



Sycamore High School Parent/Student Handbook 2010/2011

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

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BOARD OF EDUCATION

Mr. Don Clayberg
Mr. Jim Dombek
Mrs. Barb King

Mr. Stephen Nelson
Mr. Jeff Jacobson

Mr. Dannie Stanbery
Mrs. Diane Tyrrell

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.

RECEIPT OF SYCAMORE HIGH SCHOOL HANDBOOK

Print Last Name

Print First Name

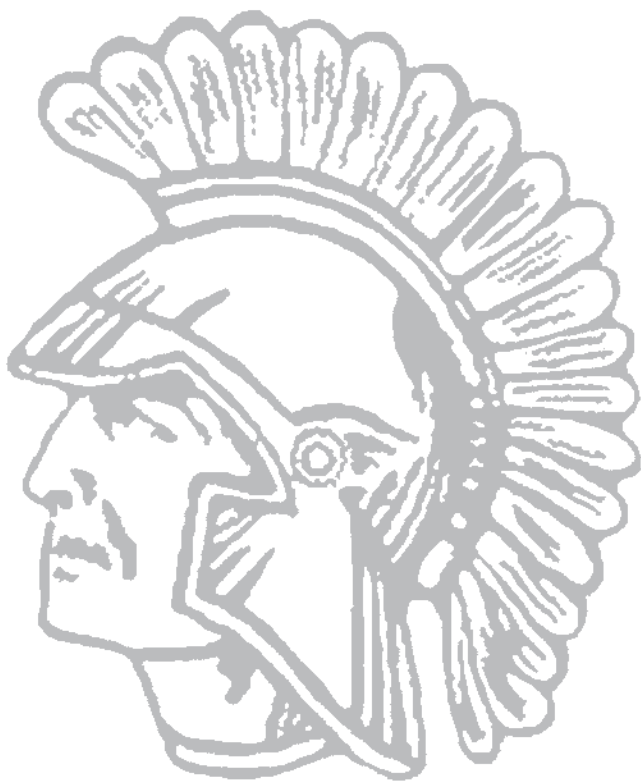
9 10 11 12
Circle Grade

I have received the Sycamore High School Handbook which includes the attendance and discipline policies that will be in effect for the 2010-2011 school year.

I understand that I am personally responsible for reviewing and understanding the information contained in the handbook. I also understand that violations of the school's policies may lead to disciplinary action.

Student Signature

Date



SYCAMORE HIGH SCHOOL PHILOSOPHY

Since education is one of our democratic rights, our community has the responsibility to maintain and continuously improve our school system for future generations. The role of the school is central to providing an educated citizenry in a democracy. The school, in conjunction with the home and the community, shall provide an atmosphere of communication and of mutual cooperation in the education of the individual student. Parents and teachers must encourage students to develop all of their interests and abilities. As a whole, the school shall provide quality facilities and curricula that foster learning and a desire for lifelong education and discovery. Both facilities and curricula should be responsive to the ongoing growth and dynamics of our changing society.

Sycamore Community Unit School District No. 427 is dedicated to providing quality educational programs. It shall provide learning opportunities of such quality and diversity as to challenge each student's ability and consider his/her career aspirations. Sycamore High School shall furnish a sound basis for the acquisition of skills and knowledge in an ever-changing technological nation. Sycamore High School shall provide curricula directed toward basic education with specific preparation for post-secondary education or immediate entry into the world of work.

In accordance with the above philosophy, students should be aware that their primary purpose at school is to acquire the characteristics of an educated person to: read critically, write logically, employ technology, speak coherently, listen attentively, and think independently. It is up to the students to take advantage of the learning opportunities afforded them by this community. Students should be encouraged to make decisions and take responsibility for the consequences of their actions. In taking responsibility for their behavior within the school, students must honor the rights of others to learn. Regard for the rights of others should also include a genuine respect for the uniqueness of each individual. Students should commit themselves to developing an understanding and appreciation of diversity.

The faculty and administration of Sycamore High School are dedicated to promoting the physical and mental health of their students. Through education and the development of programs which reflect current needs, the high school will support governmental and community efforts to prevent or redress the serious personal and social problems confronting today's youth.

In addition, Sycamore High School recognizes and values 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.

The responsibility to develop the learning program for the school shall be executed by a professional staff dedicated to excellence. Articulation and communication within the professional staff under the direction of the administration and the Board of Education are emphasized while each teacher exercises academic freedom and personal enthusiasm to inspire student growth and development. The Board of Education establishes policy for the district, the administrative staff interprets and implements the policy, and the staff delivers the curriculum approved by the Board of Education. Positive attitudes, professional standards, and individual zeal will foster maximum development of the student within the Sycamore School District.

GENERAL INFORMATION

WWW.SYC427.ORG

SCHOOL CONTACT INFORMATION

SHS OFFICE TELEPHONE NUMBERS

Main Office	815.899.8160
Attendance	815.899.8131
Guidance	815.899.8144
Athletics	815.899.8151

MAILING ADDRESS

Sycamore High School
555 Spartan Trail
Sycamore, Illinois 60178

PARENT PORTAL

A parent portal has been made available for you to track your student's academic progress online. Please access the districts web-site and click on the link to the Parent Portal. Sycamore High School will no longer mail home progress reports and quarter grades because those grades are always available on the portal. If you do not have computer/internet access, please contact the high school, and we will assist you in monitoring your child's academic progress. Semester report cards will continue to be mailed.

CLASS SCHEDULES

Regular "A"

1	8:15-9:05
2	9:10-10:00
3	10:05-10:55
"A"	11:00-11:30
4	11:35-12:25
5	12:30-1:20
6	1:25-2:15
7	2:20-3:10

Regular "B"

1	8:15-9:05
2	9:10-10:00
3	10:05-10:55
4	11:00-11:50
"B"	11:55-12:25
5	12:30-1:20
6	1:25-2:15
7	2:20-3:10

Regular "C"

1	8:15-9:05
2	9:10-10:00
3	10:05-10:55
4	11:00-11:50
5	11:55-12:45
"C"	12:50-1:20
6	1:25-2:15
7	2:20-3:10

Pep Assembly Schedule

6	1:25-2:05
7	2:10-2:50
PA	2:55-3:10

Homeroom Schedule

3	10:05-10:45
HR	10:50-10:55
4-7	regular

1:00 Dismissal (No Lunches)

1	8:15-8:51
2	8:56-9:32
3	9:37-10:13
4	10:18-10:54
5	10:59-11:35
6	11:40-12:16
7	12:21-12:57

Recognition Assembly Schedule

RA	8:15-8:30
1	8:35-9:15
2	9:20-10:00
3 - 7	regular

For All Schedules Including Final Exams:

Students are not allowed in the building before 7:45 a.m. on a normal school day unless they are under the direct supervision of a staff member. Students must exit the building by 3:25 p.m. unless they are participating in an organized school-sponsored activity or meeting with a teacher.

Parents should notify the Attendance Office by 8:15 a.m. each day if their 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.

If an absence is not called in within 48 hours, the absence may be considered unexcused.



Sycamore High School Class and Bell Schedules

Late Start

PLC

PLC

Late Start



SCHEDULE "A"	
PERIOD	TIME
Tutoring/Lab./Lib.	8:15-8:45
1	8:50-9:35
2	9:40-10:25
3	10:30-11:15
"A" LUNCH	11:20-11:50
4	11:55-12:40
5	12:45-1:30
6	1:35-2:20
7	2:25-3:10

SCHEDULE "B"	
PERIOD	TIME
Tutoring/Lab./Lib.	8:15-8:45
1	8:50-9:35
2	9:40-10:25
3	10:30-11:15
4	11:20-12:05
"B" LUNCH	12:10-12:40
5	12:45-1:30
6	1:35-2:20
7	2:25-3:10

SCHEDULE "C"	
PERIOD	TIME
Tutoring/Lab./Lib.	8:15-8:45
1	8:50-9:35
2	9:40-10:25
3	10:30-11:15
4	11:20-12:05
5	12:10-12:55
"C" LUNCH	1:00-1:30
6	1:35-2:20
7	2:25-3:10

effective August 2008

WHAT YOU NEED TO KNOW

STUDENT RIGHTS & RESPONSIBILITIES

Students have the right to an education, the right to due process, the right to express an opinion, 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.** Furthermore, Sycamore High School students who exercise their privilege to leave campus during lunch hour have a responsibility not to disturb, disrupt, or endanger the community at large.

ASSIGNMENT NOTEBOOKS

As part of our effort to promote study skills as a vehicle for student success, Sycamore High School will continue Sycamore School District 427's practice of providing 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. The assignment notebook should be the primary source of student organization.

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.

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 the students can not present their I.D., they can pick up one free one in the Attendance Office. A \$2.00 fee will be charged for 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, purchasing school lunch, entering school functions, checking materials out of the library, and identifying students 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.

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.

Lockers for coats, backpacks and books shall be assigned to all students by the Main Office.

Students should use only their own locker and not share with other students. The student is responsible and accountable for all contents in his/her locker.

All lockers must be kept closed and locked at all times when not in use for the protection of the student and the neatness of the building. All lockers are expected to be kept clean and orderly. Damage to locks and catches is destruction of school property. Defacing lockers is prohibited. Restitution may be imposed for the expense of cleaning, repairing, or replacing damaged lockers.

Students must leave their hats, coats and book bags in their lockers during the school day. Students are responsible for textbooks and other school materials kept in lockers. Problems with lockers must be reported to the main office immediately. **The school is not liable for lost or stolen items.**

LUNCH HOUR

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 possible loss of the privilege. Freshmen and sophomores are not permitted to leave campus for lunch.

CAFETERIA

The cafeteria is maintained as a vital part of the school's health program. A well-balanced lunch is offered at a reasonable price set by the vendor contracted by the School District. Money can be deposited into a student's lunch 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). Students are **required** to show their valid I.D. card when purchasing lunch. Should students lose their I.D., a new one can be purchased for \$5 in the Attendance Office. Free and reduced lunch tickets 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 (lunch AEP) or other disciplinary consequences.**

STUDY HALLS

Students may only register for one study hall unless they have the recommendation/approval of their guidance counselor. 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 from study halls will result in disciplinary consequences.

LIBRARY

Students may obtain a pass from a classroom teacher to go to the library during their study hall period. Students must sign 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:

1. Respect library materials (books, newspapers, microfilm, etc.) and facilities (tables, chairs, computers, copiers, etc.).
2. Respect other students and the library staff.
3. Refrain from bringing any food or drink into the library.
4. Request permission before leaving the library.
5. Use the computers in an authorized manner.

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

COMPUTER LAB

Students may obtain a pass from a classroom teacher to go to the computer lab during their study hall period. Students must sign in to indicate that they are in attendance. While using the computer lab, students are required to:

1. Respect lab equipment (computers, monitors printers chairs, tables, etc.).
2. Respect other students and the lab staff.
3. Refrain from bringing any food or drink into the lab.
4. Request permission before leaving the lab.
5. Use the computers in an authorized manner.

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

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.

EMERGENCY PROCEDURES – FIRE AND DISASTER DRILLS

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 fire alarm and fire equipment. Tampering with fire alarms or fire equipment will result in a referral to the Sycamore Police Department.

EMERGENCY WEATHER INFORMATION

Threatening weather conditions are monitored and, when necessary, personnel are placed on alert. During the school year, the District Web-Site (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 not guaranteed.

FEES / EXPENSES

Student fees are required of all students. Fees for workbooks, magazines, paper, paperbacks, etc. required by teachers are class specific and will be additional 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.

Fines will be determined by teachers for excessive damage or wear of textbooks at the end of the semester/year. For lost textbooks, the cost of replacement will be required of the student. In the case of unpaid fines/fees, student privileges including parking on campus, participation in activities/athletics, participation in graduation/senior activities and the receiving of a diploma, may be withheld until all fees/fines are paid in full.

TEXTBOOK AND OTHER FEE WAIVER POLICY

(P.A. 86-195 and IL School Code 10-20.13)

1. The Sycamore Community Unit School District #427 will waive all fees assessed by the district on children whose parents are unable to afford them, including but not limited to children eligible for free lunch or breakfast under the "Community School Lunch Program" and for extenuating circumstances such as very significant loss of income due to severe illness or injury in the family; unusual expenses as fire, flood, or storm damage; or similar emergency situations that the district determines to include in this policy.
2. **Driver Education fees** are required at the time of registration.
3. A **padlock** is required for physical education students. All padlocks are to be purchased through the school, but the lock belongs to the student at the end of the school year.
4. An **activity ticket** is optional. Students purchasing activity tickets should pay for them at the time other fees are paid.
5. **Athletic fees** are approved yearly by the Board of Education.
6. **Parking Permits** are required for all seniors and juniors and eligible sophomores who choose to park on campus or in designated parking areas. Fees for parking are approved yearly by the Board of Education.

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. This information is being provided in accordance with the Illinois Sex Offender Registration Act-to Parents (Public Act 94-0994).

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.

TELEPHONE

A telephone is located in the north foyer for student use. Students are permitted to make free local calls from this phone. Phone usage will not exceed two minutes per call.

TITLE IX: SEX DISCRIMINATION

Sycamore Community Unit School District #427 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:

Principal
Sycamore High School
Spartan Trail
Sycamore, IL 60178

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.

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.

Visitor procedure

Adults

Adult visitors should enter through the main entrance (E2). Visitors should sign in with the office personnel in the main foyer at the visitors' desk. All visitors must secure and wear a visitor's badge during their stay on campus. Visitors should return the visitor's badge and sign out upon leaving campus.

Students

Student visitors and/or student guests are discouraged from coming 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.

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.

STUDENT SERVICES

GUIDANCE AND COUNSELING

Guidance and counseling services are provided to help each student realize his/her potential through the school's continuous, planned program designed to meet the developmental needs of each student. A comprehensive guidance program is provided to aid students in understanding the variety, depth, and breadth of personal experience, the opportunities available, and the choices and alternatives open to them by helping them recognize, interpret, and act upon their personal resources and strengths. Students may consult with the guidance 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 guidance office are available to the students and parents. Parents are encouraged to avail themselves of these services by appointment.

PSYCHOLOGIST

The district psychologist serves both the high school and middle school and is the facilitator for special education testing. The psychologist also attends STAT (Student Teacher Assistance Team), IEP, 504, and parent meetings as needed.

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.

SUPPORT GROUPS

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

NURSE

The high school has a full-time nurse on duty. The nurse monitors student illnesses and injuries, treats minor injuries, dispenses medication, and counsels students on health-related programs. The nurse also answers questions and provides advice to parents on health and related concerns. In addition, the nurse does yearly vision and hearing screening, keeps the school's health records, and works with the County Health Department on student physicals and immunizations. The school nurse is the building coordinator for special health-related programs involving outside organizations. His/her responsibilities also include processing the initial paperwork needed to set up tutoring services for students homebound by long term illness or injury. Through our partnership with Northern Illinois University, student nurses may also be on campus assisting with students.

HEALTH/WELLNESS/MEDICATION POLICY

HEALTH INFORMATION AND REQUIREMENTS

Illinois law requires that all 9th grade students have a recent physical examination before entering school in the fall.

In addition to the physical, the student must show evidence of protection against:

Measles (rubella)	Diphtheria
Rubella (3-day measles)	Tetanus
Mumps	Poliomyelitis
Pertussis (whooping cough)	Hepatitis B

A tuberculin skin test is recommended.

All students new to the district must also comply with these regulations in addition to a vision examination by an optometrist. Transfer students, as well as students with no physical 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 in the student's health folder. **Constitutional objections are no longer valid.**

MEDICATION

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. The following guidelines must be followed when school personnel dispense medication to individual students for self-administration.

1. A written order for prescription and non-prescription medications must be obtained from the child's physician.
2. A written request from the parent/guardian requesting the medication be given must accompany the above order.
3. Medication must be brought to school in a pharmacy-labeled container. All containers should display:
 - a. Child's name
 - b. Prescription number
 - c. Medication name/dosage
 - d. Administration route

- e. Date and refill
 - f. Physician's name
 - g. Pharmacy address and phone number
4. Any medication that is designated a controlled substance (including, but not limited to, Ritalin, Concerta, and Adderall) must be brought to school by the parent or another adult.
 5. Each dose of medication administered shall be recorded with date and initials of the person administering it and placed in the student's health record. Medication must be kept in a locked drawer or cabinet in a supervised area.

The school nurse should be notified of all medication requests, including those that are to be self-administered such as bronchial inhalers. He/she will then monitor and counsel the student as needed. The school may refuse to administer prescription or non-prescription medication unless the above guidelines are followed.

FIELD TRIP PROCEDURE

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

ASTHMA MEDICATION/EPI-PEN

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

EMERGENCY MEDICAL ATTENTION

If the school nurse believes that emergency services are indicated, 911 will be contacted and the student will be transported to the nearest hospital for immediate medical attention. The closest hospital for the Sycamore School District is Kishwaukee Community Hospital.

OVER-THE-COUNTER MEDICATION

The school nurse will stock and administer selected over-the-counter medication with parent permission, Tylenol, and ibuprofen will be administered when the nurse assesses that it is appropriate. A parent permission form must be on file in the nurse's office. If a student takes either of these pain relievers on a more frequent basis, parents are encouraged to obtain permission from a physician. All medication (with the exception of asthma inhalers and Epi-pens) is 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.

HEAD LICE

Sycamore Schools have a "No Nit" policy to address the problem of head lice. In the event that a student acquires head lice, he or she is not to return to school until nits (lice eggs) are no longer present. Report any lice outbreak to the school nurse for specific suggestions and follow up.

VISION AND HEARING SCREENING

Students will be screened according to state mandated vision and hearing screening laws and the results will be shared with the school. At the high school level the mandated screening will be for all special education students, students new to the district and students with known vision or hearing concerns. Parents should notify the school nurse if consent for screening is denied. Vision screening is not a substitute for a complete eye exam and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

ATHLETIC PHYSICALS

A separate form is required for participation in athletics. Athletic physicals and 9th grade physical examinations can both be obtained at the same time of visit to the doctor.

EXCLUSION FROM SCHOOL

1. Students who do not have physicals, immunization or other letters (medical or religious) on file will not be allowed to register until completed.
2. If there is an outbreak of disease (i.e. measles), those students who have not had immunization due to medical or religious reasons will be on the susceptible list and will be excluded until 21 days after the last reported case of the disease. Individual schools shall keep an up-to-date list of all children who have not presented evidence of immunity against diphtheria, pertussis (to age six), tetanus, poliomyelitis, measles, rubella, and mumps.

VISION EXAMS

Vision examinations are required for school entry for students in kindergarten and all new or out-of-state students entering the district.

ENGLISH LANGUAGE LEARNERS

District 427 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.

STUDENT TEACHER ASSISTANCE TEAM (STAT)

The Student Teacher Assistance Team is a Sycamore High School program for empowering students to deal constructively with life situations of stress and crisis. The purpose of the program is to keep healthy students healthy, while providing opportunities for human growth for youth with problems or at risk for developing problems of an academic, behavioral or social nature. In the case of substance abuse, the team attempts to provide assistance and intervention to both student and family. The team, which is comprised of a school administrator, guidance counselors, social workers, nurse, and two classroom teachers, meets weekly to discuss referred students. The students are generally referred to STAT by a teacher, although parent or student referrals are also welcome. STAT exists for one purpose -- to help students. It is hoped that the collective expertise in STAT meetings will generate strategies that can then be used to successfully assist our at-risk students.

1. When a staff member witnesses behaviors of concern in a student, he or she completes the referral form and submits it to a counselor or administrator.
2. The counselor immediately sends out similar referral form to all of the student's teachers for the purpose of data collection.
3. Referrals are returned as soon as possible.
4. The counselor brings the case to the STAT Team to discuss concerns.
5. Teachers are encouraged to attend this meeting to provide information regarding this student.
6. The STAT Team determines a plan of action for the students. Some options include:
 - a. Interviewing/conferencing with the student
 - b. Notifying parents
 - c. Referral for assessment
 - d. Intervention with family and teachers
 - e. Placement on watch list to monitor
 - f. Offering other support services
 - g. Referring to case study

The referral is kept strictly confidential. The referral or any subsequent actions are not placed in the student's records.

RESPONSE TO INTERVENTION (RTI)

Response to Intervention (RTI) 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.

Tier 1 of RTI would include all students within any given classroom being provided with scientifically-based interventions within that classroom. A systematic method of data collection is conducted by the

teacher or other educator to determine which students are responding to those interventions. Students who are not responding to those interventions are then provided with more intense instruction at Tier 2.

Tier 2 interventions should be conducted by a specialist who has experience in working with students. Tier 2 interventions should be more intense for those students who did not respond to Tier 1. Students who still do not respond to Tier 2 interventions for a specific period of time would then move to Tier 3 which could be a referral for special education.

Any system of Response to Intervention should include appropriate academic and behavioral interventions as needed by the student and should include reading, writing, and mathematics. At any time during the tiers, if the student is suspected of having a disability the student should be referred for a case study evaluation.

SCHOOL RESOURCE OFFICER

The School Resource Officer is a sworn law enforcement officer, 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.

HELP LINE

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

REGISTRATION/GUIDANCE/COURSE SELECTION

NEW STUDENTS

The state of Illinois requires new students to present their birth certificate at the time they register at Sycamore High School. A new student must also present two forms of documentation, and parent photo I.D., as proof of Sycamore Community Unit School District residency.

Pre-registration for all high school students will be held during the second semester. Guidance personnel will hold group conferences for all students for the purpose of presenting curriculum offerings and to explain the registration procedure. Following the group presentations, the students will have several days to confer with parents, counselors, and teachers regarding their proposed classes for the following year. A teacher recommendation is required in core classes in order for students to advance to the next course.

The Board of Education has adopted a policy concerned with minimum class size. There must be at least 15 students (12 in vocational areas) enrolled in a course in order for the course to be offered. An exception might be made in the "capstone" courses in each area or due to budgetary constraints. If a course is not offered because of insufficient enrollment, students will be contacted to select an alternate course.

COURSE RECOMMENDATIONS FOR COLLEGE BOUND STUDENTS

English	4 Years (8 Semesters)
Social Science	3 Years (6 Semesters)
Math	3 Years (6 Semesters)
Science	3 Years (6 Semesters)
World Language/Art/Music/Vocational Ed.	2 Years (4 Semesters)

PROMOTION NOT PRIVILEGES

Class standings are classified as follows:

<u>Freshman</u>	Completed 8th grade
<u>Sophomore</u>	5 credits
<u>Junior</u>	10 credits
<u>Senior</u>	15 credits

*Students will be promoted upon completion of each credit benchmark. Early graduation is an option. Students should monitor this process through their guidance counselor. Deadlines do apply.

EDUCATIONAL OPPORTUNITIES

Sycamore High School has an outstanding faculty dedicated to providing the optimum learning environment and curriculum for our students. However, in some situations it becomes necessary to explore alternatives to the regular high school curriculum. Listed below are some of the programs that are available and may be utilized, with administrative recommendation and approval, in order to better serve the needs of our students.

CREDIT RECOVERY

Credit Recovery is a computer based program that is offered through the Regional Office of Education (ROE) as an intervention to reduce the likelihood of students dropping out, delaying graduation, or retention. Students may be eligible to enroll in this opportunity if they are enrolled for the second year of high school and have failed a required class. There are periods during the regular school day as well as after-school opportunities if a student qualifies for this program. Students may earn up to one full credit in any single subject and two total credits during their enrolment in high school. Students should contact the guidance department for more information.

CORRESPONDENCE CREDIT

Sycamore High School cooperates with the American School in offering correspondence courses. When extenuating circumstances arise, an independent schedule may be recommended and approved by administration when a student is behind in credit. Course credit may be approved by following the procedures designed by the American School. All course materials are furnished, including textbooks, study guides, and study assistance. Upon satisfactory completion of the course requirements, transcripts of credit will be sent directly to Sycamore High school. The cost of the courses taken is to be born directly by the student and his/her family. All payments are handled directly by the American School. These independent services are available through Sycamore High School throughout the entire year.

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is taken through an institution accredited by the North Central Association of Colleges and Secondary Schools.
2. The student is a fourth or fifth year senior.
3. The student assumes responsibility for all fees.
4. The building principal approves the course in advance.

A maximum of 2 Carnegie units of credit may be counted toward the requirements for a student's high school graduation.

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 and the manufacturing academy 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. ELL programs are also available through the Consortium.

PHOENIX

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; 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 due to significant tuition costs.

DUAL CREDIT

Kishwaukee College has partnered with many of the high schools in our area, including Sycamore High school, to teach college level courses that fulfill high school requirements for graduation and earn college-level credit that can be transferred to a college or university.

OPTIONAL EDUCATION

Optional Education 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 due to significant tuition costs. Students must maintain employment as a part of the optional education program.

TRANSITIONAL EDUCATION / REGIONAL SAFE SCHOOLS PROGRAM

Offered by the Consortium, the program is designed to serve students who are unable to be successful in the regular high school program and who are not eligible (or placement is not appropriate) for the Optional Education program. Students must be recommended for this program.

DRIVER'S EDUCATION

District 427 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 freshman that have signed up for summer school.

COURSE LOAD

1. Students are required to be enrolled in four or more courses per semester, plus physical education (unless excused from P.E. by a physician with the excuse on file in the School Nurse's Office).
2. Students are expected to complete a course once they have registered for it due to the commitment they have made to themselves and to the school. Involvement in extra-curricular activities (athletics, cheerleading, dramatics, etc.), provision for adequate study time, and the possibility of employment should all be seriously considered when planning the course load.

SCHEDULE CHANGES

ADDING COURSES

Students may add a class only during the first FIVE STUDENT-ATTENDED SCHOOL DAYS of the semester if the reason strictly adheres to the approved criteria for schedule changes. A \$10 fee will be assessed for a schedule change that is not initiated by a teacher/counselor/administrator.

DROPPING COURSES

“Dropping” is a student's withdrawal from a course after the first day of the school semester. The student will receive a “W,” which does not affect grade point average. If, after talking it over with the instructor, a student finds that he/she must drop a course, he/she should see his/her counselor. Written permission from a parent is required to drop a course. If a course is dropped after the fourth week of the semester, the student will receive an “F” as a semester grade, and that grade will be recorded in the student's permanent record. Students who withdraw from school or drop from non-attendance will receive “F's” for semester grades.

CRITERIA FOR SCHEDULE CHANGE

1. Errors such as enrolling in a course previously taken or resulting from data processing
2. Failure in a prerequisite course and/or in a semester or year-long course
3. Successful completion of summer school courses
4. Scheduling conflicts
5. Teacher/counselor/administrator initiated changes

Except for the reasons listed above, there will be NO CHANGES AFTER CLASSES BEGIN.

FINAL EXAM POLICY

Sycamore High School supports the administration of final exams at the end of each semester (with the exception of Physical Education courses). Final exams reinforce important objectives, and stress the synthesis / connection of all information and concepts. A special final exam schedule is developed to create larger blocks of time (75 minutes) in which to conduct finals. Departments weight final exams 20% of the total semester grade.

In the second semester, Sycamore High School's general final exam policy (for seniors only) may be modified. This modification will create greater flexibility to meet the needs of senior students and their families and will also allow setting graduation and other senior-specific dates well in advance without regard to use/non-use of emergency days.

When this modification occurs, with the exception of Government and Consumer Economics classes, administration of second semester exams to seniors will be at the discretion of the classroom teacher. This final assessment may take the form of a "final exam" or some other type of end-of-course examination or culminating assignment and may take place prior to school-wide final 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.

PROGRESS REPORTS AND REPORT CARDS

Progress reports and report cards will continue to be mailed home. Electronic media is available for parents to track their student's grades throughout the semester.

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 our board policy manual. Student records will be destroyed five years after graduation.

MAKE-UP WORK

Students will receive no credit for any class missed until work is made up, regardless of the reason for the absence. The responsibility for make-up work should be a cooperative effort between the student and the teacher. For the ordinary short absence, the work should be completed within a maximum of one day for every one day of absence, with this time allowance beginning on the day a student returns to class. For an extended illness, the student may be allowed a longer time for making up the work, but the time given should NOT exceed a nine week period. Serious illnesses will be an exception.

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 guidance 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."

AUDITING

Sycamore High School has no provision for the retaking of a class for no credit.

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.

HONOR ROLL

An Honor Roll is published following each nine-week grading period. There are two classifications based on "grade-point average." Superior Honors are awarded to those students with a grade-point average between 3.75 and 4.00. Honors go to those students with a grade-point average between 3.00 and 3.74. The Honor Roll grade point is figured according to the following scale for all classes:

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-

A student receiving a grade of C- or lower in any class will not be considered for the Honor Roll.

Specific weighted classes can be found in the curriculum book.

CLASS RANK

Class rank will be calculated by the Guidance Department at the end of the sophomore year and each semester thereafter. Weighted scores will be used to calculate rank based on courses taken. A list of these courses is available in the curriculum booklets.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society 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, the Society works to promote and to recognize scholarship at Sycamore High School.

STUDENT ATTENDANCE

ATTENDANCE PHILOSOPHY

Regular attendance is one of the most important factors in determining success or failure in high school and is the responsibility of the individual student and his/her parents or guardian. It is the school's responsibility to make decisions whether or not an absence from school is valid.

OVERALL STUDENT ATTENDANCE POLICY

(Students age 17 and older)

1. Students who miss 18 days in a semester or 25 days in a school year may be recommended for expulsion, may be recommended for withdrawal from school, or may have credit withdrawn. (It should be noted that this number of absences exceeds the state definition of chronic truancy.)
2. All absences - excused, unexcused, and suspensions - will be included in the total count.
3. The school will offer available services to the student, including working closely with parents to reduce the overall student absences.
4. The documentation process to inform parents of school services and procedures will be in six steps:
 - a. When a student has been absent four school days prior to February 1, a letter will be sent home from the school to inform parents of the absences by the Attendance Office.
 - b. When a student has been absent eight school days prior to April 1, a second letter offering access to school resources will be sent home by the Attendance Office.
 - c. When a student has been absent twelve school days, a conference may be requested by the Assistant Principal or designee and may include the parents and the student. The student's record will be reviewed and additional strategies for intervention may be attempted. A physician's note may be requested for additional illnesses.
 - d. When a student has sixteen absences from school, the principal or designee will request a conference with the parents and a final warning will be given. Should a student accumulate eighteen (18) absences in one semester or twenty-five (25) absences in the year, the student may be recommended for expulsion, recommended to withdraw, have credit for classes withdrawn, or may be recommended for an alternative program.
 - e. Students who have credit withdrawn in individual classes due to excessive absences will be placed on part-time status should they fail to maintain four classes. Due process procedures will be extended to all students and parents.
5. Partial day absences will be tallied to accumulate to full-day absences.

OVERALL STUDENT ATTENDANCE POLICY

(Students under age 17)

NOTE: Items 1-5 (listed above) apply to students under age 17 as well.

1. Identified at-risk students may be assigned to an individual program.
2. The student may take advantage of:
 - a. Alternative programs
 - b. Various services may be accessed by at-risk students in group and individualized situations. Services may include social services.
3. When students under age 17 are withdrawn from their first class:
 - a. They will be assigned to a study hall for the semester.
 - b. The DeKalb County's Regional Office of Education's Truancy Department may be informed for future intervention if not already taking place.
4. When students under the age 17 are dropped from subsequent classes:
 - a. They may be placed in a second study hall for the remainder of the quarter or semester.
 - b. They may be placed in an alternative program.
 - c. They may receive additional disciplinary consequences.
5. Sycamore High School may contact DeKalb County Juvenile Court Services for those students who are under court supervision.

TARDY POLICY

First hour tardy policy: 10 minutes.

Second hour through seventh hour: 5 minutes.

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.

1. For a student's first tardy in a single class, the teacher will conference with the student and counsel the student to avoid further tardies. There will be student notification of the tardies status.
2. For subsequent tardies to a single class, the student will receive progressive disciplinary consequences. Students may be stepped out of class at administration's discretion.

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. Students who have an absence for a pre-arranged observance of a religious holiday will not be coded in the 18 semester / 25 school year overall attendance policy. These arrangements should be made with the Attendance Office, in writing or by phone. 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.

SPECIAL ABSENCE

In the case of an absence beyond the control of the student, or an absence for a school-related function or of an educational nature, the building administration shall have the option of allowing work missed to be made up for credit if the work is not completed prior to the absence. **These absences are counted toward total school absences.**

VACATION ABSENCES AND COLLEGE VISITS

"Vacation absences" and "college visits" will be considered "absences with valid cause" (with prior notice given and administrative approval); however, they are included in the total **absence policy**. Sycamore School District strongly encourages parents to plan vacations to coincide with the school calendar so as to avoid taking valuable educational time away from their students. Students who know in advance that they will be absent from school for vacation must check with the Attendance Office. **The student must request a Vacation Request Form in advance from the Attendance Office. Once the Vacation Request Form has been completed by the student and teachers, it should be returned to the**

Attendance Office at least 24 hours prior to the vacation with administration approval. A phone call from the parent is required either prior to or at this time to verify the absence. It is the responsibility of the student to inform teachers prior to the absence. Failure to follow the vacation absence policy may prohibit a student from receiving credit for work missed. **All work should be turned in prior to absence or at teacher discretion.**

UNEXCUSED ABSENCE

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

Students who are truant are considered absent/unexcused. **Examples of unexcused absences include, but are not limited to, the following:**

1. Leaving school without checking out.
2. Skipping classes.
3. Obtaining a pass to go to a certain place and not reporting there.
4. Unauthorized area.
5. Oversleeping.
6. Late to school without parent notification.
7. Failure to clear absence by 8:15 AM of the next day of school **may result in an unexcused absence. Subject to administrative review.**
8. Car failure at any time of the day, including over the lunch period, may not be excused. If a student leaves the campus, it is his/her responsibility to return on time for his/her next class.

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

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

SUPPORTIVE SERVICES FOR TRUANTS

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

The following support services (including a variety of internal administrative interventions as well as external truancy prevention/intervention programs) may be offered to a student who is experiencing an attendance problem:

PROJECT ATTEND

Student truancy and absenteeism are disruptive to the entire educational process. Multiple unexcused absences are deemed by the 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 with Satisfactory Attendance. Note that suspensions and expulsions are unexcused absences and make-up work will be at the administration's discretion. These absences will not count as a step on Project Attend. Student attendance records will be available for parents to monitor via the district's Parent Portal.

TRUANCY POLICY

Students need to be present in order to learn and achieve success. Sycamore High School institutes many interventions to discourage truancy from school or from individual classes. For repeated unexcused absences to a single class, students will receive progressive disciplinary consequences. The following sequence of interventions will be instituted:

ABSENCE #	PROCEDURE FOR INTERVENTION	INTERVENTION CONSEQUENCE
1	Student meets with administrator or designee. Parents will be contacted by a school official and/or written notification.	Progressive disciplinary consequences
2	Student meets with administrator or designee. Parents will be contacted by a school official and/or written notification.	Progressive disciplinary consequences
3	Student meets with administrator or designee for final warning. Parents will be contacted by a school official and/or written notification, meeting is arranged.	Progressive disciplinary consequences/attendance contract
4	Student meets with administrator or designee. Parents will be contacted by a school official and/or written notification.	Student is removed from class and placed in a study hall with administration approval.

ADDITIONAL PROVISIONS OF PROJECT ATTEND

1. Tardies and unexcused absences will be tracked separately, as they are different behaviors requiring separate interventions.
2. The student's grade upon removal from class will reflect whether a student was passing or failing at the time of removal. If a student is failing the class at the time of removal, the student will receive an F and be withdrawn. This failing grade will be factored into the student's GPA. If the student is passing the class at the time of removal, the student will simply be withdrawn from the class. With an indication of WF on the student's official transcript.
3. Students **under seventeen years of age** who have been withdrawn from classes for continued violations of Project Attend, and who have only four classes remaining on their schedule, will be placed on part-time status. Students under the age of seventeen must maintain four classes on their schedules, those students who persist in accumulating class truancies and tardies will remain in the class and receive a disciplinary consequence. These students will maintain four classes, and will receive progressive disciplinary consequences for continuing violations of Project Attend.
4. Students **seventeen years of age and older** who have been withdrawn from classes for continued violations of Project Attend, and who have only four classes remaining on their schedule, will be placed on part-time status. Those students who persist in accumulating class truancies resulting in violations of Project Attend will have credit withdrawn from further classes (where applicable), and will be classified as "part-time students."

Students classified as part-time students will lose all privileges afforded to full-time students in good standing with the school (students enrolled and receiving credit in at least four classes). Examples of privileges which may be lost to part-time students as a result of violations of Project Attend include, but are not limited to:

- a. On-campus parking privileges.
 - b. The privilege of attending and participating in all extracurricular activities such as athletics, clubs, all homecoming activities, prom and all other similar school activities.
 - c. Participation in Senior Class Night and Graduation Ceremony, if applicable.
 - d. 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.
5. Continued violations of Project Attend by part-time students further disrupt the educational functioning of the school and will be deemed as gross misconduct and gross disobedience. These violations will result in further disciplinary action ranging from suspension to recommendation for expulsion.

STUDY HALL TRUANCY POLICY

Continued study hall truancy will result in progressive disciplinary consequences from administration. Students who are truant will not be eligible for commons period.

DRIVER'S LICENSE CANCELLATION

In accordance with Public Act 94-0916 effective July 1, 2007 the following restrictions on student driver's licenses will apply:

1. In order to receive a driver's license or instruction permit, applicants under 18 years of age 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 cancelled if a student under the age of 18 drops out of school.

LEAVING THE BUILDING

In order to have an absence excused, students leaving the building during the day (other than 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.**

UNEXCUSED / UNAUTHORIZED ABSENCE DURING LUNCH

Ninth and tenth graders and other students who are not permitted to leave for lunch must remain on campus during lunch hour. Students leaving under these circumstances will be considered absent without authorization and will receive disciplinary consequences. Eleventh and twelfth graders may have their privileges revoked.

STUDENT BEHAVIOR AND DISCIPLINE

The Board of Education has the responsibility for providing a safe environment for all of its students, as well as an atmosphere that is free from disruptive influence and is conducive to 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 Board of Education recognizes that self-discipline is preferable to external forms of control. All efforts will be made to assist students in developing the internal controls necessary for successful school citizenship and school achievement. The Board of Education also believes that part of the mission of the school in our changing times is to educate students about alternatives to violence, to promote peaceful resolutions to conflict, and to encourage responsible behavior in our young people. To that end, Sycamore High School offers a variety of services that can support that mission. In addition, it is the philosophy of the district that teachers are at the forefront of encouraging responsible and appropriate behavior. Therefore, teachers are encouraged and supported in their efforts to handle minor classroom disciplinary issues using teacher-assigned detentions or other appropriate measures.

The Board of Education further recognizes that all conduct problems are not the same. Whenever possible, minor disciplinary problems will be handled with student conferences, parent conferences, and teacher-assigned detentions before or after school, administration-assigned detentions, assignment to the Alternative Education Program, and/or police referral. Major disciplinary problems will be cause for more serious disciplinary action. Consequences for major disciplinary problems may include full-day or multiple-day assignment to the Alternative Education Program, varying lengths of suspension, police referral, and/or recommendation for expulsion to the Board of Education by the Superintendent or his/her designee.

Parents should be prepared to attend school when called upon to address student discipline problems and, possibly, to remove their child from school. Phone calls in these situations will be made to the work or place of business when necessary. Parents should also be aware that the Sycamore schools have a partnership and a positive working relationship with the law enforcement community. Because events that occur within the school community may have farther reaching effects in the Sycamore community at large, it may become advisable and/or necessary to involve local law enforcement agencies. To this end, the school community and the law enforcement community have a reciprocal reporting agreement which allows sharing of relevant information.

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 District #427. School administration empowers the SRO, as a staff member, to enforce all district procedures and state/local laws.

LEGAL FRAMEWORK OF DEFINITIONS

1. Students committing acts of gross disobedience or misconduct may be suspended, or expelled from school. Authority to suspend a student is delegated to the Superintendent, Principal, Assistant Principal, and Dean of Students. Only the Board of Education on recommendation of the Superintendent of Schools may expel a student.
 - a. 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 by action of the Superintendent or Building Administrator.
 - b. 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).
2. Detentions may be assigned individually by the staff and administration before, during, or after school as part of their classroom management plan. In addition, a formal detention system has been developed in order to provide consequences to student behavior while allowing continued attendance in academic classes. Students are expected to serve detentions, whether assigned by faculty or administration. Failure to do so will result in administrative referral for further disciplinary action.
3. Alternative Education Program (AEP) is utilized as an in-school suspension. (See complete section on AEP.)
4. **To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, vehicles, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by without notice or consent of the student, and without a search warrant.** As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these places and areas in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of individuals, attire, lockers, purses, backpacks, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search conducted in accordance with this Section produces evidence that the student has violated or is violating the law, local ordinance, or the school's policies or rules, such evidence may be seized by school authorities, and disciplinary actions may be taken. School authorities may also turn over such evidence to law enforcement authorities. The provisions of this subsection (g) apply in all school districts, including special charter districts organized under Article 34.

GROSS DISOBEDIENCE OR MISCONDUCT

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

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

1. **Insubordination** is defined as failure to comply with requests from school personnel. School personnel include all faculty and staff including SRO, employees, teachers, administrators, school board members, school bus drivers, other school district employees, and students (where the term is appropriate).

2. **Alcohol, Drugs, and Tobacco:** All city, state, and federal laws implying to the use and possession of tobacco will be applied to SHS.
3. **Bringing weapons, or look-alike weapons,** such as guns, clubs, chains, knives, brass knuckles, spears, and any other device that could be used to hurt or harm a student, staff member, or anyone else on school grounds or at a school function is strictly prohibited. The Sycamore school system considers this type of violation to be extremely serious and will result in severe disciplinary action ranging from suspension to recommendation for expulsion.
4. **Gang Activity:** It is the school's responsibility to maintain a safe and disruption-free school environment. The School Code of Illinois (Ill. Rev. Stat., Ch. 122, par. 31-1 through 31-4) provides that "any public school fraternity, sorority or secret society is inimical to the public good." 'Gangs,' as defined in this policy, shall mean individuals who associate with each other primarily for criminal, disruptive, and/or other activities prohibited by law and/or by the School District's Rules and Regulations. Gangs, gang related activities and secret societies are not acceptable in the school setting. The Board of Education is aware that the presence of gangs interferes materially and substantially with the educational process and the requirement of appropriate discipline in the school. Gangs also foster anti-social behaviors, attitudes, and practices which may endanger the health, safety, and welfare of our students. Therefore, students are prohibited from participating in any activity related to a gang, secret society, and/or any public school fraternity or sorority while attending school or school-sponsored events.

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

1. Soliciting and or recruiting others for membership.
 2. Participating in and/or inciting physical violence.
 3. Extorting or soliciting money and/or services, requesting any person to pay for protection, insurance, or other payment of dues.
 4. Coercing, harassing, and/or otherwise intimidating, threatening, or causing harm to any person or living creature.
 5. Wearing, possessing, using, displaying in any manner (such as on folders or books), distributing, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item commonly associated with membership in or affiliation with a gang or secret society, and/or any public fraternity or sorority;
 6. Using any communication, verbal or nonverbal (gestures, handshakes, etc.), suggesting or showing membership in, or affiliation with, a gang, secret society, and/or any public school fraternity or sorority.
 7. Engaging in any activity intended to promote or further the interests of a gang, secret society, and/or any public school fraternity or sorority.
 8. Any act or activity which violates any law or any policy of Sycamore School District #427 when such an act or activity is taken to further the interests of a gang, secret society, and/or any public school fraternity or sorority.
5. **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.
 6. **Intimidating** or attempting to intimidate (threaten) students or school personnel.
 7. **Bullying** is the repetitive, intentional infliction of physical and/or emotional suffering on another person or group of persons. Any improper use of power in order to intimidate, threaten distress, or hurt others is bullying. Such conduct includes, but is not limited to, direct behaviors (e.g., teasing, taunting, intimidating, threatening, name calling, ridiculing, belittling, extorting, hitting, physical attacks and/or violence) and indirect behaviors (e.g., spreading rumors, causing social isolation or psychological isolation) cyber-bullying by use of but not limited to, internet or texting with cell phones.
 8. **Vandalism** is the intentional damage to or destruction of school property or property of school personnel.

9. **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.
10. **Electronic Devices/Cell Phones:** Students may use iPods or mp3 players. However, it is a privilege and these privileges can be revoked if the teacher/administration deems it necessary. School staff may confiscate electronic devices that are visible, in use, or turned on during the school day if it distracts the educational environment.
11. **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.
12. **Assaulting school personnel** will result in an immediate police referral in addition to school disciplinary consequences.
13. **Acts which directly or indirectly jeopardize the health, safety and welfare of students and/or school personnel** are strictly prohibited. This includes willfully **obstructing an investigation** by school officials by giving false information or by withholding information in response to questions.
14. **Group or mob action:** Acts which are unacceptable on an individual basis remain inappropriate and become an even greater offense when a group engages in them. Intimidation, threats, fighting, food fights, and "skip days" are examples of acts of gross misconduct and each individual will be held accountable for his/her misconduct.
15. **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 District #427 Acceptable Use Policy. Use must be for the purpose of education or research and must be consistent with the educational objectives of the district. Students are not allowed to access or tamper with teacher, student, and/or staff files, user files, user areas, system software, 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 log-in information. Students found to have committed a technology violation may suffer disciplinary consequences including, but not limited to, the suspension of their technology privileges.
16. **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. Any student who believes that he/she has been subject to sexual harassment or any person who believes that he/she has witnessed an incident of sexual harassment should make a complaint. The initiation of a complaint of sexual harassment will not result in retaliation, bias or intimidation against the complainant. All complainants shall immediately be referred to the building principal for investigation. If the building principal is the subject of the complaint, the complaint shall be referred to the Assistant Superintendent of Personnel for Sycamore School District 427.
17. **Acts of intolerance** for diversity, either physical or verbal, which may include, but are not limited to, race, ethnicity, sexual preference, religious belief, gender, disability, etc. All students should have respect for one another and all school personnel.
18. **Inappropriate or offensive language**, when used in an abusive manner directed at students and/or staff. This language includes, but is not limited to, profanity. The SRO may write citations for city ordinance violations. For further city ordinances go to www.sycamorepd.com. All city ordinance violations apply, including state and local.
19. **Possession/use of tobacco products:** The community of Sycamore has an ordinance prohibiting the purchase, possession, or use of tobacco products by anyone under the age of 18. In accordance with that statute, students found to be in violation will receive a police referral. In addition, students will face school disciplinary consequences.

20. **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.
21. **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.

***This list is not intended to be all-inclusive. Other infractions, depending on the nature and severity, may be deemed “major disciplinary problems” by the administration at any time.**

OTHER DISCIPLINARY INFRACTIONS

Minor disciplinary problems may include, but are not limited to, the following situations/acts. Depending on the frequency, duration, and/or severity, consequences commensurate with acts of gross disobedience or misconduct may apply.

1. **Snowball throwing** on school grounds is prohibited for safety reasons.
2. Any **electronic devices** that record, receive, and transmit are prohibited unless approved by administration.
3. **Dress Code:** An individual’s dress, personal appearance, and cleanliness, as well as his/her behavior demonstrate his/her sensitivity to and respect of others. SHS recognizes that a student’s individual appearance is mainly the responsibility of the student and parents. However, dress and grooming should be clean, modesty in attire, decent, and free of obnoxious odors. Health and safety standards must be maintained at all times for the protection of the student. Foot wear must be worn at all times, and clothing and foot wear must not have ornamentation that will damage furniture, floors, or create a safety hazard to the student or others. Accessories such as necklaces, bracelets, belts, etc., that could be used as weapons are expressly forbidden. **If, in the judgment of school officials, modes of dress or appearance are distracting or disturbing the progress of the educational program, the student and parent will be notified, and the student will be required to change immediately. Costumes may be worn with administration approval.**

In addition, the following dress code is in effect:

1. Caps, hats, coats, bandanas, sweatbands, head gear or sunglasses may not be worn in the building during the school day.
2. Garments depicting beer, alcohol, liquor, tobacco, or drugs may not be worn at school.
3. Tattoos or marks on skin depicting inappropriate material or messages may not be visible at school. Students possessing such tattoos will be instructed to cover the tattoos/marks while in the school building.
4. Any material deemed inappropriate by administrative staff may not be worn/displayed/used on school property.
5. No undergarments should be exposed while sitting or standing. Pants should be worn at the waist.
6. No clothing considered to be revealing will be allowed. This would include, but is not limited to, shirts that reveal midriffs, shirts with bare backs, shirts with spaghetti straps or shirts without two straps, certain holes in clothing, low-cut tops (revealing cleavage), and short shorts/skirts (defined as the point fingertips touch when arms are extended while standing).
7. No large chains may be worn attached to clothing or on a student’s body.
4. **Skate boarding and in-line skating** are not allowed at any time, except for curricular reasons, on any school property in Sycamore Community Unit District #427.
5. Presence in an **unauthorized or non-supervised area** will receive disciplinary consequences.
6. Currently drinks are allowed in the hallways of SHS. It is up to the individual teacher to allow drinks within the classroom.
7. Possession and/or use of **laser pointers** and 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.

TRANSPORTATION – AUTOMOBILES

Parking on Sycamore High School property is a privilege offered to eligible students. Due to limited parking spaces at Sycamore High School, ONLY SENIORS AND JUNIORS and eligible sophomores will be permitted to park on campus. Students will be required to purchase a parking tag and will be expected to strictly adhere to the regulations regarding the parking of their vehicles. Violations of parking regulations will not be tolerated. Parking tags will not be necessary during weekends, evenings, or school holidays.

PARKING REGULATIONS

1. All eligible students wishing to park in designated school parking areas during the school day must purchase a parking tag.
2. A designated area is assigned for motorcycles and scooters. Purchase of a permit needs to take place, however, hanging or displaying it is not necessary.
3. Display parking tag as directed.
4. Park only in authorized parking place or area. Students may park ONLY in spaces within white lines. **Students are prohibited from parking in the following areas: staff spots, visitor spots, reserved spots, the Salem Lutheran Church parking lot, areas that are not designated as parking spots.**
5. Obey all sign regulations.
6. Park head-in direction only.
7. Do not park in yellow areas or fire zones.
8. Do not sit in parked cars.
9. Obey 15 mph speed limit on school grounds.
10. Courteously follow parking and driving directions of school supervisory personnel.
11. **It is the student's responsibility to make sure that he or she understands and obeys all parking regulations.**

PARKING VIOLATIONS

Tickets will be issued in the following manner:

First Violation: Warning letter sent home indicating that a second violation will result in a \$10 fine or if a permit was not purchased a \$10 fine will apply for the 1st violation and each ticket received thereafter will be \$20.

Second Violation: A ticket issued with a fine of \$10. A warning letter will be sent home indicating that a third violation will result in a \$20 fine.

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

Fourth Violation: Loss of parking/tag privileges.

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 permit privileges for the following year. Cars without parking tags may be towed at owner's expense. Students who drive recklessly will receive disciplinary action.

THE SCHOOL ADMINISTRATION RESERVES THE RIGHT TO TOW AT OWNER'S EXPENSE ANY CAR IN VIOLATION OF PARKING REGULATIONS.

STUDENTS DRIVING TO SYCAMORE HIGH SCHOOL MUST ADHERE TO THE FOLLOWING RULES:

1. The speed limit on school grounds is 15 miles per hour. **NO CARELESS, RECKLESS, OR HAZARDOUS DRIVING WILL BE TOLERATED, AND PROPER PARKING IS REQUIRED.**
2. Students may park only in assigned student areas and must park in a forward Direction. **PARKING IN THE FACULTY SPACES AT ANY TIME DURING THE SCHOOL DAY IS NOT PERMITTED. ONLY HANDICAP PERSONS MAY USE MARKED AREAS.**
3. Students are to keep their vehicles locked at all times. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST, STOLEN, AND/OR DAMAGED PROPERTY.**
4. Students are not to sit in a car during the school day or during any school activity. Students are to leave their cars immediately after parking in the student lot and enter the building.

5. Once school buses have started to move, no cars are allowed to cut in between buses and/or pass buses on the high school grounds.
6. Vehicles in noncompliance with registration policy **MAY BE TOWED AT THE OWNER'S EXPENSE.**
7. **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.**

****IT IS THE STUDENT'S RESPONSIBILITY TO UNDERSTAND AND OBEY ALL SCHOOL PARKING REGULATIONS.**

TRANSPORTATION FOR SCHOOL SPONSORED ACTIVITIES

All students are expected to ride the bus to and from events. If the coach/sponsor allows exceptions (students riding home from an event with a parent/guardian) a note must be received in the Athletic/Assistant Principal's Office twenty-four (24) hours before the event. This note must be signed by the parent/guardian stating the date, event, and student leaving. A copy of the note will be given to the coach/sponsor and adjustments will be made on the bus lists. Before the student leaves with the parent/guardian, a face-to-face checkout must occur with the coach/sponsor. This policy will be strictly followed with exceptions only in the case of emergency and approval by the Assistant Principal and/or Athletic/Activities Director.

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.

CONDITIONS OF THE DETENTION PROGRAM

1. Students are assigned to the school-wide detention program by a building administrator or designee.
2. 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. No cards, CD Players, IPODs, cell phones, coats, hats, etc., are allowed. Any items of this nature brought to detention will be turned in to the office.
6. Students are not to leave their assigned seats without the permission of the supervisor and are not to move desks, chairs, etc.
7. Students are not to write on or in any way deface the desks, tables, books, magazines, etc.
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 IN DETENTION. Progressive discipline may result.**

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 8:30 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.**

ALTERNATIVE EDUCATION PROGRAM -- AEP

Infractions involving some attendance issues and other major or minor disciplinary problems will be handled through the Alternative Education Program. 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 AEP supervisor.

CONDITIONS OF THE ALTERNATIVE EDUCATION PROGRAM

1. A student is assigned to the Alternative Education Program by a building administrator or designee.
2. The student is to be in attendance in the AEP 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 AEP placement and receive full credit for this work. To receive full credit for work made up during day(s) of AEP placement, work must be turned in to the AEP 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 AEP is assigned, an alternative date will be assigned.**
5. **Suspension from activities: If a student is in the AEP room for more than three periods, that student will not be able to participate in any school extra-curricular activity until 8 a.m. the following day.**
6. Any student chronically involved in the Alternative Education Program in one semester may face the following alternatives.
 - a. External suspension from school.
 - b. Referral made for comprehensive case study evaluation for the purpose of considering placement in an alternative educational program other than Sycamore High School.
7. Any student entering the AEP room without permission will be assigned to one full day of AEP.
8. Failure/refusal to serve placement in the Alternative Education Program will result in out-of-school suspension and/or additional days of AEP.

REGULATIONS OF THE ALTERNATIVE EDUCATION PROGRAM

1. The Alternative Education Program shall run from 8:15 a.m. - 3:10 p.m. A 30-minute lunch break will be held in the room (for students assigned all day) from 11:50 a.m. -12:20 p.m. **Students must bring their lunches with them.** (Students who attempt to bring lunches to those in the AEP room will be reported to the office for disciplinary action.)
2. Students are to report to AEP 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 AEP 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 AEP has started.
5. While serving in AEP, 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 his/her school work, further disciplinary action may be imposed. Students who do not complete assigned work in AEP 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 cards, CD players, IPODs, cell phones, coats, hats, etc. are allowed. Any items of this nature brought to AEP 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 AEP.**

SUSPENSION

1. **Condition of Suspension**
 - a. Suspension is a major penalty which may be caused by a single, serious case or repeated cases of misconduct.
 - b. If a student is placed on suspension, he/she may not come to school or be on school property or at any school function including any extra-curricular activities at any time unless he/she has permission from an administrator.
 - c. Students shall have the opportunity to earn full credit for work missed during the suspension.
 - d. 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.
 - e. Students returning to school may be required to have a parent conference before readmission is granted. This condition depends upon the length of suspension and severity of the offense.
2. **Pre-Suspension Conference**
 - a. The authorized administrator or designee shall confer with any student who is under consideration for suspension prior to taking such disciplinary action.
 - b. 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.
3. **Student Suspension Notification**
 - a. If the pre-suspension conference results in a decision to suspend, the parents 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.
 - b. The notice to the parents shall include:
 - i. A statement of the reasons for the suspension, including any school rule which has been violated.
 - ii. The dates and duration of the suspension.

- iii. A statement of the parents' right to request a review of the suspension with the District Hearing Officer, or the Board of Education.
- iv. 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.

EXPULSION PROCEDURES

1. Expulsion Notification

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

2. **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.

3. Conditions of Expulsion

- a. Expulsion from school is a major penalty that may be caused by a single, serious case or repeated cases of misconduct.
- b. If a student is expelled from school, he/she 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 he/she has permission from an administrator.
- c. 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 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 in the school newspaper or newsletter.

STUDENT ACTIVITIES

ACADEMIC REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

1. Definitions:

- a) 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.
- b) "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 he/she is 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 (must pass 4 classes per quarter). Such work shall have been completed in the quarter 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 Assistant Principal/Athletics and Student 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 § 504 of the Rehabilitation Act of 1973, shall be subject to this policy, unless otherwise determined by the student's educational team.

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.

ACTIVITY TICKETS

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

CLUBS, ORGANIZATIONS, AND PUBLICATIONS

Extra-curricular activities add to the enjoyment of school life and provide the student with experiences which can develop his/her 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.

EXTRA/INTRA-CURRICULAR ACTIVITIES' CODE OF CONDUCT

All students participating in school-sanctioned extra/intra-curricular activities (non-athletic & athletic) are subject to training rules, the code of conduct, and consequences (disciplinary actions). In addition, class and club officers including 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.

ATTENDANCE AT SCHOOL ACTIVITIES

Students must be in attendance during the school day to participate in, or attend, school activities. 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.

STANDARD IS EXCELLENCE

The Standard Is Excellence program is designed to recognize excellence in student achievement in the areas of Cooperation, Loyalty, Respect, and Responsibility.

SCHOOL DANCES

The school will hold six dances per year: 1) Back to school dance, 2) Homecoming, 3) Turkey Toe, 4) Grub, 5) Turnabout, 6) Prom. 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. Prom is a privilege open only to 3rd and 4th year students that have Junior or Senior status, which also applies to the guests. They must also sign-up and attend as a couple. **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 main office.** This form must be on file in the main office. The minimum age for any high school dance is freshmen, with the exception of Prom, and the maximum age for a guest is 20 years of age for all dances.

All dances, with the exception of the Grub Dance and Prom, will start at 7 p.m. and will end at 10 p.m. The Grub Dance will end at 11 p.m. and Prom will end at 11:30 p.m. 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 end admission to the dance, which is one half-hour after the scheduled start time.

GENERAL ASSEMBLIES

Programs and general assemblies 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.

MUSIC

Band

The band meets as a class during the academic day. Students are expected to participate in marching, pep, and concert bands as well as all other scheduled events. The students in the band program may also participate in the jazz band, pit orchestra, color guard, and other extra-curricular music activities.

Orchestra

The orchestra meets as a class during the academic day. Students in the orchestra are expected to participate in all scheduled concerts and contests. Orchestra members may also participate in the pit orchestra and a variety of other chamber ensembles.

Choir

The choir meets as a class during the academic day. Students in the choir are expected to participate in all scheduled concerts in all scheduled performances. Choir members may also participate in madrigals, jazz choir, and other extra-curricular music activities.

SYCAMORE HIGH SCHOOL STUDENT ACTIVITIES CODE OF CONDUCT

SPARTAN ATHLETICS

Aim and Philosophy of Interscholastic Programs

Sycamore Community School District 427 provides an interscholastic athletic program at 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 based on policies set forth by the Board of Education, the Illinois High School Association (IHSA) and conference affiliation.

GENERAL INFORMATION

GIRLS' SPORTS

Fall	Winter	Spring
Cheerleading	Basketball	Softball
Cross Country	Bowling	Track & Field
Poms	Cheerleading	Soccer
Tennis	Poms	
Volleyball		
Swim Co-op*		
Golf		

BOYS' SPORTS

Fall	Winter	Spring
Cheerleading	Basketball	Baseball
Cross Country	Bowling	Track & Field
Football	Wrestling	
Golf	Swim Co-op*	
Soccer	Cheerleading	

PRACTICE REQUIREMENTS

Physical Exams

See IHSA Eligibility Rules

Insurance

Before a student athlete can participate in the first practice of any sport, he/she must have school insurance or have a signed waiver indicating the family has insurance coverage.

Athletic Fees

Athletic fees are approved yearly by the BOE. *Swim Co-op fee is approved by DeKalb High School Board of Education.

RECOGNITION NIGHT

All coaches and student-athletes are to be present at Seasonal Awards Nights, which honor the sport in which they participate.

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.

SUPERVISION

Students will be supervised on days when school is in session from 7:45 a.m. to 3:25 p.m. The exception is when students have an extra-curricular or academic purpose, the coach or advisor will provide supervision for these students.

LOCKER ROOM SUPERVISION

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

TRANSPORTATION

All athletes will travel to and from all AWAY contests on buses or other school-approved transportation. **No ATHLETE** will be allowed to drive or ride to an away contest in a non-school vehicle with out an administrator's approval. Parents may transport their child home from an away contest if they: a) get prior approval from the coach and, b) have a written notice (or e-mail) on file in the athletic office 24 hours in advance of the date of the contest.

ATHLETIC LOCKS

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

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 that day or evening without clearance from the Athletic Director.

ALTERNATIVE EDUCATION PROGRAM

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 will not participate in a sport until 8 a.m. the following school day.

PERSONAL APPEARANCE

1. Dress and grooming shall be directed by the coach.
2. On athletic trips, all athletes should be neatly dressed.
3. The length and style of head and facial hair will not be a prohibiting factor in the student athlete's participation in any sport, unless in the coach's estimation it contributes to a safety or performance risk in that sport, or is not in accordance with IHSA standards.

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 the people of District 427 have 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 student-athletes are issued school equipment, they must accept full responsibility for it, and if lost, must pay the Athletic Office the cost of replacing it.
5. Any time it is established that a student-athlete has taken or has had in his/her 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.

BEHAVIORAL EXPECTATIONS

1. PREAMBLE

Participation in extra/intra-curricular and interscholastic athletics at Sycamore Community School District 427 is a **privilege** extended to the student body by the Board of Education. Students participating act as ambassadors of the School District. Accordingly, they are expected to conform their conduct to the highest standards of propriety at all times.

Our “Sycamore High School Philosophy,” appearing earlier in this handbook states the following: “... 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.”

The Sycamore community has also defined a set of “core values” in their “Strategic Design Plan,” established during the 2002-03 school year. These values include: Honesty; Integrity; Trustworthiness; Loyalty; Fairness; Caring; Respect; Citizenship; Responsibility; Cooperation.

We expect all students and staff to strive toward developing and displaying these core values. Since student activities are a “privilege,” students who choose to be involved have additional “opportunities” and accompanying “responsibilities” related to the district’s goals to learn, accept, and display these core values.

Furthermore, this Strategic Design Plan defined “Exit Learner Outcomes” for our students which identified critical life roles for which our children need to be competent in the future. Student activities can serve to develop the well-rounded individual prepared to meet future life challenges. The following student competencies can be introduced and developed through a broad and varied extra-intra curricular activity program: has a strong sense of self-esteem, self-confidence, safety; has a healthy mind, body and spirit; has self-discipline, can follow-through, is responsible and committed; is creative and a risk-taker; identify and maintain a positive lifestyle (i.e. over-all health, stress/time management, leisure time); demonstrate behaviors that are indicative of self-discipline, adaptability and responsibility; accept both the risks and the challenges of leadership; be able to set a personal vision/goal and be able to adapt that vision to changing needs; appreciates, understands, tolerates and practices diversity in relationships; devotes time to building relationships; has the ability to sustain a multitude of relationships; celebrates achievements of both the individual and the group; accepts empowerment, thereby increasing responsibility; is a self-motivated and self-directed worker; works and lives cooperatively; understands the consequences or rewards of decision-making.

2. APPLICATIONS

The policy applies to all students in extra/intra-curricular activities and interscholastic athletics at Sycamore Community Unit School District 427.

3. DEFINITIONS

1. **Gross Disobedience or Misconduct** is any conduct, behavior, or activity, as defined by the Board of Education in its policies, which causes or may reasonably cause school authorities to forecast substantial injury or disruption or material interference with school activities or the rights of other students, their teammates or school personnel. Gross disobedience may occur on school grounds, on a school bus, or at a school function. Alcohol/tobacco and drug offenses are covered in more detail later in this text. They are all offense 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. Extra-Curricular activities are privileges, not a right.
2. **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 policies.
3. **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.
4. **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 (Include 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.

5. **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; other rules deemed necessary by the coach/sponsor. These rules shall be explained verbally and in writing. In the event that a new rule is activated during the year, it is the coaches' / sponsors' responsibility to disseminate the information verbally as well as in written fashion.
6. **Suspension**, as defined for the "Student Activities Code of Conduct," is the removal of a student from Extra/Intra-Curricular Activities or Inter-Scholastic Athletic Activities/Sports 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.
7. **Review Board** is the board governing any appeals within the extra/intra-curricular and interscholastic athletic programs at Sycamore Community Unit School District No. 427. This Review Board shall consist of the Principal, Assistant Principal, Assistant Principal of Athletics and Student Activities, one non-coaching/sponsoring faculty member (appointed by the Principal) and one Coach/Sponsor (appointed by the Assistant Principal of Athletics and Student Activities).

4. STANDARD OF CONDUCT

Any student who participates in extra/intra-curricular or inter-scholastic 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

- a. If a multi-game or activity suspension is being considered, the Assistant Principal of Athletics and Student Activities shall confer with the student who is under consideration for suspension prior to taking such disciplinary action.
- b. The Assistant Principal of Athletics and Student 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.
- c. The Assistant Principal of Athletics and Student Activities shall make a written record of the date the conference occurred on.
- d. The Assistant Principal of Athletics and Student 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.
- e. When, in the opinion of the Assistant Principal of Athletics and Student 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 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

- a. If the pre-suspension conference results in a decision to suspend, the parents shall be advised immediately of the decision by written notice sent by certified mail, return receipt requested.
- b. The notice to the parents shall include:
 - i. The reason(s) for the suspension, including any school rule violation.
 - ii. The dates and duration of the suspension.
 - iii. The statement of the right to request a review of the suspension by the Review Board.
 - iv. 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 Athletic/Activities Director if it involves more than one game/activity/date.
2. Disciplinary action involving a student may be initiated by either the Coach/Sponsor, the Dean of Students, 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, he/she 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.

STUDENT ACTIVITIES DRUG, ALCOHOL, TOBACCO POLICY

Sycamore Community Unit School District 427 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.**

EXTRA/INTRA CURRICULAR RULES

1. Every extra/intra-curricular participant shall not use or possess any form of alcoholic beverage or drugs unless prescribed by his/her physician.
2. Every extra/intra-curricular participant shall not smoke or chew tobacco nor possess it.

SELF-HELP CLAUSE

FIRST INFRACTION ONLY

It is the desire of Sycamore Community School District 427 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 his/her 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 or Student Teacher Assistance Team (STAT) member voluntarily of his/her involvement with drugs/alcohol or tobacco.
2. Parent 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.

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.

Consequences to violations are as follows:

(Note: If these infractions occur in school or at school-related events, students are also subject to disciplinary actions outlined in the "Student Behavior and Discipline" section of this handbook.)

First Infraction:

Non-Athletic Extra/Intra-Curricular

Suspension from participation at all 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.

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.**

Second Infraction:

Interscholastic Athletic & Non-Athletic Extra/Intra-Curricular

Suspended 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 Principals, Athletic Director and two 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 he/she 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.

Third Infraction:

Interscholastic Athletic & Non-Athletic Extra/Intra-Curricular

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

CONTEST SUSPENSION

<u>Sport /Program</u>	<u>First Offense</u>	<u>Second Offense</u>
Baseball	7	One Calendar Year
Basketball	5	One Calendar Year
Cheerleading (Fall)	2	One Calendar Year
Cheerleading (Winter)	5	One Calendar Year
Cross Country	4	One Calendar Year
Football	2	One Calendar Year
Golf	4	One Calendar Year
Pom Pon (Fall)	2	One Calendar Year
Pom Pon (Winter)	5	One Calendar Year
Soccer	4	One Calendar Year
Softball	7	One Calendar Year
Tennis	4	One Calendar Year
Track	4	One Calendar Year
Volleyball	4	One Calendar Year
Wrestling	4	One Calendar Year
Other	4	One Calendar Year

(20% of the season)

***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 they attend they may not dress in uniform. If the student does not finish the season (quit or removed from the team) the suspension shall be pro-rated to the next season.

***During the **second suspension** they are not allowed to practice or attend games.

TABLE II: ALL CLUBS

Activity	<u>First Offense Suspension</u>	<u>Second Offense Suspension</u>
Student Council	4 weeks	One Calendar Year
Class Officers	4 weeks	One Calendar Year
Ambassadors Club	4 weeks	One Calendar Year
Art Club	4 weeks	One Calendar Year
DCP/Safe	4 weeks	One Calendar Year
Environmental Club	4 weeks	One Calendar Year
FFA	4 weeks	One Calendar Year
French Club	4 weeks	One Calendar Year
Interact	4 weeks	One Calendar Year
Intramurals	4 weeks	One Calendar Year
Key Club	4 weeks	One Calendar Year
Lit Fest	4 weeks	One Calendar Year
Math Team	4 weeks	One Calendar Year
Multi-cultural Club	4 weeks	One Calendar Year
National Honor Society	4 weeks	One Calendar Year
Newspaper	4 weeks	One Calendar Year
Yearbook	4 weeks	One Calendar Year
Photo Club	4 weeks	One Calendar Year
Scholastic Bowl	4 weeks	One Calendar Year
Spanish Club	4 weeks	One Calendar Year
Drama Club	4 weeks	One Calendar Year
WYSE	4 weeks	One Calendar Year
Other	4 weeks	One Calendar Year

During any suspension, students are 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** participant is not allowed to attend any meetings, club events, etc.



SYCAMORE HIGH SCHOOL CLASS AND BELL SCHEDULES



2:00 PM DISMISSAL

SCHEDULE "A"	
PERIOD	TIME
1	8:15 - 8:55
2	9:00 - 9:40
3	9:45 - 10:25
"A" LUNCH	10:30 - 11:00
4	11:05 - 11:45
5	11:50 - 12:30
6	12:35 - 1:15
7	1:20 - 2:00

SCHEDULE "B"	
PERIOD	TIME
1	8:15 - 8:55
2	9:00 - 9:40
3	9:45 - 10:25
4	10:30 - 11:10
"B" LUNCH	11:15 - 11:45
5	11:50 - 12:30
6	12:35 - 1:15
7	1:20 - 2:00

SCHEDULE "C"	
PERIOD	TIME
1	8:15 - 8:55
2	9:00 - 9:40
3	9:45 - 10:25
4	10:30 - 11:10
5	11:15 - 11:55
"C" LUNCH	12:00 - 12:30
6	12:35 - 1:15
7	1:20 - 2:00

FINAL EXAM SCHEDULE

Day 1

8:15 - 9:30 1 period **EXAM**

9:40 - 10:55 2 period **EXAM**

11:05 - 12:20 3 period **EXAM**

Day 2

8:15 - 9:30 4 period **EXAM**

9:40 - 10:55 5 period **EXAM**

Day 3

8:15 - 9:30 6 period **EXAM**

9:40 - 10:55 7 period **EXAM**

All teachers are expected to give a final assessment in all classes – except PE --on the day and at the time scheduled. 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.

Students will not have to attend study halls or PE classes during scheduled exam times. The cafeteria, library and computer lab will be available to students at these times.

Buses will depart 10 minutes after each days last exam.