined in IC 20-26-11-12 who physically assaults a person having authority over the student is subject or 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 High School, and is expected to develop and maintain an orderly and safe school, and a climate that promotes learning.

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

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

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

## **STUDENT REMOVAL FROM CLASS**

If a student is ever removed from class and sent to the office due to discipline reasons, according to IC 20-33-8-9 (c), a behavior plan conference may be conducted with the parents before the student is allowed to return to the class within a timely fashion. The student may not be placed back into the student's original classroom until an administrator meets with the teacher and the parent of the removed student to develop a behavior plan for the student to follow. This meeting must take place within reasonable time of the student's removal from class.

## **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. 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***

## **SPECIFIC DISCIPLINE INTERVENTIONS AND PROCEDURES**

### **DETENTION BEFORE OR AFTER SCHOOL**

Detention is served daily from 3:35 until 4:00 p.m. or from 7:45 until 8:15 a.m. in the main office.

After being assigned detention, the student must serve the detention no later than one day after the notification. For example, if the detention is assigned on Monday, the student may report after school on Monday or Tuesday or before school on Tuesday, but must report by the end of school on Tuesday.

Students who fail to take care of detentions within prescribed periods of time may be assigned additional detention or more severe punishment. Willful refusal to take care of assigned detentions will be treated as insubordination. No food, beverages, candy or cell phones are permitted and students are not permitted to talk to each other.

Bus students assigned to detention must arrange for their own transportation, and students with after-school jobs must make arrangements with their employers.

Athletes may not participate in practice or contests until detentions are served.

***The total number of detentions a student receives is an indicator of his or her willingness to cooperate with teachers and school rules.***

### **NO PASS LIST**

No Pass List is designed to eliminate the misuse of passes by students. Some examples of misuse include: forging a teacher's name, sign out of class but do not go where the pass is directed, chronic violation of tardiness, truancy or violation of the tobacco policy. Students on the No Pass List should not receive passes to the Media Center, their locker, or the restroom. Teachers will use their judgment if a health-related issue should occur. Students placed on the No Pass List will remain on the list until the end of the current semester.

### **WEDNESDAY EVENING SCHOOL**

Wednesday Evening School is held on Wednesday afternoons/evenings from 3:35 pm until 5:30pm throughout the school year. Building administrators may assign Wednesday Evening School as a punishment for violation of school rules or as an alternative to after-school detention or suspension from school.

When assigned to Wednesday Evening School, the student is to report to the main office by 3:35 pm. Students assigned to Wednesday Evening School are required to work on school assignments throughout the session. No food, beverages, candy or cell phones are permitted and students are not permitted to talk to each other. If the student fails to cooperate with the supervisor, he/she is dismissed and other disciplinary measures are instituted. Willful refusal to attend Wednesday Evening School as assigned will be treated as insubordination. Scheduling conflicts **MUST** be resolved before the scheduled Wednesday.

### **SUSPENSION FROM CLASS**

Classroom teachers are responsible for planning and implementing the educational program of the school. Because of the differences in teachers' personalities and instructional styles, and the fact that various areas of the curriculum require different rules and procedures not all classes in a student's schedule will be taught in the same manner. Each teacher is expected to establish classroom procedures and rules which best support his/her teaching style and allow for the instruction of students in an orderly fashion.

Students are expected to recognize the authority of the classroom teacher, follow the rules and procedures that have been developed, and cooperate with all instructions and directions. In addition, they are expected to participate in the instructional process by having materials with them at the beginning of the class period, completing assignments on time and taking part in the learning activities designed by the teacher.

When a student fails to cooperate with the classroom teacher and/or exhibits minor inappropriate behavior he/she may be sent from the room as a disciplinary measure. Such action is at the teacher's discretion and the student is required to report to the Attendance Office where he/she is detained until the end of the class period.

When a student's behavior is disruptive or insubordinate the teacher may suspend him/her from

class for a period of up to five (5) school days. When this occurs the student is assigned to in-school suspension and is provided regular and/or additional school-work to be completed while suspended. The suspension period will begin when the student is sent to the office by the teacher.

### **SUSPENSION FROM EXTRA-CURRICULAR ACTIVITIES**

Participation in extracurricular activities is a privilege carrying with it the 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 for the following:

1. They are found to be in violation of the individual rules and regulations of the team or organization;
2. Their school behavior exhibits a lack of self-discipline and unwillingness to cooperate with school rules;
3. They are involved in out-of-school actions which may bring discredit or embarrassment to the school, team or organization.

Students who are suspended from school (either in school or out of school) are also suspended from all extra-curricular activities during the period of suspension.

Students may be suspended from participation in extra-curricular activities by the coach or teacher responsible for the supervision of the event in cases of violation of training or other specific rules of the team or organization and by school administrative officials for inappropriate behavior in or out of school.

### **SUSPENSION FROM ATTENDING EXTRA-CURRICULAR ACTIVITIES**

Building administrators may suspend students from attending extra-curricular activities as a consequence for inappropriate behavior or attendance issues.

### **IN-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 (10) 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. As an alternative to short-term, out of school suspension, a student may be suspended from attending regular classes and activities and reassigned to in-school suspension. Before a student is suspended from school, he/she will be given an opportunity for an informal hearing. Parents will be notified of student suspensions. When assigned to in-school suspension, the student is to report to the main administrative office by 8:24 am on the day(s) of the in-school suspension assignment with ALL necessary school materials for the day. Students assigned to in-school suspension are required to work on school assignments throughout the session. A student who is assigned to in-school suspension may receive credit for work assigned during the suspension period provided that it is completed and returned to the teacher upon the student's return to class. No food, beverages, candy or electronic devices are permitted and students are not permitted to talk to each other. If the student fails to cooperate with the supervisor, he/she is dismissed and other disciplinary measures are instituted.

### **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 (10) 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 the student will be detained at the school until the normal dismissal time if at all possible.

A parental conference is required before a suspended student will be re-admitted to school.

A student who is assigned to out of school suspension may receive credit for work assigned during the suspension period provided that it is completed and returned to the teacher within three days of his/her return to school. If the student is suspended for more than three days, arrangements may be made for picking up assigned work during the suspension period.

### **EXPULSION FROM SCHOOL**

Expulsion refers to any disciplinary action in which a student is suspended from school for a period in excess of ten (10) days; is suspended for the balance of the current semester or current year; or is disciplined in a manner which automatically prevents completion of graduation requirements on time.

Before a student may be expelled, the superintendent of schools must first review the circumstances surrounding each case and if he agrees that further actions are either desirable or necessary, he must provide the students or the parents or guardian with the opportunity to have a formal hearing on the matter. A hearing officer is named by the superintendent who then is responsible for notifying the student and parents of the hearing procedure.

### **GROUND FORSUSPENSION AND/OR EXPULSION FROM SCHOOL**

***Indiana Code 20-33-8-14 provides that student misconduct and substantial disobedience are grounds for suspension or expulsion from school subject to the due process provisions required by law.***

Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other student to engage in such conduct.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. 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.
4. Threatening or intimidating any student for any purpose, including obtaining money or anything of value from the student.
5. 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.
6. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this rule.
7. 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.
8. 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.
9. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with

school purposes or an educational function.

10. 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.
11. 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.
12. In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an education function, or the student's removal is necessary to restore order or protect person on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

## **RESPONDING TO BEHAVIOR PROBLEMS**

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

### **Academic Dishonesty (Cheating)**

**Academic Dishonesty, or "cheating", is to gain an academic advantage or helping another person gain an advantage through the use of inappropriate or unfair means. Academic Dishonesty is a major breach of school purpose and unfair to other students. Cheating in any form cannot be tolerated and must be penalized. Academic Dishonesty includes, but is not limited to the following:**

1. **Copying and/or offering answers on tests, quizzes or other assignments verbally, in written form, or by electronic means. This includes all work submitted in traditional school settings as well as online courses, such as Edgenuity.**
2. **Pressuring other students to cheat.**
3. **Paying someone else money or any other form of payment to do work for you and/or accepting such payment to do work for another student.**
4. **Bringing in and/or using unauthorized information during class time, including information stored in a phone, watch, calculator or other electronic device.**
5. **Having anyone, including parents/guardians or tutors, complete assignments and sub-**



mitting the work as one's own.

6. Presenting collaborative work as independent work.
7. Fabricating data, information, or sources; attempting to pass off fabricated material as original work. This includes unauthorized use of Artificial Intelligence (A.I.).
8. Submitting images and/or documents in whole or in part from the Internet or other sources without citation of the source(s), effectively claiming the work of another as one's own.
9. Using another's ideas without proper citations.
10. Using an individual's personal statements without citations.
11. A student's name on a paper is regarded as an assurance that the paper is original and is the student's own work. Therefore, the submission of any work copied from another student will be considered Academic Dishonesty.
12. The rules regarding Academic Dishonesty apply to all work, including drafts and outlines that are submitted prior to a final submission.

**SPECIAL NOTE:** Students enrolled in dual credit courses have a higher expectation of academic honesty as governed by the partner universities. As such, the consequences may be more severe than those outlined below.

When Academic Dishonesty occurs, the following steps will be taken:

- 1st Offense:**
1. The teacher will notify the assistant principal of the matter
  2. The teacher will contact the parent.
  3. The student will be given a failing grade for the assignment, test, project or course (depending upon the extent of the academic dishonesty).
  4. Notation of "Academic Dishonesty (Cheating): 1st Offense" will be made in the student's discipline record and will serve as notice that a second offense within the course will result in harsher penalties.
  5. Honor Societies will be notified of the violation.
  6. Additional consequences may be considered i.e. loss of student leadership positions, loss of membership for or candidacy in honor societies and loss of eligibility to enroll in online courses such as Edgenuity.

**2nd Offense:** Discipline Conference with building administrator, student and parent.

**3rd Offense:** Removal from class.

### **TARDINESS TO CLASS**

A student is counted tardy if they arrive to the classroom after the beginning of the period tone has sounded unless he/she has received a pass from a member of the faculty or staff excusing the student for being late. Tardy totals are per class and per semester.

- 1st Offense – Warning
- 2nd Offense – Warning
- 3rd Offense – 1 detention (Renaissance awards affected)
- 4th Offense – ISS
- 5th Offense – ISS
- 6th Offense – Student will be dealt with on an individual basis.

### **MISCELLANEOUS INFRACTIONS**

- **Inappropriate attire**

- 1st offense: Warning; Change of Clothing Required
- 2nd offense: 2 detentions; Change of Clothing Required

- 3rd offense: In-School Suspension; Parent Notified
- 4th offense: Mandatory Parent Conference
- 5th offense: Out-Of-School Suspension; Parent Notified

- **Excessive disciplinary referrals to the office**

Students who exhibit a lack of self-discipline as evidenced by more than twelve (12) teacher referrals to the office for classroom disruption and/or violations of school rules will be recommended for expulsion.

- **Failure to take care of detentions**

When a student receives a detention, he/she is expected to remain after school either the day the detention was assigned or the following days' morning or after school session. Failure to meet this responsibility will result in a referral to Wednesday Evening School. Failure to attend Wednesday Evening School as scheduled will be deemed insubordination and will result in suspension from school.

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

- **General misconduct** - Examples of general misconduct would include inappropriate behavior in hallways, cafeteria, convocations, classrooms and other school functions.

- 1st offense: 2 Detentions
- 2nd offense: 3 Detentions; Parent Notified
- 3rd offense: Wednesday School; Parents Notified
- 4th offense: In-School Suspension; Parent Notified
- 5th offense: In-School Suspension 3 days; Mandatory Parent Conference

- **Inappropriate display of affection**

- 1st offense: Conference with student
- 2nd offense: 3 detentions; Parent Notified
- 3rd offense: In-School Suspension; Parent Notified
- 4th offense: 2-4 days Out-Of-School Suspension; Mandatory Parent Conference prior to student's return to school

- **Being in the hallway or other inside location without a pass or authorization.**

- 1st offense: Conference with student. 1 detention.
- 2nd offense: Conference with student. 3 detentions.
- 3rd offense: Conference with student and parent. 1 day out of school suspension.

- **On the parking lot without permission or being in an outside location without authorization.**

- 1st offense: Conference with student. 2 detentions.
- 2nd offense: Conference with student. 1 Wednesday School; Parent Notified.
- 3rd offense: Conference with student and parent. 1 day out of school suspension.

- **Leaving campus without permission**

- 1st offense: Conference with student. 3 detentions.
- 2nd offense: Conference with student. 1 day in- school suspension; Parent Notified
- 3rd offense: Conference with student and parent. 1 day out of school suspension.

- **Truancy (see also: “Classification of Absences”)**

- 1st offense: 1 day ISS
- 2nd offense: 1 day ISS
- 3rd offense: 2 days OSS
- 4th offense: Classified Habitual Truant; Parent and Jackson County Prosecutor’s Office Notified; Revocation of Driver’s License/Permit

**PERSONAL ELECTRONIC DEVICE**

Personal electronic devices are not to be used during instructional time unless approval has been given. Use of these devices outside of the classroom in common areas is permitted provided it does not interfere with the school purpose or disrupt the learning environment. Electronic recording devices are not to be used in a manner that is inappropriate or a situation not related to a school purpose or educational function. **Using electronic devices to take pictures and record audio or video without permission could result in disciplinary action.** Volume on music devices should be low enough not to be heard by others. Each teacher will determine if these devices will be used in their classroom. If a teacher chooses to allow communication and/or music devices, the teacher will provide a written policy that all students in the classroom will follow. At any time, a teacher or staff member may request electronic devices to be turned off and put away. **School personnel may take electronic devices from students who violate these guidelines and deliver them to the Main Office. An administrator will meet with the student and contact a parent. The parent can decide whether or not administration keeps the phone until they can pick it up or if they prefer the phone be given to the student at the end of the school day. If a parent cannot be reached, administration will give the phone back to the student at the end of the day.** The following consequences will be given to students after the phone is in the possession of the Main Office:

<b>1st offense:</b>	<i>Detention</i>
<b>2nd offense:</b>	<i>Wednesday School</i>
<b>3rd offense:</b>	<i>Parent/Student conference to address failure to comply and 1 day In-School Suspension</i>
<b>4th offense:</b>	<i>Parent/Student conference to address the continuing failure to comply and 1 day Out of School Suspension</i>

It is recommended that students avoid bringing expensive devices to school to prevent loss, damage or theft. It is likely the school will not be able to recover lost property.

**SPOKEN OBSCENITY OR PROFANITY**

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

- 1st offense: 2 Detentions
- 2nd offense: 1 Wednesday School; Parent Notified
- 3rd offense: 2 Wednesday School; Parent Notified
- 4th offense: In-School Suspension 3 days; Mandatory Parent Conference
- 5th offense: Out of School Suspension; Mandatory Parent Conference

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

- 1st offense: Immediate Suspension from class; 2 days ISS
- 2nd offense: Immediate Suspension from class; 2-4 days OSS; Mandatory Parent Conference
- 3rd offense: Immediate Suspension from class; 6-8 days OSS; Mandatory Parent Conference

### **INSUBORDINATION, DISOBEDIENCE**

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

- 1st offense: 1 day ISS
- 2nd offense: 2 days ISS
- 3rd offense: 2-4 days suspension from school; Mandatory Parent Conference
- 4th offense: 6-8 days suspension from school; Mandatory Parent Conference
- 5th offense: Recommended Expulsion from school

### **DEFIANCE AND DISRESPECT**

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

- 1st offense: 2-4 days OSS; Mandatory Parent Conference
- 2nd offense: 4-6 days OSS; Mandatory Parent Conference
- 3rd offense: 6-10 days OSS Recommended expulsion from school

### **RECKLESSNESS**

**Performing an act that creates a substantial risk of bodily injury to self or others.**

- 1st offense: 2 Detentions
- 2nd offense: 1 Wednesday School
- 3rd offense: 2-4 days suspension from school; Mandatory Parent Conference
- 4th offense: 4-6 days suspension from school; Mandatory Parent Conference

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

- 1st offense: 1-day suspension from school
- 2nd offense: 2-4 days suspension from school; Mandatory Parent Conference
- 3rd offense: 6-8 days suspension from school; Mandatory Parent Conference

### **SERIOUS CLASS DISTURBANCE**

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

1st offense:	Immediate Suspension from class and referral to a building administrator 2-4 day out of school suspension (proportionate to severity of offense) Discipline conference (building administrator, teacher, student and parent)
2nd offense:	Immediate Suspension from class and referral to a building administrator Expulsion from class (Upon recommendation of classroom teacher) 6-10 day out of school suspension (proportionate to severity of offense) Discipline con-

	ference (building administrator, teacher, student and parent)
3rd offense:	Immediate Suspension from class and referral to a building administrator Ex-pulsion from school

**BULLYING, ABUSIVE LANGUAGE, THREATENING BEHAVIOR  
OR ENDANGERING OTHERS**

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

- **Bullying/Cyberbullying**

SECTION 5. IC 20-33-8-0.2, AS ADDED BY P.L.106-2005, SECTION 6, IS AMENDED TO READ AS FOLLOWS [EFFECTIVE JULY 1,2013]: Sec.0.2.

(a) As used in this chapter, “bullying” means overt, unwanted, repeated acts or gestures, including (1) verbal or written communications or images transmitted in any manner (including digitally or electronically), (2) physical acts committed, aggression, or (3) any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student’s person or property;
- (2) has a substantially detrimental effect on the targeted student’s physical or mental health;
- (3) has the effect of substantially interfering with the targeted student’s academic performance; or
- (4) has the effect of substantially interfering with the targeted student’s ability to participate in or benefit from the services, activities, and privileges provided by the school.

(b) The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

- (1) Participating in a religious event.
- (2) Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- (3) Participating in an activity consisting of the exercise of a student’s rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- (4) Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
- (5) Participating in an activity undertaken at the prior written direction of the student’s parent.
- (6) Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

- **Verbal harassment and/or inappropriate verbal comments-including verbal sexual harassment**
- **Threatening or intimidating behavior**
- **Filing a false crime or incident report**
- **Inciting others to fight or encouraging an assault or video recording a fight or other illegal activity or sharing such video**

1st offense:	Immediate Suspension from class and referral to a building administrator 2-4 days out of school suspension (proportionate to severity of offense) Conference with student and parent
2nd offense:	Immediate Suspension from class and referral to a building administrator 4-6 days out of school suspension (proportionate to severity of offense) Conference with student and parent
3rd offense:	Immediate Suspension from class and referral to a building administrator 6-10 days out of school suspension (proportionate to severity of offense) Conference with student and parent

- **Reckless Driving**

- 1st offense: Conference with student. 1 day in-school suspension.
- 2nd offense: Conference with student and parent. 1-week suspension of driving privilege.
- 3rd offense: Conference with student and parent. 2-4 days out of school suspension.

**BATTERY AND PHYSICAL AGGRESSION**

- **Physical Aggression-any physical contact that does not rise to the level of battery.**
  - 1st offense: 2-4 days OSS
  - 2nd offense: 4-6 days OSS
  - 3rd offense: 6-10 days OSS and potential recommendation for expulsion
- **Battery-Any physical contact that is rude or insolent in nature. Examples: sexual battery, fighting, punches, kicks, endangerment of others, injury to another person.**
  - 1st offense: 4-6 days OSS. Referral to law enforcement.
  - 2nd offense: 6-10 days OSS, request for expulsion for up to 2 semesters. Referral to law enforcement.

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

- **Threats to the safety of school personnel**  
**Statements, actions or behaviors, whether direct or implied, that cause school employees to fear for their safety and/or welfare, or cause a disruption to the normal school routine will be dealt with in the following manner**
  - 1st offense: Immediate Suspension from class and referral to a building administrator  
Expulsion from school
- **Shoving, hitting or attempting physical harm to a school employee**
  - 1st offense: Immediate Suspension from class and referral to a building administrator  
Expulsion from school

**SERIOUS SCHOOL DISRUPTION**

Engaging in behavior that seriously detracts from and/or undermines the educational purpose of school or creates a disruptive influence on the discipline, good order or school environment.

- **Indecent exposure: Intentional display of nudity or partial nudity**
- **Overt sexual behavior: Engaging in voluntary or consensual sexually-related contact with another person, or engaging in sexual harassment of another person, which includes sexually related verbal statements, gestures, or physical contact.**

1st offense: Recommended expulsion from school.  
Discipline conference (building administrator, teacher, student and parent)

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

1st offense: Immediate Suspension from class and referral to a building administrator  
Confiscation of offensive materials.

In-school suspension minimum 1 day

Discipline conference (building administrator, teacher and student)

2nd offense: Immediate Suspension from class and referral to a building administrator  
Suspension from School 2 days

Discipline conference (building administrator, teacher, student and parent)

3rd offense: Immediate Suspension from class and referral to a building administrator  
Suspension from School 4-6 days

Discipline conference (building administrator, teacher, student and parent)

4th offense: Expulsion from class.

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

1st offense: Immediate Suspension from class and referral to a building administrator  
In-school suspension minimum 1 day

Discipline conference (building administrator, teacher and student)

2nd offense: Immediate Suspension from class and referral to a building administrator  
Suspension from School 2 days

Discipline conference (building administrator, teacher, student and parent)

3rd offense: Immediate Suspension from class and referral to a building administrator  
Suspension from School 4-6 days

• **Deliberate interference or attempt to disrupt an educational program or activity by blocking entrances, activating fire alarm system, using noise makers or light sources, using firecrackers, smoke bombs, or other incendiary objects**

1st offense:	Recommended expulsion from school. Discipline conference (building administrator, teacher, student and parent)
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• **Vandalism**

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

1st offense: Restitution.

2nd offense: Restitution and suspension from school.

**Intentional**

1st offense: Restitution and suspension pending consideration of recommendation for expulsion.

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

**MINOR THEFT**

1st offense: Restitution and 2–4-day suspension from school.

2nd offense: Restitution, 4–6-day suspension to expulsion from school.

3rd offense: Expulsion from school.

## MAJOR THEFT

- 1st offense: Restitution, 3–5-day suspension to expulsion from school.  
2nd offense: Expulsion from school

## POSSESSION OF LIGHTER

- 1st offense: Confiscation; 1 Wednesday School; Parent Notified  
2nd offense: Confiscation; 2 Wednesday Schools; Parent Notified  
3rd offense: Confiscation; 1 day ISS; Parent Notified  
4th offense: Confiscation; 1 day OSS; Parent Notified

## POSSESSION AND USE OF ILLEGAL AND CONTROLLED SUBSTANCES

- **Possession and/or use of tobacco/nicotine products including electronic cigarettes/vapes, including Juuls or cartridges**

Persons less than 21 years of age commit a Class C infraction if they purchase, accept or possess tobacco or nicotine products. The fine is up to \$500.00. Selling or distributing tobacco or nicotine products to a person less than 21 years old is also a Class C infraction. Smoking, the use of tobacco or nicotine products is not permitted in the school buildings, on the school grounds, on the streets and private property adjacent to the school property or at school sponsored events away from the school.

- 1st offense: 3 days OSS. Education lesson upon return.**  
**Discipline conference (building administrator, student, parent).**
- 2nd offense: 5 days OSS. Professional counseling per the SUBSTANCE ABUSE ALTERNATIVE TO EXPULSION FOR CHEMICAL ABUSE required before return to school.**  
**Possible referral to law enforcement.**  
**Student will be placed on a 16A.**
- 3rd offense: Expulsion or Alternative to expulsion with an alternative placement.**  
**Possible referral to law enforcement.**

- **Drugs/Alcohol - Possession of, using, soliciting to acquire, or agreeing to acquire of legend drugs, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, CBD oil, or anything containing THC, alcoholic beverages, intoxicants, mood enhancers, dietary/nutritional supplements, or excessive amounts of typical over the counter medicine of any kind of material represented or thought to be any of the above during school, on school grounds before or after school or during lunch periods, or at a school event.**

1st offense: 16A to alternative placement. Professional counseling per the **SUBSTANCE ABUSE ALTERNATIVE TO EXPULSION FOR CHEMICAL ABUSE** required before return to school.

2nd offense: Recommended expulsion

- **Drugs/Alcohol - Selling, providing, transmitting, or aiding in the sale of legend drugs, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, CBD oil, or anything containing THC, alcoholic beverages, intoxicants, mood enhancers, dietary/nutritional supplements, or excessive amounts of over the counter medicine of any kind or material represented or thought to be, or closely resembling any of the above during school, on school grounds before or after school or during lunch periods, or at a school event.**

1st offense: Recommended expulsion from school subject to Board Policy

- **Drug Paraphernalia: Possessing, using, transmitting, soliciting to acquire, agreeing to acquire, aiding in the sale or providing to any person anything used or designed to be**



used for the storage, processing, delivery or consumption of alcohol, marijuana, CBD oil, or anything containing THC, stimulants, intoxicants, narcotics, depressants or hallucinogens. Examples of things which are not to be possessed or provided to another person include, but are not limited to: pipes, rolling papers, clips or related paraphernalia.

1st offense: 3 days OSS, Discipline conference

2nd offense: 5 days OSS

3rd offense: 16 A to alternative placement.

- **Illegal possession of a hypodermic needle/syringe**

1st offense: Recommended expulsion

### **WEAPONS**

- **Possession of pocketknife, chain, ammunition, and other items that can be used as a weapon.**

1st offense: Confiscation of item and/or suspension from school 2-4 days.

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

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

- **Possession/use of any item that could be construed by a reasonable person to be a deadly weapon, including, but not limited to: BB guns, Chinese star, pellet guns or other "look-alike" guns or weapons on school grounds, school zone or any school function**

1st offense: Confiscation of item and suspension with possible request for expulsion

- **Possessing a deadly weapon**

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

1st offense: Recommended expulsion from school.

- **Use of a weapon to cause injury or threatening another person with a weapon**

1st offense: Recommended expulsion from school.

- **Possession of a firearm**

1st offense: Required expulsion from school 1 year.

## **STUDENT DUE PROCESS RIGHTS**

Indiana Code 20-33-8-25 provides administrators and teachers with the authority to take disciplinary actions that are 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, re-

quires 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 reasonable 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 with 10 days of the receipt of the notice of the action taken. The appeal to the school board must be in writing.
7. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent.

The board will take any action it deems appropriate.

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

**REENROLLMENT AFTER EXPULSION (IC 20-33-8-20, IC 20-33-8-24, IC 20-33-8-25)**

A principal may require a student who is at least 16 years of age who wishes to reenroll after an expulsion to attend 1 or more of the following:

1. An alternative school or alternative educational programs.
2. Evening classes.
3. Classes established for students who are at least 16 years old.