

[DISTRICT ADMINISTRATION](#)

[BOARD OF EDUCATION](#)

[District Mission Statement](#)

[High School Administration](#)

[SYCAMORE HIGH SCHOOL](#)

[BELIEF STATEMENT](#)

[SCHOOL CONTACT INFORMATION](#)

## [I. SCHOOL INFORMATION](#)

### [A. GENERAL INFORMATION](#)

[1. SCHOOL DAY](#)

[2. ACTIVITY PASS](#)

[3. ASSIGNMENT NOTEBOOKS](#)

[4. BULLETIN BOARDS/SIGNS/POSTERS](#)

[5. CAFETERIA](#)

[6. ELECTRONIC DEVICES](#)

[7. FEES/FEE WAIVERS/FINES](#)

[8. I.D. CARDS](#)

[9. LIBRARY](#)

[10. LOCKERS](#)

[11. LOST AND FOUND ARTICLES](#)

[12. SEARCH AND SEIZURE](#)

[13. SCHOOL RESOURCE OFFICER](#)

[14. STUDENT RECORDS](#)

[15. TRESPASS](#)

[16. VISITORS](#)

### [COUNSELING FAQ](#)

[1. COUNSELING](#)

[2. REGISTRATION PROCEDURE AND COURSE SELECTION](#)

[3. SYCAMORE HIGH SCHOOL GRADUATION REQUIREMENTS](#)

[4. COURSE RECOMMENDATIONS FOR COLLEGE BOUND STUDENTS](#)

[5. NCAA COLLEGE REQUIREMENTS FOR STUDENT ATHLETES](#)

[6. COURSE LOAD](#)

[7. CRITERIA FOR SCHEDULE CHANGE](#)

[8. DROPPING/ADDING COURSES](#)

[9. ACADEMIC STANDING](#)

[10. STUDY HALLS/SENIORS LOUNGES/FLEX PERIODS](#)

[11. DRIVER'S EDUCATION](#)

[12. DUAL CREDIT](#)

[13. SEMESTER EXAM POLICY AND SCHEDULE](#)

[14. GRADING SYSTEM](#)

[15. GRADE POINT AVERAGE](#)

[16. HONOR ROLL](#)

[17. CLASS RANK](#)

[18. PARENT PORTAL PROGRESS REPORTS, REPORT CARDS](#)

[19. INCOMPLETES](#)

[20. ONLINE LEARNING](#)

[21. INDEPENDENT STUDY](#)

[21. AUDITING](#)

[22. NATIONAL HONOR SOCIETY](#)

#### [C. EDUCATIONAL OPPORTUNITIES](#)

[1. BLENDED LEARNING COURSES](#)

[2. CORRESPONDENCE/ONLINE LEARNING CREDIT](#)

[3. KISHWAUKEE EDUCATION CONSORTIUM \(KEC\)](#)

[4. ALTERNATIVE LEARNING ENVIRONMENTS](#)

#### [D. PARKING INFORMATION](#)

[1. PARKING REGULATIONS](#)

[2. PARKING VIOLATIONS](#)

#### [E. EMERGENCY PLAN](#)

[1. EMERGENCY PROCEDURES](#)

[2. WEATHER RELATED EVENTS](#)

### [II. Safety and Security](#)

[TRAINING FOR FACULTY AND STAFF](#)

[WHAT SHOULD PARENTS DO IN THE EVENT OF AN EMERGENCY?](#)

[COMMUNICATION DURING AN EMERGENCY](#)

[ONLY RELY ON OFFICIAL COMMUNICATIONS](#)

[INTRUDER PROTOCOL](#)

[BLUE POINT ALERT SYSTEM](#)

[FREQUENTLY ASKED QUESTIONS](#)

[ARE THE SCHOOL BUILDINGS LEFT UNLOCKED DURING THE SCHOOL DAY?](#)

[DO YOU USE A VISITOR MANAGEMENT SYSTEM IN YOUR BUILDINGS?](#)

[DO YOU HAVE A POLICE LIAISON IN YOUR SCHOOL BUILDINGS?](#)

[HOW DO YOU COLLABORATE WITH YOUR FIRST RESPONDERS?](#)

[DOES THE DISTRICT HAVE A SAFETY TEAM?](#)

[HOW DOES THE DISTRICT ADDRESS THREATS?](#)

### [III. SCHOOL SERVICES](#)

#### [A. STUDENT SUPPORT](#)

[1. COUNSELING](#)

[2. SOCIAL WORKERS](#)

[3. PSYCHOLOGIST](#)

[4. SUPPORT GROUPS](#)

[5. MTSS--SUPPORTED STUDY HALL AND SPARTAN STRETCH](#)

- [6. ENGLISH LANGUAGE LEARNERS](#)
- [7. TITLE IX: SEX DISCRIMINATION](#)
- [8. MEDICAID DATA RELEASE—SPECIAL EDUCATION STUDENTS](#)
- [9. INFORMATION ON REGISTERED SEX OFFENDERS](#)
- [10. HELP LINE](#)

#### [MEDICAL/HEALTH INFORMATION](#)

- [PRESCRIPTION MEDICATION PROCEDURE AT SCHOOL](#)
- [OVER-THE-COUNTER MEDICATIONS](#)
- [PROCEDURE FOR PRESCRIPTION AND NONPRESCRIPTION MEDICATION](#)
- [SELF-ADMINISTRATION](#)
- [FIELD TRIP MEDICATION PROCEDURE](#)
- [ASTHMA/EPIPEN MEDICATION](#)
- [UNDESIGNATED EMERGENCY MEDICATION](#)
- [MEDICAL CANNABIS](#)
- [PROCEDURE FOR REQUESTS OF DIAGNOSTIC RATING SCALES TO BE COMPLETED](#)

#### [ILLNESS](#)

- [SHOULD YOU SEND YOUR CHILD TO SCHOOL?](#)
- [ILLNESS AT SCHOOL](#)
- [RETURNING FROM AN ILLNESS](#)
- [EMERGENCY MEDICAL ATTENTION](#)
- [COMMUNICABLE DISEASE](#)
- [HEAD LICE](#)
- [VISION AND HEARING SCREENINGS](#)
- [FOOD ALLERGIES](#)
- [DIABETES](#)
- [PHYSICAL EDUCATION MEDICAL NOTES](#)
- [PHYSICAL AND IMMUNIZATIONS REQUIREMENTS](#)
- [RELIGIOUS/MEDICAL EXEMPTIONS](#)
- [DENTAL REQUIREMENT](#)

#### [IV. SCHOOL EXPECTATIONS AND GUIDELINES](#)

- [STUDENTS' RIGHTS & RESPONSIBILITIES](#)

##### [A. STUDENT ATTENDANCE](#)

- [1. ATTENDANCE PHILOSOPHY](#)
- [2. STUDENT ATTENDANCE](#)
- [3. EXCUSED VS UNEXCUSED ABSENCES](#)
- [4. TARDY POLICY](#)
- [5. EXCUSED ABSENCE](#)
- [6. STUDENT ATHLETES ABSENT FROM SCHOOL](#)
- [7. ATTENDANCE AT SCHOOL ACTIVITIES](#)
- [8. LEAVING THE BUILDING](#)

9. LUNCH PERIODS

10. UNEXCUSED ABSENCE

11. ADDITIONAL ATTENDANCE PROVISIONS

12. MAKEUP WORK AND ASSESSMENTS DURING ABSENCES

13. TRUANCY

B. STUDENT BEHAVIOR

1. DISCIPLINE PHILOSOPHY

2. SENIOR LOUNGE, FLEX, AND SOCIAL PROBATION

3. DISCIPLINARY INFRACTIONS, GROSS DISOBEDIENCE, AND MISCONDUCT

4. AFTER-SCHOOL DETENTION PROGRAM

5. IN SCHOOL SUSPENSION -- ISS

6. SATURDAY SERVICE

7. SUSPENSION

8. STUDENT SUSPENSION REVIEW HEARINGS

9. EXPULSION PROCEDURES

V. ACTIVITIES AND ATHLETICS

A. GENERAL INFORMATION

1. ACADEMIC REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

2. STUDENT PARTICIPATION AND CONFLICTS

3. SUPERVISION

4. TRANSPORTATION FOR SCHOOL SPONSORED ACTIVITIES

B. ACTIVITIES

1. CLUBS, ORGANIZATIONS, AND PUBLICATIONS

2. List of clubs and activities

3. SCHOOL DANCES

4. ASSEMBLIES AND OTHER PROGRAMS

C. ATHLETICS

1. PHILOSOPHY

2. GIRLS' SPORTS

3. Boys' Sports

4. ATHLETIC PARTICIPATION REQUIREMENTS

5. TEAM RULES

6. LOCKER ROOM SUPERVISION AND SECURITY

7. EQUIPMENT

8. RECOGNITION NIGHT

D. CODE OF CONDUCT AND DISCIPLINE

1. EXTRA/INTRA-CURRICULAR ACTIVITIES CODE OF CONDUCT

2. BEHAVIORAL EXPECTATIONS

3. DRUG, ALCOHOL, AND TOBACCO POLICY AND GUIDELINES

4. ATHLETIC CONTEST SUSPENSION

5. CLUB/ACTIVITY SUSPENSION

# **DISTRICT ADMINISTRATION**

Mr. Steve Wilder-Superintendent

Mr. Nick Reineck-Assistant Superintendent for HR and Educational Programs

Mrs. Nicole Stuckert-Assistant Superintendent for Business Services

Mr. Michael Rice - Director of Curriculum

Mrs. Meg Thurman - Director of Special Ed.

Dr. Phoebe Balentyne - Director of Instructional Technology

## **BOARD OF EDUCATION**

Mr. James Chyllo

Mr. Christian Copple

Mr. Michael DeVito

Mrs. Beth Marie Evans

Mr. Alex Grados

Mr. Eric Jones

## **District Mission Statement**

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

### **Students and Learning**

District 427 believes:

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

### **Teachers and Teaching**

District 427 believes:

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

### **Learning Communities**

District 427 believes:

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

## **High School Administration**

Mr. Brian Swanson - Principal

Mr. Steven Balster - Assistant Principal

Mrs. Kate Hertz - Assistant Principal

Mr. Nate Wright - Dean of Students

Mr. Chauncey Carrick - Director of Athletics and Activities

## **SYCAMORE HIGH SCHOOL**

### **BELIEF STATEMENT**

We believe:

- Education is one of our democratic rights, and the role of the school is central to providing an educated citizenry in a democracy.
- The school must provide curricula directed toward a basic education, with specific preparation for either post-secondary education or immediate entry into the world of work.
- Furnishing a sound basis for the acquisition of skills and knowledge is essential in an ever-changing technological nation.
- Providing quality facilities and curricula fosters learning and creates a desire for lifelong education and discovery.
- Extra-curricular activities that promote leadership, enhance school spirit, and provide additional opportunities for student development are an important part of the high school experience.
- Providing an atmosphere of communication and mutual cooperation with the home and community is essential for the complete education of the student.
- Both parents and teachers must encourage students to develop all of their interests and abilities.
- Students should
  - be aware that their primary purpose at school is to acquire the characteristics of an educated person, including the ability to read critically, write logically, employ technology, speak coherently, listen attentively, and think independently.
  - take advantage of the learning opportunities afforded them by this community.
  - be encouraged to make decisions.
  - take responsibility for the consequences of their actions.
  - honor the rights of others to learn, including a genuine respect for the uniqueness of each individual.
  - commit themselves to developing an understanding and appreciation of diversity.
- The high school faculty members are dedicated to
  - developing and executing the learning program for the school with professionalism and excellence.
  - promoting the physical and mental health of their students.
  - supporting governmental and community efforts to prevent or redress the serious personal and social problems confronting today's youth through education and the development of programs which reflect current needs.
- The high school administration is dedicated to
  - delivering a curriculum approved by the Board of Education.
  - developing and implementing initiatives that support and improve student achievement.
  - encouraging each teacher to exercise academic freedom and personal enthusiasm to inspire student growth and development.
  - directing and emphasizing communication within the entire staff and with the Board of Education.
  - interpreting and implementing district policies established by the Board of Education.
- Students, faculty, and administration can work together with positive attitudes, professional standards, and individual zeal to foster the maximum development of the Sycamore High School student.

## **SCHOOL CONTACT INFORMATION**

### **TELEPHONE NUMBERS**

Main Office	815.899.8160
Attendance	815.899.8130
Guidance	815.899.8144
Athletics	815.899.8151

**MAILING ADDRESS**

Sycamore High School  
427 Spartan Trail  
Sycamore, Illinois 60178

**WEBSITE**

[www.syc427.org](http://www.syc427.org)

# I. SCHOOL INFORMATION

## A. GENERAL INFORMATION

### 1. SCHOOL DAY

Students are not allowed in the building before 6:45 a.m. on a normal school day, unless they are enrolled in zero hour or are under the direct supervision of a staff member. Students must exit the building by 3:00 p.m., unless they are participating in an organized school-sponsored activity or meeting with a teacher.

### 2. ACTIVITY PASS

The activity pass will cover all regular-season home athletic events, plays, one ticket to one show for Orchestis, plays, and musicals. It does not apply for specific school-sponsored events, tournaments and IHSA-sponsored tournaments. The activity pass fee will be approved annually by the Board of Education.

### 3. ASSIGNMENT NOTEBOOKS

As part of our effort to promote study skills as a vehicle for student success, Sycamore High School will provide assignment notebooks for all students. At the high school level, it is our position that students must take on more ownership with their learning and homework responsibilities. Cell phones can also be used to assist with organization with teacher approval.

The assignment notebook also contains the High School Handbook. **It is the responsibility of each student to read and understand the Sycamore High School Handbook.** Replacement Handbooks can be purchased for \$5.

### 4. BULLETIN BOARDS/SIGNS/POSTERS

Bulletin boards and tack strips are for the purpose of displaying school information to all students. The passing or posting of bills, signs, or posters is not permitted in the building or on the school grounds at any time without an administrator's stamp of approval. It is the responsibility of each group to take down all information after a posted event.

### 5. CAFETERIA

The cafeteria is maintained as a vital part of the school's health program. A well-balanced breakfast and lunch is offered at a reasonable price set by the vendor contracted by the Sycamore School District. See table below

Status	Breakfast	Lunch
Free Status	\$0.00	\$0.00
Reduced Status	\$0.30	\$0.40
Full Pay Status	\$1.50	\$2.70

Money can be deposited into a student's meal account before school in the cafeteria. Parents may also deposit funds to their student's account via credit card on the school website ([www.syc427.org](http://www.syc427.org)).

Students are **required** to show their valid I.D. card when purchasing lunch. If students lose their I.D., a new one can be purchased for \$5 in the Attendance Office. If students don't enter with an ID, they may be assigned a consequence. Free or reduced breakfasts and lunches are available to families who qualify. Forms for this program are distributed during registration and are also available in the Main Office.



Students are required to:

1. Deposit all lunch litter in wastebaskets.
2. Leave the table and the floor in a clean condition.
3. Refrain from taking food or beverages into the hallways or classrooms.
4. Abstain from horseplay and/or throwing of objects, including food.

**Violations of cafeteria policy may result in loss of cafeteria privileges or other disciplinary consequences.**

Students' will not be denied a meal if they have a negative lunch balance. They will be provided with the standard meal that is being served that day. Students will not be able to purchase any ala carte items until their lunch account is brought to a positive balance on the Infinite Campus Portal. Negative balance emails are sent weekly to parents on Friday afternoons. Parents can add funds, view transaction history, sign up for low balance notifications, and set up auto replenishment within the Infinite Campus Portal. For more information regarding lunch accounts or free and reduced lunch waivers, please visit our food services page on our website. <https://www.syc427.org/our-district/district-offices/food-services>

Please contact Ally Bagg at [abagg@syc427.org](mailto:abagg@syc427.org) or 815-899-8105 with any questions.

## 6. ELECTRONIC DEVICES

Students should have their devices turned off and out of sight unless given permission by the teacher. Students are free to use their phones on school property before and after school, during passing periods, at lunch, and during study hall. Students have the privilege to possess student-owned cell phones, headphones, and smart watches on school property. School property includes the school building, parking lots and grounds, and school-owned vehicles. This usage is a privilege, and these privileges can be revoked if the teacher/administrator deems it necessary. If its usage distracts from the educational environment, school staff may have the student store the electronic device in the main office until after school.

## 7. FEES/FEE WAIVERS/FINES

Student fees are required of all students. Fees can be paid online on the Infinite Campus Portal. Fees for workbooks, magazines, paper, paperbacks, and other similar items that are required by teachers are class specific and will be in addition to the normal student fees. There may be additional fees assessed for lab and/or supplemental materials. All fees are approved yearly by the Board of Education.

### **Fee Guidelines**

1. Per Public Act 86-195 and IL School Code 10-20.13, the Sycamore School District 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 National School Lunch Program and extenuating circumstances, such as very significant loss of income due to severe illness or injury in the family; unusual expenses, such as fire, flood, or storm damage; or similar emergency situations that the district determines should be included in this policy.
2. **Driver Education fees** are additional
3. A combination padlock is needed for physical education class.
4. An **activity pass** is optional.
5. **Athletic fees** are required for all athletes.

6. **Parking permits** are required for all senior, juniors, and eligible sophomores who choose to park on campus or in designated parking areas (white lines). Parking fees are prorated by quarter. Major parking violations may result in loss of parking privilege (with no refund) and other disciplinary consequences may be applied. Towing of the vehicle may occur at the owner's expense if students park on campus without a permit or commit parking violations.

**Fines** will be determined by teachers at the end of either the semester or the year. Students may be fined for excessive damage or wear of textbooks, lost textbooks, damaged or lost uniforms, damaged or lost Chromebooks and other similar items. For lost textbooks, Chromebooks and other items, the full replacement cost will be required of the student. In the case of unpaid fines/fees, student privileges, including parking on campus, participation in activities/athletics, and participation in graduation/senior activities may be withheld until all fees/fines are paid in full.

## 8. I.D. CARDS

Students are required to carry school identification cards at all times. I.D. cards must be presented upon entering the school building and upon request by any school personnel. Failure to present an I.D. upon request may result in disciplinary measures. I.D. cards will be used to make purchases in the cafeteria, check materials out of the library, and for attendance at school functions. If students lose their I.D., they can order an I.D. in the main office. A \$5 fee will be charged for any additional I.D.'s.

Students may not use I.D. cards from previous school years for any school-related purpose. Prohibited uses include, but are not limited to, entry to the school, purchasing school lunch, entering school functions, checking materials out of the library, and identifying a student to school personnel. If students attempt to use expired I.D. cards for school-related purposes, the cards will be confiscated and disciplinary action may result.

## 9. LIBRARY

Students may obtain a pass from a classroom teacher to go to the library during their study hall period. Students must scan in to indicate that they are in attendance. Occasionally, it may be necessary to close the library for a special event or to accommodate classes that need to use the resources during the class period. While using the library, students are required to:

- Respect library materials (books, newspapers, microfilm, etc.) and facilities (tables, chairs, copiers, etc.).
- Respect other students and the library staff.
- Refrain from bringing any food or drink into the library.
- Request permission before leaving the library.

Violations of library policy may result in loss of library privileges or other disciplinary consequences.

## 10. LOCKERS

Lockers for coats, backpacks and books shall be assigned to all students by the Main Office. Students are responsible and accountable for all contents in their lockers, including textbooks and any other school materials. All lockers are expected to be kept clean and orderly. For the protection of the student and the neatness of the building, all lockers must be kept closed and locked when not in use. **The school is not liable for lost or stolen items.**

**PE Lockers should be used to store items during PE class. Items need to be locked in the tall lockers during class. It is the student's responsibility to lock their valuables and other items in their lockers. The school is not responsible for lost or stolen items.**

**Students should use only their own locker and not share with other students.** Problems with lockers must be reported to the main office immediately. Damage to locks and catches is destruction of school property, and defacing lockers is prohibited. Restitution and fines may be imposed for the expense of cleaning, repairing, or replacing damaged lockers. Both physical education and hall lockers are the possession of the school district and are SUBJECT TO SEARCH BY SCHOOL ADMINISTRATORS OR DESIGNATED PERSONNEL (see Section I.A.13).

## **11. LOST AND FOUND ARTICLES**

Found articles should be turned in to the Attendance Office. Students who have lost articles may check with the Attendance Office.

## **12. SEARCH AND SEIZURE**

The Illinois General Assembly has found that students have no reasonable expectation of privacy in the school setting. **To maintain order and security in the schools, school authorities may inspect and search individuals, places and areas (such as lockers, desks, parking lots, and vehicles, etc.), other school property and equipment owned or controlled by the school, and personal effects left in those places and areas. These searches may be conducted without notice or consent of the student, and without a search warrant.**

School authorities may request the assistance of law enforcement officials for the purpose of conducting these inspections and searches for illegal drugs, weapons, or other illegal or dangerous substances or materials. This includes searches conducted through the use of specially trained dogs. If a search conducted in accordance with the above provisions produces evidence that the student has violated or is violating the law, city 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.

## **13. SCHOOL RESOURCE OFFICER**

As part of our on-going partnership with the Sycamore Police Department, a School Resource Officer (SRO) will be made available for use by all schools in the Sycamore School District. The SRO is a sworn law enforcement officer who is assigned to a school on a long-term basis. The SRO is specifically trained in and performs three main functions: law enforcement officer, law-related counselor, and law-related educator. In addition, the SRO works in collaboration with the school and the community as a resource. School administration empowers the SRO, as a staff member, to enforce all district procedures and state/local laws.

## **14. STUDENT RECORDS**

As specified in the Family Educational Rights and Privacy Act (FERPA), students and parents have a right to review, object to, or challenge certain material placed in a student's records. Those rights are also set forth in the school board policy manual.

## 15. TRESPASS

Persons who do not attend or work at Sycamore High School may not be in the building or on school property without permission. Unauthorized persons may be ticketed for trespassing and may be given a no trespass order. A no trespass order may be verbal or in writing.

## 16. VISITORS

While every attempt is made to be cordial and helpful to those visitors who have business in the school, it is important that Sycamore High School maintain a safe environment for all members of the school community. In addition, it is a goal to minimize disruption to the educational process.

### **Adult Visitor Procedure:**

Adult visitors should enter through the main entrance (E2) and will be required to show Driver's License or State ID to security personnel at the front desk in the main foyer. All visitors must secure and wear a visitor's badge during their stay on campus. Visitors should checkout with security personnel at the front desk before exiting through the main entrance (E2).

### **Student Visitor Procedure:**

Student visitors and/or student guests are not allowed to come to Sycamore High School during the school day. Student visitors may be disruptive to the educational process. Exceptions to this policy might stem from curricular matters, such as pre-arranged student exchanges. Such exchanges must be conducted through school organizations and pre-approved by administration.

# **B. COUNSELING, COURSE INFORMATION, AND ACADEMIC PROGRESS**

## COUNSELING FAQ

### **Can I change my classes on the registration form after the deadline for submission?**

Once the regular course selection window closes, NO CHANGES will be made to course requests while the master schedule is being created.

Once schedules have been released to students, they are able to complete a schedule change request form. The Counseling Office will determine if that change is able to be accommodated due to space, where it fits into the schedule and other factors.

### **What are the academic eligibility requirements to play a sport?**

Students must be passing 5 classes to be eligible to participate in sports (both during the sport's season and the semester before the sport's season)

### **What are the academic eligibility requirements for activities and clubs?**

Students must be passing 5 classes to be eligible to participate in activities and clubs. If an activity or club participates in an IHSA competition, students must be passing 5 classes in order to compete.

### **What is the timeline to withdraw from a course and when does it impact my transcript?**

- If a class is dropped within the first 10 days of school, the course will not appear on the student's transcript.
- If a student drops a course after 10 days of school but before the fifth Friday of the semester, they will receive a "W" (withdrawal) for that course on their final transcript.

- If a course is dropped after the fifth Friday of the semester, the student will receive an “F” as a semester grade for that course and the grade will be recorded on the student’s permanent record.

### **Can I change to a different class period?**

Students/families are not able to request to move courses around in their schedule unless it is recommended by a teacher or administrator.

### **Can I change to a different teacher?**

If students/their parents would like to request a teacher change, they must complete a Teacher Change Request Form.

Once the form is completed and signed by both the student and parent, it is given to the department chair. The department chair will then consider the reasons for the request and will make a decision to approve or deny the teacher change request.

## **1. COUNSELING**

The counseling office at Sycamore High School offers support to students for academic, college, and career planning, and social and emotional concerns. The office supports our students during their time at SHS and prepares them to succeed after graduation.

Each student is assigned a counselor based on the first letter of their last name. Students can make appointments with their counselor to discuss course planning and selection, standardized testing, college searches and visits, transcripts and letters of recommendation, peer relationships, home and health concerns, and more. Each of our counselors is dedicated to helping our students succeed.

## **2. REGISTRATION PROCEDURE AND COURSE SELECTION**

All new students can begin proving residency and registering in the district in mid-February for the following school year. This should be done by contacting the District Registrar at (815) 899-8100. After enrolling, course registration will be completed with the student’s counselor directly. For incoming 9th graders, this process can take place in the spring. For upperclassmen, an appointment will be made to meet with your counselor after the end of the school year so that classes can be selected based on grades from the spring semester.

Course selection for current freshmen, sophomores, and juniors happens each year in January. Information will be presented by the counseling office that will help students complete the course selection worksheet and online process. Students and parents will receive an email with a link to information about how to complete the course selection process. Once the regular course selection window closes, no changes will be made to course requests.

For incoming freshmen, the course selection process begins in January when course recommendations are made by teachers and students/families attend the incoming Freshmen Course Selection Night. The course selection window closes in late January.

All current eighth grade students, and high school freshmen, sophomores, and juniors will use a combination of paper and online course selection tools to choose courses for the next school year. This provides the school with both electronic and paper versions of course choices for each student which ensures accurate course selection. There will be step by step instructions provided for all students on how to complete the entire course selection process. Students MUST complete

the online selection and submit the paper worksheet in order to be registered for classes next year.

### **3. SYCAMORE HIGH SCHOOL GRADUATION REQUIREMENTS**

Earn a minimum of 20 credits and complete the following courses:

- Four years of English (including a semester of speech)
- Three years of math (four is recommended if going to college)
- Two years of science (three is recommended if going to college)
- Two and a half years of social studies (World Cultures, US History, and a semester of Government)
- One semester of Consumer Economics (this is not a social studies credit)
  - Economics will count toward this requirement
- One credit of a world language, music, vocational, or art
- Four years of Physical Education (including a semester of health) and nine weeks of Driver Education (or proof of private lessons)

Students who will attend a community college immediately after high school will meet admission requirements by earning a diploma from their high school.

The College Board's SAT with essay will fulfill the requirement in Section 2-3.64a-5 of the School Code that students take the state assessment in order to receive a regular high school diploma, unless eligible to take the alternative assessment or otherwise exempt from testing. Section 2-3.64a-5 of the School Code also requires that scores on the SAT must be placed on the student's permanent record and entered on the student's transcript.

### **4. COURSE RECOMMENDATIONS FOR COLLEGE BOUND STUDENTS**

Students planning to attend a university (four year college) after graduation should complete the following courses:

- Four years of English
- Three years of math (four years recommended, including Algebra 1, Algebra 2, and Geometry)
- Three years of science
- Three years of social studies
  - Consumer economics does not count as a social studies credit
- One semester of consumer economics (this is not a social studies credit)
  - Economics will count toward this requirement
- Two years of the same elective
  - Many schools want a foreign language, but some will also accept agriculture, art, music, business, and more

Colleges have varying expectations for admissions requirements. Always check with schools of your choice for their specific requirements as you make decisions about courses.

### **5. NCAA COLLEGE REQUIREMENTS FOR STUDENT ATHLETES**

Students who plan to be NCAA Division I or Division II athletes in college will have specific course requirements that must be met in order to be eligible to participate in college sports. Be sure that you register in the NCAA Clearinghouse and are signed up for the proper courses if this pertains

to you. Please check with the NCAA Clearinghouse at [eligibilitycenter.org](http://eligibilitycenter.org) for specific requirements related to each subject. Student athletes should apply to the NCAA Clearinghouse in their junior year.

Check out the SHS Course Catalog on the website for a full list of NCAA approved courses as well as core requirements to qualify for Division I or II collegiate athletics.

(These requirements are subject to change. Please check with your counselor to ensure you are on track with the correct courses)

### **NCAA-DIVISION I**

(All enrolling after 8/2016)

Required courses – 16 core courses

10 core courses must be completed before the start of the 7th semester.

16 Core Courses

- English – 4 years
- Mathematics – 3 Years (Algebra I or higher)
- Natural /Physical Science – 2 years  
(1 year of lab)
- 1 additional year of English, Mathematics, or Natural/Physical Science
- Social Science – 2 years
- 4 years of additional courses (from any above area, foreign language, comparative religion/philosophy)
- Minimum of a 2.3 GPA in core NCAA courses

### **NCAA-DIVISION II**

Required course – 16 core courses

- English - 3 years
- Mathematics – 2 years (Algebra I or higher)
- Natural/Physical Science – 2 years (1 year of lab)
- 3 additional years of English, Mathematics, or Natural/Physical Science
- 2 years - Social Science
- 4 years of additional courses (from any above area, foreign language, or comparative religion/philosophy)
- Minimum of a 2.2 GPA in core NCAA courses

## **6. COURSE LOAD**

Students are required to be enrolled in at least five classes per semester to be considered a full time student. Students must be passing 5 classes to be eligible for sports, activities, or clubs.

- Students are expected to complete a course once they have registered for it because they have made a commitment to themselves and to the school. See withdraw and drop policies if you have an extenuating circumstance.
- Extra-curricular activities (athletics, clubs, etc.) and the possibility of employment should be seriously considered when planning the course load.
- Junior and Senior students who elect to start late or end early will not be allowed to remain on campus during 'flex' time.

## 7. CRITERIA FOR SCHEDULE CHANGE

Student schedules will be changed after the final registration is completed only if extreme emergency circumstances exist. If such circumstances should arise, changes will be made only if they meet the following criteria. Some will require written parental approval.

- Errors such as enrolling in a course previously taken or resulting from data processing.
- Failure or near failure in a prerequisite course and/or in a semester or year course.
- Successful completion of summer school courses.
- Scheduling conflicts as communicated by the school
- Teacher/counselor/administrator initiated.

## 8. DROPPING/ADDING COURSES

“Dropping” is a student’s withdrawal from a course at Sycamore High School. If a class is dropped within the first ten days of school, the course will not appear on the student’s transcript. If a student drops a course after ten days of school but before the fifth Friday of the semester, they will receive a “W” (withdrawal) for that course on their final transcript. If a course is dropped after the fifth Friday of the semester, the student will receive an “F” as a semester grade in that course and the grade will be recorded on the student’s permanent record.

In order to drop a class, students should meet with their counselor and complete the drop/add form with the signature of the teacher and a parent. These forms are available in the School Counseling Office. The last day for a student to drop a course and be added into a new class (besides study hall) is ten days into the semester.

Schedules may be changed upon availability during the first ten days of each semester. A schedule change request form should be submitted to the Counseling Office once schedules have been released. Second semester course changes are encouraged to be made prior to winter break.

### CLASS TRANSFER REQUEST

When considering a request to transfer from a higher level class (like honors) to a lower level class, this conversation must begin with the teacher of your academic course. If everyone agrees to consider this change, please be aware of the following:

- When a student moves from a high level class to a lower level class in the same subject area (i.e: Honors to Regular) the student’s grade will transfer with them. This grade will be transferred by the counseling office at the time that the student moves classes. Once the approval for a change is granted, no grades should be added in the original class.
- Switching classes does not guarantee that students will pass the class or earn credit. However, moving to a less rigorous class may provide a better chance for making improvements in the student’s grade by the end of the semester.
- If requesting to move to a non-similar class (ex PreCalc to Trig), the window for this change is limited to the amount of work that has been covered. This timeframe is set by the teacher of the course they would be moving into. The student will be responsible to complete any missed work for their new class.
- Any approved class transfer should be made as early as possible in the prior semester, which gives time for a student to improve their grade by the end of the term. If the teacher, parent, and student all agree that a change in level is warranted, then the student should take every opportunity to be able to transfer the highest grade possible (i.e: if class is ahead of lower section, can quizzes/tests be taken in the new section to replace the old



score). This would need to be coordinated with both teachers and typically has a small window for these changes to be made. This is not possible for all class changes if they do not have parallel assignments.

- Any student struggling with a class should be sure to reduce missing assignments, attend class regularly, seek tutoring (NHS or outside of school), attend Spartan Stretch when assigned, demonstrate focused work in class, and stay in close contact with their teacher about how to improve their grade.

## 9. ACADEMIC STANDING

Class standings are classified as follows:

- **Freshman** Completed 8th grade
- **Sophomore** 5 credits
- **Junior** 10 credits
- **Senior** 15 credits

Students will be promoted upon completion of each credit benchmark. Early graduation is an option for students (one semester early). Students should contact their counselor to get the application materials that will need to be presented to the Board of Education. A deadline to apply is September 15th of each school year.

## 10. STUDY HALLS/SENIORS LOUNGES/FLEX PERIODS

Students are to bring sufficient schoolwork and materials to the study hall to keep them productively occupied the full period. Permission to leave study hall to go to lockers, the restroom, etc., will not be granted except in rare cases, and then only with teacher permission. Truancy or unexcused absences from study halls will result in disciplinary consequences.

Senior lounge is an off-campus study hall that is only available for senior students. Seniors may have two Senior Lounges under the following circumstances:

- The student is on track to graduate by taking only five classes that semester.
- The student does not have excessive tardies or absences.
- Parental approval is required.

Senior Lounge is a privilege not a right. A student may be removed from Senior Lounge for disciplinary purposes. Student must complete and application to be considered for a FLEX or Senior Lounge. Approval will be based on grades, attendance, and behavior. Juniors can only apply for a flex if they have a Study Hall in their schedule. Seniors can have a FLEX and a Senior Lounge.

## 11. DRIVER'S EDUCATION

The Sycamore School District shall provide the classroom driver education course for each public and non-public high school resident of the school district who either has received a passing grade in at least eight courses during the previous two semesters or has received a waiver of that requirement from the county superintendent of schools. In addition, students must have achieved sophomore standing or be freshmen that have signed up for summer school.

In accordance with Public Act 94-0916, the following restrictions on student driver's licenses will apply:

1. In order to receive a driver's license or instruction permit, applicants under the age of 18 must be enrolled in high school or college, a GED program, or be receiving home instruction.

2. A driver's license or instruction permit shall be canceled if a student under the age of 18 drops out of school.

## 12. DUAL CREDIT

Kishwaukee Community College has partnered with many of the high schools in our area, including Sycamore High School, to provide college level courses that fulfill high school requirements for graduation and earn college-level credit that can be transferred to a college or university. Students in dual credit classes will pay a reduced fee for tuition for each class directly to Kishwaukee College. Dual credit information will be discussed during course selection and should be discussed with teachers/counselors. There are several steps students must complete to enroll in dual credit courses - students will work with counselors to complete the enrollment process if they are recommended for these courses.

## 13. SEMESTER EXAM POLICY AND SCHEDULE

Sycamore High School supports the administration of final exams at the end of each semester. Semester final exams reinforce important objectives and stress the synthesis and connection of all information and concepts. Departments will weigh these final exams as 20% of the total semester grade. A special final exam schedule is developed to create larger blocks of time (75 minutes) for these exams. **Due to the serious nature of final exams, students are not permitted to enter the final exam testing sites after the exam has begun. Absences other than illness must be submitted in writing one week prior to exams and must be approved by administration.**

Students are to remain in the classroom for the entire time scheduled; no students should be allowed to leave the room during the exam time, except for emergency situations. The cafeteria, library and computer lab will be available to students at these times. Buses will depart 10 minutes after each day's last exam.

**Exam Schedule TIMES will be communicated**

*All students will be required to take 1st & 2nd semester final exams*

## 14. GRADING SYSTEM

4.25	A+	3.25	B+	2.25	C+	1.25	D+
4.0	A	3.0	B	2.0	C	1.0	D
3.75	A-	2.75	B-	1.75	C-	0.75	D-

## 15. GRADE POINT AVERAGE

**Non-Weighted Grade Point Average:** Sycamore High School uses a 4.0 grade point system.

This means that grades in classes are given "grade points" as follows:

A = 4.0; B = 3.0; C = 2.0; D = 1.0; F = 0.

**Weighted Grade Point Average**

- Please see the course catalog for specific classes and the weighting.

This system is utilized for the following purposes:

- To determine honor roll.

- To report to colleges and other post-high school organizations through posting on a student's official transcript.
- Valedictorian and salutatorian will be determined using the weighted GPA and will be computed at the conclusion of all eight semesters of high school. Also, initial eligibility for National Honor Society will utilize the students' weighted grade point average.

## **16. HONOR ROLL**

An Honor Roll is published at the end of each semester. There are two classifications, which are based on grade point average. Students with a grade point average of 3.75 or above are included on the High Honor Roll. Students with a grade point average between 3.00 and 3.74 are included on the Honor Roll. Any student receiving a grade of C- or lower in any class will not be considered for the Honor Roll.

## **17. CLASS RANK**

Class rank will be calculated by the Counseling Department after each semester. Weighted scores will be used to calculate rank based on courses taken. A list of these courses is available in the course catalog.

## **18. PARENT PORTAL PROGRESS REPORTS, REPORT CARDS**

The Parent Portal has been made available to track academic progress online. Please access the district's website at [www.syc427.org](http://www.syc427.org) and click on the link to the Parent Portal. Sycamore High School will no longer mail home progress reports or report cards because those grades are always available on the portal. If you do not have computer/internet access, please contact the high school for assistance in monitoring academic progress.

## **19. INCOMPLETES**

Incompletes are placed on report cards when students who have excused absences have not had sufficient time to submit make-up work before the end of the grading period. A student has two weeks after the end of the grading period to complete the make-up work (unless an extenuating circumstance exists and an extension is approved through the counseling office). If a student receives a grade of "incomplete" and does not complete the make-up work within two weeks of the end of the grading period, the grade will be changed to an "F."

## **20. ONLINE LEARNING**

Online Learning is a computer-based program that is offered as an option to SHS students as an opportunity to take a course in a different format.

1. Credit Recovery: Students may be eligible to enroll if they are at least a second year student in high school. This may be provided for credit recovery situations with approval.
2. Online learning opportunities are also available to students with administrative approval if a specific class is not able to fit into the student's schedule. This will be initiated by the counseling office.

Students should contact the counseling department for more information.

## **21. INDEPENDENT STUDY**

Most courses at Sycamore High School regard class participation and daily teacher-student-class contact as essential to the nature of the subject. There is a procedure policy for independent

study which may be followed in some cases at the recommendation of the teacher and principal. Independent study forms are available in the counseling office.

## **21. AUDITING**

Sycamore High School students may audit a course with administration approval.

## **22. NATIONAL HONOR SOCIETY**

Membership in the National Honor Society (NHS) is open to juniors and seniors with a weighted 3.5 GPA used to determine students who qualify to apply. Students who apply for membership are evaluated by the faculty at large and by a faculty committee chosen by NHS advisors. Selection is based upon leadership, service, character, and scholarship – the principles of this honorary organization. Throughout the school year, NHS works to promote and to recognize scholarship at Sycamore High School.

# **C. EDUCATIONAL OPPORTUNITIES**

## **1. BLENDED LEARNING COURSES**

Blended courses offer a mix of online learning and face-to-face instruction. This approach allows students to manage their learning pace and time while developing vital skills for future success. Students can delve deeper into topics through online activities, and teachers provide support and intervention when needed.

Meeting times are determined by the teacher and attendance is mandatory for students below 70% or with missing work. Initially, classes focus on building classroom culture with face-to-face interactions. Later, the schedule incorporates "Flex Days" for online learning activities, with teachers available for additional instruction.

Blended Learning Expectations and Glossary: <https://tinyurl.com/blendedSHS>

## **2. CORRESPONDENCE/ONLINE LEARNING CREDIT**

Sycamore High School cooperates with a variety of accredited organizations in offering correspondence courses. A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The credits come from programs that are accredited by AdvancED/Cognia, which is the same accreditation that is used for public high schools.
2. The student assumes responsibility for all fees.
3. The building principal approves the course in advance.
4. The course must not be offered by SHS or it will not fit in the student's schedule.

## **3. KISHWAUKEE EDUCATION CONSORTIUM (KEC)**

Sycamore High School is a member of the Kishwaukee Education Consortium and therefore has access to several specialized programs for students. Vocational classes are available at various sites throughout the county for students who are interested in particular fields. They can receive the training necessary to prepare them for employment in these fields after graduation.

## **4. ALTERNATIVE LEARNING ENVIRONMENTS**

### **PHOENIX ACADEMY**

This program is designed for at-risk students who need a more structured environment. Its intention is to assist students having difficulty in math, reading (English), and/or study skills and raising their level of competence in order to return to the regular program. Students must be recommended for this program and receive administrative approval to attend .

### **SPARTAN ACADEMY**

This alternative education environment is designed for students who find it difficult to succeed during the regular school day due to extenuating circumstances such as pregnancy, parenthood, necessary job requirements, etc. Only juniors and seniors are eligible for this program, and this program is seen as a "last resort" for students in order to obtain needed credit for graduation. Students must be recommended for this program and must receive administrative approval to attend.

### **TRANSITIONAL EDUCATION AND REGIONAL SAFE SCHOOLS PROGRAM**

This program is designed to serve students who are unable to be successful in the regular high school program, have made threats against the school, students or staff, and/or who are not eligible (or placement is not appropriate) for the Optional Education program. Students must be recommended for this program.

## **D. PARKING INFORMATION**

### **1. PARKING REGULATIONS**

Parking on Sycamore High School property is a privilege offered to eligible students. It is the student's responsibility to know, understand and obey all parking regulations.

**Illinois law states:**

- 1. Drivers 18 and younger are prohibited from using wireless phones (with or without hands-free devices) while driving.**
- 2. All drivers are prohibited from text messaging and related activities such as emailing and Internet use.**
- 3. Motorists are prohibited from use of cellular phones in school zones.**

Sycamore High School parking regulations are as follows:

1. By entering school property or designated school parking areas, the person driving any vehicle is deemed to consent to complete search of the vehicle by school officials or police.
2. All eligible students wishing to park in designated school parking areas during the school day must purchase and correctly display a parking tag.
3. Parking tags are not required during weekends, evenings, or school holidays.
4. Obey all sign regulations and courteously follow parking and driving directions provided by school personnel.
5. Do not sit in or on parked cars; do not loiter in parking areas.
6. The speed limit on school grounds is 15 miles per hour. Careless, reckless or hazardous driving will not be tolerated.
7. Students are advised to keep their vehicles locked at all times.
8. The school is not responsible for lost, stolen, and/or damaged property.
9. Once school buses begin to depart from bus turnaround, no cars are allowed to cut in between buses or to pass buses on school grounds.
10. Only authorized vehicles or persons may use handicapped stalls.

11. A designated area is assigned for motorcycles and scooters. The purchase of a permit is required but display of the permit is not required.
12. Parking is permitted only in authorized parking stalls between white lines. Parking is specifically prohibited in the following areas: staff spots, visitor spots, reserved spots, the Salem Lutheran Church parking lot, and areas that are not designated as parking spots.
13. Park head-in only; backing into parking stalls is not permitted.
- 14. Do not park in yellow painted parking spots or fire zones.**
15. Cost of permit is prorated by quarter.

## 2. PARKING VIOLATIONS

The school administration reserves the right to tow, at the owner's expense, any car that is in violation of parking regulations, including the lack of (or non-display of) parking tags.

Students parking on campus without a parking tag may receive disciplinary action ranging from one full day in the Alternative Education Program to loss of parking privileges for the following year.

Parking violations will be processed in the following manner:

Any violation may result in a ticket and a large warning sticker placed on the vehicle's driver's side rear window.

**First Violation:** Warning letter sent to the parent or guardian at the home address indicating that a violation has occurred and that a second violation will result in a \$10 fine. There is no warning given for a vehicle without a parking tag. In this case, a \$10 fine will apply for the 1st violation, and a \$20 fine will apply for each additional violation.

**Second Violation:** A ticket will be issued with a fine of \$10. A warning letter will be sent to the parent or guardian at the home address indicating that a third violation will result in a \$20 fine.

**Third Violation:** A ticket will be issued with a fine of \$20. A building administrator or designee will warn the student that a fourth violation will result in the loss of parking privileges for the remainder of the year. A letter will be sent to the parent or guardian at the home address indicating that this is the final warning.

**Fourth Violation:** Loss of parking privileges may occur. A sticker may be placed on the car.

**Further Violations may result in the vehicle being towed or other consequences.**

# E. EMERGENCY PLAN

## 1. EMERGENCY PROCEDURES

For the health and safety of students and staff, fire and disaster drills are conducted periodically. Safety information and procedures are communicated to students via staff members. Students and staff should proceed quickly and in an orderly manner to designated areas, where student attendance will be taken.

In the event that the building would need to be evacuated for other reasons, students and staff will receive instruction as to the specific procedures for such evacuation. Students should proceed directly to the specified areas without stopping at lockers.

It is a very serious offense to tamper with the Blue Point System, fire alarm and fire equipment. Tampering with the Blue Point System, fire alarms or fire equipment will result in a referral to the Sycamore Police Department.

## **2. WEATHER RELATED EVENTS**

Threatening weather conditions are monitored and, when necessary, personnel are placed on alert. During the school year, the school district website ([www.syc427.org](http://www.syc427.org)), radio stations WLBK-AM (1360), WSQR (1560), and WNIU-FM (89.5) are utilized to announce school closings and other pertinent information. Every attempt to announce school closings by 6:30 a.m. will be made, but this is not guaranteed.

# **II. Safety and Security**

**Sycamore School District takes the safety and security of our students and staff very seriously. The District has a safety and security team who works to ensure that the District is prepared and well-equipped to handle emergencies.**

## **TRAINING FOR FACULTY AND STAFF**

The district provides a variety of training throughout the school year to faculty and staff. Some of the training is partnered with representatives of the Sycamore Police Department and/or the Sycamore Fire Department. These trainings help to improve their crisis management skills and help them gain confidence that they are prepared in a real situation.

## **WHAT SHOULD PARENTS DO IN THE EVENT OF AN EMERGENCY?**

While every person's natural instinct in an emergency is to go to the school to safeguard his/her child, please understand that doing so may significantly impede the school's ability to respond to the situation. Please trust in the preparedness of the school staff and community first responders to swiftly and effectively handle the emergency. We kindly ask for your cooperation and assistance and therefore ask you to follow these guidelines:

- Please do not call or rush to your child's school because the phone lines and staff are needed for emergency response efforts.
- Please do not phone your child. Staff and students are discouraged from using cell phone communication for safety reasons.
- Please wait for communication from your child's school, they will provide you with direction on how to proceed.

## **COMMUNICATION DURING AN EMERGENCY**

### **\*Make Sure We Can Reach You - Update Your Contact Information\***

The district has a variety of ways to communicate to parents/guardians during an emergency. One way to communicate during an emergency is by utilizing the School Messenger Parent Notification and Emergency Alert System. This system allows the district to quickly and efficiently deliver messages to the entire school community or to a particular group or building that is affected. Notifications can be delivered via land-line, cellular telephone, email and text.

## **ONLY RELY ON OFFICIAL COMMUNICATIONS**

Please rely only on official communication from school or public safety officials. Official communication may come through the following avenues:

- The District's emergency notification system
- The District's website, <http://www.syc427.org>
- The district email distribution lists
- The District's social media accounts

## **INTRUDER PROTOCOL**

Sycamore School District follows the recommendation made by The U.S. Department of Education (2013) & The Illinois School Security and Standards Task Force (2016) regarding intruder situations in school. These two entities stated that traditional "Lockdowns" are insufficient and do not meet the Standard of Care for staff and students. Therefore, Sycamore School District provides staff with training that will allow them to evaluate each situation and determine the best option given the tools they have to implement their decision.

## **BLUE POINT ALERT SYSTEM**

All of our district buildings are equipped with the Blue Point Alert System. This provides an affordable Rapid Emergency Response System (RERS) that instantly notifies emergency responders and building occupants of an emergency situation, expedites a rapid response, triggers emergency management protocols and ultimately saves lives.

# **FREQUENTLY ASKED QUESTIONS**

## **ARE THE SCHOOL BUILDINGS LEFT UNLOCKED DURING THE SCHOOL DAY?**

No. All schools are locked during the school day. Visitors will need to come to the main entrance, door E2. Security staff will allow the visitor to enter into the building. Security will ask you for your name and the reason for your visit prior to allowing further entry into the building.

## **DO YOU USE A VISITOR MANAGEMENT SYSTEM IN YOUR BUILDINGS?**

Yes, we utilize the **Hall Pass Visitor Management System**. Upon entry, visitors must present a government issued ID to the front security desk. The ID is scanned and the information is checked against the National Sex Offender Registry and the District's Visitor Restricted list. If the visitor is found on either list, the system will display all detailed information related to the offender including photo and will instantly send out alerts via text message and email to appropriate staff and School Resource Officers. Once cleared through the system, a visitor badge is produced that includes a photo. Visitors are required to wear a visitor badge while in the building.

What forms of ID are approved? A state license, a state identification card, a consular ID card, a green card, an active military card, and a passport card (not the full passport).

## **DO YOU HAVE A POLICE LIAISON IN YOUR SCHOOL BUILDINGS?**

Our district has two full-time school resource officers (SRO) that assist all buildings within the district.

## **HOW DO YOU COLLABORATE WITH YOUR FIRST RESPONDERS?**

Our district works closely with our first responders; we have a great working relationship with both police and fire. It is not uncommon to see officers and firemen in our buildings. It is important for them to get to know our staff and the layout of our buildings under non stressful situations. The district shares our building maps, keys and FOBS, and our emergency response plans with our first



responders. It is key that during an emergency that they know how students and staff in a building are going to respond so that they can respond to the emergency and quickly provide assistance. Collaboration is key and sharing plans with our partners is invaluable. We also conduct training and our drills with our first responders; this is a great way to provide valuable feedback as to what works and what we need to improve on.

### **DOES THE DISTRICT HAVE A SAFETY TEAM?**

Yes, the district has a District Safety Team. The team consists of district administrators, building administrators and law enforcement. The team discusses and makes decisions regarding safety and security along with updating emergency crisis plans.

### **HOW DOES THE DISTRICT ADDRESS THREATS?**

The district takes all threats seriously. Anyone who becomes aware of a threat should immediately notify the building principal. If school is not in session and you cannot contact the building principal, contact the police immediately. The police department and the school district will work together on all threat assessments. The goal of a threat assessment is to make sure that everyone is safe and that the situation is handled appropriately and effectively.

## **III. SCHOOL SERVICES**

### **A. STUDENT SUPPORT**

#### **1. COUNSELING**

Students may consult with the counselors on individual problems concerning school courses and curriculum selection, failures, extra-curricular activities, interpretation of test results, remedial work, vocational selection, home and school adjustment, personal issues, college selection, job opportunities, scholarships and financial aid, information about the armed services, necessary schedule changes, and/or similar issues. The services of the counseling office are available to both students and parents. Parents are encouraged to avail themselves of these services through the scheduling of appointments.

#### **2. SOCIAL WORKERS**

The high school has the services of social workers to work with students and their families to help both through difficulties that may affect the students' academic performance or socialization at school. They can also provide assistance in connecting families to outside counseling or social service organizations.

#### **3. PSYCHOLOGIST**

The district psychologist serves both the high school and middle school and is the facilitator for special education testing. The psychologist also attends, IEP, 504, and parent meetings as needed.

#### **4. SUPPORT GROUPS**

Several support groups for students are facilitated by the school social workers.

## **5. MTSS--SUPPORTED STUDY HALL AND SPARTAN STRETCH**

MTSS is a multi-tiered approach to help struggling learners. Students' progress is closely monitored at each stage of intervention to determine the need for further research-based instruction and/or intervention in general education, in special education, or both. Students earning a D or F in any course are assigned to intervention during Spartan Stretch. Students earning multiple Fs in a given semester may be assigned to a Supported Study Hall in place of their Study Hall, Flex, or Senior Lounge. Any student that fails to report to Spartan Stretch or Supported Study Hall is subject to disciplinary consequences associated with the school attendance policy.

## **6. ENGLISH LANGUAGE LEARNERS**

The Sycamore School District has an ELL program for students with limited proficiency in the English language. The ELL instructor is in charge of this program and, in that capacity, provides part-time services to the high school. The instructor not only provides academic assistance to students of limited English language ability, but also serves as a liaison between the families of these students and the school.

## **7. TITLE IX: SEX DISCRIMINATION**

The Sycamore School District supports and is in compliance with Title IX of the Federal Educational Amendments of 1972, which is designed to eliminate discrimination on the basis of sex in any education program or activity. Title IX requires that sex discrimination not be practiced in the employment of or admission to any education program or activity operated by the District. Every employee and student is protected against sex discrimination by Title IX, and any person wishing to inquire about the District's application of the law should contact:

Mark Ekstrom

Any person who then has a complaint regarding sex discrimination should follow this due process procedure:

1. Building Principal
2. Superintendent
3. Board of Education

The Board of Education Policy on Title IX can be found in the Board's Policy Manual.

## **8. MEDICAID DATA RELEASE—SPECIAL EDUCATION STUDENTS**

If your child receives special education services and is also Medicaid eligible, the Sycamore School District can seek partial reimbursement from Medicaid for health services documented in your student'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 student's name, date of birth, 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:

Director of Special Education  
Sycamore School District #427  
245 W. Exchange St.

Sycamore, IL 60178

Regardless of your decision, the Sycamore School District must provide the services listed in your student's IEP at no cost to you. This program has no impact on your student's or your family's current or future Medicaid benefits. Under federal law, participation in this program CANNOT:

- decrease lifetime coverage or any other public insurance benefit
- result in the family paying for services that would otherwise be covered by Medicaid
- increase your premiums or lead to discontinuation of benefits or insurance
- 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 student.

## 9. INFORMATION ON REGISTERED SEX OFFENDERS

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 (Public Act 94-0994).

## 10. HELP LINE

Police Department.....	(815)895-3435
Fire Department.....	(815)895-5414
DCFS.....	(800)252-2873
Sexual Assault Abuse Services.....	(815)758-7922
Runaway Hotline.....	(800)231-6946
Safe Passage, Emergency.....	(815)756-2228
Safe Passage, Non-Emergency.....	(815)756-5228
Health Department.....	(815)758-6673
Ben Gordon Center.....	(815)756-4875
BGC Response (Ben Gordon Center).....	(866)242-0111
DeKalb County Youth Service Bureau.....	(815)748-2010

# MEDICAL/HEALTH INFORMATION

## 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.

A child does not need most medications to be administered at school. If they need to take medication 3 times a day or less, it should not be sent to school; it can be given before school, right after school and at bedtime. If your child takes daily medications, they should be taken at home with very few exceptions.

## OVER-THE-COUNTER MEDICATIONS

All medications (with the exception of asthma inhalers and Epi-pens) are to be taken in the nurse's office. Students are not to have over-the-counter or other types of medication in their possession during the school day.

## **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**:

1. A written order for prescription and non-prescription medication **must** be obtained from the child's physician.
2. A written request from the parent/guardian requesting the medication be given **must** accompany the above order.
3. Medication must be brought to school in a pharmacy labeled container that displays:
  - a. Child's Name
  - b. Prescription Number
  - c. Medication Name/Dosage
  - d. Administration Route
  - e. Date and Refill
  - f. Physician's Name
  - g. Pharmacy address and phone number
4. The School Nurse, School Administrator or the student (via Self Administration- Guidelines below) will administer the medication to the student
5. All medications designated "controlled substance" (including, but not limited to, Ritalin, Concerta, Dexedrine, and Adderall) **must be** delivered to school by a parent or another adult.
6. Each dose of medication administered shall be recorded in Infinite Campus per prescription order entered by the School Nurse.
7. Medication must be kept in a locked drawer or cabinet in a supervised area.
8. 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. They will then monitor and counsel the students as needed.

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

## **SELF-ADMINISTRATION**

Self-administration means the student will be responsible for opening the envelope or bottle/container and recognizing their medication prior to taking it in front of the staff member.

## **FIELD TRIP MEDICATION PROCEDURE**

The school nurse will dispense medication into individual student envelopes. Designated school personnel (not necessarily the School Nurse) will carry the medication and supervise the student in self-administration.

## **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.

Illinois School Code requires school districts to have an EMERGENCY RESPONSE PROTOCOL for asthma. Along with providing medication permission forms for inhalers or other asthma medication needed at school the district is requesting that parents also provide a written "Asthma Action Plan" signed by the student's physician or provider.

### **UNDESIGNATED EMERGENCY MEDICATION**

In compliance with Illinois School Code, each Sycamore School maintains a stock of undesignated emergency medication to treat anaphylaxis (epinephrine) and opioid overdose (narcan). We are pleased to announce we now also carry undesignated asthma rescue medication (albuterol) to treat acute respiratory distress.

Undesignated means that this medication is not assigned to a specific individual. It is available to use in situations where it is known that an individual has a diagnosis requiring this medication but does not yet have medications available on school grounds or in situations where there is not a known diagnosis but the school nurse or trained personnel has determined that signs and symptoms exhibited are consistent with one of these emergency events. The standing orders for these medications and administration protocols for school nurses and other trained personnel are reviewed and signed by a designated local physician.

Please note that these medications are not meant to be a substitute for students with known diagnoses (asthma/allergies). Parents/guardians are expected to provide these medications for their students with the accompanying physician's orders and emergency action plans.

The availability of these undesignated rescue medications allows our school nurses and other trained personnel to respond and intervene quickly in these emergency situations, thus improving outcomes.

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 administration of undesignated asthma medication by the school nurse or other trained personnel.

### **MEDICAL CANNABIS**

Please contact your school nurse for the current procedure and paperwork required for Medical Cannabis to be administered at school.

### **PROCEDURE FOR REQUESTS OF DIAGNOSTIC RATING SCALES TO BE COMPLETED**

When a parent/guardian requests completion of diagnostic rating scales by the school district, there is a procedure that we follow:

1. The parent/guardian must complete and sign a Release of Information form. This can be from the provider or on the school district's form. The school district must have a copy of this release to file in the nurse's office.
2. The completed rating scales must be returned directly to the provider. The rating scales cannot be given back to the parents/guardian to be given to the provider.
3. The district will not provide parents/guardians a copy of the rating scale, nor will we be keeping a copy for our records. The rating scales will not be copied in violation of copyright protections.

# 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 merely to provide guidelines until your doctor can be consulted.

**COLD, SORE THROAT, COUGH:** A child with cold symptoms and a persistent cough will likely not be able to fully participate in their learning and may benefit from remaining home. 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 100.4 degrees should be sent to school.** Students may be sent home for a temperature lower than 100.4 degrees if symptoms indicate and based on the school nurse's assessment. Students **must be fever free a minimum of 24 hours without the aid of fever reducers** before returning to school.

**HEADACHE:** Your child may come to school, however administration of over the counter pain relievers will require written physician orders and parent authorization

**STOMACHACHE:** Your child may come to school as long as there has been no vomiting or diarrhea. 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 100.4 degrees or more
2. Students may be sent home for a temperature lower than 100.4 degrees if symptoms indicate and based on the school nurse's assessment
3. Have vomited or have diarrhea
4. Feel too miserable with cold or flu symptoms
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 without help of medication** before returning to school.

## 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 the Sycamore School District is Kishwaukee Hospital.

## **COMMUNICABLE DISEASE**

The Sycamore School District will follow the local health department's guidance and recommendations.

## **HEAD LICE**

If suspected, the School Nurse will examine a student and notify the parent/guardian of head lice if it has been identified. Students may be released from school at the discretion of the parent/guardian. Education and information will be provided for the treatment and prevention of head lice to parents/guardians.

Students will not be excluded from school due to head lice. The Illinois Dept. of Public Health, Center for Disease Control (CDC) and Illinois State Board of Education all support children remaining in school.

AAP (American Academy of Pediatrics) offers the following guidance for treating head lice. Head lice are often a fact of life for school aged children. While inconvenient, head lice cause no medical harm and can be effectively treated. A revised clinical report from the American Academy of Pediatrics (AAP), "Head Lice," published in the August print issue of Pediatrics (published online July 26, 2010), clarifies and updates protocols for diagnosis and treatment, and provides guidance for the management of children with head lice in the school setting.

Head lice are not a health hazard or a sign of poor hygiene and, in contrast to body lice, are not responsible for the spread of any disease. No healthy child should be excluded from or miss school because of head lice, and no-nit policies for return to school should be abandoned. Informed school nurses can help with diagnosis and suggestions about treatment. Because head lice are usually transmitted by head to head contact, parents should carefully check a child's head before and after attending a sleepover or camp where children share sleeping quarters.

There are many ways to treat active infestations, but not all products and techniques have been evaluated for safety and effectiveness. One percent permethrin lotion is recommended as initial treatment for most head lice infestations with a second application 7 - 10 days after the first. Parents and caregivers should make sure that any treatment chosen is safe; preferred treatments would be those which are easy to use, reasonably priced, and proven to be non-toxic. All products must be used exactly according to the manufacturer's instructions. Your pediatrician can help with diagnosis, treatment choices and management of difficult cases.

The American Academy of Pediatrics is an organization of 60,000 primary care pediatricians, pediatric medical subspecialists and pediatric surgical specialists dedicated to the health, safety and well being of infants, children, adolescents and young adults.

For more research-based information to go [www.identifyus.com](http://www.identifyus.com), or to [www.cdc.gov/lice/head/treatment.html](http://www.cdc.gov/lice/head/treatment.html)

What you can do to help prevent head lice:

- Discourage head to head contact and the sharing of head accessories.
- Talk to children about sleepovers and how important it is to have your own pillow and space to sleep so head lice cannot be transmitted from one to another.
- Check your children periodically for nits. If nits are found, notify your child's close friends and relatives with whom they play or associate.
- Educate and discourage your child from sharing hats, stuffed animals, ear phones, etc. could carry head lice from one person to the next.
- Encourage good hygiene and hand washing to all family members.

- Discourage dress up centers, such as they have in museums, where children share clothing and especially headgear.

## **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 & 8th 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 diabetic care.
6. 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, 6th, and 9th grade students have a completed physical exam each fall.

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, Diphtheria, Pertussis (whooping cough), TDap, Poliomyelitis, Hepatitis B series and proof of having the Varicella vaccines or history of the chickenpox disease. Students in grade 6-12 also are required to have the appropriate Meningococcal vaccines. All students new to the district must also comply with these regulations within 30 days of enrollment. Students entering the District from out of the country must have the physical exam completed prior to attending classes. 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.

The required examinations, immunization dates and forms must be turned into the school office on or prior to October 1 or within 30 days of moving into the District or they will be excluded from school until the requirements are fulfilled.

The State of Illinois has specific requirements for students entering school at different grade levels. Students are required to have/show proof of receiving the proper vaccinations. Vaccination information can be found at

<https://www.syc427.org/our-district/district-offices/student-health/student-health-requirements>

## **RELIGIOUS/MEDICAL EXEMPTIONS**

1. Certificate of Religious Exemption: parents or legal guardians who object on religious grounds to complete any required immunizations or examinations must complete a Certificate of Religious Exemption form, which must also be signed by the physician, advanced practice nurse or physician assistant responsible for performing the student examination. The healthcare provider signature on this new form attests to informing the parent or legal guardian of the benefits of immunization and the health risks of not vaccinating the student. Per the State Of Illinois, the certificate requires the parent or guardian signature to attest to understanding that their child may be excluded from school in the case of a vaccine-preventable disease outbreak or exposure.
2. If there is an outbreak of disease (i.e. Measles), those students who have not had an immunization due to medical or religious reasons will be on the susceptible list and will be excluded until a set number of school days after the last reported case of the disease (as determined by the IDPH).  
Example of exclusion dates: Measles exclusion can last a minimum of 21 days. Mumps exclusion can last a minimum of 25 days. Pertussis exclusion varies depending upon the student's symptoms and treatment options.
3. Students with a Religious Exemption are not eligible for homebound tutoring services during an outbreak related exclusion.
4. Each school keeps an up-to-date list of all children who have not presented evidence of immunity against Diphtheria, Tetanus, Pertussis, Poliomyelitis, Measles, Rubella, Mumps, Varicella, Hepatitis B and Meningitis.

## DENTAL REQUIREMENT

The State of Illinois through Public Act 93-946 has mandated that all students in K, 2nd, 6th and 9th grade must have a dental exam completed prior to May 15 of the current school year.

# IV. SCHOOL EXPECTATIONS AND GUIDELINES

## STUDENTS' RIGHTS & RESPONSIBILITIES

Students have the right to an education, the right to due process, the right to express an opinion appropriately, the right to be free from discrimination, the right to be treated with dignity, and the right to contribute to the educational program. Such rights, however, are not without their accompanying responsibilities. Students have responsibilities not only to themselves, but to those around them. Students have the responsibility of regular school attendance and the duty of making a conscientious effort in the classroom. Students also have the responsibility to refrain from interfering with the education of their fellow students.

## A. STUDENT ATTENDANCE

### 1. ATTENDANCE PHILOSOPHY

Regular attendance is one of the most important factors in determining success or failure in high school and is the responsibility of both the individual student and their parents or guardians. Parents should notify the Attendance Office by 8:15 a.m. each day if the student is going to be absent from school. Attendance messages may be left on voicemail between the hours of 3:45 p.m. and 7:30 a.m. It is the school's responsibility to make decisions whether or not an absence from school is valid. **If an absence is not called in before the end of the next school day, the absence may be considered unexcused.** Student attendance records will be available for parents to monitor via the district's Parent Portal.

### 2. STUDENT ATTENDANCE

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

### 3. EXCUSED VS UNEXCUSED ABSENCES

For students who are required to attend school there are two types of absences: excused and unexcused. **Excused absences include: illness** (including up to 5 days per school year for

mental or behavioral health of the student), **observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by the building administration.** *Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.*

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given one day for each day absent to make up missed homework and classwork assignments.

**All other absences are considered unexcused.** Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

#### **4. TARDY POLICY**

*Tardy policy: 5 minutes for all class periods.*

Students who arrive tardy to class disrupt the learning environment for fellow students. Therefore, Sycamore High School institutes many interventions to discourage students from being tardy. The tardy policy described on the following pages has been instituted in order to avoid disruptions of the educational environment, thus serving the best interests of all students.

Excessive tardies will result in progressive disciplinary consequences.

#### **5. EXCUSED ABSENCE**

"Valid cause" for absence means illness, death in the immediate family, court-related actions, and family emergency (as deemed valid by school administration). "Valid cause" absences shall be considered excused, and work missed is allowed to be made up for credit. Only **16 absences** will be allowed before a doctor's note and/or with administration approval will be required to excuse further absences within the last 180 days of school.

#### **6. STUDENT ATHLETES ABSENT FROM SCHOOL**

Student athletes who are absent from school for more than three class periods or are truant for any period of the day will not practice or compete in any sport/activity that day or evening without clearance from the Athletic Director.

#### **7. ATTENDANCE AT SCHOOL ACTIVITIES**

Students must be in attendance during the school day to participate in, or attend, school activities unless excused by the Athletic Director. Students absent any part of the day due to truancy are not eligible to participate or attend activities. In addition, students absent more than 3 periods

due to illness are not eligible to participate in or attend activities unless it is a prearranged absence or is approved by an administrator. If students have a note excusing them from physical education for health or medical reasons they cannot participate in athletic practices or events that day.

## 8. LEAVING THE BUILDING

In order to have an absence excused, students leaving the building during the day (other than sophomore, juniors, and seniors leaving during their lunch period) must have permission from administration and parents prior to their leaving. When students do leave, they must sign out in the attendance office. Students returning to school before the end of the day should sign in with the Attendance Office secretary.

**If this policy is not followed, the student will be marked unexcused and consequences applied.**

## 9. LUNCH PERIODS

**Sophomores, Juniors and Seniors** will be permitted to leave campus during their lunch periods. Students who are permitted to leave for lunch must return to the building through door E2 or the north foyer doors. Students are required to show valid student ID cards upon re-entry. Any abuse of this privilege, related truancies, community disruptions, etc., will result in disciplinary action and may result in having these privileges revoked. Leaving school for lunch is a privilege, not a right and thus may be revoked at any time.

Freshmen are not permitted to leave for lunch and must remain on campus during lunch hour. Any Freshmen student who leaves the campus during a lunch period will be considered absent without authorization and will receive disciplinary consequences.

## 10. UNEXCUSED ABSENCE

Students need to be present in order to learn and achieve success, and absenteeism is disruptive to the entire educational process. Multiple unexcused absences are deemed by the Sycamore School District as gross misconduct and gross disobedience and may subject the student to suspension and/or expulsion as described below and in the district's student discipline policy.

Multiple communication methods will be used to inform parents of unexcused absences. *It is the responsibility of the parent to comply with Illinois School Code regarding satisfactory attendance.*

## 11. ADDITIONAL ATTENDANCE PROVISIONS

1. Tardies and unexcused absences will be tracked separately, as they are different behaviors requiring separate interventions.
2. Students under the age of seventeen must maintain five classes on their schedules; those students who persist in accumulating class truancies and tardies will remain in the class and receive disciplinary consequences. These students will also receive progressive disciplinary consequences for continued violations.
3. Students classified as part-time students will lose all privileges afforded to full-time students in good standing with the school. Examples of privileges which may be lost to part-time students as a result of violations include, but are not limited to:
  - On-campus parking privileges.
  - The privilege of attending and participating in all extracurricular activities such as athletics, clubs, all homecoming activities, prom and all other similar school activities.

- Participation in Senior Class Night and Graduation Ceremony, if applicable.
- Other activities or events of any type not specifically related to the classes in which the part-time student is enrolled. Part-time students are allowed on campus only during their remaining classes.

## 12. MAKEUP WORK AND ASSESSMENTS DURING ABSENCES

### A. Unplanned Excused Absence

An unplanned absence is defined as an illness, accident, family emergency, funeral, or “like” unexpected life occurrence. In these situations students shall be given a “day for a day” to turn in homework and assignments due during the absence and to take any assessments that were given to the class during the absence. All work made up in the defined time frame will be given full credit.

### B. Planned Excused Absence

A planned absence shall be defined as school field trips, athletic, music, academic or extracurricular trips (including state and national level events), family vacations, college visits and any other absence known to the student prior to the absence.

1. All make up work (homework and assignments that were completed by the class during the planned absence) are due on the day the student returns unless arrangements are made with the individual teacher.
2. All assessments (assessments that were completed by the class during the planned absence) shall be taken on the day of the return from the planned absence unless prior arrangements have been made with the individual teacher.
3. All work made up in the defined time frame will be given full credit.

### C. Unexcused Absences

Make up work for absences reported by parents to the school deemed “unexcused” will be treated the same as a “Planned Excused Absence.”

**Students with unreported unexcused absences, “skipping or cutting class” MAY NOT be allowed to make up missed work.**

## 13. TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State’s Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

### **Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students**

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

## **B. STUDENT BEHAVIOR**

### **1. DISCIPLINE PHILOSOPHY**

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 effective 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 Sycamore School District Board of Education believes:

- Self-discipline is preferable to external forms of control
- In assisting students to develop internal controls necessary for successful school citizenship and achievement
- In educating students about alternatives to violence, peaceful resolutions to conflict, responsible behavior
- In offering a variety of services that support the mission of the district
- In placing teachers at the forefront of encouraging responsible and appropriate behavior
- In encouraging and supporting teachers' efforts to handle minor classroom disciplinary issues
- All conduct problems are not the same, therefore disciplinary actions may include, but are not limited to:

- Notifying parents/guardians
- Student or parent/guardian disciplinary conferences
- Withholding of privileges
- Temporary removal from the classroom
- Return of property or restitution for lost, stolen or damaged property.
- Alternative Education Program (AEP)—partial, full or multiple-day assignment
- Teacher or administration-assigned detentions (before, during or after school)
- Response to Intervention (RTI)
- Suspension of bus riding privileges
- Saturday Service
- Police referral
- Varying lengths of suspension
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
- +Recommendation for expulsion to the Board of Education by the Superintendent or his/her designee.
- Parents/Guardians should
  - be prepared to attend school to address student discipline problems and, possibly, to remove their child from school
  - expect that phone calls will be made to the work or place of business when necessary
  - be aware that the Sycamore schools have a partnership and a positive working relationship with the law enforcement community and it may become advisable and/or necessary to involve local law enforcement agencies.
  - know that the school community and the law enforcement community have a reciprocal reporting agreement, which allows sharing of relevant information.

## 2. SENIOR LOUNGE, FLEX, AND SOCIAL PROBATION

### Senior Lounge/Flex Incentives:

Before qualifying for these incentives, the senior student must not have obtained an unexcused absence, failed a course, or had a discipline consequence, excluding tardies.

- Senior Lounge Privilege
- Open campus during study hall(s) **with parental permission**. This will only occur when there are no discipline referrals resulting in a detention or loss of privilege.

These incentives may be revoked when a student is not passing a class or has ANY disciplinary consequence, including tardies.

### Social Probation

Social probation is one in which a student is not allowed to attend school functions outside of the regular school day. These functions include, but are not limited to; school dances, sporting events, plays and musical performances. However, students on social probation may attend after school tutoring, be a part of a team/club, or attend an after-school event if it is required by one of their teachers. Students may be placed on social probation for a semester or entire year (determined by administration). Actions that may result in social probation include, but are not limited to:

1. Two suspension of any length in the same year
2. Major infraction and/or suspension of at least five days

3. Missing more than five detentions in the same year
4. Accumulating five AEPs/detentions in the same semester
5. Accumulating five referrals in the same year
6. Excessive absences or tardies (twelve or more)
7. Seniors that do not meet the graduation requirements for their graduating year

### **3. DISCIPLINARY INFRACTIONS, GROSS DISOBEDIENCE, AND MISCONDUCT**

Gross disobedience or misconduct shall include any conduct, behavior, or activity which causes, or may reasonably lead school authorities to believe that it may cause, 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.

Depending on the frequency, duration, and/or severity, consequences commensurate with acts of gross disobedience or misconduct may apply. Acts of gross disobedience or misconduct, as well as conspiring to commit such acts, may be grounds for probation, suspension or expulsion. The SRO (School Resource Officer) may also write citations for city ordinance violations. Infractions may occur on school grounds, in designated school parking areas, on a bus, or at a school function. They 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 meets the following criteria:

- It has, or is reasonably likely to have, a direct impact on the order and discipline maintained in the school
- It poses a threat to the orderly delivery of the instructional program
- It poses a danger, or is reasonably likely to pose a danger, to the safety of the students, staff, or school property

Disciplinary infractions may include, but are not limited to, the following types of prohibited conduct, behavior, or activity:

#### **Students must wear:**

Top: (shirt, blouse, sweater, sweatshirt, tank, t-shirt, etc)

Bottom (pants, shorts, skirt, dress, etc ) and

Footwear (hard/soft-bottomed soles)

#### **Students may not wear clothing, jewelry, or personal items that:**

- Are pornographic, contain threats, or that promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups;
- Intentionally show private parts (nipples, genitals, buttocks). Clothing must cover private parts in opaque (not able to be seen-through) material;
- Cover the student's face to the extent that the student is not identifiable, including sunglasses and blankets (except clothing/headgear/glasses worn for a religious or medical purpose); or
- Demonstrate gang association/affiliation.

*Attire worn in observance of a student's religion is not subject to this policy.*



1. Presence in an **unauthorized or non-supervised area** will receive disciplinary consequences.
2. **Food and Drinks are not allowed in the classroom unless permission is given by the teacher.**
3. **Insubordination** is defined as failure to comply with requests from school personnel. School personnel includes all faculty and staff, including the SRO (School Resource Officer), employees, teachers, administrators, school board members, school bus drivers, other school district employees, and students (where the term is appropriate).
4. **Alcohol, Drugs or Look-Alike Drugs, Tobacco, Electronic Smoking Devices:** It is illegal in Illinois for anyone under the age of 21 to be in possession, consume, and/or under the influence of alcohol, defined by observable behaviors, physical appearance/symptoms, noticeable indicators (i.e. odor or alcohol present on breath, etc.). It is also illegal for anyone to possess, sell, manufacture, or use alcohol/tobacco/drugs/e-cigarettes and e-cigarette supplies or look-alike drugs on school property, school buses, or at any school related activities. The prohibition of electronic cigarettes applies. Electronic cigarettes are defined as a device containing nicotine or non-nicotine based liquid that is vaporized and inhaled (commonly known as vapes or vaping). All city, state and federal laws apply to the use and possession of drugs and alcohol.

The City of Sycamore has an ordinance prohibiting the purchase, possession, or use of **tobacco products** by anyone under the age of 21. In accordance with that statute, students found to be in violation will receive a police referral. In addition, students will face school disciplinary consequences.

5. **Bringing weapons, or look-alike weapons**, such as guns, clubs, chains, knives, brass knuckles, 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.
6. **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 the Sycamore 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 both 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.

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

- A. Soliciting and or recruiting others for membership.
- B. Participating in and/or inciting physical violence.
- C. Extorting or soliciting money and/or services, requesting any person to pay for protection, insurance, or other payment of dues.

- D. Coercing, harassing, and/or otherwise intimidating, threatening, or causing harm to any person or living creature.
  - E. 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;
  - F. 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.
  - G. Engaging in any activity intended to promote or further the interests of a gang, secret society, and/or any public school fraternity or sorority.
  - H. 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 or promote the interests of a gang, secret society, and/or any public school fraternity or sorority while attending school or school sponsored events.
7. **Endangering the physical or psychological well-being** of the school population by acts including, but not limited to:
- A. Improper release of a school fire alarm or tampering with fire extinguishers.
  - B. Starting a fire on or to school property or attempting to do so.
  - C. 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.
  - D. Possession or use of mace, pepper spray, or other similar self-defense sprays.
8. **Bullying** is the severe, repetitive, and/or intentional infliction of physical, social, intellectual, and/or emotional suffering on another person or group of persons. Such conduct includes, but is not limited to direct behaviors (e.g. teasing, taunting, intimidating, attempting to intimidate, threatening, name calling, ridiculing, belittling, extorting, hitting, hazing, physical attacks and/or violence) and indirect behaviors (e.g., spreading rumors, causing social isolation or psychological isolation, placing them in reasonable fear of harm to their person or property). This also includes cyber-bullying by the use of, but not limited to, the Internet and cell phone texting.
- a. **Definition of Cyber-Bullying.** Cyber-bullying is defined as bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. "Cyber-bullying" includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. "Cyber-bullying" also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in [105 ILCS 5/27- 23.7(b)].
  - b. **Prohibition on Cyber-Bullying.** Bullying is prohibited through the transmission of information from a computer that is accessed at a non-school related location,

activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and does not require a district or school to staff or monitor any non-school related activity, function, or program.

9. **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, ancestry, age, etc. All students should have respect for one another and all school personnel.
10. **Vandalism** is the intentional damage to or destruction of school property, property of school personnel, or property of other students.
11. **Theft:** Stealing or possessing stolen school property, school funds, or student or faculty property. In addition to school disciplinary action, this offense may result in a police referral.
12. **Fighting or any other type of physical abuse will not be tolerated at Sycamore High School.** The school community views this as an unacceptable means to solve 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.**
13. **Assaulting school personnel** will result in an immediate police referral in addition to school disciplinary consequences.
14. **Acts which directly or indirectly jeopardize the health, safety and welfare of students and/or school personnel** are strictly prohibited. This includes, but is not limited to, **snowball throwing, skate boarding and in-line skating.** These activities are not allowed at any time, except for curricular reasons, on **any** school district property.
15. Willfully **obstructing an investigation** by school officials by giving false information or by withholding information in response to questions.
16. **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. Each individual will be held accountable for his/her misconduct.
17. **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.

This category also includes "sexting", which is defined as creating, sending, viewing, or receiving an indecent picture of oneself or another person through the use of a computer, cell phone, or other electronic communication device. At no time shall a person distribute or disseminate an indecent visual depiction of themselves or another through the use of a computer or electronic communication device. Violators may be subject to both police referral and Juvenile Court proceedings.

Any student who believes that they have been subject to sexual harassment, or any person who believes that they 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 Superintendent or designee for Sycamore School District 427.

18. **Inappropriate or offensive language**, when used in an abusive manner directed at students and/or staff. This also includes, but is not limited to, profanity.
19. **Disrupting the educational environment**: Actions that substantially disrupt the educational environment, cause instruction to be compromised, and/or inhibit student learning are not acceptable under any circumstances.
20. **Inappropriate use of computers/technology**: The use of the high school's computers/technology is a privilege, not a right. All student use of technology must be in accordance with the Sycamore School District Acceptable Use Policy and Chromebook Handbook. 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, system hardware, or **emails**. 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 login information. Students found to have committed a technology violation may suffer disciplinary consequences including, but not limited to, the suspension of their technology privileges.

21. **Electronic Devices/Cell Phones**: Students may not take pictures, videos or recordings of other students or staff without their express consent. These devices shall not be used for or associated with any unlawful activities, including "sexting" (see #18), the copying of proprietary material (assessments, another student's homework assignment, etc.), or other similar behaviors.

Any electronic devices that record, receive, and transmit are prohibited unless approved by administration. Possession and/or use of laser pointers and other similar devices is expressly prohibited at any time. This includes before, during, and after school hours, as well as at any and all extra-curricular events/activities.

**Students should have their devices turned off and out of sight unless given permission by the teacher.** Students are free to use their phones on school property before and after school, during passing periods, at lunch, and during study hall. Students have the privilege to possess student-owned cell phones, headphones, and smart watches on school property. School property includes the school building, parking lots and grounds, and school-owned vehicles. This usage is a privilege, and these privileges can be revoked if the teacher/administrator deems it necessary. If its usage distracts from the educational environment, school staff may have the student store the electronic device in the main office until after school.

When a teacher deems that the cell phone is a distraction to the learning environment, the student will be referred to the office for progressive disciplinary action:

**1st Office Referral:** The phone or device(s) will be confiscated and locked in the main office. Students may pick up their phone at the end of the day and an after school detention will be assigned.

**2nd Office Referral:** The phone or device(s) will be confiscated and locked in the main office. A parent/guardian will be required to pick up the student's phone at the end of the day. After school detention will be assigned.

**3rd Office Referral:** The phone or device(s) will be confiscated and locked in the main office. The student's phone will need to be picked up by a parent/guardian. A conference between the dean, the student and a parent/guardian will occur. The student will be required to check their phone in at the main office for a specific amount of time determined at the conference. A phone contract will be signed by the parent and student. Failure to abide by the phone contract will result in the student losing the privilege of having their personal phone at school.

Failure to comply with school personnel asking for your phone will be considered insubordination and will result in appropriate disciplinary action.

**Student use of devices for audio or video recording:** The use of any device for audio or video recording by students is prohibited on school grounds and at school events. This rule does not prohibit students from taking photos of or taping athletic contests or extra-curricular activities, except in cases in which contract restrictions apply.

If a student misses class, or has any disciplinary occurrence, the students' cell phone can be placed in a locked device by administration for some or all of the day.

## 22. **Academic Integrity:**

The students of Sycamore High School are called upon to know, to respect, and to practice standards of personal honesty.

The faculty and administration wish to make it clear that the following acts are regarded as serious violations of personal honesty and ideals of academic integrity. Any violation of the policy will be considered to be an act of misconduct.

**Copying:** This includes copying answers from another student's test, homework, or assignment.

**Plagiarism:** This involves presenting someone else's work as your own, without proper citation. This can include copying text, ideas, or data from books, articles, or online sources, including work generated by artificial intelligence (AI).

**Using unauthorized materials:** This might involve using crib notes, hidden study guides, or electronic devices with answers during an exam.

**Collusion:** This involves working together on an assignment or test when individual work is expected.

**Falsifying information:** This includes making up data for a lab report, forging signatures on permission slips, or lying about the completion of assignments.

**Impersonation:** This involves having someone else take a test or complete an assignment for you.

**Cheating:** Cheating on school work refers to any dishonest attempt to gain academic credit without putting in the genuine effort to learn the material. It undermines the integrity

of the learning process and gives you an unfair advantage over classmates who are honest.

Depending upon the seriousness of the offense, any combination of the following options may be exercised by the teacher and/or administration:

- Zero for assignment
- Resubmission of assignment
- Detention
- Saturday School
- Suspension
- Withholding of credit
- Failure for course
- Referral for expulsion hearing

Any and all of these may be considered, depending upon the seriousness of the offense.

**THIS LIST IS NOT INTENDED TO BE ALL-INCLUSIVE. DEPENDING ON THE NATURE AND SEVERITY, ADDITIONAL INFRACTIONS MAY BE INCLUDED AT ANY TIME BY THE ADMINISTRATION.**

#### **4. AFTER-SCHOOL DETENTION PROGRAM**

In an effort to provide disciplinary consequences for students without removing them from their academic classes, a formalized after-school detention program has been instituted. Minor disciplinary problems may be addressed by the detention program. A staff member will supervise this program. A student will be required to bring sufficient materials to study or read during the time assigned to detention.

Detentions may also be assigned individually by both the staff and administration (before, during, or after school) as part of their classroom management plan.

##### **Conditions of the Detention Program**

1. Students are assigned to the school-wide detention program by a building administrator or designee.
2. Students are expected to serve detentions, whether assigned by faculty or administration. The student is to be in attendance in the detention room for the duration of the period assigned.
3. If a student has an excused absence the day of an assigned detention, a new date will be assigned.
4. Any student chronically involved in the detention program may face more serious disciplinary consequences.
5. Failure or refusal to serve an assigned detention will result in additional consequences.

##### **Regulations of the Detention Program**

1. Students are not permitted to eat or drink in detention. Restroom breaks may be permitted at the discretion of the detention supervisor.
2. Students are to report to detention on time with their school I.D.
3. No talking is permitted unless to ask questions of the supervisor. In this case, students must raise their hands and wait to be recognized.
4. Students must bring sufficient study or reading materials to detention in order to engage in productive activity for the entire period. Students will not be permitted to go to their lockers to get materials once detention has started.

5. Students are not to leave their assigned seats without the permission of the supervisor and are not to move desks, chairs, etc.
6. Students are not to write on or in any way deface the desks, tables, books, magazines, etc.
7. Students are to cooperate with and show respect to the supervisor at all times or risk further disciplinary action.
8. Students are not to sleep in detention. Progressive discipline may result.

## **5. IN SCHOOL SUSPENSION -- ISS**

Infractions involving some attendance issues and other major or minor disciplinary problems will be handled through the ISS. A staff member will supervise this program. A student will be required to study material related to the classes being missed or work on other assignments provided by the ISS supervisor.

### **Conditions of the ISS Program**

1. A student is assigned to the ISS Program by a building administrator or designee.
2. The student is to be in attendance in the ISS room for the duration of the period assigned.
3. The student may make up work missed in his/her daily classes during the day(s) of ISS placement and receive full credit for this work. To receive full credit for work made up during day(s) of ISS placement, work must be turned in to the ISS teacher by the end of the period/day assigned or to the teacher making the assignment by the due date. Otherwise, no credit will be given.
4. **If a student has an excused absence on a day that ISS is assigned, an alternative date will be assigned.**
5. **Suspension from activities: If a student is in the ISS room for more than three periods, that student may not be able to participate in any school extra-curricular activity until the following day.**

ISS Program in one semester may face the following alternatives:

- External suspension from school.
  - Referral made for comprehensive case study evaluation for the purpose of considering placement in an alternative educational program other than Sycamore High School.
6. Any student entering the ISS room without permission will be assigned to one full day of ISS
  7. Failure/refusal to serve placement in the ISS Program will result in out-of-school suspension and/or additional days of ISS.

### **Regulations of the ISS Program**

1. In School Suspension shall run from 7:50-am-2:35 p.m.
2. Students are to report to ISS on time.
3. No talking is permitted unless to ask questions of the supervisor. In this case, students must raise their hands and wait to be recognized.
4. Students must bring sufficient study or reading materials to ISS in order to engage in productive activity for the entire period. Students will not be permitted to go to their lockers to get materials once ISS has started.
5. While serving in ISS, students must be working on assigned school work or reading. If assigned work is completed, the supervisor may assign further work or reading. If the student does not make progress with their school work, further disciplinary action may be imposed. Students who do not complete assigned work in ISS will not be allowed to make the work up at a later date and will not receive credit for the class that day.

6. Students are not to leave their assigned seats without the permission of the supervisor and are not to move desks, chairs, etc.
7. No games, iPods, cell phones, coats, hats, etc. are allowed. Any items of this nature brought to ISS will be turned into the office.
8. Students are not to write on or in any way deface the desks, tables, books, magazines, etc.
9. Students are to cooperate with and show respect to the supervisors at all times or risk external suspension as a result.
10. Students are not to sleep in ISS Progressive discipline may result.
11. If a student that participates in extra-curricular activities is in the in-school suspension program for more than three class periods, that student athlete may not be allowed to participate in a sport until 8 a.m. the following school day.

## **6. SATURDAY SERVICE**

In an effort to provide disciplinary consequences for students without removing them from classes, the Saturday Service Program has been instituted. The Saturday service Program may be assigned when a school administrator or designee deems it appropriate. A staff member will supervise the Saturday Service Program. Students should bring materials to study or read in the case that the service does not take the allotted time period.

### **Conditions of Saturday Service Program**

1. A building administrator or designee assigns a student to the Saturday Service Program.
2. The student is to be in attendance in the assigned areas for the duration of the time.
3. Any student chronically involved in the Saturday Service Program may face more serious disciplinary consequences.
4. Failure/refusal to serve an assigned Saturday Service Program will result in additional consequences.

### **Regulation of the Saturday Service Program**

1. The Saturday Service Program will be held on assigned Saturdays every month from 8 a.m. – 11 a.m. Students are not permitted to eat or drink during Saturday Service. Restroom and water breaks will be permitted at the discretion of the supervisor.
2. Students are to enter through door E3 and report to the cafeteria at 8 a.m. for attendance to be taken and task(s) to be assigned.
3. No talking is permitted unless to ask questions of the supervisor. In this case students must wait to be recognized.
4. Students must bring sufficient study or reading materials to Saturday Service, in the case that the assigned tasks do not take the allotted time period.
5. No cards, CD players, iPods, cell phones, etc. are allowed. Any items of this nature brought to Saturday Service will be taken to the office.
6. Students are not to leave their assigned areas without permission of the supervisor.
7. Students are not to write on or in any way deface school property.
8. Students are to cooperate with and show respect to the supervisor at all times or risk further disciplinary action.
9. Students are not to sleep during Saturday Service. Progressive discipline may result.

## **7. SUSPENSION**

Suspension is defined as 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.



The authority to suspend a student is delegated to the superintendent, principal, assistant principal, and dean of students.

### **Conditions of suspension**

1. Suspension is a major penalty which may be caused by a single, serious case or repeated cases of misconduct.
2. If a student is placed on suspension, they may not come to school or be on school property or at any school function including any extra-curricular activities at any time unless they have permission from an administrator.
3. Students who are suspended will be given the opportunity to make up work for equivalent academic credit. This includes students suspended from the school bus who do not have alternate transportation to school so long as the student's parents/guardians notify school officials that the student does not have alternate transportation to school.
4. After the third suspension for repeated acts of misconduct, a student will have a conference with the Principal. The student will be advised that future acts of misconduct may result in an expulsion hearing with the Board of Education.
5. Sycamore High School will facilitate the re-engagement of students who are suspended out-of-school, expelled, or returning from an alternative school setting. Appropriate and available activities could include a variety of supports, including, but not limited to: a re-entry meeting involving the student and parents/guardians, assignment of a staff mentor, establishment of a check-in process, counseling services and plans for regular communications with parents/guardians and/or outside support providers to facilitate re-engagement.

### **Pre-Suspension Conference**

1. The authorized administrator or designee shall confer with any student who is under consideration for suspension prior to taking such disciplinary action.
2. When, in the opinion of the authorized administrator, a student poses an immediate threat to school personnel, other students or school property, or poses an ongoing threat of disruption to the educational process, the student may be summarily removed from school without holding a pre-suspension conference as set forth above.

### **Student Suspension Notification**

1. If the pre-suspension conference results in a decision to suspend, the parents/guardians of the student shall be advised immediately of the decision by phone and followed by a written notice sent by certified mail, return receipt requested.
2. The notice to the parents shall include:
  - A statement of the reasons for the suspension, including any school rule which has been violated.
  - The dates and duration of the suspension.
  - A statement of the parents' right to request a review of the suspension with the District Hearing Officer, or the Board of Education.
  - A statement that the failure to request such a review within five (5) days after receipt of the notice, or eight (8) days after date of the mailing, whichever is earlier, shall be deemed a waiver of the right to a review hearing with the hearing officer or the board.
3. Students who are suspended out-of-school for longer than four days will be provided appropriate and available support services during the period of their suspension. Parents/guardians are responsible for transporting their student to and from the offered support services during the suspension period.

## 8. STUDENT SUSPENSION REVIEW HEARINGS

### Hearing Structure

1. A suspension review hearing shall be conducted by a hearing officer or the Board of Education. The results of the hearing will be communicated in writing to the parents within five (5) days.
2. If reviewed by the hearing officer, a summary of the results of the hearing will be given to the Board of Education to review.
3. Refer to suspension letter.

**During the school year, it may become necessary to amend these guidelines. The school administration reserves the right to make such changes. When changes are made, students will be notified by announcements in class, announcements on the intercom, and/or articles in the school newspaper, newsletter, or on Canvas**

## 9. EXPULSION PROCEDURES

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). The authority to expel a student is delegated to the Board of Education, whose decision will be based on the recommendation of the superintendent.

### Conditions of Expulsion

1. Expulsion from school is a major penalty that may be caused by a single, serious case or repeated cases of misconduct.
2. If a student is expelled from school, they may not come to school or be on or around school district property or at any school function, including extra-curricular activities on/off campus, at any time unless they have permission from an administrator.
3. Students who are expelled from school are withdrawn from all courses in progress and will receive no credit for the entire semester and subsequent semesters of the expulsion.

### Student Expulsion Notification

1. The authorized administrator shall send a letter by certified mail, return receipt requested, to the parents/guardians of the student notifying them of the expulsion hearing.
2. The expulsion notice to the parents/guardians shall include:
  - A statement of the reasons for the proposed expulsion, including any school rule which has been violated.
  - The potential maximum duration of the expulsion.
  - The time and place of the expulsion hearing.
  - A statement of the parents'/guardians' rights to be represented at the expulsion hearing by an attorney or other representative.
  - A copy of the expulsion hearing procedures.

### Mandatory Expulsion

Any student who brings a firearm or weapon to school may be recommended for expulsion for a minimum of one year. Such recommendation for expulsion may be modified by the Board of Education on a case-by-case basis.

# V. ACTIVITIES AND ATHLETICS

## A. GENERAL INFORMATION

### 1. ACADEMIC REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

#### 1. **Definitions:**

- Extra-Curricular Activities (including attendance at dances, assemblies, athletic events, etc.) are those activities sponsored by the school district which have open membership to interested or qualified students. All or part of the activities take place outside the classroom (credit may or may not be issued), and interaction may or may not include students from other schools or communities.
- Participation includes practicing and competing in athletics or attending regularly scheduled or special meetings or events of any extracurricular activity.

2. **Eligibility:** To be eligible to participate in extracurricular activities a student shall, unless they are entering high school for the first time, have credit on the school records for twenty (20) credit hours of high school work from the previous quarter (the student must pass five (5) classes per quarter). Such work shall have been completed in the semester for which credit is granted or in a recognized summer school program which has been approved by the Board of Education and for which graduation credit is received. Summer school courses/credit must be completed and grades posted before the first day of student attendance in fall semester. Students who participate in Illinois High School Association-sponsored activities must additionally comply with IHSA rules regarding academic eligibility.
3. Only those courses in which the student is enrolled for credit will be considered for purposes of determining eligibility to participate in extracurricular activities.
4. A student's eligibility for extracurricular participation is based on the grades from the last grade report.
5. Any student-participant failing to meet these academic requirements shall be suspended from the activity until eligibility has been restored.
6. It shall be the responsibility of the sponsor of each extracurricular activity, with the assistance of the office of the Director of Athletics and Activities to determine the eligibility of students who wish to participate, or to continue their participation, in that activity.
7. Eligibility for extracurricular participation of students having an individualized education program, or receiving reasonable accommodations pursuant to Section 504 of the Rehabilitation Act of 1973, shall be subject to this policy, unless otherwise determined by the student's educational team.

### 2. STUDENT PARTICIPATION AND CONFLICTS

Students are encouraged to participate in multiple activities. Many academic classes have events that extend beyond the regular class day. Students may elect to participate in extra-curricular activities and events that can overlap. It is very important that teachers, coaches, activity advisors, and students share information, schedules and expectations at the beginning of each activity or season.

By sharing a calendar of practices and events/performances, staff can assist in the identification of scheduling overlaps. When these conflicts do occur, the student who participates in multiple

activities needs to communicate these conflicts to the appropriate advisor/coach immediately. Hopefully through prompt attention and communication, these students and their respective advisors/coaches can resolve the conflicts amicably.

There may be occasions, however, when students are expected to perform in two or more events at the same time. Once again, early identification of the conflict will help in resolving the situation. If communication breaks down, and resolution does not seem possible, administrative intervention will take place.

### **3. SUPERVISION**

Students will be supervised on days when school is in session from 6:45 a.m. to 3:00 p.m. When students have an extra-curricular or academic purpose, the coach or advisor will provide supervision for these students.

### **4. TRANSPORTATION FOR SCHOOL SPONSORED ACTIVITIES**

1. All students will travel to and from all events away from Sycamore High School on bus or other school approved transportation.
2. No student will be permitted to drive to an event away from Sycamore High School without the approval of an administrator and waiver of liability signed by the parents.
3. Parents may transport their own child to an event in rare cases. These must be presented to the Director of Athletics and Activities 48 hours before the event.
4. Parents may transport their own child from an event if the coach allows. Parents will need to fill out the transportation release form and present the form to the coach when picking up their student. Parents can not take their child until the coach releases their child, this assures that the student does not have any other responsibilities in the activity.
5. Emergency situations will also be considered by the Director of Athletics and Activities if situations arise after the time allotments have passed.

## **B. ACTIVITIES**

### **1. CLUBS, ORGANIZATIONS, AND PUBLICATIONS**

Extra-curricular activities add to the enjoyment of school life and provide the student with experiences which can develop their personality, loyalty, and qualities of leadership, cooperation, sportsmanship, and citizenship. Sycamore's philosophy of education fosters a wide variety of organizations and activities to meet the needs and interests of every student.

### **2. List of clubs and activities**

Art Club	Orchestra
Bass Fishing	Pep Club
Peer Pals	Photo Club
Big Sis/Little Sis	Rugby Club
Cadet Choir	Scholastic Bowl
Color Guard	School Store
Concert Band	Science Fiction Club

Fall Musical	Senior Class
FCA - Fellowship of Christian Athletes	Sophomore Class
FFA - Future Farmers of America	SPARK club
Forensics (Speech Club)	Spanish Club
French Club	Spartan Green Team
Freshman Class	Spartan TV
Gay/Straight Alliance (GSA)	Spring Play
History Club	Student Advisory Forum
Interact	Student Council
Jazz Band (Seasonal)	Swing Choir (Seasonal)
Jazz Choir	Syco Wellness
Junior Class	Symphonic Band
Key Club	Technical Entertainment Crew
Madrigals	Thespians (Drama)
Marching Band	Welding Club
Math Team	World Youth Club
Movie Club	WYSE
National Honor Society	Yearbook
Journalism Club	Youth and Government
Orchesis	

### 3. SCHOOL DANCES

The organizational sponsor for each dance will be determined at the annual Activities Calendar meeting held in April each year.

The sponsor has full responsibility for all dances. The sponsors must have a minimum of six chaperones (exclusive of administrators) assigned to each dance or the dance will not be held. The sponsor must also be present. The sponsor is also responsible for obtaining and paying for a police officer for each dance. A minimum of one administrator will be assigned to each dance.

Dances admit only Sycamore High School students, with the exception of Homecoming, Turnabout and Prom. **If a student wishes to bring a guest to Homecoming, Turnabout or Prom the student must register the guest a minimum of one day prior to the dance with a "Guest Pass" form available in the athletic office.** This form must be on file in the athletic office. For all dances, the minimum grade level for a student or guest attending is freshman, with the exception of Prom, and the maximum age for a guest is 20 years of age.

Prom is a privilege open only to 3rd and 4th year students that have junior or senior status; all guests must have junior or senior status or be a graduate who is 20 years old or younger. For Prom, students must sign up and pay in advance.

Once a student leaves a dance, the student may not return. **Every student must display a valid school I.D. in order to be admitted to a dance.** Students must arrive before the designated time to gain admission to the dance, which is one half-hour after the scheduled start time.

#### **Dance Conduct**

These guidelines apply on and off the dance floor.

- Sexually suggestive dancing may result in a student being removed from the event. Parents will be notified.
- Sexually suggestive dancing may include, but is not limited to:
- Hands on breasts, butts, or directly on genitals
- Sitting on the stage while another person is grinding into/on you
- Angles (bending) while dancing; no hands on knees or on the floor

#### 4. ASSEMBLIES AND OTHER PROGRAMS

Assemblies and other programs are held at various times in the gymnasium or auditorium for pep sessions, awards, entertainment, and patriotic programs. General assembly programs are not optional. All students are expected to attend. **Courteous attention is expected of all students at all times** and appreciation of the program may be shown by enthusiastic applause. Students should listen attentively regardless of the speaker or presenter. Students removed from an assembly for disruptive behavior may face disciplinary consequences. Whistling, talking, or stamping of the feet is not courteous to those on the program. Students will remain seated until dismissed and then pass in an orderly manner from the gymnasium or auditorium. Student who do not want to participate in the assembly may stay in the cafeteria or library.

## C. ATHLETICS

### 1. PHILOSOPHY

The Sycamore School District provides an interscholastic athletic program at both the high school and middle school levels for the purpose of developing player skills and sportsmanship, improving school spirit and the qualities of fair play, and providing opportunities for school-community relationships and pride to grow. This program provides boys and girls an opportunity at various levels to develop to their potential and display skills in a team or individual setting commensurate to their abilities. At the varsity level, coaches will be encouraged to play their best players to facilitate the chance of victory. The athletic program is part of the educational process that is based on policies set forth by the Board of Education, the Illinois High School Association (IHSA) and school conference affiliation.

### 2. GIRLS' SPORTS

FALL	WINTER	SPRING
Cheerleading	Basketball	Softball
Cross Country	Bowling	Track & Field
Poms	Cheerleading	Soccer
Tennis	Competitive Dance	
Volleyball	Gymnastics Co-Op*	

Swim Co-Op*		
Golf		

### 3. Boys' Sports

FALL	WINTER	SPRING
Cheerleading	Basketball	Baseball
Cross Country	Bowling	Tennis
Football	Wrestling	Track & Field
Golf	Swim Co-Op*	
Soccer	Cheerleading	

\* Co-Op is in conjunction with DeKalb High School

### 4. ATHLETIC PARTICIPATION REQUIREMENTS

1. All student-athletes must have passed a minimum of five (5) classes the previous semester. They must continue to pass five (5) classes weekly during the season.
2. All student-athletes must have a current **PHYSICAL** from a doctor licensed to practice medicine in all capacities.. This document must be signed by the physician, parent and student. Freshmen physicals may be used for athletics.
3. All student-athletes must complete the **ATHLETIC and EXTRA-CURRICULAR AGREEMENT**. This needs to be signed by the parent/guardian and the student-athlete.
4. All student-athletes and parents/guardians are required by Illinois State Law to read and sign the **CONCUSSION MANAGEMENT INFORMATION SHEET**. This sheet goes over the signs of a concussion, the care of a concussion and the effects of a concussion.
5. The IHSA requires all member schools to have a **DRUG TESTING CONSENT FORM** on file for all student-athletes. If the IHSA performs a random drug test and this form is not on file, the student-athlete is ineligible for the remainder of that season. The parent/guardian and student must sign this document.
6. The forms listed in #3, #4, and #5 will be signed electronically during the online registration process for extracurricular activities.
7. Athletic Fees are set by the Board of Education. These fees are required for a student to perform or participate in competition. Any sport with multiple seasons will pay multiple athletic fees. Athletic Fees for Co-Op teams will be set by the host team's Board of Education.

## **5. TEAM RULES**

Prior to the season, each head coach will disseminate written team rules and expectations to athletes. The requirements for achieving an award at each level of his/her sport will be shared within this document.

## **6. LOCKER ROOM SUPERVISION AND SECURITY**

No one is permitted in the locker room/squad room unless under direct supervision of a coach or staff member.

Student-athletes are able to purchase a lock separate from that on their P.E. locker. Lockers should be kept locked whenever they are not under the athlete's direct supervision. It is also recommended that student athletes have an additional lock for away games. Please lock all valuables in lockers.

## **7. EQUIPMENT**

1. One of the values of athletics is to teach responsibility. This should apply to the care of athletic equipment as well as school property. Every student-athlete is expected to take pride in the quality equipment and facilities that the Sycamore School District has provided.
2. The school attempts to provide the best and safest equipment money can buy. Each student-athlete is expected to take excellent care of this equipment and school-issued uniforms.
3. The original equipment used must be returned by the student-athlete at the close of the season. If the equipment needs repairs or if it is not the correct size, the coach will make appropriate changes.
4. When the student-athlete is issued school equipment, they must accept full responsibility for it. If any equipment is lost, the student-athlete must pay the Athletic Office the full replacement cost.
5. Any time it is established that a student-athlete has taken or has had in their possession school equipment which should have been returned to the Athletic Department, it will be considered misconduct, and penalties listed in the interscholastic Athletic Discipline Policy will be enforced.

## **8. RECOGNITION NIGHT**

All coaches and student-athletes are to be present at the seasonal awards nights which honor the sport in which they participate.

# **D. CODE OF CONDUCT AND DISCIPLINE**

## **1. EXTRA/INTRA-CURRICULAR ACTIVITIES CODE OF CONDUCT**

All students participating in school-sanctioned extra/intra-curricular activities (non-athletic & athletic) are subject to all school rules and guidelines, disciplinary actions, and this Code of Conduct. In addition, class officers, club officers, and team captains may be removed from the position for drug/alcohol/tobacco violations or Code of Conduct violations at the discretion of the advisor and/or the administration.



## 2. BEHAVIORAL EXPECTATIONS

### 1. PREAMBLE

Sycamore High School recognizes the importance of both extra-curricular and intra-curricular activities. Student involvement in activities beyond the scope of the classroom should promote leadership, enhance school spirit, and provide additional opportunities for student development. Student activities can serve to develop the well-rounded individual who is prepared to meet future life challenges. Students participating in these activities act as ambassadors of the school district. Accordingly, they are expected to conform to the highest standards of propriety at all times.

Participation in extra-curricular, intra-curricular, and interscholastic athletics in the Sycamore School District 427 is a **privilege** extended to the student body by the Board of Education. Since student activities are a privilege, students who choose to be involved have additional opportunities and accompanying responsibilities related to learning, accepting, and displaying the Sycamore School District's Core Values of Honesty, Integrity, Trustworthiness, Loyalty, Fairness, Caring, Respect, Citizenship, Responsibility, and Cooperation.

### 2. APPLICATION

The policy shall apply to all students in extra/intra-curricular activities and interscholastic athletics in the Sycamore School District.

### 3. DEFINITIONS

- **Gross Disobedience or Misconduct** is any behavior found in Section III.B.3.
- **Other Conduct** is any conduct, behavior, or activity which does not meet the ideals for good character, citizenship, and sportsmanship, including, but not limited to, conduct for which an arrest is made by law enforcement officials or conduct which violates the Sycamore High School Code of Conduct and/or other school policies.
- **Alcohol, tobacco, vaping/e-cigarette and drug offenses** are covered in detail in Section IV.D.3. They are all offenses for which a suspension will be applied. It also may occur off school grounds and does not have to have a direct relationship to the school.
- **Interscholastic Athletic Activity** is an Illinois High School Association (IHSA) athletic activity sponsored by the school district which involves athletic competition between students sponsored by the school district and students sponsored by other school districts or private schools.
- **Extra/Intra-Curricular Activities** (including attendance at dances, assemblies, athletic events, etc.) are those activities sponsored by the school district which have open membership to interested or qualified students (including IHSA sponsored activities). All or part of the activities take place outside the classroom (credit may or may not be issued), and interaction may or may not include students from other schools or communities.
- **Participation Rules:** The Athletic/Activities Director, coaches, sponsors or other supervising faculty may establish participation rules, including, but not limited to, curfew, attendance at functions, attire, or other rules deemed necessary by the coach/sponsor. These rules shall be explained both verbally and in writing. In the event that a new rule is activated during the year, it is the coaches' and/or sponsors' responsibility to disseminate the information both verbally and in writing.
- **Suspension**, as defined in the Code of Conduct, is the removal of a student from extra/intra-curricular activities or interscholastic activities for one or more activity, contest or date. The suspension of a student for one athletic contest (date) or one extra/intra-curricular activity date can be administered by a coach, sponsor or administrator

as a consequence of violating team rules, school rules or the Code of Conduct. Multiple date/event suspensions must be administered by a school administrator.

- **Review Board** is the board governing any appeals within the extra/intra-curricular and interscholastic athletic programs at Sycamore School District. This Review Board shall consist of the Principal, Assistant Principal, Director of Athletics and Activities, one non-coaching/sponsoring faculty member (appointed by the Principal) and one Coach/Sponsor (appointed by the Director of Athletics and Activities).

#### **4. STANDARD OF CONDUCT**

Any student who participates in extra/intra-curricular or interscholastic athletic activities is prohibited from engaging in gross disobedience or misconduct or any other conduct during the entire calendar year, either on or off school grounds, which does not meet the ideals for good character, citizenship, and sportsmanship including, but not limited to, conduct for which an arrest has been made by law enforcement officials.

#### **5. SUSPENSION PROCEDURE FOR CONDUCT**

##### **1. Pre-suspension Conference**

- If a multi-game or activity suspension is being considered, the Assistant Principal Director of Athletics and Activities shall confer with the student who is under consideration for suspension prior to taking such disciplinary action.
- The Director of Athletics and Activities shall advise the student of the reasons for the proposed suspension and the evidence in support of those reasons. The student shall be afforded the opportunity to respond. The students will be asked to provide a written statement of the incident and what occurred.
- The Director of Athletics and Activities shall make a written record of the date the conference occurred on.
- The Director of Athletics and Activities, after following the above pre-suspension procedures, may then determine whether to suspend the student, in accordance with the notification procedures set forth below. The determination may occur at the initial meeting or at a later date.
- When, in the opinion of the Director of Athletics and Activities, a student poses an immediate threat to school personnel, property or students, or poses an ongoing threat of disruption to the activity, the student may be summarily removed from the activity without holding a pre-suspension conference as set forth above. In such event, the parent/guardian will be notified of any disciplinary decision by certified mail and regular mail. They may request a student post-suspension conference. Failure to attend the scheduled conference shall constitute a waiver of such conference.

##### **2. Suspension Notification**

- If the pre-suspension conference results in a decision to suspend, the parents/guardians shall be advised immediately of the decision by written notice sent by certified mail, return receipt requested.
- The notice to the parents/guardians shall include:
  - The reason(s) for the suspension, including any school rule violation.
  - The dates and duration of the suspension.
  - The statement of the right to request a review of the suspension by the Review Board.
  - A statement that failure to request a review by the Review Board within five (5) days shall be deemed a waiver of the right to review.

#### **6. APPLICATION OF DISCIPLINE**

1. Any discipline warranting a suspension must be done so by the Assistant Principal of Athletics and Activities if it involves more than one game/activity/date.
2. Disciplinary action involving a student may be initiated by the Coach/Sponsor, the Dean of Students, the Director of Athletics & Activities, the Assistant Principal, the Principal, Superintendent, or designee of the Superintendent.
3. While a student-athlete may be directed to attend all practices during the suspension imposed for the first offense, they may not wear the school uniform or dress for games or contests. Students involved in other activities may not attend those meetings or activities involving their specific extra/intra-curricular activities during the length of their suspension.

### **7. DISSEMINATION OF POLICY**

This policy shall be disseminated to all students as part of the Sycamore High School Parent/Student Handbook.

## **3. DRUG, ALCOHOL, AND TOBACCO POLICY AND GUIDELINES**

### **1. PHILOSOPHY**

The Sycamore School District stands strongly behind the commitment to support a drug-free extra/intra-curricular program and believes in the educational value of extra/intra-curricular activities. The following rules apply to all high school extra/intra-curricular participants. Violations of rules involve year-round training and carry significant consequences. The consequences for rule violations are cumulative from first infraction throughout one's senior year.

- Every extra/intra-curricular participant shall not use or possess any form of alcoholic beverage or drugs unless prescribed by their physician.
- Every extra/intra-curricular participant shall not vape, use e-cigarettes or possess paraphernalia related to vaping or e-cigarettes, they shall not smoke or chew tobacco nor possess it.

### **2. INFRACTION OF RULES**

All infractions must be observed by a certified/non-certified staff member of the school district or reported by a law enforcement agency, and must be submitted to the building administrator within 10 school days of the violation (except in the case of a report from a law enforcement agency). In the event of law enforcement reporting an infraction, the school district must act on the information within 10 school days of the submission report to the school district.

If these infractions occur in school or at school-related events, students are also subject to disciplinary actions outlined in discipline section of this handbook.

### **3. FIRST INFRACTION**

#### **Non-Athletic Extra/Intra-Curricular**

Suspension from participation at all non-athletic extra/intra-curricular activities that the student is involved in for four weeks. If there are fewer than four weeks remaining in the school year, the time will be prorated to the next year.

#### **Interscholastic Athletic**

Suspension from 20% of contests for the current season or, if there is not 20% remaining, the suspension will be prorated to the next season of participation. Athletes must attend all practices or meetings, although they will not be allowed to participate in any contests. **The extra/intra-curricular participant will be strongly encouraged to seek an assessment program at his/her own expense.**

### **4. SELF-HELP CLAUSE—FIRST INFRACTION ONLY**

It is the desire of Sycamore School District to assist all students with the rehabilitation of substance abuse problems. In keeping with this philosophy, an extra/intra-curricular participant will have the opportunity to seek self-help without jeopardizing their immediate participation or eligibility (such a self-referral is recorded as a step one violation) by following these procedures:

1. Student must notify a building administrator of Student Teacher Assistance Team (STAT) member voluntarily of his/her involvement with drugs/alcohol or tobacco.
2. Parent/guardian notification will be made by the building administrator or STAT member.
3. Student immediately goes through school-approved assessment program at the student's own expense.
4. Assessment recommendations must be followed at the student's own expense.
5. Agency verification of the student's completion of #3 and #4 must be made to the school.

#### **5. SECOND INFRACTION:**

##### **Interscholastic Athletic & Non-Athletic Extra/Intra-Curricular**

Suspension for one calendar year from all athletics and non-athletic extra/intra-curricular activities.

At six months the student may request a review hearing. The student must contact Administration to ask for the review hearing in writing. The review will occur within ten school days of the request. The review team will consist of the Principal, Assistant Principal, Director of Athletics and Activities, and two (2) faculty members. The student must have attended counseling intervention (a minimum of three sessions at a certified center) prior to the request for the hearing. The family will be responsible for the cost of the sessions. Areas to be reviewed will be the disciplinary record, academic record, and attendance. The student must also provide a written statement indicating why they should be reinstated. If the review board deems that the student has upheld all areas of the suspension, the suspension may be reduced or modified.

#### **6. THIRD INFRACTION**

##### **Interscholastic Athletic & Non-Athletic Extra/Intra-Curricular**

Suspension for the remainder of attendance at Sycamore High School from all athletics and non-athletic extra/intra-curricular activities.

At **one year** the student may request a review hearing. The student must contact the administration to ask for the review hearing in writing. The review will occur within ten days of the request. The review team will consist of the Principal, Assistant Principal, Dean of Students, Director of Athletics and Activities, Guidance Department Chair, and two (2) faculty members. **The student must have attended and successfully completed an inpatient treatment program prior to making a request for a hearing.** The family is responsible for the cost of the inpatient treatment. A report from the inpatient treatment program will be required at the time of the request; this may include recommendation for the review committee.

Areas to be reviewed will include the discipline record since the occurrence of the third infraction, the academic record since the third infraction, school attendance since the third infraction, and any information provided from the inpatient treatment. The student must provide the review committee and written statement of why he/she should be reinstated. During the review hearing the student will be allowed to make a verbal statement. The review committee has the right to ask any question in regards to the three prior infractions or the

inpatient treatment process. After the review meeting, the committee will make a decision to uphold the suspension, modify the suspension, or reduce the suspension.

#### 4. ATHLETIC CONTEST SUSPENSION

<u>Sport /Program</u>	<u>First Offense</u>	<u>Second Offense</u>
Baseball	7 games	One Calendar Year
Basketball	6 games	One Calendar Year
Bowling	5 dates	One Calendar Year
Cheerleading (Fall)	1 game	One Calendar Year
Cheerleading (Winter)	1 competition	One Calendar Year
Cross Country	2 dates	One Calendar Year
Football	1 game	One Calendar Year
Golf	3 dates	One Calendar Year
Gymnastics	2 dates	One Calendar Year
Poms (Fall)	1 game	One Calendar Year
Poms (Winter)	1 competition	One Calendar Year
Soccer	5 games	One Calendar Year
Softball	7 games	One Calendar Year
Swimming	2 dates	One Calendar Year
Tennis	4 dates	One Calendar Year
Track	3 dates	One Calendar Year
Volleyball	7 games	One Calendar Year
Wrestling	5 dates	One Calendar Year
Other	4 dates	One Calendar Year

- *These are based on the IHSA Season Limitations, these numbers subject to change based on a change by the IHSA*

During the **first suspension** the athlete must attend and participate in all practices. It will be the coach's decision as to whether they are allowed to attend away contests. If the student attends, they may not dress in uniform. If the student does not finish the season (quits or is removed from the team) the suspension shall be pro-rated to the next season.

During the **second suspension** the athlete is not allowed to practice or attend games.

#### 5. CLUB/ACTIVITY SUSPENSION

<u>Activity</u>	<u>First Offense</u>	<u>Second Offense</u>
All Clubs and Activities	Four Weeks	One Calendar Year

**During any suspension, the student is not allowed to attend meetings, events, games, dances, concerts, etc., unless it is a part of a first suspension involving athletics or performing arts where the student is required to attend but not allowed to participate.**

During the **second suspension** the participant is not allowed to attend events of any type