

# West Elementary



## 2015-2016 Handbook

**West Elementary School**

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240 South Fair Street

Sycamore, IL 60178

Phone:

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## **ARRIVAL AND DISMISSAL PROCEDURES**

### ARRIVAL

**Walkers:** Students who walk to school are not to arrive before **8:15 a.m.**

**Bus Students:** Only buses are to drop students off in the Fair Street Circle Drive.

**Parent Drop Off:** Students who are dropped off by parents are not to arrive before **8:10 a.m.** The following areas are designated student drop-off sites: Archie St., Alma St., Fair St. (but NOT in the circle drive, the back parking lot, or between the "No Parking Between Signs" on Fair St.), and Sunset Blvd.

### DISMISSAL

There are times when parents need to change the dismissal procedures for their children. A note must be sent indicating such changes. School personnel will always direct students to follow their usual dismissal routine unless a note is received indicating a change. For early dismissals, parents or guardians are to meet their children in the office so that the time and date of the departure can be noted. Students will be released only to their parents/guardians or emergency listed contacts. Student can be released to other adults with advanced notice to the office and a copy of the persons ID. \*ALL students are to be off school grounds (except for bus students) from 3:10 – 3:30 p.m.

### LEAVING SCHOOL GROUNDS

Students will be allowed off school grounds only if the school receives a parent call or a note from home. Parents or guardians are to meet their children in the office so that the time and date of the departure can be noted.

<u>SCHOOL DAY SCHEDULE</u>	School Begins	8:30 AM
	School Dismissal	3:00 PM

## **ATTENDANCE**

### **Excused Absence(s)**

The school laws of the State of Illinois require regular school attendance. Each student is expected to be in attendance on time, every day except when there is a valid excuse. Student involvement in daily classroom activities is essential. Absences from school may result in failing grades, withdrawal from classes and/or disciplinary action. It is imperative that parents plan family trips/vacations to coincide with scheduled school vacations and plan professional visits to doctors, dentists, etc. during non-school hours. Attendance is a vital part of a successful educational experience. It is the parent's responsibility to substantiate an excused absence. School administration will determine if an absence is excused or unexcused. All absences count towards the 10 day limit. Once a student has accumulated 10 days of absences, medical excuses will be required for each absence beyond the 10<sup>th</sup>, or those absences will be considered unexcused.

### **Valid excuse for an excused absence would include:**

- Illness (medical documentation required for students with more than 10 absences)
- Observance of a religious holiday
- Death in the immediate family
- Family emergency (must be approved by the school administrator)
- Circumstances that cause reasonable concern to the parent for the safety or health of the student as determined by the school administrator

**Notification of absence(s):**

When a student is absent from school, the office must be notified by phone on the date of the absence no later than 9:00 am in order to be excused. School administration will determine if an absence is excused or unexcused. All absences count towards the 10 day limit. Once a student has accumulated 10 days of absences, medical excuses will be required for each absence beyond the 10<sup>th</sup>, or those absences will be considered unexcused.

**Anticipated absence(s):**

Anticipated absences must be submitted at least 5 school days prior to the date of the absence and then approved by school administration. Homework may be requested ahead of time and the school will attempt to provide work when possible. Students will turn in all missing work in a timely manner, having one day for each day they are absent.

**Unexcused absence(s)**

All absences count towards the 10 day limit. Once a student has accumulated 10 days of absences, medical excuses will be required for each absence beyond the 10<sup>th</sup>, or those absences will be considered unexcused. Although no credit will be issued for missing work during an unexcused absence, all students are encouraged to complete any missed work from an unexcused absence to maximize proficiency in class.

The DeKalb County Truancy Intervention Program through the Regional Office of Education requests districts to refer truant students once 5 unexcused absences are accumulated. However, earlier intervention may be appropriate on a case by case basis by contacting the DeKalb County Truancy Outreach Worker for your school.

TRUANT – a student subject to compulsory school attendance and who is absent without valid excuse from a regular attendance day or any portion thereof. (105 ILCS 5/26-2a).

CHRONIC TRUANT – a student subject to compulsory school attendance and who is absent without valid excuse for 5% or more (9 or more unexcused absences) of the previous 180 regular attendance days. Chronic truants may be petitioned to court by the Regional Office of Education through the DeKalb County State's Attorney's Office for Truancy or Educational Neglect. (105 ILCS 5/26-2a).

“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 the school administrator). Valid cause absences shall be considered excused and work missed, is allowed to be made up for credit.

“Special Absence” is beyond the control of the student, or an absence for a school related function of an educational nature. The building administrator 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. 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.

- **5<sup>th</sup> Unexcused absence- Letter to parent.** Referral may be made to DeKalb County Regional Office of Education Truancy Intervention/Prevention Program.
- 10<sup>th</sup> Full Day of Absence – Letter to parent. Parent notification and doctor’s note required for subsequent absences.

### TARDIES

Students are considered tardy if they arrive after 8:30 a.m. Students arriving after 15 minutes late will be considered absent for a half day. Students must be in attendance for at least 2.5 hours of instructional time to receive half day credit. Unexcused tardies will be monitored carefully. Two unexcused tardies will equal 1 full day absence.

### **BICYCLES, SCOOTERS, SKATEBOARDS, IN-LINE SKATES, MOTORIZED VEHICLES**

Upon entering school grounds students are to dismount and walk their bicycles to the appropriate rack. Use of minibikes, 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; students will not be allowed to use such items on the playground during school time. Students may ride bicycles to school.

### **BIRTH CERTIFICATES**

Illinois State Law requires that kindergarten students or children enrolling at West Elementary School from another school district must furnish a certified copy of his/her birth certificate.

### **BIRTHDAY CELEBRATIONS**

Birthday Parties can be celebrated at school with the child bringing something to share with the entire class. To encourage a healthier lifestyle, it is recommended that a book be donated to the library in the child’s name, or bookmarks, pencils, or other small school items be given instead of a birthday ‘treat.’ If you are bringing in a treat for the entire class **it must be a store bought item. No homemade treats please.** In an effort to reduce the amount of time students are out of the classroom and to limit the number of interruptions to each room we are limiting the stops a student can make with their birthday treats. Each student can visit the grade level rooms in their hallway and the office. The office will be happy to take treats for any other staff members and place them in their mailbox. Birthday party invitations are not to be distributed at school unless the entire class or specified gender of the entire class is invited. PLEASE do not send flowers, balloons, etc. to school as they disrupt the instructional activities, if they are sent to school, they will be held in the office until the end of the day.

### **BULLYING**

Definition: Severe or pervasive physical or verbal conduct, including written or electronic communications, directed to a student or students that can reasonably be expected to:

- Place them in reasonable fear of harm to their person or property
- Cause a substantial detrimental effect on their physical or mental health
- Substantially interfere with their academic performance or ability to participate in or benefit from school services and activities.

Sycamore CUSD prohibits bullying based on actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, disability, sexual orientation, gender-related identity or expression, or association with a person or group with one of these characteristics while in school, on school property or vehicles, at school bus stops, to and from school, or at school-sanctioned events, or by transmitting information from a computer or any other electronic device.

## **CELL PHONES AND ELECTRONIC DEVICES**

In order to maintain a quiet and orderly learning environment, students are not allowed to use or have turned on any electronic signaling and cellular telecommunication devices during school hours, unless authorized by a staff member. Electronic signaling devices include but are not limited to cellular telephones, ipads, tablets, kindles, ipods or mp3 players, laptop computers, and devices that can communicate by voice or text communication. Students may store cellular phones (that are turned off) in their lockers. Sycamore CUSD is NOT responsible for a lost or stolen cell phone/electronic device.

## **CHANGE OF INFORMATION**

If there is a change in your address, telephone number, place of employment, physician or emergency contact person, please notify the office at once. If you are moving out of Sycamore CUSD #427, please come to the office a few days prior to moving to obtain a transfer card and sign a release form to forward your child's school and health records to your new school.

## **CHILD ABUSE**

West Elementary employees are required to report any suspected child abuse victims to the proper authorities. In addition, throughout the elementary school curriculum, children receive instruction to help them understand potential physical abuse, sexual abuse or child abduction (Erin's Law). The school nurse, classroom teacher and the school social worker are involved in the selection of materials, as well as discussions, both before and after the materials are shown.

## **CLASSROOM VISITATIONS AND CONFERENCES**

Please feel free to schedule a visit to your child's classroom or a conference at anytime. 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.

## **COMMUNICATION**

Open communication between home and school is essential for effective education of the children. We encourage parents to contact school personnel anytime 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 monthly 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.

Website The West Elementary website contains information on staff, programs, curriculum and the school. Minutes from the PTO, monthly newsletter, calendar of events and activities, staff e-mail addresses, etc. can be found on the website. [www.syc427.org](http://www.syc427.org)

School Email List All parent/guardian email address listed on registration paperwork will be used to create a school email list. This list will be used by the building administration to communicate events going on at the school. If you wish to update this information please contact the office.

Parent Portal provides access to student grades, attendance, schedules and assignments. This will be limited at the elementary level to teacher assignment, progress reports (skills) and attendance. Kiosks are available in each building for the convenience of those parents without readily available internet access. These kiosks will allow parents to access the Parent Portal, MySchoolBucks Online, and the Webstore.

### **CRISIS PLAN**

Sycamore CUSD #427 has a district-wide crisis plan that offers consistent, comprehensive procedures to all types of emergencies.

### **CURRICULUM and ASSESSMENTS**

Students in Sycamore CUSD #427 are offered a sequential and comprehensive curriculum. Curriculum in the district is developed through an established process of continued review and renewal. A variety of assessment tools are used to measure student growth and evaluate the success of our curriculum. If you have specific questions regarding the curriculum or assessment, please feel free to contact the building principal or your child's teacher.

### **DRESS POLICY**

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 is too revealing, has offensive 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. We thank you and appreciate your cooperation concerning this matter.

### **EMERGENCY PROCEDURES**

#### EMERGENCY INFORMATION

Every year, parents are asked to complete the registration for, which includes the telephone numbers where they can be reached both at home and work. 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 must 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.

Sycamore schools are in constant communication with the National Weather Bureau and all local emergency agencies, i.e. county sheriff and fire department, to monitor the status of the weather conditions. Also, each building monitors the National Weather Alert Channel and once a warning has been issued each building implements its emergency plans. Buses will run if under a tornado watch or during a severe thunderstorm warning. School will not be dismissed nor will busses run during a tornado warning. Students may be dismissed to a parent or legal guardian during a warning period, but only when the parent or guardian appears in person at the school for this purpose. However, the district does not encourage parent pick-ups due to potential immediate danger associated with a tornado alert.

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	

Emergency information may also be posted on the school district’s website: [www.syc427.org](http://www.syc427.org)

**FAMILY LIVING**

The Sycamore School District does have a family living curriculum, which in the elementary schools means the fourth and fifth graders will view presentations on “growing up.” Fourth grade girls view a film, with their mothers, on menstruation. Fifth grade boys and girls see presentations on the growing up process. The school nurse and the classroom teachers coordinate the discussions. Parents are notified prior to the presentations being shown.

**FEES**

TEXTBOOK AND OTHER FEE WAIVER POLICY (P.A. 85 - 195 and IL School Code 10 - 20.13)

The Sycamore C.U. S.D. #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”. For extenuating circumstances such as very significant loss of income due to severe illness or injury in the family, unusual expenses as fire, flood, or storm damage, or similar emergency situations that the district determines to include in this policy.

## **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 field trips. Parents are notified of all trips and asked to sign a permission slip for any trip outside of the Sycamore/DeKalb community. If a student's permission slip is not returned the student may not be allowed to go on the field trip. Please cooperate by returning these slips so your child will not miss this educational opportunity. **Younger siblings are not allowed to participate in field trips.** There may be additional fees charged to cover the cost of the bus and/or entrance fee.

## **HOMEWORK**

The purpose of the homework assignments is to reinforce learning, stimulate initiative, independence, responsibility, and enrich school experiences through related home and community activities.

Types of homework assignments given to students are for:

- Practice – provides students with opportunities to apply recent learning or to reinforce newly acquired skills.
- Continuation – allows students to complete classroom work.
- Preparation – allows students to obtain background information so they are prepared for the following days' discussions.
- Extension – provides opportunities to extend a concept or skill learned to a new situation.
- Creativity – integrates many skills and concepts in producing a project.

In order for homework to be a maximum value to the student, it is very important that parents assist and support the teacher in this cooperative effort. If you have any concerns about the amount of time your child is spending on homework, please contact your child's teacher.

Parents can help by:

- Providing students a quiet place to study.
- Establishing a schedule of time when homework is to be completed.
- Providing students necessary supplies to complete the homework.
- Encouraging students to work independently and offering assistance when needed.
- Assisting students in getting the work returned to school when it is due.
- Communicating with the teacher when concerns arise.
- Requesting to review and check the daily assignment notebook (grades 3-5).
- Monitoring the 10-30 minute daily reading time.
- Reviewing math facts.

Home reading is the single most important homework assignment we can provide students at all levels. We expect students to read or be read to for 10-30 minutes each evening, with your help we would be instilling the joy and pleasure that comes from reading.

## **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.



## **ITEMS BROUGHT TO SCHOOL**

In the past 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, sports equipment, electronic items, skateboards, roller skates/blades, hee-lies, candy, 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 an animal to school. Cell phones are permitted if left in the student's locker and it must be turned off during the school day. Cell phone usage is only allowed before 8:00 a.m. or after 3:00 p.m. The Sycamore School District is not responsible for lost or damaged items.

## **KINDERGARTEN**

Sycamore C.U.S.D. #427 has full and half-day kindergarten programs. More specific information about the programs can be obtained through the principal's office. Kindergarten conferences will be held on the first student attendance day.

## **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 the student and school cannot agree upon a price, then the cost will be figured as follows:

Hardback Books:	Grade K-5	\$15.00
Paperback Books:	Grade K-5	\$ 5.00

### 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 at actual cost. For major damage, the replacement cost is charged and the student may keep the book when paid for. The classroom teacher, librarian, and/or administrator determine damages and fees.
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 that school until their debt is paid.

## **LOST & FOUND**

Clothes found on school property are placed in the lost and found. Please check this source for any missing articles. Near the end of the school year; remaining articles are given to Good Will, Salvation Army, or thrown away.

## **LUNCH PROGRAM**

West Elementary has a complete lunch program. Hot lunches are available daily, as well as milk for those students who bring sack lunches. All students have a MySchoolBucks account for their lunch needs. Parents may add money to their child's account online. Parents may also add money to accounts by sending money or a check (made payable to Sycamore CUSD #427) to school with your child.

**Students with lunch balances that are negative by \$5.00 or more will be given a sandwich and milk every day until the lunch account is brought back into the positive.** Parents may go onto MySchoolBucks from the District's Webstore and setup their student's lunch account. Parents then have the option to choose a low-threshold amount in which an email will be sent once their student's lunch balance reaches that amount.

Parents have the ability to go online on Sycamore School District's website, [www.syc427.org](http://www.syc427.org) and apply for the Free/Reduced Lunch Program. Those steps are listed below:

- Click into the "Parents" tab on the home page and select "Lunch Information". The results are immediate, and the parents can see their eligibility status.
- The form has to be printed and brought into the secretary of their student's home school building.
- Also provided for parents on the same page of the website is a "Fee Waiver" form for those who qualify for "Free" meals. This form is to be completed and turned in with their application results at the same time.

### **MAKE-UP WORK**

Make-up work will be available after the second day of absence. This allows the teacher ample time to compile all work missed. Inform the teacher or office by 9:00 a.m. if you request to have make-up work.

The following policy has been established for work missed for vacations: It is important for the parents and students to realize that the background information, guided practice and class discussions cannot be replaced. It is not feasible to cover all materials missed when a student is absent from school.

- \* The school office and teacher must be notified prior to the child's absence for vacation.
- \* The additional work missed due to a vacation will be completed when the student returns to school. Sometimes the student may have to miss recess or free time to receive the instruction and/or to complete work.

### **MEDICAID DATA RELEASE- SPECIAL EDUCATION STUDENTS ONLY**

If your child receives special education services and is also Medicaid eligible, District 427 can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birth date and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.

If you approve of the release of information to Medicaid, do nothing.

If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to Lynn Reilley, Director of Special Education at 245 W. Exchange St., Sycamore, IL 60178

Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child's IEP.

This program has no impact on your child's or your family's current or future Medicaid benefits. Under federal law, participation in this program CANNOT:

- a) decrease lifetime coverage or any other public insurance benefit,
- b) result in the family paying for services that would otherwise be covered by Medicaid,
- c) increase your premiums or lead to discontinuation of benefits or insurance, or
- d) result in the loss of eligibility for home and community-based waivers.

Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child.

## **MEDICAL/HEALTH INFORMATION**

### **MEDICATION**

#### **Prescription Medication Procedure 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.

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 they are 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**

**Over-the-counter (OTC) medications should NOT be sent to school (OTC medications include but are not limited to: cough drops, throat lozenges, ibuprofen, acetaminophen, etc.)**

#### **Procedure for Prescription and Nonprescription Medication**

When school personnel are required to administer over-the-counter or prescription medication, the following procedure **must be followed** when school personnel dispense medication to individual students.

A **written order** for prescription and non-prescription medication **must** be obtained from the child's physician.

1. A written request from the parent/guardian requesting the medication be given **must** accompany the above order.
2. 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
3. Any medications designated a "controlled substance" (including, but not limited to, Ritalin, Concerta, Dexedrine, and Adderall) **must be** delivered to school by a parent or another adult.
4. 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.
5. Medication must be kept in a locked drawer or cabinet in a supervised area.

6. 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 students as needed.

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

### **Asthma/Epipen Medication**

Illinois School Code requires that all schools permit students to carry and self-administer prescribed asthma and Epipen medication at school. In order for a student to carry asthma and/or Epipen 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. 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 to the student.

The emergency administration of epinephrine using an Epipen auto-injector is now approved in Sycamore Schools. The standing orders and protocol for school nurses and other trained personnel are reviewed and signed by a designated physician. An Epipen will be used when a student exhibits signs or symptoms of an anaphylactic reaction. In the event that an Epipen is administered, there will be immediate activation of the EMS system and transport to Kishwaukee Hospital. Students already diagnosed with bee sting allergies or other conditions that could lead to anaphylaxis will provide their own Epipen with physician and parent authorization.

### **Field Trip Medication Procedure**

The school nurse will dispense medication into individual student envelopes. Designated school personnel (not necessarily the school nurse or health aide) will carry the medication and supervise the student in self-administration. Self-administration means the student will be responsible for opening the envelope and recognizing their 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 them to school or keep them home. The following is not intended as medical advice, but to merely to provide guidelines until your doctor can be consulted.

**COLD, SORE THROAT, COUGH:** A child with a "heavy" cold and hacking cough belongs at home and in bed even if they do not have a fever. Children with sore throat complaints may attend school unless you see white spots, pronounced red streaks, or the sore throat is persistent. In those cases, call your doctor.

**DIARRHEA AND VOMITING:** 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.

**EARACHE:** Consult your doctor.

**FEVER:** This is a warning that all is not right in the body. **No child with a fever of 100 degrees should be sent to school.** Students **must be fever free for 24 hours without the aid of fever reducers** before returning to school.

**HEADACHE:** Your child may come to school, but remember, *Aspirin, Tylenol, or Ibuprofen* is **NOT** dispensed in the elementary grades.

**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 only in one area. Do not send your child to school with a rash until your doctor has said that it is safe for them to return. Those who have the chickenpox should remain home until the pox are dried (usually 7 days).

**STOMACHACHE:** This is a very common complaint! Call your doctor if no improvement is seen after a day.

**TOOTHACHE:** See your dentist.

### **Illness at School**

Your child will be sent home if they:

1. have a fever of 100 degrees or more
2. have vomited or have diarrhea
3. feel too miserable with cold or flu symptoms
4. have lice
5. have been injured seriously enough to impair functioning at school

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

### **Returning from an Illness**

Students **must be fever, vomit, and diarrhea 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 doctor's note will be **required**.

### **Emergency Medical Attention**

If we feel that emergency medical services (EMS) are necessary, EMS will be activated and your child **will be** transported to the nearest hospital for emergency medical attention. The closest hospital for Sycamore School District is Kishwaukee Hospital.

### **Head Lice**

Anyone can get 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. Head lice come from direct contact with another person or indirect contact through use of lice-infested clothing, bedding (staying overnight), hairbrushes, or combs, hats, theatre seats, or any number of ways. Sycamore Schools have a "No Live Lice" protocol to address the issue of head lice. Report any lice outbreak to the school nurse for specific suggestions and follow up.

Parents should check their child's head for lice nits regularly. 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 **NOT** 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 until the first application of lice shampoo or lice crème rinse has been applied and all nits removed. A "NO Live Lice" policy has been implemented in our school district, and therefore a child returning to school with any live lice will be sent home again.
2. Report any lice outbreak to the school nurse. She provides you with further specific suggestions for getting rid of lice.

## **VISION AND HEARING SCREENINGS**

Students will be screened according to state mandated vision and hearing laws and the results will be shared with school personnel. Hearing screenings will be for all students in grades kindergarten, first and second. Vision screenings will be for students in kindergarten, second & 8<sup>th</sup> grades. Additionally, any students in special education, new to district, teacher referrals and with known vision or hearing concerns will be screened. Parents should notify the school if consent of screening is denied. Vision screening is NOT a substitute for a complete eye examination 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.

## **FOOD ALLERGIES**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the rehabilitation Act of 1973 and other applicable federal statutes, federal regulations, and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal or school nurse. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan can be developed and implemented to provide the needed supports so that your student can access their education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district may be able to appropriately meet a student's needs through other means.

## **DIABETES**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan from the physician must be submitted to the school principal or school nurse. Parents/Guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan
4. Grant consent for and authorize designated School District Representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.
5. Provide appropriate snacks and supplies for their diabetic care.

For further information, please contact the building principal or school nurse.

## **PHYSICAL EDUCATION MEDICAL NOTES**

Students are required to participate in physical education class unless a doctor's excuse is on file in the school nurse's office.

## **PHYSICAL AND IMMUNIZATIONS REQUIREMENTS**

Illinois law requires that all K, 6<sup>th</sup>, and 9<sup>th</sup> grade students have a completed physical exam 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. The physical must be completed on the current Illinois Certificate of Child Health Examination form. In addition to the physical, the student must show evidence of protection against: Measles, Mumps, Rubella (MMR), Tetanus, Poliomyelitis, Diphtheria, Pertussis (whooping cough), TDap, Hepatitis B series and proof of having the varicella

vaccines or history of the chickenpox disease.

All students new to the district must also comply with these regulations within 30 days of enrollment. Transfer students, as well as students with no physical exam but verification of a doctor's appointment, will be conditionally enrolled. Exceptions to the law are valid for medical contraindications or religious objections provided the exemption is on file and approved in the student's health folder.

Students are required to have/show proof of receiving the following items:

<b>2015-2016 School Year</b>	<b>KINDERGARTEN</b>	<b>2nd GRADE</b>	<b>6TH GRADE</b>	<b>9TH GRADE</b>	<b>7TH -12TH GRADE</b>
School Physical Exam (within one year of entry)	✓		✓	✓	
TWO DOSES OF MMR	✓	<b>All grades</b>			
VARICELLA VACCINE (TWO DOSES) or proof of prior chickenpox disease	✓		✓	✓	
Complete Polio Series	✓	<b>All grades</b>			
Tetanus, Diphtheria, pertussis (DPT, DTaP)	✓	<b>All grades</b>			
Dental Exam	✓	✓	✓		
Eye Exam	✓				
Hepatitis B Vaccine Series of 3			✓	<b>Same as 6<sup>th</sup> grade</b>	

### **Exclusion from school**

1. Students who do not have physicals, immunization or other letters (medical or religious) on file
2. If there is an outbreak of disease (i.e. measles), those students who have not had immunization due to medical or religious reasons will be on the susceptible list and will be excluded until 21 days after the last reported case of the disease.

Individual schools shall keep an up-to-date list of all children who have not presented evidence of immunity against diphtheria, tetanus, pertussis, poliomyelitis, measles, rubella, mumps and varicella.

### **DENTAL REQUIREMENT**

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

### **WELLNESS POLICY**

The Board of Education of Sycamore Community School District #427 is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good

nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

### **PARENTAL RIGHTS**

Parents are entitled to inspect all instructional materials used in connection with any survey, analysis or evaluation. 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, which are referenced, are available in the district office for inspection during regular business hours.

### **PARKING**

**No vehicles** are to park in the circle drive on Fair Street due to bus transportation. Also, avoid blocking the designated handicapped parking areas, garbage dumpsters behind the school, and the yellow no parking areas. **Do not park** in the parking lot off of Roosevelt Court.

### **PHYSICAL EDUCATION**

Students are required to participate in and dress appropriately for physical education class. All students need a pair of gym shoes to be left at school. Students will be expected to take part in a physical education class unless a doctor's excuse is on file.

### **RESPONSE-TO- INTERVENTION**

Response to Intervention (RtI) is a multi-tier approach to the early identification and support of students with learning and behavior needs. The RtI process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel, including general education teachers, paraprofessionals, special educators, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction. RtI is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by child outcome data. For RtI implementation to work well, the following essential components must be implemented with fidelity and in a rigorous manner:

- *High-quality, scientifically based classroom instruction.* All students receive high-quality, research-based instruction in the general education classroom.
- *Ongoing student assessment.* Universal screening and progress monitoring provide information about a student's learning rate and level of achievement, both individually and in comparison with the peer group. These data are then used when determining which students need closer monitoring or intervention. Throughout the RtI process, student progress is monitored frequently to examine student achievement and gauge the effectiveness of the curriculum. Decisions made regarding students' instructional needs are based on multiple data points taken in context over time.
- *Tiered instruction.* A multi-tier approach is used to efficiently differentiate instruction for all students. The model incorporates increasing intensities of instruction offering specific, research-based interventions matched to student needs.



- *Parent involvement.* Schools implementing RtI provide parents information about their child's progress, the instruction and interventions used, the staff who are delivering the instruction, and the academic or behavioral goals for their child.

### **RETENTION PROCEDURES**

In rare instances the staff at West Elementary may feel that it is in the child's best interest to have him/her repeat a grade. Retention is only recommended if the child will benefit from it, and is never to be used as a punitive measure. Parents and/or guardians will be kept informed about the academic progress of their child and notified in person as early as possible, prior to the end of the year, if retention is being considered. Parent input is always considered in the decision making process; however, the school has the ultimate authority to make the decision.

### **SCHOOL ADMISSION**

By state law; kindergartners or children enrolling at West Elementary from another school district must furnish a certified copy of his/her birth certificate. ***If a student is enrolling from out of state a physical examination will also be required.***

### **SCHOOL RESOURCE OFFICER**

As part of our on-going partnership with the Sycamore Police Department, a School Resource Officer will be made available for use by all schools in District #427. School administration empowers the SRO, as a staff member, to enforce all school and district rules. The objectives of the SRO program are as follows:

- a. Provide law enforcement and police services to all schools, school grounds and areas adjacent to the school. Investigate allegations of criminal incidents per police department policies and procedures. Enforce state and local laws and ordinances. Make appropriate referrals to juvenile authorities or other governmental agencies.
- b. Work to prevent juvenile delinquency through close contact and positive relationships with students. In addition the SRO can develop crime prevention programs and conduct security inspections to deter criminal or delinquent activities. The SRO should monitor crime statistics and work with local patrol officers and students together to design crime prevention strategies.
- c. Establish and maintain a close partnership with school administrators in order to provide for a safe school environment. Assist school officials with their efforts to enforce Board Of Education policies and procedures. Ensure school administrator safety by being present during school searches, which may involve weapons, controlled dangerous substances or in such cases that, the student's emotional state may present a risk to the administrator. Assist school administrators in emergency crisis planning and building security matters. Provide a course of training for school personnel in handling crisis situations, which may arise at the school.
- d. Be visible within the school community. Attend and participate in school functions. Build working relationships with the school's staff as well as with student and parent groups.
- e. Develop and implement classes in law-related education to support the educational efforts of the faculty. Work closely with teachers in designing and presenting topics relating to law and the role of police in our society.

- f. Work with student support staff to assist students and to provide services to students involved in situations where referrals to service agencies are necessary. Assist in conflict resolution efforts.
- g. Initiate interaction with students in the classroom and general areas of the school building. Promote the profession of police officer and be a positive role model. Increase the visibility and accessibility of police to the school community.

### **SCHOOL SECURITY**

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

- All outside doors are kept locked during the school day.
- 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 3:15 – 4:00 p.m.
- Parents picking up or dropping off students before and after school should arrange a meeting place outside of school. If weather is inclement, parents may meet their children in the main corridor by the library. This will reduce the risk of unauthorized adults in the students' corridors.
- All schools have intruder and emergency plans in place.

### **SCHOOL PATROLS**

Adult crossing guards are on duty at the corners of Center Cross and Roosevelt, Center Cross and DeKalb Ave., and State St. and Alma St. with the following schedule:

7:50-8:30 a.m.

2:50-3:25 p.m.

Fifth grade student Safety Patrol members are on duty from 8:10-8:30 a.m. and 3:00-3:15 p.m. at Fair and Sunset and at Archie Place in the middle of the block.

### **STUDENT BEHAVIOR & DISCIPLINE**

The Board of Education has the responsibility for providing a safe environment for all of its students, as well as an atmosphere that is free from disruptive influence and is conducive to learning. To accomplish this, reasonable rules and regulations are established and enforced.

The rules and regulations governing student conduct will be reviewed annually by the Board of Education and the Administration and will be included in the current Parent/Student Handbook.

The Board of Education recognizes that self-discipline is preferable to external forms of control. All efforts will be made to assist students in developing the internal controls necessary for successful school citizenship and school achievement. The Board of Education also believes that part of the mission of the school in our changing times is to educate students about alternatives to violence, to promote peaceful resolutions to conflict, and to encourage responsible behavior in our young people. Sycamore CUSD #427 offers a variety of services that can support that mission. In addition, it is the philosophy of the district that teachers are at the forefront of encouraging responsible and appropriate behavior. Therefore, teachers are encouraged and supported in their efforts to handle minor classroom disciplinary issues using teacher-assigned detentions or other appropriate measures.

The Board of Education further recognizes that all conduct problems are not the same. Whenever possible, minor disciplinary problems will be handled with student conferences, parent conferences, removal of a student activity, and/or police referral. Major disciplinary problems will be cause for more serious disciplinary action. Consequences for major disciplinary problems may include full-

day or multiple-day suspension, police referral, and/or recommendation for expulsion to the Board of Education by the Superintendent or his/her designee.

Parents should be prepared to attend school when called upon to address student discipline 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 should also be aware that the Sycamore schools have a partnership and a positive working relationship with the law enforcement community. Since events that occur within the school community may have farther reaching effects in the Sycamore community at large, it may become advisable and/or necessary to involve local law enforcement agencies. To this end, the school community and the law enforcement community have a reciprocal reporting agreement which allows sharing of relevant information.

## **LEGAL FRAMEWORK OF DEFINITIONS**

- A. Students committing acts of gross disobedience or misconduct may be placed on probation, suspended, or expelled from school. Authority to place a student on probation or to suspend a student is delegated to the Superintendent, Assistant Superintendent or Principal. Only the Board of Education on recommendation of the Superintendent of Schools may expel a student.
1. Suspension is defined to mean a temporary exclusion of a student from school and school-related activities (this may include riding the bus) for a period of time not to exceed ten (10) school days by action of the Superintendent or Building Administrator.
  2. Expulsion is the exclusion of a student from school for a period of time not to exceed two (2) calendar years. (105 ILCS 5/10-22.6 and 105 ILCS 5/24-247)
- B. **Search and Seizure- To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, vehicles, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice or consent of the student, and without a search warrant.** As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these places and areas in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search conducted in accordance with this Section produces evidence that the student has violated or is violating the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities, and disciplinary actions may be taken. School authorities may also turn over such evidence to law enforcement authorities. The provisions of this subsection (g) apply in all school districts, including special charter districts organized under Article 34.

## **GROSS DISOBEDIENCE OR MISCONDUCT**

Acts of gross disobedience or misconduct, as well as conspiring to commit such acts, may be grounds for probation, suspension or expulsion and are considered major disciplinary problems. Such conduct may occur on school grounds, in designated school parking areas, on a bus, or at a school function. Such conduct may also occur outside school grounds, provided there is a direct relationship between the conduct of the student and the school's educational function. A direct relationship exists between the conduct of the student and the school's educational function if the conduct: 1) has, or is reasonably likely to have, a direct impact on the order and discipline maintained in the school; 2.) poses a threat to the orderly delivery of the instructional program; or 3.) poses a danger, or is reasonably likely to pose a danger, to the safety of the students, staff, or school property.

Gross disobedience or misconduct shall include any conduct, behavior, or activity which causes, or may reasonably lead school authorities to forecast, substantial disruption or material interference with school activities or the rights of others. It shall include other behavior or conduct which is of such gross nature as to constitute, on its face, gross disobedience or misconduct. It shall also include, but is not limited to, the following types of prohibited conduct, behavior, or activity:

- A. **Insubordination** is defined as failure to comply with requests from school personnel. School personnel includes employees, teachers, administrators, school board members, school bus drivers, other school district employees, and students (where the term is appropriate).
- B. **Alcohol, Drugs, Tobacco or Electronic Cigarettes:** It is illegal in Illinois for anyone under 21 to be in possession of alcohol. It is also illegal for anyone to possess, sell, manufacture, use, or solicit drugs, look-alike drugs, or unauthorized prescription drugs. Possession of, use of, or distribution of any dangerous contraband substance; i.e., alcohol, drugs, look-alike drugs, and/or drug paraphernalia will result in disciplinary action ranging from suspension to recommendation for expulsion. The possession or use of electronic cigarettes is prohibited on school property, school buses, and at any school related activity.
- C. Bringing **weapons, or look-alike weapons**, such as guns, clubs, chains, knives, brass knuckles, spears, and any other device that could be used to hurt or harm a student, staff member, or anyone else on school grounds or at a school function is strictly prohibited. The Sycamore school system considers this type of violation to be extremely serious and will result in severe disciplinary action ranging from suspension to recommendation for expulsion.
- D. **Gang Activity:** 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. The Board of Education is aware that the presence of gangs interferes materially and substantially with the educational process and the requirement of appropriate discipline in the school. Gangs also foster anti-social behaviors, attitudes, and practices which 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/or any public school fraternity or sorority while attending school or 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 other 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 (such as on folders or books), distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item commonly associated with membership in or affiliation with a gang or secret society, and/or any public 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, and/or any public school fraternity or sorority;
  7. Engaging in any activity intended to promote or further the interests of a gang, secret society, and/or any public school fraternity or sorority.
  8. Any act or activity which violates any law or any policy of Sycamore School District #427 when such an act or activity is taken to further the interests of a gang, secret society, and/or any public school fraternity or sorority.
- E. **Endangering the physical or psychological well being** of the school population by acts including, but not limited to:

1. Improper release of a school fire alarm or tampering with fire extinguishers.
  2. Starting a fire on or to school property or attempting to do so.
  3. Setting off, attempting to set off, or threatening to set off explosive devices or smoke bombs in or around school property, or the use or display of dangerous weapons.
  4. Possession or use of mace, pepper spray, or other similar self-defense sprays.
- F. **Intimidating** or attempting to intimidate (threaten) students or school personnel.
- G. **Bullying** is severe or pervasive physical or verbal conduct, including written or electronic communications, directed to a student or students that can reasonably be expected to:
- Place them in reasonable fear of harm to their person or property
  - Cause a substantial detrimental effect on their physical or mental health
  - Substantially interfere with their academic performance or ability to participate in or benefit from school services and activities.
- 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 (eg., spreading rumors, causing social isolation or psychological isolation.)
- H. **Vandalism** is the intentional damage to or destruction of school property or property of school personnel.
- I. **Theft:** Stealing or possession of stolen school property, school funds, or student or faculty property. In addition to school disciplinary action, this offense may result in a police referral.
- J. **Electronic Devices/Cell Phones:** In order to maintain a quiet and orderly learning environment, students are not allowed to use or have turned on any electronic signaling and cellular telecommunication devices during school hours, unless authorized by the Administration. Electronic signaling devices include but are not limited to cellular telephones, Personal Assistant Devices, i-pods or mp3 players, laptop computers, and devices that can communicate by voice or text communication. Students may store cellular phones (that are turned off) in their lockers. North Grove School is NOT responsible for a lost or stolen cell phone. *School staff will confiscate electronic devices that are visible, in use, or turned on during the school day.*
- K. **Fighting or any other type of physical abuse will not be tolerated at School.** The school community views this as an unacceptable means to solve a conflict, no matter what the circumstance. In addition to school disciplinary action, school officials may make a police referral in the event of a physical altercation. *If students see such actions occurring, they should report it immediately to the nearest staff member or office. Students are prohibited from involving themselves in a fight for any reason.*
- L. **Assaulting school personnel** will result in an immediate police referral in addition to school disciplinary consequences.
- M. Acts which directly or indirectly **jeopardize the health, safety and welfare of students and/or school personnel** are strictly prohibited. This includes willfully **obstructing an investigation** by school officials by giving false information or by withholding information in response to questions.
- N. **Group or mob action:** Acts which are unacceptable on an individual basis remain inappropriate and become an even greater offense when a group engages in them. Intimidation, threats, fighting, food fights, and "skip days" are examples of acts of gross misconduct and each individual will be held accountable for his/her misconduct.
- O. Inappropriate use of computers/technology: All student use of technology must be in accordance with the District #427 Acceptable Use Policy. Use must be for the purpose of education or research and must be consistent with the educational objectives of the district. Students are not allowed to access or tamper with teacher, student, and/or staff files, user files, user areas, system software, or system hardware. Students will not be allowed to utilize school technology to generate material for personal (not related to education or research) use or distribution. In addition, students may not use school technology to access, generate, view, submit, post, publish, transmit, or distribute inappropriate material which may include, but is not limited to, material which is defamatory, intentionally inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal. Students must abide by the Acceptable Use Policy at all times, including using only their own personal log-in information. Students found to have

committed a technology violation may suffer disciplinary consequences including, but not limited to, the suspension of their technology privileges. The district has the right to request personal login information in connection with any discipline matter related to the use of technology.

- P. **Sexual Harassment:** Sexual harassment is interpreted to be any unwelcome verbal or physical conduct of a sexual nature. Such conduct is a violation of school and district policies and will be handled through disciplinary action. School policy dictates disciplinary action which may include, depending on the nature of the conduct, any of the following: warning, parent-conference, 1 to 10 day suspension, police referral, expulsion warning, and/or expulsion proceedings. Any student who believes that they have been subject to sexual harassment or any person who believes that they have witnessed an incident of sexual harassment should make a complaint. The initiation of a complaint of sexual harassment will not result in retaliation, bias or intimidation against the complainant. All complainants shall immediately be referred to the building Principal for investigation. If the building Principal is the subject of the complaint, the complaint shall be referred to the Assistant Superintendent of Sycamore School District #427, or his or her designee.
- Q. **Repeating incidents of misbehavior** including repeated refusal and/or failure to comply with school rules.
- R. **Acts of intolerance** for diversity, either physical or verbal, which may include, but are not limited to, race, ethnicity, sexual preference, religious belief, gender, disability, etc. All students should have respect for one another and all school personnel.
- S. **Inappropriate or offensive language**, when used in an abusive manner directed at students and/or staff. This language includes, but is not limited to, **profanity**.
- ***This list is not intended to be all-inclusive. Other infractions, depending on the nature and severity, may be deemed "major disciplinary problems" by the administration at any time.***

#### **OTHER DISCIPLINARY INFRACTIONS**

Minor disciplinary problems may include, but are not limited to, the following situations/acts.

Depending on the frequency, duration, and/or severity, consequences commensurate with acts of gross disobedience or misconduct may apply.

- A. **Possession/use of tobacco products:** The community of Sycamore has an ordinance prohibiting the purchase, possession, or use of tobacco products by anyone under the age of 18. In accordance with that statute, students found to be in violation will receive a police referral. In addition, students will face school consequences which may include after-school detention, Alternative Education Program, or suspension from school.
- B. **Snowball throwing** on school grounds is prohibited for safety reasons.
- C. Cell Phones, Playing cards, CD Players, ipods, ipads, Kindles, personal listening devices, cameras, personal computers, and/or T.V.'s are not to be in possession of or displayed by students from 8:10 am through 3:10 pm. ***Sycamore CUSD #427 is NOT responsible for lost or stolen electronic devices.***
- D. Shows of affection are not allowed at North Grove. Students are expected to conduct themselves with taste and respect for themselves and others in these relationships. Public demonstrations of excessive kissing, embracing, and intimate contact are embarrassing to others and show little respect for the reputation of the partner involved.
- E. **Dress Code:** An individual's dress, personal appearance, and cleanliness, as well as his/her behavior demonstrate his/her sensitivity to and respect of others. Sycamore CUSD #427 recognizes that a student's individual appearance is mainly the responsibility of the student and parents. However, dress and grooming should be clean, decent, and free of obnoxious odors. Health and safety standards must be maintained at all times for the protection of the student. Foot wear must be worn at all times, and clothing and foot wear must not have ornamentation that will damage furniture, floors, or create a safety hazard to the student or others. Accessories such as necklaces, bracelets, belts, etc., that could be used as weapons are expressly forbidden. ***If, in the judgment of school officials, modes of dress or appearance are distracting or disturbing the***

**progress of the educational program, the student and parent will be notified, and the student will be required to change immediately.**

In addition, the following dress code is in effect:

1. Caps, hats, coats, bandanas, sweatbands or sunglasses may not be worn in the building during the school day.
  2. Garments depicting beer, alcohol, liquor, tobacco, or drugs may not be worn at school.
  3. Tattoos or marks on skin depicting inappropriate material or messages may not be visible at school. Students possessing such tattoos will be instructed to cover the tattoos/marks while in the school building.
  4. Racially sensitive material including, but not limited to, the confederate flag, swastikas, and other symbols/phrases/words, which are deemed inappropriate by administrative staff may not be worn/displayed/used on school property.
  5. Garments with messages or symbols that have inappropriate language, gang connotations, satanic references, sexual depictions, or sexual innuendos may not be worn at school.
  6. No undergarments should be exposed while sitting or standing.
  7. No clothing considered to be revealing will be allowed.
  8. No large chains may be worn attached to clothing or on a student's body.
- F. **Skateboarding and in-line skating** are not allowed at any time on any school property in Sycamore Community Unit District #427.
- G. Presence in an **unauthorized or non-supervised area** will receive disciplinary consequences.
- H. In order to promote an atmosphere of respect for all individuals, **inappropriate language, profanity, vulgarity**, etc., is not acceptable.
- I. No **food or drinks** are allowed in the hallways. All food and drink should be consumed in the cafeteria or prior to entering the building.
- J. Possession and/or use of **laser pointers** and similar devices are expressly prohibited at any time. This includes before, during, and after school hours, as well as at any and all extra-curricular events/activities.
- K. Possession, distribution, or display of **inappropriate materials** including, but not limited to, sexually explicit, graphically violent, or racially offensive material will not be tolerated.

### **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 behaviors if reminded when 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, students and school staff members must take an active role in the successful monitoring of student behavior. Therefore, all three groups must be informed of behavior expectations, consequences for unacceptable behaviors, and 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, i.e., quietly close lockers, and remove hats while inside the school.
5. The students will not be permitted in any part of the building without staff supervision and/or permission.
6. The students who walk to school will enter the school property at or after 8:20 a.m.

### IN THE CLASSROOM

Specific discipline plans for each classroom are posted in the room and will be developed or reviewed with the students. A copy of the plan will be sent home during the first week of school. Each teacher uses a modified progressive 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 an activity time. The last step in the program results in the child being sent to the office. You will receive written notification and/or a phone call.

### LUNCHROOM GUIDELINES

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 and sit properly in their seats.
3. Students must receive permission from the lunchroom supervisors in order to leave their seat.
4. Students will be responsible for the litter on and around their tables.
5. Students are to be quiet prior to dismissal from the cafeteria.
6. Students who continually break lunchroom rules will be sent to the principal.

### RECESS GUIDELINES

The following guidelines define the parameters for student behavior during the recess period.

1. Students will display proper behavior at all times and be respectful of others.
2. Student must get permission from the recess supervisors before entering the building.
3. Students must wear boots and snow pants to play in the snow.
4. The following activities are not allowed:
  - throwing of objects, such as: stones, rocks, snowballs, ice balls, pinecones 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
5. Students will properly use and return all game balls, ropes, and equipment to their proper place.
6. Students will line up quietly and orderly in their assigned places when the supervisors blow the whistle or the bell rings.
7. Toys brought from home are not permitted on playgrounds.
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.
10. Recess during Inclement Weather: 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. **Exemption for longer periods of time requires a doctor's excuse.**

### **SEX EQUITY**

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

1. 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.
2. 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.
3. 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.

A complete copy of the rules in conformity with this Board policy can be found in the Board Policy Manual. A manual is available at each building and in the central administration office.

### **GRIEVANCE FILING**

Students are encouraged to resolve sex equity issues beforehand with students and 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 Superintendents or his/her designees, in accordance with the District's policy against sexual harassment.

### **SEX OFFENDERS**

#### **PARENT INFORMATION**

Information on registered sex offenders is available on the State of Illinois web site at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor). This information is being provided in accordance with the Illinois Sex Offender Registration Act-to Parents (Public Act 94-0994).

### **SMITH COMMEMORATIVE FUND**

The Sycamore School District has available a commemorative fund in the name of Essie B. Smith. This fund has provided families with clothing, grocery certificates and shoes 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.

## **SMOKING**

SMOKING: The Sycamore Board of Education Policy prohibits smoking in all school district buildings and on all school district properties. The use of electronic cigarettes and smokeless tobacco is also prohibited on school grounds.

## **SPECIAL SERVICES/PROGRAMS**

West 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 English Learners Language (ELL) program for students of limited English. A number of special programs are also available; i.e. Reading Improvement, music, art, physical education, and a continuum of special education classes. For more information on these services, contact the principal.

## **STUDENT PROGRESS REPORTS**

Report cards are issued after each nine-week period. Formal parent/teacher conferences are scheduled once a year, after the first quarter. However, parents are encouraged to contact the teacher at any time to discuss their child's problems, health, academic progress, interpretation of test scores, etc.

## **SUPPLY LISTS**

Classroom supply lists are listed on the school website.

## **STUDENT RECORDS RIGHTS NOTIFICATION**

### **I. STUDENT RECORDS**

This notice contains a description of your and your student's rights concerning school student records. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. The District maintains two types of school records for each student: *permanent* record and *temporary* record.

#### **A. Permanent Student Records**

The permanent record includes:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)
2. Academic transcripts, including grades, class rank, graduation date, grade level achieved, scores on college entrance examinations (except that a parent/guardian or eligible student may request, in writing, the removal from the academic transcript of any score received on college entrance examinations), and the unique student identifier assigned and used by the Illinois State Board of Education's Student Information System
3. Attendance record

4. Health record defined by the Illinois State Board of Education as “medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27-8.1 of the School Code”
5. Record of release of permanent record information that includes each of the following:
  - a. The nature and substance of the information released
  - b. The name and signature of the official records custodian releasing such information
  - c. The name and capacity of the requesting person and the purpose for the request
  - d. The date of release
  - e. A copy of any consent to a release
6. Scores received on all State assessment tests administered at the high school level

The permanent record may also include:

7. Honors/awards received
8. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations

## **B. Temporary Student Records**

All student record information not required to be kept in the permanent student record is kept in the temporary student record and must include:

1. Record of release of temporary record information that includes the same information as listed above for the record of release of permanent records
2. Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
3. Completed home language survey
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
5. Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act shall be placed in the student record
6. Health-related information, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs, long-term medications administered during school hours, and other health-related information that is relevant to school participation
7. Accident reports
8. Any documentation of a student’s transfer, including records indicating the school or school district to which the student transferred
9. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course as a substitute for a high school or graduation requirement

The temporary record may also include:

10. Family background information
11. Intelligence test scores, group and individual
12. Aptitude test scores
13. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
14. Elementary and secondary achievement level test results

15. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
16. Honors and awards received
17. Teacher anecdotal records
18. Other disciplinary information
19. Special education records
20. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973
21. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student's education

## II. STUDENT RECORD RIGHTS

The *Family Educational Rights and Privacy Act (FERPA)* and the *Illinois School Student Records Act (ISSRA)* afford parents/guardians and students who are 18 years of age or older ("eligible students") with certain rights with respect to the student's education records. These rights are:

- A. Right to Inspect and Review.** Parents/guardians and eligible students have the right to inspect and review the student's education records within 15 school days after the day the District receives a request for access. Parents/guardians or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.
- B. Right to Remove One or More Scores Received on College Entrance Examinations.** Parents/guardians or eligible students may have one or more scores on college entrance exams deleted from their student's academic transcript. Students often take college entrance examinations multiple times to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in the academic transcript having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. The District will remove scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.
- C. Right to Request Amendment.** Parents/guardians and eligible students have the right to request the amendment of the student's education records that they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA and/or ISSRA. Parents/guardians or eligible students who wish to ask the District to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
- D. Right to Provide Written Consent.** Parents/guardians and eligible students have the right to provide written consent before the school discloses personally identifiable information ("PII") from the student education records, except to the extent that FERPA and ISSRA authorize disclosure without consent.

An exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parents/guardians or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Individual School Board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parents/guardians can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**E. Right to Copy any Student Record Proposed to be Destroyed or Deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least five (5) years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after five (5) years, be transferred to the parents/guardians or to the student, if the student has succeeded to the rights of the parents/guardians. Student temporary records are reviewed every four (4) years or upon a student's change in attendance centers, whichever occurs first, to verify entries and to eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information.

**F. Right to File a Complaint.** Parents/guardians and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

**G. Right to Limit Access Granted to Military Recruiters or Institutions of Higher Learning.** Federal law requires a secondary school to grant military recruiters and institutions of higher

learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

**H. Right Contained in This Statement:** No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

**I. Right to Prohibit the Release of Directory Information.** See Section III, below.

### **III. DIRECTORY INFORMATION**

As noted above, FERPA and ISSRA require that the District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your student's record. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

Throughout the school year, the District may release directory information regarding students, limited to:

- Name      ● Address      ● Gender      ● Grade level      ● Birth date and place
- Major field of study
- Parents'/guardians' names, addresses, email addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors      ● Period of attendance in school
- Information in relation to school-sponsored activities, organizations, and athletics

**Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise.**

**If you opt out of the release of your student's name, he/she will NOT be named in any District publications, including yearbooks.**

No photograph highlighting individual faces is allowed for commercial purposes (including solicitation, advertising, promotion or fundraising) without the prior, specific, dated and written consent of the parent or student, as applicable; and no image on a school security video recording shall be designated as directory information.

### **VOLUNTEER & VISITOR PROCEDURES**

We welcome the involvement of our families in the educational program of their children. To insure the safety of our children and to maintain a quality learning environment for our students, we ask that you adhere to the following procedures when visiting Sycamore Elementary Schools.

1. On entering the school, report to the office, sign in and list the reason for your visit, and pick up a visitor badge.
2. All visits to the classroom need to be pre-arranged with the classroom teacher.
3. If younger siblings are brought with you, this must be cleared with the classroom teacher.
4. Siblings are not allowed to accompany chaperones on field trips.
5. If volunteering in a classroom, confidentiality of students' abilities, behaviors, or discipline matters is a necessity.
6. If the teacher is not in the classroom when you arrive, please wait outside the classroom for that teacher.
7. If you need to drop something off for a teacher, please leave it with office personnel.
8. Impromptu visits may not be allowed due to classroom schedules. Always pre-arrange visits with the teacher.
9. Please drop off items for your children in the office. Office personnel will deliver those items to the classroom. It is our goal to minimize disruption to the educational process.

## **WEBSITE**

West Elementary's Website contains information on staff, programs, curriculum and the school. Minutes from the PTO, monthly newsletter, calendar of events and activities, staff e-mail addresses, etc. can be found on the website. [www.syc427.org](http://www.syc427.org)

## **WINTER WEATHER**

During winter months, students will go outside for recess, weather permitting. When the temperature is 0 degrees or below wind chill, recess will then be indoors. Please dress your child appropriately; boots, mittens, hats, coats, etc. are needed on cold and wet days. Students are required to wear their coats up until 60 degrees.

## **PARENT TEACHER ORGANIZATION**

The purpose of the PTO from Article II or its by-laws is:

- To promote the welfare of children and youth in home, school and community.
- To develop a closer relationship between the home and the school, that parents and teachers may cooperate intelligently in the education of the child.
- To develop between educators and the general public, such united efforts as will secure every child the best possible education.
- As a parent of a student at West Elementary you are considered members of PTO.

## **TRANSPORTATION**

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 school to home only for students who live more than 1½ miles from school.
2. Students must be picked up and dropped off at the same location, Monday through Friday. Those 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, dance 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 for you to 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 bus 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 bus 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 upholstering interior finish of the bus in excellent condition.
20. No eating or drinking is allowed on the bus.
21. No animals, birds, fish, etc., skateboards, 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 the school bus.
22. Keep books, packages, coats, and all other objects out of the aisles.
23. Leave no lunches, books, 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 a younger student.
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. 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 at home and school. On such trips, you are directly responsible to the chaperone and teachers appointed by the school.

## **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 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 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)**

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

2<sup>nd</sup> Minor Infraction -- Conference held between the 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.

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

4<sup>th</sup> 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)**

1<sup>st</sup> 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.

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

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

4<sup>th</sup> 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 student's bus transportation and/or conduct with the bus driver, transportation supervisor, building principal or designee at anytime.

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

Bus disciplinary problems regarding special education students will be handled on an individual basis according to I.E.P.'s, State regulations and Board of Education policies. This policy and the 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.