


Seymour



Middle School

STUDENT AND FAMILY HANDBOOK

Seymour Middle School

2018-2019

Seymour Community School District

Seymour, WI 54165

www.seymour.k12.wi.us

Seymour Middle School
Frequently Called Phone Numbers

Attendance Number is 833-7199 x303

Area	Staff	Phone #	Email Address	Room
Principal	Collette Wilichowski	833-7199 x300	cwilichowski@seymour.k12.wi.us	Office
Dean of Students	Jay Freerking	833-7199 x301	jfreerking@seymour.k12.wi.us	Office
School Counselor	Tiffany Vogel	833-7199 x305	tvogel@seymour.k12.wi.us	Office
School Counselor	Kari Breitenfeldt	833-7199 x305	kbreitenfeldt@seymour.k12.wi.us	Office
School Secretary	Tracy Luczak	833-7199 x302	tluczak@seymour.k12.wi.us	Office
Attendance Secretary	Lisa Cook	833-7199 x303	lcook@seymour.k12.wi.us	Office
School Psychologist	Kelly Selissen	833-7199 x310 or x731	kselissen@seymour.k12.wi.us	SMS Pupil Services
Speech Pathologist	Julie Ritter	833-7199 x308	jritter@seymour.k12.wi.us	SMS Pupil Services
Nurse	Amber Thompson	833-2306 x427	athompson@seymour.k12.wi.us	District
District Social Worker	Jeanna Zuelke	833-5155-RLP	jzuelke@seymour.k12.wi.us	District

Communication with School Please contact your students' teachers if you have any questions or concerns regarding your student. The teachers see your students each and every day and can be a wonderful asset to you and your student.

School Information

Office Hours: 7:30 am - 4:00 pm
 Telephone Number: (920) 833-7199
 Fax Number: (920) 833-9376
 Web Site: www.seymour.k12.wi.us

The School Day (*School Board Policy 322*)

School Hours: 7:55 am - 3:05 pm
 Breakfast (Door #35): 7:30 am - 7:55 am
 Entry Bell: 7:50 am
 Dismissal Bell: 3:05 pm
 Final Bell: 3:15 pm

Once a student arrives on school grounds, they are not permitted to leave the premises without parental permission.

Students should be dropped off in the morning for school and picked up at the end of the school day at the north exit by door #33. During the school day students should be dropped off and picked up at the main entrance door #35.

Table of Contents

Master Schedule	Pg. 4
2018-19 School Year Calendar	Pg. 5
Let's Get Acquainted	Pg. 6-7
Frequently Asked Questions	Pg. 8-9
Student/Parent/School Responsibilities	Pg. 10
PT/Conference Dates	Pg. 11
Mission Statement	Pg. 11
District Web Publishing Developed	Pg. 11
Directory Information	Pg. 11
Non-Discrimination Policy	Pg. 11
Academics	Pg. 12-13
Attendance	Pg. 13-14
General Information	Pg. 15-17
Health Services	Pg. 18
Lunch	Pg. 19
Parent Organization	Pg. 19
Transportation	Pg. 20
Student Services	Pg. 21
Student Conduct	Pg. 21-23
School Wide Positive Behavior Interventions (PBIS)	Pg. 23
Suspensions	Pg. 23
School Board Policies Referenced	Pg. 24
School Board Policies (363.2, 411 Exhibit, 411.1, 443, 443.6)	Pg. 25-31
2018-19 Parent/Student Signature Page	Pg. 32

Seymour Middle School Master Schedule 2018-2019

Master Schedule 2018-19										
	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10
6th Grade	7:55-8:15 STORM	8:17-9:05 Core 1	9:07-9:55 Core 2	9:57-10:39 RAT 1	10:41-11:22 RAT 2	11:24-12:12 Core 3	12:14-12:47 Lunch	12:49-1:25 PASS	1:27-2:15 Core 4	2:17-3:05 Core 5
7th Grade	7:55-8:18 STORM	8:20-9:02 RAT 1	9:04-9:46 RAT 2	9:49-10:37 Core 1	10:39-11:27 Core 2	11:29-12:02 Lunch	12:04-12:49 Core 3	12:51-1:36 Core 4	1:38-2:03 PASS	2:04-2:19 Break 2:20-3:05 Core 5
8th Grade	7:55-8:20 STORM	8:22-9:10 Core 1	9:12-10:00 Core 2	10:02-10:50 Core 3	10:52-11:25 Lunch	11:27-11:58 PASS	12:00-12:48 Core 4	12:50-1:38 Core 5	1:40-2:21 RAT 1	2:23-3:05 RAT 2
	STORM 20-25 min.	Cores 48 min.	RATS 41-42 min.	PASS 31-36 min.	Lunch 33 min.	Passing time-2 min.				

2018-2019 School Year Calendar

September 4	<u><i>Students First Day of Classes</i></u>
September 7	SMS Picture Day Fundraiser Kick Off
October 16	Fundraiser Pickup
October 18	Evening Parent/Teacher Conferences
October 19	Picture retake day
October 25	Evening Parent/Teacher Conferences
October 26	NO SCHOOL Professional Development (AM)-Parent/Teacher Conferences (PM)
November 5	Q1 Ends
November 6	Q2 Starts
November 14	Report Cards Home
November 21-23	NO SCHOOL
December 3	7/8 Band Concert – HS Auditorium
December 14	6 th Grade Band/Choir Concert – MS Gym
December 18	7/8 Choir Concert – HS Auditorium
December 24 – January 1	NO SCHOOL – Winter Break (classes resume Jan. 2 nd)
January 18	End Q2/S1
January 21	NO SCHOOL – Professional Development
January 22	Start Q3/S2
January 30	Report Cards Home
February 14	Evening Parent/Teacher Conferences
February 15	NO SCHOOL Professional Development (AM)-Parent/Teacher Conferences (PM)
March 25	End Q3
March 26	Start Q4
April 3	Report Cards Home
April 19, 22, 23	NO SCHOOL – Spring Break
May 6	7/8 Band Concert – HS Auditorium
May 10	6 th Grade Band/Choir Concert – MS Gym
May 23	7/8 Choir Concert – HS Auditorium
May 27	NO SCHOOL
May 31	Students Last Day

Let's Get Acquainted

Administrative Staff	Phone Ext.
Collette Wilichowski - Principal	300
Jay Freerking - Dean of Students	301
Amy Wachewicz - Director of Pupil Services	732
Jenny Pierre - Director of Curriculum & Instruction	338
Kelly Selissen -School Psychology	310/731
Teaching Staff	Room/Ext.
<u>6th Grade</u>	
Tanya Nechodom - Team Leader	332
Jodi Barrington	334
Jonathan Dunks	335
Lyssa VanDeHei	331
Anne Boots	333
Greg Vine	336
<u>7th Grade</u>	
Lynn Dable - Team Leader	328
Sara Cops	327
Bill Madsen	314
Keely Katch-Schaumberg	313
Todd VanDeHei	312
<u>8th Grade</u>	
Michael Herrala - Team Leader	325
Sandi Delvaux	322
Lisa Jelenic	324
Kasey Crowder	319
Steve Thomson	321
Jayne Zimmerman	320
<u>Special Education</u>	
Tricia Tellock - Team Leader	318
Jodi Barrington	334
Sheryl Curran	315
Amy Mueller	407
<u>Specialists</u>	
Kathy Bidwell - Reading Specialist	367
Kari Breitenfeldt - School Counselor	305
Julie Ritter - Speech & Language Specialist	308
John Ohlson - Learning Support Teacher	349
Michelle Sawyer - Reading Specialist	367
Stephanie VanThiel - ELL Coordinator	338
Tiffany Vogel - School Counselor	305
Jamie Wery - Instructional Coach	330

Jeanna Zuelke - District Social Worker	833-5155 - RLP
<u>Related Arts</u>	
Angie Arneson - Tech Ed / Team Leader	355
Amy Bucheger - Choral Music	476
Sara Druckry - Spanish 1	363
Cecelia Hutchison - FLEX	363
Jon Kollath - Digital Media	405
Matt Kuse - Phy Ed	348
Scott Michalski - Art Education	362
Samantha Sopata - Phy Ed	363
Darlene Tupper - Band	356
<u>Technology Staff</u>	
Andy Wilichowski - Network Administrator	622
Angela Vandenneuvel - Network Technician	611
<u>Support Staff</u>	
Amber Thomson - Nurse	427
Officer TJ Hilgenberg - School Resource Officer	436
<u>Administrative Assistant</u>	
Tracy Luczak	302
<u>Aides</u>	
Lisa Cook - Attendance Secretary	303
Sue Court - Library	344
Mary Girard - Aide	407
Crystal Hallam - Aide	316
Linda Krause - Aide	341
Karla Ossmann -Room Aide	407
Kathy Troxel -Room Aide	407
Jessika Wildenberg - Room Aide	407
<u>Youth Education Services (Y.E.S.)</u>	
Jane Powless - Y.E.S. Student Advocate	364
Tim Kolberg - Y.E.S. Specialist	364
<u>Custodians</u>	
Dan Schmit	347
Judy Fischer	347
<u>Housekeepers</u>	
Renee Hendzel	347
Judy Peotter	347
Matt Stapel	347
<u>Food Services</u>	
Sandra Krahn	345
Chris Neuman	345
Linda Roskoski	345

FREQUENTLY ASKED QUESTIONS

WHAT TIME DOES SCHOOL START AND END?

The school day begins at 7:55 am and ends at 3:05 pm. Students who arrive early should wait at their grade level entrance until 7:50 am at which time they will be allowed to enter the school. Students are allowed to enter the school through door #35 starting at 7:30 am and proceed to the lunchroom if they are eating school breakfast. Once a student has arrived on school grounds they are not permitted to leave. Students are asked to leave the school building by 3:10 unless supervised by an adult.

WHERE DO I DROP OFF/PICK UP MY STUDENT?

Students should be dropped off in the morning for school and picked up at the end of the school day at the north exit by door #33. During the school day students should be dropped off and picked up at the main entrance door #35.

WHAT DO I DO IF MY STUDENT CANNOT BE AT SCHOOL?

Please call the Seymour Middle School office directly at 920-833-7199 x303 as soon as possible. Only calls from parents or guardians will be accepted. Please call for each day that your child will be absent. If we have not been contacted by you your student will be marked as "unexcused". Excessive unexcused absences could result in disciplinary action. For vacations/extended absences please contact the office with the dates and we will provide your student with a pre-planned absence form.

Daily homework assignments will be posted on the school website for each individual grade level. If you do not have access to the internet you can call the school to have a copy of what is posted online printed for you to pick up. All teachers provide assistance and time to complete work when your student returns to school.

Homework will be posted on the website at the following for each grade level:

6th Grade - http://www.seymour.k12.wi.us/middle/sms_grade_6.cfm

7th Grade - http://www.seymour.k12.wi.us/middle/sms_grade_7.cfm

8th Grade - http://www.seymour.k12.wi.us/middle/sms_8.cfm

If you think that your student may be out for more than one day you can call the office to request that homework be collected for pick up from the Main Office at the end of the school day.

It is the student's responsibility to complete missed assignments and to submit them to their teacher(s).

CAN MY STUDENT CARRY A BACKPACK AT SCHOOL?

Students are not allowed to carry backpacks during the school day. Students are provided with a locked locker to keep all of their belongings as well as time between classes to stop at their locker for any needs.

WHAT IS SEYMOUR MIDDLE SCHOOL'S POLICY REGARDING CELL PHONE/TECHNOLOGY USE?

Students are not allowed to carry electronic devices on them to class. Students will be allowed to bring their electronic devices to lunch. Misuse of any electronic devices that violate the rights of another individual will be subject to disciplinary actions. If a student fails to comply with the expectations the following consequences will result:

1. 1st Offense = taken by staff to the office and returned by the office staff at the end of the day
2. 2nd Offense = taken by staff to the office, parent required to pick-up the device in the office
3. 3rd Offense = taken by staff to the office, student will be required to check any devices into the office every day or leave them at home

WHAT IF MY STUDENT NEEDS TO TAKE MEDICATION AT SCHOOL?

If your child requires medication in the school setting, certain forms need to be filled out and returned to the school depending

on the medication. For over the counter medications (ex: Tylenol, Ibuprofen, etc) a Parent Instruction/Consent for Medication Administration form along with the original medication bottle must to be brought to the school office. For medication that is prescribed by a doctor or any over the counter medication that is to be given that exceeds the dosing directions on the bottle the office must be provided with a Parent Instruction/Consent for Medication Administration form along with the Physician's Instruction/Consent for Medication Administration form and the prescribed or original medication bottle. These forms can be found on the school website at <http://www.seymour.k12.wi.us/medical.cfm> or in the school office. All medications need to be housed in the office as students are not allowed to carry medication during the school day.

WHAT DO I NEED IF MY STUDENT WANTS TO BE INVOLVED IN SCHOOL ATHLETICS?

All athletes must have a physical examination before they will be allowed to participate in any athletic program (including practice). Physical forms are available on the website at <http://www.seymour.k12.wi.us/middle/athletics.cfm> or through the office. Examinations allowing participation are good for 2 years (green form). Athletes who are not required to have an examination in a particular year must have an alternate year permit card (cream colored) signed by their parents allowing participation. If you have questions about which form you need please contact the middle school office. Along with the physical form students need to have the following forms filled out each year they participate in a sport: Conduct and Academic Eligibility Rules, Acknowledgement of Warning, Medical Consent Form, and WI Department of Public Instruction Concussion Parent & Athlete Agreement.

SNOW DAYS

In case it is necessary to close the schools or delay the start of a school day such information is reported by the local radio and television stations as well as a Connect 5 message which will be sent home.

STUDENT/PARENT/SCHOOL RESPONSIBILITIES

STUDENT RESPONSIBILITIES

Appropriate conduct in school, at school functions, and on the bus: Students are responsible for observing all school rules and procedures. Student Conduct information sections are included in this Handbook.

Daily Attendance: Students are responsible for attending regularly scheduled classes unless officially excused.

Appropriate Dress: Students are responsible for dressing in a manner which provides for their health and safety and which does not cause disruption of the school program. Please review the policy on Attire/Dress in this Handbook for more specific information.

Homework: Students are responsible for completing assignments and homework. Each student will receive a planner in which they can list assignments and homework.

Preparation: Students are responsible for coming to class prepared with all necessary materials including their planners.

PARENT RESPONSIBILITIES

Immunization: Parents are responsible for fulfilling the immunization requirements for their children in accordance with State Law.

Attendance: Parents are responsible for their child's attendance at regularly scheduled classes. If a child is to be absent because of illness or death in the family, the parent must notify the school.

Notification: Parents are responsible for notifying the school of any change of address, custody, designated persons in case of student accident or illness, etc.

Conferences: Because teachers and parents form a valuable partnership in the education of a student, parents and students are expected to participate in student-led parent-teacher conferences.

Homework: Homework is an essential part of school life. Parents are urged to check with their children and on PowerSchool to see that homework assignments are being completed properly and on time.

SCHOOL RESPONSIBILITIES

Safe Environment: The school will maintain its building and equipment in safe condition. Rules of behavior are set and enforced to promote the health and safety of all. Tornado, fire and various safety drills are carried out in accordance with state regulations. The school utilizes surveillance cameras throughout the building for student safety. Students who are ill will be sent home to protect others from illness.

Appropriate Educational Programs: The school will be responsible for regular testing and placement of students in educational programs suited for their ability and achievement.

Notification: The school will notify students and/or parents of changes in the educational program of the student. When necessary the school will make a reasonable attempt to notify parents when a child is to be disciplined or suspended based on the discretion of the staff. The school authorities will notify parents in writing of a student's pending expulsion.

Due Process: School authorities have the responsibility of following due process procedures to protect the rights of a student who is suspended or expelled.

Discrimination: The school authorities are responsible to ensure school personnel, students, or curriculum materials do not discriminate on the basis of race, sex, religion or national origin.

Suspected Child Abuse or Neglect: School personnel are required by law to report any suspected cases of child abuse or neglect to the welfare authorities.

2018-2019
Seymour Middle School
Parent/Teacher Conference Dates

October 18	Parent/Teacher Conferences, ALL Grades/ALL Students – 4:00 – 7:30 pm
October 25	Parent/Teacher Conferences, ALL Grades/ALL Students – 4:00 – 7:30 pm
October 26	Parent/Teacher Conferences, ALL Grades/ALL Students – Afternoon
February 14	Parent/Teacher Conferences, ALL Grades/Parent or Teacher Request - Evening
February 15	Parent/Teacher Conferences, ALL Grades/Parent or Teacher Request - Afternoon

Seymour Middle School Mission Statement

Seymour Middle School Professional Staff is dedicated and committed to being advocates for all young adolescents. Educators will listen to their students' voices, respect their concerns, and engage them in meaningful and educational experiences that will prepare them for the future.

District Web Publishing Policy Developed (School Board Policy 821. 4)

The Seymour Board of Education has established a Web Publishing policy governing the purpose and use of our continually emerging district website. It is our intent to use the site to provide you current additional middle school information. If you prefer that your student's name and or picture not be published, please contact Mrs. Luczak at 833-7199 ext302 or email her at tluczak@seymour.k12.wi.us.

Directory Information

Directory data shall be considered public information and may be released to appropriate persons and media unless parents or adult students refuse the release, in writing, of their own initiation. Directory data includes a student's name, parents' name, address, telephone listing, date of birth and photographs. Requests to withhold this information should be submitted in writing to the Main Middle School Office. Any questions can be directed to Mrs. Luczak at 920-833-7199 ext. 302.

Non-Discrimination Policy

It is the policy of the Seymour Community School District that no person shall, on the basis of race, color, national origin, sex, age, or handicap, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program, activity, and employment.

All vocational education programs follow the district's policies of non-discrimination on the basis of race, color, national origin, sex, age, or handicap.

In addition, arrangements can be made to insure that the lack of English language skills is not a barrier to admission or participation in school programs.

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to:

District Administrator
Seymour Community School District
10 Circle Drive
Seymour, WI 54165
920-833-2304

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap or the Americans with Disability Act of 1990, which prohibits discrimination on basis of disabilities, should be directed to:

Pupil Services Director

ACTIVITIES & ATHLETIC ELIGIBILITY requires students to maintain passing work in all classes. Students with failing grades will be notified with a golden sheet on Friday morning, but can become eligible again after obtaining written evidence from his/her teacher that passing work is being maintained. Other situations, which would render a student ineligible for Athletic/Extra-Curricular Activities, would be as follows: truancy, drug/alcohol possession or use, tobacco possession or use, suspension, or inappropriate behavior while representing the school. You can find all the athletic forms needed on the school webpage at <http://www.seymour.k12.wi.us/middle/athletics.cfm>.

ADVISOR/ADVISEE (S.T.O.R.M. - Students & Teachers Optimizing Respect & Maturity)

- All students will be assigned a Homeroom Teacher.
- Focus will be on building positive relationships with an adult.
- Advisor will monitor student progress.
- Communications will be sent home in the Wednesday folder as well as online on the school website.

ACADEMIC RECOGNITION includes High Honors and Honors

- High Honors will be **ALL A's**
- Honors will be **ALL A's & B's**
- Citizenship must be a **B** average or higher to maintain Honors/High Honors status.
- Grade Scale:**

	A = 95-100	A- = 92-94
B+ = 89-91	B = 86-88	B- = 83-85
C+ = 80-82	C = 77-79	C- = 74-76
D+ = 71-73	D = 68-70	D- = 65-67
F = 0-64	I = Incomplete	

CITIZENSHIP criteria for grading will be based on the following:

Cooperation =

- Follows directions the first time.
- Participates in class.
- Works well with others.
- Listens to and accepts the ideas of others.
- Works to resolve conflict in a positive manner.

Attitude/Respect =

- Follows school rules.
- Respects peers' feelings and property.
- Respects authority.
- Exhibits good manners.
- Displays a positive approach toward school.
- Appreciates individual's differences.

Responsibility =

- Pays attention in class.
- Completes daily and make up work on time.
- Is prepared for class.
- Uses time wisely.
- Is accountable for one's actions.

Effort =

- Completes all assigned tasks.
- Shows eagerness in starting work.
- Works to his/her potential.
- Seeks help when needed.
- Shows concern for quality work.

PASS (Preparing all Students for Success) is a time for intervention and enrichment for our students. Decisions are based on data and teacher input.

PLANNERS each student will receive a planner to keep track of their assignments and homework that is due. Planners will be used as hallway passes, requiring students to have planners at all times. Students will be provided a planner at the start of the school year at no charge to them, if the planner is lost students will be required to purchase a new one at \$5.00.

POWERSCHOOL software enables all parents with Internet access to view their child's academic progress using a secure user identification number and password. Parents can utilize one log-in for all of their students within the district. If you have problems or questions pertaining to Powerschool Access, contact the office.

REPORT CARDS will be distributed to students on the following dates:

- Q1 - November 14th (In Wednesday Folder)
- Q2/S1 - January 30th (In Wednesday Folder)
- Q3 - April 3rd (In Wednesday Folder)
- Q4/S2 - June 12th (Mailed Home)

ATTENDANCE

APPOINTMENTS require a parent note or telephone call to the office before 8:00 A.M. A "permission slip" will be issued to the student to authorize departure from the building. Students must sign out at the office window when leaving and sign in when returning.

ATTENDANCE is mandatory. Coming to school every day is important for academic success. Students may not be absent unless it is for reasons outlined either by STATE LAW, SCHOOL BOARD POLICY, or CITY ORDINANCE. Seymour Middle School enforces these expectations. (*School Board Policy 431*)

The following would be examples of excused absences:

1. Illness
2. Medical or dental appointments (Please try to schedule all appointments after school hours when possible). Student should bring a note from the clinic/doctor for the visit.
3. Funerals
4. Weddings
5. Family disaster or emergency
6. Suspension from school
7. Religious holiday or day held sacred by parent/guardian

The following would be examples of unexcused absences:

1. Absence which has not received prior approval for which a parental excuse has not been submitted.
2. Absence without parent knowledge or approval.
3. Employment or work not associated with school sponsored programs.
4. Shopping, haircuts, etc.
5. Special recreational events, family trips, or other activities not approved by the principal in advance through the use of a pre-planned absence form which can be found at www.seymour.k12.wi.us/middle/ as a link on the right side of the page or in the main office.

Absences

A parent/guardian call or email (lcook@seymour.k12.wi.us) is required before 8:30 A.M. when a student must be absent from school. A phone call or email should be made EVERY day that a student is absent. If you are unable to call or email on the day of the absence please call, send a note or email on the day the student returns to school. If no explanation for absence is provided that absence will be marked "unexcused." This information may be used in the event that a truancy referral is needed. **Each case will be assessed individually.** Attempts to call the parent(s) will be made if notification is not received.

PREARRANGED ABSENCES must be submitted to the Principal for approval. Please allow 48 hours notice to the office for approval. The following steps must be taken:

- Obtain the appropriate form from the office or online at www.seymour.k12.wi.us/middle/ as a link on the right side of the page; "Pre-Planned Absence Form"
- Parents must complete and sign the form;
- Form is brought around to all students teachers for approval;
- Form is submitted to the office for final approval by the principal;
- The student will receive a copy of the form to bring home.

TARDINESS - Students are given every opportunity to be punctual for school or class. Students need a call or note from a parent if they are going to be tardy, this is an excused tardy. If a student is tardy without a parent call or note, it is an unexcused tardy.

1. If a student is tardy to school or class 3 times that student will conference with attendance and/or counseling personnel resulting in lunch detention.
2. If the student continues to miss or establish a pattern:
 - a. Home contact and/or conference to develop a plan to improve school attendance
 - b. Referral to the Seymour Police Department for truancy, which may result in a municipal citation
 - c. Referral to the Outagamie County Juvenile Court

Truancy Intervention Steps

1. A letter will be sent to the parents if the student misses part of or all of 5 or more days out of the ten consecutive days on which school is held during a school semester **OR** if a student misses part of or all of ten or more days on which school is held during a school year.
2. If the student continues to miss or establish a pattern that student will be requested to provide evidence of medical treatment in order to avoid having their absences documented as "unexcused."

***The school's response to poor attendance may follow a progressive pattern, unless unusual circumstances change the procedures.

1. The student will conference with attendance and/or counseling personnel
2. Home contact and/or conference to develop a plan to improve school attendance
3. Referral to the Seymour Police Department for truancy, which may result in a municipal citation, or
4. Referral to the Outagamie County Juvenile Court

STUDENTS WITH PERFECT ATTENDANCE WILL BE RECOGNIZED

HOMEWORK REQUESTS Daily homework assignments will be posted on the school website for each individual grade level. If you do not have access to the internet you can call the school to have a copy of what is posted online printed for you to pick up. All teachers provide assistance and time to complete work when your student returns to school.

Homework will be posted on the website at the following for each grade level:

- 6th Grade - http://www.seymour.k12.wi.us/middle/sms_grade_6.cfm
- 7th Grade - http://www.seymour.k12.wi.us/middle/sms_grade_7.cfm
- 8th Grade - http://www.seymour.k12.wi.us/middle/sms_8.cfm

If you think that your student may be out for more than one day you can call the office to request that homework be collected for pick up from the Main Office at the end of the school day.

It is the student's responsibility to complete missed assignments and to submit them to their teacher(s).

GENERAL INFORMATION

ADDING/DROPPING CLASSES Students course selections are the foundation for the development of the annual staffing plan. When students have requested elective courses during the registration process, they have contracted to pursue the course to completion. Because the master schedule has been developed based on students' course selections during the registration process there is no guarantee that a student request to change a course will be granted.

In order for a schedule change to be requested the following must be fulfilled:

- Request must come in writing (written or email) from a parent/guardian
- Request must be academically legitimate
- Current teacher and new teacher must BOTH give written consent

Please know all requests may not be met and are subject to change due to scheduling conflicts and availability in courses.

AFTER SCHOOL EVENTS-STUDENT SPECTATOR RULES

- Any student staying in the building after school or arriving early for a sporting event will need to be supervised by an adult.
- Students are not allowed to go to their locker or walk the halls during an athletic event.
- Once a student leaves the building during a sporting event, they are not allowed to return.
- Spectators are expected to show good sportsmanship and respect at all times to officials, opposing teams, and adults.
- The same rules that apply to the school day apply to after school events as they are an extension of the school day.

AFTER SCHOOL EVENTS PARKING is limited during events. Parking is available in the front of the building facing Hwy 54 as well as in the North lot off of Nagel St. All students and parents will have to enter at door #35 (Main Entrance).

ANNOUNCEMENTS are read at the beginning and end of the day (if needed). Students need to pay careful attention to these messages. Any cancellations of sporting events or activities will be announced during the day as the information becomes available.

ASSEMBLIES are held for the educational enrichment of students. Respectful conduct is expected.

BREAKFAST is served every school day in the Multi-Purpose room from 7:30 - 7:55 A.M. Students who choose to eat breakfast should enter through door #35 (Main Entrance) and proceed directly to the Multi-Purpose room. Students entering early will be expected to sit and eat in the Multi-Purpose room until dismissed by the supervisor.

BUS PASSES are required for students to ride a different bus. Office personnel will write out passes after receiving written, email or verbal permission from a student's parent. Notes should be brought to the office in the morning before classes to obtain the permission slip.

BICYCLES / SKATEBOARDS / SCOOTERS / ROLLERBLADES / HEELYS / RIPSTICKS are not to be ridden on school property. Bicycles are to be parked and locked in the bike racks located on the north side of the building.

CHANGE OF ADDRESS, PHONE NUMBER, OR PLACE OF EMPLOYMENT Parents are requested to notify the school office of a change in address and home and/or work phone numbers. This is specifically important in the case of a student emergency.

CO-CURRICULAR ACTIVITIES are offered to all students.

- The following activities are available: 6th Grade Fun Nights, Destination Imagination, Forensics, Yearbook, Student Leadership Council (S.T.A.R.S.), Chorus, Band and Jazz Band. Other music activities include parades, concerts, musical, and solo ensemble festivals.
- Limited to 7th and 8th grade students are: Football, Basketball, Volleyball, Cross-Country, Wrestling, and Track.
- 6th grade activities: Running Club, Wrestling Club, Dance Club (subject to change based on community availability).

CRISIS PLANS have been developed at the building level and district.

DRILLS it is the policy of the Seymour School District to practice necessary safety drills during the school year.

ELECTRONIC MONITORING is utilized at Seymour Middle School (i.e. video recording).

FEES are payable at the beginning of the school year. They are for rental of books, towels, activity cards and gym locker padlocks. Padlocks become the student's property and may be used throughout middle school and high school. All students must purchase school padlocks to use on gym lockers in the case of an emergency.

School fee = \$14.00

Phy Ed padlock = \$6.00

Band rental fee = \$36.00 (if renting an instrument from Seymour Middle School)

Percussion use fee = \$18.00

Fees can be paid in a number of ways: check, cash, or E-Funds (on-line bill pay).

Fees and fines do follow students to each consecutive school. If a student's fees and/or fines are not paid at graduation, transcripts will not be sent out to perspective colleges.

e-Funds for Schools is an on-line bill pay system available to parents/guardians. This system gives our parents/guardians the ability to make payments online from a checking account or credit card for such things as various school fees and lunch accounts. The *e-Funds for Schools* is provided to the school by a third party service provider. The district does not request or keep records of family checking or credit card account information.

The service provider has a nominal fee for their service. There is a \$1.00 transaction convenience for each electronic checking payment that you make. The system carries a Non-Sufficient Funds (NSF) charge if the payment is "bad". For payments made by credit or debit card, there is a transaction convenience fee of \$2.65 (per \$100). No payments will be allowed without your knowledge and authorization through this secure payment system.

FIELD TRIPS are opportunities which enhance student learning by going beyond the classroom boundaries. Parents will be informed of each trip and are required to sign a permission slip.

INCENTIVE/ACKNOWLEDGEMENT PROGRAMS are ongoing both school-wide and within the grade level teams to promote achievement, positive behavior, and citizenship for all students. We try to offset costs through our Parent-Teacher Connection fund raiser.

LOCKERS are located in the corridors and gym for your books, supplies, street clothes, gym clothes, and coats. For your safe keeping, keep your lockers locked and tell no one your combination. Keep your lockers clean and orderly. Locker checks may be conducted periodically. Seymour Middle School is not responsible for any property stolen out of a locker that has been left unlocked. (*School Board Policy 446*)

LOST PROPERTY is to be taken to the office when found. It will be returned to the owner or stored in the office. Take care of your property. The school is not responsible for lost valuables or money. Lost property not claimed at the end of each quarter will be donated to a local charity.

PARENTS VISITING SCHOOL Parents, you are most welcome to visit your child's school! We ask that you make arrangements with the classroom teacher in advance if you plan to visit since a special activity or schedule change may be taking place that could impact your visit. When you arrive at school, please remember to sign-in at the office to receive a visitor pass before proceeding to your child's classroom.

PHYSICAL EDUCATION students are required to participate in Physical Education unless they have a doctor's excuse. **Students must remember to keep their property locked at all times. The school is not responsible for property taken from a locker that has not been locked.** Appropriate dress for activities is required.

PHYSICAL EDUCATION EXCUSES must be in writing from a doctor. The reason for the excuse should state the length of time the student is to be excused. The excuse should be given to the office in the morning before classes. The teacher will establish the make-up requirements for this class.

PLANNERS each student will receive a planner in their homeroom on the first day of school. Planners will be expected to be carried at all times as they will serve as the students pass. If students lose their planners they will be required to purchase another one through the school office in the amount of \$5.00.

SCHOOL CLOSING When it becomes necessary to cancel school during the school day it is important that parents have a plan for their children when coming home at a time when no one is expecting them to be coming home. Connect 5 system may be used to inform parents of an unexpected closing. Please make sure that you keep the school office informed of any address and phone number changes.

Cancellations and early dismissal will be posted on our website: www.seymour.k12.wi.us/middle/

SCHOOL TELEPHONE USAGE Student use of the phone will be limited to times of absolute need. Please make your children aware of any change in their usual after school activities before they leave home in the morning.

We will not interrupt classes with phone calls for students or teachers except in an emergency.

We encourage parents to contact their child's teacher whenever there is a question. If a teacher is in class when you phone, you may leave a message on the teacher's voice mail. The teacher will return your call at his/her earliest opportunity.

SCHOOL VISITORS must enter the building via the Main Entrance, door #35, and report to the Main Office. The visitor will be required to sign in and a visitor pass will be issued. When leaving the visitor must stop in the Main Office to sign out and hand the visitor pass back in.

SECURE ENTRANCE All entrances in the middle school are locked at all times during the school day including the main entrance, door #35, which requires all visitors to be "buzzed" into the office to gain entry to the school.

STUDENT FINES may be issued for the destruction or loss of property, such as textbooks, library books, lockers, equipment, etc., and are payable at the Main Office.

STUDENT GUESTS must secure permission from the principal's office at least two (2) school days in advance of the visit. If permission is granted, the guest pass must be picked up in the office upon arrival of the guest.

STUDENT RECORDS student records are kept in a safe and secure location by Seymour Middle School office staff. (*School Board Policy 347, 347-Rule*)

WEDNESDAY FOLDERS Folders are sent home with students every Wednesday. These folders are another means of communicating information home to parents/guardians. These folders need to be signed and returned the next school day. Wednesday folder information will be posted on the school website.

HEALTH SERVICES

IMMUNIZATION REQUIREMENTS FOR 2017-18 SCHOOL YEAR The following are the minimum required immunizations for each age/grade level:

Age/Grade	Number of Doses					
Pre K (2 yrs - 4 years)	4 DTP/DTaP/DT ²		3 Polio	3 Hep B	1 MMR ⁵	1 Var ⁶
Grades K through 5	4 DTP/DTaP/DT/TD ^{1,2}		4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶
Grades 6 through 12	4 DTP/DTaP/DT/TD ²	1 Tdap ³	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶

1. DTP/DTaP/DT vaccine for children **entering Kindergarten**: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable)
2. DTP/DTaP/DT/TD vaccine for students **entering Pre K and grades 1 through 12**: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades **Kindergarten through 12**: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable

NURSING SERVICES/INJURIES If you are hurt or ill, report at once to your teacher or the office staff for assistance. Please make any phone calls home for an illness or injury from the office after making the office staff aware of the illness or injury. All injuries or illnesses are documented with an injury report form by the assisting staff member. Parents/guardians will be contacted of illness/injury on an as need basis depending on severity. If a student needs to visit a medical facility as the result of an injury that occurred at school it is the parent/guardian's responsibility to provide the school with documentation from that visit.

MEDICATION whenever possible, medication should be administered to school age children at home.

Medications are given to students in the school setting to continue or maintain a medical therapy which promotes health, prevents disease, relieves symptoms of illness, or aids in diagnosis.

The Seymour Community School District may administer prescription medication in compliance with the written instruction of a practitioner and written consent from the student's parent or guardian. Administration of nonprescription medication requires the written instruction/consent of the student's parent or guardian; practitioner written instruction/consent is required if dosage exceeds label recommendations. Substances which are not FDA approved require the written instruction/consent of a practitioner and written instruction/consent from the student's parent or guardian. Students with asthma may possess and self-administer a metered dose or dry powder inhaler with the written approval of a practitioner and the student's parent or guardian. (*School Board Policy 453.4*)

MENINGOCOCCAL DISEASE Public health authorities recommend that teenagers and college-bound students be immunized against a potentially fatal bacterial infection called meningococcal disease, a type of meningitis.

LUNCH

LUNCH ACCOUNTS students must deposit money before school starts in the slot in the office in order to guarantee that money is in their account for lunch. *Students that have a negative balance of \$8 or more will not be allowed to receive hot lunch or breakfast until a full deposit has been made to the account bringing it above \$0. Students will receive verbal or written notifications that their account has a negative balance. They will be offered a sandwich (cooks choice) and milk until their account has adequate funds.*

LUNCH PRICES

Breakfast Prices (6-12): \$1.25/meal

Lunch Prices (6-12): \$2.55/meal
 \$12.75/week

Second Student Lunch: \$3.20/meal

Milk Prices: \$.30/milk (milk is included with your school lunch, this is for extra milk or a milk alone purchase)
(School Board Policy 760)

LUNCHROOM RULES

1. Teachers will escort students to the lunchroom.
2. Students will be dismissed by table into the lunch line.
3. When finished eating, students will deposit trays and utensils as directed, return to their seat, wash their table, clean the surrounding area and remain seated.
4. Supervisors will dismiss students by table.
5. Appropriate behavior is expected.
6. Food may only be consumed in the lunchroom.
7. Students are discouraged from bringing unhealthy beverages to lunch (ie soda, energy drinks)
8. Please contact the office if you would like to bring food in or have it delivered for a special occasion.

Consequences for Lunchroom Violations

1. Verbal warning
2. Students will be assigned to a seat (students will remain in the lunchroom, but will sit apart from their peers)
3. Student will be assigned an alternative location for lunch (based on staff discretion)
 - a. First offense - 3 days (parent contact) - major
 - b. Second offense - 5 days (parent contact-student conference call) - major
 - c. Third offense - 10 days (parent/student conference) - major
 - d. Fourth offense - other options will be explored - major

PARENT ORGANIZATION **PARENT-TEACHER CONNECTION**

The purpose of the Parent-Teacher Connection (PTC) is to provide the opportunity to:

- Encourage positive communication among parents, teachers and administrators.
- Promote understanding between parents, school, and students through an exchange of ideas on topics of mutual interest.
- Raise funds to help provide school and students greater opportunities.

All parents of Seymour Middle School students are invited to be part of the Parent-Teacher Connection.

TRANSPORTATION

BUS RULES AND REGULATIONS

Please keep in mind that riding the school bus is a privilege, and that this privilege can be taken away if your child is not willing to follow the regulations necessary to insure the safety and comfort of all passengers. Video camera monitors may be used on any bus to document student behavior problems and may be used to assist the school administrators in determining the proper disciplinary action. (School Board Policy 443)

THE BUS RIDER:

1. Shall conform to the same standards of conduct that are expected of them at school.
2. Is expected to obey the driver the same as other school staff and be respectful of other students.
3. Or his/her parent or guardian shall be financially responsible for damage to the seats or other bus equipment.
4. Shall remain in assigned seat and not engage in horseplay on or around the bus.
5. Shall not put any part of their body out of a window.
6. Shall be absolutely quiet when approaching a railroad crossing stop.
7. Shall not throw anything in the bus or out the window.

BUS SAFETY PROCEDURES:

1. The bus rider is expected to be on time at the designated bus stop. The bus cannot wait for students.
2. The bus rider should wait at the end of their driveway until the bus comes to a complete stop.
3. If the bus rider crosses the road, he/she shall do so in front of the bus after making sure that the highway is clear, and after receiving a signal from the bus driver. The student shall stay at least ten (10) feet in front of the bus while crossing the road.
4. The bus rider is expected to get on and off the bus at their regular stop unless a parent or guardian sends a written request to the building supervisor.
5. When stepping off the bus, students are to proceed directly to their driveway. Do not go to the mailbox, paper box, etc.
6. Unnecessary distractions may cause confusion and divert the driver's attention, which may result in a serious accident.
7. The bus rider will not be allowed to use the last two seats in the rear of the bus unless the bus is at capacity.

BUS DISCIPLINARY GUIDELINES:

If a violation of the above rules occurs, the driver will fill out a conduct report and return it to the building principal within 24 hours of the offense. The report will state the date of the offense, student name, offense committed and the driver's signature and route number.

The following disciplinary actions will be taken by the school administration, depending on the nature of the report.

- The school official will inform the parent/guardian of the offense and discuss possible disciplinary measures to correct the situation or,
- The school official could recommend that the Board of Education expel the student from bus service for the remainder of the school year.

IN CONCLUSION

Parents or guardians and students are to be aware that in any of the preceding actions, they have the right to due process.

Drivers may refuse to transport a student only if an immediate report of the circumstances is made to the school principal on the next trip to the school. No students shall be put off the bus except at the school or at his/her home. The driver may not put a student off the bus unless authorized by the building principal or school official.

The bus driver or school official has the authority to assign riders to designated seats.

STUDENT SERVICES

COUNSELING is available for all students at Seymour Middle School as part of our comprehensive school counseling program. Sometimes it is helpful to seek the aid of a counselor for any of a variety of reasons. To help all students, our school counselor(s):

1. Deliver classroom counseling curriculum.
2. Facilitate individual and small group counseling.
3. Refer students with special needs, interests, or problems to others who can help.
4. Assist teachers in arriving at a better understanding of the capabilities and limitations you have as an individual student.
5. Interpret tests and other evaluation procedures for you.
6. Consult with parents of individual students.

All students are welcome in the counseling office with an appointment. Parent notification will be made on an as need basis.

CRIME STOPPERS help keep your school safe while remaining anonymous by reporting crimes via:

1. Calling 1-920-432-STOP (7867)
2. www.432stop.com
3. Text GBTIP + message to CRIMES (274637)

EDUCATIONAL GROUPS are available to students. Parents who do not wish to have their child involved should contact the middle school counselor.

SCHOOL LIAISON OFFICER The Police School Liaison Officer (PSLO) has many roles. He is a law enforcement officer who by definition has an obligation to serve, protect, and uphold the law. He is a listener, educator and a friend to young people. His primary concern is the safety of our students. The PSLO is a resource person to students, families, the school, and the community. Further, the PSLO is a referral agent. He is acquainted with the kinds of help that are available on the local level to young people and their families.

STUDENT CONDUCT

The following are school wide expectations. Individual teachers or grade levels may have additional expectations.

ATTIRE/DRESS Seymour Middle School expects our students to be dressed for an academic atmosphere of purposeful learning and responsible citizenship. Responsibility for the personal appearance of students enrolled in the Seymour Community School District shall normally rest with the students themselves and their parents/guardians. Students' dress or grooming should not:

1. Adversely affect the health or safety of students.
2. Disrupt the learning process within the classroom or school.
3. Keep your undergarments under your garments.
4. No hats (hoods, baseball, winter, etc.) in school unless for special occasions.
5. No student shall be permitted to wear clothing that contains pictures and/or writing referring to alcoholic beverages, illegal drugs, tobacco products, those expressions which are obscene, profane, pornographic, and/or demeaning in any way.

When a student's appearance disrupts the educational process or causes a health or safety problem, he/she may be subject to disciplinary action by the building principal or his/her designee. This may involve but is not limited to, confiscation of clothing, parent contact, or suspension out of school.

(School Board Policy 443)

In the course of the year, the administrators and staff may determine that new fads and modes of dress are disruptive to a safe and orderly learning environment. For example, certain accessories or styles may be gang related, or may convey non-verbal messages that are inappropriate for school. The dress code may be adjusted accordingly. If you are dressed for success you will feel successful!

BACKPACK/JACKET POLICY

Due to safety concerns students are not allowed to carry their backpacks or wear jackets to class.

BULLYING/HARASSMENT GUIDELINES in order to maintain a school environment that encourages optimum human growth and development for students, it is the policy of the Seymour Middle School to maintain and ensure a learning environment free of any form of bullying/harassment. Any bullying/harassment that occurs during the school day hours will be handled by school staff.

Definitions:

Bullying: the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. The behavior is often repeated and habitual.

Sexual Harassment: A particular type of harassment to which either gender can be subjected. It is defined as unwelcome verbal, physical, or visual conduct of a sexual nature, which includes, but not limited to: deliberate, repeated display of offensive sexually graphic materials, requests, demands, or subtle pressure for sexual favors, and sexually orientated verbal "kidding" and/or abuse.

Racial Harassment: A particular type of harassment to which anyone can be subjected. It includes, but is not limited to: inappropriate verbal, written, or physical behaviors directed toward a person or group based upon race or ethnicity.

Personal Harassment: A particular type of harassment to which anyone can be subjected. It includes, but is not limited to: unprovoked or unwanted verbal, written, or physical threats. Examples of personal harassment would include but are not limited to: bullying, destruction of personal property, invasion of personal space, assaultive behavior, intimidation, stalking or cyber bullying through the use of computers, cell phones, or other electronic technology.

Consequences for violation of the bullying/harassment guidelines during school day hours may include:

- * Discussion with supervisor or staff
- * Parent contact
- * Disciplinary action
- * Police/Liaison involvement
- * Legal referral
- * Counseling services
- * Assessment services

Action taken will be based upon individual circumstances and severity. (*School Board Policy 411.1, 411.1Rules 1,2,3,4*)

ELECTRONIC DEVICES cell phones, MP3 players, iPods and iPads, hand-held games, cameras, etc., must remain in the students' locker from 8:00 A.M. - 3:00 P.M. Misuse of any electronic devices that violate the rights of another individual will be subject to disciplinary actions. If a student fails to comply with the expectations the following consequences will result:

- 1st Offense = taken by staff to the office and returned by the office staff at the end of the day
- 2nd Offense = taken by staff to the office and parent required to pick it up in the office
- 3rd Offense = student will be required to check electronic device in at the office every day or leave it at home

Seymour Middle School will not be responsible for any electronic devices brought to school that are damaged, lost or stolen. (*School Board Policy 443, 443.5*)

GANG ACTIVITY gang activity in Seymour Middle School or on school property is prohibited. Seymour Middle School defines a gang as an organized association, either formal or informal, of two or more persons with common signs, symbols or other identifying factors, who individually or collectively engage in unacceptable or threatening behavior.

PERSONAL SAFETY students at Seymour Middle School are expected to respect the personal safety of themselves and others.

PROHIBITED ITEMS include fidget spinners, lighters, laser pointers, water devices, pocket knives, magnets, hee-lies, and explosive devices. Highly caffeinated/energy drinks are unhealthy for teens and are, therefore, not allowed. Also prohibited are any items that would violate the A.O.D.A. policy such as alcohol, tobacco, drugs, or weapons.

TECHNOLOGY MISUSE Seymour Middle School is fortunate to have many computers and technology devices available for students. The computer labs, technology lab, music lab, library and many classrooms have computers for student use. Students are expected to use computers appropriately. Students who use another's password, install programs on hard drives, change screen colors or screen savers, or use the computer in any way that is inappropriate will be denied use of computers. In addition, consequences may result in either paying for consultant's time to repair damage and/or suspension from school. Computer hardware and software are the property of Seymour Community School District and are monitored at all times. This includes student's personal devices. Students should use technology appropriately including earbuds.
(School Board Policy 363.2, 443.5)

SCHOOL WIDE POSITIVE BEHAVIOR INTERVENTIONS (PBIS)

PHILOSOPHY

By implementing Positive Behavior Interventions (PBIS), Seymour Middle School will create a caring school climate that maximizes achievement for all students, establishes staff consistency, and uses data to guide decision making. PBIS is a compilation and implementation of best effective practices, interventions, and systems change strategies for improving academic and behavior outcomes for all students. This is done through teaching, re-teaching, and acknowledgements for positive behavior.

PARENTAL SUPPORT

Parental support is essential for effective student behavior interventions. Seymour educators depend upon and expect a high level of support and cooperation from parents.

PBIS has the following expectations:

1. All children have the right to learn.
2. All teachers have the right to teach.
3. All students deserve a safe environment.

SUSPENSIONS

IN SCHOOL SUSPENSION means that a student will not be allowed to attend his/her classes, but that he/she will remain in school under supervision. In school suspension may be served in classrooms under the supervision of classroom teachers or in the office area under supervision of the office personnel. Any misconduct during an in school suspension may result in the student being suspended from school. The student is provided assignments to do during his/her suspension. Additional student privileges may be withheld at the principal's discretion. (Extra-curricular, free time, etc.)

GUIDELINES FOR OUT-OF-SCHOOL SUSPENSION

1. At least one parent or a responsible adult must supervise the student at all times.
2. Student must be restricted to house and/or family property only.
3. If the parent or adult in charge is to leave the premises, the student must accompany them.
4. Time allowed for completion of missed assignments shall be equal to the number of days of the suspension.
5. Specific structured activities must be provided such as:
 - School work to be completed
 - Home work/chores to be completed

It is the parents' responsibility to pick up their child when suspended from school. If parents are unable to pick up their child from school, the student may be escorted by a school official to the parent's place of employment.

SCHOOL BOARD POLICIES REFERENCED

All School Board Policies as well as medication forms can be accessed on the school website at:

www.seymour.k12.wi.us

322 - School Day (pg. 2)

347 - Student Records (pg. 17)

347-Rule - Annual Public Notice Student Directory Data/Information (pg. 17)

363.2 - Safe and Responsible Use of the Internet & other Technology Resources (pg. 23)

411 - Student Non-Discrimination (Equal Educational Opportunities) (pg. 11)

411.1 - Anti-Bullying and Anti-Harassment (pg. 22)

411.1 Rules 1,2,3,4 - Reporting Bullying/Harassment (pg. 22)

431 - Student Attendance (pg. 13)

443 - Student Conduct and Discipline (pg. 20, 21, 22)

443.5 - Student Use and Possession of Electronic Communication Devices (pg. 22, 23)

446 - Student Search Activities (pg. 16)

453.4 - Administering Medication to Students (pg. 18)

760 - Food Services Management (pg. 19)

821.4 - Web Publishing Policy (pg. 11)

Consistent with applicable federal laws, the School Board believes that the best approach to student safety as it relates to use of the Internet and other electronic resources involves a combination of technology protection measures, monitoring and instruction. The District's comprehensive approaches to student Internet/technology safety shall take into account the differing ages and instructional levels of the students in the District.

It shall be the responsibility of the District Administrator, Business Services Director, Technology Director to:

1. Ensure that the District's systems and equipment that provide access to the Internet make active use of technology protection measures designed to block or filter Internet access to visual depictions that are:
 - a. obscene;
 - b. pornographic; or
 - c. as to computers and other devices that may be accessed by students or other minors, otherwise harmful to minors.

Filtering, blocking or other protective technologies will also be used to decrease the likelihood that student users of the District systems and equipment might access other materials or communications, other than visual depictions, that are inappropriate for students. Recognizing that there will always be room for possible improvement in connection with the District's efforts at prevention, all employees, parents and guardians, and students are encouraged to report to their child's building principal, any complaints or concerns regarding student access or exposure to any content, activities or communications that may be harmful, deceptive, or otherwise inappropriate or objectionable.

2. Develop and implement procedures that provide for the monitoring of students' and other authorized users' activities when using District-provided equipment or District-provided network access or Internet access. Such monitoring may sometimes take the form of direct supervision of students' and minors' online activity by school personnel, but the Board recognizes that constant, direct supervision is not a practical expectation.
3. Develop and implement an instructional program that is designed to educate students about acceptable and responsible use of technology and safe and appropriate online behavior, including (a) safety and security issues that arise in connection with various forms of electronic communication (such as e-mail, instant messaging, and similar technologies); (b) interacting with other individuals on social networking sites and in chat rooms; and (c) cyberbullying awareness and response. Such educational activities shall include (but shall not consist exclusively of) reinforcement of the provisions of the District's rules regarding students' acceptable and responsible use of technology while at school.
4. Maintain, revise and enforce rules and procedures concerning the acceptable, safe, and responsible use of the District's Internet access infrastructure and other technology-related District resources by any person who is authorized to use the District's systems and equipment, including any student, District employee, District official, or other authorized user. These rules and procedures shall complement structural and systemic supports that are implemented to further encourage and facilitate the acceptable, safe, and responsible use of the District's technology-related resources. To the extent appropriate to various groups of users, and with all such additions as the administration deems necessary or appropriate, those rules and procedures shall:
 - a. Address and prohibit the unauthorized collection, disclosure, use and dissemination of personal and personally-identifiable information regarding students and minors, as particularly applicable to technology-based resources;
 - b. Address employees' obligations regarding the proper retention of District records, maintaining the confidentiality of student records, and avoiding inappropriate disclosures of District records;
 - c. Prohibit unauthorized user access to systems, networks and data;
 - d. Prohibit the use of District resources to access and/or transmit inappropriate material via the Internet, electronic mail, or other forms of electronic communications;
 - e. Provide notice to users that there is no District-created expectation of privacy in their use of District technology resources. Accordingly, except where prohibited by state or federal law: (1) the District reserves the ability to track, monitor, and access all data, files, communications, or other material that users create, store, send, delete, receive, or display on or over the District's Internet connection, network resources, file servers, computers or other equipment; and (2) all aspects of any individual's use of the District's technology-related equipment and resources, including any online activities that make use of District-provided Internet access, may be monitored and tracked by District officials; and
 - f. Provide notice to users regarding possible consequences for violations of the policies, rules and procedures that govern the acceptable, safe, and responsible use of the District's technology-related resources.

Building principals shall have responsibility, within their respective schools, for overseeing the day-to-day implementation of the District's policies, rules and guidelines regarding the acceptable, safe, and responsible use of technology resources. A building principal, in consultation with district's technology director as needed, may approve modified levels of Internet filtering/blocking for an individual user account provided that there is a legitimate educational purpose and any changes in access will not compromise the overall adequacy of protections that are in place for student users.

Legal References:

Wisconsin Statutes

[Section 120.12\(1\)](#) [school board duty; care, control and management of school property and affairs of district]

[Section 120.13\(1\)](#) [school board power to adopt conduct rules and discipline students]

[Section 120.18\(1\)\(i\)](#) [report on technology used in the District]

[Section 943.70](#) [computer crimes]

[Section 947.0125](#) [unlawful use of computerized communication systems]

Wisconsin Administrative Code

[PI 8.01\(2\)\(k\)](#) [integration of technology literacy and skills in curriculum]

Federal Laws and Regulations

[Children's Internet Protection Act](#) (CIPA) and Neighborhood Children's Internet Protection Act

(NCIPA) [policy and other requirements related to Internet safety]

[Protecting Children in the 21st Century Act](#) [Internet safety policy requirement; education of students regarding appropriate online behavior]

[Children's Online Privacy Protection Act](#) (COPPA) [parent control over personal information collected by websites from their children]

[E-rate funding requirements](#) [technology plan and other requirements]

Adoption Date: 2015

PUBLIC NOTIFICATION OF STUDENT NONDISCRIMINATION POLICY

POLICY 411 EXHIBIT

The Seymour Community School District prohibits all forms of unlawful discrimination against students and other persons in all aspects of the District's programs and operations. Accordingly, consistent with section 118.13 of the state statutes, no person shall unlawfully be denied admission to any public school in this District, or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, or physical, mental, emotional or learning disability. The District likewise requires and enforces nondiscrimination in a manner consistent with the rights and obligations established under all applicable federal civil rights laws, including the current provisions of Titles IV and VI of the Civil Rights Act of 1964 (race, color, religion, sex, or national origin), Title IX of the Education Amendments of 1972 (sex), Section 504 of the Rehabilitation Act (disability), the Americans with Disabilities Act (including Title II of the ADA, which prohibits discrimination on the basis of disability in state and local government services), and the civil rights provisions associated with the District's participation in federal meal programs.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent or guardian) as identified under federal law shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel. The District shall provide legally-required accommodations and appropriate educational services or programs for students who have been identified as having a disability, regardless of the nature or severity of the disability.

The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal.

All District career and technical education opportunities are offered to students on a nondiscriminatory basis. Additional information regarding such program offerings and the applicable admission/participation criteria can be obtained on the District's website or by contacting any school's guidance office.

When acceptable to the complaining party, the District encourages informal resolution of discrimination complaints and related concerns. However, a formal complaint resolution procedure is available to address allegations of unlawful discrimination and/or any alleged violation of the District's equal educational opportunities policies.

Any questions concerning this notice, the District's nondiscrimination and equal educational opportunities policies, policy compliance, or the District's complaint procedures may be directed to the District's equal educational opportunities compliance officer:

Pupil Services Director
Seymour Community School District
10 Circle Drive, Seymour, WI 54165
920-833-2304 or 920-833-5159

Discrimination-related complaints may be filed with the Compliance Officer. The Compliance Officer also serves as the District's Title IX Coordinator (sex discrimination and sexual harassment issues and complaints) and Section 504 and Americans with Disabilities Act Coordinator (disability rights and disability-based discrimination issues) for all student and all non-employment related matters.

By following all required procedures and timelines, complaints of unlawful student discrimination may also be filed externally with the Wisconsin Department of Public Instruction, the Chicago office of the U.S. Department of Education's Office for Civil Rights, or, in appropriate circumstances, with any state or federal court or other agency of competent jurisdiction.

Adoption Date: 2015

Defining Bullying

As used in this policy:

1. "Bullying" refers to severe, systematic, or repeated actions that involve the threatened, attempted, or actual infliction of physical harm or psychological/emotional distress on one or more students, staff, or other persons. Bullying usually (but not always) involves an actual or a reasonable perception of an imbalance of power between the bully and the victim/target. Bullying occurs when someone purposefully engages in written, spoken, nonverbal, or physical behaviors or communications (including but not limited to actions that threaten, intimidate, insult, degrade, or ostracize) that have the effect of doing any of the following:
 - a. Substantially interfering with any student's education;
 - b. Substantially interfering with a person's ability to participate in or benefit from any school activity or program;
 - c. Endangering the health, safety, or property of the target(s) of the behavior; or
 - d. Creating a threatening, intimidating, hostile, or offensive environment within any District school, activity, or program.
2. "Cyber-bullying" is defined as bullying that involves the use of digital technologies, including but not limited to, e-mail, cell phones, text messages, instant messages, chat rooms, and social media. Cyber-bullying is prohibited and treated the same as all other types of bullying.

Younger students might better understand the meaning of "bullying" when the term is defined to include conduct that one person uses on purpose and usually more than just one time to hurt, put down, embarrass, or scare another person, where the person who is being bullied would have difficulty protecting or defending him/herself.

Bullying can involve direct interaction between the aggressor-bully and the target(s), or it can be indirect (such as orchestrating others to engage in acts of bullying, facilitating bullying conduct by others, taking secretive or covert actions, etc.).

While bullying involves deliberate/purposeful conduct, intent/purpose may properly be inferred from the totality of the circumstances (e.g., where the behavior is persistent/repeated or where the responsible party reasonably should have been able to foresee the consequences of his/her actions and the manner in which his/her conduct would be likely to be perceived by the target(s) of the conduct).

Not all behaviors that (1) hurt another person's feelings; (2) are a manifestation of an interpersonal conflict; or (3) are in some way unkind amount to acts of bullying (or harassment) as defined in this policy. However, such negative behaviors are still a legitimate subject of concern and regulation within the school environment.

Defining Harassment

As used in this policy, the term "harassment" means behavior directed towards another person:

1. which either: (1) is based, in whole or in part, on any legally-protected characteristic or classification, including (with respect to a student victim/target) a student's race, color, national origin, ancestry, sex, sexual orientation, religion, creed, pregnancy, marital or parental status, or any physical, mental, emotional or learning disability; (2) is based on some other actual or perceived, but irrelevant, distinguishing characteristic, such as (with respect to a student victim/target) a student's physical appearance, economic status, or social status; or (3) does not serve a legitimate purpose;

AND

2. which either: (1) substantially interferes with a student's school performance, an employee's ability to do his/her work, or any person's ability to perform or participate in a District-related function; (2) substantially interferes with a student's ability to participate in or benefit from any school activity or program; (3) creates an intimidating, hostile or offensive environment within any District school, activity, or program; (4) substantially interferes with or endangers the education, health, safety, or property of the victim/target; (5) causes a substantial disruption to any school-related activity or program; or (6) compromises the District's ability to operate efficiently and effectively.

Bullying and Harassment by Students is Prohibited

The District prohibits students from bullying or harassing any person when either the aggressor and/or the target (victim) of the behavior is (1) at school or on school grounds; (2) at any school-sponsored activity; (3) using District-provided transportation; (4) under the supervision of a school district authority; or (5) otherwise within the scope of the District's disciplinary jurisdiction (such as conduct that occurs away from school that endangers the health, safety or property of a person who is at school).

Student violations of this policy will normally be addressed through remedial interventions and/or consequences. The exact response applied to a particular incident shall take into consideration the totality of the relevant circumstances, including but not limited to the nature and severity of the conduct, the age and developmental level of the student, and the student's behavioral history. Possible consequences for students who engage in bullying or harassment (or prohibited retaliation) include, but are not limited to revocation of school-related privileges, temporary removal from class or school activities, suspension, expulsion, and/or referral to law enforcement officials for possible legal action.

The District is not able to investigate and impose the same school-related consequences on a student for all out-of-school conduct that, if the conduct had taken place under other circumstances, would have constituted a violation of this policy and been within the school's jurisdiction for suspension or expulsion. However, where a District employee determines, based on communications with students or parents or guardians, that an out-of-school incident (or alleged incident) is having, or is likely to have, a negative effect within the school environment, the Board authorizes District staff to respond to non-school incidents that are brought to the District's attention through activities that may include a parent meeting, safety planning, counseling, or other appropriate interventions.

Application of this Policy to School Officials, District Employees, and Others

The District also prohibits bullying and harassment by District officials, District employees, District volunteers, contracted service providers, and others who are present at a school, on school grounds, or at any school-sponsored activity. While the primary focus of this policy concerns victims/targets who are students, such conduct is prohibited regardless of whether the target of the behavior is a student, school official, District employee, parent or guardian, or other person.

When an employee is alleged to have engaged in bullying, harassment or prohibited retaliation, the incident (including the possible imposition of consequences) will be addressed in a manner consistent with the District's procedures for handling personnel matters. When a person who is neither a student nor an employee violates this policy, the District likewise reserves the right to take appropriate remedial action, including the imposition of possible consequences (such as limiting the

individual's access to District property or activities, referral to law enforcement, etc.).

Reports/Complaints; Confidentiality

The District shall establish and implement procedures under which incidents and concerns involving bullying, harassment, or any related allegations of retaliation can be reported and addressed in an appropriate manner.

In addition to any other reporting procedures that are established:

1. When the victim/target of the alleged behavior is a student, a person may report the behavior as a complaint under the District's student discrimination complaint procedures; or
2. When the victim/target of the alleged behavior is an employee, a person may report the behavior as a complaint under the District's employment discrimination complaint procedures; or
3. When the victim/target of the alleged behavior is neither an employee nor a student, a person may report the behavior to the appropriate activity supervisor, building principal, or to the District Administrator. A written complaint is preferred, but, no matter how the report is presented, the person making the report should clearly and expressly identify that he/she is reporting a concern with bullying, harassment, or retaliation.

Although absolute confidentiality cannot be assured, the District will maintain the confidentiality of reports and complaints to the extent required by any applicable law, and the District will otherwise make efforts to maintain confidentiality where non-disclosure does not interfere with the District's ability to appropriately process and respond to the report or complaint. Nonetheless, investigating a matter often involves disclosing (directly or indirectly) the identity of persons involved in the particular events/issues. Individuals who have specific concerns about confidentiality should arrange to discuss those concerns with the District as early as possible in the process.

Retaliation and Abuse of Process are Prohibited

Retaliation is prohibited against any person who has reported in good faith (or who is believed to have reported) a possible violation of this policy, or against any person who otherwise participates in any investigation, inquiry, or other proceeding related to an incident, report, or complaint of bullying or harassment. Retaliation includes, but is not limited to, any form of intimidation, harassment, or inappropriate disparate treatment. Such retaliation shall be considered a serious violation of Board policy independent of whether the report, complaint, or allegation in question is substantiated. Allegations or concerns regarding retaliation may be reported to the District using the procedures that are established for reporting harassment and/or bullying.

Knowingly providing false information regarding alleged bullying or harassment, fabricating incidents/allegations, and similar bad-faith conduct shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Legal References:

Wisconsin Statutes

Section 118.01(2)(d) [personal development curriculum]
Section 118.13 [student nondiscrimination requirements]
Section 118.164 [removal of students from class]
Section 118.46(2) [student bullying policy required]
Section 120.13(1) [school board power to set conduct rules and discipline students]
Section 947.0125 [unlawful use of electronic communications]
Section 947.013 [unlawful harassment]

Wisconsin Administrative Code

PI 9 [student nondiscrimination]

Federal Laws and Regulations

Children's Internet Protection Act (CIPA) and Neighborhood Children's Internet Protection Act (NCIPA) [policy and other requirements related to Internet safety]
Title IX, Education Amendments of 1972 [sex discrimination in educational programs, includes sexual harassment]
Title VI, Civil Rights Act of 1964 [race, color and national original discrimination]
Section 504 of the Rehabilitation Act [disability discrimination; free and appropriate public education (FAPE) and reasonable accommodations]
Title II of the Americans with Disabilities Act of 1990 [disability discrimination; reasonable accommodations]

Adoption Date: 2015

The District shall not unlawfully discriminate in standards and rules of behavior or disciplinary actions, including suspensions and expulsions, on the basis of a student's sex, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established procedures.

The District shall maintain a Code of Classroom Conduct that has been approved by the School Board. At a minimum, the Code of Classroom Conduct shall set forth (1) any rules of conduct for students that the Board wishes to establish; and (2) standards and procedures surrounding the possible removal of a student from his/her class due to the student's conduct.

In addition to the rules found in the Code of Classroom Conduct, the Board authorizes the District Administrator, and any of his/her appropriately-licensed designees, to set forth additional rules of conduct for students. Further, subject to administrative oversight and to the extent consistent with applicable law and with the District's policies, procedures, and more formal rules of conduct for students, school staff are permitted to issue and reasonably enforce situation-specific conduct directives for students that support the provision of a safe and productive school environment.

Administrative Responsibilities

The District Administrator, building principals, and other licensed administrators serving in an instructional capacity are jointly responsible for the day-to-day management and oversight of student conduct and discipline matters in the schools. The District Administrator and building principals shall:

1. Ensure that time and resources are dedicated to all of the following elements of the process of managing student behavior: teaching expected behaviors to students, notifying students of prohibited conduct, reinforcing positive behaviors, providing appropriate behavioral interventions, and imposing/enforcing disciplinary sanctions and other reasonable consequences for misconduct.
2. Ensure that the District incorporates the management of student behavior as a topic within the District's professional development plan for staff.
3. Evaluate practices and data with regard to student conduct and discipline in order to identify strengths and areas for improvement in the District's policies and practices.

Expectations for Staff and Other Adults Who Supervise Students and Student Activities

All District employees and all other authorized agents of the District who teach, supervise, or otherwise work directly with students ultimately share in the responsibility for the day-to-day implementation of the District's policies, procedures, rules, and directives related to student conduct and discipline. In carrying out their respective responsibilities, the Board expects such employees and agents to comply with the following additional policy guidelines:

1. Such employees and agents are expected to model appropriate behaviors for students in connection with school-related activities, including modeling appropriate responses to conflict.
2. Rules and expectations for student conduct and any sanctions for misconduct shall be implemented and enforced, at a minimum, lawfully, without bias or favoritism, and in a non-discriminatory and non-arbitrary manner.
3. Students shall be timely informed of the reason(s) for any disciplinary sanctions and a reasonable effort shall be made to provide the student with an opportunity to provide his/her viewpoint regarding the situation.
4. Timely communication with a student's parent or guardian regarding student conduct and discipline shall be a priority; and, in connection with matters such as disciplinary removals from class and suspensions from school, such communication is also a legal requirement.

Expectations for Students

The Board expects all students to follow the rules and expectations that are established for student conduct and to demonstrate a developmentally-appropriate level of personal responsibility and accountability for their actions.

Legal References:**Wisconsin Statutes**

Section 115.787(3) [individualized education program for students with disabilities; positive behavior interventions and supports]

Section 118.13 [student discrimination prohibited]

Section 118.31 [staff use of physical force; corporal punishment prohibited]

Section 118.305 [use of seclusion and restraint]

Section 118.16(4)(c) [assignment of student to detention/supervised study for truancy]

Section 118.164 [student removal from class]

Section 120.13(1) [requirements for code of classroom conduct; board powers to establish rules of conduct and discipline students, including suspensions and expulsions]

Wisconsin Administrative Code

PI 9.03 (1) [student nondiscrimination in student conduct and discipline policies]

Federal Laws

Individuals with Disabilities Education Act (IDEA) [programs and services for students with disabilities, includes requirements related to change of placements]

Section 504 of the Rehabilitation Act of 1973 [Section 504 includes a manifestation determination requirement, similar to the IDEA, in connection with student discipline]

Adoption Date: 1971 Revision Date: 1990, 1994, 1996, 2015

This policy applies to all students of the District, regardless of age.

Weapons Prohibited

1. No student shall possess, use, store, transfer or make accessible to another person any weapon while the student is (a) at school or under the supervision of a school district authority, regardless of the student's location; (b) in any building or facility or on grounds or premises owned, occupied or controlled by the District, at any time; (c) in any District-owned vehicle or on any form of District-provided transportation, at any time; and/or (d) participating in or attending any District-sponsored program or activity.
2. No student, while not at school or while not under the supervision of a school authority, shall possess, use, store, transfer or make accessible to another person any weapon in a manner which (a) endangers the property, health or safety of others who are at school or under the supervision of a school authority; or (b) endangers the property, health or safety of any employee or School Board member of the District.
3. No student shall keep or store, or allow any other person to keep or store, a weapon in a vehicle at any time when the vehicle is located on school premises or on other property owned, occupied or controlled by the District.
4. No student shall falsely represent as a weapon anything that, although not actually a weapon, has (or has been given) the appearance of a weapon (e.g., to intimidate or threaten another person).

Exceptions to the Prohibitions against Student Possession of Weapons

The prohibitions on weapons identified above do not apply in the following circumstances:

1. Where state or federal law prohibits a school district from restricting any student's right to possess or use any weapon in a location or at a time otherwise covered by this policy.
2. Where a weapon, other than a firearm, bomb, explosive or similar destructive device, has been approved by the building principal, in advance, for purposes of a specific demonstration or educational presentation, provided that the weapon shall be maintained in the possession of the principal except during the actual demonstration or presentation.
3. Where a student possesses and uses a firearm or other hunting weapon and is legally hunting, in season, within the school forest pursuant to hunting activities that have been authorized by the Board.
4. Pursuant to any other exception that is consistent with applicable law and that is approved in advance by a motion of the Board.

In addition, it shall not be considered a violation of this policy for a student to possess or use a potentially dangerous object or substance, other than a firearm, destructive device or electric weapon, which might otherwise fit this policy's definition of a weapon or which might improperly be used as a weapon (e.g., certain knives, cutting instruments, equipment, or tools), provided that (1) the object or substance has been authorized or issued by the District; and (2) the object or substance is possessed and used exclusively for its limited and authorized purpose(s).

Definition

As used in this policy, the term "weapon" includes, but is not necessarily limited to, the following:

1. any firearm, including a starter gun, whether loaded or unloaded, assembled or unassembled, partial or complete;
2. any bomb, explosive, or similar destructive device;
3. any device which is designed, used or intended to be used to immobilize or incapacitate persons by the use of electric current;
4. any beebee or pellet-firing gun that expels a projectile through the force of air pressure;
5. any poisons or dangerous chemicals, including pepper spray;
6. any ammunition;
7. knives and other cutting instruments;
8. any device designed as a weapon and capable of producing death or great bodily harm;
9. any other object which, in the manner it is used or intended to be used, is calculated or likely to produce significant injury or bodily harm; or
10. any other device or object defined as a weapon by state or federal law.

Additional Student Responsibilities

Students are responsible for taking reasonable steps, in advance, to ensure that any item in their possession or control is not prohibited by this policy. Students who have questions about whether an item is covered by this policy, or whether a particular exception identified in this policy may apply in a specific context should contact their building principal or the District Administrator.

A student who finds him/herself inadvertently in possession of a weapon in violation of this policy shall immediately surrender the weapon to a school staff member. An investigation will occur into the circumstances surrounding the possession and surrender of the weapon, and a decision will be made whether to discipline the student, or not, after a consultation between the principal and the District Administrator. If the weapon is surrendered before the student is discovered to be in possession of the weapon and before any incident or disturbance occurs involving the weapon, such factors shall weigh in favor of the student.

If any student has reason to believe that any student, District employee, volunteer, visitor or other person possesses, or has used or stored a weapon in violation of this policy or any other District policy, the student should immediately report that belief to a teacher, building principal or other responsible adult. Any act of retaliation against a student who, in good faith, reports a possible violation of this policy or participates in the investigation of such a report is prohibited.

Sanctions for Violations

Any time school officials determine that a student has possessed or used any firearm, bomb, explosive or similar destructive device, or any other weapon while at school or while under the supervision of a school authority, an administrator shall refer the student and the incident to law enforcement or to another representative of the criminal or juvenile justice system. In situations involving a student's possession of a firearm, bomb, explosive or similar destructive device, an administrator shall also suspend the student and commence expulsion proceedings, and the Board shall expel the student from school for at least one year. The Board may modify this expulsion requirement on a case-by-case basis, provided that any such modification is documented in writing. In situations involving other weapons violations under this policy, the student shall be referred for potential disciplinary action, up to and including possible expulsion from school. Where applicable, the District may

also impose sanctions under the school activity/athletic code. The requirements of this paragraph (1) do not apply to a student who is legally hunting in the school forest, as described above in this policy; and (2) shall be construed and implemented in a manner that is consistent with the requirements of the Individuals with Disabilities Education Act.

Notices

Students shall be given notice of the conduct prohibited by this policy and the related student responsibilities via the Student Handbook.

Legal References:

Wisconsin Statutes

Section 118.07 [school safety plans]

Section 118.31 [use of reasonable force to obtain weapon]

Section 120.13(1) [board authority for rule-making and for suspension and expulsion]

Section 120.13(38) [board authority to permit hunting in the school forest]

Section 941.295(1c)(a) [definition of "electric weapon"]

Section 943.13 [criminal trespass law, includes provisions related to carrying firearms]

Section 948.60 [possession of a dangerous weapon under 18 years of age]

Section 948.605 [gun-free schools zones]

Section 948.61 [dangerous weapons other than firearms on school premises]

Federal Laws

Gun-Free Schools Act [student possession of firearms prohibited; student referral to law enforcement/juvenile justice system required in policy]

18 U.S.C Sec. 921(a) [federal definition of "firearm" (including destructive devices) that is used within the Gun-Free Schools Act and within state law governing suspensions/expulsions for firearms - section 120.13(1)(c)(2m)]

Individuals with Disabilities Education Act [programs and services for students with disabilities; includes authority to order change of placement for weapons possession]

Adoption Date: 2015

2018-19 PARENT/STUDENT SIGNATURE PAGE

Please Print Student Name

Grade Level

_____ Yes, I have received the Student/Parent Handbook.

_____ Yes, I have read page 19 "Lunch Accounts".

_____ Yes, I have been provided the "Safe and Responsible Use of the Internet & Other Technology" on pg. 25. My child has my permission to use the internet while at school.

_____ Yes, I have read page 22 "Electronic Devices" and understand that **Seymour Middle School is not responsible for any electronic devices brought to school that are damaged, lost, or stolen.**

DISTRICT WEB PUBLISHING POLICY DEVELOPED

The Seymour Board of Education has established a Web Publishing policy governing the purpose and use of our continually emerging district website. It is our intent to use the site to provide you current additional high school information. If you prefer that your student's name and or picture not be published, please contact Mrs. Luczak at 833-7199 ext. 302 or email her at tluczak@seymour.k12.wi.us.

(Student Signature)

(Date)

(Parent Signature)

(Date)

Best Way to Contact Parent:

(Parent e-mail address(s))

(Parent Text #)

(Student **must** return **this page** to their homeroom teacher by Friday, September 7)

If you have any questions or concerns, please feel free to call:

Mrs. Collette Wilichowski, Principal

920-833-7199 x300

Mr. Jay Freerking, Dean of Students

920-833-7199 x301

