

# Elementary Handbook for Seymour Community Schools

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**2016-2017 Calendar  
Seymour Community Schools**

Monday, August 8	First Teacher Day
Tuesday, August 9	Teacher Day
<b>Wednesday, August 10</b>	<b>Opening Day for Students</b>
Monday, September 5	Labor Day - <b>NO SCHOOL</b>
Friday, September 30	<b>NO SCHOOL</b>
Thursday, October 13 - Friday, October 14	<b>FALL BREAK - NO SCHOOL</b>
Wednesday, November 23 Thursday, November 24 Friday, November 25	Thanksgiving Vacation - <b>NO SCHOOL</b>
Tuesday, December 20	Last Day of Semester 1
Wednesday, December 21-Wednesday, January 4	Christmas Vacation - <b>NO SCHOOL</b>
Wednesday, January 4	First Day for Teachers after Christmas Vacation <b>NO STUDENTS</b>
Thursday, January 5	First Day for Students after Christmas Vacation First Day for Semester 2
Monday, February 20	Snow Make-Up Day #1 - <b>NO SCHOOL</b>
Monday, March 20 - Friday, March 24	Spring Break - <b>NO SCHOOL</b>
Monday, April 17	Snow Make-Up Day #3 - <b>NO SCHOOL</b>
Friday, April 14	Snow Make-Up Day #4 - <b>NO SCHOOL</b>
Friday, April 28	Snow Make-Up Day #2 - <b>NO SCHOOL</b> <b>SHS PROM</b>
Thursday, May 25	Last Day for Students
Friday, May 26	Last Day for Teachers
Sunday, June 4	SHS Graduation

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

**Grading Periods**

August 10 - October 12	44 days	}	Semester 1	88 days
October 17 - December 20	44 days			
January 5 - March 10	45 days	}	Semester 2	92 days
March 13 - May 25	47 days			
<b>TOTAL</b>	<b>180 days</b>			

## **PRINCIPAL'S MESSAGE**

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to our elementary school. We hope this will be a successful and satisfying year for you.

The pages of this handbook are filled with important information regarding school policy and procedures. I suggest parents and students review the contents together. Please feel free to call the school office with any questions you may have in regards to the handbook. We feel that open and clear communication between school and home is important to the success of our educational program. In addition, we feel the handbook will serve as a helpful reference for parents as they seek to provide academic support at home.

We welcome your participation and support during the school year and solicit your membership in the P.T.O. Working together; we will be able to reach our collective and individual goals. We look forward to celebrating with you in the achievements of our students.

### **Seymour Community Schools District Vision:**

Seymour Community Schools, in partnership with our community, improves lives by providing an exceptional educational foundation that inspires a passion for learning and equips all to be productive, meaningful contributors of a global society.

### **Seymour Community Schools District Mission:**



**Teaching to Learn  
Learning to Apply  
Applying to Life  
Assessing to Improve**

#### **WE BELIEVE:**

- Learning is a life-long endeavor.
- All deserve equal opportunity to learn.
- Students learn in different ways and different places.
  - Esteem, discipline, and achievement are related.
- Curriculum, technology and instruction will be relevant to students to achieve a quality life.
- A safe, nurturing and positive environment is necessary for learning.
- Communication among all will be open, interactive and consistent.

## IMMUNIZATIONS

In order for your child to be enrolled in school, immunizations are required to be up to date according to state guidelines. The only exception would be if your child has a medical or religious objection on file. Parents will be notified of any new immunization requirements mandated by the state. Questions concerning immunizations should be directed to your child's school nurse.

### Administration of Medication at School

If we will be administering medication to your child, the following written policy procedures will be observed:

- Indiana Law states that a school corporation may not send home medication with a student that is possessed by that school administration during school hours. The following guidelines will be observed:
  - (1) For students in grades K- 8 the medication will only be released to:
    - (a) The student's parents
    - (b) An individual who is at least 18 years of age and designated in writing by the student's parent to receive the medication
  - (2) For students in grades 9 - 12, the school may send medication home with them if the student's parent provides written permission.
- A student with chronic disease or medical condition may possess and self-administer medication if the following conditions are met:
  - (1) The student's parent has filed written permission with the school.
  - (2) The student's physician has completed the required written form verifying that the child needs to possess and self-administer the prescribed medication. The physician will also verify in writing that the student has been instructed in how to self-administer the medication.
- Prescription medication must be brought to school in a properly labeled container. You may ask your pharmacist to give you a second labeled container to send to school with your child. Over-the-counter medication must be sent to school in the original container.
- The physician must verify in writing any prescription medication changes in dosage or interval of administration.
- The term medication is limited to Federal Drug Administration approved medication.
- Written permission from parent or guardian is required for any medication, prescription or over the counter, to be given at school.

At the end of the year medication will be released to parents of students in grades K – 8. Medication can also be released to an individual who is at least 18 years of age and designated in writing by the student's parent to receive the medication.

For students in grades 9 - 12, the school may send medication home with them if the student's parent provides written permission.

Medication not picked up will be discarded by office personnel.

Please inform the school nurse of any health problems concerning your child.

## **FEVER**

If your child has a temperature of 100 or greater, you will be notified to pick them up at school and keep them home until they are fever free for 24 hours.

## **OTHER HEALTH ISSUES**

Other Health Issues in the school setting will be handled according to state guidelines.

## **HOMEWORK**

We feel that homework is a necessary part of a student's educational program and an extension of the classroom experience. Homework assignments should be specific. Written homework should receive the same attention as work at school.

It is the child's responsibility to be familiar with the assignments and have the appropriate materials needed to fulfill the assignments. Teachers will provide students an opportunity to ask questions about any assignment to be taken home.

Generally, you can expect your child to have nightly homework. Most of the time it would be 10 minutes times the grade level your child is in. For example, if your child is in the second grade, you could expect 20 minutes of homework. However, some students work more slowly and may take longer than the average time suggested. If your child is spending too long on homework every night, you need to contact the teacher and discuss ways to address this concern.

## **ATTENDANCE POLICY**

The philosophy of Seymour Community Schools is that good attendance is necessary for establishing a sound educational foundation in each of our young people. Illness or injury to the student and grieving time for the death of an immediate family member are the only legally excused absences from school. The principal must approve other absences in advance or they may be counted as an unexcused absence.

Parents are to call the school office regarding their child's absences or send a note, signed by the parent or legal guardian, stating the dates of absences and the reason. The school has established three types of absences:

- A. Medically Excused
- B. Parentally Excused
- C. Unexcused

Medically excused are unlimited and will include hospital stays, illness documented by a doctor's slip, and childhood diseases including mumps, measles, chicken pox, whooping cough, and strep throat. Additional medically excused absences would be those determined by the school nurse or principal.

Parentally excused absences will include headaches, sore throat, diarrhea, upset stomach, grieving time for the death of an immediate family member, or attending the funeral of a close friend or relative. Parental excuses are limited to 5. After 5 parental excused absences, the remaining absences will become unexcused.

Seymour Community Schools adheres to the Jackson County School Attendance Court Procedure

1. At 3 unexcused absences the school will send a letter to the parent of the truant child.
2. At 6 unexcused absences the juvenile prosecutor will send a letter to the parent of the truant child.
3. At 10+ unexcused absences, a conference will be held at the child's school. Those present at the conference will be the probation officer, a school representative, the child's parent(s) and, if the child is mature enough to understand the purpose of the meeting, the child will be asked to attend.
4. If the parent(s) fail to attend the above-mentioned conference, decline to participate in a program of informal adjustment, or if the child / parent(s) fail to abide by the conditions of the informal adjustment program, a school official will be asked to complete a probable cause affidavit alleging failure to attend school, and the case will be referred to the Prosecutor's Office.
5. If, after the efforts listed above have been attempted, the child's school attendance is still not in

compliance with Indiana law, The Probation Department will complete the delinquency / CHINS intake procedure and forward the information to the Prosecutor for filing as a delinquency or Child In Need of Services case. (CHINS cases will generally be filed on students in grades K-5 and delinquency cases will typically be filed on students in grades 6-12). (In the most extreme cases of negligent parenting, the Prosecutor may elect to file a felony criminal child neglect case against the parent(s) of the child).

## CLASSIFICATION OF ABSENCES

**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. 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.

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**
3. **Medical and Legal Appointments** – In the event of medical and legal appointments, students are to submit verification of the appointment from the attending doctor's, or attorney's, office upon return to school.
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 teacher 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 Main Office in advance by requesting a Pre-arranged Absence Form. The form should be completed and signed by a parent and returned to the office prior to the absence.
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, participation in State Fair events, special educational opportunities offered by other agencies, etc. Students who will be absent because of special circumstances are to notify the Main Office in advance by requesting a Pre-Arranged Absence Form. The form should be completed and returned to the Main Office prior to the absence.
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 Pre-arranged Absence Form must be completed by a parent and turned in to the Attendance Office at least two days in advance of the trip.

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

1. A parent or guardian fails to verify the absence, or the Main Office is unable to verify the reason for the absence.
2. The reason for missing school does not fall under the criteria for an excused absence.
3. The parent fails to notify the Main Office in advance in cases of pre-arranged absences.

**TRUANCY:** Absences from school or a class without the **prior knowledge and consent** of a parent are classified as truancy.

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 detentions or In-School Suspension.

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. Absent for three days in any period of ten days.
2. Absent for four days in a semester.
3. Absent for six days in any two-semesters; or
4. Absent for 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**

### ***WHEN ABSENT FROM SCHOOL:***

**REPORTING ABSENCES:** When it is necessary to miss school because of sickness, injury or for other reasons, a parent is requested to call the school's Main Office before 10:30 A.M. In instances when a parent is unable to call the school, a written note verifying the absence should be brought to the Main Office when the student returns to school. Absences caused by family trips, vacations, college visitation, religious holy day, and special circumstances require the submission of a Pre-arranged Absence Form prior to the absence.

**MAKE-UP WORK:** Students who have been absent for acceptable and excusable reasons shall be permitted and encouraged by teachers to make up any missed learning experiences. If a child has missed classes, assignments should be obtained from the teacher and given to the child. It is the responsibility of the student to secure the assignments with the classroom teacher and complete the make-up work.

For grades one through five, make up work is due within the same number of days for which the student was absent. For example, if the student is absent two days, the work is due two days after the child returns to school.

**REQUESTING WORK TO BE SENT HOME:** Arrangements can be made to have assignments sent home by calling the Main Office before 10:00 a.m. on the day the assignments will be picked up. Normally requests for assignments should not be made unless absences are expected to be more than two days. Materials may be picked up in main office until 4:00 p.m.

### ***WHEN LATE TO SCHOOL:***

Whenever a student arrives after the start of school, the parent and student must report to the Main Office to sign in and receive a tardy pass. The school reserves the right to take disciplinary actions for excessive tardies.



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

If a student becomes ill or must leave school for any reason, the student must be picked up in the school office. The parent, or an adult designated by the parent, must sign the student out in the office. In recent years, the number of students arriving tardy to school and/or signing out early has steadily increased. This is having a detrimental effect upon the student's academic growth. In an effort to make an improvement in this area the principal has deemed it necessary to attach the tardy sign-ins and early sign-outs to a student's attendance record. Tardy sign-ins or early sign-outs that are medically excused will be marked as medical.

***Tardies and Early Sign-outs will count against perfect attendance awards.***

**APPOINTMENTS DURING THE SCHOOL DAY:** If it is necessary to leave school for an appointment, the appointment notice or a note from a parent or guardian should be taken to the Main Office prior to the start of school or during lunch for afternoon appointments. **Students may not leave school without permission of the Office Secretary, Principal or other school official.**

Parents are requested to support the importance of good school attendance by scheduling appointments after school as much as possible and by rotating appointments so that the student does not repeatedly miss the same class period.

After an appointment, the student is expected to return to school if time permits and should report to the Main Office for an admit pass. It is the responsibility of the parent not the Main Office to arrange for verification of absences caused by appointments.

## **ARRIVAL AND DEPARTURE**

A student needing to leave school other than the usual manner, must bring a parent-signed note to the teacher stating who will be picking up the child, the day and the date, and the destination. If such a note is not received by the teacher, the child will be sent home in the usual manner. Should the parent forget to send a note with their child, a fax or email to the teacher will be sufficient. Due to student safety concerns, phone calls to change transportation arrangements are not permitted.

## **PUNCTUALITY**

Students are expected to be in their classrooms ready to begin work prior to the tardy bell. Parents may be contacted if the child is late five (5) times and further action will be taken with appropriate authorities if the situation is not corrected.

## **LATE ARRIVALS**

Children should be encouraged to arrive at school on time. Children arriving on a late bus are excused. Please sign in your child at the office when he/she arrives late. If a child is continually late, the school will contact the home in an effort to gather more information.

## **PERFECT ATTENDANCE**

Students will not be eligible for perfect attendance awards if they are absent from school for any reason, including funeral, doctor and dental appointments. This would include being tardy in the morning or leaving school in the afternoon prior to dismissal.

## **ENTRANCE REQUIREMENTS**

Every child must meet the following requirements when entering school as a kindergartner, a first grader or a new student.

- A. Child must be **five (5) years of age before or on August 1st** of the current school year to enter Kindergarten
- B. Birth certificate (**issued from county courthouse**). If we do not receive a copy of the birth certificate, we will not assign the student to a classroom.
- C. Health and dental appraisal.
- D. Written record of immunizations and diseases your child has had. **ALL IMMUNIZATIONS MUST** be current according to state requirements.
- E. Custody papers, if applicable.
- F. Early Enrollment pursuant to board/district policy.

## **CLOSING SCHOOLS DUE TO INCLEMENT WEATHER**

**All Day:** School officials will make this decision as early as possible. Schools are closed one day at a time. Dynacal text alerts are sent when a decision is made to delay or close school. Instructions on how to sign up for Dynacal text alerts are on the corporation web page [www.scsc.k12.in.us](http://www.scsc.k12.in.us). The corporation also notifies local radio stations WQKC-93.7 FM, WJAA-96.3 FM, WZZB-1390 AM, or Cable TV.

**Part of a Day:** This involves sending students home earlier than the regular time. School officials will try to avoid sending students home early since parents may or may not be at home. However, if this decision is made, extra care will be exerted with elementary students to determine if anyone is home for supervision.

**Two-Hour Delay:** When a two hour delay is necessary, your child will need to be at school two-hours from the normal starting time. Example: **Brown, Emerson, Jackson, and Redding Schools** start at 8:45 a.m. and on a two-hour delay they would be expected to arrive at school at 10:45 a.m. (**note: at Cortland Elementary, a two-hour delay will require students to arrive at 10:00 a.m.**).

**Two-Hour Delay Bus Routes:** When a two-hour delay is necessary, your child will need to be at the bus stop two hours from the original time they are picked up. Example: If your child is normally picked up at 7:45 a.m., they will be picked up at 9:45 a.m.

**Delay Schedule for Pre-School students:** When a two-hour delay occurs the following schedule will be in effect:

10:30 – 12:30 (a.m. class)	120 minutes of instructional time
1:30 – 3:30 (p.m. class)	120 minutes of instructional time

## **FIELD TRIPS**

Occasionally field trips will be utilized by teachers as a teaching tool. Permission slips will be required for each child's participation in these trips. If a child is absent simply because he doesn't want to go on the field trip, it is counted as an unexcused absence. It is considered a day of instructional significance by the school. If parents do not wish to send their children on the field trip, please talk this over with your child's teacher and then with the principal. Due to liability coverage, younger siblings may not accompany students on field trips. The parent and child should be aware of the child's acceptance of responsibility to be a good citizen and maintain contact with the person in charge. The right of students to attend the field trip will be determined by the principal based on the student's behavior. All chaperones attending a field trip must complete a background check 2 days prior to the field trip.

## **REPORTING SUSPECTED CHILD ABUSE**

It is a felony for school officials to fail to report suspected child abuse to the proper authorities. The school will report suspected child neglect as well.

## **OFFICE OF THE PRINCIPAL**

The principal has the responsibility to see that the school runs smoothly and efficiently. The principal is in charge of the instructional program, the physical facilities, business affairs, and the general welfare of the students and teachers. Students and parents are encouraged to call upon the principal for assistance in school-related matters.

## **GUIDANCE**

The counselor's primary responsibility is to the unique nature of the students and their needs while attending school. Students are encouraged to visit the counselors for assistance whenever the need arises. The elementary counselors' duties include:

- Dissemination of test scores to students, parents, and teachers
- Counseling students when necessary
- Consulting with staff concerning student needs
- Consulting with parents
- Serving as a resource person to faculty, parents, and students
- Acting as liaison among families and the school
- Chairs Response to Intervention (RTI) meetings and coordinates and facilitates special education testing and referrals
- Group counseling
- Classroom Guidance Lessons

## **CLASSROOM TEACHERS**

The classroom teachers are the "backbone" of our schools. Without their expertise and love of education, the students of our community could not excel. Their belief that education is a lifelong journey is exemplified in their involvement both in and out of the regular school day and their devotion to all students. Each teacher is an individual with specific strengths and areas of expertise, but each one is devoted and willing to put forth the time and effort needed to improve so that your sons and daughters succeed.

## **SPECIAL EDUCATION**

Special Education has changed dramatically. We now are able to identify problems, which have always been there but were never identified and helped before such as language processing problems and other learning disabilities. Now, learning problems that children have can be described in specific terms and there are specific ways of teaching various children so that they can either compensate or learn the material/skills. The Federal Law 94-142 had to be implemented in all public schools by 1978, which transformed education. This law stipulates that children with handicaps are guaranteed a public education. We are fortunate to have adequate rooms here at school for children with mild problems. Some schools have to transport their students to other buildings, so we feel very fortunate indeed to be part of Seymour Community Schools. We have special education teachers certified to teach children with different disabilities such as Mild Mental Handicaps, Learning Disabilities, Moderate Mental Handicaps and Emotional Handicaps. There is a wide range of abilities among children with various disabilities just as there are among children without disabilities. Students qualify for special help if the test data (which is done with parent consent) indicates that they met the guidelines established by our state/federal government for special services.

## **SPEECH & HEARING**

The speech and hearing teachers meet regularly with students who have been identified as needing speech and/or language therapy. The therapist works with students in preschool through fifth grade.

## **SCHOOL NURSE**

Our nurse provides numerous services. Among these are: vision screening, hearing screening, health appraisals, immunization records, heart screening, and appraisal of individual health problems.

## **INSTRUCTIONAL ASSISTANTS**

The instructional assistants are assigned to aide the students by facilitating classroom instruction. Their main duty is to work with students in small groups or one-on-one help. The special education assistants are assigned to facilitate the learning of a particular student or class by shadowing, interpreting, and facilitating the instruction. All instructional assistants are highly qualified.

## **Administrative Assistants**

The administrative assistants are responsible for the front office. They answer the many telephone calls coming into school and direct our visitors. They are quick to help the students with a band-aid, a telephone call home, or just a hug. Our office secretaries will be able to answer any questions concerning book bills and other money concerns; as well as coordinates office functions, report cards, student records, and state reports.

## **CUSTODIANS**

The custodians are responsible for the maintenance and upkeep of the school buildings and grounds. During the summer months custodial staff work to get the building ready for another school year. During the school year they work to keep everything in good order as well as keep the building clean and safe.

## **PHYSICAL EDUCATION**

All students need to wear gym shoes on the days they have P.E. Elementary children are expected to participate in physical education. In order for a child to be excused from this activity, he/she must present a written excuse from a physician.

## **CAFETERIA**

### **BREAKFAST, LUNCH, AND MILK**

Seymour Community Schools participates in the National School Lunch, School Breakfast, and Special Milk Programs established by the United States Department of Agriculture (USDA), and is proud to offer a complete breakfast and lunch program at all of our schools. The Special Milk program is available for preschool students who do not participate in the breakfast and/or lunch programs. The cafeteria staff in your child's school is concerned for the health and safety of each student and strives to serve foods that are nutritionally balanced and accepted by the students. The Food Service Department is a self-supported segment of the School Corporation. All expenses related to serving meals to our customers are supported by the sales and government reimbursement received for the meals.

Eating a nutritious breakfast and lunch has been linked to academic success for students. We strongly encourage parents to ensure their children eat nutritious meals every day, whether meals are purchased through Seymour Community Schools or brought from home.

## **FREE AND REDUCED PRICE MEALS**

All students who attend Seymour Community Schools are eligible to participate in the school lunch and breakfast programs. We strive to offer quality meals at affordable prices. The USDA has established income guidelines that provide qualifying families assistance with the cost of school meals. If you believe you may qualify for free or reduced price meals, you are encouraged to contact the Food Service Department to apply. Students who qualify for free or reduced price meals may also qualify for free textbook rental (fees may still apply). Applications may be requested at any time during the year and should be returned as soon as possible so that students may benefit from participating in the meal program. An approved application is valid for the entire school year. A new application is necessary only when it results in greater benefits. **One application per household is all that is needed each year.** Additionally, students who qualify for certain types of federal aid may be directly certified to receive free meals and textbook assistance. If you have any questions about free or reduced meal benefits, please contact the Food Service Department.

## **MENU COMPONENTS**

All meals served meet or exceed the guidelines set for student meals by the USDA. Menus are sent home at the beginning of every school year and are published in the local newspapers and on the Seymour Community Schools website.

Breakfast consists of a grain/protein entrée, 100% juice and/or fruit, and milk. Students may select 3-4 items to make a meal. One component must be a fruit or juice.

Lunch consists of five components: protein, grains, vegetables, fruit, and milk. Students may select 3-5 components to make a meal. One component must be a fruit or vegetable. Choosing all five components is the best value.

A variety of milk choices are available each day. Students may choose from low-fat unflavored or fat-free flavored milks.

Each elementary school has a garden bar. Students purchasing a meal may choose additional vegetables from the garden bar at no cost, or they may choose to make a large salad as their lunch entrée.

Some buildings offer a la carte items for students who have positive account balances. All a la carte offerings meet the USDA Smart Snacks Standards for Foods Sold in Schools.

Sack Lunches, containing all meal components, are available from the cafeteria for field trips, if selected on the field trip permission slip.

## **CHARGE POLICY**

Students with positive account balances may purchase “extras” or second servings of menu items, depending on availability. Students with negative account balances are NOT permitted to charge extra items, including milk. Students bringing lunch from home must have cash or money in an account to purchase milk. These rules apply to all students, regardless of free or reduced price meal benefit status. Free and reduced benefits apply only toward complete, reimbursable meals, and cannot be used for “extras” or a la carte purchases.

It is our intent that all students receive a healthy meal each day. Parents who do not send meal money in a timely manner may limit the choices available to students. The cafeteria charge policy states that all students, except those who receive free meals, must have cash or a positive account balance to purchase breakfast. A maximum of three (3) lunches may be charged. Once the charge limit is reached, the student will be offered an alternate snack at no charge.

## **MEAL PAYMENTS AND ACCOUNT BALANCES**

All meal accounts are pre-pay. Parents may send payments in any amount at any time. Please send payments in an envelope with STUDENT NAME, TEACHER NAME, and LUNCH MONEY marked on the outside of the envelope. Payments can also be made online.

Parents may monitor meal accounts by registering on [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com). The child’s student ID number is needed for this service. Services offered include: checking account balance, monitoring purchases, signing up for low balance alerts, and making online payments. The same services can be accessed toll free at 866-684-4885.

Students’ meal accounts, both positive and negative, stay with them at the end of the school year and if they change schools.

## **CAFETERIA RULES AND EXPECTATIONS**

The following are some guidelines for all Seymour Schools Cafeterias. The building principals may set additional rules for the building. These guidelines are in place to ensure the health and safety of all students, and to be consistent from building to building.

1. Students are expected to be polite and respectful with each other and with staff.
2. Students should keep the area around their tray clean and neat.
3. The cafeteria is a good place to visit with friends, but the staff regulates the noise level allowed.
4. Soda and soft drinks are not allowed in the cafeteria.
5. The school does not supply refrigerators or microwaves for student use unless medically necessary. Make sure that any packed lunches are at a safe temperature until lunch time.
6. Please send everything your student needs to eat a packed lunch- spoon, fork, and napkin. Knives of any kind are NEVER allowed. Do not send packaging that is difficult for your student to open or items that require adult assistance.
7. Parents are welcome to join students for lunch in the cafeteria. Please call the school by 9:30am if you plan to join us. Fast food is NOT allowed in the cafeteria.

## **SPECIAL DIET NEEDS**

If your child has special diet or feeding needs, including, but not limited to: PKU, Celiac Disease, or Food Anaphylaxis (severe food allergy), please have your child's medical care provider complete a Special Diet Request Form, available at every school. If applicable, a conference may be held with the school nurse, food service director, and cafeteria staff to develop a special diet plan for your student.

Please note that menu substitutions cannot and will not be made for personal diet preferences or food intolerances, or without proper documentation. This includes milk substitutions for students with lactose intolerance. Under Offer vs. Serve, milk is not a required meal component and may be left off the tray at lunch and breakfast. All cafeterias offer access to a water fountain and drinking glasses will be provided for those students who cannot or do not drink milk. A select few milk substitutes that are nutritionally equivalent to cow's milk are allowable for substitution with specific medical documentation. If you have any concerns about Special Diet Needs, please contact the Food Service Department office.

## **PARENT-TEACHER COMMUNICATION**

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

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

## **MIDTERM AND REPORT CARDS**

Grade cards (also known as report cards) will be issued each nine weeks. Our schools utilize a computer generated management system for our grade cards. Letter grades and percentages will be given in grades 1 through 5. Grades are given to inform parents and students of the quality of progress that the student is attaining. Mid-term reports are sent home at the beginning of the 5<sup>th</sup> week of each grading period.

## **GRADING SCALE**

The following represents the grading scale for all graded subjects:

**A 92 – 100%**

**B 83 – 91%**

**C 74– 82%**

**D 65– 73%**

**F 0—64%**

## **CRITERIA FOR HONOR ROLL**

We believe it is appropriate and necessary to recognize and encourage excellence in the classroom. The purpose of the Seymour Community School's Elementary Honor Roll is to recognize and award outstanding effort and achievement at school. We recognize that consistent effort is a critical element in the success of any child at school and in life. Our school's Honor Roll is recognition of this fact.

1. Students in grades 1 – 5 are eligible.
2. Criteria for placement on the Honor Roll
  - A Honor Roll-----Student must earn an A in all subjects.
  - A-B Honor Roll-----Student must earn an A or B in all subjects.

## **DISCIPLINE**

Each staff member at our school accepts responsibility for the maintenance of discipline and for the promotion of a program for the development of wholesome human relations. A student's behavior should conform to acceptable standards of conduct as established by the principal and teacher.

The staff requests parental support in helping maintain appropriate conduct in the school. A child's behavior should reflect self-respect and consideration for the rights, feelings, and property of others.

## **DISCIPLINE POLICY**

The entire foundation and success of public school education depends on the basic concept of self-discipline – a self-discipline which will allow all individuals to exist in the world of change and with the individual rights afforded them by our Federal and State Constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not, at the same time, infringe upon the rights of others. The responsibility for the development and maintenance of self-discipline falls to the cooperative efforts of students, parents, teachers, administrators, and the community.

A portion of the responsibility for the development and enforcement of regulations for the protection of the rights of individuals is delegated by the Board of School Trustees to responsible officials within the Seymour Community School Corporation. The purpose of discipline control is to help create an atmosphere that promotes the best possible learning environment for all those involved in the educational process.

An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the objective of all school personnel. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources to help each student gain acceptable self-discipline standards.

However, in the absence of self-discipline, the superintendent, principal, administrative personnel, or any teacher, is authorized to take certain actions reasonably desirable or necessary to help any student to further school purposes or to prevent an interference with the education process.

## **SCHOOL-WIDE RULES**

All school rules apply upon arrival at the bus stop, on the bus to and from school, and anytime the student is on school grounds or at a school sponsored event. Any event in the community or neighborhood, which can be judged by the administration to threaten the educational process at school may also result in consequences, as related in this document, to the student(s) involved.

### **General**

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

1. Treat everyone with respect
2. Follow directions and all classroom rules
3. Respect school and personal property
4. Keep all of your body and objects to yourself
5. No gum
6. Roller skates (Heelies), skateboards, electronic devices, or any electronic games or devices are NOT to be brought to school (note: we will not use school resource time to investigate lost or stolen electronics---this includes cell phones).
7. A cell phone at school must be turned off and kept in student's backpack or it will be confiscated.

### **Cafeteria**

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

### **Hallway**

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

### **Bus**

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

### **Consequences**

**The following is a list of consequences that may be used:**

1. **Verbal Reprimand**
2. **Reflective Writing-** Students are given an appropriate writing assignment to be completed in class or as homework or while they are detained in the office.
3. **Loss of Recess or Other Privilege-** The teacher or administrator may take a recess or other privilege from the student as a consequence for inappropriate behavior. The student will be appropriately supervised during this time.
4. **Lunch Detention-** A student is required to spend noon recess in a supervised area and complete schoolwork or other assigned written work.
5. **Time Out-** The student is removed from the classroom or activity to a quiet place for a short period of time.
6. **Parent Contact**
7. **Detention-** A student may be assigned to a specific time and area for detention. This is not a tutoring session and the student will be required to work or sit quietly. The parent will be required to pick up the student. The student may not be assigned to after school detention without parent notification.



8. **Summer Detention-** As the school year draws to a close, we occasionally have students who misbehave, thinking that there won't be any more detention. We have detentions after the last student day of school. They are scheduled with parents for the students for the hours and days, which suit the offense. These take place beginning immediately after the last student day. Work is provided for these students to do while they serve their detention.
9. **In-School Suspension-** The student is not allowed to attend classes or other activities, but must be in attendance at school and will be required to complete the regular academic assignments. Full credit will be given for properly completed assignments. Work is expected to be neat and completed to best of the student's abilities. Sloppy work and incomplete assignments will not be accepted. Additional days of In-School Suspension may be assigned.
10. **Out of School Suspension-** The principal may suspend a student for a period of no more than ten (10) school days. The suspension shall be made only after the principal has made an investigation thereof and determined that such suspension is necessary to prevent interference with the educational functions of the school. A student suspended from school may not, under any circumstances attend any school function and may not be on any Seymour Community School Corporation grounds. A suspension longer than ten (10) days must have the approval of the superintendent. Most students who are suspended for ten (10) days are expelled from school for the remainder of the semester or in certain instances for two semesters.
11. **Contacting and Requesting Local Law Enforcement Officials, SRO Officer-** The administration reserves the right to contact and request help from local law enforcement officials. The administration will contact the parents of the student(s) and request their presence during the time that the law enforcement officials are interviewing their child(ren) at school.
12. **Corporal Punishment**
13. **Expulsion-** Expulsion is a disciplinary action whereby a student:
  1. is separated from school attendance for a period in excess of ten(10) days, or
  2. is separated from school attendance for the balance of the current semester/school year/calendar year.

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

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

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

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

Students are responsible for conducting themselves appropriately during all classes and school activities during the day. Students are responsible for conducting themselves appropriately during evening activities taking place at the school as well as including events that are sponsored by the school or events sponsored by other groups taking place at the school. Students are also responsible for conduct outside school hours which influences or threatens to influence the school's ability to keep students and staff safe and secure, or threatens the school's ability to maintain school educational activities and other school business and purposes. Threats to other students and/or staff render the student liable for school action, which is appropriate as determined by school officials.

The administration has made every attempt to develop rules that will address most of the situations that could occur at any elementary school. If a situation arises which is not covered, it is the responsibility of the administration to take prudent and responsible actions to protect the educational process from disruption and/or the safety and welfare of the students and staff.

### **Grounds for Suspension and Expulsion**

Suspension or expulsion is considered when:

- A student makes any threat to the safety or security of the students and/or staff at school verbally or through the use of computers, telephones, mail or any other way of communication which threatens to interfere with school purposes or the safety, security and well being of any students or staff at school.
- A student cannot be controlled or kept from running away from the school or from remaining in the location in which instruction and supervision are taking place.
- A student continuously disrupts the class or the school.
- A student refuses to follow the school/class rules or to do as he is asked to do by the adults in charge including teachers, administrators, and teacher assistants.
- A student brings tobacco, alcohol, drugs or counterfeit drugs to school.
- A student brings guns or knives to school or uses pencils, pens, or any other object as a weapon to threaten, intimidate or injure others or self.
- Any other infraction which is significant enough to warrant the decision of suspension by the administrators in charge including the principal and his or her designee, the superintendent and the assistant superintendent.

\*Guidelines for suspensions and expulsions follow Indiana Code.

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

- Indiana Code 20-33-8-0.2 "Bullying"  
Sec. 0.2. (a) As used in this chapter, "bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or 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 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.

## **SCHOOL BUS RULES**

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

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

a) Each student shall be located immediately upon entering the bus in the place assigned by the driver.

No students shall stand or move from place to place during the trip.

b) Loud, boisterous, profane language or indecent conduct shall not be tolerated.

c) Students shall not be allowed to tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any other objectionable manner.

d) No windows or doors will be opened or closed except by permission of the bus driver.

e) No students shall enter or leave the bus until it has come to a full stop and the driver has opened the door.

f) The child should be waiting at his/her boarding station when the school bus arrives. In case of an emergency causing late arrival by the student at his/her station, the school bus driver is asked to stop. If there is no indication that the student is on his/her way to the boarding station, the bus driver is not required to wait.

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

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

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

Transportation Department Phone# 812-522-8579

### **USE OF SECLUSIONS AND RESTRAINTS Policy**

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

### **PROPER DRESS HABITS**

We strongly encourage parents to play an active role in determining how their children dress for school. The elementary schools in our corporation have the widest range of age groups. Our school has students as young as 3 years of age and as old as 10 or 12. Research is pointing to the fact that girls and boys are beginning to physically mature at an earlier age. Growth spurts are common in the 4<sup>th</sup> grade. Parents are finding that clothes that fit their children in August may not fit by October. Clothes that are “cute” in the fall are too “revealing” by spring. We ask that parents be critical of the clothes that their children want to wear. What may be appropriate at home or shopping may not be appropriate for school. We feel that careless or overly informal dress may reflect a student’s attitude toward learning. Students should dress according to the weather and in clothes that are comfortable, neat, and clean.

Clothing bearing patches, drawings, or sayings (stated or implied) which refer to drugs, alcohol, tobacco products, sex, violence, or death will not be permitted to be worn. Obscenities (stated or implied) will not be permitted. Any items that encourage fighting are not permitted.

**Hats:** Hats and/or handkerchiefs are not to be worn inside the school. Under certain circumstances, the administration may declare a “hat day” or an appropriately named day that will provide the opportunity to wear hats or appropriate apparel on the head in the building.

**Shirts:** Bare midsections, tube tops, tank tops, spaghetti straps, baggy or alternative-style dress is not permitted.

**Pants/Shorts:** Pants may not be longer than shoes. Students may wear shorts in appropriate weather. Bicycle shorts or tight fitting shorts may not be worn. The principal and staff’s guideline for length is to have the student stand with their arms hanging limp at their sides. If they can touch the hem of their shorts without curling their fingers back toward their wrist then the shorts are of appropriate length. NO torn or ripped shorts or pants are permitted. The appropriate length of skirts for girls is determined in the same fashion as the appropriate length of shorts.

**Shoes/Footwear:** All footwear should enclose the foot to prevent injury on the playground.

**Additional dress issues:** No body piercing except for the ears. For safety reasons, we ask that students do not wear hoop or dangling earrings.

No chains or heavy ornaments should be worn.

***No item will be tolerated that interferes with the learning process.***

Students may keep a sweater, sweatshirt, or light jacket at school due to variations in temperature throughout the building. Students should always dress for the current and predicted weather conditions. Shorts should not be worn to school unless the predicted noon temperature is 70 degrees or higher. Students should bring a coat when the current or predicted daytime temperature is 50 degrees or lower. Please keep in mind that during the winter we send children outside for recess when the temperature and wind chill is above 20 degrees Fahrenheit. This can still be cold enough for children to get frostbite on exposed skin surfaces. It is **highly** recommended that children wear hats as well as coats to school during the cold months. We see children every day being “cool” by not wearing a coat, hat or gloves. Then at recess they complain that they are cold.

**Parents will be notified about dress code violations.**

## **COMPUTER USE POLICY**

The following uses of school-provided technology are prohibited:

- a. to use technology hardware, software, information, and/or services or that of another individual without permission from your teacher
- b. to use technology to harass, bully, or threaten another individual
- c. to access, upload, download, create, distribute, use, or transmit pornographic, obscene, sexually explicit, abusive, slanderous, libelous, prejudicial, or otherwise inappropriate language or material
- d. to vandalize, damage, alter, or disable any other organization, another individual or school property.
- e. plagiarizing, violating copyright, or using intellectual property without proper documentation
- f. to introduce unauthorized information, computer viruses, or harmful programs into the computer system in public-private files, or messages
- g. to install, download software, games, entertainment software, or copyrighted material unless part of the course curriculum and directed by the teacher
- h. to send or respond to unsolicited e-mails or participate on chat lines unless there is a curricular tie approved by the teacher
- i. to participate in online financial transactions or give personal information, such as name, address, telephone number, etc.
- j. to utilize the school corporation technology for commercial purposes or financial gain without prior approval by the administration.
- k. to install or use encryption software on any computer
- l. to violate any local, state, or federal statute.
- m. to access, change, read or use another individual’s material, information, or files or modify operating system files or computer equipment including using another’s user name and password.

## **SCHOOL SAFETY PLAN**

Our school has developed and continually updates a **Crisis Intervention Plan**. It is a work in progress and with the help of our local police, judges, fire persons and community, it will continue to change to become a better way of helping ourselves be ready in the case of any emergency we could encounter. It’s impossible to be ready for everything. We can’t anticipate every detail and there is a wide range of possible crises. However, if the dialogue among our school staff and community continues as we are faced with the expected challenges of educating our youth as well as of responding to crisis, we should be in a strong position to keep everyone safe at school. One of the most important components in any school crisis plan is that parents and the school community are informed of *early warning signs of crisis*. Please read the following pages carefully and post the telephone number for reporting any threat to Seymour Community Schools near your home telephone, just in case you may need it. Please do not hesitate to call this number if you think there is something we need to know to keep our children safe. In addition, feel free to phone the school with information concerning student safety, as you feel appropriate. We will depend on your involvement.

**Safe School Hotline**  
**You don't have to give your name.**

1-800-418-6423 extension 359

**Seymour Community Schools take all steps necessary to ensure the safety and security of each student and staff member. We take our safety procedures seriously. In the event of an emergency, we want every parent/guardian to know that all steps will be taken to communicate accurate information to you in a timely manner, after all students are safe. We appreciate your understanding and look forward to continuing the effort to make our schools a safe and secure campus.**

### **VISITOR PROCEDURES AND STUDENT SAFETY**

Prompted by increased concern for student safety, our elementary schools utilize visitor procedures for increased student safety. **These procedures are as follows:**

All exterior doors will be locked except the Main office entry. Visitors must report to the office through the Main Office exterior door. Visitors will register and receive an identification tag prior to entrance into the main building. When leaving the building, visitors are asked to sign out and return their identification tag.

All adults in the school building must have an identification tag for student safety purposes. Children who are late to school, must be signed in by a parent. Then the child needs to walk to his or her classroom individually. If there is a need to walk your child to the room (i.e. large project, birthday treat), please receive approval from the office staff, register as a visitor prior to entering the main building, and receive an identification tag. This registration will prevent unknown individuals from having access to our students in hallways or classrooms. Staff members will escort unidentified individuals to the office so that they can properly register.

### **CUSTODY**

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

### **RECORDS AND TRANSFERS**

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

would be doctor's instructions following surgery, immunizations, divorce decrees, custodial agreements, adoption certifications, etc.

### **PARENT VISITATION AND PARTICIPATION**

The school personnel respect and encourage the parents in their basic responsibilities toward their children and seek to establish friendly and cooperative relationships with the home. Research shows that children achieve higher academic scores when their parents are involved in the child's education. If at any time the parent wishes to visit the classroom, he/she is welcome to do so with prior permission from their teacher(s). Classroom visits of reasonable duration (about an hour) can be accommodated. Adjustments in the amount of time for the visit can be made where warranted. In this way, the instructional rhythm of the day is preserved. Our primary task is to educate our young people. Parents and friends are welcome to stop for lunch at any time throughout the year. However, parents are not allowed at recess. Non-custodial parents must make arrangements with the custodial parent in advance. The custodial parent must telephone or send a note to let us know if this visit is okay. In the event of a classroom visit, an appointment should be made with the teacher(s) and then inform the principal. The parent(s) are to contact the teacher and make an appointment if your son and/or daughter are experiencing any problems.

**FOR THE SAFETY OF OUR CHILDREN, WE REQUIRE EVERY VISITOR TO STOP IN THE MAIN OFFICE TO SIGN IN AND LEAVE THEIR DRIVER LICENSE WHEN THEY ARRIVE.**

### **Volunteer Program**

Volunteer programs are conducted in each elementary school. Volunteers share their time, their talents, and their skills while performing various activities at the elementary level. Programs differ between the schools according to the needs of the school and the interests and abilities of the volunteers. Confidentiality of student information is essential. **All volunteers must give permission for a criminal background check and sign a confidentiality agreement prior to volunteering.**

### **EXTRA-CURRICULAR ACTIVITIES**

Organizations such as sports groups, girl scouts, brownies, etc., are not sponsored by the school. Any questions or arrangements should be made outside of school with the leader of the group or organization. If a student is to stay after school or leave with a group, the school office **MUST** receive a signed note from the parent. Students will not be allowed to call from the school office if they do not have a note. The student will be required to ride the bus home. **Inappropriate student behavior and poor grade performance can lead to exclusion from any planned extra-curricular event.**

### **FIRE/TORNADO/SAFETY DRILLS**

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire, tornado and safety drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

### **CHANGE OF ADDRESS AND/OR PHONE NUMBER**

Parents are asked to notify the school of any change of address or telephone number.

### **TELEPHONES**

The office telephone is for school business and it may be used by students only in cases of emergency with the permission of the secretary or the principal. **Students will not be allowed to make calls from the office for Girl Scouts, sports, or any other after-school activity. Arrangements should be made prior to coming to school.**

## **ROOM PARTIES**

Parties will be restricted to Fall party, Christmas, Valentine's Day. Good behavior is expected at all times. Children who are not members of the classroom, such as younger siblings, may not attend room parties. Individual birthday parties that encumber valuable instructional time will not be permitted.

## **BIRTHDAY TREATS**

We do allow parents to send birthday treats to celebrate their child's birthday. Please give your child's teacher one day's notice of your plans to recognize your child's birthday. Treats should be delivered to the office by 12:00, so that the teacher can serve them at a time that works best in the schedule.

**Due to the fact that many children have food allergies, birthday treats must be store bought. This will enable the teacher to check labels for any ingredients that may be harmful to students with food allergies or medical issues. We appreciate your cooperation in this important safety issue.** Also, please do not send drinks or games as part of the birthday treat. Please see the Seymour School Corporation Wellness Policy for further guidance on appropriate foods for school.

## **INVITATIONS**

If your child is going to bring invitations to school for a party at home, make sure that all children in the class are invited. Otherwise, make other arrangements to distribute invitations in a manner outside of the school setting.

## **ADVERTISING**

Any article for publication first must be approved by the principal and/or **curriculum director. Advertising for nonprofit organizations will be accepted.**

## **LIVE ANIMALS AND TOYS**

Generally speaking, live animals should not be brought to school. The principal must give permission before any animal can be brought to school. Toys such as gameboys, walkmans, remote-control cars, etc. should not be brought to school. **Toy weapons (i.e. guns, knives, swords, etc.) are strictly forbidden and possession of such will result in serious disciplinary action.**

## **BULLETIN BOARDS**

All bulletin boards have been assigned to teachers. **Permission to use a bulletin board must be granted by the principal.**

## **PERSONAL PROPERTY**

The school is not responsible for any loss of personal property. Books and articles of clothing should have the student's name written clearly in them. Toys are not to be brought to school unless the principal gives special permission. The school is not responsible for any toys, games, cell phones, etc., brought to school. Do not bring baseball or other collector cards to school. Collectible items are often stolen. This problem is avoidable by simply not bringing them to school. We will not spend time searching for them. Any such item brought to school may be confiscated and held by the principal until such time that a parent can pick up the item.

## **STUDENT TEACHERS**

At times, we may have a student teacher. This will be someone who is still studying to become a teacher. Even though this person does not have his/her degree, he/she is still due all of your respect. A student teacher should receive the same thoughtfulness, obedience, and courtesy as any other school employee.



## **INTERNET USAGE**

Students are required to have a signed Internet permission form on file with the school each school year. School Internet policy is attached to the permission form.

## **ASBESTOS MANAGEMENT PLAN**

We know that parents and staff are concerned about asbestos safety. While almost all of our buildings are asbestos-free, we still have some buildings that contain asbestos. We are currently maintaining these materials in a safe condition by our on-going surveillance, re-inspections, operations, and maintenance program. In accordance with Indiana and federal law, we maintain asbestos management plans for each building in the system. We currently conduct our annual notification of students and staff through the corporation's student agenda booklets. Individual building plans are available at each building's main office and at the Administrative Building at 1638 S. 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, Local Education Agency designated person, at 812-522-3340.

## **PEST CONTROL**

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

## **POLICY PROHIBITING DISCRIMINATION**

It is the policy of the Board of Trustees that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age of, disability be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection, therefore whether full-time or part-time under any educational program or activity operated by the district.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

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

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

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

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

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

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

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

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

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

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

#### FERPA Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires the Seymour Community Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Seymour Community Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Seymour Community Schools to include this type of information from your child’s education records in certain school publications. Examples include:

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

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

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

- |                          |   |
|--------------------------|---|
| -Student’s name          | -Participation in officially recognized activities and sports |
| -Address                 | -Weight and height of members of athletic teams               |
| -Telephone listing       | -Degrees, honors, and awards received                         |
| -Electronic mail address | -The most recent educational agency or institution attended   |

-Photograph	-Student ID number, user ID, or other unique personal
-Date and place of birth	identifier used to communicate in electronic systems that
-Major field of study	cannot be used to access education records without a PIN,
-Dates of attendance	password, etc. (A student's SSN, in whole or in part,
-Grade level	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 information for marketing purposes, and certain physical exams. These include rights to:

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

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

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

pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

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

*\*Policies and rules are subject to change based on the Indiana Department of Education and the Seymour Community Schools Board of Trustees.*

**Elementary School Contact Information**  
Corporation Website: [www.scsc.k12.in.us](http://www.scsc.k12.in.us)

**M.R. Brown Elementary School**

Address: 550 Miller Lane  
Phone Number: 522-5539  
Fax Number: 522-4544

**Emerson Elementary School**

Address: 500 Emerson Drive  
Phone Number: 522-2596  
Fax Number: 523-3338

**Jackson Elementary School**

Address: 508 B. Avenue East  
Phone Number: 522-5709  
Fax Number: 522-7095

**Redding Elementary School**

Address: 1700 North Ewing Street  
Phone Number: 522-5621  
Fax Number: 522-8994

**Cortland Elementary School**

Address: 6687 N County Road 400 E  
Phone Number: 522-7483  
Fax Number: 522-6164

**Administration Building and Bus Garage Contact Information**

**Seymour Community School Administration Building**

Address: 1638 South Walnut Street  
Phone Number: 522-3340  
Fax Number: 522-8031

Superintendent of Schools: Mr. Robert Hooker

[hookerr@scsc.k12.in.us](mailto:hookerr@scsc.k12.in.us)

**Seymour Community Schools Bus Garage**

Address: 1638 South Walnut Street  
Phone Number: 522-8579

Director of Transportation: Mr. Tim Fosbrink

[fosbrinkt@scsc.k12.in.us](mailto:fosbrinkt@scsc.k12.in.us)

Director of Curriculum and Instruction: Mrs. Lisa Ferguson [fergusonl@scsc.k12.in.us](mailto:fergusonl@scsc.k12.in.us)

Director of Federal Programs: Mrs. Diane Altemeyer [altemeyerd@scsc.k12.in.us](mailto:altemeyerd@scsc.k12.in.us)

Director of Special Education: Mrs. Mika Ahlbrand [ahlbrandm@scsc.k12.in.us](mailto:ahlbrandm@scsc.k12.in.us)



# SEYMOUR COMMUNITY SCHOOLS STUDENT and PARENT/GUARDIAN BUS CONTRACT

Seymour Community Schools is committed and dedicated to ensuring that a safe, reliable bus ride is a key element of your child’s education. The time your child spends before and after school is as crucial to your child’s health and safety as the time during school. Our drivers are in-serviced yearly regarding safety, behavior management, and proper child care. To this end, this contract is designed to help you as parent(s) and or guardian(s) to become partners in this important process.

Remember - riding the bus is a privilege. Please read, and review with your child the following Bus Behavior Rules:

## PARENT/GUARDIAN RESPONSIBILITIES

- Watch the local news for notification of possible school closings.
- Make sure that my child gets to the bus stop 5 minutes before the scheduled time.
- Make sure that my child is properly dressed for the weather while at the stop (because certain weather conditions could cause the buses to run late).
- Bus stop supervision is the parent/guardian responsibility.
- I will remind my child of the following school bus rules and I will review these with my child on a regular basis:
  - **Stay Out of the Danger Zone**; this is 10 feet around the entire bus, to the front, back, and around the sides
  - obey the driver
  - remain in the assigned seat while the bus is moving
  - behave appropriately at the bus stop
  - no tampering with private mailboxes
  - do not cause damage to private property
  - no littering at bus stop or on the school bus
  - keep head, hands, and arms inside the windows at all times
  - no eating or drinking on the bus
  - no yelling or shouting while on the bus (this is distracting to the driver)
  - profanity or any bad language is totally unacceptable
  - no throwing of anything out of the bus windows or within the bus
  - seatbelts (when available) will be worn at all times
- I will remind my child that the camera is ALWAYS on for her/his protection and if she/he misbehaves, bus privileges will be lost.

For additional bus safety information, please visit our school website - [scsc.k12.in.us](http://scsc.k12.in.us)

I/We,

\_\_\_\_\_ have  
reviewed the above written rules with my child. (Please print parent’s/guardian’s name(s) on the lines above.)

**My child’s name and school:**

\_\_\_\_\_  
(Please print child’s name and school above)

**Signature(s) of parent(s) and/or guardian(s) below:**

\_\_\_\_\_

Date: \_\_\_\_\_

*Please return this form to your child’s teacher.*

All the policies relating to the required signatures below are contained in this handbook. Please review this handbook in its entirety and return this signature page to your child's homeroom teacher.

**ACKNOWLEDGEMENT OF HANDBOOK RECEIPT**

I have received a copy of the Seymour Community Schools Elementary Handbook for 2016-2017. I understand the handbook contains information that my child and I may need during the school year. I understand that it is my responsibility to read this information carefully and ask the appropriate school officials questions for which I need clarification. Also, I understand that I am to abide by all the policies and procedures stated in the handbook.

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_