

Elementary Handbook for Seymour Community Schools

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2024-2025 School Calendar

Friday, August 2	First Teacher Day
Monday, August 5	Teacher Day
Tuesday, August 6	Teacher Day
Wednesday, August 7	Opening Day for Students
Monday, September 2	Labor Day - NO SCHOOL
Friday, October 4	NO SCHOOL
Wednesday, October 16 – Friday, October 18	FALL BREAK - NO SCHOOL
Wednesday, November 27 –Friday, November 29	Thanksgiving Vacation - NO SCHOOL
Friday, December 20	Last Day of Semester I
Monday, December 23 - Monday, January 6	Christmas Vacation - NO SCHOOL
Monday, January 6	First Day for Teachers after Christmas Vacation NO STUDENTS
Tuesday, January 7	First Day for Students after Christmas Vacation First Day for Semester 2
Monday, January 20	NO SCHOOL/Snow Make Up Day
Monday, March 17 - Friday, March 21	Spring Break - NO SCHOOL
Friday, April 18	NO SCHOOL/Snow Make Up Day
Wednesday, May 21	Last Day for Students Last Day of Semester II
Thursday, May 22	Last Day for Teachers
Sunday, June 1	SHS Graduation

Grading Periods

August 7 - October 15 48 days
 October 21 - December 20 42 days

January 7 - March 14 48 days
 March 24 - May 21 42 days

TOTAL 180 days

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

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. 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:

Soar to Excellence Every One, Every Day

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

Student Centered, Opportunities, Academic Excellence, Relationships

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 its original container labeled by the physician or the pharmacist. 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 100.4 or greater, you will be notified to pick them up at school and keep them home until they are fever free without medication 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 AND PROCEDURES

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.

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 and has notified the school office. When an absence is classified as excused, the student is entitled to complete missed assignments or class-work and receive associated grade points for completing the assignments or tests. Students are allowed up to 5 absences per year 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, 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 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 school office at least two days in advance of the trip.

* Students are to notify the School 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.

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

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

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 9:30 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.

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. School Messenger will also notify parents/guardian of closures. 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.

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.

Special Programs: 2 Hour Delay Days

- 1/2 Day students that attend **mornings only:** Students will be picked up in the mornings 2 hours later, and will leave school 1 hour later. This means students will arrive home 1 hour later.
- For students that attend school on a 1/2 day in the **afternoon only** - students will be picked up 1 Hour later & arrive home at the Normal Time.

- Jackson Preschool: AM-10:30-12:30 PM- 1:00-3:00

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 personnel 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:

- 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
- 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

Seymour Community Schools Special Programs provides students with identified disabilities, a free and appropriate public education (FAPE) that meets state standards listed in Indiana's special education rules called "Article 7". Article 7 is based on the federal Individuals with Disabilities Education Act (IDEA) and the federal regulations. Article 7 consists of rules describing how special education and related services are to be determined and provided by Indiana's public schools.

A student identified with disabilities may receive special education services from the public school from the time the student is 3 until he or she is 22 years of age. School personnel or the parent may refer a

student for an initial educational evaluation. Upon completion of the evaluation, a case conference committee meets to decide if a student is eligible for special education services. During the meeting, the committee develops the student's individualized educational plan (IEP) and discusses the need for related services such as physical therapy, occupational therapy, transportation, etc.

A student may be referred for special education testing by a **Parent/Guardian or school staff**. Referrals cannot be processed without the written consent/signature of the child's legal parent or guardian.

SCHOOL NURSE

Our nurse provides numerous services, which include but are not limited to vision screening, hearing screening, health assessments, immunization compliance management, medication administration, chronic health condition management, emergency and first aid care, and health promotion. Please feel free to contact your school nurse for any concerns about your student's health or if a new health condition or concern arises during the school year.

INSTRUCTIONAL ASSISTANTS

The instructional assistants are assigned to aid 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 works 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.

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.

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

breakfast and lunch in 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 strive 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 are supported by cafeteria sales and federal reimbursement. 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.

MENU COMPONENTS

All meals served in the cafeteria meet or exceed the guidelines set for student meals by the USDA. Menus are sent home at the beginning of each month and are published online at scsc.nutrislice.com.

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 item 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 low-fat milk choices are available each day; non-dairy milk alternatives are available upon request. Students are not required to select milk at breakfast or lunch if they do not wish to do so. Sack lunches containing all meal components are available from the cafeteria for field trips, if selected on the permission slip.

MEAL PRICING, PAYMENTS, AND CHARGE POLICY

Seymour Community Schools participates in Universal Free Breakfast. This means breakfast is available to every student at no cost. Your child's school may also participate in Community Eligibility Provision; a program that provides breakfast and lunch to all enrolled students at no cost.

If your child's school does not participate in Community Eligibility, financial assistance is available to help with the cost of meals. Eligibility is based on household income. If you believe you may qualify for meal assistance, you are encouraged to apply. Applications are available online at frapps.horizonsolana.com/SEYC01, or may be requested at any time during the year from the school office. Applications should be completed as soon as possible to ensure maximum benefit. An approved application is valid for the entire school year. Households may reapply for benefits during the year if there are changes that impact household size or income.

Extra servings of menu items, snacks, and milk are available for purchase in the cafeteria. We strive to offer these items at affordable prices. Students with positive account balances may purchase milk, second servings of menu items, snacks depending on availability. Students with negative account balances are NOT permitted to charge extra items, including milk. Students bringing lunch from home must have a positive account balance to purchase milk.

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. Meal deposit envelopes are available in each school building. Payments can also be made online.

Parents may monitor meal accounts by registering on www.MyPaymentsPlus.com. The student's ID number is needed to add the child's details to the account. Services offered include: checking account balance,

monitoring purchases, signing up for low balance alerts, and making online payments. Students' meal accounts, both positive and negative, stay with them at the end of the school year and if they change schools within Seymour Community School Corporation. Parents may request to refund or transfer funds in student meal accounts by contacting the Food Service Department.

CAFETERIA RULES AND EXPECTATIONS

The following are some guidelines for all Seymour Schools Cafeterias. 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.

SPECIAL DIET NEEDS

If your child has special diet or feeding needs, please have your child's medical care provider complete a Special Diet Request Form, available at every school. If applicable, a conference may be held with the school nurse, food service director, and cafeteria staff to develop a special diet plan for your student. Please note that menu substitutions cannot and will not be made for personal food preferences. Menu substitutions for special dietary needs require proper medical documentation. For all medically required food substitutions, a physician's note must be provided stating the food that should be avoided, as well as the item that should be substituted in its place. Non-dairy milk substitutes are available upon request with proper documentation. Cups for drinking water are also available in all cafeterias for students who prefer not to drink milk. If you have any concerns about Special Diet Needs, please contact the Food Service Director.

PARENT-TEACHER COMMUNICATION

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

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 5th week of each grading period.

GRADING SCALE

The following represents the grading scale for all graded subjects:

A 90 – 100%

B 80 – 89%

C 70– 79%

D 60– 69%

F 0—59%

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.
7. Electronic signaling devices including cell phones and smart watches at school must be turned off and kept in student's backpack or the device may be confiscated. Confiscated devices may be returned to the student at the end of the school day or remain in the office for parent/guardian to pick up. School personnel will take reasonable measures to ensure the device is labeled and secure. (note: We will not use school resource time to investigate lost or stolen electronics.)

Cafeteria

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

Hallway

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

Bus

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

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. **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.

9. **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.
10. **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. **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 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.

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 4th 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, hoods and/or head coverings are not to be worn inside the school. Under certain circumstances, the administration may declare a “hat day” or an appropriately named day that will provide the opportunity to wear hats or appropriate apparel on the head in the building.

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. 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.

Electronic Device Policy

For purposes of this policy, “Electronic Device” means any privately owned wireless and/or portable electronic handheld equipment. Examples include, but are not limited to, existing and emerging mobile communication systems and smart technologies (cell phones, smartphones, walkie-talkies, 2-way radios, pagers, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, electronic pets, iPods ©, Walkman™ devices, etc.), and any other convergent communication technologies that do any of the previously mentioned functions. Electronic devices also include any current or emerging wireless handheld technologies or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Use of electronic devices during the school day, including pass-time between classes and lunch-time, is prohibited. Devices must be completely powered down, turned off and kept out of sight.

If a student violates this policy, his/her electronic device may be confiscated. When an employee confiscates an electronic device under this policy, he/she shall take reasonable measures to label and secure the device and turn the device over to a school administrator as quickly as the employee’s duties permit. The electronic device will only be released to the student’s parent or guardian after the student has complied with any other disciplinary consequence that has been imposed.

Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss or damage. The school shall not assume responsibility for unauthorized calls made with an electronic device. If devices are loaned to and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s).

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.

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.

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.

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 Helpline

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.

SAFETY

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

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. 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

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

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 update their Harmony profile with any changes of address or phone 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 **assistant superintendent. 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.**

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 teacher 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.

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 1420 Corporate Way, 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 Director of Facilities at 812-522-3340 for information regarding pest control applications. 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 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.)
-Date and place of birth	
-Major field of study	
-Dates of attendance	
-Grade level	

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 than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of—*
 - (1) Any other protected information survey, regardless of funding;
 - (2) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - (3) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use—
 - (1) Protected information surveys of students;
 - (2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - (3) Instructional material used as part of the educational curriculum.

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

Seymour Community Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Seymour Community Schools will directly notify parents of these policies at

least annually at the start of each school year and after any substantive changes. Seymour Community Schools will also directly notify, such as through U.S. Mail or email, parent of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Seymour Community Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

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

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>

**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

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: 1420 Corporate Way

Phone Number: 522-3340

Fax Number: 522-8031

Superintendent of Schools: Mr. Brandon Harpe

harpeb@scsc.k12.in.us

Assistant Superintendent of Schools: Mrs. Lisa Ferguson

fergusonl@scsc.k12.in.us

Assistant Superintendent of Schools: Talmadge Reasoner

reasonert@scsc.k12.in.us

Director of Federal Programs: Mrs. Katie Leitzman

leitzmank@scsc.k12.in.us

Director of Special Education: Mrs. Mika Ahlbrand

ahlbrandm@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

