

**Seymour Community School District  
Secondary Handbook  
5th-12th Grade  
2024-2025**



**The Seymour Community School District buildings  
and grounds are a smoke, alcohol and drug free zone**

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## INTRODUCTION

### **Welcome**

The faculty and staff of the Seymour Community Schools welcome you and your family. We do our best to provide a positive learning environment so each child can achieve his/her full potential. Small class sizes and student-focused teachers contribute to a sense of family or community for everyone in our schools. We ask for your active support of your child and the school so that together your child will have a great educational experience.

### **Mission Statement:**

The purpose of the Seymour Community School District is to provide each student an opportunity to achieve his or her highest academic and social potential through access to high quality programs and facilities. The district provides students access to high quality instruction that supports the required "Common Core" Standards, 21st Century Skill acquisition and the enhanced application of technology.

### **Informed Parents/Guardian Information:**

The Seymour Community School District encourages you to stay involved in your student's daily activities and grades. You may access this information through our website: [www.seymouresd.org](http://www.seymouresd.org). Through JMC's parent access, parents are able to access student grades, lunch information, attendance, update parent contact information and more. If you do not have access to parent access, please contact the office for help.

## GENERAL INFORMATION

### **ASBESTOS NOTIFICATION**

Pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA), a copy of the Asbestos Management Plan for each school building is available for review in each respective facility. A complete set of management plans is available for review in the district administrative offices.

### **SCHOOL EQUITY STATEMENT**

#### **District Coordinators for Title IX, Section 504, & Affirmative Action**

Seymour Community School District's coordinator for Title IX is Scott Valentine, (641-898-2291). The Section 504 Coordinator is Scott Valentine (641-898-2291) and the Affirmative Action coordinator is the Superintendent, Scott Valentine, (641-898-2291).

The Seymour Community School District shall not discriminate in our educational programs, activities or employment practices based on race, creed, color, age (except students), religion, national origin, gender, sexual orientation, gender identity, disability, socioeconomic status or any other legally protected classification. Inquiries concerning application of this statement, including grievance procedures, should be addressed to Scott Valentine, Equity Coordinator, 100 S Park Ave Seymour, Iowa 52590. (641-898-2291).

**Equity Statement:** Seymour Community School is an equal employment opportunity and affirmative action employer. The district does not discriminate in our educational programs or employment practices on the basis of race, creed, color, age, religion, national origin, gender, sexual orientation, gender identity or disability in its educational programs, services or employment practices. Inquiries concerning application of this statement, including grievance procedures should be addressed to Scott Valentine, Equity Coordinator, and 100 S Park Ave, Seymour, Iowa 52590. Telephone number (641) 898-2291.

### **NON-DISCRIMINATION/MULTICULTURAL NON-SEXIST POLICY**

It is the policy of the Seymour Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Mr. Scott Valentine, Superintendent, 100 S Park Ave., 641-898-2291 [scott.valentine@seymouresd.org](mailto:scott.valentine@seymouresd.org).

## **HUMAN GROWTH AND DEVELOPMENT CURRICULUM EXEMPTIONS**

Human Growth and Development is a state mandate that requires that certain topics relating to Life Skills, Human Sexuality, and Prevention/Intervention Strategies must be addressed as part of the overall curriculum in the public and private schools of Iowa.

These topics are:

- I. Life Skills Development
  - A. Interpersonal Relationships, Communication
  - B. Family Life and Parenting Skills
  - C. Sexual Abuse, Harassment, and Stereotyping
- II. Human Sexuality and Sexually Transmitted Diseases
  - A. Family Planning
  - B. Adoption
  - C. Sexually Transmitted Diseases
  - D. Prevention and Control of Diseases
- III. Prevention and Intervention (including Early Intervention and Prevention Programs)
  - A. Drop-outs
  - B. Substance Abuse
  - C. Adolescent Premarital Sexual Activity
  - D. Adolescent Pregnancy
  - E. Suicide
  - F. Mental Retardation

Human Growth and Development is not a separate subject. Rather, the various topics are integrated into several subject areas throughout the PK-12 curriculum. You should be aware that you may have your child excused from any portion of the Human Growth and Development curriculum with no grade penalty. Please feel free to address any questions or concerns you may have regarding Human Growth and Development to your student's principal.

## **COMMUNICABLE INFECTIOUS DISEASES**

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to their students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without his/her personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and **chickenpox**.

## **CHILD ABUSE REPORTING**

In accordance with state law, reports of child abuse by school employees may be reported to the building principal or the guidance counselor.

## **ADMINISTRATION OF MEDICATION**

No medication shall be dispensed to any student unless the following rules are observed:

- 1) A licensed medical or osteopathic physician or dentist must prescribe the medication.
- 2) A statement of the physician's directions requesting the specific medication to be dispensed, and the time at which it is to be dispensed at school must be filed in the building where it is to be dispensed. This statement must be accompanied by the physician's description of the anticipated reactions to the aforementioned medication.
- 3) The parent or guardian must sign a request to have this prescribed medication dispensed to the student according to the written directions of the prescribing physician or dentist.
- 4) The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.
- 5) The medicine shall be maintained in the original prescription container which shall be labeled with; a) name of student, b) name of medication, c) directions for use, d) name of physician or dentist, e) name and address of pharmacy, f) date of prescription.
- 6) The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration shall be provided.
- 7) The medication shall be under the authority of either principal, depending on the age level of the student involved.
- 8) A written record will be kept on any medication(s) given at school.
- 9) At the end of the school year, or at the end of the dispensing time, any remaining medication shall be returned to the student's parents or destroyed. If medication is destroyed, it shall be noted on the student's health record.
- 10) Over the counter medications may be given to students with parental permission. A Form must be on file in the office.

## **IMMUNIZATIONS**

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health Immunization Certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from this immunization requirement.

**SCHOOL NURSE**

Seymour Community School District contracts nursing services through the Wayne Co. Department of Health. The nurse is on campus one day a week and available via email at [nursing@seymourcsd.org](mailto:nursing@seymourcsd.org) the remainder of the week. Students that are in need of medication will report to the school secretary in the main office for distribution. All staff members are trained in First Aid and CPR.

**INSURANCE**

It is recommended that students participating in a school athletic program be covered by insurance. Parents shall submit written assurance assuming coverage under an insurance plan. Parents shall be responsible for students not covered under an insurance plan.

**SCHOOL/STUDENT PICTURES**

From time to time the district has the opportunity to celebrate our students through various publications and electronic media. Each month a school district newsletter goes out to school patrons. The district will have an Internet Web Page that carries news about the schools, staff, and our students. In order to use pictures of district students, parents must be given the opportunity to inform the school of their approval or disapproval in the use of their child’s picture in school publications. Please inform the school during student registration in the fall about your wishes on using your child’s picture in the school news items.

**STUDENT RECORDS**

The Seymour Community School District maintains records on each student in order to facilitate the instruction, guidance, and educational progress of the student. The records contain information about the student and his/her education and may include, but are not limited to, the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports. Parents of students under age 18, and students over 18, may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and to have the records explained.

**EMERGENCY DRILLS**

Periodically, the school holds emergency fire, tornado, and lockdown drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Fire drills will be by use of the fire alarm system and tornado drills will be signaled by an All-Call announcement over the school public address system. Teachers will be given a secret signal for notification of an emergency lockdown drill.

**FALSE FIRE ALARMS** – Any student intentionally causing a false fire alarm to sound will be suspended, and may be referred to the Board of Education for expulsion, and reported to the sheriff for legal action.

**BOMB THREATS**

Any student causing a false or real bomb threat will be suspended, and may be referred to the Board of Education for expulsion, and reported to the sheriff for legal action. Any instructional time missed due to the threat will be made up by all students.

**INCLEMENT WEATHER/SCHOOL CLOSINGS**

When school is canceled because of inclement weather prior to the start of the school day, notification will via the school website, Facebook page, television stations, and through a text notification to subscribers.

**LATE STARTS – EARLY OUTS**

Parents and students will be notified prior to Late Starts or Early Outs. In the event of inclement weather notification will be through the media. If for a district in-service, those dates are published in the school calendar and on the district website – [www.seymourcsd.org](http://www.seymourcsd.org). If a Late Start, buses will run two hours late.

**NUTRITION PROGRAM**

Our meal system is set up on a computer and each student has an account number on a lunch account card. Meal prices will be published at school registration in August. Money may be deposited into a student’s account in any amount. A student is not allowed to loan or borrow funds from another student’s account. All deposits for a student’s account should be made in the Administration Office. No money is to be exchanged in the lunch or breakfast line. A student is notified when his/her money balance reaches \$6.00.

<u>Breakfast</u>		<u>Lunch</u>					
PK-4	\$1.50	PK-4	\$2.75	Extra Main Dish	\$ .85	A la carte Items	\$ .75-\$1.00
5-12	<del>\$1.60</del> \$1.75	5-12	\$3.00	Extra Milk	\$.35		
Adults	<del>\$2.50</del> \$2.75	Adults	\$5.00	Extra Juice	\$.30		

## SCHOOL RULES

### REGISTRATION

School registration is held several days prior to the first day of school. The fees – book rent and hot lunch – are to be paid on registration day. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or reduced. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the superintendent’s office. This waiver does not carry over from year to year and must be completed annually. Other student fees besides book rent may be eligible for waiver or reduction. Inquire at the high school office.

### TRANSFER STUDENTS

Students who transfer into the Seymour Community School District will be placed in the grade deemed appropriate by the administration until official records from the student’s previous school have been received. Students new to the district may be given various academic assessments to insure that the student has been placed in the appropriate classes and at the appropriate grade level.

### OPEN ENROLLMENT

The Seymour Community School District is required to notify parents of open enrollment and transportation assistance. Open Enrollment is the process by which a parent or guardian residing in an Iowa district may enroll their child(ren) into another Iowa school district under the terms and conditions of [Iowa Code 282.18](#) and [Iowa Administrative Code 281-17](#) as amended by [Senate File 2435, Division VIII](#). Senate File 2435, Division VIII reinstates open enrollment deadlines for all applicants and takes effect July 1, 2024.

**2024-2025 Open Enrollment Transportation Assistance** - The updated transportation assistance amount for the 2023-24 school year is \$669. The amount for the 2024-25 school year will be released in January, 2025. Please read the guidance document for details on how parents may apply, qualifying income thresholds, and options for how the resident district may distribute assistance to families in need. Please see below for qualifying income thresholds for the prior school year.

For more information on Open Enrollment and Open Enrollment Transportation Assistance, please visit the Iowa Department of Education website at <https://educate.iowa.gov/pk-12/educational-choice/open-enrollment>.

### HOME SCHOOLING

Iowa parents do have the legal right to provide competent private instruction for their children. The law requires that the parent, guardian or legal custodian complete the Report of Competent Private Instruction (Form A – available from district of residence) and return it to the resident district by September 15 or within fourteen days of commencing CPI (home schooling).

### REGULAR SCHOOL DAY SCHEDULE

Students may be present on school grounds before 8:30 a.m. or after 3:30 p.m. only when they are under the supervision of an employee or an extracurricular activity sponsor.

### BELL SCHEDULE

<b>REGULAR SCHEDULE (Tues, Wed, Thurs)</b>			
1st	8:00	8:51	
2nd	8:55	9:49	
3rd	9:53	10:44	
4th	10:48	11:39	
5th HS	11:43	12:34	MS lunch 11:39-12:05
5th MS	12:09	1:00	HS lunch 12:34-1:00
6th	1:04	1:55	
7th	1:59	2:50	
8th	2:54	3:45	
<b>MONDAY SCHEDULE (with advisory after lunch, lunch earlier, even classes)</b>			

1st	8:00	8:47	
2nd	8:51	9:41	
3rd	9:45	10:32	
4th	10:36	11:23	
5th HS	11:27	12:14	MS lunch 11:23-11:49
5th MS	11:53	12:40	HS lunch 12:14-12:40
Advisory	12:44	1:14	
6th	1:18	2:04	
7th	2:08	2:54	
8th	2:58	3:45	
<b>2-HOUR LATE START SCHEDULE (leaving lunch time alone, 1-3 before lunch)</b>			
1st	10:00	10:29	
2nd	10:33	11:06	
3rd	11:10	11:39	
5th HS	11:43	12:34	MS lunch 11:39-12:05

**SCHEDULES & SCHEDULE CHANGES**

Registration is completed during the spring quarter for the following school year. It is a fact that not every student will be enrolled in every class they select. Student-requested course changes will be considered ONLY during the first three class days of the fall and spring semester. Teacher initiated and/or administrative schedule changes may take place at any time.

**LEAVING SCHOOL DURING SCHOOL HOURS**

Students wanting to leave the building for any reason during school hours must come to the office for a pass at the beginning of the school day, or a parent must call at the beginning of the school day. Students are not permitted to leave the building or grounds after arrival during school time 8:00-3:45 without permission of the principal or his/her designee and the student’s parent or guardian. No teacher has the authority to issue a permit to leave the building without the principal’s written permission. Students leaving the grounds without office permission may be suspended. Students riding the bus to school are not to leave the school grounds or building without permission until school is dismissed.

**WITHDRAWAL FROM SCHOOL**

The procedure for withdrawal or transfer is:

1. Provide the principal or counselor with authorization for a withdrawal or transfer from a parent or guardian.
2. Obtain checkout forms from the middle/high school office.
3. Complete individual class withdrawals: return all textbooks; uniforms; equipment; and library books; secure class instructors’ signatures; and pay all outstanding fees.
4. Return all completed forms to the middle/high school office for final clearance.

Iowa Compulsory Education Laws require students to remain in school until they complete the school year in which they become 16 years of age and have completed the eighth grade.

**SCHOOL FEES**

**K-6**

Book Rent                    \$35.00

**7-12**

Book Rent                    \$45.00  
 Driver’s Ed                    \$300  
 Out of District Dr. Ed. Fee       \$450

**Activity Passes**

Adult                    \$75.00  
 Senior Citizens       \$60.00  
 Seymour Students    Free

**Family cap on fees: \$185.00- does not include drivers Ed.**

Industrial Arts- Students must furnish their own safety glasses, goggles, protective clothing, gloves, measuring tape, pencils, etc.

Book fees are charged to help pay the cost of textbooks. Please take care of these books as they represent a large investment in tax dollars. Students will be encouraged to use book covers on all hardbound books. At the end of the school year, students will be assessed a fine if the textbooks in their possession are damaged beyond normal wear. Students who lose a book will be charged the replacement value of the book.

### **ATTENDANCE POLICY PHILOSOPHY**

Punctual and regular attendance at school is extremely important, and is a vital part of what we teach in education. Regular attendance is an indication of the maturity level of the student and how well that student and his/her parents value education and accept responsibility. Attendance records become a part of a student's permanent school record and are frequently requested by prospective employers and post-secondary schools. Some absences from school cannot be avoided. However, routine doctor and dentist appointments should be scheduled outside school hours when possible.

### **ATTENDANCE PROCEDURE**

A phone call to the school before 8:30 a.m. from the parent or guardian when a student is going to be absent is required each day a student is absent in order not to count the student as truant. When a student returns to school after an absence he/she is required to present a note, which verifies the reason for the absence. This is in addition to the pre-absence phone call. Note may be provided by a parent/guardian, medical practitioner, or other official. Upon returning to the school after an absence, the student must report to the High School office to have his/her planner signed.

### **STUDENT ABSENCE**

Student Absences (Excused - Unexcused - Truancy)

Parents or guardians will be notified when a student has missed the equivalent of four unexcused days of school.

When a student reaches 8 total absences (excused or unexcused) in a semester a letter will be sent home.

After 10 total absences (excused or unexcused) the principal will contact the student's parents. A letter will also be sent to the County Attorney regarding potential truancy.

Once a student reaches 12 total absences (excused or unexcused) in a semester no credit will be given for that class and the student will be referred to the county attorney for truancy. The Department of Transportation will be notified for revocation of driving privileges.

A student wishing to appeal the loss of credit must provide written information to the principal showing severe illness or an emergency situation that caused the excessive number of days missed. The appeal must be within five days of the notice of loss of credit. The principal and superintendent will act on appeals. Appeal may be brought before the school board if necessary.

### **Excused absences**

(Phone call before school still required) are as follows:

1) Death in the family; 2) Documented Medical/Dental; 3) Court Appointment; 4) School Absence; 5) Pre-approved college visits (2 – seniors, 1 – juniors) All notes for Excused Absences must be turned in to office within 2 days to be accepted.

### **Absences**

All other absences are considered unexcused, however the school still will request a phone call the day of the absence and a note on the student's first day back after an absence. Without a phone call or a note immediately following the student's absence, the student will be considered TRUANT. The school also must be notified in advance of planned absences, for anything other than illness, by a note from the parents/guardians. The student must have all work completed prior to leaving to result in no penalty. If no notification is given, or work is not completed prior to absence, the student will be charged with an unexcused absence and no credit will be given for work missed.

### **TRUANCY**

Any student who is absent from school without the knowledge and prior approval of his/her parents and/or school authorities is TRUANT. A phone call the day of/before the absence and a note the day the student returns to school are required in order for the student not to be considered TRUANT. A student who skips or leaves a class without permission after reporting to school is TRUANT. Truant students will make up all time missed plus an equal amount of time. If a student is **truant for 45** minutes, they will make up 90 minutes. Time will be made up after school in detention or on selected Saturdays. Truancy days do count on the attendance policy as absences. A second truancy will result in making up all time missed plus an equal amount of time, as well as one In-School Suspension. A third truancy will result in a 2-day In-School Suspension. The parents must confer with the principal before the student is readmitted. A fourth truancy will result in additional suspension, and shall result in a request for the parents and the student to meet with the Board of Education to determine action to be taken (expulsion may be recommended).

### **TARDIES**

Teachers will record all tardies. If a student enters a class within ten minutes of the beginning of the class it is counted as a tardy. Over ten minutes is considered an absence. The first two tardies of a quarter are only recorded in the office. On the third tardy a detention will be assigned. The fourth Tardy will result in a second detention. A fifth tardy will result in a week of detention. A 6<sup>th</sup> Tardy will result in ISS until the parents and board can meet with the school board. 7 tardies per semester will result in a **loss** of credit for that class. Other disciplinary actions may also be applied, including the Rules of Good Conduct. All tardies are considered unexcused. Teachers will report student **tardiness** that will be monitored by the JMC Attendance software in the secondary office.



Since most tardies are due to being late to school in the morning, students who abuse tardiness during this time will be subject to other discipline. If a student demonstrates a persistent problem with tardiness the administration will request a conference with the parents and the student to decide how best to address the problem.

### **REMOVAL FROM CLASS**

Students sent to the office from a class must report directly to the high school office and briefly state the reason for being sent. (Students failing to report to the office will be suspended.) Generally, students will not be sent back to the same class that day. Students sent to the office three times from the same class may be dropped from that class with no credit.

### **TRANSPORTATION**

Whenever the school district provides transportation for any school-sponsored event of any kind, all participants in the event must travel by way of the school transportation. No student will be allowed to drive to or from any school-sponsored event in which he/she wishes to participate, nor may any student ride with a student or non/student friend. A parent or guardian must sign a release form **with the bus** driver or coach for any student leaving by alternate means. Permission to ride the bus with another designated adult will be granted after a note, text, or phone call to school staff. Example: a student rides home with another family member. Under other certain circumstances the Administration may amend this policy

### **SCHOOL BUSES**

The efficient operation of bus service to district families depends on the cooperation of parents and students. Students need to be ready to board the bus when it arrives so the bus can stay on schedule. Buses will not wait on students any longer than two minutes. Your cooperation is greatly appreciated by all who ride the buses.

### **BUS REGULATIONS AND DISCIPLINE**

Students are responsible for their behavior on the bus as their behavior could affect the safe operation of the bus. Misbehavior could result in the bus driver being distracted. Such distractions could endanger the lives of all students being transported. Therefore, behavior infractions must be reported, and disciplinary action will be taken in accordance with these guidelines. Parents are requested to explain the importance of proper behavior on the bus and to support disciplinary actions that are necessary to help the child change his/her behavior. Any violation of the rules must be reported to the parents, transportation Director, and building administrator. The driver must make every attempt to notify everyone involved on the day of the violation. This contact may be by phone or in person if possible.

### **BUS SAFETY RULES**

Follow all driver instructions the first time they are given.

1. Remain in your seat with your feet out of the aisle **while the bus** is moving.
2. Nothing should be outside school bus windows at any time.
3. Keep hands, feet, and objects to yourself.
4. Be respectful to everyone on the bus.
5. Speak quietly so as not to distract the driver and so everyone can hear driver instructions.
6. **FOOD AND DRINK ALLOWED ON THE BUS ONLY AT THE DISCRETION OF THE DRIVER.**
7. Any vandalism to school property will be reported to the authorities and damages will be assessed against those responsible.

### **BUS BEHAVIOR CONSEQUENCES**

When dealing with discipline regarding bus rules, individual incidents seldom **fall** into a black-and-white situation, so each case will be handled on an individual basis, based on the circumstances. In most cases the following will be used:

1. On the first offense a warning will be issued as a reminder of the rule and a call to the parents with a written follow up report.
2. A second violation will result in a conference with the Principal/Driver/Parent(s)/ Student.
3. A third violation will result in a suspension of bus privileges for one week.
4. A fourth violation will result in suspension of bus privileges for one month.
5. A fifth violation will result in suspension of bus privileges for the remainder of the year.
6. Vandalism to school property will be reported to the authorities and damages will be assessed against those responsible.

**Severe Clause** – If behavior is determined to be severe by the driver, the severe clause will be applied without following the sequence of consequences listed above. Examples of severe behavior include, but are not limited to:

1. Bringing dangerous objects such as guns/knives on the bus.
2. Physical aggression against another person.
3. Use or possession of a controlled substance.
4. Continued refusal to follow rules despite warnings from the driver.

If a student is suspended from riding the school bus, the suspension carries over to all extra-curricular activities.

### **PARKING REGULATIONS**

There will be no parking allowed on the public streets at any time. The Board has designated an area for student loading and unloading. It is important that all students driving to school obey all regulations and operate their vehicles safely in our parking lot.

1. Students may not park in the restricted parking areas.

2. Restricted areas include fire lanes, parking in front of the building or student loading and unloading zone.
3. Park properly in the lot.

**Students who violate the Parking Policy or drive recklessly may face detention or loss of driving privileges. Vehicles could be subject to being towed away for failure to observe the above regulations.**

### **LIBRARY/STUDY HALL GUIDELINES**

1. The library is intended to be a quiet place for students to do research work or to study. All students must have material to work on, to study or to read.
2. Students may leave the library only if they present a pass to the supervisor at the beginning of the class period. All passes must be signed by a teacher. Substitutes may not give students passes.
3. All materials shall be checked out at the main desk by the supervisor or detention may be issued.
4. Leave chairs placed at tables and return magazines, newspapers, books, and other material to their proper locations.
5. Students on the academic ineligible list will be allowed to use computers, but will be monitored by the supervisor.
6. If allowed to work together, students will do so quietly or the supervisor may require students to work independently.
7. When signed out to the library, no passes or transfers will be honored by the library supervisor.
8. If you return to class after you have finished using the library, you must remain in class rather than going back and forth between the classroom and the library.

### **LOCKERS**

Student lockers are the property of the school district. Students shall keep lockers clean and undamaged. Food and beverages are not to be stored in the lockers. Students should not switch lockers without permission by the office. Any repair of damage done to a student locker will be assessed to the student. The school is not responsible for any theft or vandalism to a locker that has not been locked. Keep your locker locked at all times. Report any malfunctioning of a locker to the principal immediately. Iowa law allows for the search of a student's locker without probable cause and without notice, and no longer requires the **student to be** present during an inspection of his/her locker. Random canine searches may be performed without prior notice. These may be conducted both inside and outside of the school. Items found in student lockers in violation of school district policies, rules and regulations will be confiscated. Illegal items may be turned over to law enforcement officials. Locker maintenance inspections may be conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept.

#### **Physical Education Lockers**

Students' lockers should be locked at all times and no one will be allowed in the locker rooms during class time except for P.E. students.

### **FOOTWEAR IN GYMS**

Any type of shoe used as a street shoe will not be allowed on the floor of the main gym. Students are to use a type of athletic shoe that is used only for gym floor purposes. The PE teacher may inspect shoes at any given time to ensure proper procedures are being followed.

### **RESTRICTED AREAS**

The following areas are off limits to all students, unless under direct supervision of a teacher or other school personnel:

- \*The parking lot and all motor vehicles during the school day
  - \*All classrooms \*Library \*Faculty lounge \*PE Offices \*Weight room \*Custodian's rooms \*A.D. Office \*Kitchen
  - \*Guidance Office\*Computer Lab \*Multi Purpose Room \*Gymnasium/Stage \*Technology Office \*Outdoors during school day.
- Prior to 8:10am students need to be in the cafeteria.

### **GUESTS**

The school district welcomes visitors and guests to our schools. If the guest/visitor is a student wishing to attend classes for a day, they need to make those arrangements in advance of the visit with the building administrator. Visitors are asked to press the buzzer at the front door upon arrival. A staff member will release the lock on the door so that the visitor can enter the building. Please identify yourself for the staff member. We know that you share our desire to keep our students and staff safe at school. We appreciate your cooperation with our security system. When visitors/guests report to our schools they are required to sign-in at the office.

### **STUDENT CONDUCT**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the Board. School district policies, rules, and regulations are in effect 12 months a year. This handbook and school district policies, rules, and regulations are in effect:

- While on school property.
- While on or in school owned and operated vehicles
- While on chartered vehicles or while traveling under the authority of the school.
- While attending or engaged in a school related/sponsored, or approved activity, regardless of whether it is on school

property or not.

- While away from school grounds, if the misconduct directly affects the good order, efficient management and welfare of the school district, or involves students or staff.

You will be held responsible only for the things you do or fail to do. What others do or do not do is of little importance in determining whether or not you have accepted your responsibility as a student-citizen at Seymour Jr./Sr. High School. Your first responsibility is to decide how you should conduct yourself while you are a student at Seymour. Your second responsibility is to be prepared to accept the consequences of your actions.

Types of consequences may include:

- 1) Reprimand
- 2) Detention
- 3) Parent conference
- 4) In-school suspension
- 5) Out-of-school suspension
- 6) Restriction or denial of any privilege (end of lunch line, no passes, etc.)
- 7) Out-of-school suspension with the requirement that they appear before the School Board before re-entry.
- 8) Recommendation for expulsion to the School Board.
- 9) Any other reasonable consequence as deemed necessary by school officials.

The administration retains the right to issue penalties for acts of discipline not specifically stated herein and to alter any penalties as deemed necessary. Examples of breach of discipline, which may be grounds for detention, suspension, and/or expulsion include, but are not limited to:

1. Insubordination:
  - a) Refusal to do something asked.
  - b) Doing things the student should not
2. A disturbance that hinders learning in the classroom.
3. Physical aggression or fighting (both parties involved)—

Attempting to do physical harm or doing physical harm will move at least one step on the consequence list. Law enforcement may be called.

4. Swearing/profane language/obscene gesture-- If made directly at a teacher, staff member, or student; move at least one on the consequence list.
5. Harassment/Sexual Harassment
  - a) Verbal
  - b) Physical
6. Use or possession of tobacco, alcohol, and/or controlled substance.
7. Possession of dangerous objects such as guns or knives

## STUDENT DISCIPLINE PROCEDURES

### SEVEN STEP BEHAVIOR POLICY

(All listed consequences are minimum consequences and at the discretion of the administrator.)

**STEP 1:** Principal's discipline or other automatic consequences.

**STEP 2:** Principal's discipline or other automatic consequences. (A letter will be sent home notifying of step 2 placement).

**STEP 3:** 1 Day In-Building Suspension and Initiation of Behavior Plan if appropriate. (Parents notified by letter).

**STEP 4:** 2 Day In-Building Suspension and Review/Revision of Behavior Plan if appropriate.(Parents must meet with the administration in order for students to return.)

**STEP 5:** 3 DAY OUT-OF-BUILDING SUSPENSION (may result in an in-building suspension)and Review/Revision of Behavior Plan if appropriate (Parents must meet with administration in order for students to return).

**STEP 6:** 5 DAY OUT-OF-BUILDING SUSPENSION (or in-building suspension) and Review/Revision of Behavior Plan, if appropriate. (Parents must meet with the Superintendent and Principal in order for the student to return).

**STEP 7:** Recommendation for expulsion to the Board of Education.

Notes:

- An alternative to the suspension program may be used at the discretion of the administration.

- A student may earn more than 1 step in extreme cases.
- Determination of whether a student should be placed on a step will be at the discretion of the building principal(s).
- Each student will be allowed proper due process for each instance resulting in a step.
- Parents/students will be allowed proper due process for step 7 as determined by the Board of Directors.
- Students with disabilities (special education) will be subject to special ed. regulations as it pertains to discipline.

### **DISTRICT RESPONSE TO A THREAT OR INCIDENT OF VIOLENCE BY A STUDENT**

The Seymour Community School District administration has the authority to determine discipline on each individual case depending on severity, regardless of the total number of infractions. Code of Conduct may apply. Special education students' status may dictate a different procedure to be followed.

**Severe Clause- If behavior is determined to be severe by the school officials; the severe clause will be applied without following the sequence of consequences listed above.**

### **HEARING PROCEDURE FOR VIOLATION OF THE DISCIPLINE CODE OF THE SEYMOUR COMMUNITY SCHOOL DISTRICT**

#### **PURPOSE**

The purpose of the hearing procedure hereinafter set forth is to guarantee the preservation of all rights of students attending the Seymour Community School District concerning disciplinary matters. These rights include, but are not limited to, **ensuring** that any student will be informed of a violation of the Discipline Code and will have an opportunity to discuss said violation and pursue all procedural remedies as hereinafter set forth. Respect, fairness, and recognition of responsibilities concerning the Discipline Code for both the student and the administration shall prevail in all relations. The school will make available to each student a copy of the Discipline Code and will periodically use reasonable means to assure that all students understand rules and regulations contained therein.

#### **VIOLATIONS**

Whenever a student has violated the Discipline Code as adopted by the Board of Education of the Seymour Community School District, the student and his/her parents or guardians may be requested to attend a meeting at the school for a conference. At this time, a specific explanation of the violation will be given and an open discussion of the violation will follow. Should a student and/or his/her parents plead innocent to the charge or believe the penalty proposed is unjustified or unfair; they may appeal in the following manner:

The student and/or parents or guardians must request a hearing within three school days after the individual has been notified of a violation of the Discipline Code. All requests for hearings shall be made to the superintendent.

#### **STUDENT RIGHTS AND DUE PROCESS**

Each student is guaranteed, through the Hearing Procedure for Violation of the Discipline Code, the preservation of his/her private rights in any disciplinary matter. This includes the administration informing the student of the charges and that the student has the right to tell his/her side of the story. Respect, fairness, and recognition of responsibilities for both parties must prevail in all relations. Each student is responsible to read and understand the following Hearing Procedures.

#### **HEARING PROCEDURES**

Student requested hearings regarding disciplinary issues will be conducted by the building administrator, with the student, the parents/guardians, and if deemed necessary, appropriate teachers and the superintendent.

1. All persons shall be introduced at the hearing.
2. Any alleged violations committed by a student, will be set forth by the person filing the violation.
3. The student will either admit or deny the violation.
4. The person setting forth the violation will give testimony and shall have the right to call witnesses as approved by the presiding administrator.
5. The student, his/her counsel or agent, shall have the right to examine the person filing the violation and any witnesses presenting testimony or evidence against the student. Further, any school personnel present may examine any person testifying.
6. The student will give testimony on his/her behalf and shall have the right to call any witnesses as approved by the presiding school administrator. The person filing the violation may examine the defendant or any of his witnesses who testify. The council or the presiding administrator may examine the student or any witnesses. The student will not be required to testify if he/she does not desire to do so.
7. After all testimony has been heard and all evidence entered, the presiding administrator will hold a closed session with school personnel and arrive at a decision regarding the matter. Any decision will be made upon the basis of only those facts, testimony and evidence presented at the hearing.
8. Decisions made will be based on a consensus of those present.
9. The panel will review the appropriateness of any penalty with the Discipline Code if the student is found guilty of the violation as filed and remanded to the administration for further consideration of the consequences.
10. Any further questioning or procedural process will be at the discretion of the school superintendent.

## **DETENTION**

Detentions may be given for relatively minor rule infractions. A detention given by a substitute teacher will be doubled. Teachers or **other staff** members, supervise detentions during lunch. Regular detention is from 12:15-12:41 Monday- Friday, and is an extension of the regular school day for the students concerned. Failure to serve detention as directed, will result in an additional detention for each day the student fails to serve. On the third time a student refuses to serve detention, he/she will be in school **suspension until** he/she decides to complete the detention.

## **SUSPENSION**

A student may be suspended from school for reasons listed in this student handbook, plus repeated violations of any rule or combination of rules. Whether the suspension is in-school or out-of-school is determined by the principal who considers the frequency, the nature of the offense, and the attitude of the student involved. In-school suspensions do not count on the attendance policy. All schoolwork during suspensions is to be made up for credit. A written report of each student suspension shall be submitted to the superintendent within a period of 48 hours of the final decision to suspend. Such reports shall include an explanation of the reasons for the suspension and shall indicate the probable disposition of the case.

## **IN-SCHOOL SUSPENSION**

If a student is assigned In-School Suspension all assignments will be brought to the student and need to be completed that day. **Students** will return all assigned work to the office or individual teacher at the end of the day. Any work not completed will be given a zero. Students will not be allowed to have cell phones in in-school suspension.

## **OUT-OF-SCHOOL SUSPENSION**

A student may be suspended out of school for serious or repeated breaches of discipline. The suspended student may be readmitted to school following a conference with the student, parent, and the principal. A suspended student may make up all missed schoolwork for full credit. Students on out-of-school suspension for any part of the day will not be allowed to practice, participate, or attend a home or away extracurricular activity that day. Multiple suspensions for a student **may lead** to recommendation for expulsion

## **SCHOOL EXPULSION**

By a majority vote, the Board of Education may expel any student from school for a violation of rules and regulations approved by the Board, or when the presence of that student is considered to be detrimental to students or staff for the purpose for which school is conducted. The building administrator is responsible for the origin of the recommendation for expulsion of a student and shall have the authority to suspend said student from attendance until such time as a special meeting of a majority of the members of the Board of Education can be held to weigh the charges, act upon them, and notify the student and his/her parent(s) or guardian(s) of its decision. The provision for suspension pending hearing shall exist as a means by which the student and/or the school may be protected from further unpleasant or harmful consequences of the incident that prompted the expulsion request. In cases where there is to be an unusual delay in assembling the Board, the superintendent, at his discretion, may place the student on probationary status and allow him/her to return to classes pending the arrangement of a meeting of the board as mentioned above. Every effort shall be made to hold **such a meeting** within five days following the incident or action that led to the proposal of expulsion. Where a student is suspended pending a hearing, said student shall be afforded means of alternative education during the period of such suspension. Such education shall be of a type which will guard against the loss of credit for classes missed, should the hearing prove him/her guiltless. When it is felt that sufficient reasons exist for calling a meeting of the Board to consider the expulsion of a student, the Superintendent of Schools shall notify the student and parent(s), or legal guardian(s), of said student, of the place and time at which the Board will hold said meeting. Such notice shall be both oral and in writing and shall also include a summary of the specific reason(s) for the consideration of the expulsion of the student. Furthermore, the above-mentioned student and said parent(s), or legal guardian(s), shall be made aware of their right to have themselves represented by counsel and their right to have present at such meeting witnesses who, in their opinion, may have vital information material to that specific consideration of expulsion. The Board shall have in attendance the person(s) who primarily initiated the request for the student's expulsion and such other persons as it may wish to call as witnesses. All written statements to be considered in the expulsion hearing shall be made available at the meeting and shall be accessible for examination by the student, his/her parent(s), or guardian(s), and the representative of the student. The Secretary of the Board of Education shall be responsible for seeing that the minutes of the meeting are completely and accurately recorded. Within five days of the meeting held by the Board of Education to consider the expulsion of a student, the President of said Board will instruct the Secretary of the Board to notify said student and his/her parent(s) or guardian(s), of the board's decision in the matter specifying terms and provisions of the decision. In the absence of any overriding judicial directive, the Board shall determine whether the school shall provide or deny alternative education to the expelled student. When expelled by the Board of Education, a student may be readmitted only by the Board of Education and upon such terms as prescribed by the board.

## **DRESS CODE**

Students are expected to dress in a manner that is both tasteful and appropriate to the school setting. If a style of dress demonstrates a threat to the safety and health of oneself or others, it will not be permitted in school. Clothing that is revealing is not considered appropriate to the school setting. An individual's dress, personal appearance and cleanliness, like his/her behavior, should reflect sensitivity to, and respect for others. The fact that the school permits a wide variety of school clothing does not mean that all styles are equally appropriate. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

- Students are expected to adhere to reasonable levels of cleanliness and modesty. Tops should cover the entire chest, back and midriff areas at all times: no spaghetti straps, low cut tops or sleeveless undershirts or tank tops with large armholes or sleeveless undershirts. Shorts must be appropriate length-mid thigh at least. No tights, leggings or yoga pants are to be worn without a mid-thigh length top/dress/skirt. No pants are to be worn below the waistline.
- Articles of clothing which display double meaning slogans or innuendo are not acceptable.
- Students are prohibited from wearing clothing displaying obscenity, profanity, vulgarity, violence, racial, sexual, alcohol or drug remarks, making reference to prohibited conduct or promoting attitudes or behaviors offensive to identified groups.
- Ripped or torn clothing that is revealing is not acceptable.
- Hat's are allowed in the building (if school appropriate), but must be removed if the classroom teacher has a "no hat rule" in their classroom.

Under certain circumstances, or during certain classes or activities, a stricter dress code may be appropriate, and students must comply with those requirements. The principal makes the final determination on the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing or leave the school.

Physical education classes will require that students dress for all classes unless otherwise notified by the instructor. Appropriate dress for physical education includes shorts, T-shirts or sweatshirts, sweatpants in place of shorts on cold days, socks, and clean gym shoes with non-marking soles. It will be up to the instructor to decide if a student is wearing inappropriate clothing. Clothing shall be different than what is worn to school.

## **PUBLIC DISPLAY OF AFFECTION**

School is neither the time nor the place for contact such as embracing or kissing. This kind of contact may result in a detention, and names will be given to the principal. Parents may be contacted. Continuous infractions may result in more serious sanctions.

## **USE OF TELEPHONES/TECHNOLOGY EQUIPMENT**

Students may use the school telephone before 8:30 a.m. or after 3:30 p.m. If an emergency situation occurs, students may ask permission to use the school telephone from the secretary in the office. (Forgetting materials for a class or extra-curricular activity does not constitute an emergency.)

## **STUDENT CELL PHONE/SMARTWATCH POLICY**

Cellphones are not to be used during school hours (FROM THE TIME THEY ENTER THE BUILDING, UNTIL THE TIME THEY LEAVE)

### **Process:**

#### **Building Entrance: As students enter the building, they will:**

- 1) Turn their phone off.
- 2) It is recommended that students put their phone in a locker, Chromebook case or backpack. If the student chooses to carry their phone, it must be protruding from their pocket. If you are seen using your phone, the discipline process will ensue. (phone must be out of sight)
- 3) If teachers request student to put phones in a certain area of the classroom, they must do so.
- 4) A smartwatch is an extension of a cell phone, so if a student is seen using their Smart Watch, the same rules will apply as with the cell phone.

### **Violations**

Below are a list of potential student violations. Each of these violations will result in the student's phone and being confiscated by school administration.

- 1) Using a phone or smart watch during school hours.
- 2) Going to the restroom or other areas of the school to check phone.
- 3) Posting on social media during school hours.

### **Disciplinary Action**

- 1) Phone/Smartwatch will be confiscated and parent/guardian will be notified immediately.
- 2) Student's parent/guardian must come to the school to pick up their child's phone.

Cell phone/smartphone violations will be considered a "choice out" and will result in the 7 Step Behavior Policy

## **INTERNET APPROPRIATE USE VIOLATION NOTICE**

The use of the District's computers, computer network systems, and Internet access shall be for educational purposes only. Students shall only engage in appropriate, ethical, and legal utilization of the District's computers, Mobile Learning Devices, computer network systems, and Internet access shall also comply with all District policies and regulations.

**Inappropriate use and/or access will result in the restriction and/or termination of this privilege and may result in further discipline for students up to and including expulsion and/or other legal action.**

Cyber Bullying and Harassment of any kind using a computer or any electronic device are strictly prohibited.

**Mobile Learning Devices Agreement and Policies are outlined in a separate student and parent/guardian handout and signed agreements will be in student records.**

## **HARASSMENT**

The Seymour Community School District has a board policy addressing harassment. The board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

Students at Seymour who believe they have been harassed should:

- A. Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating **with the harasser**, the student should ask a teacher or the principal to help. Upon original notification, the principal or counselor will take appropriate actions to inform the parents of the offending student.
- B. If the harassment does not stop, the student needs to inform the principal, who will then send a letter to the harasser's parents informing them of the behavior and the consequences if the harasser's behavior continues.
- C. If the harassment does not stop with the sending of the letter to parents, the next incident reported to the principal will result in the harasser being placed on the student discipline Infraction List.

## **WEAPONS**

School district facilities are not an appropriate place for weapons or dangerous objects or **look-alikes**. Weapons and other dangerous objects or look-alikes shall be taken from students and others who bring them onto school district property or onto property within the jurisdiction of the school district, or from students who are within the control of the school district. Parents of students found to possess a weapon or dangerous objects or look-alikes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion (for up to one year.) Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term firearm includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons and be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

### **POSSESSION OF A WEAPON:**

The board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district. Students shall be expelled for not less than twelve months and referred to law enforcement authorities.

### **POSSESSION OF A LOOK-A-LIKE WEAPON**

Any student who possesses or uses any look-alike weapon on any school grounds (including school grounds of other districts), or while engaged in school-sponsored activities, or while on school owned or operated transportation, or on chartered transportation, shall be subject to disciplinary action. A look-alike weapon means any item that resembles or appears to be a weapon, including but not limited to squirt guns, water rifles or pistols, slingshots, toy guns, toy grenades and other similar items.

**First Offense:** The principal shall have the authority to determine the extent and nature of the disciplinary action based upon the student's age, the actions of the student in possessing and using the look-alike weapon, student's intent and the nature of the look-alike weapon and proximate resemblance to a real weapon. The disciplinary action which may be imposed includes, but is not limited to: conferences with the student and parent; detention; suspension for up to ten (10) days; and/or referral to a Hearing Panel of the Board of Education for disciplinary action including long-term suspension and expulsion.

**Second Offense and all subsequent offenses: Referral to the Hearing Panel of the Board of Education for disciplinary action.**

## **ILLEGAL SUBSTANCES TOBACCO**

(Cigarettes, chewing tobacco, snuff)

Since December 20, 2019, under Iowa law, smoking or possession of tobacco is illegal by people younger than 21. Regardless of age, smoking or possession of tobacco by students is not permitted on school property or at school activities in Seymour or in a visiting school setting. Students smoking, chewing, vaping, or in possession of tobacco within the jurisdiction of the school or any school activity at home or away, are subject to the following disciplinary measures: (Law enforcement may be contacted. Also see eligibility section.)

**1st offense** -3-day suspension

**2nd offense** -5 day suspension, meet in front of the Board for possible expulsion and referral to appropriate rehabilitation facility.

## **ALCOHOL/ILLEGAL SUBSTANCES**

Students found using, in possession of, coming to school after using, or under the influence of alcohol within the jurisdiction of the school, on school property, or any school activity at home or away, shall be subject to the following disciplinary measures: (Law enforcement may be contacted. Also see eligibility section)

**1st offense** -3-day suspension

**2nd offense** -5 day suspension, meet in front of the Board for possible expulsion and referral to appropriate rehabilitation facility.

Students found using, in possession of, coming to school after using, or under the influence of illegal substances may be required to attend a rehabilitation facility.

## **ACADEMIC AND EXTRACURRICULAR PROGRAMS**

### **GRADUATION REQUIREMENTS**

**Required for Graduation: 23 credits.**

English	4 credits- English I, English II English III, English elective
Social Studies	3 credits- World History, American History, Government/Econ
Mathematics	3 credits- Sequenced to include Algebra I
Science	3 credits- Physical Science, Biology, science Elective
Physical Education	1 credit- ¼ Credit per year
Electives	9 Credits CPR Certification per state law

At the end of each passing semester a student will earn one half credit. 1 year (two semesters) is 1 credit.

These requirements reflect the state Core Curriculum of 4-3-3-3 (4 years of English; 3 years each of math, science and social studies) and are required for graduation. Students who fail the same core class twice will be required to provide proof of credit from an accredited source at their own cost. A new state Core Curriculum Plan will be developed for each eighth grader and will be reviewed annually. Parents/guardians will be notified each year of their child's progress on completion of this plan.

### **EARLY GRADUATION**

Students who meet the graduation requirements set by the board prior to the end of their senior year may apply for early graduation. In order to graduate early, students must have the approval of the superintendent and principal and come before the board at least one month prior to completion of academic requirements. Students who graduate early become alumni of the school district and are not allowed to participate in school activities, including senior activities, except for graduation ceremonies.

## **GRADUATION & STUDENT SCHOLASTIC ACHIEVEMENT**

### **CLASSIFICATION OF STUDENTS**

You are a freshman until you have completed 5 credits. You are a sophomore until you have completed 11 credits. You are a junior until you have completed 18 credits.

Students who are in good standing, and who meet the graduation requirements set by the Board of Education, are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline or Good Conduct Violations at the time of the graduation ceremony or other senior activities, including senior trip, will not be allowed to participate.

### **STUDENT PROMOTION - RETENTION - ACCELERATION**

A junior high student will take five (5) core subjects. If a student fails two or more core subject areas, he/she would be required to attend summer school (when available) or they could be retained upon the recommendation of the principal and teachers. In addition a student will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment. When it becomes evident that a student may be retained at the grade level for an additional year, the parents will be informed.



## JUNIOR HIGH REQUIREMENTS

English	Social Studies	Mathematics
Science	Physical Education	Health

## GRADE REPORTING

Report cards are issued at the end of each quarter. Grading will be cumulative through the semester. The first and third quarter grades will only be a reflection of where the student is at the halfway point in the semester. Quarter grades do not become a part of a student's permanent record.

Parent-teacher conferences will be held after the first and third quarters. Student report cards will be issued to parents at the end of the 1st and 3rd quarters during conferences. Following the second and fourth quarters, student reports will be mailed. When there are outstanding bills over \$5.00, these bills must be paid prior to the release of the student's report card.

## MAKE UP WORK

Schoolwork missed because of absences must be made up. Two days will be allowed to get make-up work done after one day of absence. One day will be allowed for each additional day of absence, not to exceed ten days from the date of first absence. The time for make-up work may be extended at the discretion of the classroom teacher. It is the student's responsibility to get any make-up work assignments from the teacher.

## INCOMPLETE WORK

Any student receiving an "Incomplete" grade for the quarter or the semester will have 5 school days to complete the work required. Not doing so will result in the grade being changed to the points earned grade. Any exceptions to this rule require administrative approval, and will be considered on a case-by-case basis. Teachers who issue grades that need to be changed due to error in recording or late work must do so within 5 school days.

## GRADING SCALE

98-100 = A+	
94-97 = A	73-76 = C
90-93 = A-	70-72 = C-
87-90 = B+	67-69 = D+
83-86 = B	63-66 = D
80-82 = B-	60-63 = D-
77-79 = C+	0-59 = F

## ADVANCED CLASSES

(0.5) credit will be added for each Post Secondary class when computing cumulative Grade Point Averages, which are based on semester grades.

## HONOR ROLL

The school district honors students who excel academically. Honor rolls will be published at the end of each quarter. There will be a High Honor Roll and an Honor Roll, and students who attain a perfect 4.0 will also be recognized. The requirements for the High Honor Roll are to achieve a 3.67 GPA or higher, and for the Honor Roll a student must achieve a 3.00-3.66 GPA.

## VALEDICTORIAN/SALUTATORIAN

Valedictorian and Salutatorian will be chosen from a pool of **senior honor students** who have completed a **minimum of 8 semesters** credit hours from the below courses. These honor students must also have a cumulative GPA of at least 3.0. The **students with the highest** and second highest GPA will be named **valedictorian** and **salutatorian**. Any ties in GPA will be broken by the greater number of honors classes. A contender for these honors must have enrolled in the Seymour School not later than the beginning of the junior year. Those students who have not completed all four years of their work in our school must not only have a four year average higher than that of any other student, but also their average for each year at Seymour must be higher than the average for the same period of any competitor who has earned all their grades in the Seymour School.

Physics	Chemistry	Spanish III	Spanish IV	ICN-Math	ICN-Composition	Algebra II
Psychology	Sociology	Algebra/Trigonometry	IHCC Career Academy	Anatomy	IHCC Courses	

Seniors who **maintain a high** honor roll standing both semesters of their senior year will be recognized at graduation with Warrior Academic Award.

## POST-SECONDARY/CONCURRENT CLASSES ENROLLMENT

- Students wishing to take post-secondary classes need to notify the guidance counselor by mid-term of the semester prior to the term that they wish to enroll.
- Students who withdraw from classes two (2) consecutive semesters and/or fail two (2) classes may be unable to register for further post-secondary classes.

- Students taking college classes will have three (3) class sessions in which to drop a class. Students must also follow the “drop” procedures established by the college: failure to do so may affect future enrollment opportunities.
- All grades apply and are subject to Honor Study Hall rules as well as ineligibility rules.
- No high school credit will be given for any post-secondary course taken for which the high school has a comparable course.
- Students in grades 9-12 may participate in the post-secondary curriculum offerings at the Seymour school facilities **provided** they meet individual course prerequisites.
- All students in tenth grade will take the Compass test (entrance test for Iowa’s Community Colleges).
- Students participating in off-campus programs (RACA, for example) are excused from attendance at Seymour schools during the hours of their off campus class(es) and are not to be on the school campus unless prearranged by administration.
- Students enrolled in the Rathbun Area Career Academy (RACA) programs must take at least two (2) ‘in house” Seymour HS classes plus physical education or three (3) solid classes and physical education.
- Students taking all on-site (Seymour) classes must have six (6) classes plus physical education.
- The Seymour School District will not provide transportation to post-secondary classes.

## **NATIONAL HONOR SOCIETY (NHS) PROTOCOL**

The National Honor Society is the front-runner of organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership and service. Seymour Community High School is proud to maintain a local chapter of the NHS.

The Seymour chapter of the National Honor Society was established many years ago. Membership in this organization is based upon Scholarship, Service, Leadership and Character. Students are selected by the faculty and include Sophomores, Juniors and Seniors with high academic status. To be considered for the National Honor Society, the student must meet the following criteria:

1. Be a sophomore, Junior, or Senior with a minimum cumulative GPA of 3.0;
2. Complete Application by deadline,
3. Interview with the selection committee regarding the aforementioned criteria;
4. Attend NHS Induction ceremony, if selected

## **EXTRA-CURRICULAR PARTICIPATION**

### **PHYSICAL EXAMINATIONS**

Students participating in athletics are required to provide a school district physical examination form signed by the student’s doctor stating the student is physically fit to perform in athletics prior to the start of the activity. Activity physicals are good for one calendar year and must be renewed annually. Failure to provide proof of a physical examination makes the student ineligible. Students must submit their completed physical forms to the office. State law also requires a concussion form for athletic play.

### **ACTIVITY RULES**

The Seymour Community School Board of Education believes participation in extracurricular activities is a privilege and responsibility. All Seymour students are encouraged to participate in as many extracurricular activities as they desire. Students participating in these activities will be working with several different activity sponsors and will be exposed to as many different personalities.

### **INJURY**

Students who are injured in the course of an activity and who require a doctor’s visit will need to have a signed doctor’s release in order to resume participation in that activity. Upon that signed release by a physician, a student is immediately eligible to compete at the varsity level. Individual coaches or sponsors will determine what practice time will be necessary before entering varsity competition. Every attempt will be made to return the student to the level of participation as before the injury as quickly as possible. During the time a student is injured, it will be necessary for the student to be present at practice and games or performances in order to learn as much as possible even though the student cannot yet practice. Failure to honor your commitment to your activity will cost you valuable time when it is permissible to return to practice.

### **EQUIPMENT AND UNIFORMS**

School owned equipment and uniforms are your responsibility while these items are in your possession. Keep them locked up at all times. When asked by the activity sponsor to turn in equipment at the end of a season, it will be your responsibility to do so, as soon as possible, or you risk the cost of replacing the item. Uniforms are to only be worn on game days or special events or with Principal approval.

### **INFORMED PARENTS**

It is always a good idea to keep your parents informed of what is going on in your activity. Parents will be signing such things as physical forms and permission slips. In this way, they are in agreement with training rules for various activities. They will not always agree with the activity sponsor. The student and his/her parents need to be sure to talk to the sponsor first, before going to the activities director, principal or superintendent. Many times an activity sponsor does not know something is upsetting a parent or

student until confronted by a superior. Try to settle disagreements with the sponsor first, and then if not satisfied, move up the chain of command. **Oftentimes**, problems will work themselves out.

### **INDIVIDUAL SPONSORS**

Sponsors of individual activities will have their own rules and regulations to abide by for their particular activity. A student needs to know what they are and to follow them as best he/she can.

### **ATTENDANCE AT EXTRACURRICULAR ACTIVITIES**

Students who were absent and unexcused the day of an extracurricular activity will not be allowed to attend or participate in any extra-curricular activity that day. Students are expected to display good sportsmanship at all home and away activities. Students seen displaying inappropriate behavior will be asked to leave and may be denied the privilege of attending future activities. Appropriate disciplinary action may be addressed the next school day. Students may not leave the school during an activity and be readmitted later. Paying a second admission will not be allowed.

### **SCHOOL SOCIAL ACTIVITIES**

Permission to hold social activities will be requested from the principal by the activities sponsor.

Chaperones will be present at all social activities sponsored by the school. Only students in high school or Jr. High school, teachers, secretaries, and members of the Board of Education may attend social activities. Other guests must be approved by the administration prior to the school activity.

### **ATTENDANCE (extracurricular)**

Once you have decided to participate in an activity, it is your responsibility to be in regular attendance and on time to practices, meetings, games, and performances, as designated by your sponsor. Your commitment to your teammates and sponsors must be a top priority. If, for some reason, you have to be absent from any practice, be sure to inform the sponsor as soon as possible well in ADVANCE of that practice. If the sponsor or coach is not available, inform the activities director or principal as early as possible. All persons should be involved to avoid any misunderstandings. Failure to do so could affect eligibility in future activities.

### **EXTRACURRICULAR ATTENDANCE/ELIGIBILITY**

A student's first priority is his/her studies. High School students are ineligible if they are receiving an "F" at the end of any grading period. The ineligibility is effective until the next grading period.

In co-curricular classes such as band and chorus, students are expected to perform unless it is a judged competition where the state determines participation. In instances where a student is ineligible to perform, an alternative assignment will be given. A student who is ineligible at the end of a school year may satisfy this ineligibility if he/she is **participating** in a summer sport.

Students must attend school, all day on the day of, and the day after an activity without a valid excuse, he/she will not be allowed to participate in the next scheduled event or activity. (Exceptions- funeral with documentation, or special circumstances approved by the principal.)

### **STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

The Board of Directors of the Seymour Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who **wish to exercise** the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral, or unhealthy or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The principal shall keep records of violations of the Good Conduct Rule.

The following activities are covered by Board's policy and these rules: Athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, FCCLA, National Honor Society, Student Council, all co-curricular clubs (e.g. Spanish Club, Art Club, book club), all honorary and elected offices (e.g., Homecoming King/Queen/court, Prom King/Queen/court, class officers, Academic Bowl, Senior Trip or any other activity where the student represents the school outside the classroom. All penalties must be satisfied for attendance on senior trip, Homecoming and Prom court.

### **ACADEMIC ELIGIBILITY**

To be eligible for activity, students participating must:

- Be enrolled or dual-enrolled in school;
- Have earned passing grades in at least six full-time classes the previous semester; or be enrolled in the Rathbun Area Career Academy (RACA).
- Be earning passing grades in all classes in the current semester; for students in athletics, music, or speech activities, be under 20 years of age;
- For students in athletics, music, or speech activities, be enrolled in high school for eight semesters or less;
- For students in athletics, have not been a member of a college squad nor engaged in that sport professionally;
- Have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is making adequate progress, as determined by the student's team, towards the goals and objectives on the student's IEP or 504 plan.

## PROM

Prom participation will be reserved for Junior and Senior students (based on class standing) and their invited senior high age registered dates. Participants will include selected prom servers who qualify in appropriate class standing. All debts owed must be paid before any prom attendee may attend. All guests are to be registered the week prior to prom on a date established by the administration.

1. The deadline for admittance to prom will be one hour and 15 minutes from the exact conclusion of the banquet if they are in different locations.
2. No change in the guest list will be permitted when the list is collected.
3. No one will be permitted to leave the prom and return.
4. Students suspected of drinking/under the influence will be turned over to law enforcement.
5. The Prom will end at midnight. The school will assume no further responsibility for any other activities.
6. Students will not be excused from school for hair or other appointments concerning prom until 11:30 am the day of prom.
7. Waiters and waitresses are not permitted to leave school early the day of Prom without parent permission.
8. Waiters and waitresses may attend prom and are to work as assigned during this time period.
9. Decorating for prom may start the week of prom.
10. Seniors must have a note from parents to leave school early on Friday.
11. Anyone who behaves contrary to behavior expectations established by the district or district sponsors will be asked to leave.
12. All students and guests must wear semi-formal attire [includes a coat & tie for men].
13. Promenade [prom walk] will start at 6:00pm.
14. All Juniors are required to participate in prom setup/cleanup. A \$25.00 fine will be assessed for non-participation.

## COLLEGE VISITS

Seniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, seniors may be **excused for up** to two days to visit college campuses with the permission of the Principal and with a note signed by the student's parents Juniors may be excused for one day to visit a college. College Visits cannot be taken during Semester Testing or the last week of school. College Visits must be pre-approved by Administration two days prior to the date requested. A field trip form will be required.

## SENIOR WORK RELEASE

A senior may apply to the School Board for 2nd semester early release at a **store** supported by Administration. Students must have enough credits for graduation by the end of the second semester and maintain a 2.0 GPA. No student will be allowed to leave prior to 12:30.

1. Senior work release application **forms** must be turned in prior **to the day** of the School Board Meeting.
2. The applicant and the adult work release site supervisor must appear at the School Board Meeting to describe the work release site and the new skills being taught and mastered.
3. A weekly progress form will be completed by the site supervisor and surrendered to the Principal by the student each Friday.
4. A student too ill to be at school in the **morning is** too ill to be at the work site in **the afternoon**.
6. Documented verification of illness can be requested at any time during enrollment in the program.
7. Once a student is on early release they should check out in the office at their designated time and leave school grounds. If a student needs to stay on campus (after their designated time to leave) they need to check with the Principal.

## SENIOR TRIP

Eligibility is restricted to 12th graders who have successfully been identified as graduating. Seniors will work in conjunction with sponsors and the administration to establish a workable budget, itinerary, verified sponsor list, and destination. These items will be presented to the class sponsors and administration prior to presentation for approval at or prior to the March School Board meeting. To be eligible all outstanding debts owed to the school district, class, and fundraising efforts will be paid in full on or before Senior Awards Day. Students under current suspension must have all penalties served prior to Senior Awards Day. Diplomas will be held and dispersed once students return from senior trip.

## OPEN CAMPUS

Students in grades 9-12 may leave the campus during their lunch period. Students in grades 7-8 must bring a note to the office from their parents each week stating the days that they wish to leave campus. Students are not to drive or ride in a vehicle during their lunch period. Students should be reminded that open campus is a privilege. Behaviors like fighting, walking in the middle of the street, having water fights and littering are grounds on which the open campus privilege might be denied or revoked. First violation of Open Campus Students will be assigned an in-school suspension. A Second violation will result in an in-school suspension and loss of open campus for a designated time. Further violations will result in a complete loss of open campus and possible further discipline at the Principal's discretion.

## CLASS LOADS

Students must be registered for 6 classes, plus P.E., per semester.

Students may only opt out of PE if they have acquired a full schedule in pursuit of advanced classes. For a list of honors courses,

see Valedictorian and Salutatorian.

**SEYMOUR JUNIOR/SENIOR HIGH SCHOOL GOOD CONDUCT POLICY**

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for lifetime. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral, or unhealthy. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal shall keep records of violations of the good conduct rule.

**GOOD CONDUCT RULE**

To retain eligibility for participation in Seymour High School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community. Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student’s side, is found to have violated the school’s Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco products, regardless of the student’s age;
- Possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one’s breath is evidence of “use”);
- Being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so;
- Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- Engaging in any act that would be grounds of arrest or citation in the criminal or juvenile court system, (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others. NOTE: This could include group conduct!

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the fact of the student’s misconduct

**PENALTY**

Any student who, after a hearing before the administration, is found to have violated the Good Conduct Rule, during the school year or summer, is subject to a loss of eligibility as follows:

**For a first offense:** Ineligible for the number of contests under (a.) and

**a.**

HS Football	2 Games	HS Track	2 Meets
JH Football	1 Game	JH Track	1 Meet
HS Volleyball	3 Games	HS Baseball	4 Games
JH Volleyball	2 Games	HS Softball	4 Games
HS Basketball	4 Games	JH Softball/Baseball	2 Games
JH Basketball	2 Games	FFA, FCCLA, managers, cheerleading, band, NHS, choir, speech, play productions, trapshooting, student council, academic bowl and other	Penalty shall reflect the above guidelines

		activities, honors, or elected offices	
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**b.** The student will complete a **2- (4) hour community service** project that is developed by the student and approved by the school administrator. The student will remain ineligible until the community service project is completed. The school administrator will make the final determination of whether a community service project has been completed in a satisfactory manner.

**For a second offense** in the same school year, the student will be declared ineligible for **twelve weeks**.

**For a third offense** in the same year, the student will be declared ineligible for **one calendar year**. Successful completion of a substance abuse treatment program will reduce the third offense ineligibility period to six months.

1. The period of ineligibility attaches immediately upon a finding of a violation if the student is eligible for and currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun, or carried over to the time the student seeks to go out for the next activity or contest.
2. However, if the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.
3. An ineligible student shall attend all practices, rehearsals, and meetings, but may not “suit up,” perform, or participate in activities/events where the student represents the school outside the classroom.
4. If a student drops out of an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty, at the administration’s discretion, will attach when the student next seeks to go out for an activity, subject to the 12-month limitation above.
5. If a student violates the Good Conduct Rule while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.

**REDUCTION IN PENALTY**

1. Evaluation and Treatment: A student who has a violation of the alcohol or drug provision of the Good Conduct Rule may elect to seek an evaluation and, if recommended, treatment from a recognized substance abuse facility at the students or student’s family’s expense. If the student seeks the evaluation and agrees to waive confidentiality to allow the evaluating facility to report back to the superintendent or designee regarding recommendations for treatment or follow-up care, the student’s penalty for the violation may be reduced by one (1) week. This reduction is not available for third violations.
2. Admission Prior to Determination: If a student comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Rule prior to a finding of guilt by the administration, the student’s penalty may be reduced by one (1) week for a first violation and three (3) weeks for a second violation.
3. Items 1. And 2. This section may not be combined.

**VIOLATIONS OCCURRING DURING INELIGIBILITY**

If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible for a quarter [or “semester”] is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, the penalty attaches. Example: A student violates the Good Conduct Rule and is ruled ineligible for three weeks. While ineligible, the student again violates the Rule. The second penalty attaches when the first penalty is completed.

**ACADEMIC CONSEQUENCES**

There will be no academic consequences for the violation (e.g., detention, suspension, expulsion from school, or grade reduction/withholding) unless the violation of the Good Conduct Rule occurred (a) on school grounds, (b) at a school event regardless of location, or (c) the violation has a direct and immediate negative impact on the efficient operation of the school despite occurring off school grounds/time.

**APPEALS**

Any student who is found by the administration to have violated the Good Conduct Rule may obtain review of this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect until reversed. If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student’s parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule, the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board. If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student’s record.