

Seymour Community School  
PK-4 Elementary Student  
Handbook  
2021-2022



### Administrative Statement

This handbook is designed for use by the students and parents of the Seymour Community School. Its intent is to be a uniform guideline to be followed in day-to-day activities for all elementary students. The administration reserves the right to amend, add to, or delete from the handbook to meet future needs or as district-wide Board of Education policy or the Master contract may dictate.

### Seymour Community School's 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.

### ADMINISTRATION.

Brad Breon	Supt. of Schools,
Shannon Starr	PK-4 Principal
Jamie Houser	5-12 Principal

### EQUAL EMPLOYMENT OPPORTUNITY:

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action shall be directed to the Affirmative Action Coordinator, Carol Montz, Seymour Community School District, 100 S. Park, Seymour, Iowa 52590. Inquiries may also be directed, in writing, to the Iowa Civil Rights Department of Education, Kansas City, Missouri. Such inquiry or complaint to the state or federal office may be done instead of, or in addition to an inquiry or complaint at the . . . .

### EQUAL EDUCATIONAL OPPORTUNITY [Affirmative Action]

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, creed, ancestry, national origin, perceived traits or characteristics, sexual orientation, gender identity, physical or mental ability or disability, political party preference, socioeconomic status, marital status or age [See p.7]. Students are educated in programs which foster knowledge of, respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Carol Montz and can be reached at 641-898-2291. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 10220 North Executive Hills Blvd., 8th Floor, Kansas City, MO 64153-1367, (816) 891-8156, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The special education department, student assistance team, family connection program, school administrators, juvenile court liaison officer and representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact the Principal [Mrs. Shannon Starr] at 641-898-2291.

## DEFINITIONS

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as Superintendent or Principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

## SCHOOL FEES

The school district charges fees for certain items, such as field trips, class materials and class dues. Students who have concerns about the fees should contact the Principal. 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 partially waived. 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 office** at registration time for a waiver form. This waiver does not carry over from year to year and must be **completed annually**.

## BOOK RENTAL AND OTHER FEES

Students pay an annual book rental fee determined yearly by the Board of Education. Book rental fees for the 2021-2022 school year is \$28.00 for K-6 students. Books must be returned at the end of the class. If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear and tear is also charged to the student. If a student qualifies they may receive a full or partial waiver of fees. A waiver form may be picked up in the office. [See School Fees]

## EMERGENCY FORMS

At the beginning of each school year, **parents must file an emergency form with the office** providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. **Parents must notify** the Principal's office if the information on the emergency form changes during the school year.

## ATTENDANCE POLICY

The Seymour Community School District Attendance policy is **based on the fact that something important happens in class every day** and that the activity or interaction between teacher and student can never be exactly duplicated.

In order for the Seymour school staff to do the best job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of parents, the student to attend regularly, and the staff to be involved at all points in the process. One of the most vital points is that of student attendance. The attendance policy has been developed to encourage good attendance.

**\*Parents** are requested to **call** the school when their student **will be absent**. If no call is received, the school will attempt to call the parent. The next day of attendance the student will surrender to the district office the written documentation explaining the absence [see excused absence below].

By law the **school district** determines whether an absence is excused or unexcused.

A student leaving between the hours of 10:00 a.m. and 2:00 p.m. will be considered absent for the half day.

Students six years of age through the completion of the year they turn 16 are **required** to attend school on a **regular basis** or have competent private instruction as described under section 299.4 of the Code of Iowa. Iowa law **requires** that a student be in **regular attendance** at their registered district. By law it is the responsibility of parents to insure that their children are in school.

The **State of Iowa** establishes the number of days in an **academic school year**. Local **School Boards** establish the **minimum** number of days of **attendance** during a school year.

**Excused Absences--** are limited to the following:

- Hospitalization or extended illnesses**-verified as under a **doctor's care**
- Verified** doctors appointments
- Professional appointments**-accompanied by an **office card upon returning**
- Explainable family crisis**—example fire or funeral [**as determined by the district**]

**Unexcused absences include:** all absences that occur when a student leaves school without obtaining permission to leave, and any absence **not listed** under **excused absences** where parents had knowledge of the absence.

Once you know your child is going to be absent for the day the district needs to be notified **by phone 898-2291**. Reasons are as such:

1. To help teachers prepare makeup materials.
2. Help ensure your child's safety: transportation problems, stranger danger, missed the bus-
3. Appropriate verifiable documentation concerning the absence **needs to accompany your child upon their return**—so that an excused absence may be granted. \* See excused absence above.

Students who **need to leave** school during the school day **must** receive **permission** from **the office**. To leave school the student must:

- \*-Present to the office a note signed by the parents [can be verified].
- \*-Have the parent present to take charge of their child.
- \*-Have their parents telephone the office stating [to office staff] **the reason** for the needed dismissal. [\*see excused absences above]

**Upon the day of return [prior to the 8:25] bell] students who were absent will present their excuse for being gone for the previous day(s) to the office staff to obtain an admit to return to scheduled classes.**

Students returning to class, or who arrive after the school day has begun, must present

confirmation of absence through one of the three methods stated in the previous paragraph.

### MAKE UP WORK

Students will be given 2 days for every day absent to get assignments caught up. The teacher will be responsible for making sure the student has a list of all assignments that need to be completed.

SEYMOUR ATTENDANCE ASSURANCE PLAN-\*Attendance/truancy officer will become involved.

**Step 1:** When a student has missed the equivalent of **Six unexcused** days of school within a **semester**, the Principal/attendance officer will notify the parent(s) and advise them to obtain documentation justifying any past or future absences. \*Attendance officer= App./Wayne Co. Sheriff's Depts. or designee [Example-Juvenile Court Liaison Officer].

**Step 2:** When the student has missed **Seven unexcused days** within a **semester**, the Principal/attendance officer will schedule a joint meeting with the child (if older than 10), the student's parent(s) and the attendance officer. The administrator will use the plan described below during this conference.

a) Get the student and parent(s) involved in dialogue on the causes for the lack of attendance. Identify specific issues that need to be addressed.

b) Discuss what the family wants from the school.

c) Determine the consequences of the absences on the student's future and current problems caused by previous absences.

d) Ask the family to sign a release form to allow the school district, county attorney, juvenile court liaison officer, and the department of human services to exchange information that may help provide the family assistance in addressing the attendance problem.

e) Help the family and the student develop an acceptance plan to make attendance a priority for the remainder of the semester and to correct current problems due to absences. This plan will be placed in writing and it may include changes to be made by the school in order to respond to the student's needs.

f) Upon successful completion of a preliminary plan between the student, family, and school, a commitment in writing will be made to follow the plan.

After the commitment is made the **attendance officer** will continue to **monitor** student attendance and will make student/family contacts regarding any further concerns they may have with the plan.

**Step3:** If attendance continues to be a problem, and/or the student achieves **eight unexcused** absences in a semester, and/or the student is truant three times during the semester, a written summary of past actions is prepared and the matter is referred to the **Wayne County Attorney** for prosecution or mediation. If a mediator is appointed the following steps will be taken.

a) The mediator will contact the parent(s) and attendance officer to arrange a conference.

b) The mediator will review records established to date and shall attempt to ascertain the cause of the child's nonattendance; attempt to cause the parent(s) and child to identify needed changes in the plan developed with the principal that should result in acceptable

school attendance, and shall initiate referrals to any agencies or counseling that the mediator believes to be appropriate under the circumstances. If the parent(s) refuses to engage in mediation the matter is redirected to the County Attorney.

c) The mediator will schedule a meeting with the school Principal, any teachers cited in the family's new proposal, the child, the parent(s), and the attendance officer. This group, led by the mediator, will seek to agree on a final plan (mediation agreement) which shall set forth the settlement of the issues and future responsibilities of each party. If the plan is violated by the parent(s), or a plan agreeable to all parties cannot be reached, the matter will be referred to the county attorney.

d) Parents shall be billed for 50% of the mediator's cost if their child is eligible for free lunches, 75% of the costs if eligible for reduced lunches, and 100% of the costs if they are not currently eligible for free or reduced lunches.

**Step 4:** On the **ninth unexcused absence** within a semester the case is referred to the County Attorney and he/she will begin taking all justified **legal action** allowed under Iowa statutes.

### Truancy

A student absent from school, study hall, or assigned area without the knowledge and consent of the school shall be considered truant. Specifically, a student will be declared truant should any of the following conditions exist:

Failure to report to school without the knowledge and consent of parents or guardians.

Leaving the school building or grounds without first obtaining permission from the office.

Failure to report to class, assigned study hall, or other area without permission of the office, nurse, or scheduled faculty member.

Leaving any assigned area without the knowledge of the person in charge.

**Second Truancy-** Parents or guardian of the student will be notified. The student will be required to **make up** time double to the hours of school missed [in detention-25 min. a night] and meet all other conditions outlined by the administration. All class work will be recorded as zero. The student will be ineligible for all activities until all penalties are served. **\*\*Example**-half day truancy would equal 16 detentions/ 16 school days of ineligibility.

**Third Truancy-** Parent or guardian of the student will be notified. The student will be **suspended** from school for 3 days. Upon return- the student will be required to confer with the Superintendent of Schools to explain the reason for this behavior. The Superintendent of Schools may assign additional discipline. The Wayne Co. Attorney and the Board of Education will be notified of the situation. The student will be required to **make up** time triple to the hours of school missed [in detention-25 min. a night] and meet all other conditions outlined by the administration.

**Fourth Truancy-** The student will be **suspended** from school and must appear before the Board of Education for re-admission. **\*\*Be advised** that it may be recommended to the Board of Education that the student be expelled from school.

----**\*Discipline measures** for truancy will be started at once and will be served in succession as outlined by the administration. \* See Good Conduct Rule.

-----**Truancies accumulate** throughout a student's school career. Students do not start over in recorded truancies at the beginning of each new school year.

**Students are to** check in with office personnel **immediately upon arriving** [after school starts]. Students are to sign out with their supervisor and check out with office personnel **prior to leaving** the school complex. [See truancy/attendance]. Reminder-students absent unexcused or absent truant are not allowed to make up work for credit. See Code of Iowa.

#### TARDINESS

In most cases tardiness can be avoided and will not be tolerated. \* A student is tardy if they arrive after 8:30 and before 9:15. If the student arrives after 9:15, the student is considered absent for the half day.

#### DISMISSAL POLICY

All elementary students will be dismissed out the west door by the Superintendent's office. Parents should wait on the west porch for their children.

Parents are requested not to wait at the north elementary door or in the hallways for their children. The hallways are very congested at dismissal time.

#### ENROLLMENT AGE REQUIREMENT

Students must be four years old by September 15 in order to be enrolled for pre-kindergarten. Students must be five years old by September 15 in order to be enrolled in kindergarten.

#### OPEN ENROLLMENT

By September 30 of each school year, the Seymour Community School District is required to notify parents of open enrollment deadlines and transportation assistance. March 1 is the last date for regular open enrollment requests for the next school year.

#### STUDENT ACCOUNTING

1. Students are not to be released to anyone other than their parent/legal guardians unless deemed appropriate by the homeroom teacher.
1. Parents must send notes or contact the school when children are to go home with other students, be picked up by other adults or go to someone else's house; otherwise students will be required to follow their regular procedure.
2. If doubt exists, CALL!
3. Teachers or staff members will verify all excuses for absenteeism on a daily basis each morning.

#### ILLNESS

If a student is ill or has indications of illness, they should stay home until their parents can be sure they are well enough to go to school. If they stay in during recess, they will remain in their seat. Any student staying inside over two (2) days will be required to have a doctor's statement.

Parents are asked to inform the school of any change in their child's general health or physical limitations. This information will be beneficial to the student's school situation.

If a student complains of not feeling well and is running a temperature, they will be sent home as soon as proper arrangements can be made. Students will also be excluded from school for the following conditions:

1. Contagious disease
2. Suspicious Rash
3. Vomiting
4. Any type of parasitic disease (i.e. head lice)

#### Communicable Disease Chart

	<u>Minimum Incubation Period</u>	<u>Period of Exclusion (usually)</u>
Diphtheria	2-5 days	10 days
Polio	7-14 days	14 days
Meningitis	2-10 days	10 days
Scarlet Fever	2-7 days	7 days
Scarlatina	2-7 days	7 days
Chicken Pox	14-21 days	10 days
German Measles	14-21 days	7 days
Smallpox	8-16 days	21 days
Measles	10-15 days	10 days
Mumps	12-30 days	10 days

A student may not return to school until they bring a doctor's permit, or until all evidence of the disease is gone.

#### HEALTH SCREENINGS

The health appraisal consists of the following: height and weight, vision screening, and hearing screening.

Parents will be notified of revealing defects found as a result of any screening procedure. These routine health inspections are not intended to replace regular medical check-ups.

#### IMMUNIZATIONS

According to state law, a child under the age of twelve (12) years must have up-to-date immunizations in order to attend school. The list of immunizations includes: Measles, rubella (German measles), polio and D.P.T. (diphtheria, whooping cough, and tetanus). Immunization against these diseases protects everyone. It is important to report these and any other immunizations to the school nurse to keep the permanent record up-to-date. The school nurse is here one day per week. Religious exemptions are available in some cases. Further information can be secured from the school nurse.

#### ADMINISTRATION OF MEDICATION

Medications prescribed twice or three times a day may be administered as follows: 1<sup>st</sup> before school, 2<sup>nd</sup> immediately on returning home from school, and third at bedtime. This eliminates having to obtain forms to be filled out for giving at school.



No medication shall be dispensed to any pupil in the Seymour Community School system unless the following prerequisites are met:

1. A licensed medical or osteopathic physician or dentist must prescribe the medication.
2. If medications must be dispensed by school personnel, the following information is required:
  - a. A statement of the physician's directions requesting the specific medication to be dispensed at school.
  - b. The specific amount of medication.
  - c. The time to be administered.
3. The parent or guardian must sign a request to have any prescribed medication dispensed to their child according to the written directions or 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 medication shall be maintained in the original prescription container which shall be labeled with:
  - a. Name of pupil
  - b. Name of medication
  - c. Directions for use
  - d. Name of physician or dentist
  - e. Name and address of pharmacy
  - f. Date of prescription

Aspirin or other over-the-counter drugs must adhere to above dispensing procedures as well.

#### HEARING CONSERVATION/EDUCATION SERVICES SCREENING PROGRAM

Hearing is very important to a student's ability to listen, learn, and progress satisfactorily in school. A hearing loss may indicate a health problem and/or contribute to educational difficulties. For these reasons, your school district in cooperation with Great Prairie Education Agency, will provide a hearing test for your child during the school year.

Students in Kindergarten through sixth grade will receive a hearing screening. Students in K-12 grade who are enrolled in Special Education Programs, students with a history of hearing problems and new students will also have a hearing screening.

Students who do not pass this screening may receive individual hearing tests by the audiologist. Parents will be notified about the results of the hearing tests only if their child does not pass the test. This is a screening process only and does not identify all hearing or ear problems. If your child has had hearing or ear problems recently, feel free to send this information to the audiologist.

If you do not want your child to participate in the screening program and follow-up assessments by the school audiologist, please notify the school. If there are any questions about the testing program in your school, please contact your principal. (641-898-2291)

#### SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES

The school district does not tolerate employee's physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their Parents, Teacher, Principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Carol Montz at (898-2291) as its Level I investigator. Tami Swaby, school nurse (898-2291), may also be contacted directly.

#### SEXUAL ABUSE

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment. \* See- Initiation, Hazing, Bullying or Harassment -- & Harassment Form---end of handbook.

#### USE OF FORCE

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to: times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense, or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction or harm.

#### REPORT CARDS AND PARENTAL REPORTING

Report cards will be distributed after the conclusion of each quarter. Teachers will make telephone contacts, electronic or written progress reports on an as-needed basis for additional reporting.

#### PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held after the end of the first and third quarters. Teachers will conduct other conferences on an as-needed basis.

#### TEACHER CLASSROOM RULES

We highly encourage all parents to contact their child's teacher to familiarize themselves with teacher classroom rules for student behavior.

### CLASSROOM VISITS

Parents are encouraged to visit the school, and are welcome. Visiting school helps to better understand school programs.

We ask that each visitor stop at the office to inform the office personnel of their presence. The visitor will then be directed to the area they desire to see. Parents should not confer with the teacher during the visitation. If they wish to have a conference with the teacher, they should schedule this before or after regular school hours. Younger children should not accompany the parent because they may disrupt the classroom. The first and last week of school and before holidays, are not ideal times to visit.

### CLASSROOM INTERRUPTIONS

Students are not to interrupt regular classrooms to give messages or speak with siblings or friends, except at the break time of the other class and only then with permission of the homeroom teacher. Exception: emergency as determined by homeroom teacher.

### COMMUNICATIONS TO AND FROM

When sending a note or money to school, it should be sealed in an envelope with the student's name, grade, and teacher's name written on the outside. The school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school for the parents. Parents are responsible for knowing the contents of the notes or papers sent home. School information may also be obtained on the school website at [www.seymour.k12.ia.us](http://www.seymour.k12.ia.us)

### HOMEWORK

It is the policy of the Seymour Community Schools to generally follow these guidelines for elementary students (Grades K-4) homework:

1. Students are normally given adequate in-school time to complete assignments. Those not utilizing their time efficiently at school will be expected to complete their work at home.
2. Students in Grades K-1-2 would normally not be given any homework expect drill activities that parents would do with their child. For example: spelling words, math facts, etc.
3. Students in Grades 3-4 may have short assignments dealing with drill materials for math or reading and research-type activities, such as procuring pictures, activities, etc., from magazines or newspapers.

### SCHOOL DAY

The children who do not ride buses should be instructed to not arrive at school before 8:10 a.m. (exception: those eating breakfast at school).

The school day will normally be between the hours of 8:30 a.m. to 3:30 p.m.

Breakfast will be served from 7:45 a.m. to 8:20 a.m.

## RETENTION OF STUDENTS

Retention of students will usually be done with parental consent. Teachers will make every effort to secure parental support and to assess accurately the status of the child prior to any decision. If a teacher feels retention would be beneficial and the parents oppose it, the student would be “assigned” to the next grade, not promoted. A letter is to be included in the student’s file summarizing the situation. While parental input is encouraged, the final determination to promote or retain a student shall remain a professional decision.

Student retention is most beneficial for late-maturing students and students who are very young.

## STUDENT DRESS-PERSONAL HYGIENE

Students are expected to be neat and clean. Those with unusual circumstances should be referred to the School Nurse for counseling.

## DRESS CODE

There is a strong correlation between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. 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 prohibited from wearing clothing advertising or promoting items illegal for use by minors: [including, but not limited to] alcohol, tobacco, and illegal drugs. Students are prohibited from wearing shoes with cleats except for outdoor athletic practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. Students are not to wear-tank tops, see-through clothing, undergarments as outerwear, or half shirts. Girls are not to wear spaghetti strap tops, tube tops or halter-tops. Their tops must be long enough to meet skirts or pants at the waist. Boys and girls may wear shorts [no short-shorts]. Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the stricter requirement. Students are to wear shoes while at school, have rubber-soled gym shoes for physical education and wear boots, gloves and adequate outer garments during inclement weather.

Coats are to be put in designated area prior to 8:30 and not to be worn on school campus during the school day [exception recess or leaving/returning from Tech building].

Caps/hats/hoodies/bandannas/head apparel are not to be worn in any area of the school complex during school hours 7:30-4:00 daily [exception Elem. Recess]. Items [clothing/etc.], which are long/loose enough to cause danger of tripping [themselves or others], will not be worn. Students inappropriately dressed will be warned and be required to change their clothing. Repeated disregard will warrant discipline measures. The Principal makes the final determination of the appropriateness of the student’s appearance.

## RECESS

The purpose of recess is to provide a break from the classroom routine. Therefore, all students should go outdoors (health permitting) for some fresh air. A doctor's excuse is required if a child needs to stay in more than two days per sickness. Students having been assigned to detention for discipline reasons are an exception to this procedure. Students will go outdoors for recess except during precipitation (rain or snow) or when the chill factor is -10 degrees or lower.

## PLAYGROUND RULES

Students are not allowed to play on the playground outside of school hours without parent supervision.

The following rules and procedures are for consistence and the safety of the students while at play on the playground. The students must obey the adult supervising the playground and not just their classroom teacher.

Recess and playground privileges can be taken away at the discretion of the teacher.

1. Suggested games to play: Basketball, softball (plastic bat and ball), tag, red rover, fox and geese, jump rope, 4-square, races, hopscotch, soccer, kickball.
1. Do Not Play any tackle games, gang games, fighting, tag on playground equipment, games involving hard balls and bats.
2. If a ball or other item leaves the playground, a student must obtain permission to retrieve it.
3. Students are to use playground equipment in a safe manner.
4. The only ropes on the playground are to be used for jumping. Do not tie ropes around anyone.
5. Do not throw rocks, sticks, push or pull people, shove or trip others on the playground.
6. Students are responsible for the playground equipment. If students take something out – they must bring it back in!
7. Dodge-ball type games, roller skates, and roller blades are prohibited.
8. Students may bring their own playground equipment but must assume the responsibility.
9. We cannot allow sliding on ice or snow because of safety factors.
10. **SNOWBALLING IS PROHIBITED.**
11. Students must line up when the whistle is blown. Students violating this rule will lose recess privileges.

12. Normally candy and gum will not be permitted at recess.
13. Students are required during inclement weather to have boots, gloves or mittens, caps, and adequate outer garments.

### STUDENT BEHAVIOR

Rules of student conduct are made in the interest of safety and for the development of social courtesies. All students are expected to obey the rules and regulations given to them by all school personnel. School authorities want from students the same kind of conduct that any well-meaning parent would want from their children.

Students will be responsible to:

- \*Take good care of all school property.
- \*Conduct themselves in an orderly manner in passing to classes and in lunch lines.
- \*Walk in the school building.
- \*Not push, shove, or fight in or out of the building.
- \*Enter the building quietly.
- \*Play in their own designated play area.
- \*Walk on the sidewalk and will not play or walk on front law.
- \*Walk up and down the stairs on the right side.
- \*Not be allowed to throw snowballs, throw sticks, use water pistols, climb trees, or other high and dangerous places.
- \*Remove caps and hats when they enter the building.
- \*Not leave the playground without permission.
- \*Secure permission before retrieving a ball that has rolled off the playground.
- \*Not use profanity or talk back.
- \*Not slide on ice on the playground, sidewalks, or the streets.

Any teacher or school personnel has the authority and duty to enforce the rules and to expect any student to obey them.

The teacher, Principal, Superintendent and/or the Board of Directors of the Seymour Community School, will deal with cases of misconduct and disobeying rules.

### DISCIPLINE CONSEQUENCES:

1. The teacher should deal with first offenses and minor infractions verbally. Usually, this concludes the incident, unless the teacher feels additional follow-up is required.
2. When students are removed from the classroom, they may be sent to a time-out area or to some other designated area until such time that the teacher can visit with them and explain the “whys” of the actions, ask questions, etc.
3. Flagrant violations, such as fighting or actions, which may cause bodily injury to others, must require immediate removal. If students refuse to follow directions, the teacher should send a student to the office for

additional help. Any adult is to go to the teacher's aid. Violations of this nature must be reported to the Principal and parent.

## 2021-2022 SCHOOL BREAKFAST AND LUNCH PROGRAM

The Seymour Community School uses a computerized accounting system for the district's breakfast/hot lunch program. Current students/staff have an ID number and new individuals will be issued a number upon registration at school that will be used to purchase meals should they choose to do so. Each family will have a "family account" to which they can make deposits. Every student/faculty member in a family will be able to withdraw from their family account and all items for purchase can be deducted from this account. These items include breakfast, lunch, ice cream, extra milk, snack milk (for elementary students in the afternoon), an extra main dish (if available), and any ala carte items sold during lunch. **If a parent/guardian would like their children to have individual accounts, rather than a family account, this choice must be made known at registration time.**

Students and parents are encouraged to keep lunch accounts current, balances can be checked in the office or accessed online through the student's personal account on JMC. The student/family's online account passwords are issued at the start of each school year. If you have questions you can contact the central office.

**The fees for the breakfast/hot lunch program for the 2021-22 year will be as follows:**

### **Breakfast**

PK-4 - \$1.40

5-12 - \$1.45

Adults - \$2.25

### **Lunch**

PK-4 - \$2.45

5-12 - \$2.60

Adults - \$3.90

Student milk: .35

Student juice: .30

Ice cream: .75 (available once a week)

Account balance notices will be sent out weekly by phone alert, e-mail or a note sent home with your student (this option can be chosen at registration time). However, individuals will only be notified if their account reaches the amount of \$6.00 or less. In accordance with the new regulations by the USDA, when an account reaches a \$0.00 balance a student will be unable to purchase extra items/snack milk/treats on their account but they will continue to be allowed to purchase **full meals**.

### **CAFETERIA RULES**

1. Students are to remain seated. Students will not exhibit behaviors/excite behaviors, which interrupt the maintenance of a disciplined atmosphere.
2. Keep hands, feet, and objects to yourself. Lunch supervisors determine the acceptable level of noise/speech [usually normal conversation speaking level and acceptable table

manors -as defined by the supervisor].

3. Students are to control their own behavior concerning their speech, actions, and manner.
4. Individuals are responsible for the condition of their immediate area.
5. Students who cannot control their own behavior will be required to: sit at the teacher table, be assigned a different lunch shift, or assigned other discipline measures.

#### UNUSUAL WEATHER CONDITIONS

School closings will be broadcast on radio station KCOG (1400 am) and KMGO (98.7 fm). Also on television station KCCI (8) and WHO (13) before 7:00 a.m., if possible. If bad weather develops during the school day, listen to these radio and TV stations for possible early dismissal. DO NOT call the school. It ties up the lines for personnel trying to get information to radio and television stations. An alert will also be made to your cell phone and/or email through "School Alert". Check the school website for information on how to register to receive this notification.

#### FIRE AND STORM DRILLS

Fire drills will be held at various times during the school year. Each teacher is responsible for the group of students under his/her supervision when the alarm sounds, which are a continuous, blast of the fire alarm buzzer.

Storm drills will be held periodically. Each teacher is responsible for the group of students under their supervision when the class-change bell sounds with a series of short blasts. When the warning sounds the procedure is as follows:

1. Proceed quietly to area designated as safety areas,
2. Once in-designated area, **NO** talking is allowed.

#### ACCIDENTS

In case of an accident at school, emergency first aid will be administered and parents or guardians will be notified. If the school is unable to reach parents, emergency numbers will be used. The emergency unit will be called only in extreme cases. The police will be notified if necessary.

#### INSURANCE

Student accident insurance is available through the school. Insurance forms are available at registration.

#### CARE OF SCHOOL PROPERTY

A student who damages school property will be expected to pay for the damage.

#### HAZARDOUS ITEMS

Hazardous items are not to be brought to school by students. Teachers are authorized to confiscate such items immediately.

#### ILLEGAL ITEMS FOUND IN STUDENT'S POSSESSION

**Students are prohibited** from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, inhalants, drugs, or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances.

Weapons/explosives/dangerous-odor producing chemicals/fire producing objects or items that have been fashioned into threatening objects [or look-a-like items] are not allowed



on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the Principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy will be contacted, and the students may be reported to law enforcement officials. Risk will be assessed using AEA/district/law enforcement/Juvenile Court Liaison Personnel/diagnostic personnel. [See- prohibited behaviors/expulsion & Fed. Safe Schools Act]

### TOBACCO, ALCOHOL, DRUGS [prohibited]

Students are prohibited from using, possessing, or being under the influence of tobacco, alcohol, inhalants, and other controlled substances, or “look alike” substances that appear to be tobacco, alcohol, inhalants, or controlled substances, regardless of age, while on school property or while attending or participating in any activities sponsored by the district. Violation of this rule will result in disciplinary action, which may include expulsion. Such violation may also be reported to local law enforcement authorities.

**\*See Good Conduct Rule**

The disciplinary action for the use, possession of tobacco or alcohol or being under the influence of alcohol will be as follows: Other prohibited items will carry stiffer penalties—including expulsion.

**1st offense-three days OSS, three weeks @ T. Table, two weeks ineligibility.**

**2nd offense-three days OSS, five weeks @ t. table, nine weeks ineligibility.**

**3rd offense- the student will be suspended from school until the Board of Education meets to determine if the students should be expelled from school.**

**\*See prohibited behaviors/\* See Code of Iowa\***Steps above may be skipped for items/behavior that threatens the health/safety of students or staff. All time lines are under the direction of the school administration

### STUDENT SEARCHES

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Considering factors such as the following may form reasonable suspicion:

- Eyewitness observations by employees;
- Information received from reliable sources;
- Suspicious behavior by the student; or,
- The student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- The age of the student;
- The sex of the student;
- The nature of the infraction; and
- The emergency requiring the search without delay.

A student's body and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or the law affecting school order.

## INITIATIONS, HAZING, BULLYING AND HARASSMENT

### STUDENT BULLYING AND HARASSMENT ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

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. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds [cyberbullying] if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment as set forth above may include, but is not limited to the following behavior/overt acts and or circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at a student that have the purpose

- or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Submission to or rejection of such conduct by a student is used as a basis for decisions affecting the student.

Retaliation against a student because the student has filed a bullying or harassment complaint, assisted or participated in a harassment investigation or proceeding is also prohibited. Students who knowingly file false harassment complaints or give false statements in an investigation shall be subject to discipline by measures up to and including suspension and expulsion, as shall any student who is found to have retaliated against another in violation of this policy.

The district will promptly and reasonably investigate allegations of harassment. The building principal, Level I investigator, or designee will be responsible for handling all complaints by students alleging harassment.

It will also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent will also be responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the school district. The superintendent shall report to the board on the progress of reducing bullying and harassment in the school district.

Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed should:

- 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, Counselor or Principal to help.
- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
  - Tell a Parent, Teacher, Counselor, or Principal; and
  - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
    - What, when and where it happened;
    - Who was involved;
    - Exactly what was said or what the harasser did;
    - Witnesses to the harassment;
    - What the student said or did, either at the time or later;
    - How the student felt; and
    - How the harasser responded.

Discipline measures: \*\*\* See State of Iowa Bullying & Harassment Law

**Bullying/Harassment- [Record of infractions does not start over yearly] steps----**

- 1. Statements & notification of families involved. [Outside community service providers] level one investigator will assign appropriate discipline measures----appropriate to the severity of the situation.**
2. ---3 days OSS, assigned two Saturday school days, loss of eligibility for two events and loss of open campus for two weeks.
3. ---3 days OSS, assigned four Saturday school days, loss of eligibility for four events and loss of open campus for four weeks. [Notification of outside service providers].
4. ---3 days OSS & ISS until board of directors can meet with student/parent to determine status. [Immediate loss of eligibility & loss of open campus]. . \*See district jurisdiction p. 5 & 6.

### FIELD TRIPS

Various classes may take educational field trips during the school year. A permission slip will be sent home with the students. The permission slip must be signed by parents and returned to the school before the student will be permitted to participate in the field trip activities. All school fees, and lunch accounts must be paid in full prior to the student participating in the field trip.

### BAND PROGRAM

Fifth and sixth grade students may participate in the elementary instrumental music program. Late in the school year, the instrumental music director will visit the fourth grade class to explain the instrumental program and demonstrate instruments. The parents of each child, interested in playing an instrument, will receive a letter inviting them to a meeting where the program will be explained.

## PARTIES

There are parties planned by the teachers during the school year. Teachers set the procedure for providing refreshments for these parties. Students may bring treats for birthdays or other special occasions.

## TELEPHONE

The telephone in the school office is for business purposes. In the case of an emergency, the student will be allowed to use the phone if they have permission from their teacher. Long distance calls may not be placed except for emergencies.

## STUDENT CELL PHONE POLICY

\* PK-4 Student should not bring a cell phone to school. \*\*\*\*Discipline measures **will be applied**.

## STUDENT ACTIVITY TICKETS

Students may purchase a student activity ticket for admission to certain school district activities. Students interested in purchasing a yearly activity ticket need to do so at registration or contact the office. Students not wishing to purchase an activity ticket must pay regular prices to attend school district activities.

Adult season activity tickets may be purchased at the district central office 898-2291. Please ask for Mollie Banks.

## TRANSPORTATION

### **Buses and Other School District Vehicles**

Buses are primarily used to transport students to and from school. **Students** who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination **must comply with school district policies, rules and regulations**. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the Principal of a student's inappropriate bus conduct. [Riding a district school bus is not a guaranteed right] \*See Code of Iowa.

Video cameras are in use on school buses for the safety of the students riding the bus. The content of the videotapes may be used to discipline students. Students are not informed when the video cameras are or are not in use. The director of transportation and administration are in charge of reviewing bus tapes for misconduct.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations. [Students not eating school breakfast are to remain on the bus until the 8:10 bell rings]

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept clear at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver.

- Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out through the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is not prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.
- The good conduct rule is in effect.

Students must be under the direct supervision of a staff member before 8:10 or after school 3:35. Students will not gather unsupervised on school grounds before, during or after school. Students who ride buses need to report to them immediately after exiting the building. Non-bus students need to leave school grounds immediately after exiting the building.

### BICYCLES

It is the responsibility of parents to determine whether your student may bring a bicycle to school. Bicycle safety rules should be followed. The school may take this privilege away if safety violations occur. Students are not allowed to ride bicycles on the school grounds. An area designated by the school has been provided for all bicycles to be parked. The school is not responsible for damaged or stolen bicycles.

### FLOWERS AND GIFTS

Items delivered to the school for a student will be placed in the office. The student may pick up their item after the 3:30 bell.

### LOST AND FOUND

Articles of clothing, such as coats, caps, mittens, sweaters, boots, etc should be marked with adequate identification. All lost and found items will be kept in the Principal's office [items found are to be brought to the office]. If the student can identify these items they may be picked up in the office. All items not claimed by the end of the school year will be disposed of by the school district.

## Student Services

### GUIDANCE PROGRAM

The school district guidance program is divided into four separate categories. The categories are counseling services, information services, appraisal services and placement services. Each of these categories is interdependent and assists students with their personal, educational and career development as well as in becoming well-rounded, productive adults. The employees maintain confidentiality involved in the guidance program. **Contact Mrs. Deanna Swenson**—Director of Guidance Services—898-2291.

### STUDENT ASSISTANCE TEAM (SAT)

The goal of the Student Assistance Team is to provide quality FAPE services to all students. All information shared with the team remains in confidentiality. The Seymour School has developed this team to assist those students who need extra assistance in the following areas: attendance, medical, family, social, academic, relationships, and alcohol or other drugs. **Mrs. Marshall** is the SAT district chairperson.

**Students are identified** through a **referral process**. Self, peers, parents, or school personnel may make referrals. New referrals will be taken after the Academic Mediation process has proven unsuccessful. New referrals will meet with the SAT chairman for completion of a checklist. Next, the SAT will meet and develop strategies to help the student. A Solution Focus intervention format will be followed prior to any recommendation for special services. The SAT will meet on a regular basis (every other week) when possible. If placed students are served in the least restrictive environment and are taught through the differentiated instruction model.

For information on the SAT contact the Principal's office or the Family Connection's office at 641-898-2291. Ask for-- **Mrs. Marshall**—to contact you back.

### STUDENT GRIEVANCE PROCEDURES

#### I. Definitions

- a. A “Grievance” is a claim by a student questioning the interpretation or application of a board policy or administrative regulation.
- b. The aggrieved or grievant is the person or persons against whom the alleged act was committed.
- c. Head of household is/are the parent(s) or legal guardian(s) of a grievant.
- d. The actor is the person whose act caused the grievance.
- e. The student facilitators are the guidance counselors or the district whose objectives are to improve communications (between the grievant and actor, head of household or hearing officer) and to assist the student in reducing the grievance to writing. The student facilitator shall not be involved beyond level one of the procedure.
- f. Filing is informing the appropriate person, in writing, that the grievant has a grievance or that the person is appealing a decision of a hearing officer. Only the aggrieved, head of household, or emancipated student may file a grievance.

- g. A “Hearing” is a meeting, which is to be conducted by the Principal, Activities Director, Superintendent, or Board of Education.
- h. The term “Day” is meant to define any calendar day including Saturday, Sundays, and Holidays.

## II. Representation

- a. The grievant may represent himself, be represented by the head of household, or be represented by an attorney. The head of household must accompany any grievant who is under the age of eighteen years in all hearings unless the Board of Education waives this requirement. To obtain a waiver of this requirement, the grievant must apply to the Board on the form provided upon which the grievant must state the reason(s), which he feels, warrant a waiver of the requirement. Upon receipt of the grievant’s request by the proper school personnel, the counting of days as set forth in IV, a, b, and c of the Grievance Procedure shall cease and shall resume when the grievant is notified in writing that the request has been granted or denied.
- b. An attorney and/or a representative selected by the actor may represent the actor at any proceeding.

### I. General Provisions

- a. Confidence – A copy of all documents, communications, and records dealing with the processing of a grievance shall be kept in a separate file in the central office and shall not be kept in the student cumulative folder or the actor’s personal file. Access to these files is available to hearing officers only.
- b. Forms – Copies of grievance forms may be obtained from any Principal or Activity Director’s office or from the central office. All forms should be filled out correctly and according to the printed directions found on the forms.
- c. Reprisals – No reprisals of any kind shall be taken by the Board of Education or by any employee of the district against the grievant or any representative.
- d. Time – if either party does not meet time limits, the grievance will be considered solved or may be appealed to the next step. For purposes of counting the days with respect to the procedural steps set forth in Section IV, Saturdays, Sundays, and Holidays shall be included. However, if school is in recess for more than three consecutive days, the counting of days shall cease on the last day that school is in session prior to such recess and shall resume on the day that school resumes after such recess.

If the deadline for filing falls upon a Saturday, Sunday, or Holiday, the period during which a grievance may be filed shall be extended until 12:00 p.m. on the first day following such Saturday, Sunday or Holiday that school is in session.

- e. Writing – All filings, appeals and decisions shall be in writing and on the proper forms.
- f. Official notification, by registered letter to the head of the household/parents/legal guardians shall be made upon receipt of the



formal filing on step one and upon receipt of filing at each subsequent step.

II. Procedure

- a. Step One – Within five (5) days of the act, which is the basis for the grievance, the grievant or head of household or both, shall present the completed grievance forms to the building Principal or Activities Director. The Principal or Activities Director must, within ten (10) days hold a hearing (all pertinent information, documents, witnesses, etc. shall be brought forth at that time) and respond to the grievance on the proper forms. Copies of which shall be provided the grievant, actor, and the central file.
- b. Step Two – If the grievant or head of household is not satisfied with the disposition of his grievance at Step One, he shall within five (5) days appeal this decision to the Superintendent. Such appeal must be in writing on the proper forms. The Superintendent must, within ten (10) days, hold a hearing and respond to the appeal on the proper forms, copies of which shall be provided.
- c. Step Three – If the grievant or head of household is not satisfied with the disposition of his grievance at Step Two, he shall within ten (10) days appeal to the Board of Education. Such appeal must be submitted in the Superintendent’s office. The Board must hold a hearing within the following fifteen (15) days. Within five (5) days of the conclusion of the hearing, the Board shall render a written decision to the grievant, actor, and central file.

515.7 STUDENT GRIEVANCE PROCEDURE UNDER TITLE IX

Any student of the Seymour Community School District shall have the right to file a formal complaint alleging noncompliance with regulations outlined in Title IX of the Education Amendments of 1972.

**Technology Use Policy**

\*See State & Federal Internet Safety Legislation

**APPROPRIATE USE OF COMPUTERS, COMPUTER-LIKE EQUIPMENT, COMPUTER NETWORK SYSTEMS, AND THE INTERNET**

The board is committed to making available to students and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer-like equipment (such as tablets), computer network systems, and the internet. The goal in providing this technology and access is to support the educational objectives and mission of the school district and to promote resource sharing, innovation, problem solving, and communication. The District’s computers, computer-like equipment, computer network and/or internet connection is not a public access service or a public forum. The District has the right to place reasonable restrictions on the material accessed and/or posted through the use of its computers, computer-like equipment, computer network and/or internet connection.

Access to the District's computers, computer-like equipment, computer network, and internet shall be available to all students and staff within the District. However, access is a privilege, not a right. Each student and staff member must have a signed acceptable use agreement on file prior to having access to and using the District's computers, computer-like equipment, computer network and the internet. The amount of time and type of access available for each student and staff member may be limited by the District's technology and the demands for the use of the District's technology. Even if students have not been given access to and/or use of the District's computers, computer-like equipment, computer network and the internet, they may still be exposed to information from the District's computers, computer-like equipment, computer network and/or the internet in guided curricular activities at the discretion of their teachers.

Every computer and/or computer-like equipment in the District having internet access shall not be operated unless internet access from the computer is subject to a technology protection measure (i.e. filtering software). The technology protection measure employed by the District shall be designed and operated with the intent to ensure that students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are otherwise harmful to minors. The technology protection measure may only be disabled for an adult's use if such use is for bona fide research or other lawful purposes.

The technology coordinator may close a user account at any time as required and administrators, faculty, and staff may request the technology coordinator to deny, revoke or suspend user accounts. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the District's computers, the District's computer-like equipment, the District's computer network systems and the internet. Students and staff members will be instructed by the District's technology coordinator or other appropriate personnel on the appropriate use of the District's computers, computer-like equipment computer network and the internet.

The use of the District's computers, computer-like equipment, computer network and internet access shall be for educational purposes only. Students and staff members shall only engage in appropriate, ethical, and legal utilization of the District's computers, computer network systems, and internet access. Student and staff member use of the District's computers, computer-like equipment, computer network and internet access shall also comply with all District policies and regulations. The following rules provide guidance to students and staff for the appropriate use of the District's computers, computer-like equipment, computer network and internet access. Inappropriate use and/or access will result in the restriction and/or termination of the privilege of access to and use of the District's computers, computer-like equipment, computer network and internet access and may result in further discipline for students up to and including expulsion and/or other legal action and may result in further discipline for staff members up to and including termination of employment and/or other legal action. The District's administration will determine what constitutes inappropriate use and their decision will be final. Inappropriate use of the District's computers, computer-like equipment, computer network and internet access includes, but is not limited to a violation of the following rules:

-Do not make or disseminate offensive or harassing statements or use offensive or

harassing language including disparagement of others based on 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. Do not swear, use vulgarities or any other inappropriate language. Be polite and follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.

-Do not access, create or disseminate any material that is obscene, libelous, indecent, vulgar, profane or lewd; any material regarding products or services that are inappropriate for minors including products or services that the possession and/or use of by minors is prohibited by law; any material that constitutes insulting or fighting words, the very expression of which injures or harasses others; and/or any material that presents a clear and present likelihood that, either because of its content or the manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or will cause the violation of lawful school regulations.

-Do not disseminate or solicit sexually oriented messages or images.

-Do not transmit your credit card information or other personal identification information, including your home address or telephone number from any District computer without prior permission from the building principal, the superintendent or other appropriate personnel. Do not publish personal or private information about yourself or others on the internet without prior written permission. Do not repost a message that was sent to you privately without permission of the person who sent the message. If any information is to be provided regarding students, it should be limited to the student's first name and the initial of the student's last name only. Do not arrange or agree to meet with someone met online.

-Do not use the District's computers, computer-like equipment and/or computer network systems to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and pornography.

-Do not subscribe to or access listservs, bulletin boards, online services, e-mail services, social networking sites (i.e., myspace, facebook, twitter) or other similar services without prior permission from the technology coordinator or other appropriate personnel.

-Do not use, possess or attempt to make or distribute illegal/unauthorized copies of software or other digital media. Illegal/unauthorized software or other digital media means any software or other digital media that has been downloaded or copied or is otherwise in the user's possession or being used without the appropriate registration and/or license for the software or in violation of any applicable trademarks and/or copyrights, including the payment of any fees to the owner of the software or other digital media.

-Do not alter, modify, corrupt or harm in any way the computer software stored on the District's computers or computer network systems. Do not install any software on the hard drive of any District computer or on the District's computer network systems or run any personal software from a CD-ROM, DVD, flash drive, or other storage media or alter or modify any data files stored on the District's computers, computer-like equipment or

computer network systems without prior permission and/or supervision from the technology coordinator or other appropriate personnel.

-Do not download any programs or files from the internet without prior permission from the District's technology coordinator or other appropriate personnel. Any programs or files downloaded from the internet shall be strictly limited only to those that you have received permission from the technology coordinator or other appropriate personnel to download.

-Do not use any encryption software from any access point within the District.

-Do not access the internet from a District computer and/or computer-like equipment using a non-District internet account.

-Do not share a personal user account with anyone. Do not share any personal user account passwords with anyone or leave your account open or unattended.

-Do not access the District's computers, computer-like equipment or computer network systems or use the District's internet connection from a non-District computer without prior authorization from the technology coordinator or other appropriate personnel.

-Do not use an instant messenger service or program, internet relay chat or other forms of direct electronic communication or enter a chat room while using the District's computers, computer-like equipment, computer network systems and/or the District's internet connection.

-Do not disable or circumvent or attempt to disable or circumvent filtering software without prior permission from the District's technology coordinator or other appropriate personnel.

-Do not play any games or run any programs that are not related to the District's educational program.

-Do not vandalize the District's computers, computer-like equipment or its computer network systems. Vandalism is defined as any attempt to harm, modify, deface or destroy physical computer equipment, computer-like equipment or the computer network and any attempt to harm or destroy data stored on the District's computer equipment, computer-like equipment or the computer network or the data of another user. All users are expected to immediately report any problems or vandalism of computer equipment to the administration, the technology coordinator or the instructor responsible for the equipment.

-Do not commit or attempt to commit any act that disrupts the operation of the District's computers, computer-like equipment or computer network systems or any network connected to the internet, including the use or attempted use or possession of computer viruses or worms or participation in hacking or other unlawful/inappropriate activities on line. Users must report any security breaches or system misuse to the administration or technology coordinator. Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual's account. Do not attempt to log on to any device as a system administrator.

-Do not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g. listening to internet radio, printing web pages without prior permission from the technology coordinator or other appropriate personnel, staying on the network longer than is necessary to obtain needed information).

-Do not use the District's computers, computer-like equipment and/or computer network systems for any commercial or for-profit purposes, personal or private business, (including but not limited to shopping or job searching), product advertisement or political lobbying.

-Do not use the District's computers, computer-like equipment, computer network systems and/or the internet to access, download, transmit, and/or disseminate any material in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, computer viruses and/or worms, offensive material, spam emails, any threatening or harassing materials, and/or any material that will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the technology coordinator or other appropriate personnel of the contact with inappropriate information.

-Do not plagiarize information accessed through the District's computer; computer-like equipment, computer network systems and/or the internet. Students and staff shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the District's computer, computer network systems, and/or the internet.

The District will, within the curriculum currently being offered, include age-appropriate content related to children's use of the internet. This may include anti-bullying and harassment considerations, social networking considerations and other considerations involving internet usage.

Although reasonable efforts will be made to make sure students will be under supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred.

Students will be able to access the District's computers, computer-like equipment and computer network systems, including use of the internet, through their teachers and/or other appropriate supervisors. Individual electronic mail addresses (will/will not) be issued to students. Students will not be allowed to use email except under very specific, limited educational circumstances. If a student has an electronic mail address that has been set up outside of school, the student will not be permitted to access that email account or use that address to send and receive mail at school.

Parents will be required to sign a permission form to allow their students to access the District's computers, computer-like equipment, computer network systems and the internet. Students and staff members will sign a form acknowledging they have read and

understand the District's policies and regulations regarding appropriate use of the District's computers, computer-like equipment, computer network systems and the internet; that they will comply with the policies and regulations; and understand the consequences for violation of the policy or regulations. Prior to publishing any student work and/or pictures on the internet, the District will obtain written permission from the student's parents to do so.

The District has the right, but not a duty, to monitor any and all aspects of its computers, computer-like equipment, computer network systems and internet access including, but not limited to, monitoring sites students and staff visit on the internet and reviewing e-mail. The administration and the technology coordinator shall have both the authority and right to examine all computer and computer-like equipment and internet activity including any logs, data, email, computer disks and/or other computer related records of any user of the system. The use of email is limited to District and educational purposes only. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the District's computers, computer-like equipment and computer network systems, including the internet.

No warranties, expressed or implied, are made by the District for the computer technology and internet access being provided. Although the District has taken measures to implement and maintain protection against the presence of computer viruses, spyware, and malware on the District's computers, computer network systems, and internet access, the District cannot and does not warranty or represent that the District's computers, computer-like equipment, computer network systems or internet access will be secure and free of computer viruses, spyware or malware at all times. The District, including its officers and employees, will not be responsible for any damages including, but not limited to, the loss of data, delays, non-deliveries, misdeliveries or service interruptions caused by negligence or omission. Individual users are solely responsible for making backup copies of their data. The District is not responsible for the accuracy of information users access on the internet and is not responsible for any unauthorized charges students or staff members may incur as a result of their use of the District's computers, computer-like equipment, computer network systems, and/or internet access. Any risk and/or damages resulting from information obtained from the District's computers, computer-like equipment, computer network systems, and/or internet access is assumed by and is the responsibility of the user.

Students, parents, and staff members may be asked from time to time to sign a new consent and/or acceptable use agreement to reflect changes and/or developments in the law or technology. When students, parents, and staff members are presented with new consent and/or acceptable use agreements to sign, these agreements must be signed for students and/or staff to continue to have access to and use of the District's computers, computer-like equipment, computer network systems, and the internet.

The interpretation, application, and modification of this policy are within the sole discretion of the school district. Any questions or issues regarding this policy should be directed to the Superintendent, any building principal or the technology coordinator. The board will review and update this policy as necessary.

\*\*The district will maintain this policy at least five (5) years after the termination of funding pursuant to the Children's Internet Protection Act (CIPA).

## STUDENT----Internet Use- See above State & Federal Rules

Students may be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses will be issued to students at this time. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.

The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

Students will adhere to on-line protocol:

- Respect all copyright and license agreements.
- Cite all quotes, references and sources.
- Remain on the system long enough to get needed information, then exit the system.
- Apply the same privacy, ethical and educational considerations utilized in other forms of communication.

Students should adhere to the following guidelines:

- Others may be able to read or access the mail so private messages should not be sent.
- Delete unwanted messages immediately.
- Use of objectionable language is prohibited.
- Always sign messages.
- Always acknowledge receipt of a document or file.

Restricted Material - Students will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Unauthorized Costs - If a student gains access to any service via the Internet which has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

Students who access restricted items on the Internet are subject to the following consequences:

- First Violation - A verbal and written "Warning" notice will be issued to the student. The student may lose Internet access for a period of 2 mo./40 school days at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal.
- Second Violation - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided

to the building principal. The student will forfeit all Internet privileges for a minimum period of 2 mo./40 school days.

- Third Violation - A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student will forfeit all Internet privileges for 9 mo./180 school days or for the balance of the school year.

SEYMOUR SCHOOLS  
TERMS AND CONDITIONS FOR STUDENT INTERNET USE  
\*See State & Federal internet Safety Legislation p.29-33

Seymour Community Schools has historically pursued making advanced technology and increased access to learning opportunities available to our students and staff. The INTERNET is part of the information superhighway coordinating a complex alliance of agencies, regional, state and national networks and commercial organizations. We believe this computer technology will help launch today's schools into the information age by allowing students and staff to access and use information to significantly expand their knowledge base. To ensure the smooth operation of the network, users must adhere to established guidelines regarding proper conduct, efficient, ethical and legal usage. The signatures at the end of this document are legally binding.

Signing this document indicates that you have read and agree to abide by its terms and conditions.

INTERNET AGREEMENT WILL BE PROVIDED AT SCHOOL REGISTRATION.  
PLEASE SIGN AND RETURN TO THE OFFICE.

Seymour Community School District  
Internet Use---Expectations

Sign & Return to office  
P.1 of 2

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control access to all materials -in fact, an industrious user may discover controversial information. While we discourage access to such material, and even though we will employ a blocking system, there may be times that a student gains access to material not designed for educational purposes.

Acceptable Use- The use of each student account must be in support of education and research and consistent with Seymour Schools' philosophies, board policies and educational objectives. Use of other organization's networks or computing resources must comply with the rules appropriate for each network. Transmissions that violate any district, state, or U.S. regulations are prohibited. These transmissions include, material or material protected by trade secret. Use of the INTERNET for commercial activities, product advertisement, or political lobbying is prohibited.

Privileges - The use of the INTERNET is a privilege, not a right and inappropriate use will result in a cancellation of those privileges. Students must have permission from their parent or legal guardian to access the system. That permitted use will be placed in 2 categories: (1) Unlimited use, or (2) Restricted use- only under the supervision of a teacher or staff member. Laminated, color-coded, use cards will be issued to students



upon the receipt of the parental permission form. Conditions for the use of the card will be printed on it, and will read as follows. The holder of this card has access to the INTERNET. This card must be visible and placed on the top of the computer when the user is accessing the system. No student, other than the holder, whose name appears on the card, may use the card. The user must have the proper color coded card to have 'unlimited use' privileges. Any violation of these conditions will result in immediate loss of card and future privileges for a period of time determined by board policy--This policy will be administered by the Principal."

Netiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not necessarily restricted to:

- . Be polite and considerate. Don't become abusive in messages to others
- . Use appropriate language. Do not swear, use vulgarities or obscenities.
- . Do not reveal your personal phone number or home address, or those of other students or staff.
- . Note that email is not guaranteed to be private. The administration reserves the right to examine any electronic mail that may be transmitted by the student or to the student.
- . Illegal activities are strictly forbidden. This includes such instances as threats, harassment or fraud
- . Do not use the network in such a way that you would disrupt its use by others.
- . All communications and information that you may access should be assumed to be private property
- . Respect the intellectual property of others by always crediting sources and respecting copyright laws.

Internet use—conditions

No Warranties - Seymour Schools make no warranties of any kind, whether expressed or applied for the information or services provided through the INTERNET. This might include any loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained from the network is at the student's own risk and it becomes their responsibility to determine its validity and accuracy.

Security - Security on any computer system is a priority, especially when the system involves many users. Students may not use the account of another user. Students may not use the account of another user. Attempts to log in to the INTERNET as a system administrator will result in the cancellation of user privileges. Any user identified as a security risk may be denied access to the Seymour School District computer resources. If you feel you can identify a security problem on the INTERNET, please notify a staff member

Vandalism - Vandalism to the school's system will result in immediate cancellation of user privileges. Vandalism is defined as any malicious attempt or actual harm incurred on the system, intended to destroy hardware, software, or data of another user, or any other agency or network accessed via the system. This includes the uploading or creation of computer viruses.

Prohibited Practices: The following are prohibited practices on the INTERNET. Students who access restricted items on the system shall be subject to appropriate actions as well as the specific consequences listed below:

Students may not use the INTERNET in the following ways.

- . Political or commercial purposes. Use of E-mail that is contradictory to board policy.
- . Use of profanity, obscenity, or any use that disrupts the educational environment.

Vulgarity in E-mail or other

transmissions. Violation of the system administrative procedures.

- . Reproduction of copyrighted material. Accessing of material that has been deemed explicit, and is inappropriate for school use. Disabling district system protection programs.
- . Lending your "student user" card to another person using the system without that person having been issued a student user card (or) using another student's card.
- . Planning or conducting any illegal activities, sending threatening or harassing messages, cracking, hacking or otherwise breaking into systems. Participating in chain letters or accounts students don't have full access to. Degrading / disrupting equipment / systems. Making use of I-net "chat" systems.
- . Possession, use, or transference, of the system passwords. Posting anonymous messages.
- . Encouraging the use of controlled substances.
- . Invading the privacy of any individual. Vandalism of the data of another user.
- . Installing any software not approved by the district. Posting personal communications without the permission of the school's administration.

Consequences for Violations of the above restrictions: in a 36-week period-

1. 1st Violation - a verbal and written warning notice will be issued to the offending student(s). The student(s) involved will lose INTERNET privileges for a period of 2 months. A copy of the notice will be mailed to the student's parent/guardian.
2. 2nd Violation - A verbal and written "second violation" notice will be issued to the offending student(s). The student(s) involved will lose INTERNET privileges for a period of 2 months. A copy of the notice will be mailed to the student's parent/guardian.
3. 3rd Violation - A verbal and written "final violation" will be issued to the offending student(s). The student(s) involved will lose INTERNET privileges for a period of 9 months from that date and be placed on probation for the remainder of their high school career. [\* See Internet use]

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Return a copy [found in the registration packet mailed to you]—of this signed agreement to school district

For your students:

I understand and will abide by the INTERNET USE AGREEMENT. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation my access privileges will be removed as stipulated, and if necessary, disciplinary and /or appropriate legal action may be taken.

Student Name \_\_\_\_\_  
School Year - 2019-2020

Date \_\_\_\_\_

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_

Student Name \_\_\_\_\_

PARENT or GUARDIAN

I have read the INTERNET USE AGREEMENT. & State & Federal Internet Safety Legislation p. 29-33 &

I understand that this access is designed for educational purposes. The Seymour Community School District has taken precautions to eliminate controversial material by the use of administrative regulations and automatic block out systems. However, I recognize it is impossible to restrict access to all controversial materials and I will not hold the district responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when student(s) use is not in the school setting. I hereby give my permission for the above named student to have

(Circle one) UNLIMITED ACCESS or RESTRICTED ACCESS

to the INTERNET----- (See "privileges" on page 1).

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_