

NORTH ELEMENTARY SCHOOL
1680 Brickville Road
Sycamore, IL 60178

Phone: 815-899-8209
FAX: 815-899-8213
Answering Machine: 815-899-8211
www.syc427.org

Welcome to North Elementary School! We are glad your child is here. This handbook answers many of the questions you may have about the programs, activities and procedures at North Elementary. We hope this will be helpful to you throughout the 2007-2008 school year. We are looking forward to helping you and your child have a great school year, and we are always open to any suggestions you might have.

Sycamore District's Mission Statement

**"EMPOWERING
ALL LEARNERS
TO SUCCEED IN
THEIR WORLD"**

District 427 believes:

Students and Learning:

- All students learn.
- Learners progress at different rates in different ways.
- Success fosters learning.

Teachers and Teaching:

- Teachers are lifelong learners.
- Teachers are role models.
- Teachers meet the needs of all students.
- Teachers are passionate about their profession.

Learning Communities:

- Parents are students' first teachers.
- Interactive communication fosters community support.
- Our learning community is a lifelong partnership among all stakeholders.
- Learning communities have many customers.

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2007-08 School Calendar

August	27	First Day of Classes - Grades 1-5	Dismissal 11:30 a.m.
September	3	Labor Day – LSH	
	5	School Pictures	
	27	North Open House 6:30 p.m.	
October	5	Teacher Institute – No School	
October	8	Columbus Day – LSH	
	18	Breakfast Buddies – Kindergarten	
	26	End of 1 st Nine Weeks	Early Dismissal – 1:00 p.m.
November	2	Progress Reports Distributed	
	8	Parent Teacher Conferences 3:00 p.m. – 8:00 p.m.	
	8	No School	
	9	Parent Teacher Conferences 8:00 a.m. – noon	No School
	15	Breakfast Buddies – 5 th grade	
	21	Dismissal 2:00 p.m.	
	22	Thanksgiving – LSH	
	23	Vacation Day	
Dec. 22 – Jan. 4		Winter Break	
January	7	School Resumes	
	18	Teacher Institute – No School	End of 2 nd Nine Weeks
	21	M.L. King’s Birthday – LSH	
	25	Progress Reports Distributed	
February	8	Early Dismissal – 1:00 p.m.	
	18	President’s Day – LSH	
	21	Breakfast Buddies – 4 th grade	
	22	Early Dismissal – 1:00 p.m.	
March	3	Casimir Pulaski Day – LSH	
	13	Breakfast Buddies – 3 rd grade	
	20	End of 3 rd Nine Weeks - Teacher Institute – No School	
March	21 - 28	Spring Break	
April	4	Progress Reports Distributed	
	11	Early Dismissal – 1:00 p.m.	
	17	Breakfast Buddies – 2 nd grade	
	25	Early Dismissal – 1:00 p.m.	
May	9	Early Dismissal 1:00 p.m.	
	15	Breakfast Buddies – 1 st grade	
	23	Early Dismissal – 1:00 p.m.	
	26	Memorial Day – LSH	
June	5	Last Anticipated Day – dismiss at 11:30 a.m.	

Staff

Kathy Spiewak.....	Principal
Molly Koertner	Kindergarten
Nicole Phillips.....	Kindergarten
Diane Wesley.....	Kindergarten
Sherry Goff.....	First Grade
Sue Metcalf	First Grade
Kimberly Payne.....	First Grade
Chris Berg	Second Grade
Karla Gulke.....	Second Grade
Sue Liebhaber.....	Second Grade
Tricia Madsen.....	Second Grade
TJ Lynd.....	Third Grade
Jennifer Parsons	Third Grade
Rebecca Roberts	Third Grade
Kelly Smith	Fourth Grade
Dan Wheeler	Fourth Grade
Carol Meeks	4/5 Multiage
Karen Beckley.....	Fifth Grade
Kelly Wright.....	Fifth Grade
Kristine Mertens	Vocal Music
Andrew Stacy	Physical Education
Scott Mertens	Instrumental Music
Ken Tonaki	Orchestra
Nancy Long.....	Art
Jim Winterland.....	Technology

PUPIL PERSONNEL SERVICES

Shanna Blair.....	Social Worker
Carolyn Hoeve	Speech Clinician
Patrice Pritchard.....	School Nurse
Marilyn Rood.....	Psychologist
Marc Gorecki, Marijo Schwartz, Marilyn Woods.....	Learning Facilitators
Amy Gehant, Holly Majerus.....	Literacy Facilitators
Joan Bowers.....	TBE Facilitator
Nancy Copple.....	TBE Assistant
Marcia Carlson	Secretary
Rosemarie Brumley.....	Health Room Aide
Donna Hill.....	Classroom Assistant
Rachael Berna, Nancy Cordes, Michelle Eliason, Audrey Engelking, Ashley Johnson, Sarah Mason, Jerri Reynolds, Yolanda Richardson, Cheryl Riddel, Diane Stolarski, Marty Swarts, Jane Windelborn.....	Inclusion Assistants
Mary Ann McRickard	Reading Assistant
Kathy Horan	Media Center Aide
Susan Lorence	Learning Center Director
Kevin Freeman.....	Building Technician
Lisa Crofoot.....	Night Custodian

School Hours

Students who walk to school or are brought by parents are not to arrive before 8:15 a.m. Bus students are supervised from the time they arrive until school begins.

School begins – 8:30 a.m.

School dismisses – 3:00 p.m.

Unless a student has an after-school detention, please be sure he/she is picked up by 3:05 p.m. Students are not supervised on the playground after school and must be off school property until 3:30 p.m. Parents are asked to drop students off in the circular drive in front of the school in the morning and use the south turn-around parking lot for pick-up after school.

Anti-Gang Policy

It is the school's responsibility to maintain a safe and disruption-free school environment. The school Code of Illinois (ILL. Rev. Stat., Ch. 122, par. 31-1 through 31-4) provides that "any public school fraternity, sorority or secret society is inimical to the public good."

"Gangs", as defined in this policy, shall mean individuals who associate with each other primarily for criminal, disruptive, and/or other activities prohibited by law and/or by the School District's rules and regulations. Gangs, gang-related activities and secret societies are not acceptable in the school setting. This Board of Education is aware that their presence interferes materially and substantially with the educational process and the requirement of appropriate discipline in the school. They also foster anti-social behaviors, attitudes, and practices that may endanger the health, safety, and welfare of our students. Therefore, students are prohibited from participating in any activity related to a gang, secret society, and public school fraternity or sorority, while attending school-sponsored events.

Prohibited activities include, **but are not limited to**, the following:

1. Soliciting and/or recruiting others for membership;
2. Participating in and/or inciting physical violence;
3. Extorting or soliciting money and/or services, requesting any person to pay for protection, insurance, or the payment of dues;
4. Coercing, harassing, and/or otherwise intimidating, threatening, or causing harm to any person or living creature;
5. Wearing, possessing, using, displaying in any manner, distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item commonly associated with membership in or affiliation with a gang, secret society, any public school fraternity or sorority;

6. Using any communication, verbal or nonverbal (gestures, handshakes, etc.), suggesting or showing membership in, or affiliation with, a gang, secret society, any public school fraternity or sorority;
7. Engaging in any activity (or omission) intended to promote or further the interests of any gang or any gang activity or society including, but not limited to, distributing literature, drawing or displaying unauthorized symbols on any surface, or teaching others to “represent” or act like a member of a gang, secret society, any public school fraternity or sorority; or
8. Any act or activity which violates any law or any policy of Sycamore School District #427 when such act or activity is taken to further the interests of a gang, secret society, any public school fraternity or sorority.

DISCIPLINARY ACTION:

School policy dictates disciplinary action which may include, depending on the nature of the conduct, any of the following: Warning, parent conference, detention, Alternative Education Program assignment, 1 to 10 day suspension, policy referral, expulsion warning and/or expulsion proceedings, in accordance with (ILL. Rev. Stat. 1991, Ch. 122, Section 31-33.)

Attendance

Regular attendance is one of the most important factors in determining success in school. Class discussion cannot be regained by make-up work. Poor attendance results in lower grades, disinterest in school, and ultimately dropping out of school or failure. No student should miss class without valid cause or prior approval by the building principal.

Reporting an Absence: If your child is absent, please call the school secretary (899-8209) and inform her of the absence by 9:00 a.m. If your child is absent in the afternoon only, please call by 1:00 p.m.

“Valid Cause” for absence means ILLNESS, OBSERVANCE OF A RELIGIOUS HOLIDAY, DEATH IN THE IMMEDIATE FAMILY, COURT-RELATED ACTIONS, AND FAMILY EMERGENCY (as deemed valid by school building administration). Valid cause absences shall be considered excused and work missed is allowed to be made up for credit.

“Special Absence” is one beyond the control of the student, or an absence for a school related function of an education nature. The building administration shall have the option of allowing work missed to be made up for credit.

"Vacation Absences" will be considered "absences with valid cause" (with prior notification to and approval by the building administrator); however, they are included in the total number of absences.

Sycamore School District strongly encourages parents to plan vacations to coincide with the school calendar so as to avoid taking valuable educational time away from their children. Students who know in advance that they will be absent from school for a vacation must check with the office. The student or parent must request a special form 5 days in advance. A phone call from the parent is required either prior to or at this time if they do not request the form in person. Students will not be given work to complete at home or on vacation prior to the time the material has been presented in class. Work missed due to absence may be completed when the student returns to school. Students may be required to use recess or study time to receive instruction and/or complete work missed during their absence.

Unexcused Absences

"Truant" means a child who is SUBJECT TO COMPULSORY SCHOOL ATTENDANCE AND WHO IS ABSENT WITHOUT VALID CAUSE FOR A SCHOOL DAY OR PORTION THEREOF (Ill. Rev. State. 1986 Supp., ch. 122, par.26-2a).

"Chronic or Habitual Truant" means a CHILD SUBJECT TO COMPULSORY SCHOOL ATTENDANCE AND WHO IS ABSENT WITHOUT VALID CAUSE FROM SUCH ATTENDANCE FOR 10% OR MORE OF THE PREVIOUS 180 REGULAR ATTENDANCE DAYS (Ill. Rev. State. 1986 Supp., ch. 122, par. 26-2a).

"Truant Minor" means a child who is a CHRONIC TRUANT TO WHOM SUPPORTIVE SERVICES, INCLUDING PREVENTION, DIAGNOSTIC, INTERVENTION AND REMEDIAL SERVICES, ALTERNATIVE PROGRAMS AND OTHER SCHOOL AND COMMUNITY RESOURCES HAVE BEEN PROVIDED AND HAVE FAILED TO RESULT IN THE CESSATION OF CHRONIC TRUANCY, OR HAVE BEEN OFFERED AND REFUSED (Ill. Rev. State. 1986 Supp., ch. 122, par. 26-2a).

Tardies

Students are considered tardy if they arrive after 8:30 am. Students must be in attendance for at least 2.5 hours of instructional time to receive ½ day credit.

Unexcused tardies will be monitored carefully.

Two unexcused tardies will equal 1 full day absence.

Using the definitions cited, the school district shall determine if the student is a truant, chronic or habitual truant, or a truant minor. Every attempt will be made to determine the reason for a student's truancy through talking with him/her, through parent conferences or through other means.

The following support services may be offered to a student who is experiencing an attendance problem:

1. Student Conferences
2. Parent-teacher Conferences
3. Counseling: Counselor or Social Worker
4. Schedule Changes
5. Parent Letter or Telephone Call
6. Involvement of School Nurse
7. Referral to Pupil Personnel Services
8. Consideration of Alternative Education Programs
9. Information about Existing Community Services

When the supportive services of the school district have been offered to the student, and if these measures prove ineffective and the behavior persists, the building principal will refer the student to the DeKalb County Truancy Prevention Program.

Activities

Various special activities are available throughout the school year. These activities may include: Learning Center activities, assemblies and classroom parties.

Behavioral Interventions for Students with Disabilities

Section 1. Purpose

Sycamore Community Unit School District #427 staff is committed to providing a learning environment for all students that will enhance their academic, social, and personal growth. The staff recognizes that some students with disabilities will require modified approaches to discipline and behavior. In instances when a student, due to the nature of his/her disability, requires a modified behavior plan utilizing behavioral interventions, both the plan and the specific interventions will be included in the student's Individual Education Plan (IEP). Staff members involved in implementing such a modified plan will be provided with the necessary information or training to implement it.

Behavioral interventions should be used by teachers and administrators to promote and strengthen desirable adaptive student behaviors and reduce identified inappropriate behaviors. A fundamental principle is that positive, non-aversive interventions designed to develop and strengthen desirable student behaviors should be used whenever possible. The most effective and humane manner of reducing undesirable behavior is by developing, strengthening, or generalizing desirable behavior to compete and ultimately displace the undesirable behavior.

While positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions should be considered to be temporary and approached with utmost caution. The use of restrictive

interventions for students with disabilities should be based on assessment, planning, supervision, evaluation, documentation and protective measures. The use of restrictive interventions should maintain respect for the student's dignity and personal privacy, and adhere to professionally accepted instructional practices.

Section 2. Method for Developing Behavioral Interventions

Staff Members, Parents, Administrators and Students have participated in the development of procedures that conform to the Illinois State Board of Education guidelines on behavioral interventions for students with disabilities. The procedures will be provided to parents or guardians January 2, 1996 and each school year thereafter. In addition, students will be informed annually of the contents of the procedures.

Section 3. Behavior Intervention Consultant

Each school building will have access to individuals (learning facilitator, school social worker or psychologist) to serve as behavior intervention consultants. The duties of the behavior intervention consultants include assisting school building staff in developing behavior management plans for students, consulting with teachers and other staff on the proper use of behavioral interventions, monitoring the implementation of intervention plan procedures, and ensuring that restrictive behavioral interventions are implemented appropriately and in a humane manner.

Section 4. Designation of Behavioral Interventions by Level of Restrictiveness

Behavioral interventions are categorized into 4 levels of restrictiveness: 1) nonrestrictive, 2) non-restrictive with caution, 3) restrictive, and 4) prohibited.

Non-restrictive Interventions

Non-restrictive interventions are the preferred interventions because of emphasis on positive behavior change. These interventions may be used without the development of a written behavior management plan as part of the student's Individual Education Plan (IEP).

- | | |
|--|--------------------------------|
| allowing student to escape task | proximity control |
| calling and notifying parent | redirection (verbal) |
| differential reinforcement | response-cost |
| direct instruction | self-management |
| environmental or activity modification | shaping |
| instructional assignment | teaching alternative behaviors |
| modeling | teaching self-reinforcement |
| peer involvement | token economy |
| planned ignoring | verbal feedback |
| positive reinforcement (individual or group) | verbal reprimand |
| prompting | |

Non-Restrictive with Caution

contingent exercise	redirecting student (physically)
extinction	restitutional overcorrection
positive practice overcorrection	time out

Depending on a student's needs and IEP, these interventions may be restrictive in nature. If these are used extensively they will be considered restrictive and all procedures for restrictive interventions will be followed.

Restrictive Interventions

Restrictive interventions may be used in emergency situations or when less restrictive interventions have been attempted and failed.

Restrictive interventions should only be used after functional analysis of behavior has been conducted, a behavioral management plan written, and the IEP amended to include the behavioral management plan. Restrictive interventions shall only be used in the following situations:

- 1) in emergencies
 - 2) after nonrestrictive interventions have been attempted and failed
 - 3) in conjunction with positive interventions designed to strengthen competing behaviors
- | | |
|---|---------------------------------|
| detention (before and/or after school, weekend) | manual restraint |
| exclusion from extracurricular activities | suspension (in-school) |
| food delay | suspension (out-of-school) |
| forced physical guidance | time-out (isolation/quiet room) |

Prohibited Interventions

Prohibited interventions are illegal and cannot be used under any circumstances.

- corporal punishment
- expulsion with cessation of services
- faradic skin shock
- physical manipulation or procedure that causes pain and/or tissue damage when used as an aversive procedure

Section 5. Behavior Management Plan

A written behavior management plan will be developed by the IEP team for students with disabilities who have significant behavioral and/or emotional needs and who require the use of restrictive interventions. A behavior management plan will be developed for all students whose IEP indicates that an alternative behavior plan is required.

Section 6. Emergency Use of Restrictive Interventions

“Emergency” refers to a situation in which immediate restrictive intervention is necessary to protect students, other individuals, or the physical site from: 1) physical injury (to self or others), 2) severe emotional abuse due to verbal and nonverbal threats and gestures, 3) severe property damage, 4) serious and continuous disruption of the school/classroom environment, and 5) other acts involving harm. When confronted with an emergency, personnel should use interventions that are the least intrusive to reasonably respond to the situation.

Should such emergency situations arise with any frequency, the student’s IEP team should convene to review and/or revise the student’s program.

The parents or guardians should be notified within twenty-four hours when a restrictive procedure is used in an emergency situation.

- 1) A description of the time, place, events, and participants in the incident that required the emergency intervention;
- 2) A description of the emergency intervention used, including all staff involved;
- 3) A description of injuries and/or damage to property;
- 4) The student’s response to the emergency intervention;
- 5) Recommendations for avoiding future incidents

Section 7. Parent Communication

In order to both communicate effectively and comply with statute, these procedures, and related policy, must be provided to the parents of students with disabilities on an annual basis. Further, some reference to these procedures and related policy needs to be provided to all parents on an annual basis.

Section 8. Provisions for Training and Professional Development

To the extent practical, all new special education teachers and related services personnel employed will have training in the management of behavior for children with disabilities. Training will be provided annually to new personnel on the implementation of the procedures in this document. Special education teachers and related services personnel presently employed will receive in-service training on the implementation of these procedures.

Bicycles, Skateboards, Roller Skates/Blades & Sleds

Upon entering school grounds, students are to dismount and walk their bicycles to the appropriate rack. Use of mini bikes, go-carts, snowmobiles, or any form of motorized vehicle is not allowed on the school grounds at any time. Roller skates/blades, sleds and skateboards should not be brought to school; for students will not be allowed to use such items on the playground during school time. Students may ride bicycles to school.

Birth Certificates

By State law, kindergartners, or children enrolling at North from another school district must furnish a certified copy of his/her birth certificate. North School will make a copy to keep in their records.

Birthday Parties

Birthdays may be celebrated at school at the close of the school day. Usually a child brings a small treat to share with the entire class. North does not have storage space for any refrigerated treats. Please save any special activities for your birthday celebration at home.

In lieu of a treat for the class, please consider the donation of a book in your child's name. This would be added to the classroom library.

We do not allow students to hand out their birthday party invitations at school. No presents may be brought to school. It is difficult to deal with the hurt feelings of the students who are excluded.

Boot Policy

Because our playground gets extremely wet and muddy during the winter and early spring, we request that children do have boots that can be worn outside during recess. We find that if students wear boots outside, their feet stay drier and our carpets and floors stay much cleaner. We appreciate your cooperation in this matter.

We ask, especially for the younger children, that a spare pair of socks be kept at school. That way, if a boot leaks or someone steps in a puddle, a child does not need to go through the day with wet feet.

Buses

Please refer to the page "What Every Bus Rider Should Know" for specific bus rules. North School has many students who ride the bus. If you are in doubt as to your child's eligibility to ride a bus, please contact the Transportation Department - 899-8106. On days with adverse weather conditions, the buses may be running a little behind schedule. If you question whether school is in session, listen to WLBK-AM (1360). If you pick up your child at school, do not park in the bus-loading zone. Also, if your child regularly rides a bus, but is not going to ride one day, please send a note informing the teacher on how the child is to get home. We will send a child home following normal procedures unless we have a note with other directions. If North Elementary is your

home school, you are eligible for free transportation if you live over 1-1/2 miles from North School or in an area designated as hazardous. Students may not ride a bus other than their own, without permission from the transportation department. Please call the Transportation office 24 hours in advance of such a request.

Change of Information

If, during the year, you change address, telephone number, place of employment, physician or person to call in case of an emergency, please notify the office at once. If you are moving out of Sycamore School District #427, please come to the office a few days prior to moving to obtain a transfer card and sign a release form so we may forward your child's school and health records to the new school.

Child Abuse

North Elementary School employees are required to report any suspected child abuse victims to the proper authorities.

In addition, throughout the elementary school curriculum, children are shown filmstrips or listen to videotapes and speakers to help them learn to deal with potential physical abuse, sexual abuse or child abduction. The school nurse, classroom teacher and the school social worker are involved in the selection of the materials, as well as discussions, both before and after the materials are shown. The Sycamore School District is also, a participant in the State-wide I-SEARCH program, a program that assists in the location of missing children, as well as educating children and adults in the prevention of child abduction and abuse.

Classroom Visitation/Conferences

Please feel free to schedule a visit to your child's classroom or a conference at any time. Simply call the school secretary to arrange a convenient time for both you and the teacher. The scheduled conference day this year is listed on the school calendar. We ask that you refrain from entering classrooms during instructional periods unless the visitation has been prearranged. Numerous interruptions in the classrooms do interfere with the instructional process. Please check in at the office and get a visitor's pass any time you are in the school.

Community Trips

Groups of children, accompanied by a Learning Facilitator working in the classroom, will have the opportunity to go to various places in the community throughout the school year. These trips are opportunities for children to be actively involved in meaningful functional academics.

Curriculum

Students are offered a sequential and comprehensive curriculum. Various district-wide committees have been formed to study, update and improve programs. As a school, we are also constantly evaluating and improving our programs. If you have specific questions regarding the curriculum, please feel free to contact the building principal or your child's teacher.

Discipline

The faculty of North School always encourages an attitude of respect for the school, its students and all school personnel. The home and school must work together to provide a consistent approach to managing behavior. Children need to know what is expected of them. They need to know that there is a consistent approach for handling misbehaviors. The discipline policy at North attempts to provide such consistency. All children are informed of the school rules and there is a set consequence for an infraction. There should be no surprises. Each child is aware of the consequence before the misbehavior. The rules for the school are listed in the appendix - please review these rules with your child. These rules are the same throughout the building. This will provide consistency of moving from grade to grade. Overall building rules were sent home the first day of school and are enclosed in the appendix. Each teacher sets his or her own policy in the classroom. Please feel free to discuss these policies with the teacher. (See Appendix for District Policy on Discipline.)

Dress Code

We ask each parent to cooperate in expecting their child to dress in such a manner that will enhance students to develop a good self-image and awareness of good grooming. Our school goals of respect for self and others and responsibility promote the students having a positive self-image in their behavior and dress. Clothing that has pictures or slogans that promote violence, advertise or promote drugs, alcohol, or tobacco use or have inappropriate language cannot be worn at school. Students will be asked to turn shirts inside out, wear something else provided at school, or call home to get a change of clothes.

Emergency Procedures

EMERGENCY INFORMATION

Every year, parents are asked to complete the registration form, which includes the telephone numbers where they can be reached both at home and work. Fill in the names and telephone numbers of two persons who can assume temporary care of a child if the parent/guardian cannot be reached in an emergency are also requested. It is extremely important that these persons be willing and able to provide temporary care for a child in an emergency situation. If at all possible, they should be individuals who are generally available during school hours. If during the year there is a change in your address, phone number, emergency number, place of employment, or additional pertinent information related to your child, the **school should be notified immediately**.

EMERGENCY PROCEDURES (During School Hours)

Emergency and safety drills are regularly practiced. Special radio equipment relays signals from the police and emergency weather service to warn school officials of imminent danger. In the event of an emergency evacuation, staff may need to relocate students to alternative sites. Sycamore CUSD #427 has a detailed emergency plan, which is regularly reviewed with the staff.

SCHOOL CLOSING

An emergency plan in case of fire, severe weather, tornado and other emergencies has been developed. Plans for evacuating or disaster drills are held throughout the year. If schools close after students have arrived, local businesses are informed, as well as the radio stations. Students should know where to report if school closes in an emergency and parents are not home. Please, refrain from calling the school on bad weather days, for it will tie up the phone lines.

Information about emergency school closing will be broadcast over the following stations:

WLBK - DeKalb	1360	AM
WNIU - DeKalb	89.5	FM
WDKB - DeKalb	94.9	FM
WREX TV	Channel	13

Family Living Films

The Sycamore School District does have a family living curriculum, which in the elementary schools means that the fourth and fifth graders will view filmstrips on "growing up". Fourth grade girls view a filmstrip, with their mothers, on menstruation. Fifth grade boys and girls also see filmstrips on the growing up process. Mrs. Pritchard,

our school nurse, and Mr. Stacy, our physical education teacher, coordinate the filmstrips and discussions. Parents are informed prior to the filmstrips being shown.

Fees

Textbook and Other Fee Waiver Policy

(P.A. 85-195 and Ill. School Code 10-20.13)

The Sycamore Community Unit School District #427 will waive all fees assessed by the district on children whose parents are unable to afford them, including but not limited to children eligible for free lunch or breakfast under the “Community School Lunch Program” and for extenuating circumstances such as very significant loss of income due to severe illness or injury in the family, unusual expenses such as fire, flood, or storm damage, or similar emergency situations that the district determines to include in this policy.

Occasionally students will take field trips where additional fees may be charged to cover the cost of the bus and/or entrance fee.

Field Trips

Field trips, properly planned and integrated into the curriculum, are a valuable extension of the educational programs. Teachers, with the approval of the principal, preview, plan and determine the number of adult supervisors needed for the field trips. Parents are notified of all trips and asked to sign a permission slip for any trip outside of the Sycamore/DeKalb Community. There may be additional fees charged to cover the cost of the bus and/or entrance fee.

Hearing/Vision Screening

In conjunction with the DeKalb County Health Department, students will be screened according to state mandated hearing and vision laws. Hearing screenings are for students in grades kindergarten, first and second. Vision screenings are for students in kindergarten and second grades. Also, any children in special education, new to the district, and teacher referrals will be screened. Parents should notify the school if consent for screening is to be denied.

Vision screening is not a substitute for a complete eye exam and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Home/School Communication

Open communication between home and school is essential for effective education of the children. We encourage parents to contact school personnel any time there is a question, concern, comment or compliment.

VISITING SCHOOL

Visiting classrooms is encouraged. Please contact the teacher a day or two in advance to arrange a visit. All visitors must report to the school office before proceeding anywhere in the building. While in the building, visitors must wear an identification badge.

CONFERENCES

Sycamore CUSD #427 provides for one parent teacher conference during the school year. Additional conferences may be scheduled as needed.

PHONE CALLS

The school secretary will take messages during the day and the teacher will return the call as soon as possible. Telephone calls to the school requesting that messages from parents be delivered to students should be restricted to emergency situations.

NEWSLETTERS

A school newsletter is published every month providing information about special events, activities and programs. Many classroom teachers also provide a monthly, bi-monthly or weekly newsletter highlighting units of study, upcoming events, and information.

WEDNESDAY FOLDERS

Each Wednesday during the school year, a folder will be sent home containing important information. Please review, initial, and return the folder with your child on Thursday.

Homework Policy

Homework is an extension of schoolwork and should be treated as such. Be sure that your child has a consistent daily time, as well as a quiet and well-lighted area in which to work. Provide assistance when requested, but do not do the work for your child. Work with your child to develop a sense of responsibility towards homework as well as the work that is done at school, and periodically check with him/her to see if the work is complete. Encourage neatness. Good work habits start at an early age.

Kindergarten

- Practice address, phone number, shoe tying.
- Practice zipping, snapping, buttoning, buckling own clothing.
- Look for and talk about letters on labels, signs and in books.
- Help with household chores and include counting and talking about money.
- Talk about school and other activities and family events.
- Read, read, read!!

First Grade

- Incomplete work
- Daily reading with the family
- Addition and subtraction facts up to 12
- Practice writing the alphabet and numbers (only ones they have learned)
- Telling time (o'clock and half hour)
- Value of money

Second Grade

Priority Skills

- Make-up work and unfinished work
- Corrections on daily work
- Math concepts
 - Facts, Time, Money (count and make change), Trading (borrowing/carrying)
- Spelling
 - Practice for tests and learn misspelled words on papers brought home
- Read grade-level material
- Vocabulary (make flash cards of words you do not know from your reading material)
- Special projects assigned by classroom teacher

Suggestions for Reinforcing Learning at Home

- Practice writing sentences
- Assist and/or encourage extra-credit suggested by teacher
- View educational programs with child
- Read and discuss Weekly Reader
- Write stories
- Write thank-you notes
- Practice writing neat penmanship

Third Grade

- Reading at home
- Study spelling words
- Math facts - addition, subtraction, multiplication (1-10)
- Study for social studies and science tests (announced 1-2 days before)
- Incomplete or incorrect work may be sent home for completion or correction
- Special project - 1 week notice will be given

By October all written work will be in cursive with heading in right hand corner of paper:

Name

Date

Subject, page

Fourth Grade

Assignment Books are used in 4th grade - Please review Assignment Book with your child on a daily basis to be aware of what your child is studying and to monitor work completion. Please set aside approximately 45 minutes per day as a home study plan.

Types of work to be done at home may include:

- Leisure time reading
- Memorization
 - spelling words
 - math facts
 - state locations
 - vocabulary words
- Daily review of content material to reinforce understanding and good study habits
- Revision of writing assignments
- Finishing and/or correcting work
- Writing letters
- Special projects (one week notice)
- Activities for extending/reinforcing learning

Work Requirements:

- All papers must have a complete heading in upper right corner:
 - First and Last Name
 - Date
 - Subject, page
- Papers without headings may be discarded. Student may be required to do assignment over.
- All work must be completed in pencil using cursive writing unless otherwise directed by teacher.
- Consequences will be given for work not completed on time.
 - (Parent may send a note requesting an extra day with a legitimate excuse)
 - Consequences may include completing late work during recess, after school, disciplinary notices, lowered grades, etc.
- Each teacher will review his/her policy with you at the beginning of the year.

Fifth Grade

- Assignment Books are used in 5th grade - review Assignment Book with your child on a daily basis
- Special projects (one week notice)
- Study spelling words
- Leisure reading
- Keeping update on current events
- Review classroom notes in math, reading, science, health, and social studies
- Practice math facts
- Keyboarding practice if available
- Oral reading to parents
- Extra credit research in subject areas studied

Work Requirements:

- All papers must have a complete heading in upper right corner:
 - First and Last Name
 - Date
 - Subject, page
- Papers without headings may be discarded. Student may be required to do assignment over.

Homework Due To Illness: (All Grades)

Homework will be provided after the second day of absence.

Homework Due To Vacation: (All Grades)

Student will not be given work to complete at home or on vacation prior to the time the material has been presented in class.

Inclusive Education

Children with any type of disability receive their education in regular education classrooms along with peers their own age. Special education supports are provided within the context of the general education class and in other (integrated) environments in the school building.

While in the building, you may see various educational and/or behavioral programs taking place. If you have any questions or concerns, please contact the principal.

Internet Use Policy

Sycamore School District has adopted an Internet Use Policy. This policy is available in the main office of each building. Parents will be asked to sign this policy.

Items Brought to School

In past years there has been an increase in the number of items students bring to school that distract rather than aid in their schoolwork. Children are not permitted to bring toys (except “show and tell” class activities), radios, skateboards, gum, knives, or large amounts of money. If you wish to bring a pet to school for show and tell, please check with your child’s teacher prior to bringing it to school. Cell phones are permitted if left in the locker or backpack, turned off, and if their use is restricted to arranging a ride home from school events. Cell phone usage only allowed before and after school. If toys or electronics are brought to school, they must be left in the student’s locker or backpack but students are responsible for these items.

Kindergarten

Sycamore C.U.S.D. #427 has a half-day and full day kindergarten program. More specific information about the programs can be found in the publication entitled, [Welcome to Kindergarten](#). Small group kindergarten conferences will be held during the first student attendance day.

Library/Computer Lab

North School library has a continually updated collection of award-winning children’s literature. These books are available for student/teacher checkout.

The computer lab has 30 networked computers with internet access.

Each class has a weekly scheduled time period in the library and computer lab. Students are also sent individually throughout the week as needed to the library and computer lab.

Leaving School Grounds

Students will be allowed off the school grounds during their lunch time **only** if a note is sent **to the office** by the parent. If parents must take students out of school during school hours, a note signed by parents should be sent to the teacher. Parents are to come to the office so we are certain who is picking up the child. Please plan activities well in advance so that the number of times a student must leave school early is held to a minimum.

Lost or Damaged Books

Lost Books

Students are responsible for any library books, text, and instructional materials they have received. If a book or instructional material is lost, the student must pay the replacement cost and the processing fee of \$1.00. The replacement cost is figured by looking in Books in Print or other such resources. If no price can be found or no price can be agreed upon by the student and school, then the cost will be figured as follows:

Hardback books - Grade K-5 \$15.00 Grade 6-12 \$20.00

Paperback books - Grade K-5 \$ 5.00 Grade 6-12 \$10.00

Damaged Books

1. If a book, text, or instructional material is damaged, the student must pay for the damage. Minor damage includes torn pages, pocket ripped, water or food damage, crayon or ink marks and so on, and a fee of \$1.50 is charged. More serious damage, which can be repaired, will be assessed to a maximum of \$3.00. Cost for any rebinding will be assessed at actual cost. For major damage, the replacement cost is charged and the student may keep the book when paid for. Damages and fees are determined by the classroom teacher, librarian, department chairperson and/or administrator.

2. If a lost or damaged book or printed material from the library is not paid for by the end of the year, the student will not have library privileges the following year. If the student goes to a different school in the district, he/she will not have library privileges at the school until their debt has been paid.

Lost and Found

Items found on school property are turned in at the office and kept there for a period of time. Please have your child check there if he/she has lost something. Many items of clothing, especially sweaters, hats and mittens are never claimed. You could assist us in returning lost items by placing your child's name on all his/her possessions.

Lunch

North Elementary has a complete lunch program. Hot lunches are available daily, as well as milk for those students who have sack lunches. With prior approval, a student is allowed to go home for lunch.

All students have a MealTime account for their lunch needs. Parents may add money to their child's account on line at www.sycamore.revtrak.net or at www.syc427.org by clicking on the WebStore link. You will need your child's student ID number to add money on line. Parents may also add money to accounts by sending cash or a check (made to Sycamore CUSD #427) in a marked envelope to school with your child.

Proper lunchroom behavior is to be encouraged. We request your assistance and cooperation in encouraging good behavior from your child. Unacceptable lunchroom behavior includes: shouting, pushing, fighting, throwing food, disturbing other students, leaving tables without permission or being discourteous or disobeying a lunchroom supervisor. A student exhibiting these behaviors may lose his lunchroom privileges for a period of time.

Make-Up Work

If a student is absent due to illness, make-up work will be available after the second day of the absence. For example, if a child is ill on Monday, make-up work will be available on Wednesday. This policy allows the teacher ample time to compile all work missed. Please let us know by 9:00 a.m. if you desire make-up work for your child and make arrangements to have it picked up in the office.

The faculty at North has carefully reviewed practices for providing make-up work for students who are absent from school. We are particularly concerned about students who miss school because of vacations. Frequently we are asked to provide the instruction materials that will be presented in class during the student's absence. It is possible to provide some worksheets and reading materials, it is not always possible to give the student the skills and background information needed to complete the work independently. Instruction, guided practice and class discussion cannot be replaced by

make-up work. Teachers must provide individual instruction to returning students for them to learn the skills of their grade levels.

Remember, it is never possible to cover all materials missed when a student is absent from school. You can assist your child by having him or her attend school on a regular basis.

The following policy has been established for work missed for vacations:

- The school office and classroom teacher must be notified prior to a child missing school for a vacation.
- Schoolwork and materials that will be presented in class will not be given to the student prior to the vacation.
- The additional work missed due to a vacation absence will be completed when the student returns to school. Students may be required to use their recess or free time to receive instruction and/or complete work.

Medical Information

PHYSICALS

Illinois law requires that all kindergarten, 5th and 9th grade students have physicals (complete with required immunizations) before entering school each fall. Completed physical forms are to be turned in to the school nurse before a student can attend classes. Any student who arrives at school the first day without a physical will be sent home and will not be allowed to return to school without the completed physical form.

IMMUNIZATION REQUIREMENTS

Immunizations will be required to be up-to-date when your child enters Elementary School. Booster immunizations are required for students entering kindergarten and fifth grade. The school district requires that immunizations for *whooping cough, diphtheria, tetanus, polio, rubella, measles and mumps* must be completed prior to the child being permitted to attend school. Students entering kindergarten, first, and second grades must have received one dose of varicella (chickenpox) vaccine on or after their first birthday or provide proof of having had the disease. Students entering fifth grade must present evidence of immunity to Hepatitis B. It is also recommended that the child receive a skin test for tuberculosis. Forms for the physical examination are in the offices of the doctors and dentist of the city of Sycamore. **Students not having proper physicals and immunization shots will not be allowed to attend school until the requirements are fulfilled.**

EMERGENCY MEDICAL ATTENTION

If we feel that emergency services are indicated, 911 will be activated and your child will be transported to the nearest hospital for immediate medical attention. The closest hospital for the Sycamore School District is Kishwaukee Community Hospital.

DENTAL REQUIREMENT

The State of Illinois through Public Act 93-946 has mandated that all students in Kindergarten, 2nd and 6th grades must have a dental exam completed prior to May 15 of that school year.

MEDICATION PROCEDURES:

Asthma Medication

Illinois School Code requires that all schools permit students to carry and self-administer prescribed asthma medication. In order for a student to carry medication at school, written permission from the parent and physician must be on file in the nurse's office. The permission for self-administration of medication is effective for the school year and needs to be renewed each subsequent school year. If your student will be carrying and self-administering prescribed asthma medication and you have not turned in the required forms contact the school nurse. The school district and its employees are to incur no liability, except for willful and wanton misconduct, as a result of any injury arising from the self-administration of medication by the pupil.

Medication at School

Administration of medication to students is the responsibility of the parents and should be given at home whenever possible. Only in cases where failure to take prescribed medication could jeopardize the child's health and/or education should medication be given at school. Any medication that is designated a controlled substance (such as Ritalin, Dexedrine, and Adderall) **MUST** be brought to school by the parent or another adult.

Most medications a child may be taking need **NOT** be administered at school. If your child is on antibiotics for 10-14 days to be given 4 times a day, it can be given at breakfast, immediately after school, supertime and bedtime with very few exceptions. If he/she is to take it 3 times a day or less, it should not be sent to school, but taken at home (breakfast, after school, and bedtime).

Over-the-counter medications should NOT be sent to school. In the rare instance when school personnel are required to administer over-the counter or prescription medication, the following guidelines must be followed when school personnel dispense medication to individual students.

1. A **written order** for prescription and non-prescription medications must be obtained from the child's physician.
2. A written request from the parent/guardian requesting the medication be given must accompany the above order.

3. Medication must be brought to school in a pharmacy labeled container that displays:
 - a. Child's name
 - b. Prescription number
 - c. Medication name/dosage
 - d. Administration route
 - e. Date and refill
 - f. Physician's name
 - g. Pharmacy address and phone number
4. Any medication designated a "*controlled substance*" (i.e. Ritalin, Adderall, Dexedrine) must be delivered to school by a parent or another adult.
5. Each dose of medication administered shall be recorded with date and initials of the person administering it and placed in the student's health record.
6. Medication must be kept in a locked drawer or cabinet in a supervised area.
7. The school nurse assigned to the school should be notified of all medication requests, including those that are to be self-administered such as bronchial inhalers. He/she will then monitor and counsel the student as needed.

The school may refuse to administer prescription or non-prescription medication unless the above guidelines are followed.

Field Trip Procedures

The school nurse will dispense medication into individual student envelopes. Designated school personnel (not necessarily the school nurse or health aid) will carry the medication and supervise student self-administration. Self-administration means the student will be responsible for opening the envelope and recognizing his/her medication prior to taking it in front of the staff member.

ILLNESS - SHOULD YOU SEND YOUR CHILD TO SCHOOL?

If your child is not feeling well on a school day, a decision must be made whether or not to send him/her to school or keep him/her home. The following is not intended as medical advice, but merely to provide guidelines until your doctor can be consulted.

Fever

This is a warning that all is not right in the body. Every home should have a thermometer to check your child's temperature. No child with a fever of over 100 degrees should be sent to school. A child should be **fever free for 24 hours before returning to school.**

Cold, Sore Throat, Cough

A child with a “heavy” cold and hacking cough belongs at home in bed even if he/she has no fever. Children with sore throat complaints may attend school unless you see white spots, pronounced red streaks, or the sore throat is persistent - then call your doctor.

Rash

This may be the first sign of chickenpox. (Your child should be immunized against measles.) “Spots” may cover the entire body or may appear in only one area. Do not send your child to school with a rash until your doctor has said it is safe for him/her (and classmates) to do so. Those who have chickenpox should remain home until the pox are dried (usually 7 days).

Vomiting and Diarrhea

Keep your child home. Call your doctor if no improvement is seen after a day. The child should have **no symptoms for 24 hours** before returning to school.

Stomach ache

This is a very common complaint; consult your doctor if no improvement is seen after a day.

Headache

Your child may come to school, but remember neither aspirin nor Tylenol is dispensed in the elementary grades.

Toothache See your dentist

Earache Consult your doctor

ILLNESS AT SCHOOL

Your child will be sent home if he/she

- Has fever of 100 degrees or more
- Has vomited or has diarrhea
- Feels too miserable with cold or flu symptoms
- Has lice
- Has been injured seriously enough to impair functioning at school

If you are called at home or work and asked to pick up your child, it is your responsibility to come or arrange for someone to come for your child ***immediately***. It is imperative

that you supply the nurse with names and phone numbers of **two (2) other people who can transport your child** if you can't be reached. We often cannot reach parents!

RETURNING FROM AN ILLNESS

Students **must be fever free for 24 hours** before returning to school. At the parent's request, a child may stay indoors from recess for **one day** following an illness, after that a doctors' note will be required.

HEAD LICE

A problem that seems to turn up occasionally is head lice. It is a popular belief that head lice only thrive in an unclean environment, but having head lice in no way implies poor housekeeping or a lack of personal cleanliness. Anyone can get head lice. Head lice come from direct contact with another person, or indirect contact through the use of lice-infested clothing, bedding (staying overnight), hairbrushes or combs, hats... any number of ways.

The tiny, white/clear oval eggs of head lice, called nits, are attached to the hair shafts near the scalp, especially at the nape of the neck and in back of and above the ears. The lice themselves are often not seen because they are usually present in very small numbers and move very quickly. Bites by lice and the accompanying scratch marks can often be seen. If scratch marks become infected one may experience swollen lymph nodes in the neck. The nits resemble dandruff, but dandruff is flat and is easily removed from the hair. Nits are not. They are attached to the hair shaft with a glue-like substance and cannot be removed easily even by pulling them. Also, contrary to popular belief, intense itching is always present when a person is infested with head lice. One might have head lice and not feel discomfort at all.

Please check your child's head closely! Parents should look for lice nits every week on their child.

What to do if you find head lice on your child:

1. Keep your child home until the first application of lice shampoo or lice crème rinse has been applied and all nits removed! A 'NO NIT' policy has been implemented in our school district, and therefore a child returning to school with any nits will be sent home.
2. **Report any lice outbreak to the school nurse.** She will provide you with further specific suggestions for getting rid of lice.

CLOTHING

Each child should bring a change of clothing to be kept at school. On rainy, muddy, and wet snow days, the health room is swamped with students needing dry clothes and we cannot clothe all of them.

Moving

If, during the school year, it becomes necessary for you to change your address, telephone number, place of employment, family doctor or person to notify in an emergency, please notify the North School office. To assist your child in making a smooth transition to the new school system, if you are moving out of Sycamore School District, please come to the office and sign a release form so that we can forward your child's school and health records to the new school.

Music Appreciation Program

The PTO sponsors a Music Appreciation Program. Parent volunteers schedule a period of time with each classroom to listen to and discuss different types of music. The program is designed to introduce the student to many forms of music.

Parental Rights

Parents are entitled to inspect all instructional materials used in connection with any survey, analysis or evaluation. Also, no student will be required to submit to any survey, analysis or evaluation which reveals the kind of information specified in 20 U.S.C. S1232h without prior written consent of parents (or consent of student if age 18 or emancipated). Copies of the law that is referenced are available in the District office for inspection during regular business hours.

Physical Education

All students will be receiving PE instruction from Mr. Stacy, PE teacher. Students will not be changing for gym but need to dress appropriately for physical education class and will require a clean pair of gym shoes.

Students are required to participate in PE class unless a doctor's excuse is on file. A student who has been absent for an illness may be excused from one gym class by a parent's written note.

PTO

North School has a Parent-Teacher Organization (PTO) which consists of officers, teacher representatives, the principal, and parent representatives. Any interested parents are encouraged to attend these meetings. The PTO meets the first Monday of each month during the school year at North School.

Retention Procedures

In rare instances the staff at North may feel that it is in the best interest of a child to have him/her repeat a grade. This decision is never an easy one. Retention is only recommended if the child will benefit from it. Retention is never used as a punitive measure. Parents must be kept honestly informed about the academic progress of their children.

School Community Council

The North School Council is comprised of 4 parents, 2 staff members and the building principal. The purpose of the council is to identify ways in which parents, students and teachers can work together to help accomplish our building goals. The council has developed four basic building goals:

- To develop and foster effective communication among students, parents and staff
- To develop respect for self and others
- To develop an appreciation and joy of reading
- To develop responsible, educated citizens

Council members meet monthly throughout the school year to plan activities which will address each of the goals, to continually evaluate our effectiveness relative to the goals, and recommend strategies for improvement.

School Security

In order to improve security at the elementary school, the following procedures will be implemented:

- All outside doors except the main and east entrance will be locked.
- All visitors to the building are to report to the office to sign in and get a visitor's pass.
- All students are to be off school grounds from 3:10 - 3:30 p.m.
- Parents who come into the building to pick up or drop off students should wait near the main entrance. If a student needs to leave early, parent should go to the office.
- All schools have an intruder and emergency plan in place.

Parents are welcome in the building at any time. **FOR EVERYONE'S PROTECTION, ALL VISITORS MUST SIGN IN WITH THE SCHOOL OFFICE AT ALL TIMES.** Parents

must pick up a visitor's tag and wear it while in the building. When waiting for your child, please do not go to your child's classroom, wait by the main office door.

We discourage students from bringing out of town visitors or younger siblings to school with them.

Search & Seizure

The Board of Education recognizes its responsibility to maintain order and security in the schools. Accordingly, school authorities are authorized to conduct searches of students and their personal effects, as well as the property of the district, in accordance with this policy.

Student Lockers

Student lockers belonging to District 427 may be searched by building administrators upon a reasonable suspicion that they contain items that present a danger to students or to school property.

Students and Their Personal Effects: School authorities (certified employees and school administrators) may search a student and/or the student's personal effect (e.g., purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence the student has violated or is violating either the law or the rules of the school. In addition, the reasonable grounds must be accompanied by particularized suspicion with respect to the individual to be searched. The search itself must be conducted in a manner that is reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. When feasible, the search should be conducted as follows:

1. outside the view of others, including students
2. in the presence of a school administrator or adult witness
3. by a certified employee or administrator of the same sex

Immediately following the search of a student, a written report shall be made by the school authority that conducted the search. The written report shall be submitted to the building principal, where appropriate, and forwarded to the superintendent. The parents/guardians of a student searched in accordance with this policy shall be notified of the search as soon as possible.

School Property: School property, including but not limited to desks and lockers, is owned and controlled by the district and the district may make reasonable regulations regarding its use.

School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g., searches of all student lockers) as a means of protecting the health, safety or welfare of the district, its employees and students, without notice to or consent of the student and without a search warrant.

In all other cases, school authorities may search such school property when there are reasonable grounds to suspect that the search will produce evidence that the student has violated either the law or the district's rules.

Seizure of Property: If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or the district's rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Implementation of Policy: The superintendent may develop rules and regulations to implement this policy. (See Student/Parent Handbook.)

Sex Equity Policy

The Sycamore Board of Education policy regarding sex equity is as follows:

The District shall not discriminate on the basis of sex, marital status, parental status, or pregnancy, in programs or activities supported by school funds or using District facilities.

Students shall not be subjected to sexual harassment or intimidation by any school employee, by other students, or by the effect of any school policy or practice.

Board policies which have the effect of discriminating on the basis of sex, or of permitting sexual harassment or sexual intimidation must be interpreted and applied in conformity with this policy of non-discrimination to eliminate discriminatory effects.

Grievance Filing

Students are encouraged to resolve sex equity issues beforehand with students or staff. If students are unable to resolve the issue(s) in this way or feel that such action would not correct the situation, they are encouraged to follow grievance procedures or a currently enrolled student or a currently enrolled student's custodial parent or legal guardian may file a charge of sexual discrimination on his/her behalf under this policy within ninety days of the occurrence of allegedly discriminatory conduct. Such a charge must be:

1. in writing
2. signed by the complaining party

3. must identify the action or practice complained of, specifying what the practice is
4. who engaged in the practice
5. why it is sexually discriminatory
6. and how the practice harmed the complaining party

The charge must be filed with the principal of the building where the alleged act of discrimination occurred, except that complaints of sexual harassment against a principal must be filed with the Superintendent or his/her designee, in accordance with the District's policy against sexual harassment.

Smith Commemorative Fund

The Sycamore School District has available a commemorative fund in the Smith Family name. This fund has provided families with clothing, grocery certificates and toys during the holiday season. It is also available as a financial resource for emergencies throughout the school year. If you are in need of assistance, or know someone who is, please contact the school nurse - (899-8217).

Smoking

Effective on July 1, 1995, the Sycamore Board of Education Policy will prohibit smoking in all school district buildings and on all school district properties.

Special Services

North Elementary, as well as other schools in Sycamore, is served by various support personnel available to work with your child should the need arise. Many special education teachers are employed, as well as speech clinicians, a psychologist and social worker. Sycamore School District also runs an English as a Second Language (ESL) program for students of limited English; and a mathematically talented program. If you feel your child is in need of the services of one of these professionals, please set up a conference with the principal to discuss your concerns.

Student Dress

No formal dress code is in effect. However, we ask each parent to cooperate in expecting their child to dress in such a manner that will enhance students to develop a good self-image and an awareness of good grooming. On days of physical education classes, all students should wear loose fitting shirts and slacks appropriate for climbing, running, etc.

Our playground becomes very wet and muddy during inclement weather. In order to keep the school clean and to ensure dry feet, we request that students wear removable

boots during wet and snowy weather. The children will be going out for recess as long as the wind-chill factor is above zero. Please make sure your child is dressed appropriately. Many children arrive at school without mittens or hats on those cold winter days.

Student Progress/Reporting

Progress reports are distributed after each nine-week reporting period. Formal parent/teacher conferences are scheduled once a year. However, parents are encouraged to contact the teacher at any time to discuss their child's progress. Kindergarten students receive progress reports at the second, third and fourth quarter.

Student Records

All student records are available for inspection by the parent or guardian. If you wish to review disciplinary, psychological, special education, health or cumulative records on your child, please inform the school office. Copies of all records are also available for a nominal charge. The complete record policy of the school district was sent home with your child the first day of school. If you have questions, please call the school office.

Parental Right to Inspect, Copy and Review Records

Parents are entitled to inspect all instructional materials used in connection with any survey, analysis or evaluation. Also, no student will be required to submit to any survey, analysis or evaluation which reveals the kind of information specified in 20 U.S.C. S1232h without prior written consent of parents (or consent of student if age 18 or emancipated). Copies of the law that is referenced are available in the district office for inspection during regular business hours.

- *Inspection rights of parents.* Parents shall have the absolute right to inspect, copy and review student records, except as specifically limited herein. Where the records include information concerning more than one student, the parent shall receive for examination only that part of the record pertaining to his/her child or, if this can not be reasonably accomplished, the parent shall be orally informed of the contents of that part of the record pertaining to his/her child. The inspection of records shall be made under such conditions as will safeguard the security of the records.

Student records are confidential information and shall not be disclosed to an unauthorized person or agency. The district shall send copies of correspondence and reports initiated by the district and relevant to the student upon the request of either parent and to both parents when the parents are divorced, unless the school board has been furnished with a certified copy of a court order prohibiting the release of such documents to that parent.

The material which shall be provided are: Reports of the student's academic progress; reports of the student's emotional and physical health; notices of school-initiated parent-teacher conferences; notices of major school sponsored events;

copies of the school calendar.

- *Explanation and assistance during record inspection.* A parent may request the school to give him/her a reasonable explanation and interpretation of the student's record. At the option of either the parent or the school board, a qualified professional, such as a psychologist, counselor or other such school advisor, may assist the parent in interpreting the information contained in a student's record. If the parent requests the school board to furnish a professional for his/her assistance, he/she may be a school board employee. An outside professional may be employed by the parent at his/her expense to assist in the interpretation of the records.
- *Parental consent to third parties' inspection of records.* A parent may authorize the school to furnish the student's permanent and temporary records, in whole or in part, to third parties by executing a dated, written consent specifying the records to be released, the identity of the third parties and the purpose of the release. At the time the consent is requested or obtained, the parent must be notified in writing that he/she has the right to inspect, copy, challenge the contents of the records before they are released and the right to limit the contents released to designated portions or classes of the records.
- All temporary records will be kept for only 5 years after a student has left the Sycamore School District. The student or parent may request these records before they are destroyed. Permanent records are kept for 60 years.

Telephone

Students should request to use the phone only in cases of emergency. Permission to use the phone must be obtained from the teacher and secretary. Phone use for out of school activities such as scouts, overnights, etc. is discouraged.

Volunteers

North Elementary utilizes a parent volunteer program. Volunteers may be assisting the media center, as well as the special projects and events throughout the building. Please call the office if you are interested in volunteering in the school.

Weapons in School

The new law requires that each state receiving federal funds shall have a comparable law regarding weapons in schools. The federal law calls for mandatory expulsion for a minimum of one year of any student who brings a weapon to school. Such recommendations for expulsion may be modified by the superintendent on a case-by-case basis.

Weather Conditions

We do go outside for recess if the wind chill is 0 degrees or above. Children need to have snow pants and boots on in order to play in the snow; otherwise they are restricted to blacktop areas.

The school district has a 10-10 Encoder that is hooked directly to the civil defense radio band. This allows North to be warned immediately about adverse weather conditions in the areas. On days with bad weather, parents are asked not to phone the school, as it ties up our phone lines. Every precaution is taken to make your child as safe as possible at school. We urge parents not to come to school and take children during emergency times.

On bad weather days when weather conditions may warrant having no school, please do not call the teachers, secretary, principal or the school to determine if school will be in session. Listen to DeKalb Radio Station WLBK-AM (1360) or WNIU-FM (89.5) or WSQR-AM (1560).

On days when school is dismissed early due to bad weather, local businesses are informed, as well as the radio stations. Students are also permitted to call home if other arrangements need to be made. Please be sure your child knows what arrangements you have made for early dismissal days.

Web Site

North School's Website contains information on staff, programs, curriculum and the school. The monthly newsletter, calendar of events and activities, staff e-mail addresses, etc. can be found on the website.

www.syc427.org

Wellness Policy

Sycamore School District #427 has adopted a district Wellness Policy. The policy may be found on the district web page.

APPENDIX

What Every Bus Rider Should Know

School bus riders, while in transit, are under the jurisdiction of the school bus driver. It is recommended that all riders, parents of riders, and teachers become thoroughly familiar with the following regulations governing school bus riders.

- 1) According to State regulations, student transportation is provided from home to school and from school to home only for students who live more than 1-1/2 miles from school.
- 2) Students must be picked up and dropped off at the same location Monday through Friday. Requests to be transported to and/or from a babysitter must be submitted to the Transportation Department for approval. Requests will be honored only if both the babysitter's address and the student's home address qualify for transportation.
- 3) Due to the large number of students eligible for transportation, it is not possible to allow guests to ride with the regular bus students to or from school. Transportation **will not** be provided for birthday parties, overnights, girl/boy scouts, music lessons, study groups, etc. Bus drivers are not authorized to approve written or verbal requests. If you have a special transportation need, parents or guardians must contact the Transportation Office at 899-8106 twenty-four hours prior to transportation being provided. Requests will be approved or denied on an individual basis. The Transportation Office hours are 7:00 – 4:30 p.m. Monday through Friday when school is in session.
- 4) If you move and are eligible for transportation, it is imperative that you contact not only your student's school, but also the Transportation Department to make necessary arrangements prior to your student being transported to and from school.
- 5) Permanent bus routes, stops and approximate pick up/drop off times have been established. Do not ask bus drivers to stop at places other than the regular bus stop; drivers are not permitted to do this except by proper authorization from the Director of Operations.
- 6) All students should be on time at their designated school bus stops - help keep the bus on schedule. Riders should be outside and ready to board the school bus a minimum of 5 minutes prior to the designated time the bus is scheduled to arrive.
- 7) Step on and off the bus in a timely manner, quietly, without crowding, pushing, or shoving.

8) Loading:

- a) Stay off the road at all times while waiting for the bus. Stand quietly.
- b) Do not move toward the bus until the bus has been brought to a complete stop.
- c) When pupils must cross the road to be picked up, the driver, after looking for approaching cars, will give a hand signal to the pupils motioning them to cross. Pupils should wait for the driver's hand signal and cross promptly.

9) Unloading

- a) Observe safety precautions at discharge points. Where it is necessary to cross the roadway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the roadway where the driver can observe the student. The student must wait for the hand signal from the bus driver before crossing in front of the bus.
- b) Do not ask the driver to stop at places other than the regular bus stop; he/she is not permitted to do this except by proper authorization from a school official.

10) DO NOT linger around bus loading or unloading zones.

11) DO NOT leave your seat while the bus is in motion.

12) Be alert to a danger signal from the driver.

13) Remain in the bus in the event of a road emergency until the bus driver gives instructions.

14) Keep hands and head inside the bus at all times after entering and until leaving the bus.

15) **DO NOT THROW ANYTHING OUT OF THE BUS WINDOWS.**

16) Remember that loud talking, laughing, and active play or unnecessary confusion diverts the driver's attention and may result in a serious accident.

17) Be absolutely quiet when approaching a railroad-crossing stop.

18) Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment. Any damage to the bus should be reported to the driver immediately.

19) You have a responsibility to keep the bus clean. You should do your part to keep the floor clear of waste paper and dirt and to keep the upholstery and interior finish of the bus in excellent condition.

- 20) NO EATING OR DRINKING IS ALLOWED ON THE BUS.
- 21) NO ANIMALS, birds, fish, etc., SKATEBOARD, IN-LINE SKATES, WEAPONS, TOYS, (Cap guns, water pistols, baseball bats, etc.), glass objects or anything that could cause a potential danger can be transported on a school bus.
- 22) Keep books, packages, coats and all other objects out of the aisles.
- 23) Leave no books, lunches or other articles on the bus.
- 24) Be courteous to fellow passengers and the bus driver.
- 25) Help look after the safety and comfort of younger students.
- 26) Fighting, the use of smoking materials and/or smoking on the bus, possession and/or consumption of alcohol, vandalism (destruction of property), use of profanity which is directed at fellow students and/or the bus driver, and direct insubordination to the bus driver's directions will not be tolerated.
- 27) Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. On such trips, you are directly responsible to the chaperone appointed by the school.

Bus Disciplinary Procedures

BUS CONDUCT POLICY AND DISCIPLINARY PROCEDURES

The following regulations shall apply to all students riding school buses in the Sycamore School District #427. It shall be the responsibility of the student and parent to be familiar with and obey the following policy.

PASSENGER REGULATIONS

Sycamore school bus drivers are responsible for students riding their buses just as teachers are in charge of their classroom. Students are required to obey the driver at all times. The privilege of riding the bus is dependent upon good behavior and observance of the rules and regulations. The purpose of this policy is to provide for a safe, enjoyable bus ride for all. Bus drivers are required to report any student who violates these rules and regulations to the building principal or designee. Violations are then reported to the student's principal or designee who may take away the student's privilege to ride the bus until such time as permission to ride is reinstated by the proper school authority. Students who are suspended from riding the bus must be present in school during the period of suspension. Failure to attend school during a period of suspension may result in referral to the county truant officer.

PASSENGER REGULATIONS FOR RIDING SYCAMORE SCHOOL BUSES

The following regulations apply to all of the students riding buses. The regulations have been categorized either as Minor Infraction or Major Infraction depending upon the seriousness of the regulation. Please keep in mind that bus misconduct may also result in school disciplinary action.

MINOR INFRACTIONS

- 1) Excessive and unnecessary noise of any kind.
- 2) Extending any part of your body out of a bus window. Yelling out of the window is also prohibited.
- 3) No spitting, littering, eating or drinking will be allowed.
- 4) Standing is not allowed while the bus is in motion.
- 5) Not being silent or making a noise of any kind while stopped at a railroad crossing.

BUS CONDUCT REPORT (for Minor Infractions)

1st Minor Infraction – Conference held between the Director of Operations and principal or designee and the student involved. A copy of the Bus Conduct Report sent to parent/guardian.

2nd Minor Infraction – Conference held between the Director of Operations and principal or designee and the student involved. A **minimum three (3) to five (5) day suspension**. A copy of the Bus Conduct Report sent to parent/guardian.

3rd Minor Infraction – Conference held between the Director of Operations and principal or designee and the student involved. A **minimum five (5) day suspension**. A copy of the Bus Conduct Report sent to parent/guardian.

4th Minor Infraction – Conference held between the Director of Operations and principal or designee and the student involved. A **minimum ten (10) day suspension**. A copy of the Bus Conduct Report sent to parent/guardian.

MAJOR INFRACTIONS

- 1) Fighting, harassment, intimidation, injury or property damage.
- 2) A physical attack toward anyone.

- 3) Throwing or shooting any objects inside the bus, out bus windows, or at the bus.
- 4) Vandalism of any kind to inside or outside of bus.
- 5) Using obscene or unacceptable language, gestures, remarks, or signs directed at anyone.
- 6) Any student using obscene or unacceptable language, gestures, remarks, or signs directed at fellow students and/or the bus driver will be suspended from riding the bus.
- 7) The possession or use of tobacco (any smoking materials including matches and/or lighters), firecrackers, alcohol, or a controlled substance.
- 8) The possession or use of weapons or anything that can be used as a weapon or look-alike weapons.

BUS CONDUCT REPORT (for Major Infractions)

1st Major Infraction – **Minimum three (3) to five (5) day bus suspension.** When applicable, restitution for damages must be paid prior to reinstatement of bus riding privileges.

2nd Major Infraction – **Minimum five (5) day bus suspension.** When applicable, restitution for damages must be paid prior to reinstatement of bus riding privileges.

3rd Major Infraction – **Minimum ten (10) day bus suspension.** When applicable, restitution for damages must be paid prior to reinstatement of bus riding privileges.

4th Major Infraction – **Minimum fifteen (15) day bus suspension.** When applicable, restitution for damages must be paid prior to reinstatement of bus riding privileges.

In cases involving repeated misconduct (Minor or Major Infraction) or in cases of an extremely serious nature or gross misconduct, bus privileges may be withdrawn for the remainder of the school year.

A parent may request a conference regarding their child's bus transportation and/or conduct with the bus driver, Director of Operations, building principal or designee at anytime.

When a conference is held to review bus conduct, which will result in bus privileges being withdrawn for the remainder of the school year, the bus driver(s) may be present along with the Director of Operations and building principal or designee.

Bus disciplinary problems regarding special education students will be handled on an individual bases according to IEP's, State regulations and Board of Education policies.

These Policy and Disciplinary Procedures have been adopted by the Board of Education. The appeal process for any disciplinary action is the same as stated in the Sycamore School District #427 Policies Manual.

Student Code of Conduct

Part of the goal of education is to nurture self-pride, develop independence and build responsible citizens for our future community. In an attempt to attain this goal, students must be encouraged to act in a responsible manner and accept the logical consequences for their behavior.

The Student Code of Conduct is based on the following assumptions.

1. Students more effectively learn in an environment free from distractions.
2. Students more effectively learn in an environment in which they feel safe.
3. Students are capable of controlling their behaviors when acceptable behaviors are defined.
4. Students are capable of controlling their behaviors if they are reminded when their behaviors are not acceptable.
5. Parents want to be informed when the behavior of their child is not acceptable.
6. Parents want to be involved in the solution when the behavior of their child is not acceptable.

Parents, student and staff members must take an active role in the successful monitoring of student behavior. Therefore, all three groups must be informed of behavioral expectations, consequences for unacceptable behaviors, and notified when rule infractions occur.

Student Behaviors For School

The following list defines the parameters for student behavior:

1. The students will walk quietly through the halls.
2. The students will be respectful to all people. Students will not be aggressive in verbal behaviors. This includes, but is not limited to pushing, hitting, fighting, intimidation, name-calling, swearing, and mocking.
3. The students will be respectful of school and personal property. Students will not damage or destroy school or personal property. Students will not take materials from the school or others without permission from the proper individual.
4. The students will be respectful of themselves and their own property.

5. The students will not be permitted in any part of the building without staff supervision and/or permission.

Student Behaviors in the Classroom

Specific discipline plans for each classroom are posted in the room and will be reviewed with the students. A copy of the plan will be sent home during the first week of school. Each teacher uses a modified Assertive Discipline program. Students are given a warning the first time a class rule is disobeyed. Subsequent disobedience is followed by an increasing amount of loss of recess time or after school detention. The last step in the classroom program results in the child being sent to the office. Gross disobedience (fighting, noncompliance, etc.) results in immediate referral to the office. The parent/guardian will receive written notification and/or a phone call.

Student Behaviors in the Lunchroom

The following guidelines define the parameters for student behaviors during the lunch period:

1. Students will display proper behavior at all times and be respectful of others.
2. Students will walk quietly in the halls and lunchroom.
3. Students will sit properly in their seats.
4. Students must receive permission from the lunchroom supervisors in order to leave their seat.
5. Students will be responsible for the litter on the around their tables.
6. Students are to be quiet prior to dismissal from the cafeteria.
7. Students who continually break lunchroom rules will be sent to the principal.

Student Behaviors During Recess

The following guidelines define the parameters for student behaviors during the recess period:

1. Students will display proper behavior at all times and be respectful of others.
2. Students must get permission from the recess supervisors before entering the building.
3. Students must wear appropriate clothing to play in the snow.
4. Students must stay off grassy areas and mud when it is wet.
5. The following activities are not allowed:
 - throwing stones, rocks, snowballs, iceballs, etc.
 - running or playing tag around central equipment
 - pushing, shoving, fighting, or wrestling
 - sliding on ice
 - jumping from any place higher than the student's height
6. Students will properly use and return all game balls, ropes, and equipment to their proper place.
7. Students will line up quietly and orderly in their assigned places when the supervisors blow the whistle or the bell rings.

8. Before students are dismissed from recess, they must be quiet before and during their entrance into the building.
9. Students who continually break the playground rules will be sent to the principal.

Recess During Inclement Weather:

10. Recess will be held in the classrooms. Students will be required to remain seated and play quiet games. Supervisors will be assigned to classrooms.
11. Students are expected to participate in outside physical activities. A student may be excused the first day after an illness with a note from the parent. Exemptions for longer periods of time require a doctor's excuse.

GROSS DISOBEDIENCE

Prohibited gross disobedience or misconduct shall include any behavior that is of such egregious nature as to constitute, on its face, gross disobedience or misconduct. It shall also include, but is not limited to, the following types of conduct and such other conduct as may be designated from time to time by policy of the Board of Education.

1. Insubordination to school personnel, including failure to follow directions or to student identification or passes.
2. Possession, use, or distribution of, or any attempt to use or distribute, any illegal or controlled substance, including alcohol and drugs.
3. Intimidation of, or any attempt to intimidate, school personnel or other students.
4. Bullying or fighting with, or any assault of school personnel or other students.
5. Intentional damage to, destruction of, or any attempt to damage or destroy, school property or property of school personnel or other students.
6. Verbal abuse of school personnel or other students, or use of profane words or gestures.
7. Any endangering of the physical or psychological well being of school personnel or other students by conduct or actions, including:
 - a) improper release of a school fire alarm or tampering with fire extinguishers;
 - b) starting, or any attempt to start, a fire on school property;
 - c) setting off, or any attempt to set off, explosive devices on school property;
or

- d) possession, use or display of a dangerous weapon or any reasonable facsimile, **including a firearm as that term is defined in 18 U.S.C. S921.**
 - e) initiating any type of bomb threat.
8. Repeated incidents of misbehavior, including repeated refusal to comply with school rules.
 9. Any other acts which directly or indirectly jeopardize the health, safety, and welfare of school personnel or other students.
 10. Truancy, i.e., absence from school or classes without valid cause during a school day or portion thereof; provided, however, no student shall be subject to punitive action for chronic and habitual truancy, as that term is defined in The School Code, 105 ILCS 5/26-2a, unless available supportive services and other school resources have been provided to the student.
 11. Disruptive behavior.
 12. Smoking tobacco, or the use or possession of tobacco products by students on school buses, in school buildings or on school grounds.

CORPORAL PUNISHMENT

Corporal punishment is not used as a standard disciplinary procedure. Parents should be prepared to attend school when called upon during times of student discipline problems to attend to severe problems and possibly to remove their child from school. Phone calls in these situations will be made to the work or place of business when necessary. Parents can submit a written request that corporal punishment not be used as a disciplinary procedure; and that they will take responsibility to be available when their presence is needed during the school day to handle discipline problems related to their son/daughter. "Cupping" or holding a child's chin in order to gain that child's attention is not a form of punishment, but rather a recognized form of discipline used in the Sycamore School District.

CONSEQUENCES FOR RULE BREAKING

Offense - 1st - written warning
 2nd - teacher phone call or note to parents
 3rd - detention
 4th - detention - parent contact by principal
 5th - parent/teacher/principal conference to work out options

These consequences will be monitored on a monthly basis. Each student will have the opportunity to begin the month with a clean slate.

Some offenses are much more serious and require immediate action. If an infraction of the following occurs, the student will receive an automatic detention. If two serious offenses occur within one month, parents will come in for a conference.

1. Fighting and potentially dangerous situations, throwing stones, etc.
2. Disrespect to adults
3. Defacing school or student's property. In addition, students may be required to pay for damages.
4. Stealing

Each classroom teacher is also responsible for setting up his/her classroom rules and system of discipline. The teacher will be sending home a copy of his or her discipline policy for your review.

In certain cases, the consequences for rule infractions do not have an effect for a student. In these few cases, the principal, teacher, and, in some cases, the parent reserves the right to use alternate forms of punishment. These may include:

- in-school suspension
- taking away a recess or other activity
- out-of-school suspension

Elementary School Student Policies

I. District Policy - Student Discipline:

The complete Discipline Policy for Sycamore C.U.S.D. 427 is available in the school office. If you would like to examine the policy, please feel free to stop by the office on any school day between the hours of 8:10 a.m. and 4:00 p.m. If it is not possible for you to visit school during the designated times, please contact the school office and we will make other arrangements. The general policy statements and pertinent definitions are listed in Sections 9.11 through 9.23. (See Appendix F - Student Discipline Code and/or Student/Parent Handbooks.

II. General

1. Students committing acts of disobedience or misconduct may be placed on probation, detained during non-school hours, suspended in-school, suspended from school, suspended from riding the school bus, expelled from school, or otherwise disciplined.

2. At the discretion of the Superintendent, or the Board of Education, upon review, a student may be permitted to make up schoolwork and examinations missed as a result of suspension or an expulsion.
 3. Authorized personnel may place on probation, detain after school, suspend in-school or otherwise discipline a student. The Superintendent, Assistant Superintendent, Principal, Assistant Principal, and Dean of Students are authorized to suspend a student from school or from riding the school bus. Only the Board of Education may expel a student. Teachers may remove disruptive students from the classroom.
 4. Prior to removing any student from the school or the school bus during the regular school day, the authorized administrator shall make reasonable efforts to notify the parents by telephone and take any other steps reasonably necessary to ensure the safety of the student being removed from school or the school bus.
 5. Corporal punishment is not used as a standard disciplinary procedure. Spanking and/or striking a student will not be utilized as a disciplinary procedure in the Sycamore Schools. Teachers may use reasonable force to maintain safety for themselves and other students.
 6. It is permissible to physically direct a student if necessary to prevent the undue disruption of a class or student activity or normal school operation.
 7. "Cupping" or holding a child's chin in order to gain that child's attention is used with young children as deemed appropriate by the teacher. It is not considered a punishment.
1. Parents should be prepared to attend school when called upon during times of student discipline problems to attend to severe problems and possibly to remove their child from school. Phone calls in these situations will be made to the work or place of business when necessary. Parents are expected to take responsibility to be available when their presence is needed during the school day to handle discipline problems related to their son/daughter.

Definitions

1. Bullying is the repetitive, intentional infliction of physical and/or emotional suffering on another person or group of persons. Any improper use of power in order to intimidate, threaten, distress, or hurt others is bullying. Such conduct includes, but is not limited to direct behaviors (e.g., teasing, taunting, intimidating, threatening, name-calling, ridiculing, belittling, extorting, hitting, physical attacks and/or violence) and indirect behaviors (e.g., spreading rumors, causing social isolation or psychological isolation).
2. Detention is the keeping of a student after regular school hours for a reasonable period of time.
3. Probation is a conditioned enrollment in school, or a particular school activity or class, for a restricted period of time.
4. In-School Suspension is a temporary exclusion of a student from a class or classes, with an opportunity to make up missed class work for credit at the discretion of the authorized administrator.
5. Suspension is a temporary exclusion of a student from school, from riding the school bus, or from a class or classes, for a period of time not to exceed ten (10) school days. A student may be suspended from riding the school bus in excess of ten (10) school days for safety reasons.
6. Expulsion is the exclusion of a student from school for a period of time greater than ten (10) school days, but for no longer than the balance of the school year or one hundred and eighty (180) days. 105 ILCS 5/10-22.6 and 105 ILCS 5/24-24.
7. School personnel include teachers, administrator, school board members, school bus drivers and all other school district employees.
8. Gross disobedience or misconduct is any conduct, behavior or activity, as defined by the Board of Education in its policies, which causes, or may reasonably lead school authorities to forecast, substantial injury or disruption or material interference with school activities or the rights of other students or school personnel. Gross disobedience or misconduct may occur on school grounds, on a school bus or at a school function. It may also occur outside the school grounds, provided, however, that a direct relationship exists between the conduct of the student and the school's educational function. Further specific information on Discipline Policies can be found in the handbooks of each school.
9. Sexual Harassment – no student shall be subjected to sexual harassment or intimidation by any school employee, by other students, and/or by the

effect of any school policy or practice. The Board's policy with respect to Student Sexual harassment is set forth in detail in Section 9.30A.

10. Special education student is a student who has been determined eligible for a special education instructional program or support services pursuant to Article 14 of The School Code.
11. Special Education Rules and Regulations are the State of Illinois' Rules and Regulations to Govern the Administration and Operation of Special Education.
12. The School Code refers to the Illinois statues governing boards of education as found in Chapter 122, par. 1 et seq., of the Illinois Revised Statutes.

Specific procedures for school suspension and expulsion are found on pages 75-86 of the policy. A more in-depth definition of gross disobedience and misconduct is found in Appendix F, pages 188-189 of the Board Policy Manual.

IV. **General Behavior**

1. Show respect for teachers, adults and students in both speech and action.
2. Do not use profanity.
3. Do not deface school property.
4. Do not disturb the property of others.
5. Use school furniture, supplies and equipment appropriately.

V. **Building Policies**

1. Weather permitting; students are not to be in the building or classrooms before 8:25 a.m.
2. Walking students may enter school property at 8:10 a.m. for the morning session.
3. Students are expected to participate in outside physical activity on a daily basis, weather permitting. Students may be excused from this activity the first day after illness with a parent note. Exceptions for longer periods of time require a doctor's excuse.
4. Students are required to be in the classrooms when the tardy bell rings or they will be considered tardy.

5. Only authorized phone calls are allowed - students must have a phone pass.
6. Gum is not allowed and candy is allowed only in the lunchroom (unless part of a classroom treat).
7. Boots should be worn on the playground during inclement weather to avoid discomfort in class due to cold and wet feet.
8. Walk quietly through the building, do not run or jump, and stay in line.
9. Do not bounce or throw balls or other objects.
10. Keep hands and feet to yourself.
11. Close lockers quietly.
12. Take hats off in the building.