

## **M.S.D. OF WARREN COUNTY, INDIANA NONDISCRIMINATION POLICIES**

The Metropolitan School District of Warren County is committed to equal opportunity. MSD of Warren County is an Equal Opportunity-Affirmative Action Employer and does not discriminate on the basis of age, race, color, religion, sex, national origin, or handicap in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity which is federally funded. All courses are open to all students regardless of age, race, color, national origin, sex and handicapped condition. Educational services; program, instruction and facilities will not be denied to anyone in the MSD of Warren County Schools as a result of his/her/their age, race, color, national origin, sex, gender identity, or handicapped condition including Limited English Proficiency. For further information, clarification, or complaint, please contact the following person pertaining to Civil Rights, Title IX, or Section 4 (Handicapped):

Dr. Ralph Shrader, Superintendent  
M.S.D. of Warren County, Indiana  
101 North Monroe Street  
Williamsport, IN 47993  
Telephone: (765) 762-3364

### **WELCOME TO SEEGER JR. - SR. HIGH SCHOOL**

This handbook is provided for you by the administration of Seeger Jr. - Sr. High School for the purpose of acquainting you with the policies, procedures, and activities of your school. You are responsible for adhering to these policies and noting the changes for this year.

As teachers and pupils are brought together so that learning may take place in our Seeger classrooms, an environment which permits an orderly and efficient operation of the school must be provided. This environment, most of all, comes through consideration and self-discipline so that individuals do not allow themselves to infringe upon the rights of others as they seek an expression for their own just and legal privileges as members of the school and society.

The responsibility for development and maintenance of this self-discipline falls to a combined effort of students, parents, teachers, administrators, and to our community which establishes the value system we accept. When self-discipline fails, however, regulations for management of school behavior must be outlined by those responsible for the operation of the schools. The Board of Education of the M.S.D. of Warren County has this legal responsibility for the school in which you are enrolled. The Board, in turn, has set policies and has appointed administrative officers to carry them out.

By the procedures and policies here within presented, we are making every effort for this to be a very enjoyable school year. Seeger has already established a strong tradition of pride and superiority. By the loyalty and cooperation of each one of you, we will continue that tradition. Rules are necessary for the orderly functioning of any school, and your cooperation will help in reaching your full potential as a Seeger student.

We want to continue the "Patriot Pride" theme and make it the motive for everything we do at Seeger. A beautiful school facility, an excellent teaching staff and extra-curricular programs offer many reasons for being proud of our school. Have pride in yourself and your school.

We look forward to working with you throughout the school year. It is hoped that each student may fully realize that the years spent at Seeger can be the most profitable and enjoyable years of his/her/their life if the proper attitude and desire are present and applied.

### **STUDENT AND PARENT SIGNATURES TO SIGNIFY HANDBOOK HAS BEEN RECEIVED**

Written discipline policies have been developed by the administration at Seeger Junior-Senior High School with approval of the M.S.D. of Warren County School Board and input from faculty, students, and parents. The proceeding sections of this handbook represent an attempt to provide specific guidelines for student conduct while the student is under the umbrella of policies as outlined in the handbook.

All students at Seeger Junior-Senior High School will have access to the handbook, which is available online at book rental prior to the start of school. The parent will be required to sign that they have received the handbook and that they will read and understand the contents of the handbook. Time will be spent covering the contents of the handbook on the first day of school. Students will sign that they have received a copy of the student handbook and that the contents have been covered with them.

The failure of a parent, guardian, or student to sign the form has no effect upon the enforcement of this disciplinary policy. Students are bound by the policies established in the handbook.

### **SEEGER JUNIOR-SENIOR HIGH SCHOOL PROFILE**

THE PEOPLE OF OUR COMMUNITY PROVIDE US WITH THE BEST POSSIBLE EDUCATIONAL FACILITIES AND PROGRAM. WE RESPOND WITH OUR SPIRIT AND PRIDE. OUR GOAL IS TO MAKE THIS THE BEST JUNIOR-SENIOR HIGH SCHOOL IN THE COUNTRY.

**Community:** Seeger Jr.- Sr. High School serves Adams, Jordan, Kent, Liberty, Pike, Pine, Steuben, Warren, and Washington townships in Warren County, Indiana. On November 14, 1972, the people of Warren Central Consolidation and Warren Community School districts consolidated their schools to become the Metropolitan School District of Warren County, Indiana. Elementary schools (grades K-6) were continued at Pine Village, Warren Central, and Williamsport.

**School:** Seeger Jr. - Sr. High School is located on a 65-acre plot of land, 2 miles north of West Lebanon.

The original building was constructed in 1957 and has had three major additions since then to make the present building. The total area is intended to accommodate 750 students and 45 teaching stations. Other features of the building are as follows: 1500 seat gymnasium; Patriot Activity Center with walking track, three full-sized courts, fitness and weight room, and meeting room; full-size swimming pool with balcony for gymnastics and wrestling; instructional media center seating 75 students with audio-visual facilities, copy room, conference room, and breakfast bar; music suite for both band and choir, equipped with instrument storage room, uniform closet, offices for both band and choral directors, and individual practice rooms; Cafeteria with small stage and seating for 700; Ura Seeger Auditorium which is a state of the art facility with seating for 1500; site development includes track, football field, baseball diamond, softball diamond, tennis courts, and paved parking areas.

Our building is seen by many parents and other visitors who attend activities regularly and by the students and teachers who are in it daily. The general appearance

is a reflection on the student body and the pride of being a Seeger Patriot.

Our Yearbook	Spirit
Our School Colors	Scarlet, Navy, & White
Our School Nickname	Patriots
Our School Song	Hail Seeger

**Faculty:** There are approximately 50 certified staff members serving the junior and senior high programs. There are two full-time administrators, two full-time school counselors, one full-time attendance/athletic director, and one full-time nurse.

**Accreditation:** Seeger Junior- Senior High School holds a first-class commission from the State of Indiana for grades 7-12. It has been classified as such since June 10, 1960. In addition, Seeger is listed by the U.S. News & World Report as one of the Best High Schools, IDOE Purple Star School for support of our veterans, one of 20 Indiana Schools recognized as an Early College Endorsed School, and an approved member of the Rural Early College Network, among other accolades..

### **EMERGENCY BULLETINS**

1. Schools are closed or delayed through a collaborative effort of school administrators, board members, county highway department, and county deputies. The final decision is made by 6:00 a.m. on all mornings in question and attempts are made to notify parents of potential delays or closings the evening prior if possible.
2. Attempts are made to contact various media outlets when schools are closed but the primary method of notices are mass texts and postings on school social media sites. Students and parents are asked not to call school officials or the schools, but rather, listen to the news media and check school notifications.
3. In some instances school may be delayed 1-2 hours to allow the County Highway Department time to plow. Parents should make arrangements in advance for:
  - a. A "DELAYED START" BEING CHANGED TO "NO SCHOOL" SO CHILDREN WILL NOT BE HOME UNSUPERVISED WITHOUT THE KNOWLEDGE OF PARENTS.
  - b. CHILDREN BEING SENT HOME EARLY DURING THE DAY (A WAY TO GET INTO THE HOUSE, SUPERVISION, ETC.)

### **ACCIDENTS AND INSURANCE**

The school is responsible only for immediate first aid. The Board of Education does not pay any medical or hospital bills incurred as a result of an accident to a child at school. The parent or guardian is responsible for the payment of such bills.

We urge you to avail yourself of the protection offered through school insurance. You will be given information regarding student insurance plans during book rental days.

Every accident, no matter how minor, in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and the school office. In the case of severe accidents or acute illness, emergency care will be given and the parents will be notified.

### **DAILY SCHEDULE**

<u>High School</u>	<u>Junior High</u>
8:00	8:00
Students enter Hallway	Students enter Hallway
8:10	8:10
Five Minute Bell	Five Minute Bell
8:15 – 9:00	8:15 – 9:00
1st Period	1st Period
9:05 – 9:50	9:05 – 9:50
2nd Period	2nd Period
9:55 – 10:40	9:55 – 10:40
3rd Period	3rd Period
10:45 – 11:30	10:45 – 11:15
4th Period	JH Lunch
11:35 – 12:05	11:15 – 11:45
9, 10 SRT 11 /12 Lunch	JH SRT
12:05 – 12:35	11:50 – 12:35
9-10 Lunch	4th Period
12:40 – 1:25	12:40 – 1:25
5th Period	5th Period
1:30 – 2:15	1:30 – 2:15
6th Period	6th Period
2:20 - 3:05	2:20 - 3:05
7th Period	7th Period
3:15	3:15
Buses Depart	Buses Depart
5:25	5:25
Load Activity Buses	Load Activity Buses
5:30	5:30
Activity Buses – Departs	Activity Buses – Departs

**Two – Hour Delay Schedule** (Rotate schedule with each delay)

<b>Time</b>	<b>Schedule A</b>	<b>Schedule B</b>
10:15 – 10:45	1st Period	1st Period
10:50 – 11:20	2nd Period	3rd Period
11:25 – 12:00	HS 4th Period/JH Lunch	HS 4th Period/JH Lunch
12:05 – 12:35	HS Lunch/ JH4th Period	HS Lunch/JH 4th Period
12:40 – 1:10	3rd Period	2nd Period
1:15 – 1:45	5th Period	5th Period
1:50 – 2:20	6th Period	6th Period
2:25 – 3:05	7th Period	7th Period

**Pep Session Schedule**

Morning and lunch schedule – same as normal schedule

12:40 – 1:15	5th Period
1:20 – 1:55	6th Period
2:00 – 2:35	7th Period
2:40 – 3:05	Pep Session

**Monday Professional Development Schedule High School**

8:15 – 8:40	Supervised Activities
8:45– 9:30	1st Period
9:35 – 10:20	2nd Period
10:25 - 11:10	3rd Period
11:15 – 12:00	4th Period
12:05 – 12:35	Lunch
12:40– 1:25	5th Period
1:30 – 2:15	6th Period
2:20 – 3:05	7th Period
3:05	Dismissal

**Junior High**

8:15 – 8:40	Supervised Activities
8:45 – 9:30	1st Period
9:35 – 10:20	2nd Period
10:25 - 11:10	3rd Period
11:15 – 11:45	Lunch
11:50 – 12:35	4th Period
12:40– 1:25	5th Period
1:30 – 2:15	6th Period
2:20 – 3:05	7th Period
3:05	Dismissal

(No Student Resource Time (SRT) on Monday Schedule)

**ACADEMIC/STUDENT SERVICES INFORMATION**

A. Student Services Department

The major task of the Student Services department is to help each student reach the most appropriate educational goals with their ability and interest. Students are encouraged to maintain close contact with the counselors in connection with their academic progress and any personal problem which may affect their school adjustment.

B. Report Cards

The school calendar consists of four, nine-week grading periods. Student grade cards are issued every 9 weeks. Grade cards are emailed at the end of each nine-week period. Grade cards are mailed to the student's home at the end of the last grading period. Students will receive progress reports every 4 ½ weeks. Any comments or questions about grades should be directed to the teacher giving the grade first and then to a counselor.

C. Grading System

Students are evaluated by letter grades in descending order of value. Pluses and minuses are also used in computing a student's grade point index which

determines class rank.

**D. Grading Procedure for Semester Grades**

Semester grade point averages are computed by using the 4-point system in Section C above. **The semester grade will be a cumulative percentage, with the semester's work counting 85% and the mandatory final exam counting 15%. Nine-week grades will be reports of the grade in progress, not as separate units.**

**E. Weighted Grades**

The purpose of having weighted grades is to encourage students to enroll in academic courses that will maximize their preparation for their post-secondary education. In addition, with a weighted GPA students can potentially be more competitive when applying for college scholarships and admission.

Guidelines:

1. The valedictorian and salutatorian will be determined by the weighted GPA of the student.
2. Students wishing to drop an advanced placement, honors, and/or dual credit course must complete a course level change request form within the first 9 weeks of the semester. If the level change is granted, the student must remain in the new level for the remainder of the school year. The student's grade in progress will travel with the student to the new course and will be used to calculate the grade in the new course. Upon completion of the semester, the transcript will list the course completed. If a lower level of the course is not offered, the student will be withdrawn and a W will be indicated on the transcript.
3. The administration at Seeger Memorial Jr. Sr. High School reserves the right to implement prerequisites for all AP and/or dual credit courses, as well as implement content-area entrance exams, reading lists, summer programming, and/or other academic indicators prior to enrollment for any AP and/or dual credit courses. All students enrolled in an AP course with an exam fee covered by the IDOE, will be required to take the AP exam. The student is responsible for any fee incurred as a result of not taking the exam.
4. In order to receive the additional weighted points, a student must complete the course with a semester grade of 69.5% or higher.
5. In cases where a student has received weighted grades from another school corporation that does not align with Seeger Memorial High School's recognized weighted courses, the student's GPA will be reconciled based upon Seeger Memorial High School's approved weighted courses.
6. AP courses taken outside the school year, for example summer courses and/or online courses, will not be weighted.
7. For students who have GPA's higher than 4.0, enrolling in non-weighted classes can lower the student's GPA. In addition, enrolling in a non-credit course can help a student's GPA as it is one less class to divide into the total number of credits. Should this affect the valedictorian/salutatorian determination and any students have identical letter grades, elective credit(s) will be reduced to the lowest common total credits between all students considered to calculate valedictorian/salutatorian.

**Course Weight Designation**

<b>.5 Weight</b>		
Calculus AB AP	English 12	Pre-Calculus
Advanced English CC	English Lang & Comp AP	Quantitative Reasoning
Advanced Science CC	English Lit & Comp AP	Spanish III
Advanced Speech & Comm	Finite	Trigonometry
Biology AP	German III	US History CC

**Grading Scale**

<b>Grade</b>	<b>Average</b>	<b>Unweighted</b>	<b>.5 Weight</b>
A	100.00 - 91.5	4.0	4.5
A-	91.49 - 89.5	3.7	4.2
B+	89.49 - 87.5	3.3	3.8
B	87.49 - 81.5	3.0	3.5
B-	81.49 - 79.5	2.7	3.2
C+	79.49 - 77.5	2.3	2.8
C	77.49 - 71.5	2.0	2.5

C-	71.49 - 69.5	1.7	2.2
D+	69.49 - 67.5	1.3	No weight
D	67.49 - 61.5	1	No weight
D-	61.49 - 59.5	0.7	No weight
F	59.49 - 0.00	0.0	No weight

#### F. Course Registration And Schedule Changes

Every student has the opportunity to meet with the school counselor and request classes for the following year. During the selection process, parents/guardians are encouraged to communicate with their student and his/her/their counselor about course selection. Once a schedule is in place, the student will need to qualify to make further changes. Schedules for the next school year will be finalized three days after the last student day of the previous school year.

Please understand that course changes cannot be granted for reasons such as teacher preference, friends' schedules, or convenience.

Tools available to students and parents/guardians to help with this process are the credit tracking form, Indiana Course Description guide, and the Seeger High School Course Description guide.

1. All students are expected to take a full course load consisting of 6 or 7 credit hours/courses, unless specified on their individualized education plan.
2. Students with qualifying reasons may make schedule changes through the third day of the semester. Schedule changes qualify for the following reasons:
  1. Failure of a course required for graduation.
  2. Failure to meet course prerequisites.
  3. Medical reasons with documentation.
  4. Errors made by the school.
  5. Addition of a required course for graduation.
  6. Course level change (separate form required).
  7. Diploma track change.
3. Students who request a schedule change should complete a "Schedule Change Request Form" available in the student services office. The form must be signed by a parent or guardian explaining why the schedule change will benefit the student and specifically what schedule change is desired.
4. A student who is removed from a class due to a disciplinary problem or excessive absence per attendance policy will receive a grade of WF. These failing grades count as credits attempted and will be figured in the student's grade point average. A passing grade will be shown as WP and will not count against the grade point average, but no credit will be given.

#### G. Course Level Changes

The level change request must be made within the first nine weeks of the semester. This is applicable to honors, advanced placement, and dual credit courses. A Course Level Change Form must be completed and all requirements met.

1. The student must schedule a meeting with his/her/their classroom teacher to discuss the request and obtain written recommendation.
2. The student must schedule a meeting with his/her/their school counselor to discuss the request and obtain written recommendation.
3. The student must obtain written permission from his/her/their parent/guardian
4. Submit completed form to the school counselor. An administrator will review the form and make the final determination.

If the level change is granted, the student must remain in that new level for the remainder of the school year. The student's grade in progress will travel with the student to the new course and will be used to calculate the grade in the new course. Upon completion of the semester, the transcript will list the course completed. If a lower level of the course is not offered, the student will be withdrawn and a W will be indicated on the transcript.

#### H. Grade (Class) Level Classification

A student's class (grade level) at Seeger High School is determined by the number of credits accumulated prior to the first day of classes of each school year (there is no reclassification at mid-year). Students must be classified as seniors to be able to move into the senior hallway, participate in the senior class picture for the yearbook, and participate in other senior activities. Any student wanting to be a three year graduate must: declare by the start of their junior year, must remain under the junior class status for state purposes; will not participate in senior eligible activities; will be eligible for the Seeger/Steinbaugh and other local scholarships – excluding the Lilly and Hunter and any other scholarship that is designated for senior classification only.

Classification will be as follows:

A student who is in his/her/their second year of high school will be classified as a sophomore even if the student has not earned 9 credits. At the end of the third year of high school, the student's status will be reviewed. If he/she/they has/have not earned 26 credits, the student will be retained as a junior. Students also wanting to graduate at the end of three years cannot be classified as a senior.

Freshman	0-8 credits
Sophomore	9-18 credits or second year of high school
Junior	19-25 credits (junior classification is required to enroll in vocational classes.)
Senior	26 or more credits

#### Junior High Courses for High School Credit

Students entering their 8th grade year have the opportunity to enroll in classes for high school credit. Electing to do this will begin their high school transcript.

Parents/guardians and students should take the necessary steps to fully understand this option. Counselors are prepared to support the decision making process.

### **Grade Replacement**

A student who is taking Biology, Algebra I, Health, Spanish I, and/or German I during their 8th grade year and earns a 69.49% (D+) or below, the course may be retaken in high school for credit and grade replacement. In order to replace a grade, the **exact** course must be taken. Once the course has been completed with a grade higher than the previous attempt, the original grade will be removed from the student's transcript and will not be used toward GPA calculation. The student will only have one attempt to retake the course. The course must be retaken by the student's 9<sup>th</sup> grade year.

### I. Honor Roll

An honor roll is composed of students who receive grades all of which are "B-" or above. All courses which receive credit will be included in the computation. Honor roll listings are posted on bulletin boards within the building and published in the local papers.

### J. Academic Honor Jacket/Chevron

Students who met the requirements set below will be awarded an academic honor jacket or chevron. If a student will/has earned a jacket for athletic/band/choir/cheerleading, the student will be awarded a patch to denote their academic honors achievement. A jacket will be provided to students that have/will not earn one through other accomplishments. The jacket will be awarded in the fall to the students that meet the following requirements:

- 1.) Completed their 2nd year of high school (sophomore year) to be eligible.
- 2.) Must have all A's or A-'s all four semesters (Final grade of each course)
- 3.) Must be on an academic honors diploma track.
- 4.) Must be enrolled in 6 courses each semester and all courses will be counted.
- 5.) Seniors will not be eligible to earn a jacket.
- 6.) Should a student be awarded a jacket from multiple departments (e.g. academics and athletics) the jacket will be presented to the student at the first scheduled awards ceremony.
- 7.) High school credits awarded in junior high school will not be included in the review.

### K. Graduation Requirements

Every attempt is made to monitor each student's credits and graduation status. However, it is ultimately the student and parent/guardian responsibility to ensure that graduation requirements are met. A credit tracking form is available to monitor student progress. It is recommended that you consult at least annually with the guidance counselor on your course selections and graduation status.



# CORE 40

# Course and Credit Requirements

Students must complete 40 total Indiana credits, as defined in the table below, to qualify for high school graduation. Schools may have additional graduation requirements that apply to all students. Exceptions to additional graduation requirements would apply to students with Individualized Education Programs.

Subject	Credits	Course Requirements
English/Language Arts	8 credits	Includes a balance of literature, composition, and speech.
Mathematics	6 credits	Algebra I, Geometry, Algebra II (Analytical Algebra II) <b>OR</b> Integrated I, Integrated II, Integrated III <b>AND</b> Ensure students complete six credits in grades 9-12.*
Science	6 credits	2 credits: Biology 2 credits: Chemistry, Physics, or Integrated Chemistry-Physics 2 credits: Any Core 40 science course
Social Studies	6 credits	2 credits: World History/Civilization or Geography/History of the World 2 credits: U.S. History 1 credit: Economics 1 credit: U.S. Government
Directed Electives	5 credits	Career and Technical Education Fine Arts World Languages
Physical Education	2 credits	1 credit: PE I 1 credit: PE II
Health and Wellness	1 credit	Students may earn health and wellness credit from the health education area of study or alternate options.
Electives	Minimum of 6 credits	All students are strongly encouraged to complete a College and Career pathway by selecting electives in a deliberate manner.

\* Students must take a math or quantitative reasoning course each year in high school, regardless of credit completion.



# CORE with Academic Honors 40 Requirements

For the Core 40 with Academic Honors designation, students must complete 47 credits according to the following guidelines:

- Complete all requirements for Core 40, as outlined on the previous page;
- Earn two additional Core 40 math credits;
- Earn six to eight Core 40 world language credits, including six credits in one language or four credits each in two languages;
- Earn two Core 40 fine arts credits;
- Earn a grade of "C" or better in courses that count towards the diploma;
- Have a grade point average of "B" or better; and
- Complete one of the following:
  - A. Earn four credits in two or more courses within the following programs and take the corresponding exams:
    - Advanced Placement (AP);
    - International Baccalaureate (IB);
    - Cambridge International courses;
  - B. Earn six verifiable transcribed college credits in dual credit courses from the approved dual credit list;
  - C. Earn two of the following:
    - A minimum of three verifiable transcribed college credits from the approved dual credit list;
    - Two credits in AP courses and take the corresponding exams;
    - Two credits in IB standard level courses and take the corresponding exams;
    - Two credits in Cambridge International courses and take the corresponding exams;
  - D. Earn a composite score of 1250 or higher on the SAT and a minimum on 560 on math and 590 on the evidence-based reading and writing section;
  - E. Earn an ACT composite score of 26 or higher and complete the written section; or
  - F. Complete a work-based learning experience/program or career and technology education experience/program approved by the Indiana State Board of Education to replace the coursework above.



# CORE with Technical Honors 40 Requirements

For the Core 40 with Technical Honors designation, students must complete 47 credits according to the following guidelines:

- Complete all requirements for Core 40, as outlined on the previous page;
- Earn six credits in the college and career preparation courses in a state-approved College and Career Pathway and one of the following:
  - Pathway designated industry-based certification or credential; or
  - Pathway dual credits from the approved dual credit list resulting in six transcribed college credits.
- Earn a grade of "C" or better in courses that count toward the diploma;
- Earn a grade point average of "B" or better;
- Complete one of the following:
  - A. Any one of the options (A-F) for the Core 40 with Academic Honors;
  - B. Earn the following minimum score on WorkKeys:
    - Workplace Documents: Level 6
    - Applied Math: Level 6
    - Graphic Literacy: Level 5
  - C. Earn the following minimum scores on Accuplacer:
    - Writing: 80
    - Reading: 90
    - Math: 75
  - D. Earn the following minimum scores on Compass:
    - Algebra: 66
    - Writing: 70
    - Reading: 80

Students in the graduating class of 2023 and beyond must satisfy all three of the following Graduation Pathway

Requirements by completing one of the associated Pathway Options:

<https://www.doe.in.gov/sites/default/files/graduation-pathways/graduation-requirements.pdf>

Students will complete the second domain (Learn and Demonstrate Employability Skills) by completing the senior portfolio and senior interview requirements. The final grade earned from the portfolio and interview will be entered as a test grade in the student's senior English class.

## Family Access

Family Access is available to MSD of Warren County parents/guardians and students. As such, parents/guardians and students are responsible for monitoring their academic progress in classes. The Family Access tool allows parents to receive notifications of a truant absence/tardy, notification of a student lunch balance below a specific dollar amount, and notification if a student course grade is below passing. This can be set up under the "my notification profile" on your student Harmony Family Access page. Contact the Student Services department to request your access code. Login: <https://harmony.msddwarco.k12.in.us/familyaccess.nsf/hello.xsp>.

L. Valedictorian/Salutatorian policy

1. The valedictorian(s) and salutatorian will be determined after 7 semesters of study. Each student's GPA will be calculated to three decimal points.
2. In case of ties, co-valedictorians and co-salutorians will be awarded.
3. In order for a student to be eligible for either the valedictorian or salutatorian award:
  - a. student must have attended Seeger High School for a minimum of two semesters.
  - b. the student must be on an Academic Honors Diploma track.
  - c. the student must take at least one AP course.

**Six and Seven Semester Graduates**

If a student wishes to graduate in six or seven semesters, the following criteria apply:

- All requirements for graduation must be completed by the end of their sixth semester for six semester graduates and by seventh semester for seven semester graduates.
- The early graduation application must be completed and signed by his/her/their parents/guardians and counselor and be approved within the first week of his/her/their last year at Seeger HS.
- Early graduates must complete all requirements and adhere to expectations outlined in the early graduation application.

As a 6th semester graduate you are not allowed to participate in the following senior activities (since still classified as a junior):

- Any extracurricular senior awards ceremony.
- Senior incentive time during homeroom.
- Senior locker in senior hallway.
- Group senior picture. (Student will be pictured in the yearbook as a senior.)
- Warren County Scholarship Application: Six semester graduates are only eligible to apply for the Seeger and Steinbaugh scholarships.

**Graduating Academic Recognition**

**Seeger High School will begin using a collegiate-style system to honor senior graduates beginning with the 2018-2019 school year. Final grade point averages (after 7 semesters of high school) will be used:**

*Summa Cum Laude: Student graduating with an Honors or Technical Honors diploma and a weighted GPA of at least 4.1*

*Magna Cum Laude: Student graduating with an Honors or Technical Honors diploma and a weighted GPA of 4.0 – 4.09*

*Cum Laude: Student graduating with any Seeger High School Diploma and a weighted GPA of at least 3.75 – 3.99*

M. Commencement

M.S.D. of Warren County School Board Policy

Participation in the graduation (commencement) exercises of Seeger High School shall be limited to those members of the class who have satisfactorily completed all requirements for graduation at the time of commencement. Members of a class who have not met all requirements may participate in the next class's commencement provided that all graduation requirements have been satisfied by that date.

The Principal of Seeger High School may release the names of the members of a class prior to the commencement for press release purposes as "candidates for graduation". Only those who will receive a diploma will be recognized as graduates and members of a particular class. Participation in Seeger High School graduation ceremonies is a privilege and not a right. Students must be in good standing to participate in graduation.

Dress Code for Graduation:

- No jeans
- No flip-flops
- No tennis shoes
- No sunglasses
- No hats or headbands
- Boys are to wear long pants, dress shirt, and tie.
- Girls are to wear a skirt and blouse, a dress or dress slacks.

Anyone not following the above dress code will be pulled out of line and given their diploma after the ceremony is completed. The graduation ceremony is a privilege and not a right.

N. Correspondence Course Policy

1. Students may not take correspondence courses or other courses outside of Seeger for credit without prior approval through Student Services and the Principal's Office. **NO PRIOR APPROVAL=NO CREDIT.**
2. All work for correspondence courses must be completed and an official transcript received at Seeger by May 15 of each year. Otherwise, the student will not be eligible for graduation.
3. Students enrolled in correspondence/computer taught courses will not receive the same instructional support as students taking a direct instruction course offered at Seeger High School. Students will be required to purchase any required course materials to complete the course. The Seeger High School grading scale will be used to grade these courses. Students enrolled in these courses will follow the same schedule change timeline outlined in Section F: Course Registration and Schedule Changes.

O. Retention and/or summer school Policy

Seeger school, through its professional staff, is dedicated to serve the best interests of its students through continuous academic, social, and emotional development, individually, and collectively.

Retention Policy for Grades 7 and 8

Any 7th or 8th grade student who fails either English or Math at the end of the 2nd semester and who also falls below standards on the ILEARN Exam may be

retained or requested to attend summer school. Also, students who violate the attendance policy may be subject to retention. A committee will review each case. The following factors will be considered when making a decision to retain or determine summer school:

- Attendance record
- Disciplinary record
- Social Maturity
- Chronological age
- Family situation
- Present grades
- Past grades
- Test scores
- Motivation/effort

Once recommendation is made, the Principal will mail a letter to the parents to discuss placement for the next year. The Principal will make the final decision to retain or promote the student. Students will not be retained for athletic purposes.

#### Retention And/Or Summer School Policy for Grades 9-12

High School promotion is based completely on the number of credits earned by the student. If a student does not meet credit requirements for moving to the next grade level, he/she/they will remain at the previous grade level all year. Summer school will be offered to students who failed a class and need to recover a credit or to a student who needs to obtain a credit because of a course conflict.

#### P. New Student Information

We welcome new students at Seeger. Any student who has been expelled from another school corporation or leave a school corporation to avoid being expelled during the current year will not be permitted to enroll at Seeger (IC 20-8.1-5-18). All previous suspensions/expulsions will be upheld. It is the policy for Seeger Jr. - Sr. High School not to accept any student from another school that is in poor standing with that school. The administration will make final decisions regarding this policy.

#### Q. Change of Address or Phone Number

Any change in address or telephone number should be reported to the office immediately. This is essential in case the school must contact the parents for any reason. It is the student's responsibility to see that his/her/their address and phone number are correct. The information can also be changed through Harmony's parent access view.

#### R. Late Enrollment

Students in our school district may not enroll after the 10th day of the school of the current semester unless he/she/they can verify that he/she/they has/have been enrolled in another school, or has been ill, or was unable to enroll because of some unusual circumstances. School officials will make the final decision whether or not circumstances warrant enrollment. Students may be placed in our credit recovery classroom for the semester.

#### S. Withdrawals

When you know that you will no longer be a student at Seeger, report to the high school office upon arriving at school on your last full day of attendance and report to the secretary who will give you instructions on the "check-out" procedure. You need to be prepared to return all books, equipment (such as physical education or technology), and pay any outstanding bills you may owe the school.

If you have a class ring, pictures, yearbook, or other articles ordered, check with the sponsor involved and make arrangements for cancellation of the order or for the article to be forwarded to your new address.

Be sure to notify your bus driver on your last day in order that they will know not to stop for you anymore.

#### T. Admission to Seeger Junior-Senior High School from Private Schools or Home-Schooled

##### 1) Accredited Private Schools

Credits from private schools will be accepted at face value if the private school is commissioned by a State Department of Education.

##### 2) Non-accredited Private Schools

a. Non-accredited private school credits will not be accepted at face value.

b. The superintendent of schools may require a battery of tests to determine grade placement, or they shall require evidence of credit equivalency. The evidence for equivalency may include an evaluation of teachers' licenses, a course of study from the private school and results of nationally normed standardized achievement tests.

c. The final decision regarding matters of student grade placement will be the responsibility of the public school officials.

##### 3) Home Schooled

a. The rules for non-accredited schools will be applied.

#### U. Legal Residence and Guardianship

Unless otherwise provided by law, students attending Seeger must be residing with either their legal parent who has full custody or with a guardian who has custodial guardianship of that student. Students may also enroll due to McKinney-Vento status, 3<sup>rd</sup> Party Custodial status, or Foster care status.

Custodians and/or students must provide proof of residency within 60 days of enrollment. Failure to provide proof of residency may result in expulsion or the assessment of a tuition fee. Students not residing within the State of Indiana must pay a tuition fee for enrollment into the M.S.D. of Warren County School Corporation. Documentation of residency may include such items as current utility bill, telephone bill, tax return, bank statement, mortgage statement, rental/lease agreement, medical bill, or other information that provides a verifiable address. One item is sufficient and no more than three items will be documented. Returning students must verify the address of residency. No additional documentation will be requested if the residency is unchanged.

#### **Non-Resident Student Admission**

The Board of School Trustees recognizes that all legal residents of the M.S.D. of Warren County School Corporation have the right to be educated within our district. The Board further recognizes that students not residing within the district may wish to attend the M.S.D. of Warren County School Corporation.

It is the intent of the Board that all applicable policies and laws in regard to student transfers shall be strictly enforced.

The Superintendent of Schools shall develop the operational procedures and forms necessary for the implementation of this policy.

Requests by parents, guardians, or custodians of Indiana students who do not reside in the M.S.D. of Warren County School Corporation, but who wish to enroll their child in the school system will be considered for enrollment if:

- Non-resident enrollment is for educational reasons;
- Non-resident student is in good standing in their resident school corporation;
- Parents, guardians, or custodians agree to provide transportation to and from the school;
- When applicable, the parents, guardians, or custodians agree to pay the transfer tuition in a timely manner as established by the M.S.D. of Warren County School Corporation;

The decision on acceptance of a non-resident student will be based upon:

- The student's attendance and academic record at the previous school;
- The student's disciplinary record at the previous school;
- Class size of the grade level in which the student is enrolling at M.S.D. of Warren County;
- The transfer not placing an undue burden on the M.S.D. of Warren County School Corporation;

The building principal and superintendent shall be granted the discretion to grant or deny any and all transfer requests based on the established procedures.

Students transferring to this Corporation from other schools or school systems shall be placed in those classes or at those grade levels for which their previous educational experiences appear to qualify them. The School Corporation reserves the right to change or modify such placements on the basis of later information, testing, or investigation.

Legal Reference: I.C. 20-26-11-2  
I.C. 20-26-11-6

## V. Transcript Requests

A cumulative record is kept for each student who enrolls at Seeger High School. This record includes such information as (1) subjects taken, (2) grades and credits earned, (3) test scores, (4) attendance records, and (5) health records. Requests should be made through [www.parchment.com](http://www.parchment.com) or through the office. If requests are made through the office, students may be required to provide identifying information.

## W. Release of Records Statement

- 1) Seeger school maintains records on all students in grades 7-12. These records may include directory information such as:
  - a. Name, address, telephone, name of parent
  - b. Date and place of birth
  - c. Participation in school activities and athletics
  - d. Dates of school attendance
- 2) This information in Section 1 may be released WITHOUT consent unless the parent/student files an objection with the building principal. Other student records that may be released without consent are as follows:
  - a. A transcript of student records will be forwarded to other public or private schools and postsecondary educational institutions to which a student transfers or applies for admission or in which a student enrolls.
  - b. A transcript of student records will be forwarded to scholarship or financial aid sponsors to whom the student is making or has made an application.
- 3) The release of any student records, other than in the areas specified, require written consent of the parent or eligible student.
- 4) The Family Educational Rights and Privacy Act of 1974 (as amended on December 19, 1974) provides certain safeguards to the privacy of our patrons and our students. Parents have certain rights under this act until such time as their student is 18 years of age or is enrolled in a post-high school institution, after which the student may exercise those rights:

Although school policies may be promulgated to establish procedure, generally speaking, the parents have the right to examine their children's record and request corrections if records are "inaccurate, misleading or is otherwise in violation of the privacy or other rights of students." If there is disagreement on this matter between the parents and the school, parents may request and receive an informal hearing. Even if the results of the hearing support the school, parents may place additional comments or a dissenting opinion in their child's permanent record.

The school is obliged to keep records which show any intrusion into a child's permanent record, indicating who examined the record, the date it was examined and the purpose for examination. School officials with a "legitimate educational interest" are exempted. Other exemptions include school officials from schools where a transfer is made and certain representatives of the state and federal government. Any other person may receive records with the written consent of the parents. The school will also respond to a court order or subpoena, but parents will be given advance notice.

Certain "directory information" including the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and other similar information may be released without parental consent unless the parents notify the school district by October 1 of the current school year they do not want certain designated directory information released without prior consent.

The Board of School Trustees has adopted a policy implementing the provisions of the Act. A copy of this policy and the Act are on file and available for inspection at the office of the Superintendent of Schools.

### PARENTAL ACCESS TO EDUCATION RECORDS IC 20-10.1-22.4

Sec. 1. As used in this chapter, "education records" means information that:

- 1) Is recorded by a nonpublic or public school; and
- 2) Concerns a student who is or was enrolled in the school.

Sec. 2

- 1) Except as provided in subsection b, a nonpublic or public school must allow a custodial parent and a noncustodial parent of a child the same access to

their child's education records.

- 2) A nonpublic or public school may not allow a noncustodial parent access to the child's education records if:
  - a. A court has issued an order that limits the noncustodial parent's access to the child's education records; and
  - b. The school has received a copy of the court order or has actual knowledge of the court order.

#### X. Administrative Policy

Seeger administrators have the right to rule on all special circumstances, including attendance and discipline issues, as deemed necessary.

### **Attendance Policy**

The Indiana Department of Education now requires public schools to achieve a 95% attendance rate in order to achieve adequate yearly progress (AYP). In accordance with the state mandate, Seeger Junior-Senior High School has modified its attendance plan accordingly.

#### A. Definitions:

**Exempt** - These absences are certified by a doctor, dentist, or another professional as designated by state law. Students must bring a note from the professional that specifically excuses the individual for the date and time of the absence. In other words, students will not be exempt for a complete day when they have a dentist appointment at 2:30 pm. Any time the nurse or other school official sends a student home for illness or injury, the absence will be considered exempt. The following is a list of exempt absences:

- A doctor/dentist appointment
- Service as a page in the general assembly
- Service as a qualified election worker
- Summons for a court appearance
- Military reasons
- Absence due to pre-approved field trip, music function, or other school function.
- Death in the family

Five days allotted for death of immediate family (mother, brother, etc.)

One day allotted for extended family (cousin, uncle, etc.)

- Religious holiday
- School suspension
- Other special circumstances as deemed by the administration

**Non-Exempt** - These absences occur when the parent determines the student to be sick and calls the school to excuse the student from classes. School officials have the right to assess the validity of all non-exempt absences.

Non-Exempt: Students may accumulate 8 absences per class per semester before losing credit in that class. With any combination of 6 types of absences, students could be required to stay after school to complete missed work.

**Truant** - These are any absences NOT falling under the categories list above.

**Truant:** All truant absences will result in disciplinary action. More than 2 truant absences may result in loss of credit in that class. The student's absence will be considered truant when the student is absent from school for an unknown reason, or with the consent of the parent or guardian for a reason that is not acceptable to the school. *Examples of truant absences are the following: absences due to car trouble (does not include roadside emergencies, where the student is late to school), oversleeping, late ride, missing bus, unnecessary appointments, babysitting, work, skip day, etc...*

#### B. Truancy

When a principal believes that a student is or has been absent from school without an acceptable reason and/or proper notice, they shall investigate and take appropriate action.

Definition of truancy:

- a. A student who is absent from school attendance without permission from parents and school officials.
- b. Any unverified student absence from school, no call/no show.

Consequences for truancy may include the following:

1st: 1-2 days ISD and/or 1-2 days After School

2nd: 3 days ISS

3rd: 4 days ISS

4th: 3 days of out-of-school suspension and notification sent of the prosecutor's office and referral to truancy mediation.

5th: Request for expulsion and process as a habitual truant and notification of the Prosecutor's office.

Upon losing credits in a class, students may be placed in a study hall or alternative classroom setting.

#### C. Absence Procedures

- a. A TELEPHONE CALL TO THE SCHOOL MUST BE MADE ON THE DATE OF A STUDENT'S ABSENCE PRIOR TO YOUR CHILD RETURNING TO SCHOOL. FAILURE TO DO SO WILL RESULT IN A TRUANT ABSENCE. PLEASE LEAVE A MESSAGE ON THE ANSWERING MACHINE IF YOU CALL AFTER THE OFFICE HAS CLOSED.
- b. Students visiting a doctor, dentist, etc. during part or all of the school day MUST bring an official visit form from the doctor, dentist, etc. upon return to school. The form must show the time and day of the office visit to be considered exempt. Failure to do so will result in a truant absence.
- c. Graded work missed the day of a **truant** absence may be made up, but the grade will not be counted.
- d. Graded work missed the day of an exempt or a non-exempt absence will need to be made up as soon as possible. The student will get one day for each day he/she/they is/are absent. (Example: absent Tuesday, get Wednesday as the one day, work is due on Thursday).
- e. Students are responsible for making arrangements, with each teacher, to get his/her/their missed assignment and also to arrange a time to take a make-up

exam. It is the student's responsibility to request missed assignments due to an absence.

- f. A student that misses a period because of an appointment or another exempt reason, but is at school the majority of the school day will be responsible for class assignments missed. It is the student's responsibility to get the assignments missed upon their return to school. (For example, the student misses 2nd and 3rd periods because of a dentist appointment, once the student returns to school, he/she/they will be responsible for getting the assignments missed so they are prepared for the next day.)
- g. Make-up Work - A student may receive an incomplete or failing grade on his/her/their grade card if he/she/they has not completed all the work expected by his/her/their teacher. All make up work must be completed to the satisfaction of the teacher within the prescribed time limit. A student must have work made up by the following formula - absent 1 day, 1 day to make up work - absent 4 days, 4 days to make up work, etc. If the work has not been made up within this time limit or the agreed upon time, a zero grade for the days (assignments) missed may be recorded by the teacher. In-School Suspension is not considered an absence and does not entitle the students to additional make up time. Alternate assignments may be given to a student for a class activity missed which cannot be made up.
- h. **Attendance at Extra-curricular Events** - Students shall not attend or participate in school activities (including practices) on the day of an absence unless permission is granted by the administration. Attendance is required by noon in order to be eligible for attendance or participation at an event. (Weekend events predicated on Friday attendance)

#### D. Tardies

##### Tardies to Class

At Seeger Junior-Senior High School, "bell to bell learning" is encouraged. Students are expected to be in their assigned area/classrooms when the bell rings. Students are expected to have all material (Book, paper, pencil, etc.) required to participate in class when they arrive. Teachers will reiterate this policy in their classroom management plan:

- 1-2 tardy: Verbal Warning—teachers will remind students of policy and tardy will be recorded
- 3rd tardy: Written Warning—teachers will remind students of policy and tardy will be recorded. A notice to Parents/Guardians should be sent through Harmony by the teacher.
- 4th tardy: Office Referral— Will result in a Friday After School Detention. Additional tardiness will result in a Disciplinary action including but not limited to In-school detention, Before/After school detention, and loss of privileges at school.

##### Tardy to School

The school day begins at 8:15 a.m. Students who are tardy to school must report to the office, sign in, and have a tardy pass in order to enter the class. The office will record the student's tardiness as Tardy to school. The tardy to school policy will follow the tardy to class policy in regards to discipline. Students are subject to losing privileges at school including but not limited to cell phone use and driving privileges.

#### E. Family Travel and Pre-Arranged absence

Although the need is recognized for the family to spend time together, the position of the school is that the academic program is of such importance that vacation days should be scheduled at times other than while school is in session. Unavoidable absences of this kind must be pre arranged with the school and the following conditions met:

- a. The parent must personally file a request with the school at least (5) days prior to the absence.
- b. The student must accompany the family to qualify for prearranged family travel (parent or guardian who resides in the household).
- c. The student must present a prearranged absence form to each of his/her/their teachers.
- d. Class work missed must be made up promptly on return or in advance (teacher option).

The absence will be considered non-exempt and count towards the eight days and eight class periods allowed per semester.

#### F. College Visitation Day(s)

College visit days will count toward the eight days allowed each semester. Students must submit the College Visit Form (located in the student services office) to the main office at least five school days before the scheduled visit. Students are allowed up to two college visits; all others must have prior approval. Parents or school officials also must accompany the student during the college visit. An acknowledgement of the visit from the college on official college stationery, including date and student's name, needs to be given to the main office within two school days of the students return. If the student is close to violating the attendance policy school officials will deny the request for a college visit.

#### G. Habitually Truant

Indiana Code 20-8.1-3-17.2 provides that any person, while of the ages of 13 and 14, who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18. A "habitual truant" is a student who is:

- a. Absent without parental authority for two (2) days in a given school year;
- b. Absent in excess of 8 non-exempt in a given semester with parental authority.

The principal or his/her/their administrative designee shall:

- a. Designate any student as a habitual truant if the student's attendance records indicate a violation of the above;
- b. Give written notice by certified mail, return receipt requested, to the student and his/her/their parent or custodian of such designation and the right to make a written request for a hearing to the Superintendent of Schools within 10 calendar days of receipt of notice; and
- c. Notify the State Bureau of Motor Vehicles if:

The hearing examiner makes a determination of habitual truancy; or the parents/custodians of the student choose not to request a **hearing** of the principal's designation of habitual truancy.

Violations of stated attendance policy and Indiana's compulsory attendance law (I.C. 20-33-2) may result in one or more

of the following:

1. Referral to Warren County Juvenile Probation/Warren County Department of Child Services
2. Loss of course credits
3. Loss of driver's license or work permit/restrictions of privileges
4. Conference with Student/Parent/Guardian
5. Other disciplinary action

#### H. Final Assessment policy

Students that are absent during final assessment week receive failing grades (0%) on their assessment. The student must make up the assessment by the deadlines listed below or the grade remains a 0%. Final assessments may be taken early with administration approval. Students with absences during final assessments that are non-exempt or truant may receive a 0%. The student is responsible for coordinating the completion of any missed final assessment with their teacher. Students missing a final assessment for a doctor's appointment must present an excuse from the doctor within the assessment make up window before they will be allowed to make up an assessment.

Semester 1: Assessment must be made up by the end of the 1st week of the new semester.

Semester 2: Assessment must be made up within 7 days of the last student day.

## **STUDENT BEHAVIOR/DISCIPLINE**

Seeger's reputation of desirable student conduct both at school and away has always been outstanding. This is because of the pride each student feels for having his/her/their name associated with Seeger Jr.-Sr. High School. Our hope is that our students display the maturity necessary to be a valuable member of society. Respect should be shown to teachers, staff, and fellow students at all times.

The following rules have been formulated to ensure an orderly administration of the educational process. Any issue or act that disrupts the educational process or environment is subject to administrative discretion when intervening and stopping the disruption. The code of conduct has set forth certain consequences for infractions of rules. The severity of discipline increases as the student repeats the same infraction. However, when the severity of the rule violation (even though the first) warrants, the penalty will be much more severe and could warrant the student being expelled.

The behavior of some students may be so disruptive that the principal or a school official may use their discretion to insure the safety of the students and the staff, deeming it necessary to discipline the student or groups of students. In accordance with the provisions of I.C.20-8.1-5.1, various types of disciplinary action may be initiated by Seeger personnel when school regulations and/or policies are violated or when student behavior is determined to be inappropriate. Some of these actions might be:

- 1) Counseling with a student or group of students;
- 2) Conferences with a parent or group of parents;
- 3) Assignment of lunch detention (the student is allowed to eat lunch but is not allowed normal free time or use of devices)
- 4) Assigning student additional work;
- 5) Rearranging class schedules;
- 6) Restriction of extra-curricular activity;
- 7) Out-of-class detention;
- 8) In-school detention for a specified number of days up to five;
- 9) After school detention;
- 10) Before school detention;
- 11) Community Service
- 12) Out of school suspension
- 13) Expulsion

## **School Discipline Guidelines**

#### A. Out-of-Class detention

- 1) Students may be given an out-of-class detention by a teacher for behavior which is disruptive to the class.
- 2) The student is sent to the in-school detention room for the remainder of the class period.
- 3) The student will be required to do homework or copy pages from the student handbook for the class period.
- 4) Any student receiving three out-of-class detention from one or more classes will be assigned one full day of in-school detention.

#### B. In-School detention Guidelines

- 1) Students assigned to full day In-School Detention will be required to copy pages from the school handbook during periods 1-4 if all school work is completed. Teachers will be notified that the student is in detention, and students are expected to complete work assigned by teachers and any work from previous days. Homework must be completed on time; detention is not an absence and does not entitle the student to additional make up days.
- 2) No sleeping will be allowed during In-School Detention.
- 3) No cell phones, music devices, or food will be allowed.
- 4) No talking allowed.
- 5) No disruptive behavior allowed.
- 6) Students refusing to follow the guidelines of In-School Detention may be suspended out-of-school for 1-10 days and must make up the In-School Detention day upon returning.

C. After-School detention

- 1) After-School Detention will be conducted Tuesday, Thursday and/or Friday, as needed, from 3:10 p.m. to 5:25 p.m. This will be communicated with students and parents. Emails will be sent to parents/guardians per Harmony. Emails will be sent to students' school email.
- 2) Students arriving late will be required to make up the missed time, either during the break or on the next After-School Detention, to be decided by the administration.
- 3) Early dismissal will not be allowed unless pre arrangements have been made with the school administration. Missed time will need to be made up at one or more of the following per administration discretion: Before school detention, After school detention, or In-school detention.
- 4) Students assigned to detention will be required to copy pages from the handbook from 3:10 - 4:20. If the student has homework, they may do homework from 4:20 until 5:25, otherwise they will be required to continue copying pages from the handbook.
- 5) Seats will be assigned by the supervising teacher.
- 6) Sleeping, talking, and disturbance of other students will not be allowed. Students who fail to comply will not be given credit for attending and will be required to attend the next scheduled After-School Detention.
- 7) Transportation via the activity bus will be provided for students assigned to After-School Detention. Parent contact will be attempted when the detention is assigned to confirm transportation for the student.
- 8) Students will be assigned to After-School Detention upon their fourth tardy to a given class during a 9-week, periods one through seven per semester.
- 9) Students assigned to After-School Detention who commit a second serious rule infraction during the week preceding their After-School Detention may be assigned an out-of-school suspension to be served in addition to After-School Detention.
- 10) Other infractions will also result in After-School Detention.

D. Failure to Attend the detention

- 1) The first time a student misses After-School Detention, he/she/they will serve 1-2 day(s) of Monday before-school detention and/or After school detention.
- 2) The second time a student misses After-School Detention, he/she/they will serve 1-2 day(s) of Monday Before-school detention and/or After school detention..
- 3) The third time a student misses After-School Detention; the student will serve 2-3 days of Monday Before school detention and/or After school detention, and a Behavior Plan will be developed.
- 4) The fourth time a student misses After-School Detention; he/she/they will serve 1-3 day(s) of Out of School Suspension.

E. Developed Behavior Plan

- 1) A Behavior Plan could lead to limited privileges at school for a period of time in addition to disciplinary action. Consequent offenses could result in out of school suspensions.
- 2) Limited Privileges could include: Lunch detentions, cell phone use/possession, driving privileges, school bound community service, office restroom use only, etc.

F. Out-of-school suspension

The student will not be permitted to participate in extra-curricular activities during any day he/she/they is/are suspended.

- 1) Out-of-school suspension for a specified number of days up to 10.
- 2) Any suspension of 2 or more days may require the student and custodial parent to make a court appearance and the student will serve the suspension at the courthouse.
- 3) Any student serving an out-of-school suspension will be prohibited from participating in extracurricular activities until requirements for suspension are satisfied.
- 4) Students are unable to attend school functions or be on school grounds during the suspension.
- 5) Suspension of driving privileges on school property is included.
- 6) **In accordance with N.C.L.B., students will be able to make up all assignments when suspended out of class or out of school.**

## Discipline Flow-Chart

The discipline flow-chart has been included to indicate possible consequences for inappropriate behaviors when positive behavior intervention and redirection are unsuccessful. The flow-chart is not all inclusive and is used only as a guide to provide consistency in punishment. **If misconduct is deemed more severe by the administration, steps may be skipped.**

In addition, more collaboration is being sought between Seeger Jr.-Sr. High School, the Warren County Circuit Judge, the Warren County Prosecuting Attorney, the Warren County Probation Officer, and the Warren County Sheriff. As a result, severe behavior issues may result in local authorities being contacted and students being taken into custody.

Offense	1st Offense	2nd Offense	3rd Offense	4th Offense
Arson	10 Days OSS with recommendation for Expulsion for 2 semesters.			
Cheating	Zero given for assignment	Zero given for assignment - 1 day ISD	Zero given - 3 days ISD	Dropped from class and no credit given.
Class Disruptive Behavior	1-3 days ISD from that class.	1-3 days ISD and/or After School Detention	3-5 days ISD Develop Behavior Plan	Up to 2 days OSS
Cutting Class (remains on campus)-includes credit recovery	1 day After School Detention	2 days ISD and/or After School Detention (first step if multiple classes in one day)	3 days ISD	Up to 3 days OSS
Cutting At Least One Class (Leaves Campus)	2 days ISD and/or 2 days After School Detention	3 In-School/After School Detentions Develop Behavior Plan (first step if multiple classes in a day)	Up to 3 days OSS	Up to 10 days OSS with consideration of Expulsion
Possession of Deadly Weapon/Firearm	10 days OSS with recommendation of expulsion for 2 semesters.			
Dress Code Violation	Warning- change clothes	Lunch and/or After School Detention -change clothes	2 days ISD Change clothes Develop Behavior Plan	Up to 3 days OSS
Drugs/Alcohol Knowingly possessing, using, consuming, or being under the influence of	10 days OSS with recommendation of expulsion for 1 semester. <u>First offenders option: 5 days OSS/professional assessment.</u>	10 days OSS with recommendation for expulsion for 1 semester.	10 days OSS with recommendation for expulsion for 2 semesters.	
Drugs/Alcohol/Paraphernalia Selling, delivering, or in possession with the intent to deliver	10 days OSS with recommendation of expulsion for 2 semesters.			
Electronic paging device/Cell Phone - Inappropriate Use	Phone taken, 2-3 days OSS	5-10 day OSS	Expulsion -Up to one full semester	Expulsion- Up to a full calendar year

Electronic Paging device/Cell phone-Use without permission	Confiscation of device- parents pick up-school hours	2 days ISD/ASD	3 days ISD/ASD Behavior Plan developed Parent pick up of device	1-3 days OSS and parents required to pick up
Excessive tardies	1 After School Detention	1 After School Detention and/or Before School Detention	1-2 After school detention and/or 1-2 Before school detention. Behavior Plan developed	1-2 After school detention and/or 1-2 Before school detention. Loss of Privileges
Extortion	3-5 days OSS	6-10 days OSS	10 days OSS with recommendation for expulsion for 2 semesters.	
Failure to attend After School Detention	1-2 day(s) BSD and/or After School.	1-2 day(s) BSD and/or After School	2-3 Days BSD and/or ASD with Behavioral Plan	1-3 day(s) OSS
Failure to follow directions/ Insubordination	1-3 days ISD from that class and/or After School Detention	1-3 days ISD	3-5 days ISD Behavioral Contract	3-5 days OSS
False Alarms	5-10 days OSS	10 days OSS with recommendation for expulsion for 1 semester.		
Fighting	2-4 days OSS	4-6 days OSS	10 days OSS with recommendation for expulsion for 1 semester.	10 days OSS with recommendation for expulsion for 2 semesters.
Fireworks-Possessing, Using, Transmitting or Selling	10 days OSS with recommendation for expulsion for 2 semesters.			
Bullying	3-5 days OSS with Behavior Plan developed	6-10 days OSS Professional assessment required.	10 days OSS with recommendation for expulsion for 1 semester Professional assessment required.	10 days OSS with recommendation for expulsion for 2 semesters. Professional assessment required.
Intimidation	3-5 days OSS with Behavior plan developed	6-10 days OSS Professional assessment required.	10 days OSS with recommendation for expulsion for 1 semester Professional assessment required.	10 days OSS with recommendation for expulsion for 2 semesters. Professional assessment required.
Language/Gestures/ Graphics-Inappropriate	Warning/Severe cases will be ISD or After School Detention	1 day ISD or ASD	2-3 days ISD and/or ASD	3 days OSS

Leaving the building or school grounds without permission	2 day ISD and/or 2 After School Detentions	3 days ISD and/or ASD. Develop Behavior Plan (first step if multiple classes in a day)	1- 3 Day(s) OSS	Up to 10 Days OSS with consideration of Expulsion
No dress for P.E.	2nd Offense Warning Write-up and Parent Contact made	3rd and 4th offense 1 day BSD and 1-2 days Lunch Detention (No participation pts.) Parent Contact made	5th offense - 2 days BSD and/or After School Detention (No participation pts.) Parent Contact made	6th offense- 3days ISD and/or After School Detention (No Participation Pts.) Parent Contact Made
PDA - Public Display of Affection	Warning-Parent Contact Made	1 day ISD or ASD	2 days ISD and/or ASD Behavior Plan developed	3 days OSS
Reckless Driving (On school grounds or around school vehicles)	10 days driving suspension	30 days driving suspension	Driving suspension for the remainder of the semester.	Driving suspension for the remainder of the school year.
School Device/Account -Improper Use of	2-5 days of Device Restrictions	5-10 days of device restrictions and 1 day ASD	Up to a month of device restrictions, 2 days ISD, and develop behavior plan	Indefinite Device Restrictions and 1-3 days OSS
Sexual Contact or Exposure-Improper	3-5 days OSS	10 days OSS with recommendation for expulsion for 1 semester.	10 days OSS with recommendation for expulsion for 2 semesters.	
Stealing or Knowingly in Possession of Stolen Goods	1-3 days ISD with restitution	3-5 days OSS with restitution Behavior plan developed	10 days OSS with restitution and a recommendation for expulsion for 1 semester.	10 days OSS with restitution and a recommendation for expulsion for 2 semesters.
Tobacco Products-Knowingly Possessing (Includes Vaping Devices/Cartridges)	1 day ISD and 1 day ASD Vaping Education Course	2 days ISD and 1 day ASD. Completion of additional education materials. Behavior Plan Developed.	5 days OSS - Minors reported to Warren County Sheriff's Department.	10 days OSS pending expulsion. Minors reported to Warren County Sheriff's Department.
Truancy and/or Missing 2 or more Consecutive Classes	1-2 day(s) ISD and/or 1-2 day(s) After School Suspension	3 days ISS	4 days ISS	3 days OSS
Social Media Disruption	1-2 Days ISD and confer with school counselor	3-5 days ISS – Behavior Plan Developed	3-5 days OSS	10 days suspension - pending expulsion
Gang behavior and activity	2-3 days OSS with positive behavioral interventions	5-10 days OSS with positive behavioral interventions	Expulsion	

G. Additional Inappropriate Behaviors

The following acts could also result in disciplinary action. This list is not meant to be all inclusive but should indicate what types of behavior will not be acceptable

at Seeger. Many of the topics have been covered in the flow-chart as well.

- 1) Student disrespect of staff members will not be tolerated. Students that direct insults, obscenities, or threats at staff members will receive harsh penalties.
- 2) Normal affectionate relationships are understood at Seeger Jr.-Sr. High School. However, overt displays of affection are out of place and offensive to others. Therefore, students will refrain from displaying affection during school hours or at school events.
- 3) Provoking violence by gesture or words, or name-calling.
- 4) Classroom and/or hallway disruptions/screaming, yelling, whistling.
- 5) Possession and/or use of tobacco products. (See separate policy statement).
- 6) Possession and/or illegal use of alcohol. (See separate policy statement).
- 7) Possession and/or illegal use of drugs. (See separate policy statement).
- 8) Possession of any type of knife unless special permission has been granted.
- 9) Possession of any questionable items, such as squirt guns, rubber bands, balloons, firecrackers, whistles, lighters, matches, ammo, weapons of any kind, including explosives etc.
- 10) Rude behavior at student assemblies or any school functions.
- 11) **Phone and other electronic devices – see policy below.**
- 12) Stealing or being in possession of stolen goods.
- 13) Gambling is prohibited on school grounds, this includes rolling of dice, or any other activity associated with gambling. Card playing is not considered gambling.
- 14) Any student wishing to leave school during the school day must secure permission from a school administrator — in general, such permission will not be granted without parental knowledge and approval regardless of the age of the student — and follow the normal sign-out procedures as directed by the Attendance Officer. Leaving school without permission will be considered truancy and will be dealt with accordingly.
- 15) Students shall acquire permission to post signs or notices from the office. These shall be posted only in designated areas.
- 16) Threatening or intimidating any student shall be considered a misconduct. Penalty for attacking, threatening, or intimidating another student or a school employee is grounds for suspension or expulsion from school.
- 17) Obscenities are gestures or remarks written, spoken, or drawn which are offensive to prevailing notions of decency. Students who use obscenities will be disciplined.
- 18) Students are not to be in the parking lot during the school day without administrative approval and supervision.
- 19) **Hazing Initiations - No student is to be harassed, molested, intimidated, or humiliated by another student or group of students. Violations of this rule are to be reported immediately to an administrator.**
- 20.) Using any form of social media in a way that disruptions the educational process in the school. This also applies to posts that would occur outside of school which disrupts or distracts other students from learning.
- 21) Students are not to throw trash on the floors in any areas of the school.
- 22) Sexual Harassment – Sexual harassment is illegal and not acceptable behavior at Seeger. Conducts of a sexual nature include, but are not limited to, the following: unwanted sexual advances, repeated sexual jokes, flirtations, advances or propositions, verbal abuse of a sexual nature, graphic/verbal commentary about an individual's body, sexual prowess or sexual deficiencies, leering, whistling, touching, pinching, assault, coerced sexual acts, or suggestive, insulting obscene comments or gestures. If you feel you are being sexually harassed, you need to write down all the details, date, time, etc. and submit a written copy to one of the administrators. Students may also confer with an administrator or counselor regarding alleged sexual harassment.
- 23) Hallway Courtesy – Keep hallways open to traffic by walking to the right. Do not block traffic by standing in groups. Junior high students must be completely quiet when passing from the cafeteria to the gym during lunch hour (remember classes are in session while you are passing). Discard trash and paper in the wastebaskets provided. Keep the school clean by picking up paper from the floors instead of walking over it.
- 24) Textbook Care – All textbooks are rented to the students for their use during the school year. All textbooks are owned by the school. Students are responsible for lost or damaged textbooks, and should do everything possible to keep the books in good condition. Replacement books and damaged books will be billed to the student and his/her/their parents.

#### **Cell phone and other electronic devices**

Because of the positive examples of technology in the classroom and to minimize distractions, **cell phones will not be allowed to be used in the classroom during the school day.**

1. **High School Policy** -The use (out-going calls, in-coming calls, text messages, camera use, game or music playing, or any other use) of cell phones or electronic devices during instructional time will be prohibited unless authorized by a school staff member for legitimate educational purposes. These instances will be approved/denied by the administration. Classroom teachers will have designated areas for students to place cell phones if they are on their person. Cell Phones will not be allowed to be charged in teacher's classrooms. If a cell phone is seen (even if not being used) or causes a disruption during an instructional period, students will be directed to place the device in the classroom's designated area at the discretion of the teacher/staff member. If it continues, disciplinary action will follow, not limited to confiscation of the device. The school is not responsible for lost, stolen, or damaged devices. Students are encouraged to keep their devices and other valuable items locked up or at home.  
During non-instructional times (i.e. lunch, incentive periods, passing periods), students will be allowed to utilize phones and other electronic devices for personal or educational purposes. Students who disrupt the educational purpose, use their devices for inappropriate behavior or violate a school rule/guideline or state and/or federal law will be subjected to disciplinary actions. See "Electronic Paging device/Cell Phone" policy in the flow chart. Confiscated cell phones or similar devices will be kept in the office in a protected area.
2. **Junior High Policy** – Cell Phones must be placed in the students' locker upon arrival and left there until 3:05 pm. Students are not permitted to use cellphones during class, passing periods, incentive times, or lunch periods.
3. The school will not be responsible for loss, damage, or theft of any electronic devices brought to school. Keep your locker combinations private.
4. Students will have access to phone use in the office when needed. Parents or guardians should contact the office to communicate with their child while at school.

Any cell phone seen, heard, or used during instructional time without the staff members consent will be confiscated (including SIM card and battery) by a staff member. **Parent pick-up of the device may be needed.** This is under administration's discretion. Failure to forfeit the cell phone to a staff member will be an act of insubordination and will result in an automatic 1-3 day(s) out of school suspension.

(See Flow Chart for Disciplinary Consequences)

Any student who allows another student to use their cell phone will be subjected to the same consequences as the person using the phone. This includes shared account information.

A disruption would include: ringing, texting, emailing, calling, playing games, etc. during class time. These are examples of interrupting the educational process of the instruction period or day.

Inappropriate use would include: sexting, making videos of any acts such as fights, bullying, or unwanted material that could be used to post on social media to make fun of, bullying, or harass other students; sending graphic materials, cheating, or anything else that would be deemed as an act to interfere with the educational process.

The reason for a cell phone policy is to deter classroom disruptions, cheating, cyber bullying, "sexting", and other acts that violate child exploitation and child pornography laws.

Cell phones will be searched if administrators have reasonable suspicion that a student has violated a school rule or the law. Law enforcement will be contacted if the student violates a law such as but not limited to, harassment, bullying, or child pornography.

#### **Important Notice to Students and Parents Regarding Cell Phone Content and Display**

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Statutes 35-42-4-4 (a) thru (g).
- It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.
- It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.
- "Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of "sexual conduct" as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

If determined that the cell phone contains information, written or photographic, that violates school policy, then school personnel maintain the right to search the phone and its content or turn it over to law enforcement if necessary.

#### **Important Notice to Students and Parents Regarding Criminal Gang Activity**

- It is the policy of the MSD of Warren County to prohibit gang activity and similar destructive or illegal group behavior on school property, on school buses, while traveling to and from any school activity, or at any school-sponsored function that is off of school grounds.
- It is policy of the MSD of Warren County to prohibit reprisal or retaliation against individuals who report gang activities and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other reliable information about an act of gang activity and similar destructive or illegal group behavior.
- Criminal gang or "Gang Activity" as defined per IC 35-45-9-1, IC 35-45-9-5, or IC 35-42-2-1.
- Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension and expulsion.

#### **H. Student Behavior While Not in School**

Any action inflicted upon any school personnel at times other than immediately before and immediately following the school day which may affect that employee's performance on the job will be subject to disciplinary action. This pertains to students engaging in this type of activity at times other than during the school day or at school functions. Damage to a teacher's personal property or physical injury to a teacher will result in disciplinary action being taken. This also includes any staff member that is employed by the MSD of Warren County. Disrespect to staff members will not be tolerated at any time. Students could be disciplined who intimidate or harass other students other than during the school day or at school functions that result in disruption of school purposes or educational functions.

## **GROUNDS FOR SUSPENSION OR EXPULSION**

The grounds for suspension or expulsion listed in sections A - E below apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- b. Off school grounds at a school activity, function, or event;
- c. Traveling to or from school or a school activity, function, or event, or
- d. During summer school

#### **A. Student Misconduct and/or Substantial Disobedience**

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Bullying – overt, repeated acts or gestures, including transmitted verbal or written communications: committed physical act: or any other behaviors committed by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other student.

This rule applies when a student is:

- a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event;
- c. Traveling to or from school or a school activity, function, or event;
- d. Using property or equipment provided by the school; **or**
- e. **Using data or computer software that is accessed through a computer, computer system, or computer network of the school corporation.**

Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

2. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
3. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
8. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
9. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
10. Possessing, using, transmitting, or being affected by any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana/marijuana derivative, alcoholic beverage, or intoxicant substance of any kind. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
11. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
12. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription. Being under the influence or distributing over the counter drugs.
13. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
14. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
15. Falsely accusing any person of sexual and/or physical harassment, intimidation, or any other behavior that would be in violation of school policy and state or federal law.
16. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
17. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
18. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. disobedience of administrative authority;
  - c. willful absence or tardiness of students;
  - d. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
  - e. failing to tell the truth about any matter under investigation by school personnel.
  - f. possessing or using a laser pointer or similar device.

#### B. Possessing A Firearm

1. No student shall possess, handle or transmit any firearm on school property.
2. The following devices are considered to be a firearm under this rule:
  - any object that would be harmful to another human being as defined by the School Safety Specialist or the SRO.
  - weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or gas filled (air) device.
  - the frame or receiver of any weapon described above

- any firearm muffler or firearm silencer
  - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
  - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
  - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
  - an antique firearm
  - a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
3. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
  4. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
- C. Possessing A Deadly Weapon
1. No student shall possess, handle or transmit any deadly weapon on school property.
  2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
    - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
    - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
    - any object that would be harmful to another human being as defined by the School Safety Specialist or the SRO
  3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
  4. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

D. Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity (including gang activity) on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

E. Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled

F. RIGHT TO APPEAL

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent's appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parents. The board will then take any action deemed appropriate

LEGAL REFERENCE: I. C. 20-8.1-5.1-1 et seq  
511 IAC 6-2-1(c)(11)

## **Interrogation, Search and Seizure Policy**

The M.S.D. of Warren County School Board has adopted an "Interrogation, Search and Seizure Policy" which is available in its entirety to students and parents in the school administrative offices. A brief summary of the policy is presented below as well as reference to it in Section D (Tobacco Policy), F (Locker Policy), and G (Student Driving) of Part II, School Regulations of this student handbook.

The policy states the circumstances when a search of students, lockers, and/or automobiles may be conducted by a school employee; and in general, it provides for such a search when the school administrator has reasonable suspicion to believe the search is necessary in the aid of maintaining school discipline and order and compliance to school regulations.

The types of searches permissible by school employees are enumerated in the policy [included are locker searches, vehicle searches, and student searches (strip searches beyond outerwear and like kind of wear shall be conducted by police under lawful circumstances)]. "In the event a student refuses to consent to a search or resists a search, they shall be informed that their refusals or resistance is an act of insubordination and may result in suspension, expulsion, or other disciplinary action."

## **Locker Policy**

All lockers made available for student use on the school premises are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose and to eliminate fire or other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen material, and to prevent use of the locker to store prohibited materials. Complete policy for use of lockers can be found in the administrative office. These rules must be followed:

- 1) Only one student per locker.
- 2) Use only school-owned locks.
- 3) Students are prohibited from keeping tobacco/nicotine, alcohol, or narcotics/illegal substances, or any THC/CBD derivatives in their locker at any time.
- 4) Students will be expected to keep their lockers in a clean and orderly manner and in full accord with all school regulations.

- 5) Lockers are to be closed and locked when students leave them. The school is not responsible for lost or stolen items when the lockers are not used properly. This includes PE and any other assigned lockers.
- 6) Report lockers not closing properly to the office or to PE teachers.
- 7) Students are to use only the locker assigned to them.
- 8) Food and soft drinks of any type are not to be kept in the lockers. These items attract mice and insects which of course cause an unsanitary condition.
- 9) Students may place shelves in their lockers providing the shelves are self-supporting. Any shelf that is wedged into the sides of the locker will be removed and disposed of.

School officials have the right to open lockers when they deem it necessary. Random searches may be conducted periodically during the school year and such searches may involve a drug-sniffing dog(s).

Students may request a new locker assignment or the issuance of a school-owned padlock if there is just cause. Students are asked to not keep items of value (such as: money, calculator, cellphone, etc.) in their lockers - the school will not assume legal liability for lost or stolen items but will attempt to locate such items.

Failure to follow the above rules will result in disciplinary action being taken.

## **Tobacco Policy**

Students are forbidden to possess, smoke, or use tobacco (including snuff, chewing tobacco, and E- Cigarettes) in any form at Seeger. This regulation applies during the school day and immediately before and after school, on the school grounds, and at school activities. The act of smoking will be considered to have been initiated when the student places the cigarette/device/apparatus in their hand or their mouth. The item need not be burning or turned on for the student to be in technical violation of the policy. Local law enforcement will be contacted on all minors in violation of this policy.

## **Drug and Alcohol Policy**

Drug and alcohol infractions are seen as very serious disruptions of the educational process at Seeger Jr. - Sr. High School, and as such, will be dealt with severely. The following are violations of the disciplinary code of Seeger whether on the school grounds at any time, or at any school sponsored activity at any location, or on the school bus:

- 1) No student may provide, by sale or otherwise, any substance which he/she/they represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or marijuana derivative/synthetic, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, such as "spice", "k-2", etc.
- 2) No student may possess or use any substance which the student has reason to believe is, or which has been represented to him/her as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or marijuana derivative/synthetic, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
- 3) Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind be they available with or without a prescription. These are to include all items referred to as "look alike". Any student in possession of any illegal drugs or drug paraphernalia is subject to disciplinary action.
- 4) Any substance for which a student has a prescription or written permission from a parent allowing use must be brought to the school nurse or designee and administered or taken there.
- 5) Students who take excessive amounts of aspirins or under the influence of over the counter type substances will be disciplined by the school administration.
- 6) Random Drug Testing - Seeger athletes, cheerleaders, extra-curricular participants, student drivers, and internship students are required to participate in the random drug-testing program. With parent consent, students may also volunteer to participate in the random drug-testing program. A complete copy of the Random Drug Testing Policies and Procedures is available in the principal's office.
- 7) Required - Tests requested due to reasonable suspicion are considered required tests. Any refusal by a student on a required test will result in an immediate suspension for 10 days pending expulsion for one semester. In addition, this refusal will count as a positive test for the student. A copy of the Required Drug Testing Policy is available in the Administrative Office.

## **Student Personal Appearance**

The appearance of students, relating to dress and grooming, is an important factor for maintaining an effective and desirable atmosphere for learning. Seeger Junior-Senior High School students will be expected to wear clothing and to dress in a manner that reflects pride in one's self and one's school. Students are expected to wear clothing and to manage their appearances in a manner that does not interfere with health or safety, or promote vulgarity and obscenity. Students should not wear clothing that will call undue attention to themselves or create disruption in the academic setting. Student dress will be regulated to the extent that worthwhile values of health, safety, decency, and good taste are emphasized. All students are expected to dress cleanly and neatly at all times. It is the responsibility of the students and parents to maintain a healthy and respectful looking appearance while attending school and school activities. In addition, the safety of students and employees of Seeger Junior-Senior High School is of the utmost concern. Recent situations concerning school safety and security demands more focus on the type and style of pants, jeans and shorts. The following guideline designates acceptability:

This policy has been adopted to reflect community standards.

1. Shoes or other appropriate footwear are to be worn at all times.
2. Hats, bandannas, headbands, hoods, scarves, stocking caps, or other similar head coverings should be removed upon entering the building and not placed on until exiting the building. (Exception – Hats may be worn on school sanctioned hat days.)
3. Any attire that glorifies, advertises, promotes, or via innuendo or double meaning gang membership, death, violence, sex, alcohol, tobacco and or illegal substances, Satanism, racism, gothic attire and inappropriate language or ideas is considered inappropriate. (This includes hats, belts, buckles, medallions)
4. All shirts and blouses must have sleeves, be of adequate length to tuck in, and not expose skin when sitting.
5. No tank top styled shirts, sweaters or blouses. All items must reach the cap of the shoulder unless the sleeveless item is worn as the layered look with a garment that has sleeves. (Exception - Female attire for Formal or Semi-Formal dances)
6. Spandex or Lycra shorts/pants must be worn with cover shorts/pants.
7. Pants, Jeans, Shorts:
  - a. Any holes/rips in pants must be below fingertip length.
8. Hem of shorts and skirts are to be an acceptable length. A general rule of thumb is to the end of the fingertips with hands placed by the side.
9. Clothing accessories such as chains will not be permitted. Billfolds with chains will not be permitted.

10. Sunglasses may not be worn in the building. Exception: Sunglasses may be worn for sanctioned fun day activities.
11. All jackets/coats should be placed in lockers during school hours. This includes Athletic Jackets. Administration will make appropriate adjustments if the building is not heating properly.
12. Dog collars, wallet chains that connect one part of the body to another, jewelry accessories that pose a safety concern or create a distraction in learning, shall be prohibited.
13. Caps, insignia, emblems, shirts, and other items identified and associated with gang activity will not be allowed.

The administration has the authority to determine the appropriateness of a student's attire. Discipline can range from correcting inappropriate dress to suspension from school because of repeated dress code violations.

## **Student Driving**

Students who drive to and from Seeger daily or occasionally should consider it a privilege. Most students will arrive and depart on buses provided by the taxpayers. The taxpayers have not only provided bus transportation for all students, but also parking lot spaces for student drivers mature enough to handle the privilege properly.

All students with valid driver's licenses and enrolled in the Random Drug Test Program may drive to school. These expectations are necessary for the safety of people and the protection of property:

- 1) Student drivers are to park within lines provided in the lot. Cars are to be locked before you leave them in the parking lot.
- 2) Cars must have Seeger parking permits in place and be registered in the office.
- 3) No re-entering the parking lot or the auto until dismissed in the evening (except ICE departure).
- 4) No joy riding on school drives or in other parking lots is permitted at any time before, during, or after school hours.
- 5) Student drivers are not to "gun up" engines, "squeal tires", "hot rod", drive in excess of 15 miles per hour, or demonstrate any type of recklessness by sound or motion with their auto while on or near Seeger High School grounds.
- 6) Student drivers should never plan to arrive at Seeger before 7:55 a.m., except for a sponsored meeting called by a coach or staff member. Drivers must be to school on time. See flow chart.
- 7) Upon arrival, students are to immediately go into the building, not loiter in the parking lot.
- 8) Student drivers should never pass school buses near or on Seeger school grounds.
- 9) Student drivers are not to let any other student drive their auto on or near, to or from, Seeger High School grounds.
- 10) No student-driven auto is to be moved after it is parked in the morning upon arrival until after dismissal in the evening without the permission of the administration.
- 11) No student driver is permitted to leave the grounds at dismissal time until released by the parking lot supervisor.
- 12) Students are not to drive on the grass.
- 13) Upon arrival on school property, the vehicle is to be promptly parked and may not leave school property.
- 14) A vehicle owned or possessed by a student and parked on school property may be searched by a school employee.  
Failure to abide by the above regulations may result in loss of driving privileges and/or other disciplinary action including suspension or expulsion from school.
- 15) Students participating in a vocational program/class at an area school may ride school transportation to and from the vocational site. Students need permission from a school administrator prior to driving to a vocational site.

### **Section 11. Expulsion, Suspension, and Exclusion**

#### 1) Issuance of License or Permit

##### a. IC 9-24-2-1 Truants, suspended and expelled students, and dropouts:

Sec. 1. (a) The bureau shall suspend the driving privileges or invalidate the learner's permit of an individual who is at least fifteen (15) years of age and less than eighteen (18) years of age and meets any of the following conditions: (1) Is a habitual truant under IC 20-33-2-11. (2) Is under at least a second suspension from school for the school year under IC 20-33-8-14 or IC 20-33-8-15. (3) Is under expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16. (4) Is considered a dropout under IC 20-33-2-28.5. (b) At least five (5) days before holding an exit interview under IC 20-33-2-28.5, the school corporation shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian that the student's failure to attend an exit interview under IC 20-33-2-28.5 or return to school if the student does not meet the requirements to withdraw from school under IC 20-33-2-28.5 may result in the revocation or denial of the student's: (1) driver's license or learner's permit;

For purposes of the issuance (as opposed to invalidation) of a license/permit, if a student receives a second suspension from school in any one school year, the principal shall notify the State Bureau of Motor Vehicles of the beginning and ending dates of the second suspension and the date of 120 days following the second suspension.

1. This Board of Trustees interprets Indiana Code 9-1-4-29(g) and 9-1-4-33.4(a)(2) to mean that a student who receives such a second suspension may not be issued a license/permit until 120 days following the second suspension.
2. If a student has received a second suspension, the license branch will not issue a permit or license until 120 days following the second suspension.

#### 2) Invalidation of License or Permit

IC 9-24-2-4 Invalidation and revalidation of license; truant, suspended and expelled, and withdrawn students Sec. 4. (a) If an individual is at least fifteen (15) years of age and less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion, or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by an authorized representative of the individual's school corporation, suspend the individual's driving privileges until the earliest of the following: (1) The individual becomes eighteen (18) years of age. (2) One hundred twenty (120) days after the individual is suspended. (3) The suspension, expulsion, or exclusion is reversed after the individual has had a hearing under IC 20-33-8. IC 9-24-2-4 (d) If an individual satisfies the conditions for reinstatement of a driver's license under this section, the individual may submit to the bureau for review the necessary information certifying that at least one (1) of the events described in subsection (a) has occurred. (e) Upon reviewing and certifying the information received under subsection (d), the bureau shall reinstate the individual's driving privileges. (f) An individual may not operate a motor vehicle in violation of this section. (g) An individual whose driving privileges are suspended under this section is eligible to apply for specialized driving privileges under IC 9-30-16. (h) The bureau shall reinstate the driving privileges of an individual whose driving privileges were suspended under this

section if the individual does the following: (1) Establishes to the satisfaction of the principal of the school where the action occurred that caused the suspension of the driving privileges that the individual has: (A) enrolled in a full-time or part-time program of education; and (B) participated for thirty (30) or more days in the program of education. (2) Submits to the bureau a form developed by the bureau that contains: (A) the verified signature of the principal or the president of the governing body of the school described in subdivision (1); and (B) notification to the bureau that the person has complied with subdivision (1). An individual may appeal the decision of a principal under subdivision (1) to the governing body of the school corporation where the principal's school is located. IC 20-33-2-11 Driver's license or learner's permit for habitual truants Sec. 11. (a) Notwithstanding IC 9-24 concerning the minimum requirements for qualifying for the issuance of a driver's license or a learner's permit, and subject to subsections (c) through (e), an individual who is: (1) at least fifteen (15) years of age and less than eighteen (18) years of age; (2) a habitual truant under the definition of habitual truant established under subsection (b); and (3) identified in the information submitted to the bureau of motor vehicles under subsection (f); may not be issued a driver's license or a learner's permit to drive a motor vehicle under IC 9-24 until the individual is at least eighteen (18) years of age. (b) Each governing body may establish and include as part of the written copy of its discipline rules described in IC 20-33-8-12: (1) a definition of a child who is designated as a habitual truant, which must, at a minimum, define the term as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year; and (2) all other pertinent matters related to this action. (c) An individual described in subsection (a) is entitled to the procedure described in IC 20-33-8-19. (d) An individual described in subsection (a) who is at least thirteen (13) years of age and less than eighteen (18) years of age is entitled to a periodic review of the individual's attendance record in school to determine whether the prohibition described in subsection (a) shall continue. The periodic reviews may not be conducted less than one (1) time each school year. (e) Upon review, the governing body may determine that the individual's attendance record has improved to the degree that the individual may become eligible to be issued a driver's license or a learner's permit. (f) The governing body of the school corporation may submit to the bureau of motor vehicles the pertinent information concerning an individual's ineligibility under subsection (a) to be issued a driver's license or a learner's permit. (g) The department shall develop guidelines concerning criteria used in defining a habitual truant that may be considered by a governing body in complying with subsection (b)

1. The parents/custodians of the student choose not to request a hearing of the principal's designation of habitual truancy.

### **School Bus Regulations**

The following procedures are in place to maintain proper student conduct while being transported on school buses contracted by the MSD Warren County School Corporation. Any improper conduct will be deemed as either a Class I or Class II Offense. Class I offenses are viewed as general misconduct; Class II offenses are considered violations regarding safety issues, vandalism, or multiple offenses.

Class I Offenses	Class II Offenses
<ul style="list-style-type: none"> <li>● Spitting</li> <li>● Excessive Noise</li> <li>● Horseplay</li> <li>● Eating/Drinking/Littering</li> <li>● Leaving seat/Standing</li> <li>● Use of liquid containers</li> <li>● Profanity, verbal abuse, harassment, obscene gestures</li> <li>● Lowering windows beyond limit</li> <li>● Disobedience to the Driver</li> <li>● Other offenses reported by the driver/supervisor</li> </ul>	<ul style="list-style-type: none"> <li>● Hanging out windows</li> <li>● Throwing/Shooting objects</li> <li>● Physical aggression</li> <li>● Possession/use of illegal or substances deemed in violation of those outlined in the handbook</li> <li>● Vandalism to bus or others property (Restitution will be made)</li> <li>● Possession/use of lighters, matches, or flammable substances/objects</li> <li>● Other offenses reported by the driver/supervisor</li> </ul>

### Consequences

	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
Class I	Written Warning	1 day Bus Suspension	3 days Bus Suspension	5 days Bus Suspension -Possible Loss of Bus Services -Parent Conference (optional)	Loss of Bus services for up to one year
Class II	2-5 days Bus Suspension	5-10 days Bus Suspension	-10 days bus suspension -Possible Loss of Bus Services -Parent Conference (optional)	Loss of Bus services for up to one year	

- \* Administration reserves the ability to use discretion when appropriating consequences which includes, but not limited to, skipping steps in the progression based on the severity of the offense.

## **SERVICES OFFERED**

### **A. Health Services**

Students should get permission to go to the nurse's office from a teacher. The teacher will first send the student to the office unless it is an emergency. In case of an acute illness or severe injury, and the student apparently needs immediate medical attention, every attempt will be made to communicate with the parent or guardian. A student is never sent or taken home unless the school is assured there is someone to assume responsibility at home. It is also assumed that a student too ill to remain at school is too ill to drive their own way home without parental approval to the contrary.

Students should never call home to be picked up at school for illness until they have checked with the nurse's office or an administrator. **Calling parents with a cell phone is not allowed and will result in a cell phone violation.**

Facilities are available to the students to rest for a period of time in the clinic and then return to class. A limited supply of medication is kept for dispensing to the students and this is only on a first aid basis.

Any substance for which a student has a prescription or written permission from a parent allowing use, must be brought to the school nurse or designee in the health office and administered or taken there. This includes aspirin, cold tablets, cough medicine, etc.

Medication Policy - Any prescription or non-prescription medication that is brought to school should be taken to the school nurse or designee for dispensing and storage. This includes items such as aspirin, cold tablets, cough medicine, etc.

The medication should be clearly labeled indicating the student's name, the name of the medicine, and directions for its use. Prescription medicines should be in the original container with the pharmacy label and the student's name.

A record will be kept by the school nurse or designee indicating the date, time, and the medication that is dispensed to the student and the name of the person dispensing the medication.

All medications will be stored in a secure manner and accessible to only authorized personnel.

Any variation from this policy must be authorized by the building principal and must be filed in writing with the school nurse. (Example: Asthma Inhaler)

### **B. Lost & Found**

Articles which are found should be taken at once to the principal's office and deposited with the secretary. Articles should be turned in immediately to facilitate recovery more quickly.

### **C. Telephones**

The telephones in the administrative and departmental offices are for business purposes only and are not for student use except in cases of emergency. Telephone messages will be delivered to students at an appropriate time.

Students are not to make or receive calls during class time. Cell phones should only be used for emergencies and with the permission of the office staff.

### **D. Library/Computer Use**

There are some questions you may be asking yourself about using the library. Below are listed some of those questions and their answers:

Q: When may I come to the library?

A: Before school (after 1st bell). Between classes if time allows. When your teacher brings a class to the library. During study hall on a library pass. After school. During the lunch hour.

Q: How do I get a library pass?

A: Ask your classroom teacher for a library pass, during the class period for a specific assignment.

## **Technology Network and Internet Policy**

### Network:

1. The use of the Seeger technology network is consistent with the mission policy of our school district.
2. The technology networks are not for private or commercial business use, political purposes, or religious purposes. They are to be used for school (educational purposes) only.
3. Any use of the technology networks for illegal activity, accessing obscene or pornographic material, sending material that is likely to be offensive or objectionable to the recipient, using programs that harass technology network users or infiltrate a computing system and/or damage the software components is prohibited.
4. Student data files and e-mail are not really private; they may be accessed by teachers or administrators of the system who may check files and e-mail as part of regular housekeeping duties.

### Security:

5. You will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
6. You may not share your account or passwords with anyone or leave an account open or unattended.
7. You are responsible for making back-up copies of data critical to you.

### Software:

8. THE ILLEGAL INSTALLATION OF COPYRIGHTED SOFTWARE OR FILES FOR USE ON SCHOOL STUDENT LEARNING DEVICES OR ON THE TECHNOLOGY NETWORKS IS PROHIBITED. THIS WOULD INCLUDE INDIVIDUAL LEARNING DEVICES, STORAGE LOCATIONS, OR ON INDIVIDUAL USER SPACE IN THE CLOUD. YOU MAY ACCESS ONLY PROGRAMS FOR WHICH THE SCHOOL CORPORATION HAS LICENSES.

### Internet:

9. Internet use at Seeger will be offered to all students.

10. Do not give out home addresses or phone numbers over the Internet.
11. The Internet is to be used only for school related activities.
12. Technology use and Internet use have the same rules that apply to classrooms, hallways, and other school property. You are responsible for the equipment you are using.
13. The loss of Internet privileges will be determined by the administrators and the teacher or staff member involved. It will be for an appropriate length of time or permanently depending on the severity of the offense.
14. It is possible that local, state, and federal authorities would be involved in serious violations of Internet use.

Interpretation, application, and modification of this policy are within the sole discretion of the M.S.D. of Warren County, jointly through the corporation's administrators and the board of education.

Violations of any of the conditions of use described above may be cause for disciplinary action.

Any parent that does not want his/her/their child to have Internet access or a student picture with name on the school internet or other forms of media, needs to put that request in writing to the school technology director or school principal.

#### **School Owned - Student Assigned Laptop**

Students will be held responsible for maintaining devices, protective cases and keeping them in good working order. The assigned student learning device must always have the provided snap-on protective carrying case utilized. Devices that malfunction or are damaged must be reported to the Technology Department or Library Personnel as soon as possible. The school corporation will be responsible for repairing the devices that malfunction and/or are damaged. Accidental damage will be repaired through the Lenovo Accidental Damage Protection contract. While the device is being repaired, the student will be provided with a 'loaner device'. This loaner device may be either an older chromebook or Windows PC. If the device has been damaged from student misuse or neglect, (a disciplinary action may be issued, and) the student monetary responsibility for device damages will be as follows:

1. First offense will result in a \$25 charge
2. Second offense will result in a \$50 charge
3. Third offense will result in the total cost of the repair as much as \$150. If it is intentionally damaged - total cost of the device; student forfeits technology privileges for an amount of time determined by the School Administration.

#### **Children's Internet Protection Act (CIPA)**

MSD of Warren County is in compliance with the Children's Internet Protection Act (CIPA) and has installed technology protection measures for all student learning devices in the school corporation in order to aid in restricting access to materials that are harmful for minors. School personnel will monitor online activities of students and will educate them on safety/security measures when using email, chat rooms, and other direct electronic communications. School personnel will also provide education about appropriate online behavior, including interacting with individuals on social networking sites and cyber-bullying awareness and response.

#### **User Account Passwords**

All users, staff and students, are given an account upon their entry into the district. Any person to whom an account is given is the only person to use that account. Each user is responsible for the security of the system. Passwords should not be shared. If a user shares a password with another, that user is as responsible for any ensuing action as the person actually performing the action will be held accountable and not the password-shared person. Seeger Jr.-Sr. High School is a Google Apps For Education Institution. Each student and staff member is assigned a Google account for educational purposes. Inappropriate use of the account is prohibited.

## **Miscellaneous Items**

### **A. Announcements**

Daily announcements will be shown throughout the day. Students are responsible for viewing these announcements. All approved announcements should be legibly written and turned in to the high school office prior to the beginning of the first period. Additional important announcements may be given at other times during the day. Personal announcements and non-school announcements will not be made. There will be a weekly calendar of all extra-curricular events. All these materials are made available to the teachers so they may post them in their rooms.

### **B. Lunch Program**

Two types of lunches are available for students at Seeger: Type A lunch and A la Carte. A la Carte prices will vary according to items purchased: sandwiches, salads, fruit, and milk will be available.

### **C. Free and Reduced Lunches**

Free lunches and reduced price lunches are available to certain people who qualify under the federally supported "Type A" lunch program. Students who might qualify for free lunches should see the secretaries and acquire the proper application forms.

### **D. Building Visitors**

All visitors entering the building must report through the main entrance and report to the office secretaries. All visitors must sign-in and show a government-issued ID (i.e. valid driver's license) upon request. The school will not summon a student unless the person inquiring is the legal guardian, spouse, or a person who holds a signed statement from the legal guardian or an official court-order document. **Because of safety considerations, bringing babies or young children for visitation is not permitted unless approved for educational purposes.** Students may not have visitors during the school day. Parents are asked to check in at the office before entering the hallway. All visitors must wear a pass at all times. Anyone not observing the above rules will be considered a trespasser and will be asked to leave.

### **E. After School Policy**

All students are expected to leave the school building by 3:15 p.m. unless they are under the direct supervision of a teacher, coach, administrator, or other adult supervisor. No students will be given permission to remain in the school building or on school grounds without proper supervision.

### **F. Restrooms**

No one likes a dirty restroom! Students are encouraged to use the restroom before and after school, between class periods, or at the beginning or end of their lunch period. Smoking is not permitted on school grounds, and therefore, smoking in restrooms is not permitted. If you are feeling ill, report to the office or send for some assistance, but do not remain in the restroom. **HELP KEEP OUR RESTROOMS CLEAN!**

#### G. Field Trips

Occasionally, a class may take a field trip as a part of the class lesson. Careful attention should be given by the students participating regarding what time to meet, what to wear, how much money to bring, what supplies to bring (pencils, binoculars, etc.), and what to do in the event of inclement weather or illness at the last minute. Seeger Jr. - Sr. High School is judged by the actions of our students while on field trips and the impression that they make. School policies are the same on field trips as they are while students are on school grounds.

#### H. Substitute Teachers

At times, it may be necessary for the school to employ a substitute teacher to fill in for the regular classroom teacher. Students should remember that substitute teachers have as much authority as any regular teacher. Students are expected to demonstrate respect for substitutes to even a higher degree than that of a regular teacher.

#### I. Fundraising

School groups are generally allowed only one fund raiser per school year. With so many groups selling items, we ask that students do not sell outside sponsored fundraising items at school. If you have questions concerning this policy, please contact the Seeger office.

All items being sold in the building must be cleared through the administrative office. NEVER IS ANYTHING TO BE SOLD FOR A PERSONAL PROFIT. Seeger school approved fundraisers should never disrupt any classroom.

#### J. Hall Passes

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

High School students should not be in the junior high hall unless on specific business. High School students are not to get passes from junior high teachers. Junior high students should not get passes from high school teachers.

All students must have a teacher responsible for any activity taking place within the school building on school time.

Any student in the hall during class time must have a hall pass and be on a direct route to their destination.

No student is to be issued a permanent pass. All passes are issued for a specific purpose and are to be used for this purpose only. Passes are not to be used to excuse students from regularly assigned classes of other teachers.

#### K. Lunch Period Policy

No student is permitted to leave the grounds from arrival in the morning until dismissal, unless they have administrative approval to do so. The parking lot is off limits at all times during the day unless administrative approval is granted. Students will not be permitted to engage in any activity that would be distracting to the classes in session during lunch.

There will be no food items permitted in the gym during the school day.

Food items may be eaten in the commons and/or cafeteria only! Students must keep the commons area clean at all times. Vending machines may be turned off and food banned if students choose to not maintain this area

Students may be permitted to go to the gymnasium during the lunch hour provided they remain quiet while passing through the halls.

#### L. Dances

School dances will be for Seeger students and approved guests only. Guests must not be over the age of 21 and must be approved by school administration or designated staff prior to the date of the scheduled dance. Forms for guests other than Seeger students can be found in the main office. This may include approval by the guest's school's administration. HS students are not permitted to attend JH dances. JH students are not permitted to attend HS dances. Students may have their privileges revoked if unforeseen circumstances arise such as discipline or legal concerns. Students attending dances must be in good standing.

#### **PROM AND AFTER-PROM**

The Junior-Senior Prom is open to high school students in grades 11 (19 credits or administration approval) or 12, and their guests. All guests must be a minimum grade level of freshman and must be under the age of 21. All guests that are not eligible Seeger students must have an approved guest form completed, turned-in, and approved by the designated due date. The After Prom is open to students in grades 11 or 12 and their guests (same age restrictions apply as for the prom).

#### M. RELEASE OF STUDENT PICTURE TO MEDIA

I understand that my student's image, first name and last name, school work, school, and grade level may be used in presentations. I hereby grant permission for my student's image or work to be used in public presentations; including the school and district Facebook pages.

If you do not consent – you can complete the appropriate form located on the school's webpage.

#### N. LETTER JACKETS

Students will have the opportunity to earn a letter jacket and will display their achievements from each program with patches/chevrons. Academic, athletic, and music departments will issue the same jacket.

## **ORGANIZATIONS AND ACTIVITIES**

**To participate in any organization or club at Seeger Jr.-Sr. High School, the student must pass five solid subjects each nine-week grading period. Failure to pass five solid subjects will result in the student being denied the right to participate until they pass five subjects.** The student can remain a member, but cannot participate in activities. Each club may have stricter eligibility requirements.

The principal in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity.

#### A. High School Student Government Association

The Student Government Association (SGA) represents the student body of Seeger Memorial High School. SGA members are expected to take an active role in exhibiting good character, service and leadership to the Seeger Community. The SGA demonstrates leadership by organizing and implementing many activities on campus (dances, Homecoming, community service projects, etc.). Students interested in becoming part of the SGA must be willing to commit their time and efforts in these endeavors. Each spring, a sign-up period is offered for students to run for Class President. There is a GPA requirement consistent with that of the

National Honor Society (NHS). Students elected by their peers to the office of Class President become members of the SGA. Students running for 9th and 10th grade Class President that are not elected to that office will be considered for acceptance to the SGA as class representatives based on the requirements of leadership, scholarship, character, and service.

**B. Junior High Student Council**

The Student Council of Seeger Junior High School represents the junior high student body and promotes activities for students in grades 7 and 8. The 8th grade representatives are elected each spring and the 7th grade representatives are elected soon after school starts.

**C. Junior High Class Officers**

Each junior high class elects class officers for the school year - the 8th grade in the preceding spring and the 7th grade in the fall.

**D. Art Club**

This club is organized to provide members with opportunities to extend their experience beyond those offered by the regular curriculum through exhibitions of their own work, organization and promotion of traveling exhibits, and field trips to museums and special exhibits.

**E. Yearbook**

Each year our yearbook is published by the yearbook staff. The staff presents a neat and attractive book made up of articles and pictures about students and events at Seeger. The yearbook is distributed to students in the early fall.

**F. Foreign Language Club**

This club is open to all students who are studying or have studied Spanish and/or French. Among the various activities are guest speakers from foreign countries. Field trips are scheduled to sample food and culture.

**G. National Honor Society**

National Honor Society membership is the highest honor the school confers upon its students. Selection is based on scholarship, leadership, character, and service.

To be eligible for membership in the Seeger Memorial High School chapter of the National Honor Society, candidates must be a junior, senior, or second semester sophomore with a minimum grade point average of 3.3 on a 4.0 grading scale. Candidates meeting these requirements must also have been in attendance at Seeger the equivalent of one semester. Students entering Grade 10 must maintain a minimum grade point average of 3.5 on a 4.0 scale in order to be academically eligible for the National Honor Society.

At the beginning of each semester, the chapter co-Advisers will check with the Guidance Office for eligible candidates. These candidates will receive access (via Google Classroom) to an information packet, including a Candidate Form, to review with their families. Any candidate that fails to submit a Candidate Form by the indicated deadline forfeits their eligibility for National Honor Society during the semester in which they are currently eligible.

The Seeger faculty will evaluate every eligible candidate on the basis of service, leadership, and character via an electronic evaluation system. Faculty responses from these evaluations will be compiled into a report that will then be distributed to the members of the Faculty Council along with completed Candidate Forms. The Faculty Council consists of five voting faculty members appointed annually by the NHS co-Advisers and approved by the principal. (The chapter co-Advisers are non-voting members of the Faculty Council).

The Faculty Council will use both the completed Candidate Forms and the faculty evaluations to determine selection of candidates for membership. Any candidate receiving 4 of 5 votes from the Faculty Council will, upon receiving approval from the principal, be selected for membership to the Seeger High School chapter of the National Honor Society.

**H. Drama Club**

The Drama Club annually gives two productions to the patrons of Seeger High School. This is a popular club devoted to developing theatrical skills.

**I. FFA (Junior High & High School)**

The Future Farmers of America organization attempts to develop leadership among its members. It also provides additional background to supplement coursework for students seeking farming as a career.

**J. High School & Junior HIGH Academic teams**

Members will compete with other schools.

**K. National Art Honor Society**

The National Art Honor Society is sponsored by the National Art Education Association, the professional organization for art teachers, classroom teachers, college and university art personnel, art supervisors, museum art educators, and others concerned with the quality of education in the visual arts. Criteria for membership in the National Art Honor Society emphasize outstanding artistic scholarship and service to the school and community through the development of artistic endeavors together with a strong moral character. By exemplifying these standards, the individual student members of the society promote an awareness of art and become active participants in the education process at their school and in their community.

**L. High School & Junior High Spell Bowl**

Members will compete with other schools.

**M. Film Club**

Parental consent is needed for the evening performances. Students watch and discuss films. Students must have all passing grades and turn in critiques prior to next performance. Open to all high school students.

**N. Junior High Science Club**

Junior high students learn and participate in science activities. Open to all junior high school students.

**O. Recycling Club**

Students participate by collecting recyclable paper and plastic materials. Members will also participate in school wide locker cleanouts and convocations.

**Music Letterman Jacket**

A music student who accumulates 50 points will be awarded a jacket. A letter and numeral will be awarded with the jacket. If a student will/has earned a jacket for

athletics/academics/cheerleading, the student will be awarded a music patch to denote their music honor achievement. Transfer students who have participated in band and/or choir at their former school will be required to attain the following points dependent upon their present year of school. After Freshman year: 43 total music points. After Sophomore year: 35 total music points. After Junior year: 28 total music points.

Music students must finish each semester in good standing to receive points for participation and/or letterman.

Letterman will be awarded the semester following the completion of the total points earned for their letterman in the previous school semester (points are tallied at the end of each semester).

**POINT SYSTEM**

<b>Band Points</b>	<b>Choir Points</b>
Event Participation (2pts per performance) -Fall concert -Marching ISSMA -Christmas Concert -ISSMA Contest -Spring Concert Extra-Curricular Points -Jazz Band (5 points) -Solo & Ensemble (5 points) -State Solo & Ensemble (5 points) -Honor Band (5 points) -Student Leadership (2 points) -Student Intern (2 points) -Band Days (2 points) -Parade (1 point) Outside Performances 1-2 points will be awarded based on type of performance.	Event Participation (2 pts per performance) -Fall Concert -Choral Festival -Christmas Show -ISSMA -Spring Sing Extra Curricular Points -Chamber Singers (5 points) -Solo & Ensemble (5 points) -State Solo & Ensemble (5 points) -Musical Participation (5 points) -All State Choir (5 points) -Student Leadership (2 points) -Student Intern (2 points) -Caroling (1 point) Outside Performances 1-2 points will be awarded based on type of performance.

**ANNUAL AHERA NOTIFICATION**

M.S.D. OF WARREN COUNTY  
FOR SCHOOL YEAR 2022-2023

Under the Asbestos Hazard Emergency Response Act (AHERA) of 1986, the M.S.D. of Warren County is required to annually notify all school building employees, building occupants or their legal guardians, of the availability and location of the Asbestos Management Plans and of any post-response action activities, including periodic re-inspection and surveillance activities, that are planned or in progress.

In the past year, the AHERA related activities conducted have been the Periodic/6-Month surveillances and the AHERA 3-Year Reinspection, to maintain current information on the condition of materials in our buildings, and maintenance response actions to ensure that these materials remain in good condition. The reports for these activities are available at the Administration office.

In the coming year, the planned activities under the AHERA Standard are routine maintenance of building materials and the periodic/6-month surveillance of all building materials. The Periodic surveillances are scheduled for November 2022 and May 2023. No major response actions are being considered at this time. Maintenance response actions will be conducted as needed to maintain all materials in good condition.

The AHERA Management Plans are available for public review at the Superintendent’s Office during normal working hours, and at individual school buildings with five working days notice. A reasonable charge will be made for requested copies of the Management Plan.

**RIGHTS AND RESPONSIBILITIES OF THE SCHOOL COMMUNITY**

**Rights and Responsibilities of Parents**

Throughout this plan, “parents” includes a single parent, legal guardian, or person, having lawful control of the student. Parents have the responsibilities to:

1. Make every effort to provide for the physical needs of the child.
2. Teach the child to pay attention and obey the rules.
3. Be sure their child attends school regularly and promptly reports and explains absences and tardies to the school.
4. Encourage and lead the child to develop proper study habits at home.
5. Participate in meaningful parent-teacher conferences to discuss their child’s school progress and welfare.
6. Keep informed of school policies and academic requirements of school programs.
7. Participate in school-related organizations.
8. Be sure their child is appropriately dressed at school and school related activities.
9. Discuss report cards and school assignments with their child.

10. Bring to the attention of school authorities any learning problem or condition that may relate to their child's education.
11. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school.
12. Cooperate with school administrators and teachers.
13. Control their child. A student's parent is legally liable for property damage caused by:
  - a. The negligent failure of the parent to exercise that duty,
  - b. The willful or malicious conduct of a student who is at least 12, but under 18 years of age.

## **ATHLETIC COUNCIL AND CONDUCT CODE**

### A. SEEGER ATHLETIC PHILOSOPHY

The Seeger Athletic Program provides a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life.

The interscholastic athletic program shall be conducted in accordance with existing Board of Education policies, rules, and regulations.

Seeger High School is a member of the Indiana High School Athletic Association and shall abide by and enforce the rules and regulations promulgated by this Association.

Seeger is a member of the Wabash River Conference and the Bi-County Coaches Association. These provide the opportunity for competition with schools of similar size and athletic philosophy.

### B. CHAIN OF COMMAND

In an effort to improve the lines of communication and to be able to better address any problems that may come up, the following "Chain of Command" is provided. It is important to keep in mind that the best way to solve problems is to go directly to the source first. It is recommended that an appointment be set up to discuss the concerns, rather than to discuss them immediately after a contest. If a problem cannot be solved at that level, then it is recommended to move to the next level on the "Chain of Command". It is also important to keep in mind that there may not be an easy solution to a given problem, but by working together many problems can be resolved. The first step should be the athlete discussing the problem with their coach. If you don't feel the question has been answered, then the parent should set up an appointment with the coach.

**PLEASE FOLLOW THE CHAIN OF COMMAND. IF UNABLE TO SOLVE THE PROBLEM WITH YOUR CHILD'S COACH, THEN MAKE AN APPOINTMENT TO MEET WITH THE ATHLETIC DIRECTOR.**

### C. RECOGNIZED SPORTS

The following sports/activities are offered to high school students:

	Boys	Girls
FALL	Cross Country Football Tennis	Cheer Cross Country Golf Volleyball
WINTER	Basketball Swimming Wrestling	Basketball Cheer Swimming Wrestling
SPRING	Baseball Golf Track	Softball Tennis Track

The following sports/activities are offered to junior high students:

	Boys	Girls
FALL	Football Tennis Cross Country	Cheer Volleyball Cross Country
WINTER	Basketball Swimming Wrestling	Basketball Cheer Swimming Wrestling
SPRING	Baseball	Softball

	Track Golf	Tennis Track Golf
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#### D. ACADEMIC ELIGIBILITY

IHSAA rules mandate students pass 70% of their coursework to be eligible to compete in athletics. At Seeger, most students must pass 5 courses (as most students are enrolled in 6 or 7 courses) each grading period to be eligible (students taking 8 courses must pass 6). The intent of the proposed program is to improve academic performance and ensure student athletes are successful in the classroom. Classroom behavior and performance will trump athletic participation.

1. Any student athlete with any failing grades at progress reports or 9 week grading periods will be academically ineligible and not play in games. The student athlete will be allowed to practice after school.
2. Students with an F on any grade report will be required to attend two study table sessions per week. There will be specific times these study tables will take place, with no exceptions. 7:30 a.m. to 8:10 a.m. on Monday and Wednesday. 3:10 p.m.-3:50 p.m. Tuesday and Thursday.
3. The ineligible student athlete will be ineligible for a minimum of 2 weeks. Two weeks after a grade report is run, an ineligible student athlete's grades will be rechecked. If the student's grade rises above 65%, the student will be allowed to participate in games.
4. Even if the grade rises above 65%, students with an F on their report card must attend two study sessions per week until the next grading term begins.
5. There will be sign-in sheets at each study table. These sign-in sheets will be monitored by the athletic department.
6. Coaches will be responsible for informing their students of failing grades and mandatory study table attendance.
7. Any student with two failing grades will not be allowed to practice after school on Tuesday and Thursday. The student athlete may not participate in games until the next grade report is released.
8. Student athletes must be on time and bring necessary course work to study table sessions. If a student athlete is late or does not have materials, the student athlete will not be admitted.
9. If a student athlete with a failing grade does not meet the two study table requirements by Friday morning, the student athlete is ineligible until the athlete attends the two required study table sessions the next week – even if the grade is above 65%.
10. If a student athlete has an F on any grade report, the minimum number of games the student athlete misses is 2 weeks from the date grades are run.
11. With 4 study tables per week, a student athlete is not excused from the 2 mandatory study tables if there is an absence. Even if the student misses multiple days of school in a week, student athletes are still required to complete the two mandatory study sessions.
12. Any manager with an F during any grade check will be removed from managing position for the remainder of the athletic season.
13. Seeger administrators have the right to rule on all special circumstances as deemed necessary.

#### Junior High Eligibility

1. Junior high students will not be allowed to participate in games with an F at any grading period (4 ½ week grades or 9 week grading periods). These students may practice with their specific teams, but not participate in games.
2. Any junior high student with 2 F's will not be permitted to participate until the next grading period.

#### E. JUNIOR HIGH PHILOSOPHY STATEMENT

As a parent of a Junior High student at Seeger Jr. - Sr. High School, we in the Athletic Department would like to welcome you. There are a few items that we would like to point out to you. As your child advances through our system he/she/they will have many opportunities to participate in a variety of athletic teams. It is our feeling that in Junior High, each coach will do their best to get as many team members some playing time in each game, if possible. The coach will attempt this without jeopardizing a chance to win the game/match/meet. It must be understood by each parent and child that it is not always possible to get every child into each game and the part that must be emphasized is that the TEAM is what is important, not the individual.

The subject of "cutting" will also be addressed. It is our feeling that there is a need to keep a manageable number of participants on each team. It is realized that everyone makes the team in elementary school but some of those difficult decisions start to be made in Junior and Senior High School. Generally, Football, Track, Swimming and Wrestling are sports that everyone, that follows team rules and are academically eligible, will be allowed to stay on the team. There are times in Volleyball and Basketball that everyone may not automatically make the team. Attitude, ability and overall numbers are a few of the things that will dictate the number of players on a specific team. There is not a set number that will make the team, however we will use the following numbers as guidelines: Volleyball 10 -14 and Basketball 12 -16. A "B" game or extra quarters will be scheduled whenever possible, however this may be limited due to other schools' numbers, time constraints, etc. Cutting a child from a team is a very difficult thing to do and will be avoided whenever possible. If it does happen, there are many other activities going on throughout the school year, both school related and non-school related, to keep each student busy. We must also remember that our main reason for being here is, first and foremost, to get an education.

We are all in this educational process together and we are willing to help you help your child with their education. It is our intent to provide a well-rounded education for your child, both in and out of the classroom.

#### F. CRITERIA FOR DUAL SPORTS PARTICIPATION

1. The athlete must make a written application to the athletic director prior to the beginning of the sports season.
2. The athlete must discuss possible problems with both head coaches and the athletic director. All parties must agree on the athlete's participation in more than one sport.
3. The athlete must declare a major sport. Only athletic team points earned in the primary sport will count towards an athlete's overall total.
4. The athlete must maintain the following scholastic standards:
  - a. The athlete must have nothing below a "C" with no F's the previous grading period.
  - b. An athlete must carry a weekly grade check if they have any D's the previous grading period. If any F's appear on the weekly check, the athlete must go

with the major sport until the F is raised.

- c. The weekly grade check shall be given to the athletic director when completed.
5. The parents of the athlete must agree to allow the athlete to participate in two sports at the same time under the above conditions.

## G. ATHLETIC COUNCIL OFFENSES

The Athletic Council is made up of all high school coaches and the athletic director. Other administration may also be involved in the meeting.

As a student at Seeger Jr. - Sr. High School, every individual becomes a personal representative of the student body, school and community. Every student athlete's conduct is under constant scrutiny and evaluation not only during the particular athletic season, but also at all other times, including school vacation periods: therefore, a student athlete's appearance and conduct must be, at all times, beyond reproach. Participation in Athletics at Seeger Jr. - Sr. High School is a privilege and not a right. A student athlete is supposed to be a good example as a student, as a citizen, and as an athlete to other communities. Participation on an athletic team at Seeger Jr. - Sr. High School is allowed at the discretion of the coach of that team, subject to review by the principal, in accord with Indiana law and requirements of minimum due process, when applicable. In addition, an athlete must meet or exceed those rules and regulations set forth by Seeger Jr. - Sr. High School and/or the IHSAA.

Inappropriate conduct during the school day will be handled by the administration; however, the Athletic Department may require appropriate additional measures as prescribed by the Athletic Handbook or the discretion of the Department if the offense is not addressed in the Handbook.

Inappropriate behavior by an athlete while under the jurisdiction of the coaching staff will be handled in the following manner:

An act which results in property damage, theft, drugs, alcohol or other similar acts may result in the Athletic Director convening the Athletic Council. The Athletic Council is composed of all high school coaches and the Athletic Director. The Council will take appropriate disciplinary action depending upon the severity of the act. Such action could include suspension from athletics for a period of time up to and including 365 calendar days.

The Athletic Conduct Code does not limit the school administration or law enforcement agencies from taking further disciplinary measures.

The following items are to be taken care of by the coach of the sport involved, who may ask the athletic council for aid with problem repeaters.

1. Practice - Athletes are expected to attend all practices, unless excused by their coach.
2. Appearance - determined by the coach of the sport involved.
3. Discipline - on and off the court
4. No smoking or use of tobacco in any form
5. No drinking of alcoholic beverages
6. An athlete shall not use or consume, have in possession, buy, sell, or give away any controlled substance. It is not a violation for an athlete to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her/their doctor.

Parts 5, 6, and 7 of the Athletic Conduct Code are in effect all year (including summer months).

Violations to rules 5, 6, and 7 will result in the following penalties:

**First offense** - Suspension for 25% of the sport season. Any partial game suspension will be rounded up to a full game. Example: 10 game season with a 25% suspension (equals 2.5 games) will be rounded up to a 3 game suspension.

**Second offense** - Suspension for 100% of the sport season

**Third offense** - Suspension for 365 days

Any student athlete with a drug related suspension may be asked to submit and pass a weekly drug test before returning to the team in a game. If the student athlete fails to pass a drug test, they will receive a 100% suspension that carries over to the next sports season.

An athlete who is suspended at the end of a sports season will complete his/her/their penalty during the next sports season that he/she/they participates in during the next 2 years (730 days). For example: If an athlete has 25% suspension for a fall sport and has only one contest remaining, then the remainder of his/her/their suspension would be completed during the next sport he/she/they participates in during the winter, spring, or next fall. An athlete may remove their suspension by receiving help at an authorized treatment center at the rate of 1% per hour of treatment. A maximum of 50% of a suspension may be reduced by receiving authorized treatment. An athlete who goes 2 years (730 days) from their last offense will have all previous offenses stricken from their record. These penalties are to be used as a minimum, a coach/athletic department may consider stiffer penalties due to the severity of the infraction.

The Seeger High School Drug Education and Drug Testing Program are also included in this conduct code.

## **INDIANA HIGH SCHOOL ATHLETIC ASSOCIATION RULES**

To be eligible to represent your school in interschool athletics you:

1. Must be a regular bona fide student in good standing in the school you represent. Must have enrolled no later than the fifteenth day of the current semester.
2. Must have completed 10 separate days of organized practice in said sport under the direct supervision of the high school coaching staff preceding the date of participation in inter school contests.
3. Must have received passing grades in at least five full credit subjects or the equivalent during your last grading period except that the semester grades shall take precedence at the end of a semester; and must be currently passing in at least five full credit subjects or the equivalent, even though not a full credit subject, physical education can be counted as one of the five required subjects.
4. You must not be 20 years of age prior to or on the scheduled date of the IHSAA State Finals tournament in a sport.
5. Must have been enrolled in your present high school last semester or at a junior high school from which your high school receives its students: -Unless you are entering the ninth grade for the first time. - Unless you are transferring from a school district or territory with a corresponding bona fide move on the part of your parents. -Unless you are legally adopted, are a foreign exchange student under a full year program, are under the direction of an orphanage or state department of welfare, are required to change residence by court order or are a ward of a guardian who resides in your new school district or territory, are married and have established residence in a new district or territory, are over 18 years of age and principal of former school approves. - Note: You must have been eligible in the school from which you transferred.
6. Must not have been enrolled more than 4 fall semesters and 4 spring semesters beginning with grade 9.

7. Must be an amateur (have not participated under an assumed name: Have not accepted money or merchandise directly or indirectly for athletic participation: have not signed a professional contract).
8. Must have filed with your principal each school year, between May 1 and your first practice, your completed consent and release certificate.
9. Must not have transferred from one school to another for athletic purposes as a result of undue influence or persuasion by any person or group.
10. Must not have received, in recognition of your athletic ability, any award not approved by your principal or the IHSAA.
11. Must not accept commercial awards which advertise any business firms or individuals.
12. Must not participate in an athletic contest during the IHSAA authorized contest season for that sport as an individual or on any team other than their school team. (See IHSAA rule 15-1A) Exception for outstanding student-athletes (See IHSAA rule 15-1B)
13. Must not reflect discredit upon your school nor create a disruptive influence on the discipline, good order, moral or educational environment in your school.
14. Students with remaining eligibility must not participate in try-outs or demonstrations of athletic ability as a prospective student-athlete. Graduates should refer to college rules and regulations before participating.
15. Must not participate with or against a student enrolled below grade 9.
16. Must not, while on a grade 9 junior high team, participate with or against a student enrolled in grades 11 or 12.
17. Must, if absent 5 or more days due to illness or injury, present to your principal written verification from a physician licensed to practice medicine stating that you may participate again. If a student/athlete has missed 5 to 10 consecutive days of practice, they must actively participate in 4 practice sessions. If more than 10 consecutive days, then 6 practices must be attended.
18. Must not participate in camps, clinics, or schools during the IHSAA authorized contest season. Consult your high school principal for regulations regarding out-of-season and summer.
19. Girls shall not be permitted to participate in an IHSAA tournament program for boys when there is an IHSAA tournament program for girls in that sport in which they can qualify as a girls tournament entrant.

## **AWARDS**

### A. Letters

**First Letter** - White letter which may be displayed on a navy blue sweater.

**Additional Letters** - Certificates will be awarded for additional letters.

**Jacket** - A letterman who accumulates 250 points will be awarded a jacket. This jacket is to be worn by the letter winner ONLY. A letter and numerals will be awarded with the jacket. Transfer students who have participated in sports at their former school will be required to attain the following points set up on percentage dependent upon their present year of school. After Freshman year: 85% = 210 Total Seeger points. After Sophomore year: 70% = 175 Total Seeger points.

After Junior year: 55% = 135 Total Seeger points.

**Blanket** - Any athlete who wins ten (10) varsity letters and accumulates 450 points will be awarded an athletic blanket. Managerial points will not count towards an athletic blanket or the M.E. Beckett Award.

All awards remain property of the Seeger Athletic Department until the athlete graduates and may be taken back due to violation of the athletic policy.

Athletes must finish the season in good standing to receive a letter/and or points for participation.

### B. Point System

Letter	40 points
Reserve award	30 points
Non-reserve freshman award	20 points

#### **Managers**

1st yr managing a sport	20 points
2nd yr managing a sport	25 points
3rd yr managing a sport	30 points
4th yr managing a sport	40 points

#### **Special Team Awards (Varsity Letter Only)**

Bi-County Championship	10 points
Conference Championship	20 points
Sectional Championship	20 points
Regional	20 points
Semi-State	20 points
State	20 points

#### **Special Individual Awards**

Bi-County All-Star	10 points
All Conference	20 points
All State	30 points

### C. CHEERLEADERS

A cheerleader who has earned 130 points will receive a cheerleading jacket. The jacket will be awarded between the fall and winter seasons of the school year

to cheerleaders with the proper number of points.

### **Cheerleader Point System**

**Freshman** - 30 points   **B-Team** – 40 points   **Varsity** – 50 points

The points will be awarded at the level the cheerleader is elected.

Athletic points and Cheer points can both be earned but not combined.

## **ATHLETIC RULES AND REGULATIONS**

The rules and regulations listed in this section are adopted for athletes with the intention of promoting citizenship, developing good behavior and positive attitudes. These rules and regulations are in effect year-round, a violation of these rules may result in dismissal from the team.

(Whenever Applicable)

### 1. ATTENDANCE AND PARTICIPATION

Athletes who do not attend school the last three periods of the day because of illness are not permitted to practice or participate in contests on that school day. Verified appointments with a dentist, doctor, optometrist, etc., do not affect contest and/or practice ineligibility.

### 2. ATTITUDE

A student athlete shall display exemplary attitude, behavior and citizenship at all times, not just during a particular athletic season.

### 3. LOST EQUIPMENT

The athlete must return all equipment issued to him/her: If the equipment is lost and/or stolen (by others), the athlete must pay the school the amount required to replace the missing item.

### 4. QUITTING A TEAM

An athlete must remain on the squad (in the sport in which he/she/they is/are participating) until the entire schedule has been completed and/or until he/she/they has/have been released by the coach. An athlete who quits the team will not receive any awards nor be permitted to play on a different sport/team.

### 5. REBELLIOUS BEHAVIOR

Insubordination, abusive or critical language toward anyone, fighting, lack of full cooperation, and lack of maximum effort are all examples of misconduct which are strictly prohibited.

### 6. RESPONSIBILITY

The conduct of all phases of participation in interscholastic activity, including practice sessions, trips to and from athletic contests, and residence away from home for participation in the contest itself, shall be according to the rules and dictates of the coach and Seeger Jr. - Sr. High School.

### 7. SUSPENSIONS FROM SCHOOL ARE TWO TYPES

A. Out-of-school suspensions: The athlete who receives an out-of-school suspension shall not practice and/or participate in athletic contests until the suspension period is completed. The suspension period is considered complete on the day after the suspension has been served.

B. In-school suspensions: The athlete who receives an in-school suspension is allowed to attend practice, but not participate in athletic contests until the suspension period is complete. In-school detentions are considered complete on the day after the suspension has been served.

### 8. TEAM TRAVEL

Athletes are required to attend and return from away contests via means of the transportation provided by the school. Exceptions will be made on a need basis.

In order to approve an exception the coach must be notified in advance by the parent. At no time will an athlete be approved to drive nor to travel with another student.

### 9. PHYSICALS

Before participation in athletics (practice and/or games), an athlete must have on file in the athletic director's office an IHSSA medical slip. The form must be signed by a physician to indicate fitness for play. In addition, the legal guardian must sign indicating consent is given for participation. While the athletic department will schedule exams in early May, an athlete may get the physical from any doctor of choice.

### 10. INJURIES

Any athlete who is injured should immediately report the injury to his/her/their coach and to the trainer even if medical attention is not sought. In the event the trainer is not immediately available, apply ice to the injury. Never, at any time, apply heat to a new injury.

### 11. COLLEGE BOUND ATHLETES

Those athletes who will eventually participate on the college level need to meet N.C.A.A. guidelines as they relate to recruiting and eligibility. A copy of the N.C.A.A. guide for the college bound student-athlete is available to the athlete; each coach has been provided a copy. In general, there are two guidelines that each athlete must be aware of

A. Graduate from high school with a minimum 2.0 grade point average in a successfully completed core curriculum of at least 11 academic full courses including at least three (3) in English, Two (2) in Mathematics, Two (2) in Social Science, and Two (2) in Natural or Physical Science (including at least one (1) Laboratory class).

B. 700 combined score on the SAT verbal and math sections or a 15 composite score on the ACT. It is not practical to list all those rules in effect by the N.C.A.A. Ask your coach or counselor to discuss further rules with you.

### 12. PRACTICES

The head coach of each varsity sport may request that athletes practice or participate in contests on a weekend (never on Sunday). As in the case with each and all sports, athletes who choose to be on a team are expected to make a commitment to their sport, coach and teammates. This means that athletes are expected to attend all practices and contests and thus meet and fulfill the same requirements as their teammates. While the majority of the non-school day practices and/or contests will be at the varsity level, there will occasionally be instances in which non-varsity athletes will have an attendance obligation. Any penalty which results from a violation shall be determined by the head coach of the sport with approval from the administration.

# ATHLETIC CODE OF CONDUCT

Each student athlete at Seeger and their parents will also sign the Seeger Athletic Code of Conduct.

## A. Purpose

Seeger student athletes shall conduct themselves, at all times, within the rules outlined in all parts of the Code of Conduct.

## B. General Rules

- 1) All participants and their parents have a responsibility to do their best to ensure that this Code of Conduct is adhered to and to help ensure the safety of all athletes.
- 2) Athletes shall be courteous and respectful to others at all times and recognize they are role models and the faces of Seeger athletics.
- 3) Athletes shall be respectful to other team members, parents, and coaches.
- 4) Use of alcoholic beverages, tobacco products, or other banned/illegal substances is unacceptable at any time of the year and will be punished swiftly using the policy detailed in the Seeger Student Handbook.
- 7) Disrespectful and/or destructive behavior will not be tolerated. School equipment and school facilities will be respected.
- 8) Athletes will attend all practices, meets, and events as set forth by the coach or shall inform the coach in advance of an absence. The coach will make the final determination if the absence is non-exempt or truant.
- 9) If injured, Seeger athletes should see the school trainer. Student athletes who miss practices/games without seeing a doctor or seeing the trainer will be considered truant.

## C. Parental Guidelines

- 1) Parents will not approach coaches before or after games. These are often emotional times for student athletes, parents, and coaches. Parents should set up a time to meet with a coach or coaches once emotions have waned.
- 2) Parents should follow the athletic chain of command to discuss athletic concerns. Please contact your child's coach first. The coach will then establish a meeting time in which the athletic director and other administrators may be present.
- 3) Parents will not berate officials during games. Inappropriate criticism of officials or student athletes will result in the removal from athletic facilities and potential ban from attending other events.
- 4) Parents should be positive role models for their child and encourage sportsmanship by showing respect and courtesy for all players, coaches, officials, and spectators at every game, practice or sporting event.
- 5) Parents or guests in violation of the code of conduct may be dismissed, suspended, or permanently expelled from future athletic contests.

## D. Anti-Bullying, Cyberbullying, & Hazing Policy

Bullying of any kind is unacceptable at Seeger Junior/Senior High School and will not be tolerated. Seeger is committed to providing a safe, caring and friendly environment for all of our members. If bullying does occur, incidents will be dealt with promptly and effectively. Report any form of bullying immediately to a coach, administrator, or parent.

Seeger's student handbook defines bullying as the overt, repeated acts or gestures, including transmitted verbal or written communications, committed physical act, or any other behaviors committed by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other student. Seeger also implements a strict anti-hazing policy. Hazing encompasses any act which forces a student joining an organization to take part in humiliating or degrading actions. Any forced act which risks harm emotionally or physically to a student is also considered hazing – no matter the person's perceived willingness to participate. Any action that intimidates and/or threatens another student with ostracism and causes mental stress or embarrassment is considered hazing and will not be tolerated. Any bullying and/or hazing is not tolerated at Seeger Junior Senior High School and harsh disciplinary action will take place in the event of any bullying/hazing situations.

## E. Athlete's Conduct on Social Media

Seeger Junior/Senior High School recognizes the benefits of technology and communication that are available today as a significant tool. Athletes are not restricted from using any on-line social network sites and digital platforms. This includes but is not limited to sites such as Facebook, Twitter, Instagram, SnapChat, MySpace, or Vine where postings can be made through text, video, audio, or other electronic means. However, athletes must understand that any content they make public via on-line social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with the Seeger Code of Conduct. The following are violations of the Code of Conduct for athletes regarding social media:

- 1) Derogatory language or remarks about teammates, coaches, athletes, parents, officials, administrators or representatives of other teams.
- 2) Demeaning statements about or threats to any third party.
- 3) Incriminating photos or statements depicting violence, bullying, hazing, sexual harassment, vandalism, stalking, underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors. At no time shall an athlete record media or inappropriate photos and distribute the media.
- 4) Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
- 5) Indicating knowledge of an unreported felony theft or felony criminal damage to property.
- 6) Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional.

## F. Additional Social Media Safety Guidelines for Seeger Athletes:

- 1) Be aware that potential, current, and future employers and college admissions offices often access information you place on social networking sites. You should think about any information you post on Facebook or similar directories potentially providing an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
- 2) Do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where you can say and do whatever you want without repercussions.

## G. Cell Phone and Camera Locker Room Policy

Due to the potential for cellular phones to be used as a photographic device, their use is prohibited in all restrooms and locker room areas. Students in physical

education and student athletes must adhere to restrictions regarding photography and videotaping.

All cell phones and cameras are to be secured and unseen within any Seeger Junior/Senior High School locker room; this applies to all athletic related participants (i.e. players, managers, and coaches). Those found in violation of the policy will receive immediate consequences, which could include extra conditioning, suspensions, dismissal from the team or referral to the School Resource Officer for possible legal ramifications. Should an athlete receive an electronic transmission while in a locker room, they should remove themselves from the locker room before accepting the communication.

H. Penalties for Code of Conduct Violations

Depending upon the severity of the infraction, and at the discretion of the head coach, any one or all of the following penalties will be applied:

- 1) Athletes may receive extra conditioning.
- 2) Athletes taking part in inappropriate social media behaviors may be enrolled in online webinars/classes to improve social media behavior.
- 3) Athletes may be suspended from team games.
- 4) Student athletes may be dismissed from athletic programs.

**I have read and understand the rules of the Code of Conduct as set forth and understand that violations could result in my suspension/dismissal from Seeger Athletics.**

Signature of Student Athlete

Date

Signature of Parents/Guardians

Date

(Please return to Coach or Athletic Director)

## **HEALTH AND SAFETY - Wellness Policy**

### **I. POLICY STATEMENT**

The Metropolitan School District of Warren County promotes healthy students and staff by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The school corporation supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children; improved health optimizes student performance potential.

### **II. GOALS**

The Metropolitan School District of Warren County has established the following goals to promote student wellness:

#### **A. Nutrition Policy**

**The Board of School Trustees MSD School Corporation recognizes that students need adequate, nourishing food in order to grow, learn and maintain good health. It further recognizes that significant research indicates a positive relationship between adequate nutrition and learning resulting in academic success.**

The Board will commit that all schools will participate in available child nutrition programs, including breakfast and lunch during the instructional day.

The Corporation will provide adequate resources to implement and maintain the Nutrition Policy.

All employees of the corporation will support the implementation of the Nutrition Policy.

Parents/guardians will be encouraged to support the corporation's nutrition education efforts by considering nutritional quality when selecting snacks. All foods available to students before and during school hours shall be selected to contribute to student's nutritional well-being and prevention of disease; prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits; and provide a variety of healthy choices at all sites. All school sites will provide an environment where healthful eating behaviors are the norm and are modeled and reinforced.

The Superintendent or designees will ensure practices are in place to foster mutual respect between food service providers, school personnel and students.

#### **B. Nutrition Guidelines**

All foods provided to students by MSD staff during the instructional day shall meet or exceed the Corporation Nutrition Standards and will not be less restrictive than regulations and guidance issued by the USDA. (see below-nutrition standards)

Breakfast and lunch will emphasize food nutrition with a focus on dense calories, saturated fats, and Sodium.

Foods should be served with consideration toward variety, appeal, taste, safety, and packaging to ensure high quality meals.

All fundraising sales shall follow the Corporation District Nutrition Standards, unless these items are intended for consumption at school with two (2) exemptions per school year.

All food or beverages sold in vending machines accessible to students shall follow the Smart Snack Standards.

The school community shall encourage all school groups to include healthy foods during after school events.

The school community shall encourage parents to bring healthy foods to school sponsored events and parties.

All instructional staff will be encouraged to integrate nutritional themes into daily lessons when appropriate.

#### **C. Nutrition Standards**

The MSD of Warren County has adopted the following Nutritional Standards governing the sale of food, beverages, and snack items on school grounds during the instructional day.

Any given food item for sale prior to the start of the school day and throughout the instructional day be

- A grain product that contains 50 percent of more whole grain by weight (have a whole grain as the first ingredient) or
- Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food: or
- Be a combination food that contains at least ¼ cup of fruit and/or vegetable; and
- The food must meet the nutrient standards for calories, sodium, sugar and fats.

Exempt from all nutritional standards:

- Fresh and frozen fruits and vegetables without any added ingredients
- Canned fruits packed in 100% juice or light syrup with no added ingredients except for water.
- Canned vegetables with no added fats, salt, low sodium.

Exempt from TOTAL fat and saturated fat standards, but must meet all other nutritional standards.

- Reduced fats
- Seeds or nuts/seed butter
- Apples with reduced fat cheese
- Celery with peanut butter and unsweetened raisins
- Whole eggs with no added fat (hard boiled egg)

Exempt from total fat standard but must meet all other nutrient standards.

- Seafood with no added fat.

Exempt from the sugar standards but must meet all other nutrient standards

- Dried Fruits with no added sugar
- Dried Cranberry, cherries or blueberries, sweetened only for processing and/or palatability, with no added fats

Exempt from the total fat, saturated fat, and sugar standards, but must meet all other nutrient standards.

- Train mix of only dried fruits and nuts and/or seeds, with no added sugars or fats.

Beverages

- Unflavored low fat, unflavored fat-free or flavored fat free milk, as permitted by the National School Lunch Program/School Breakfast Program.
  - o 8 Fl oz. elementary
  - o 12 Fl oz Middle/High School
- 100% Fruit or Vegetable juice with or without carbonation
  - o 8 Fl oz elementary
  - o 12 Fl oz Middle/High School
- Diluted Juice 100% Fruit or vegetable juice diluted with water, with or without carbonation and with no added sweeteners.
  - o 8 Fl oz elementary
  - o 12 Fl oz Middle/High School
- Low- and No-Calorie Beverages (HIGH SCHOOL ONLY)
  - o 12 Fl oz Lower Calorie Maximum 40 Calories/8 Fl oz. Maximum 60 Calories/12 Fl oz (Equivalent to 5 calories per oz)
  - o NO calories Less than 5 calories/8 Fl oz. Maximum 10 Calories/20 Fl oz.

#### **D. Physical Activity**

Students are given opportunities for physical activity during the school day through physical education (PE) classes, daily recess periods for elementary school students, and the integration of physical activity into the academic curriculum where appropriate.

Students are given opportunities for physical activity through a range of before- and/or after-school programs including, but not limited to, intramurals, interscholastic athletics, and physical activity clubs. (The use of the new Sports Facility is encouraged as a means of continuing fitness.

Schools will work with the community to encourage and create ways for students to safely walk and bicycle to and from school. (Williamsport/Pine Village) Schools will encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

Schools will provide training to enable staff to promote enjoyable, lifelong physical activity among students.

#### **E. Wellness Education**

All beginning of the year newsletters will include the nutritional guidelines. (PTO newsletter, beginning of the year newsletter, handbooks, etc.)

Every nine weeks, include nutritional information in newsletters or other publications.

- The MSD Central Office will educate the public through the MSD Website explaining the Wellness Policy and Plan.

Each school will provide a recommended list for alternative party treats.

Each school will display posters and signs for nutritional and fitness education.

Schools will incorporate brainstorming sessions at grade level meetings regarding facts about nutrition.

Schools will utilize morning announcement time to provide information, questions and incentives.

Schools will coordinate curriculum utilizing all school personnel (cooks, nurses, P.E. teachers, etc.)

Schools will promote education programs for the Patriot Activity Center (exercise, diet and nutrition).

Schools will promote teacher programs for fitness to meet in PAC (walking clubs, weight loss programs, etc.)