

# **Tamaroa Grade School District #5**

## **Student and Family Handbook**



**2021-2022 School Year**

*Tomorrow's Success Reflects Today's Education*

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## **INTRODUCTION AND PURPOSE**

The School Board and Staff want to welcome you to Tamaroa Grade School for the 2020-2021 school year. We are excited and looking forward to a great school year. The purpose of this handbook is to be a user-friendly communication tool for students, families, teachers, staff, and administration. We want to acquaint all stakeholders with the procedural operation of their school. We ask that each family review this Handbook with their child and use it throughout the year when questions might arise. Respect, Responsibility, Safety, and Communication are four terms used often throughout this book. Let's think of these as our cornerstones as we go through the school year.

## **TAMAROA GRADE SCHOOL MISSION STATEMENT**

*Tamaroa Grade School is a partnership of students, parents, educators, and the community whose purpose is to provide an environment, which recognizes the individual needs of the students and which promotes the intellectual, social, and physical growth of young people. Tomorrow's Success Reflects Today's Education. This handbook is only a summary of board policies governing the district; board policies are available to the public at the district office. The handbook may be amended during the year without notice.*



**BOARD OF EDUCATION  
2021-2022**

Charles Stein, President  
Misty Doerflein, Vice-President  
Diedra Restoff, Secretary  
Sherri Phillips, Member  
Makenzie George, Member  
Whitney Melton, Member  
Alaina Marlow, Member

**FACULTY AND STAFF  
2020-2021**

Superintendent- Brian Brink  
Kindergarten- Tracy Studer  
1<sup>st</sup>/2<sup>nd</sup> Grade Homeroom- Elizabeth Fagerland  
3<sup>rd</sup>/4<sup>th</sup> Grade Homeroom- Cory Plumlee  
5<sup>th</sup> Grade Home Room- Peter Omiotek  
6<sup>th</sup> Grade Home Room- Lindy Rushing  
7th/8th Grade Home Room- Cindy Opp  
Special Education/Resource- Kayla Arndt  
Resource Aide/AD- Kerri Schoenbacher  
Resource Aide- Clara Mifflin  
Speech- Ali Epplin  
Custodian- Steve Bailey  
Cook- Cheryl Oettle  
Bus Driver/Resource Aide- Donna Doerflein  
Secretary/Bookkeeper Angela Wright

## **CHAIN OF COMMUNICATION**

It is imperative that the chain of communication is strongly adhered to on all questions and concerns which a student or parent/guardian may have relative to school problems. If the chain of communication is not followed, wrong or inaccurate information is likely to happen. Process: We ask each of you to first direct your concern to the teacher or staff person involved. Should you desire further clarification, contact the school principal/superintendent. If the problem has not been resolved from the central office, you may appeal to the Board of Education. If your appeal is to the Board of Education, please contact the school office for the proper procedure to follow. It is requested that you not contact or call the board members at home. The board members can only make decisions and develop policy as a governing body, not as an individual.

## **SCHOOL DAY**

Classes start: 8:20 a.m.

Classes end: 2:10 p.m.

Early Dismissal Days: 12:00 p.m.

## **BUILDING OPENS**

The school building will open when the teacher on supervisory duty reports for work. We request that no student come to school before 7:45 a.m. Your support in this matter is greatly appreciated. Your child's safety and welfare are of importance to you and us.

## **CAFETERIA OPERATIONS**

We will serve breakfast and noon lunch each full day of school. Students who bring their lunch must store them in the lunchroom. Food must be eaten in the cafeteria.

## **LUNCH PERIODS**

K-1 11:25-11:45

2nd-4th 11:45-12:05

5th-6th 12:07-12:27

7th-8th 12:27-12:47

## **PHYSICAL-DENTAL-EYE EXAMINATIONS AND IMMUNIZATION**

State Law in Illinois requires that all students entering kindergarten or first grade, sixth grade, and athletic participants must have a physical examination and their immunization records up-to-date. It is the responsibility of each parent/guardian to furnish the school with proof of compliance. State law requires all students entering kindergarten, second, and sixth to have a

dental exam. Also, the law requires all students entering kindergarten to have an eye exam. This has to be done before the first day of school.

## **BOOK RENTAL**

The principle advantage of renting books lies in the fact that students can rent books at approximately one-third of their list price. This means real savings to all students and their families in dollars and cents. There is definite responsibility placed on all students and families who participate in this plan. **THE STUDENT IS RESPONSIBLE** for the proper care of rental books. Failure to take proper care of the rental books will result in the student having to pay the entire replacement cost of the book. All book fees must be paid on the first day of attendance before books will be issued. All text, workbooks, and other rental materials must be returned to the school at the end of the school year. 2020-2021 Book rental fee: \$40. The following fee schedule will be used for all entering students: First Quarter – full cost, Second Quarter –  $\frac{3}{4}$  cost, Third Quarter –  $\frac{1}{2}$  cost, Fourth Quarter –  $\frac{1}{4}$  cost.

## **SCHOOL INSURANCE**

School insurance is available to all students free of charge. An insurance application has been sent home to you if you wish to take advantage of the extended coverage.

## **TRANSPORTATION**

Regular bus routes will be run approximately the same as last year. If any changes become necessary, we will notify you of such changes. Any student who requests to get off the bus at a location other than his/her regular stop must have a written request signed by the parent/guardian sent to the school office. No student will be delivered to a location that is not on the regular bus route. For the safety of all students, no animals are allowed on the bus. Each student will be provided with a list of bus rules. Failure to obey these rules may result in suspension from riding the bus. All students are required to be at their pick-up point waiting for the bus – the bus will not wait for them. During inclement weather, consideration will be given to students in regards to the above.

## **SCHOOL CLOSINGS**

During inclement weather and poor road conditions, it may be necessary to cancel school for that particular day. We request that you do not call the bus driver, superintendent, and school board members. This will only tie up our phones, which we need during this time. We will use our TGS Information Hub to notify everyone and you can also watch WSIL Channel 3 or KFVS Channel 12 T.V. stations for school closings. If we have to close school during school time or in an emergency, we will activate the TGS Information Hub system.

## **VIDEO SURVEILLANCE & CURFEW**

The exterior of the school is under video surveillance at all times. There is a curfew on the grade school property. Anyone caught on the school property after 10:00 p.m. can be prosecuted.

## **SAFETY**

We believe the safety of the students is a high priority. With the cooperation of everyone, we can make our school as safe as possible. Any safety issue should be brought to the attention of the superintendent.

## **EMERGENCY PROCEDURE**

The school has a comprehensive emergency management plan. In times of a crisis, it is imperative that procedures be followed for the safety of all the children. The school will educate the students on emergency plans and practice all of them. The school will have plans posted in each classroom. The plans will include tornados, fires, earthquakes, emergency evacuation, lock-downs, as well as bus evacuations. Emergency information is asked for at registration. Families are asked to keep this information up-to-date. Telephone numbers are especially important. In the event of an emergency, with no up-to-date information, we may contact the police. If there is bad weather at the end of the school day, the school will use their best judgment to either send students home or stay at school. Parents/Guardians are welcome to sign a student out or stay with the student at the school. Any emergency situation at school or off location please check the student out with the teacher.

## **VISITORS**

Visitors must report at the school office, sign in and out and receive a pass. All exterior doors are locked for security purposes. Please use the buzzer on the main door. Office personnel will let you in.

## **CROSSING GUARDS**

An adult crossing guard will be present at the U.S. Highway #51/Main Street crosswalk at 7:45 AM before school and for ten minutes after the bus departs at the end of each regularly scheduled school day. Students are expected to cooperate with the crossing guard.

## **BICYCLE SAFETY RULES**

A bicycle rack is provided for students who ride to school. Please lock your bike as the school will not be responsible for stolen bikes. Upon reaching school, bicycles must be parked in the rack. No riding of bicycles on the playground during school hours – 8:00 a.m. to 2:30 p.m.

Students are not allowed to play around the rack or tamper with other students' bikes. The same rules apply to skateboards, except they must be kept inside the front door.

## **MEDICATION**

The Board of Education has set the following school policy on children taking medication: Children who are taking prescribed medication should consult with the physician to see if the medicine can be taken either before or after school. This is necessary because no school personnel is qualified nor licensed to dispense medicine, nor do we have adequate safe storage space. Should medicine be taken during the school day, it is requested that the parent/guardian comes to the school for this purpose. If this is not possible, a single dose may be sent to school each day with the student to take after proper notification to the office. This notification must be in writing and signed by the parent/caregiver. No school personnel will be permitted to assume responsibility for the medicine or dispensing of it. The school will make every effort to cooperate with families and students as much as possible. Also, any medication, prescription or non-prescription, including aspirin, which is brought to the school must be turned into the office with a signed note from their parent/caregiver. We will not give out any medication without proper approval.

## **ALCOHOL, TOBACCO, DRUGS**

State law and school policy prohibit alcohol, tobacco in any form, knives, weapons, or unapproved drugs, or look-alike drugs on the school grounds. Any student found with these items in their possession, selling or attempting to sell them may be suspended from school and/or extra-curricular activities as outlined in the School Board Policy Manual and School Code of Conduct.

## **PLAYGROUND**

Students are under constant supervision while on the playground. They are to follow the rules set forth at the beginning of the year. If followed, these rules will ensure a safe atmosphere. Designated areas will be used for lining up and returning to the school building. Students will use the restroom before they go to recess. They will not be allowed to go while at recess. If they must go, they will get a checkmark, punched card, etc.

## **ASBESTOS**

Tamaroa Grade School has an asbestos management plan available for review.



## **CARE OF SCHOOL PROPERTY**

We are very proud of our school building and the cleanliness it displays both inside and out. Our custodian does an excellent job of keeping the building and equipment clean, but he is only one person. It is everyone's responsibility to help make our building as attractive as possible. Respect for school property and equipment is of utmost importance. Classroom and playground rules, which address this, must be obeyed. Any person, willingly and knowingly, who destroys or vandalizes school property will be prosecuted to the fullest extent of the law.

### **LOCKERS**

Student lockers are the property of the school. These lockers are available for all grades except kindergarten. Your locker is your responsibility. You are responsible for its cleanliness, order, and contents. Lockers may be inspected periodically to maintain the safety and cleanliness of the school. You are not to slam, yank, or kick or store items on top of the lockers. Students must be quiet while at their lockers and while in the hallways. If you wish to have a lock, a spare key must be given to your home-room teacher.

### **PERSONAL ITEMS**

All coats, caps, ball gloves, books, etc. should have the student's name clearly written on them. This will help us to identify lost items. Personal items such as dolls, toys, C.D. players, etc. will only be allowed at school with permission.

### **CELL PHONES & ELECTRONIC DEVICES**

Cell phones and electronic devices, such as MP3 players, video games, etc. must be kept out of sight and turned off while on TGS property unless special permission from a staff member is given. Written permission must be signed by the parent/guardian to bring any electronic devices to school. If a student violates this policy, the discipline will be as follows: 1st offense – Item is confiscated and returned to student at the end of the day. 2nd offense – Item is confiscated, the student serves one (1) afterschool detention and a parent/guardian has to pick up the device. 3rd offense – item is confiscated, the student serves two (2) afterschool detentions and a parent/guardian has to pick up the device. The student will not be allowed to bring electronic devices for the remainder of the school year unless approved by the administration.

### **TELEPHONE USAGE**

Since phones are needed to conduct our school business, students and staff will be permitted to use the phone for emergency reasons only. Should it be necessary for you to call the school for your child, we will make every attempt to relay the message to him/her. Only in emergency cases will the child be called out of class. If you need to talk to a teacher we ask that you call during

their planning period. Time on task is important and therefore we would like to minimize interruptions. Please try and plan your child's after-school arrangements to minimize distractions at school.

## **GROOMING**

Any form of wearing apparel and any type of grooming which, in the professional opinion of a teacher or administrator, creates a danger, ill-health, or a distraction from the learning environment is prohibited. If in the professional opinion of teachers or administrators, the student arrives at school dressed in a manner which has the potential to disrupt or distract from the educational process, the student will be offered the opportunity to change clothes to those in compliance with this policy or sent home to correct the problem. Any time away from school under this policy will be considered an unexcused absence. Items of clothing that would be deemed inappropriate include, but are not limited to those that: Display profanity, Contain inappropriate connotations, Do not adequately cover the shoulders, back, midriff, or upper legs, Make sexual references, Contain drug, alcohol, or tobacco advertisements/pictures, Contain questionable sayings especially those trying to convey a double meaning. Additional information regarding clothing: Student's fingertips should be able to touch the bottom of the shorts and/or shirts while arm extended straight down on sides, Shirts must properly cover back and chest, Students must wear their pants at their appropriate waist height, Pants should be worn at the hips and above, Pants should have no holes above the knees, Backpacks, knapsacks, purses, and bags are to be left in student's lockers, No tank tops of any type are allowed, Caps, hats, or any type of head covering are to be removed upon entering the school, Students are not to wear sunglasses over the eyes or on the top of the head while inside the building, Students are not to possess chains of any length or size, Students represented during extra-curricular or field trips are expected to be properly groomed. Students will face disciplinary measures for improper dress. THERE WILL BE NO WARNINGS.

## **HEAD LICE PROCEDURE**

Students who have evidence of head lice will immediately be excluded from school until they have been properly treated and all nits (eggs) have been removed from the hair strands. In order to re-enter school after having been sent home, a parent or guardian must bring the student to school and be rechecked by the school office. They cannot be sent on the school bus. If live lice are found, the student will be sent home for further treatment.

## **ATTENDANCE**

We are very proud of student attendance. For the past few years, we have averaged 91% attendance. Student attendance is directly related to performance and learning in the classroom. There is no substitute for actual participation in daily classroom discussions and work. A student's attendance in class is a vital part of the grade promotion requirements. Children who

are ill should not be in attendance. However, every effort should be made to keep your children in school each day they are able to attend.

## **ABSENCE**

Families should call the school when they know their child will not be attending. If for some reason a family member cannot call, the school will attempt to call home. This is a safety measure so that children are accounted for. Students who have been absent without correspondence with the school must bring a written note when returning. If a note is not returned within 1 day of the absence, the absence will be considered unexcused and the student will receive a zero for all work missed. The reason for the absence should be stated on this note. Any student who has been under a doctor's care for a communicable disease must have a written release from the doctor in order to return to school. If a student misses three consecutive days a doctor note is required. The school knows there can be extenuating circumstances concerning absences, but if the communications lines are open, some potential problems can be eliminated. The school expects honesty when reporting the reasons for student absence. A student who is absent without a valid reason is considered a truant. Families will be notified and if the truancy continues, counseling, as well as communication with the truancy officer, will be sought. The law states that any person who has custody or control of a child subject to compulsory attendance, who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C misdemeanor and may be subject to up to 30 days imprisonment and/or a fine of up to \$1500. We know that extended illnesses are exceptions. If there is any help we can give students and their parents, we want to know.

## **EXCUSED ABSENCE**

The student will be permitted to make up any work missed within a time limit for all excused absence(s). Only illness of the student, medical or dental appointments that cannot be arranged other than school hours, death in the family, or observance of a religious holiday are excused absences unless authorized by school staff. If a student has a medical excuse to not take P.E., the note from the doctor must have a start and ending date.

## **PARTIAL DAY ABSENCE**

If for any reason, a student must leave school early, he or she must present a note to the teacher, signed by one or both parents/guardians. Parents or guardians must come to the office to sign students out. Students will be called from class when the parent signs them out. Students must be in attendance for a half of day to be eligible to participate in or attend any extra-curricular activity or school function that day. Extenuating circumstances will be taken into consideration.

## **PRE-ARRANGED ABSENCE**

A student who wishes to have special permission to be absent from school must turn in a note or letter to the office from his or her parents/guardians stating the reason or purpose so that arrangements can be made for anticipated make-up work. Parents/guardians must also notify the classroom teacher or teachers of pre-arranged absences. Student attendance is very important to learning and many opportunities can only be achieved through participation in the classroom with peers and the teacher. Students are allowed up to five [5] days of prearranged absences per school year. After the fifth occurrence, the absence will be considered unexcused. For prearranged absences of 1-3 days in length, it is encouraged that the student and parents/guardians arrange to collect work from classroom teachers prior to the absence. For more than three [3] days, the student will collect their assignments within a timeframe that equals the number of days missed.

## **TARDINESS**

Students need to be in their classroom by 8:25 or he or she is considered tardy. A student who is tardy causes an interruption to the class and also has to get himself or herself caught up with the lesson. Students who are tardy must report to the office where they will receive a tardy slip to permit entrance to class. Reason must be given for tardiness. Students who have accumulated 5 tardies will not be considered for perfect attendance and will also receive detention.

## **ACADEMICS**

**GRADUATION REQUIREMENT: 2.0 G.P.A.**

Reading, Mathematics, Language Arts, Science, Social Studies, Health (one semester 7th or 8th grade), and P.E. must receive a passing grade. The U.S. and Illinois Constitution tests (7th or 8th grade) must receive a passing grade. \*All grade point averages are based on a 10 pt. scale.

### **HONOR ROLL**

The honor roll will be computed at the end of each grading period. Students in grades 5-8 are eligible for the honor roll. All major academic graded subjects will be used to determine the G.P.A. Honor Roll students will be determined by their grade point average of 4.50 G.P.A. for High Honors and 4.25 G.P.A. for Honors.

### **VALEDICTORIAN AND SALUTATORIAN**

A valedictorian and salutatorian will be chosen from each graduating class. The valedictorian will be the student with the highest G.P.A., and the salutatorian will be the student with the second-highest G.P.A. All graded subjects from the students' 5th, 6th, 7th, and 8th-grade years will be used to determine the valedictorian and salutatorian and will be notified mid-term of the 4th quarter of their 8th grade school year.

### **PROMOTION REQUIREMENTS**

In order for a student to be promoted to the next grade, he/she must successfully complete curriculum, attendance, ISAT performance and/or standardized test scores, and other criteria established by the school board.

#### **GRADING SCALE**

90-100 A Excellent

80-89 B Above Average

70-79 C Average

60-69 D Below Average

Below 60 F Failing

### **COMPUTER EDUCATION**

We are proud to have a computer lab available to our students. Our goal is to offer basic keyboarding and computer activities to all students. Students will be allowed computer time on a rotating basis as scheduling allows.

### **COMPUTER/CHROMEBOOK POLICY**

The district shall make every effort to ensure that these educational resources are used responsibly by students and staff. The students and staff have the responsibility to respect and protect the rights of every other user at TGS and on the Internet. The building administrator shall have the authority to determine what is inappropriate use, and his/her decision is final. Computer hardware is like any other school property and shall be treated accordingly. All computers including desktops, laptops, and iPads remain the property of the district. The network user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. All users must sign the appropriate District Computer and Network Agreement stating they understand all policies regarding computer use and agree to abide by them.

### **INTERNET USE POLICY**

Internet usage is a privilege, not a right. Students are not to use the Internet to purchase goods or services. Students are not to bypass any security measures. Never use the Internet to harm people in any way. Inappropriate material or websites are prohibited. Students should not give out personal information over the internet. The Internet may only be used for school-related activities. Each person is responsible for his or her own behavior. The school is not responsible for information found or lost while using district computers.

### **LIBRARY BOOKS**

Our library has several volumes of good books to interest all grades. Children are encouraged to read and use all the library materials. Each grade has a scheduled period in the library each week. The books may be checked out and taken home. We suggest families and students read the books together. Each student is responsible for all materials checked out. A fee will be assessed for any materials lost, damaged, or destroyed. All materials have a return date. It is the student's responsibility to return the material by the due date.

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## **COMMUNICATION WITH FAMILIES**

As is stated in our mission, we are a partner with students, parents, educators, and the community. As with any partnership, good communication is invaluable. We use a student management and grading on-line system (Teacher-Ease). Information is given out at registration.

## **PERSONAL CONTACT AND PHONE CALLS**

We encourage one on one communication. If you need to talk to a teacher on the phone or in person, please find out when that teacher is available and call at that time or set up an appointment outside of class time.

## **PROGRESS REPORTS**

A progress report will be sent home approximately every 2 to 3 weeks with the student. A schedule of when to expect the reports will be sent home at the beginning of the year. Individual teachers may send progress reports more often. This should help the students and families to keep track of their progress and get appropriate help as needed.

## **GRADE CARDS**

Grade reports will be sent home with each student every nine weeks. Parents/Guardians are required to sign and return the grade card the next school day.

## **PARENT/STUDENT CONFERENCES**

T.G.S. will be in communication concerning student progress on a regular basis. In addition, when a student's grades fall to a "C" average by mid-term of the first quarter, a meeting with the student, parent/guardian, teacher, and principal will be recommended. The meeting will concentrate on what the school and parents/guardians can do as a team to help the student.

## **WEB SITE**

Our web site is progressing yearly. Check for the calendar of events and other general information. The website address is [www.tgs5.com](http://www.tgs5.com). We encourage families to check here first for upcoming events.

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## **TESTING**

In addition to the regular academic subject tests, the IReady Assessment will be used for reading and math. The results of the test provide information about each student which assists the faculty, administration, and Board of Education in determining the educational program needs in our school. The test results also provide information to families as to how well their child is developing their educational skills. The Illinois Assessment of Readiness (IAR) test will also be administered to students in grades 3-8 during the 4th quarter.

## **RTI**

After IReady benchmarks are assessed, which will happen three times per year, the results will be sent to parents.

## **FIELD TRIPS**

One permission slip will need to be signed at registration for all field trips that year. If you object to your student going on a particular field trip send a note or call the school. Students are required to be in attendance and will have assignments if not going on the field trip. There are some stipulations to field trips and they will be communicated to the parents at the beginning of the year. Field trips are an extension of the school and all rules apply unless stated otherwise by the supervisor of the trip.

## **PARTIES**

Three parties will be allowed during school hours. They are Halloween, Christmas, and Valentine's Day. Parties awarded for incentives must have prior office approval.

## **P.T.O.**

We are proud to have an active Parent/Teacher Organization at our school. The P.T.O. group is for any community person who wishes to join and participate in school-sponsored activities. The

P.T.O. helps to provide money and supportive services to you and your school.

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## **BOOSTER CLUB**

We welcome all parents, students, or community members to be a member of the T.G.S. Booster Club. Various fundraising activities are held each year to fund the athletic needs of all boys and girls sports programs. The group also assists with sporting activities throughout the year.

## **STUDENT TRANSFERRING**

Any student transferring to another school must complete a checkout form before any school records will be forwarded. All money owed to the school must be paid in full.

## **FREEDOM OF INFORMATION ACT**

Our school is in compliance with the Freedom of Information Act. A copy of the act and your rights are on file in the school office for your review.

## **STUDENT RECORDS ACT**

We are in compliance with Chapter 122, Paragraph 50 of the School Code of Illinois. A copy of the act and your rights are on file in the school office for your review.

## **HOMELESS CHILDREN**

Any homeless child shall be immediately admitted, even if the child or child's parents/guardian is unable to produce records normally required to establish residency. Board policy 6:140, Education Homeless Children, and its implementing administrative procedure govern the enrollment of homeless children.

## **EDUCATION PROGRAMS**

We believe that certain programs must be available for all students who are engaged in a learning process categorized as being special education, regular education, and gifted education.



## **NOTIFICATION OF PEST MANAGEMENT**

Tamaroa Grade School will provide written notification to parents, guardians, and school employees at least two business days prior to the application of pesticides inside school buildings.

### **WAIVER OF FEES**

Students shall not be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges. Students whose families are unable to afford student fees may receive a waiver of fees. However, these students are not exempt from charges for lost and damaged books, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a student's parent/guardian who has been assessed a fee on an application form available from the office. A student shall be eligible for a fee waiver when the student is currently eligible for free or reduced lunches/breakfasts pursuant to 105 ILCS 125/1 et seq. The parent/guardian shall submit written evidence of eligibility for a waiver of the student's fee. A separate application form shall be submitted for each fee assessed to the student. The office will notify families promptly as to whether the fee waiver request has been granted or denied. A denial of fee waiver request may be appealed to the superintendent by submitting the appeal in writing to the superintendent within 14 days of the denial. The superintendent or designee shall respond within 14 days of the appeal. The superintendent's decision may be appealed to the Board of Education. The decision of the Board is final and binding. For a complete policy procedure, you may contact the school office – phone 496-5513.

## **CODE OF CONDUCT AND DISCIPLINE POLICY**

### **PHILOSOPHY**

Pupils, families, and school personnel can best achieve educational goals if there is an atmosphere of mutual understanding, respect, and cooperation. Schools, like all other agencies in which many persons work together, must have operational rules and regulations. This document provides guidelines that pupils, families, and school personnel are expected to follow in regard to discipline and citizenship. The procedures outlined are based on these beliefs: 1. That a safe and orderly school free of distractions and harmful misconduct is a paramount responsibility of the district an unqualified right of the students.

2. That adequate discipline and classroom control is essential if effective learning is to occur.
3. That self-discipline is an important part of good citizenship and an important goal of education.
4. That while public education is a right of youth, the right implies that pupils will obey the laws of the state and the rules of the school district.

5. That the attainment of good citizenship behavior is a shared responsibility of families, school personnel, and pupils.
6. That disciplinary measures imposed by families, and school personnel should be firm, fair, and sufficiently flexible to meet various situations.
7. That the Board of Education of District #5 realizes its responsibility in supporting families, school personnel, and pupils in their effort to promote effective learning and citizenship behavior.
8. That the district acts as the legal guardian of the students with all rights and responsibilities attendant to the relationship.

No student shall follow such actions that violate the rights or freedom of others either physically endangering them, or hampering their chances of receiving the educational opportunities they need. All of our efforts are pointed at dealing with the individual in a positive manner. Our efforts are directed at letting the student know what is expected in a way of behavior and the reasons involved. Tamaroa Elementary School District students are prohibited from engaging in behavior that will endanger or threaten to endanger the safety of others, which will damage property, which will impede the orderly process of educating students. All records generated under the Code of Conduct are subject to the Illinois School Student Records Act. The following are offenses, which are prohibited by the Tamaroa Elementary School District's Code of Conduct and the disciplinary actions and procedures used in dealing with those offenses. At the beginning of the school year, teachers will go over the handbook and discipline policy thoroughly so expectations of positive behavior are clear and the consequences of negative behavior are also clear.

## **SCHOOL RULES AND INFRACTIONS**

Below is a list of "minor" school rules and infractions.

1. No gum is allowed at any time.
2. No running allowed in the building or at school functions.
3. No students are allowed to play in the front of the building around the cars, front door, or near the basement entrance area. Stay on the playground.
4. No personal items without permission.
5. No inappropriate grooming.
6. No head coverings will be allowed in the building.
7. No pushing, shoving, or throwing things.
8. No cell phone use or texting without permission.
9. Do not get in other people's desks or lockers or take things that belong to others.

If any of these rules are violated the school can choose any of the following options.

1. Conference with parents (by phone or in-person)

2. Conference with students
3. Consequences as stipulated in the approved Classroom Management Plan
4. Verbal reprimands
5. Loss of privileges, recess, etc.

Below is a list of “serious” school rules and infractions.

1. No lying or cheating or plagiarizing at any time.
2. Failure to cooperate or insubordination of staff will not be tolerated.
3. Positively no alcohol, drugs, or look-alike drugs, tobacco, or knives and guns allowed at school.
4. No bullying.
5. No disrespect.
6. Disrespect to staff will not be tolerated.
7. No fighting.
8. No stealing.
9. No vandalism.
10. No sexual misconduct or abuse.
11. No setting false fire alarms.
12. No inappropriate language.
13. Committing any act involving a serious civil wrong or crime will not be tolerated.
14. No students are allowed to leave the school property without permission.

More serious infractions, as listed above, may have immediate consequences such as detention. Not following classroom management plans, breaking rules multiple times could result in more serious consequences. They could range from counseling from the principal, referral to RTI team, after-school detention, lunch detention, professional counseling or loss of extra-curricular activities or field trips. Serious and safety-related infractions could also result in in-school suspension, or depending on safety issues or repeat violations, out of school suspension, or involvement of law enforcement.

If a student has after-school detention and the detention slip is not signed and returned, the following day, one more day will be added. If they do not stay for their detention, another day will be added also.

Students, their property, or lockers may be searched as long as there is a reasonable belief that the search may yield suspicion of a violation of the law or school rules.

These are not all of the rules that are possible. Discipline can be enforced with anything that is considered inappropriate, disrupting, or unsafe.

## **RULE INFRACTION PROCESS**

Positive behavior parties will be planned periodically. The teacher in cooperation with the students will develop a behavior management plan and class goals. These will be sent home to the parents. Consequences for chronic or repeated acts of the same behavior may be dealt with on a case by case basis.

## **CAFETERIA RULES**

1. Absolutely NO sharing sack lunches. No exceptions.
2. No asking for or trading food from others without permission.
3. No credit for extra milk.
4. No entering the kitchen area without permission.
5. Use inside voices.
6. Absolutely no throwing food.

\* If rules are broken, the kitchen staff will communicate these to the student's

teacher. **CLASSROOM RULES**

The teacher in cooperation with the students will develop classroom management plans and class goals. These will be sent home to the parents.

## **BUS CONDUCT**

Safety is of utmost importance. The school bus is considered an extension of the school. The rules of conduct, which apply in the building or on campus, also apply on the bus. In addition, students are required to abide by the following rules of conduct in relation to school bus transportation. Continual infraction could result in riding privileges be suspended. 1. Show respect to the bus driver.

2. Never throw anything on or out of the bus
3. Students must take seats promptly and remain seated throughout the trip.
4. Students must never tamper with the bus or any of its equipment.
5. If windows are open, they cannot be below the line.
6. Hands and heads must remain inside the bus at all times.

7. Care must be taken in approaching the place where the bus stops. Riders are not to move toward the bus until it has come to a complete stop. Safety rules must be followed when getting on and off the bus. Check traffic and watch the bus driver for signals.
  8. Students must not bring items on the bus which might injure or harm other students.
  9. Keep bus clean
  10. No animals are allowed on the bus
  11. No soda allowed on the bus without permission.
- \* Punishment will be more severe when inappropriate behavior happens while the bus is in motion.

## **PLAYGROUND RULES**

Safety is our #1 concern.

1. The school will provide all playground equipment (i.e. balls, jump ropes, etc.).
2. No standing on, running, or walking up the slides or playing tag on the equipment.
3. No rock throwing (or any inappropriate items) or kicking at any time.
4. No tackle football.
5. No jumping off play equipment, bleachers, or stairs.
6. Do not throw balls at anyone at any time.
7. No inappropriate use of playground balls.
8. No students are allowed to leave the school property without permission.
9. Jump ropes are to be used for jumping only.
10. For safety reasons, flip-flops and/or clogs are not recommended.
11. No activities that are unsafe will be permitted.
12. No kindergarten through 2nd-grade students to be on the “high bars” of the playground equipment.

## **STUDENT REWARDS**

Positive behavior will be rewarded by the teachers and school. This process will be communicated and sent home at the beginning of the year.

## **BULLYING POLICY**

The Tamaroa Grade School District #5 recognizes that bullying and intimidation have a negative effect on school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around the school.

1. Definition of bullying. Bullying is a pattern of abuse over time and involves a student being “picked on.” Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.
2. Bullying is prohibited. The Tamaroa Grade School District #5 and staff shall not tolerate any bullying on district grounds or at any school activity on or off-campus.
3. Staff intervention. The district expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene – unless intervention would be a threat to staff members’ safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school principal for further investigation.

## **BULLYING REPORTING PROCESS AND CONSEQUENCES**

1. Students and families shall report bullying. The district expects students and families who become aware of an act of bullying to report it to the school principal for further investigation. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below in paragraph 6.
2. Investigation procedure. If the incident is sent to the principal, he or a designee shall contact the parents/guardians of both the aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, families, and school staff; review of school records; and identification of parent and family issues.
3. Consequences/intervention. Consequences for students who bully others shall depend on the results of the investigation and may include counseling; a family conference; detention; suspension and/or expulsion. Depending on the severity of the incident, the principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement if appropriate, and developing a supervision plan with the parents. For more detailed reporting ask for Board Policy 7:180

## **EXTRA-CURRICULAR ACTIVITIES**

Our school offers several extra-curricular activities in which each student is encouraged to participate. These activities include school-sponsored clubs, organizations, sports, field trips, and group activities. In order to maintain the highest standards which bring pride to each participant and the school, certain rules must be applied. Tamaroa School District #5 considers all extra-curricular and other school-related activities as an extension of the educational program. Therefore, students being transported to and from, attending and/or participating in said activities are subject to the same rules governing conduct as apply for the regular educational program

from any school-sanctioned activity for gross disobedience, misconduct, and/or violation of school rules and regulations. If a student has been chosen or accepted into an activity for the forthcoming school term and violates school rules and regulations, the student may be suspended from participation in the activity. Other board policy pertaining to student conduct may be obtained from the district office. School Code of Illinois, Chapter 122, S. 24-24. The Illinois law provides: In all matters relating to the discipline in and conduct of the schools and the school children,... (teaching and other certified education employees) stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

## **ATHLETICS**

Our school offers:

Baseball, Basketball (boys & girls), Softball, Cheerleading, Cross Country, Volleyball (girls)

## **TAMAROA GRADE SCHOOL ATHLETIC POLICY**

### **PHILOSOPHY**

The Tamaroa Grade School wants to provide an added experience for all students. Through athletics, we can accomplish and provide an opportunity to teach the valuable skills of team-work, sportsmanship, responsibility, and many other positive qualities. When a student joins a team, they need to accept the responsibilities that go with it. One of the main responsibilities is making sure they are at every practice and on time. It's much easier to develop team-work and individual skills if everyone is available. If they have an excused absence from school, they are excused from practice. If they are unexcused from school, they will have an unexcused practice. There are special circumstances when a student has to miss a practice and/or game. These situations should be communicated with the coach to be excused. Planning for practice is a major part of a coach's responsibilities. If a student has to miss practice, they should notify the coach as soon as possible. Tamaroa Grade School wants to teach the valuable skills that can be learned through athletics. At the same time, we want to work hand in hand with everyday academics and develop the best possible student-athlete. To be a student-athlete, there is an extra responsibility placed on the student as well as the parent.

### **ATHLETIC ELIGIBILITY**

Progress reports are produced every three weeks according to the school calendar. Eligibility periods begin the Monday following the distribution of progress reports and end on the following

Monday (7 calendar days). If a student receives below a D- in any core subject on a progress report, the student is ineligible for participation. Core subjects include Math, Science, Social

Studies, Reading, English/Language Arts, and Health/PE. The student's grades will be monitored weekly thereafter until all core subjects are within the eligibility requirement. If a student is ineligible, it is the mutual decision of the head coach and parent if the student should attend practices during the period of ineligibility. The student will not be able to attend games during this period. Ineligible siblings are able to attend games but must remain with a parent/guardian as a spectator. When a student starts to fall behind, the teacher will communicate this to the parent. A meeting with the teacher, coach, and principal could be requested. All factors will be considered as to the continuation of the student's athletic participation. Parents are always welcome to request a conference with the teacher.

1. First Week Ineligibility: Student may attend games, but not participate or dress in uniform, and is allowed to participate in practices.
2. Second Week Ineligibility: Student may not attend games or practices (unless the "Sibling Clause" is applicable)
3. Third Week Ineligibility: Student may not attend games or practices. If a student remains ineligible at the end of the third week, they are cut from the team.

## **ATHLETIC RULES**

1. Any student who participates in athletics is required to have a physical examination prior to participation in any practices or games and must show proof of accident insurance.
2. He/she must maintain proper behavior. Violation of school or athletic rules may result in suspension from participation.
3. Buses will be taken to all athletic events except PeeWee games. Students must ride the bus to the games if they choose to participate in that day's contest unless the coach gave prior permission.
  - a. Parents and guardians must sign the coach's scorebook to signify they are taking their child home from the game.
  - b. If a student plans to ride home with another adult other than his/her parent, the student must have a note from his/her parent.
  - c. In all cases, a coach may use his/her judgment about the safety of the child.
  - d. At least one coach will ride the bus to all away games unless otherwise approved by the school administration.
  - e. Only school personnel will be allowed to ride the bus unless extenuating circumstances warrant otherwise.
4. Parents/Guardians are responsible for transporting and/or making personal transportation arrangements for their child to and from athletic events, practices, etc. Coaches are not

responsible for providing transportation and the school office is unable to facilitate transportation arrangements between parents/guardians.

5. Athletic practices are closed to parents and siblings.



6. Students must be in attendance for half of the day of an athletic event in order to participate in that day's event. Extenuating circumstances will be considered by school administration if necessary.
7. No drug, alcohol, or tobacco possession or use by athletes will be tolerated. Any infractions of this rule will result in the following:
  - a. First offense-5 game suspension
  - b. Second offense -Suspended from the team for the remainder of the season
  - c. All other consequences as stated in the general discipline policy of TGS will also apply.
8. All coaching assignments must go through the Administration and Board.
9. Athletic participation is limited to grades 5-8 unless approved by the District Superintendent and Athletic Director.
10. Any person removed from an athletic event by law enforcement is permanently banned from all District athletic events.

## **TAMAROA GRADE SCHOOL CONCUSSION POLICY**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. It is the policy of Tamaroa Grade School to educate the families and students about concussions. No student can participate in athletics at Tamaroa Grade School unless the parent's/guardian's sign a form that the coaches will supply.

## **CLUBS AND ORGANIZATIONS**

### **STUDENT COUNCIL**

The Student Council is an organized group of students from 5th through 8th grade. Eligibility requirements will be given to all proposed candidates based on GPA.

### **CHORUS AND BAND**

A chorus and band program may be offered to upper-grade students who choose to participate. The chorus and band program is also a privilege. This privilege may be taken from you because of misbehavior.

### **YEARBOOK**

The yearbook is a collaborative album of people, activities, and memories from the year. There is an advisor and a staff made up of students from the 7th and 8th grades. The staff is responsible for the layouts, pictures, candid, and promoting the yearbook. One other responsibility is getting sponsors and donations to make the yearbooks possible for production.

## **ACCELERATED PLACEMENT**

The Tamaroa Grade School District Board of Education believes that all students across the achievement spectrum should be challenged and supported to develop their potential. For some students needing a higher level of instruction, the District has a policy for evaluating students for possible accelerated placement. Accelerated placement is placing a student at the instructional level that best matches the student's needs by allowing access to a curriculum that is usually reserved for children who are older or in higher grades. Accelerated placement options include early entrance to kindergarten and first grade, acceleration in an individual subject, and whole-grade acceleration.

### **Making a Referral**

Any student residing in the District may be referred by a teacher, administrator, school psychologist, or a parent or legal guardian to the principal for evaluation for possible accelerated placement. Please contact the office for an accelerated placement application. **Assessment**

### **Process**

An evaluation team including District staff and parent(s) or legal guardian(s) will gather multiple sources of valid and reliable data to determine whether an accelerated placement is appropriate. Application for accelerated placement must be done by April 1. Students who are allowed early entrance into kindergarten will not be permitted to "redshirt" or be held back for an extra year in Kindergarten.

## **STUDENT RIGHTS IN DISCIPLINARY PROCEDURES**

The following procedures are to ensure that the student receives fair treatment consistent with the fundamental requirements of due process.

### **Corporal Restraint**

Acts of touching or restraining a pupil, when such actions are taken for the safety and welfare of the pupil or those persons in the immediate area, are to be considered as corporal restraint and not corporal punishment.

### **In-School Suspension/Out-Of-School Suspension/Bus Suspension**

A student must be given oral or written notice of the charges of misconduct, an explanation of the evidence against the student and, if he denies the charges, an opportunity to present information in his/her own behalf reflecting his/her version of the occurrence(s) prior to the

suspension. The out-of-school or bus suspension shall be reported immediately to the parents or the guardians of the suspended student. The report to the parent shall be made by letter through the U.S. mail (i.e. certified) or by personal delivery. A copy of this letter will be sufficient notification to all others.

### **Due Process**

1. If the situation is such that the physical well being of the student, other individuals, or the property of the school district is in jeopardy, then the student may be suspended immediately and

given an opportunity for a hearing (i.e. the student will be given oral or written notice of the charge or misconduct an explanation of the evidence against the student, and if he/she denies the charges, an opportunity to present information in his/her own behalf reflecting his version of the occurrence(s) within 24 hours The suspension letter shall give a full statement of the reasons for the suspension and notice to the parents or guardians of their right to review. The procedure for review, if requested, shall be as follows:

1. All requests for review shall be made by the parent or guardian within ten (10) calendar days after receipt of notice of suspension and shall be made to the Superintendent.
2. The parent or guardian requesting the review shall appear and discuss the suspension with the Board of Education or a hearing officer appointed by the Board of Education. Hearing dates shall be set within ten (10) calendar days after receipt of the request for review.
3. Thereafter, the hearing officer shall report to the Board of Education, by written summary, the evidence heard at the meeting.
4. Upon receipt of the report, the Board of Education may take such action as it finds appropriate; provided, however, any hearings thereon shall be held in executive session for the protection of the student involved. Further continuance of school is contingent upon the conduct of the student being consistent with that which is expected of good school citizens. Reinstatement should occur only after a parental conference involving appropriate school personnel.

### **Expulsion**

Expulsion shall take place only after the parents have been requested by registered or certified mail to appear at the meeting of the Board of Education, or with a hearing officer appointed by it, to discuss their child's behavior. The Board of Education, or a hearing officer appointed by it, at such meeting, shall state the reasons for dismissal and the date on which the expulsion is to become effective. If a hearing officer is appointed by the Board of Education, he/she shall report to the Board a written summary of the evidence heard. Reinstatement should occur only after a parental conference involving appropriate school personnel and an appropriate plan for reinstatement is formulated by the Superintendent and complied with by student, parents, and others concerned.

## **STUDENT RESPONSIBILITIES AND RIGHTS**

STUDENTS HAVE THE RESPONSIBILITY TO:

1. Obey school rules.
2. Obey the city, state, and federal laws.
3. Respect the rights of fellow students and school personnel.
4. Dress should not be distracting, unhealthy, or unsafe, and students should practice habits of personal cleanliness.

5. Be punctual and attend school regularly.
6. Respect school and community property.
7. Be responsible for their own actions.
8. Be familiar with the Code of Conduct, its purpose, and consequences for misconduct.

#### STUDENTS HAVE THE RIGHT TO:

1. A meaningful learning experience.
2. Protection from physical, or verbal or sexual abuse.
3. The opportunity to practice decision-making within the democratic process.
4. Be disciplined in private, if possible.
5. Be disciplined in a humane and appropriate manner.
6. Parental representation when in conflict with school authority.
7. A school climate free of violence and disruption.
8. A written code of conduct – clear and concise.
9. Due process in matters of disciplinary action.
10. Equal Educational Opportunities.
11. Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, the district will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. 12. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

### **FAMILY RESPONSIBILITIES AND RIGHTS**

#### FAMILIES HAVE THE RESPONSIBILITY TO:

1. Assume responsibility for their child's prompt and regular school attendance. 2. Recognize that, in matters relating to the discipline and conduct of the schools, the teacher stands in place of the parent.
3. Instill in the child respect for the law, for lawful authority, for the rights of others, and for private and public property.

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4. Attend individual and group conferences and special school programs.
5. Cooperate with the school in fulfilling recommendations made and in carrying out disciplinary actions taken in the best interest of their child.

#### FAMILIES HAVE THE RIGHT TO:

1. Know that disruptive action of a few will not interfere with the opportunity of the majority for academic and social growth.
2. Be granted reasonable access to all school records pertaining to their child in accordance with Chapter 122, paragraph 50 of the School Code of Illinois.

3. Share in their child's right to due process procedures in matters of disciplinary actions.
4. Be notified of their child's violation of school rules and regulations.
5. Appeal decisions regarding their child and the school. Parents should first make an appointment with the teacher at a mutually convenient time to explore the problem. However, should the parents desire additional consultation, the appeal should be made to the principal, then to the superintendent, and then to the Board of Education. At each level of appeal, the parent should make appointments that permit the school representative enough time to become familiar with the problem.

## **TEACHER RESPONSIBILITIES AND RIGHTS**

### **TEACHERS HAVE THE RESPONSIBILITY TO:**

1. Develop and enforce a Classroom Management Plan that is approved by the administrator.
2. Be guided by professional ethics in relationships with others.
3. Inform parents about academic progress and student conduct.
4. Manage classroom routines that contribute to instruction, a well-ordered classroom, and the development of civic responsibility.
5. Be sensitive to the behavior of students and alert to changes that require additional assistance for the student.
6. Know and enforce the rules courteously, consistently, and fairly deal with misconduct quickly, firmly, and impartially.
7. Handle behavior problems according to established practices.
8. Report undesirable school situations to the principal promptly.

### **TEACHERS HAVE THE RIGHT TO:**

1. Require a reasonable standard of orderly behavior in the classroom.
2. Have the respect of students, fellow staff members, and the school administration.
3. Support and assist in the maintenance of control and discipline in the classroom.
4. Temporarily remove a student from the classroom.

5. Have conferences with all parties involved when a student behavioral problem has not been satisfactorily resolved.
6. Protect themselves, or another teacher or student, from physical assault or injury. Teachers shall have the Board's and Administration's assistance in any assault case while the teacher is performing his/her assigned duties. The board's assistance shall consist of: Notifying the proper authorities (police or sheriff) once the incident has been reported to the building principal and superintendent. Consultation by the Board's attorney with the teacher in outlining the teacher's legal rights and alternative courses of action. Any student(s) committing an assault and/or battery on a teacher shall be immediately suspended by the administrator in charge.

## **ADMINISTRATOR RESPONSIBILITIES AND RIGHTS**

### **ADMINISTRATORS HAVE THE RESPONSIBILITY TO:**

1. Implement and monitor the District's Code of Conduct, as approved by the Board of Education.
2. Ensure that Classroom Management Plans are being implemented as approved.
3. Support the teacher in the enforcement of approved Classroom Management Plans.
4. Direct the development of the School Management Plan according to the needs of the individual classroom,
5. Be guided by professional ethics in relationships with staff, students, parents, and the community.
6. Provide orientation for new teachers and continued assistance for all staff.
7. Work with staff to make rules and seek their assistance in problem areas.
8. Develop and maintain communication and rapport with students.
9. Ensure that rights of students and staff are protected.
10. Know and use the resources of the district to deal with the special problems of students and staff.
11. Inform parents of consistent or serious student misconduct and take disciplinary action as necessary and appropriate.

### **ADMINISTRATORS HAVE THE RIGHT TO:**

1. Develop policy on detentions and suspension.
2. Make professional interpretations of stated rules and regulations and take appropriate action.
3. Support of the staff with respect to the Code of Conduct.
4. Search students, male or female, with a witness present, their property, their lockers, and other storage areas for inappropriate materials given a reasonable belief that a search may reveal inappropriate materials. An attempt will be made to contact the student's parents to conduct the search when possible.

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5. Suspend, recommend for expulsion, and refer to civil authorities students involved in cases of flagrant and continuing misconduct or engaging in criminal behavior, at or away from school activities as outlined in the School Board Policy Manual.
6. Expect parents, teachers, and pupils to recognize the principal as the educational leader of the school and support the principal's efforts to promote good citizenship.
7. Expect the parents, teachers, and pupils will lend their support and cooperation in attempting to solve student behavioral problems.

