

**SEYMOUR COMMUNITY HIGH SCHOOL STUDENT PLANNER  
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## **VISION**

Discovering Passion  
Embracing Challenge  
Pursuing Excellence

## **MISSION STATEMENT**

Building relationships and creating educational opportunities that will prepare students for college, career, and community.

## **INTRODUCTION**

### **WELCOME TO SEYMOUR COMMUNITY HIGH SCHOOL**

As a student, you have a right to expect certain things from your high school. In return, your school expects certain things from you.

#### YOU MAY EXPECT:

- Quality education by teachers with an interest in YOU.
- To be treated with dignity and respect.
- Consistent and fair treatment in relationship to school policies and expectations.
- To attend a school that has a safe and healthy environment.
- Due process when school policies are enforced.

#### YOUR SCHOOL EXPECTS:

- That you be in class on time, ready to learn and put forth your best effort.
- That you do the best job you are capable of doing in all areas of the high school.
- That you make wise use of the facilities and equipment available to you.
- That you respect the property and rights of others.
- That you cooperate and work with your fellow classmates, teachers, and all school personnel.
- That you be a loyal and enthusiastic supporter of your school and its programs.
- That you follow the requests of adults in the building.

### **NON DISCRIMINATION STATEMENT**

The Seymour Community School District does not discriminate against students on the basis of sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression or physical, cognitive, emotional or learning disability in its education programs or activities

## Seymour Community School District 2023-2024 School Calendar



NO SCHOOL/  
HOLIDAY



NO SCHOOL 4K-12 (PROF. DEV.)



SPECIAL DAYS

August 2023						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	24	25	
26	27	28	29	30	31	

June 2024						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**SEPTEMBER**

04 NO SCHOOL LABOR DAY  
05 FIRST DAY OF SCHOOL  
15 NO SCHOOL-PROF. DEV.

**DECEMBER**

01 NO SCHOOL-  
PROF. DEV./RECORDS DAY  
25-29 NO SCHOOL

**MARCH**

01 NO SCHOOL-  
PROF. DEV./RECORDS DAY  
25-29 SPRING BREAK

**JUNE**

02 GRADUATION  
05 LAST DAY-EARLY DISMISSAL

**OCTOBER**

09 NO SCHOOL-PROF. DEV.  
27 NO SCHOOL

**JANUARY**

01 NO SCHOOL  
15 NO SCHOOL-PROF. DEV.

**APRIL**

01 NO SCHOOL-PROF. DEV.

**NOVEMBER**

10 NO SCHOOL-PROF. DEV.  
22-24 NO SCHOOL/THANKSGIVING  
30 END OF TRIMESTER

**FEBRUARY**

19 NO SCHOOL-PROF. DEV.  
29 END OF TRIMESTER

**MAY**

24 SNOW DAY MAKE-UP OR NO SCHOOL  
27 HOLIDAY/NO SCHOOL

# SCHOOL DAY

(School Board Policy 322)

The high school day shall be from 7:55 a.m. until 3:05 p.m. All full-time students shall enroll in a minimum of six (6) hours or credits each year.

## BELL SCHEDULE

1st period	7:55 - 9:00		
2nd period	9:05 - 10:10		
WYN	10:15 - 11:00		
A mod lunch	11:05 - 11:35	3rd period B	11:05 - 12:10
3rd period A	11:40 - 12:45	B mod lunch	12:15 - 12:45
4th period	12:50 - 1:55		
5th period	2:00 - 3:05		

**CLOSED CAMPUS**

Students will not be permitted to leave the school property during the school day without the written approval of the Principal or his/her designee.

## STUDENT ATTENDANCE

### ARRIVAL AND DEPARTURE

Before and after school, students are to use entrances 1, 3, 6, 24, or 25. Between the hours of 7:55 – 3:05 students must enter and exit through door #1 and sign in/out accordingly. High school students will not enter through the middle school nor will they frequent those areas restricted for the middle school unless they are on official school business. Students are expected to leave the building after school unless they are part of a supervised activity. A student may leave during the school day only after obtaining a blue release slip and signing out in the office. Parents must call the high school office before the student leaves school.

### SCHOOL CANCELLATIONS

Wisconsin weather is, at best, unpredictable. The decision, made at 5:45 a.m. to cancel or delay school, is posted on our web page, [www.seymour.k12.wi.us](http://www.seymour.k12.wi.us), and then given to all television and radio stations, as listed, to give parents, bus drivers, and school personnel the notice of the cancellation as quickly as possible.

When it becomes necessary to cancel school during the school day, several additional factors must be considered. A majority of families have both parents working outside the home. It is necessary to give adequate parent notification prior to sending children home on the bus at a time when no one is expecting the children to be coming home. This is especially important for young children.

Families with a current phone number on file will receive an automated call or listen to the stations listed below. Parents have the option of keeping their children home from school should they feel the weather conditions merit such action. If parents choose to keep their children home due to weather conditions, the parent must call the school, then the absence will be listed as "excused" according to School Board Policy.

Listen to the following radio and television stations for the school closings:  
WLUK-TV, WNFL, WGEE/WIXX, WHBY, WROE, WOZZ, WBAY-TV,  
WFRV-TV, WQLH/WDUZ, WEMI, or WAPL

## **ATTENDANCE**

Students are expected to attend school every day from 7:55 a.m. to 3:05 p.m. except when ill or faced with an emergency situation.

Legally, a parent who fails to cause his/her child to attend school regularly during the hours school is in session may be fined, and/or may be imprisoned. (WI Statute 118:15 Board Policy 431)

Absence clearances and requests must be made by phone. Messages may be left 24 hours a day at 833-2306 ext. 429. Notes will not be accepted, except in special cases, i.e. no home phone. All absences must be reported by the parent or guardian. Homework may be collected for students who are absent from school. For the safety of the students, courtesy calls will be made after 10:00 a.m. to the parent/guardian of students that are marked absent without a parent/guardian phone call. (School Board Policy (431)

## **HOMEWORK REQUESTS**

To request homework, please call Student Services, 920-833-2306 ext. 430 or complete the request form found on the high school web page under Student Services no later than 9:00 a.m. to have homework shared with students' @seymourlive.com account. Any items from the students' locker and/or hardcopies of homework will be available after 3:00 p.m. The Student Services office is open until 4:00 p.m.

## **STUDENTS IN ATHLETICS AND ACTIVITIES**

Students who participate in a sport or activity must follow attendance requirements as outlined in the Co-Curricular Code. Weekend activities may be affected by the students' absence during the previous week, especially if that absence occurs on Friday. Acceptable exceptions are outlined in the excused absence section of this planner.

## EXCUSED ABSENCE:

1. Illness
2. Medical or dental appointment
3. Funeral of immediate family member
4. Wedding of immediate family member
5. School sponsored trips
6. Family disaster or emergency
7. Suspension from school
8. Driver's examination (1/2 day)
9. Court appearance

Medical and dental appointments should be scheduled after school hours whenever possible.

If school time is missed students are asked to provide proof of the appointment from the medical provider for doctor and dental appointments. Dates and times should be included on medical excuses.

The teacher and the student should assume the responsibility for seeing that the student receives the make-up work for excused absences.

## PLANNED ABSENCE:

If a student knows he or she will be absent; he or she should:

1. In advance, obtain a Planned Absence Form either from the brochure rack outside the high school office or from the high school web page [www.seymour.k12.wi.us](http://www.seymour.k12.wi.us)
2. Have the teachers indicate the current grade and class attendance status.
3. Have the parents review and sign the completed form.
4. Turn the form in to the office at least one day prior to the absence.

## TRUANCY/SKIPPING/EXCESSIVE ABSENCES

Excessive absences will be brought to the attention of the student and parents. Parents will be contacted by phone and/or mail. Municipal and/or county truancy action will be initiated when appropriate. Municipal action may result in forfeiture of a driver's license and/or work permits. County action results in juvenile intake involvement.

A student is considered truant when he/she is not in his/her scheduled class without an acceptable excuse for part of or all of one or more days. A student who is truant may receive a municipal citation.

A student is considered a habitual truant when he/she is absent from school without an acceptable excuse under Wisconsin State Statute 118.16 (sub. 4) for part of or all of 5 or more days on which school is held during a school term.

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

1. Conference with attendance and/or counseling personnel.
2. Home contact and/or conference.
3. Academic/Social assessments.
4. Referral to the Outagamie County Sheriff's Department for truancy, which may result in a municipal citation.
5. Referral to the court systems.
6. A driver's license and/or work permit may be revoked for excessive absences.

(Home contact and conferencing will be expected several times during this procedure unless there are extenuating circumstances.)

An open enrollment application may be denied if the student has been habitually truant during any school term of attendance in the current or previous school year. Once enrolled as an open enrollment student, if a nonresident student is habitually truant from the District during any term in the current school year, the District may prohibit the student from attending school in the District under the full-time open enrollment.

## **LEAVING DURING THE SCHOOL DAY/SIGN-OUT PROCEDURE**

Wisc. Stat. 118.15:121.02

Due to legal obligations and the safety of your student, any student without teacher supervision may not leave school at any time during the course of the day without a parent/guardian having notified the attendance office or the Associate Principal ahead of time. The following procedure must be followed:

1. The student's parent/guardian is to call school stating the designated time to leave. This call must be made prior to the student leaving. Notes will not be accepted. Please call as early as possible if your child needs to leave during the day. Not all students are immediately available due to outdoor classes, field trips, etc.
2. The attendance clerk will issue a blue pass to the student with the time listed.
3. Before leaving, the student must sign out on the appropriate computer at door #1. When the student is to return that day, he/she must sign back in on the computer and get a corridor pass signed before returning to class. Failure to do so may result in an unexcused absence.
4. If a student has an emergency or is ill, the student must contact the nurse or Associate Principal and/or his/her designee.
  - a) The student must sign out when the parent/guardian arrives to pick him/her up. When a student is ill and has a car at school, the parents will be called and the same procedure will be followed.

If a student fails to follow this procedure the following consequences will be applied:

**Step 1** - Student will be warned and informed of the policy. Parents will be notified, and unless absence is excused by parent, class time missed will be designated unexcused.

**Step 2** - Absence, without prior notification, will be treated as truant. Parents will be notified.

## **TARDINESS**

Students are expected to be in their assigned classroom ready to work on time. Students who arrive to class within the first 10 minutes of the period will be marked tardy. Students who arrive after 10 minutes will remain unexcused.



## **SENIOR RELEASE GUIDELINES**

In order to be eligible for senior release, a student must have a study hall in the current schedule and meet senior status. Senior status means the student has completed three school years at the high school level and is enrolled in scheduled courses so that all of the district's graduation requirements will be met by the successful completion of those courses. An agreement signed by both the student and parent/guardian will be kept on file in the Student Services Office. Students may lose their senior release for any violations of absences, tardies, or behaviors during that time period. Before leaving the building senior release students must sign out with the attendance clerk and must sign back in upon their return. Students must return before the beginning of the next hour.

## **STUDENT CONDUCT AND DISCIPLINE**

### **GENERAL SCHOOL CODE OF CONDUCT**

In order to create, foster and maintain an orderly and safe class environment conducive to teaching and the learning process, the Board has adopted a Code of Classroom Conduct Policy 443. Students have the right to attend school and classes as free as reasonably possible from unnecessary and unwarranted distraction and disruption. All school employees shall ensure that proper student conduct is maintained in classrooms, halls, on school premises and during all school-sponsored activities. Behaviors that interfere with the classroom environment will not be tolerated and, under conditions outlined in the Policy, students in violation shall be removed from the classroom and/or school-sponsored activity.

This Policy stresses the importance of the student, parent and teacher partnership in education. In most cases, the classroom teacher shall deal with discipline problems with support of the parent. If this approach is unsuccessful, removal from the classroom will be considered. Dangerous, violent or threatening behaviors by students shall be cause for immediate removal. Parents and teachers must join in a partnership to assure that students come to class ready and willing to learn.

### **ABUSIVE LANGUAGE/DISORDERLY CONDUCT**

Students have the responsibility to express their thoughts and feelings in a manner that does not offend, show disrespect, or threaten another individual.

Disorderly conduct is a violation of Wisconsin Statute 947.01. Within the school setting, disorderly conduct occurs when a student engages in violent, abusive, indecent, profane, or unreasonably loud conduct. This conduct would tend to cause or provoke a disturbance that is above the normal level of a public place or school program.

### **INSUBORDINATION**

Students have a right to attend classes and other school activities in a cooperative environment. Students are expected to follow the requests of adults in the buildings.

#### CONSEQUENCES MAY INCLUDE:

- The teacher will contact the student's parent/guardian.
- The student may need to meet with the Associate Principal and the referring teacher. In addition, the student may be assigned to an alternative learning environment and/or the student may be suspended for 1 – 3 days.
- The student may be suspended for 5-15 days and may be recommended for expulsion as an insubordinate student.

### OUT OF SCHOOL SUSPENSION

If a student is involved in an activity/behavior that would warrant them receiving an out of school suspension, they are not eligible to participate in any school related or sponsored activities, nor are they allowed to be on school grounds during the duration of their suspension. Violators may be referred to the Outagamie County Sheriff's Department for trespassing. The student regains eligibility after he/she returns to school.

### SEXUAL HARASSMENT

(School Board Policy 411)

In order to maintain a school environment that encourages optimum human growth and development for students, it is the policy of the Seymour Community School District to maintain and ensure a learning and working environment free of any form of harassment toward personnel and students.

**DEFINITION:** A particular type of harassment to which either sex can be subjected, is illegal. It includes unwelcome sexual advances, unwelcome physical contact of a sexual nature and/or unwelcome verbal or physical conduct of a sexual nature. Unwelcome verbal or physical conduct of a sexual nature includes but is not limited to: the deliberate, repeated display of offensive sexually graphic materials which are not necessary for instructional purposes; requests, demands, or subtle pressure for sexual favors in exchange for advancement, grades or status, and sexually oriented verbal "kidding" or abuse; creating an intimidating or hostile or offensive educational environment or has the purpose or effect of substantially interfering with that individual's school performance.

**PROHIBITION:** Students who sexually harass other students or school personnel will face disciplinary action such as suspension or possible expulsion from school.

Any person who believes he/she has been harassed may file a complaint in accordance with procedures established for dealing with complaints. False charges will be treated as a serious offense.

The School District shall not discriminate in standards and rules of behavior, and in the areas of suspension or expulsion, including student harassment, on the basis of sex, race, national orientation or physical, mental, emotional or learning disability, or handicap. Discrimination complaints shall be processed in accordance with established procedures. False charges will be treated as a serious offense.

**RETALIATION CLAUSE:** The District prohibits retaliating behavior against any complainant or any participant in the complaint process. The initiation of a

complaint of sexual harassment will not reflect negatively on the student who initiates the complaint neither will it affect the student's academic standing, rights or privileges.

**STUDENT/STAFF HARASSMENT**

The Seymour Community School District Board of Education supports an educational environment that is free of harassment of any form. Therefore neither students nor employees will be allowed to engage in any form of harassment or intimidation toward other students or school employees.

“Harassment” means striking, shoving, kicking, throwing objects at, or otherwise subjecting another person to physical contact or attempting or threatening to do the same; name calling; or engaging in a course of conduct or repeatedly committing acts which intimidate, cause discomfort to, or humiliate another person or which interfere with the recipient’s academic performance. “Intimidate” means to make timid or fearful, to frighten, or to compel or deter by or as if by threats. Harassment includes verbal comments or cyber comments via electronic technology or other expressions which insult, degrade, or stereotype any person or group because of sex, race, religion, national origin, or physical, mental, emotional or learning disability.

Students who believe they have been subjected to harassment or any parents/guardians who believe their child has been subjected to harassment should report the incident(s) to a counselor within 5 (five) school days, if possible. Complaint forms are available in the Student Services’ Office. All reports will be investigated in a timely manner.

Third party witnesses are strongly encouraged to report observed incidents of harassment to the administration. There shall be no retaliation against students who file reports under this policy.

The district will not tolerate harassment in any form and will take all necessary action to eliminate it, up to and including discipline of the offenders. Violation of this rule may result in one or more of the following consequences: 1) warning; 2) counseling to change behavior; 3) conference with student, parent and teacher; 4) suspension; 5) expulsion proceedings began; 6) harassment referred to legal authorities.

**BULLYING**

(Board Policy 443.71)

The Seymour Community School District strives to provide a safe, secure, and respectful learning environment for all students in the school buildings and on school grounds, on school buses and at school-sponsored activities. Refer to Board Policy 443.71.

**DRESS CODE**

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:

- A. Adversely affect the health or safety of students.
- B. Disrupt the learning process within the classroom or school.

No student shall be permitted to wear clothing that contains pictures and/or symbols/writing referring to gangs, alcoholic beverages, illegal drugs, tobacco products, those expressions which are obscene, profane, pornographic, or demeaning in any way. This list is not all inclusive. Keep your undergarments under your garments.

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 pick-up), assignment to an alternative learning environment, or suspension out of school.

## **ELECTRONIC DEVICES**

**EXPECTATIONS:** Electronic devices (ex: cell phones, computers, etc.) may be used before school – 7:55 a.m., in the commons area during the student's lunch, passing time, and after 3:05 pm. Electronic devices may not be used in restrooms, locker rooms, or during class (except with staff permission).

**CONSEQUENCES:**

First Offense: Confiscated for the day.

Second Offense: Confiscated until parent/guardian is able to pick up the device.

Third Offense: Confiscated until parent/guardian is able to meet with the Associate Principal and/or his/her designee.

Fourth Offense: Confiscated device remains in school office during the school day.

## **TOBACCO, TOBACCO PRODUCTS, & NICOTINE VAPES**

**EXPECTATIONS:** Students have the right not to be subjected to the influences and related problems associated with the use of tobacco, tobacco products, look alike tobacco products, and e-cigarettes. No person shall possess or use tobacco, tobacco products, look alike tobacco products, and nicotine vapes in school buildings, on school premises, in a district-owned vehicle or at any school-sponsored function or event at any time.

**CONSEQUENCES:**

First Offense: Assigned to one day in an alternative learning environment.  
Possible referral to police department for legal action.

Second Offense: Assigned to one to three days in an alternative learning environment or out of school suspension.

Third/Continued Offense: Referral to police department for legal action.

Third/Continued Offense: One to five days out of school suspension.  
Referral to police department for legal action.

# **STUDENT DRUG & ALCOHOL ABUSE**

(School Board Policy 443.4)

Students are prohibited from possessing, using, distributing, or selling illegal drugs, alcohol, or their by-products, prescription drugs, or over the counter drugs, except as authorized by a physician or parent/guardian in writing (these forms must be on file in the Health Services office). This policy covers all students during the school day, on school property, or during any school-sponsored activity.

## First Offense:

1. The student will be suspended from school for 3-5 days and the parents or guardians will be notified in writing of the infraction.
2. The parents or guardians will be required to accompany the student to school to meet with the Principal and/or his or her designee prior to the student returning to school.
3. The student will be encouraged to enter individual, group or family counseling if appropriate to the situation
4. The severity of the offense could result in a referral to the School Board for possible expulsion. If the student is expelled, it is recommended for a minimum of 45 school days.
5. The incident will be reported to the police department.

## Second Offense:

1. The student will be suspended for 5 days. The parents or guardians will be notified in writing of the infraction.
2. The student will be encouraged to enter individual, group or family counseling.
3. The severity of the offense could result in a referral to the School Board for possible expulsion. If the student is expelled, it is recommended for a minimum of 45 school days.
4. The incident will be reported to the police department.

## Third and Subsequent Offenses:

1. The parents or guardians will be notified of the infraction and the student will be suspended for up to fifteen days (pending expulsion hearing).
2. The student will be encouraged to undergo continued counseling.
3. The student will be referred to the School Board for expulsion.
4. The incident will be reported to the police department.

# **ALCOHOL USE TESTING PROCEDURE**

(School Board Policy 443.41)

Designated employees, agents or law enforcement officers who have reasonable suspicion that a student is under the influence of alcohol while the student is: in any school building, on school premises, in a district-owned or leased vehicle/bus or at any school-sponsored activity are authorized to require students to provide one or more samples of his/her breath for the purpose of determining the presence of alcohol in a student's breath.

The breath screening device used shall be approved by the Department of Transportation. The results of the breath screening device or the fact that a student refused to submit to breath testing shall be made available for use in any hearing or proceeding regarding the discipline, suspension or expulsion of a student due to alcohol use.

Students who are found to have the presence of alcohol in their breath will be subject to action outlined in Board Policy 443.4.

If there is a reasonable suspicion for a breath test to be administered and the student refuses to comply with the request, the student's parent will be contacted and the student will be subject to actions outlined in Board Policy 443.4.

## **THE USE OF COMPUTERS AND THE INTERNET**

Seymour Community High School is pleased to offer students access to a computer network and computers for student work and the Internet. At no time does the Seymour Community School District relinquish its exclusive control of computers, hard drive, or network provided for the convenience of students. Periodic general inspections of files may be conducted by school authorities or designee for any reason, at any time, without notice, without student consent, and without a search warrant. Access to the Internet will enable students to explore thousands of libraries, databases, museums and other repositories of information. Students are reminded to back up any and all assignments, projects, or valuable information.

Students are responsible for appropriate behavior on the school's computers and the school's network just as they are in a classroom or on other school property. It is expected that users will comply with district standards and the specific rules set forth below. The use of computers and the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

### **Rules of Appropriate Use:**

- Privacy – Network storage areas may be treated like school lockers. Principal/designee may review communications to maintain system integrity, which will insure that students are using the system responsibly.
- Storage capacity – Users are expected to maintain files within allocated disk space and delete e-mail or other material, which take up excessive storage space.
- Illegal copying – Students should never download or install any commercial software, shareware, or freeware onto the network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.
- Inappropriate materials or language – No profane, abusive, indecent, or sexually graphic material should be communicated nor should materials be

accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access material, which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

- ❑ Students should never intentionally cause damage, harm, shut down, manipulate, modify, and/or alter in any manner school's technology.
- ❑ Any behavior that violates the "Rules of Appropriate Use" may result in the loss of privileges, which may include being taken off the network for a specific amount of time. Also, this could be viewed as insubordination and eligible for said consequences. Further offenses will result in removal from the network. Any intentional damage to the district's electronics will be repaired at the expense of the student.

## **PROTECTION OF SCHOOL PROPERTY**

**EXPECTATIONS:** Students have the right to use school property and equipment and to possess personal property necessary for their education free from damage and theft.

**CONSEQUENCES:** Parents will be contacted. Students will be required to make restitution for loss, theft or damage of school property. Depending upon the nature and seriousness of the offenses, the student may be suspended, referred to the Board of Education for expulsion, and/or referred to the police for legal action.

## **PERSONAL PROPERTY**

Students have the responsibility to use discretion in bringing items to school not related to their instructional program. They are responsible for protecting personal property. Seymour Community School District is not responsible for lost or stolen items (such as money or electronic devices).

## **FIREARMS, WEAPONS, LOOK-A-LIKE WEAPONS**

(School Board Policy 443.6 )

### **FIREARMS**

No person shall possess or use a firearm (loaded or unloaded) or "look-alike firearm" in school buildings, on school premises, in a district-owned vehicle or at any school sponsored function or event at any time.

Students violating this policy shall be reported to appropriate law enforcement authorities. School disciplinary measures shall include immediate suspension and referral to the Board of Education for possible expulsion from school for a period of not less than one year. Under state statute, the district administrator may modify such expulsion requirements on a case by case basis.

## WEAPONS

No person shall possess or use a weapon or "look-alike weapon" in school buildings, on school premises, in a district-owned vehicle or at any school sponsored function or event at any time.

A weapon is defined as a knife, razor, martial arts device, explosive device, metal knuckle or any other object which is used or intended to be used to inflict bodily harm.

Students violating this policy shall be reported to appropriate law enforcement authorities. School disciplinary measures shall include immediate suspension and/or referral to the Board of Education for possible expulsion from school for a period of not less than one year. Under state statute, the district administrator may modify such expulsion requirements on a case by case basis.

## LOOK-ALIKE WEAPONS

No one shall have any kind of toy weapon or imitation weapon on school grounds, on school buses or at any school-sponsored function. Students may be suspended for violating this rule and the police may be notified.

Further consequences may include recommendation for an expulsion hearing. Examples of toy or imitation weapons under this policy include, but are not limited to, water guns, poppers, caps, firecrackers, non-working replicas of weapons, war souvenirs, cap guns, cub scout (pocket-type knife) and manufactured ammunition which has been used (spent shell casings) or any other object which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose.

Any student who uses an article designed for other purposes to inflict bodily harm and/or to intimidate shall be subject to disciplinary action. (EXAMPLES are belts, combs, pencils, files, compasses, scissors, accidental use of pepper spray, etc.)

Firearms, weapons or look-alike weapons that are handled in a legal manner for the purpose of education may be authorized by the principal or his/her designee. The principal must have authorized the presence of the weapon, in advance, with the student and teacher.

LEGAL REFERENCE: WI Stats. 120.13(1),939.22(10), 948.60, 948.61. Adopted 1988; Revised 1995.

## **TRESPASSING**

Physically present on school grounds or at a school activity after being requested to leave (this includes suspension) by the building Principal or other designated person lawfully responsible for the control of said premises.

*Minimum Action:* Referral to police for citation.

*Maximum Action:* Suspension/Expulsion.



# COMPLAINT POLICY

(School Policy 870)

The School Board believes that the Board and school staff should welcome and respond to concerns and complaints from the public. A concern is defined as “a cause of anxiety or worry.” A complaint is defined as “a statement that a situation is unsatisfactory or unacceptable.” For the purposes of this policy, the terms are used interchangeably and the process for resolving concerns or complaints is identical.

The Board relies on its teachers, staff, and administrators to resolve such concerns or complaints of the public. It is the policy of the District to provide for such resolutions first at the level most directly involved and in an informal manner, whenever possible. Further, if such resolution cannot be accomplished, procedures shall be available for review at the highest administrative level with an ultimate opportunity for appeal to the Board.

### Submitting a Complaint

The District strongly encourages all complaints under these procedures to be submitted in writing. Complaints should be first made to the school employee most closely involved in the situation or issue. In particular – complaints about matters relating to individual employees, should be made to the employee’s immediate supervisor. Complaints about a school-level matter should be made to the building principal.

## ACADEMIC INFORMATION

### GRADUATION REQUIREMENTS

Below is a chart of credits needed to graduate. Students are required to take a minimum of 6 credits each year of high school.

**Class of 2024 and 2025:**

English	4
Social Studies	3
Math	3
Science	3
Physical Ed.	1.5
Health	.5
Electives	8
<b>Total Credits</b>	<b>23</b>

**Class of 2026 and beyond:**

English	4
Social Studies	3
Math	3
Science	3
Physical Ed.	1.5
Health	.5
Electives	11
<b>Total Credits</b>	<b>26</b>

Seniors who have obtained a cumulative grade point average of 3.75 or higher when grades are finalized at the end of their 11th trimester will be recognized at graduation.

Alternative programs will be authorized by the board to meet the needs of individual students. Credit for alternative programs will be granted as approved by the board.

Foreign Exchange Students – are not eligible to receive a high school diploma, unless the student has met all graduation requirements for seniors attending Seymour High School.

**REPORT CARDS**

Report cards are issued three times each year. The individual record for each student gives their scholastic grade in the subject taught by the teacher. The grading system for GPA calculation is listed in the chart below.

ACADEMIC LETTER

Average of 3.75 or more

HIGH HONORS:

Average of 3.50 or more

HONORS:

Average between 3.0 to 3.499

RANK IN CLASS:

Determined by cumulative grade point average, grades 9-12. Official ranking will be established after all grades are completed.

<b>Grade</b>	<b>GPA Points</b>	<b>Grade</b>	<b>GPA Points</b>
A	4.000	D+	1.333
A-	3.666	D	1.000
B+	3.333	D-	.666
B	3.000	F	.000 no credit earned
B-	2.666	PS	Pass
C+	2.333	I	Incomplete
C	2.000	W	Withdrawn
C-	1.666		

All dual credit and college credit classes will be graded according to the syllabus for that class. High school credits will be awarded at a ratio of .25 high school credit per 1.0 college credit.

**ACADEMIC LETTER CRITERIA**

Students who receive a grade point average of 3.75 or above for the previous semester will receive an academic letter.

A student receiving an academic letter for the first time will receive a chenille letter. Each succeeding time that a student receives recognition, it will be in the form of a pin to add to that letter.

Letters offered for academic achievement will be the same size and color as the letters offered for athletic achievement.

## **ACADEMIC INTEGRITY EXPECTATIONS**

Every staff member and student at Seymour Community High School belongs to a community of scholars where academic integrity and the pursuit of excellence are fundamental commitments. These Academic Integrity Expectations are intended to promote and protect an atmosphere of trust, fairness and respect at Seymour High School

Consequences for plagiarism, cheating, and interference may include but are not limited to the following depending on the severity of the infraction:

- Student may or may not have an opportunity to redo assignment for partial credit
- Student receives a score between 0% (F) and 59% (F) on the assignment
- Student's co-curricular eligibility is impacted
- Potential failure of class if there are multiple violations within that class
- Administrative referral for additional consequences.

## **STUDENT COMMUNITY SERVICE PROGRAM**

The Student Community Service Program at Seymour Community High School encourages and recognizes students who are making significant contributions to their community. Recognition will be given by conferring Community Service Honor Cords each year at graduation.

This is a voluntary program that recognizes students for contributing time and energy for the betterment of their community by participating in activities that provide services that help to improve the quality of life for others.

Hours of service credit can be earned throughout a student's high school years (9-12) by participating in activities and with various organizations. Check with Mrs. Lemke or Mrs. Gawryleski if you are unsure if your hours will qualify.

120 Hours needed to receive Community Service Honor Cords.

Community Service hours should be recorded and submitted within 30 days of completion of the project or work. The person supervising your activity must sign the form. (This should not be a parent or relative.) You may fill out the Community Service Hours Request Form found on the website [http://www.seymour.k12.wi.us/high/community\\_service.cfm](http://www.seymour.k12.wi.us/high/community_service.cfm) to request your total hours. Hour totals will be kept in an excel spreadsheet and forms will be kept in student folders located in Mrs. Lemke's room.

All hours must be documented and turned in by May 1<sup>st</sup> of your senior year in order to receive a Community Service Cord at graduation.

## **ALTERNATIVE PROGRAMS FOR CREDITS/LEARNING**

Seymour Schools currently operates alternative classes both within and outside of the traditional high school setting. An Alternative High School is located on Morrow Street in Seymour. The program is staffed by two full time certified teachers. Classes are either for credit toward graduation or in preparation for an equivalency diploma.

Seymour Community Learning Center is an on-site alternative program for students who are credit deficient.

Finally, students can earn additional credits toward graduation through two online options. Students may take courses either during the school year or over their summer break.

These options need to be discussed with your counselor.

## **COLLEGE CREDIT OPTIONS IN HIGH SCHOOL**

There are several college courses taught at the high school by our teaching staff. See the course book or the school counselors for more information.

The Early College Credit Program (ECCP) is an opportunity for high school students who are in good standing to attend a Wisconsin post-secondary institution for the purpose of taking one or more courses for high school and/or college credit.

The Start College Now Program (SCN) allows juniors and seniors who are in good standing the opportunity to take college courses at Wisconsin Technical Colleges for the purpose of taking one or more courses for high school and/or college credit.

Application Criteria:

- Student must be in 11<sup>th</sup> or 12<sup>th</sup> grade
- Student must be on track for graduation, have good attendance and be record-free of discipline problems
- Student must be able to provide their own transportation
- If a student drops a course after the deadline or fails a course, the student and/or guardian must reimburse the Seymour Community School District for the cost of tuition and books.

## **SPECIAL EDUCATIONAL NEEDS (IEP)**

Seymour Schools provide services for special needs students who meet the criteria set forth by the State of Wisconsin and the Department of Public Instruction. Students between the ages of 3 through 21 are eligible for these services. Parents interested in having their children screened or evaluated are asked to contact Student Services at 833-2306 or Pupil Services at 833-5159.

## **SUMMER SCHOOL**

Summer school programs are available to students in a variety of areas, including both remediation and advancement. Upon completion of all required coursework and approval by the summer school instructor, that student will receive credit and a corresponding grade for that course.

## **SCHEDULE CHANGES**

Schedule changes will be minimal. Students who drop a course two weeks after the semester has begun will receive an "F" for the dropped course. Parents will be required to support the dropping of a class by signing a Course Change Request Form. Course Change Request forms are available in the Student Services Office.

## **YOUTH APPRENTICESHIP**

The Youth Apprenticeship program which is available to juniors and seniors combines classroom instruction and paid on-the-job training. Applications are due March 1 for the following school year. Questions can be directed to Student Services.

## **STUDENT ACTIVITIES AND ORGANIZATIONS**

Several extracurricular activities are available to enhance students' high school experiences. Students are encouraged to become involved by participating and being spectators.

## **CLUBS AND EXTRACURRICULAR**

### ACTIVITIES AVAILABLE TO STUDENTS

Academic Decathlon	GSA	Student Senate
Art Club	Intramural sports	Thunder Stage Guild
Athletics-fall, winter, spring	LINK Crew	Yearbook
Bowling	Musical	
E-Sports	National Honor Society	
Fall Play	Outdoor Adventure Club	
FBLA	Robotics	
FFA	S-Club	
Forensics	SALSA (Spanish Club)	

## **NATIONAL HONOR SOCIETY**

Selection into the National Honor Society is a privilege. Eligible students are provided with an invitation to apply for membership. Students may expect an invitation if they are a sophomore, junior, or senior who maintains a 3.5 GPA. Students choosing to apply will submit their application to be reviewed by the school's selection committee. Membership is granted to students selected by the committee who have demonstrated excellence in all four of the following criteria: character, scholarship, leadership and service. This includes signing and following the school's co-curricular code.

## **SEYMOUR HIGH SCHOOL STUDENT SENATE**

Student Senate will be elected to:

- encourage and coordinate co-curricular activities
- provide a variety of social, school spirit, community service, and educational activities
- promote high standards of conduct
- unite the student body by planning and coordinating activities which encourage everyone's involvement, keeping in mind the various club goals/purposes
- serve as an advisory panel to Student Leadership

Student Senate meetings will be held once a month during WYN. Members must attend all meetings.

Student Senate members will be elected on the following basis:

- one student elected by his/her peers from each Homeroom with approval from the classroom teacher
- class representatives may be re-elected at semester
- one representative from each school club
- will follow the Co-Curricular Code of Conduct

## **SCHOOL OFFICERS & REPRESENTATIVES**

Junior and senior classes will elect the following officers:

President  
Vice-President  
Secretary-Treasurer

Students will follow the Co-Curricular Code of Conduct.

## **LEADERSHIP CODE**

The faculty and students of Seymour Community High School have agreed that those students in leadership positions should maintain standards of behavior both in and out of school for others to emulate. Students serving in leadership capacities will be expected to:

1. Have received no failing grades.
2. Attend school regularly; excessive unexcused absences or truancy may be cause for dismissal.
3. Follow school rules and policies.
4. Use good discretion in their conduct outside of school.
5. Refrain from attending parties or activities where alcohol is served in violation of the law.

Flagrant violation of any attendance, behavior, or other school rule will be cause for dismissal. This list of expectations shall apply to persons serving in the following capacities:

Student Senate Officers  
Class Officers  
Club Officers

## **ACTIVITIES ELIGIBILITY**

All students participating in athletics, performance-based, competitive, and leadership activities outside of the academic curriculum must follow the Co-Curricular Code. An eligibility meeting must be attended with a parent/guardian before a student's participation in an activity begins.

Students must be in school for at least half of their scheduled periods in order to practice or participate. Exceptions may be granted by an administrator for special circumstances.

Students who receive one or more failing grades are academically ineligible or put on academic probation, depending on the activity in which they are involved.

Students are expected to display high standards of behavior that coincide with the goals of the activities. Students whose conduct violates the standards in the Co-Curricular Code receive consequences as stated in the code. This includes behavior in the classroom. The guidelines in the code for athletic coincide with WIAA procedures: "Any student whose habits and/or conduct, namely, the use of alcoholic beverages, tobacco, profanity, acts of immorality, or other unacceptable conduct in or out of school, makes him/her unqualified to represent the ideals, principles and standards of his/her school and this association, shall be suspended from any inter-scholastic competition by the administrator in charge."

## **ATHLETICS**

Seymour High School offers interscholastic competition for boys which includes: Football, Basketball, Wrestling, Baseball, Track, Cross-Country, Golf, Hockey, Soccer, Swim & Dive, and Lacrosse.

Interscholastic competition for girls includes: Volleyball, Swim & Dive, Basketball, Track, Softball, Cross-Country, Golf, Hockey, Soccer, Dance, and Lacrosse.

## **ATHLETICS - LETTER CRITERIA**

Students successfully completing the sport season as a squad member in good standing and who retains their eligibility through the end of the season shall be considered for athletic awards. There are three types of awards given after the sports' season:

- 1) A grade level award is given to all participants upon successful completion of the sport.
  - a. Each senior will receive a Senior Certificate Award for participation in each sport.
  - b. Each junior will receive a Seymour Thunder Medal for participation in each sport.
  - c. Each sophomore will receive a sport patch for participation in each sport.

- d. Each freshman will receive numerals representing their year of graduation. This award is only given once during the freshman year.
- 2) A chenille varsity letter is given to students at the discretion of the head varsity coach and assistants. Criteria for this award vary from sport to sport. A varsity letter is only given the first time a participant earns it regardless of the number of times a participant "letters". A pin signifying that sport is given each time a participant "letters". It may occur that not all participants on a varsity team will receive letters.
- 3) Coaches will determine special awards which are limited in scope. Generally these awards are Most Valuable, Most Improved, or Coaches' Award. They are awarded as plaques and given at the annual athletic banquet.

## **ATHLETIC COURTESY**

1. Visiting teams and spectators are our honored guests and all Seymour High School students will treat them as such.
2. Remember that at home or away, our students are representatives of our school and this school is judged by our students' actions.
3. Decisions of officials are to be accepted.
4. Booing, catcalls, and other inappropriate conduct is not appropriate for Seymour students.
5. Remember to cheer and show appreciation for the good play of the opponent.

## **SOCIAL ACTIVITY REGULATIONS**

The following rules and policies will be strictly adhered to concerning school activities and apply to students in grades 9-12.

1. School parties and dances are intended for Seymour Community High School students only. If a student wishes to bring a non-school date, obtain permission for him or her at the high school office. Such an invitation places the responsibility for the conduct of the guest on the student doing the inviting.
2. Those organizations that wish to sponsor a dance must complete the student dance request form one week prior to the date of the dance.
3. No party except major social events shall continue after 11:30 p.m. without special permission of the principal.
4. Once a student has arrived at a dance, that person may not leave unless he or she does not intend to return.
5. Doors may be closed at a time established and announced in advance by the chaperones and sponsoring student group.



## **GENERAL INFORMATION**

### **ANNOUNCEMENTS**

Announcements are posted daily for students to read on the student information screens in the commons, field house lobby and the LMC. They can also be accessed daily on PowerSchool. Clubs or organizations who wish something to be included in the announcements should submit them via email to the Student Services Office or to Mrs. Frappier at [jfrappier@seymour.k12.wi.us](mailto:jfrappier@seymour.k12.wi.us).

### **BACKPACKS**

Seymour Community School District conducted an assessment regarding school safety during the 2017-18 school year. Recommendation from The Wisconsin School Safety Coordinators Association was to institute a no-backpack rule requiring backpacks to be kept in lockers during the school day. Students may carry a pencil bag during the school day. Temporary backpacks will be issued from the office to students with injuries in need of the convenience of backpacks.

### **CONFIDENTIALITY**

As professional school counselors, Seymour High School counselors respect the rights of confidentiality of personal information disclosed during the course of conversation between ourselves and students except in the following cases: If a student presents a danger to self, if a student presents a danger to someone else, if a student has been abused or a student reports having sex under the age of 16. We are bound by Federal and State law to break confidentiality only in these situations and will do so to protect our students and to remain legally and ethically true to our profession.

### **SCHOOL RESOURCE OFFICER**

The School Resource Officer (SRO) has many roles. He/She is a law enforcement officer who, by definition, has an obligation to serve, protect, and uphold the law. He/She is a listener and a friend to young people. The SRO is a resource person to students, families, the school, and the community. Further, the SRO is a referral agent. He/She is acquainted with the kinds of help that are available on the local level to young people and their families. The SRO serves an educational function by assisting in the provision of courses of study designed to acquaint students with the law, the ways in which it operates on the local/state level, and how it touches their lives. The liaison office is in room 436.

### **THUNDERZONE**

Thunderzone is the school store. It operates from 7:30 a.m. to 7:50 a.m. and during lunch mods. Thunderzone Courtside will be open at home sporting events. It is also possible to see their products and place special orders on their web site at [www.seymourthunderzone.com](http://www.seymourthunderzone.com). The store offers a wide array of products from school supplies to Thunder apparel.

## VISITORS

(School Board Policy 860)

The school welcomes visits from parents at any time, but if a conference is desired with a teacher, counselor, or administrator, it is best to make an appointment.

Seymour students are discouraged from bringing visitors to school during school hours, particularly if the visitor is from a neighboring school. On the rare occasion a guest visit may be desired, arrangements must be made 24 hours in advance with the Associate Principal.

## FIELD TRIP EXPECTATIONS

Students are representatives of Seymour High School whenever a student is part of a school related trip. This being true, it is important that students adhere to the following expectations:

- A. Honor the stated expectations of the chaperone assigned to the activity.
- B. Follow all school board and other policies as explained in the handbook.
- C. Tobacco, tobacco products, and nicotine vapes will not be permitted.
- D. At no time is a student permitted to purchase, sell, consume, or possess alcoholic beverages or illegal drugs.
- E. District provided transportation must be used for travel to and from the field trip.

Any violation of these expectations will involve a parent contact by a school administrator. This may result in the following consequences:

- A. A day in an alternative learning environment
- B. A one to five day suspension from school.
- C. Losing privileges to take future field trips for a period ranging from one trimester to one year.

## STUDENT DRIVING AND PARKING REGULATIONS

### EXPECTATIONS:

Students who drive to school are responsible for knowing and adhering to the parking lot regulations.

- A. Students are to use the southwest entrance to the designated student parking lot along Hwy. 54. Students are not permitted to park in the teacher lot, aquatic center lot, or in front of the school.
- B. Students are required to observe a **15 miles per hour** speed limit and operate their vehicles in a reasonable, sensible and lawful manner.
- C. Cars are to be parked in the lot in an orderly fashion within the designated marked lines.
- D. Vehicles, while on school ground, may be searched if there is reasonable suspicion.
- E. Parking in unauthorized areas may result in tickets and towing.

- F. Inappropriate vehicle usage may result in parking privileges revoked and/or possible referral to the police department.

## FEES AND CHARGES

### Fees include the following:

Student Fees	\$20.00
Locks (Sold thru the Thunder Zone)	\$ 6.00
Phy Ed. Fees will vary by the class. i.e. – bowling & golf	
Replacement ID	\$ 5.00
FOB's not returned	\$ 5.00

### Special Fees and Charges

Music Instrument Rent	\$ 36.00
Tech Ed. Fees	\$ * varies

\*May require materials fees for projects.

Note: Safety glass are required

Replacement Planner	\$ 5.00
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Fees not paid before the start of school are to be paid in the high school office before or after school.

Students who wish to make special arrangements for time payments on fees or who wish an opportunity to work to cover some charges may make special arrangements with the Principal.

## LOCKERS

Student lockers and other storage facilities are provided by the school for the convenience of the student, to be used solely and exclusively for the storage of outer garments, footwear, and school-related materials, and no student shall use the locker for any other purpose.

The locker assigned to a student is not the student's private property or under his/her exclusive possession. At no time does the Seymour Community School District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities or designee for any reason at any time, without notice, without student consent, and without a search warrant.

- 1. Do not share lockers with other students.**
2. Students are reminded to keep their locker combination confidential to prevent unauthorized entry by other students.
3. Students are reminded they are responsible for any damage to their assigned locker.
4. Spin the lock once the locker is closed.
5. Report locker problems promptly to the office staff.
6. Most pictures and posters are allowed; however, pictures or phrases which are sexually explicit, provocative, and/or depict models in undergarments and drug/alcohol related advertisements are prohibited.
7. Writing on lockers is considered vandalism and may be in violation of state or municipal codes. Permanent marking or damage to lockers will result in a fine. The fine will minimally be the cost of materials and labor to restore the locker.

## **MEALS**

PowerLunch is used at the high school. Students will either swipe their ID card or enter their student ID number in the computer before being served breakfast or lunch. Families can pay for meals electronically thru PowerSchool and the E-Funds program. Both credit cards and/or checking accounts can be used with the E-Funds program. Students can also put their lunch money (cash) in an envelope clearly marked with the student's name(s) on the outside of the envelope. Checks do not need to be in an envelope but must have the student's name(s) on the memo line. Envelopes/Checks are to be dropped in the locked box by the high school office. Families with more than 1 student in the high school can make one deposit that will be evenly divided between the students listed on the envelope/check unless otherwise designated. Families can access their student's account balances the same way they access the student's grades online at [www.seymour.k12.wi.us](http://www.seymour.k12.wi.us). Breakfast will cost \$1.50 per day, lunch will be \$2.70 per day. Additional milk or juice cost is \$.40.

Applications for free or reduced meals are available in the Health Services Office or online at [www.seymour.k12.wi.us](http://www.seymour.k12.wi.us). End of year balances will be carried forward to the following school year. For seniors or students that transfer out of Seymour High School, no refunds of less than \$5.00 will be issued.

### **Unpaid Meal Policy**

Students that have a negative balance of \$8.00 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 (cook's choice) and milk for lunch until their account has adequate funds.

## **STUDENT LUNCHROOM PROCEDURES AND RULES**

In the lunchroom students are expected to:

1. Remain in the lunch room for the entire period unless the student has a pass to leave, and has shown that pass to a lunchroom supervisor.
2. Students should pick up after themselves when they're finished so the area is neat for the next people using it.
3. Throwing food or inappropriate behavior will result in cleaning the lunch room and/or a referral to the police.
4. When students throw things away at the end of the lunch please be certain to use the recycling receptacles.

## **TELEPHONES & MESSAGES FOR STUDENTS**

Students will be called to the office between classes to receive parental messages.

## **HALL PASSES/STUDENT PLANNERS**

Any student who is in the halls when classes are in session must have their signed student planner. If a teacher wants to give a student permission to come to a classroom to work during a free period, the teacher must fill out the student's planner in advance. Students are expected to remain in the classroom to which they have the pass until the end of the period.

## **LOST PROPERTY**

The high school office will act as a clearing agency for lost and found items. Students may check to determine whether or not an item they have lost has been turned in. Students are discouraged from bringing valuables or large sums of money to school. Seymour Community School District is not responsible for lost or stolen items (such as money, iPods, cell phones, computers).

## **FIRE & EMERGENCY DRILLS**

Wisconsin state law requires that all schools hold periodic fire drills to prepare for fire or disaster. Instructions will be provided by all classroom teachers. Students should be aware that in the event of an actual emergency, prescribed procedures might have to be altered. Therefore, the best rule for all drills is to use common sense - treat every drill as reality and move quickly to vacate the building by the most expedient route.

## **ID CARDS**

Student ID cards are issued at no charge. ID cards are needed for breakfast/lunch, to check out library books, and to check in/out of the building during the school day. ID cards are also used to gain entrance to school athletics and activities.

In order to use ID cards the ID's name, picture, and bar code must be easily identifiable. Any alterations of an ID may require the purchase of a new ID at the student's expense. There is a \$5.00 replacement fee for lost, altered, or damaged ID cards.

## **WORK PERMITS**

Students will be able to purchase work permits in the High School or Student Services Office during the school year and during the summer. A work permit may be revoked with excessive absences. Students will need the following information with them when they apply for their work permit.

1. Proof of age - Birth Record, Baptismal Record, or Driver's License. Birth records may be obtained from the register of deeds in the county of birth. Baptismal records may be secured from the pastor of the church in which the baptism took place.
2. Letter from the employer, listing their address and phone number and stating the intent to employ the minor along with the job duties, hours of work and time of day the minor will be working.

3. Letter from the minor's parent, guardian or court-ordered foster parent while the minor is under their care and supervision consenting to the employment. As an alternative, the parent, guardian or foster parent may countersign the employer's letter.
4. The minor's social security card.
5. Statutory permit fee is \$10.00. The employer is required to pay the permit fee. If the minor advances the fee, the employer shall reimburse the minor not later than the minor's first pay check.
6. School address minor attends or school district.

Students must apply in person to receive the work permit. Students may apply for work permits before school or after school Monday through Friday.

## **BUS TRANSPORTATION**

### RULES AND REGULATIONS FOR BUS RIDERS

*Seymour Community School District*

Please keep in mind that riding the school bus is a privilege, and that this privilege can be taken away if the student 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.

### **THE BUS RIDER:**

- shall conform to the same standards of conduct that are expected of them at school.
- is expected to obey the driver the same as other school staff and be respectful of other students.
- the student's parent or guardian shall be financially responsible for damage done to the seats or other bus equipment.
- shall remain in assigned seat and not engage in horseplay on or around the bus.
- shall not put any part of their body out of a window.
- shall be absolutely quiet when approaching a railroad crossing stop.
- 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.

## **DISCIPLINARY GUIDELINES:**

If a violation of the above rule 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.

1. The school official will inform the parent or guardian of the offense and discuss possible disciplinary measures to correct the situation or,
2. 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.

## **NOTIFICATION OF NONDISCRIMINATION POLICY**

The right of the student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational or other programs or activities shall not be unlawfully abridged or impaired because of a student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or any other legally-protected status or classification. Accordingly, the School Board prohibits all forms of unlawful discrimination against students, regardless of the legally-protected status or classification that serves as the basis for any prohibited discriminatory conduct, policy, or practice.

Children of homeless individuals and unaccompanied youth (youth not in the 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 those 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 all appropriate and legally-required accommodations, educational services, and/or programs for students who have been identified as having a disability, regardless of the nature or severity of the disability and regardless of whether the student qualifies for the District's special education program. Facilities modifications necessary to provide for appropriate access and participation for persons with disabilities shall be made to the extent required by law.

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 such accommodations shall be made in writing and shall be submitted to and acted upon by the building principal. Accommodations may include, but are not necessarily limited to, being excused from participation in an activity, alternative assignments, release time from school to participate in religious activities, and opportunities to make up work missed due to religious observances. Any such accommodations granted under this policy shall be provided to students without prejudicial effect.

This policy shall not be interpreted to prohibit the District from (1) providing special programs or services based on student need, including gifted and talented, special education, school-age parents, bilingual bicultural, at risk, and other special programs; or (2) placing a student in a school, program, class, or activity based on objective standards of individual need or performance. All District career and technical education opportunities will be offered to students on a nondiscriminatory basis and in a manner consistent with this policy.

Complaints alleging a violation of any aspect of this policy may be filed and shall be processed in accordance with the District's student discrimination complaint procedures, as adopted in connection with this policy.

By following 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.

Designation of Compliance Officer. The administrator holding the following position is designated as the District's equal educational opportunities compliance officer ("Compliance Officer"):

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

To review full policy go to the district website @ [www.seymour.k12.wi.us](http://www.seymour.k12.wi.us)