Our school's discipline policies are now outlined in a district discipline handbook which can be downloaded by visiting www.peoriapublicschools.org/discipline.

“The policies and procedures outlined in this Student Handbook are subject to change for the 2021-2022 school year. If any changes are made, they will be posted on the school’s and district’s
Dear Northmoor Families,

It is my pleasure to welcome everyone back to a new school year full of learning, growing, and surprises. No degree can ever prepare us for the challenges that will continue to come our way. It is our priority to make every student feel welcomed, connected, and part of our Northmoor family—proud to be a Navigator!

I feel so privileged to continue this new chapter of my professional career leading a school with such dedicated staff, fantastic students, and supportive families. As we enter this new school year, I want to remind you that our staff will continue to engage in conversations to help students grow both academically and emotionally. I believe every person in our Northmoor Community will be able to support our students’ learning by focusing on relationships first. #StrongerTogether

Communication between home and school is critical to your child’s success at school. Please make sure your contact information is current in Skyward Family Access in order to receive important information from school each week. Please do not hesitate to contact your child’s teacher if you have any questions or concerns. This open dialogue is very important and helps us to work as a team with a common goal in mind: student success!

Parents are encouraged to get involved at Northmoor. A major factor in Northmoor’s success has been the outstanding support from families and the community. Parents can schedule to volunteer in the classroom, attend monthly PTO meetings, help with fundraising opportunities, etc. You can check out Northmoor PTO’s website at https://northmoor.digitalpto.com/ and you can join their Facebook page: Northmoor PTO. PTO meetings will be held once monthly on Thursday evenings in the cafeteria. We would love to see you there!

School will start promptly at 9:10 and end at 3:40. Northmoor Latchkey is available for before and after school care starting at 7:00 a.m. and is open until 5:30 p.m. Students must be enrolled to attend Latchkey. Enrollment forms are available in the school office. Please contact joelyn.holmes@psd150.org for further information about our Latchkey program.

Safety is always a priority at Northmoor. Please remember that all doors to the school including the front doors are locked during the day. Please remember to use the appropriate drop off and pick up areas for your grade level and remind your child(ren) to use the marked crosswalk areas. We ask that you follow all designated parking area signs. At dismissal, all students will be escorted to the designated pick-up areas.

During the summer, Northmoor will be undergoing construction to become fully air conditioned. They will be working diligently to get our building ready for the fall. We are so excited for this renovation for our building.

We look forward to seeing you at Unpack Your Backpack on Tuesday, August 17 (Kindergarten 11:00—1:00; All other grades 11:30—12:30.) We are looking forward to an excellent school year — #StrongerTogether!

Marlie Heider
Principal, Northmoor Primary
#StrongerTogether
marlie.heider@psd150.org
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vision and Mission</td>
<td>5</td>
</tr>
<tr>
<td>School Colors</td>
<td>5</td>
</tr>
<tr>
<td>Unpack Your Backpacks</td>
<td>6</td>
</tr>
<tr>
<td>District Calendar</td>
<td>7</td>
</tr>
<tr>
<td>School Hours</td>
<td>9</td>
</tr>
<tr>
<td>Absences</td>
<td>9</td>
</tr>
<tr>
<td>Visitor Sign-in</td>
<td>10</td>
</tr>
<tr>
<td>Drop Off and Pick up</td>
<td>11</td>
</tr>
<tr>
<td>Lunchroom / Recess</td>
<td>12</td>
</tr>
<tr>
<td>Textbook Fees</td>
<td>13</td>
</tr>
<tr>
<td>Sending Money to School</td>
<td>13</td>
</tr>
<tr>
<td>Volunteer Policy and Procedures</td>
<td>13</td>
</tr>
<tr>
<td>Smoke-Free Campus</td>
<td>13</td>
</tr>
<tr>
<td>Photo Release</td>
<td>13</td>
</tr>
<tr>
<td>Newsletters</td>
<td>13</td>
</tr>
<tr>
<td>Medications</td>
<td>14</td>
</tr>
<tr>
<td>Health Examinations</td>
<td>14</td>
</tr>
<tr>
<td>Emergency Cards</td>
<td>14</td>
</tr>
<tr>
<td>Safety Drills</td>
<td>14</td>
</tr>
<tr>
<td>Emergency Evacuation</td>
<td>14</td>
</tr>
<tr>
<td>Student Belongings</td>
<td>14</td>
</tr>
<tr>
<td>School Desks and Lockers</td>
<td>14</td>
</tr>
<tr>
<td>Staying After School</td>
<td>14</td>
</tr>
<tr>
<td>Student Pictures</td>
<td>14</td>
</tr>
<tr>
<td>Telephone Calls</td>
<td>14</td>
</tr>
<tr>
<td>Invitations</td>
<td>16</td>
</tr>
<tr>
<td>Skyward Family Access</td>
<td>16</td>
</tr>
<tr>
<td>Uniforms</td>
<td>16</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>17</td>
</tr>
<tr>
<td>Valuables</td>
<td>17</td>
</tr>
</tbody>
</table>
Welcome to the 2021-22 school year!
The purpose of this Family Handbook is to provide a quick reference guide to Northmoor Primary. It contains essential information about Northmoor as well as Peoria Public Schools Board Policies. Please read the handbook and discuss it with your student(s). Keep this handbook, as well as your Peoria Public Schools Handbook/Calendar, readily accessible throughout the year to help you stay informed and to answer questions as they arise. Parents/Guardians, after reading the handbook and discussing it with your student, please sign and return the acknowledgement form located on the last page to the school’s office.

District 150 Vision
A re-imagined education that ignites passions and empowers students to be responsible and successful.

Northmoor Vision
We take pride in educating all students and honoring their diversity while advancing their highest potential for success in a global society.

District 150 Mission
Ensure each student’s academic achievement and personal success through personalized learning, social-emotional support, and educational equity.

Northmoor Mission
Guiding students to grow academically and in character.

Northmoor Motto
Navigating the Way to Excellence

Northmoor School Colors
Light blue and yellow
Northmoor’s “Unpack your Backpacks” will be held on August 17, 2021. Kindergarten students may come to bring their supplies and meet their teacher from 11:00—1:00. Students in grades 1—4 may come between 11:30—12:30.

An informational meeting for families of students participating in English as a Second Language (ESL) instruction will also be given in room 210. Come to meet the staff and hear about programs for the upcoming year!
# Northmoor Primary Calendar 2021-2022

<table>
<thead>
<tr>
<th>July 19th</th>
<th>Monday</th>
<th>Principal returns to work</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2</td>
<td>Monday</td>
<td>Secretary returns</td>
</tr>
<tr>
<td>August 16</td>
<td>Monday</td>
<td>Faculty Institute</td>
</tr>
<tr>
<td>August 17</td>
<td>Tuesday</td>
<td>Faculty Institute</td>
</tr>
<tr>
<td>August 17</td>
<td>Tuesday</td>
<td>K kick off 11-1 (1st-4th 11:30-12:30 unpack)</td>
</tr>
<tr>
<td>August 18</td>
<td>Wednesday</td>
<td>Full Day - All Students</td>
</tr>
<tr>
<td>August 19</td>
<td>Thursday</td>
<td>Fire Drill</td>
</tr>
<tr>
<td>August 25</td>
<td>Wednesday</td>
<td>Safe School Drill</td>
</tr>
<tr>
<td>August 26</td>
<td>Thursday</td>
<td>PTO Meeting</td>
</tr>
<tr>
<td>August 27</td>
<td>Friday</td>
<td>College Color Day</td>
</tr>
<tr>
<td>September 6</td>
<td>Monday</td>
<td>No School</td>
</tr>
<tr>
<td>September 7</td>
<td>Tuesday</td>
<td>PTO Council meeting PLC 2</td>
</tr>
<tr>
<td>September 10</td>
<td>Friday</td>
<td>Bus Evacuation</td>
</tr>
<tr>
<td>September 13</td>
<td>Monday</td>
<td>BOE</td>
</tr>
<tr>
<td>September 23rd</td>
<td>Wednesday</td>
<td>progress reports go home</td>
</tr>
<tr>
<td>September 29th</td>
<td>Wednesday</td>
<td>Parent University (YMCA)</td>
</tr>
<tr>
<td>September 30</td>
<td>Thursday</td>
<td>PTO</td>
</tr>
<tr>
<td>October 15</td>
<td>Friday</td>
<td>grading period ends</td>
</tr>
<tr>
<td>October 18</td>
<td>Monday</td>
<td>Parent conferences</td>
</tr>
<tr>
<td>October 19</td>
<td>Tuesday</td>
<td>Dads Doughnuts</td>
</tr>
<tr>
<td>October 19</td>
<td>Tuesday</td>
<td>Parent conferences</td>
</tr>
<tr>
<td>October 20-22</td>
<td>Wednesday</td>
<td>Fall Break - No school</td>
</tr>
<tr>
<td>October 27</td>
<td>Wednesday</td>
<td>Math Night</td>
</tr>
<tr>
<td>October 28</td>
<td>Thursday</td>
<td>PTO Meeting</td>
</tr>
<tr>
<td>October 29</td>
<td>Friday</td>
<td>Fall Festival parties</td>
</tr>
<tr>
<td>November 3</td>
<td>Wednesday</td>
<td>SIP day 1/2 day for students</td>
</tr>
<tr>
<td>November 17</td>
<td>Wednesday</td>
<td>Progress Report 2 goes home</td>
</tr>
<tr>
<td>November 18</td>
<td>Thursday</td>
<td>PTO Meeting</td>
</tr>
<tr>
<td>November 22</td>
<td>Monday</td>
<td>K &amp; 1 Grandparent breakfast</td>
</tr>
<tr>
<td>November 23</td>
<td>Tuesday</td>
<td>2,3&amp;4 Grandparent breakfast</td>
</tr>
<tr>
<td>November 24-26</td>
<td>Wednesday</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>November 29</td>
<td>Friday</td>
<td>College Color Day</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Event Description</td>
</tr>
<tr>
<td>----------</td>
<td>--------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>December</td>
<td>13</td>
<td>Monday BOE Meeting</td>
</tr>
<tr>
<td>December</td>
<td>16</td>
<td>Thursday PTO Meeting</td>
</tr>
<tr>
<td>December</td>
<td>17</td>
<td>Friday Winter classroom celebrations</td>
</tr>
<tr>
<td>December</td>
<td>17</td>
<td>Friday 1 hour early dismissal</td>
</tr>
<tr>
<td>December</td>
<td>20-31</td>
<td>winter break</td>
</tr>
<tr>
<td>2022</td>
<td>January</td>
<td>3 Monday Teacher Institute No School for students</td>
</tr>
<tr>
<td>January</td>
<td>4</td>
<td>Tuesday School Resumes</td>
</tr>
<tr>
<td>January</td>
<td>7</td>
<td>Friday report cards go home</td>
</tr>
<tr>
<td>January</td>
<td>17</td>
<td>Monday No School Martin Luther King’s Birthday</td>
</tr>
<tr>
<td>January</td>
<td>20</td>
<td>Thursday PTO Meeting</td>
</tr>
<tr>
<td>February</td>
<td>9</td>
<td>Wednesday SIP day 1/2 day for students</td>
</tr>
<tr>
<td>February</td>
<td>9</td>
<td>Wednesday Progress reports go home</td>
</tr>
<tr>
<td>February</td>
<td>11</td>
<td>Friday Young Authors due</td>
</tr>
<tr>
<td>February</td>
<td>14</td>
<td>Monday Kindness parties in afternoon</td>
</tr>
<tr>
<td>February</td>
<td>19</td>
<td>Saturday Peoria Schoolhouse Open Mini Golf/Pub crawl</td>
</tr>
<tr>
<td>February</td>
<td>21</td>
<td>Monday No School - President’s day</td>
</tr>
<tr>
<td>February</td>
<td>28</td>
<td>Monday Read Across America</td>
</tr>
<tr>
<td>March</td>
<td>16</td>
<td>Wednesday midterm 2 reports go home</td>
</tr>
<tr>
<td>March</td>
<td>17</td>
<td>Thursday Parent University</td>
</tr>
<tr>
<td>March</td>
<td>21-25</td>
<td>Monday Spring Break</td>
</tr>
<tr>
<td>March</td>
<td>28</td>
<td>Monday School Resumes</td>
</tr>
<tr>
<td>April</td>
<td>15-18</td>
<td>Easter Break</td>
</tr>
<tr>
<td>April</td>
<td>21</td>
<td>Thursday PTO Meeting</td>
</tr>
<tr>
<td>April</td>
<td>22</td>
<td>Friday Progress report 4</td>
</tr>
<tr>
<td>April</td>
<td>27</td>
<td>Wednesday progress reports go home</td>
</tr>
<tr>
<td>April</td>
<td>27</td>
<td>Wednesday SIP day 1/2 day for students</td>
</tr>
<tr>
<td>May</td>
<td>6</td>
<td>Friday College Color Day</td>
</tr>
<tr>
<td>May</td>
<td>16-20</td>
<td>Roosevelt auditions</td>
</tr>
<tr>
<td>May</td>
<td>20</td>
<td>Wednesday ULT meeting</td>
</tr>
<tr>
<td>May</td>
<td>20</td>
<td>Thursday PTO Meeting</td>
</tr>
<tr>
<td>May</td>
<td>23</td>
<td>Monday BOE Meeting</td>
</tr>
<tr>
<td>May</td>
<td>24</td>
<td>Tuesday PTO Council meeting PLC 2</td>
</tr>
<tr>
<td>May</td>
<td>27</td>
<td>Friday Last day of school for student 1/2 day</td>
</tr>
<tr>
<td>May</td>
<td>27</td>
<td>Friday Last day of school for teacher full day</td>
</tr>
<tr>
<td>June</td>
<td>6</td>
<td>Monday Last day for secretaries</td>
</tr>
</tbody>
</table>
SCHOOL HOURS

School Hours... 9:10 A.M. – 3:40 P.M.
Dismissal time or early release on SIP Days – 12:40 P.M.

Please do not leave your student at school prior to 8:55 unless they are registered for morning Latchkey. The district nor the school are liable for any accidents, injuries, or any other issues that may occur on the playground or while waiting for supervision until 8:55 AM. Students who arrive prior to 8:55 will be placed in Latchkey and parents will be charged for the day. Students arriving for breakfast may enter the cafeteria at 8:55.

The tardy bell will ring at 9:10. Students who are not in their classroom at this time will be marked tardy. In addition, students who leave early will also be tardy.

Late pick-ups – Students who are not enrolled in afternoon Latchkey and are not picked up on time will be placed in Latchkey and charged for the day. Payment must be made upon pick up.

Latchkey before and after school care is available. Hours for the morning are 7:00 – 8:55 and the afternoon are 3:40 – 5:30. Breakfast is included in the morning. Information packets are available in the office.

ABSENCES
All students are required by law to attend school every day it is in session. The regular school day is from 9:10 AM to 3:40 PM. The following times are used to determine tardy and absence reporting:

Tardy
Student arrives between 9:11 and 10:10 AM
Student leaves between 3:10 and 3:40 PM

½ Day Absent
Student arrives between 10:11 AM and 1:40 PM
Student leaves between 11:40 AM and 3:10 PM

Full Day Absent
Student arrives after 2:11 PM / Student leaves before 12:20 PM

Excused absences will be issued for the following reasons:
1. Illness
2. Observance of religious holidays (48 hour notice requested)
3. Death in the immediate family
4. Family emergency
5. Situations beyond the student’s control as determined by the Board of Education
6. Other situations which cause reasonable concern to the parent for the safety or health of the child.

Your child should stay home from school if he/she has any of the following:

• Fever of 100° or higher
• Diarrhea / Vomiting
• Rash with fever
• Pink eye that has not been treated
• Strep throat
• Chicken pox
• Infection
• Any other obvious signs of illness

Parents should call the school to report a child’s absence before 9:25 AM. If you do not call, you will receive a recorded message indicating your child is not at school. A written excuse signed by the parent or doctor is appreciated to explain an absence. Absences without a written note and/or phone call within 2 days of the absence will be recorded as unexcused and the student will be considered truant for that day. Repeated truancy may result in the student being referred to Project T.A.R.G.E.T. for support with attendance concerns.

All students entering or leaving the building after the start of school or before the end of school must be signed out in the office by a parent or guardian.

Students who are sick or go home sick may not return that day for any school activity, such as performance or math carnival.

**VISITOR SIGN-IN**

Northmoor maintains a secure building with all exterior doors locked during the school day. All visitors must use the intercom system at the main entrance to enter the building. Visitors will be “buzzed in” by the office and may not be let in by a student or staff member. All visitors, including parents/guardians and other family members, must sign in at the main office upon entering the building. A visitor’s pass will be provided at the front desk must be worn and visitors must sign out when leaving the building.
Under *Section 10-22.10 of the Illinois School Code*, the Board is charged with the responsibility of control and supervision of school buildings and school grounds. Any person may have access to school buildings and school grounds upon the following conditions:

1. Persons other than a student or an employee of the District may enter the school building and grounds after securing permission of the building principal or person in charge of the school facility. The term “student” is defined as any person of school age, enrolled in the particular school and in good standing.

2. Teachers and other employees of the District may request that any person who has entered the school building or is on the school grounds to identify himself or herself and the purpose of their entry.

3. No person who has entered a school building or grounds with permission shall refuse to depart after being given verbal notice to do so by any employee of the District.

4. No person shall be on school property or grounds after having received a written notice that they are forbidden to do so.

5. Disruptive behavior, including threats by any person, will not be tolerated and is subject to any or all of the following:
   a. Removal from the building
   b. A notice not to return to the premises except under certain conditions
   c. General prosecution.

Parents are always welcome and are encouraged to visit Northmoor Primary School and/or individual classrooms. Visits must be scheduled in advance with the classroom teacher to avoid interrupting instruction. Conferences with the classroom teacher can be arranged by contacting the child’s teacher. ALL VISITORS MUST REPORT TO THE MAIN OFFICE to sign in and obtain a visitor’s badge. Visits during state/district testing will not be allowed. Thank you for helping to maintain a safe school for all of our students and staff.

**PROCEDURES FOR DROPPING OFF AND PICKING UP STUDENTS**

Please drop your student off between 8:55 and 9:10 AM. You may walk your child to the building or drive up and drop them off in the circle drive. **Students are not to walk from the parking lot on their own. They should be dropped off at the sidewalk in the circle drive or walked by an adult to the building.**

Each grade level is assigned an entrance. Please bring your child(ren) to their designated entrance each morning. **When there are changes in method for picking up a student, please send a note informing the teacher.**
The parking lot north of the fence is for busses only from 8:40 AM until 4:10 PM. No cars should be in this lot during the school day. Additionally, the field to the east of the parking lot belongs to Exposition Gardens. Please help us be courteous neighbors and do not drive on this field. Please pick up after your pets in this area.

_We appreciate your patience during arrival and dismissal. Please remember that you are a role model for all of our students – please do not honk your horns, drive on grass, leave your car unattended in a loading zone, or leave your engine running._

**LUNCHROOM EXPECTATIONS**

1. CARRY TRAY WITH BOTH HANDS
2. SIT IN ASSIGNED AREA AND **USE QUIET, INDOOR VOICES**
3. REMAIN SEATED AND LEAVE ONLY WITH PERMISSION
4. RAISE HAND FOR HELP
5. KEEP HANDS, FEET AND OBJECTS TO YOURSELF
6. FOOD IS NEVER SHARED OR THROWN
7. WALK QUIETLY AND ORDERLY
8. WHEN SIGNAL IS GIVEN, ALL TALKING STOPS
9. LINE UP QUIETLY

**RECESS EXPECTATIONS**

1. PLAY SAFELY IN THE ASSIGNED AREA
2. KEEP YOUR HANDS, BODY AND OBJECTS TO YOURSELF
3. USE APPROVED EQUIPMENT
4. REFRAIN FROM THROWING SNOW OR OTHER OBJECTS
5. DO AS DIRECTED BY ADULTS
6. TREAT OTHERS WITH RESPECT
7. LINE UP WHEN WHISTLE IS BLOWN
8. NO RUNNING OR TAG IN THE “WOODCHIP” AREA

The first week of school, teachers will discuss these rules with the students and provide examples of good behavior. Rewards and consequences for playground behavior will also be discussed with the students. These rules are in effect after school hours as well.

**SCHOOL BREAKFAST/LUNCH PRICES**

All students will receive FREE lunch and breakfast this school year.

<table>
<thead>
<tr>
<th>Food Service Department Prices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Milk</td>
</tr>
</tbody>
</table>
There is no reduction in any of the lunch prices for not taking the milk or any other item.

**TEXTBOOK FEES**
Textbook fees for the 2021-2022 school year are:
- Full-day Kindergarten $50.00
- Grades 1-4 $55.00

**SENDING MONEY TO SCHOOL**
All fees may be paid for online through Family Access. If it is necessary to send payment to school, check is the preferred method. When sending payments, please place it in a sealed envelope with the following information written on the outside: student’s name, room number, and reason for the payment, i.e. lunch money.

If a check does not clear due to insufficient funds or a closed account, we will attempt to contact the check writer through a phone call and/or a letter sent home with the student. The check writer will be responsible for the amount of the check plus any fees incurred from the bank due to the bounced check.

**VOLUNTEER POLICY & PROCEDURES**
To become a volunteer at Northmoor Primary School you will need to submit an application to be processed through the District office. These forms are available in the front office and on the district web page. A photo I.D. will be required. Volunteers are expected to follow the visitor procedures and adhere to all school policies.

**SMOKE-FREE CAMPUS**
Please note that there is no smoking allowed on any District 150 property. This includes the parking lot and areas outside of the building. We appreciate your support in maintaining a smoke-free campus.

**Media**
We expect that the media will be interested in what is happening at our school. If for any reason you do NOT wish your child to be viewed on television or photographed by the media, please ensure that you have completed and returned the district release.

**School Weekly Calls/E-mails**
A weekly call and e-mail will be sent out each Sunday night to parents at 6:00 p.m. The call provides weekly activities at Northmoor School. The message from time to time will also have opportunities provided by the district. Please make sure to keep your phone number up to date. Also, visit the school website [www.psd150.org/northmoor](http://www.psd150.org/northmoor) or the @NorthmoorPrima1 Twitter handle for recent updates.
ADMINISTRATION OF STUDENT MEDICATION

We recognize that some students will require medication during school hours. When medication is to be administered during school hours, the following guidelines will be used.

- Completion of the district Medication Authorization Form is to be provided to the school in advance of any medication being given. This authorization must be signed by the attending physician and should detail the name of the drug, the dosage, and the time interval in which the medication is to be taken. This form is available in the office as well as online.
- The medicine must be brought to school by the parent in a container appropriately labeled by the pharmacy or the physician.
- Our school nurse will discuss the medicine and any possible side effects with the staff and will administer the initial dose at school.
- Over the counter medications also require a form, Over the Counter Medication Authorization Form, which is available in the office and online. This must be completed by the parent or guardian.
- All medicine will be kept in a secured area.

HEALTH EXAMINATIONS

Illinois State Law requires that all students in schools must have physical, dental, immunization and birth records on file. This same law states that children in kindergarten, 6th grade, 9th grade, or new to District 150 must provide evidence of a current physical exam and record of immunizations by the first day of school.

All students entering kindergarten or new to District 150 must meet first day compliance guidelines. See the district website for more information.

Kindergarteners and 2nd grade students must submit a dental exam.

EMERGENCY CARDS

It is very important to have an emergency card filled out for your child prior to your child attending Northmoor Primary in case your child gets ill or is injured at school. A card must be filled out for each child attending the school. Parents are encouraged to provide current home and cell phone numbers in case there is no answer at the first number called. If a parent cannot be reached during an emergency, we will call the emergency number parents listed on the cards. No one under the age of 18 may sign a student out of school. If we are unable to reach anyone at all during an emergency, we will have to contact the proper professional authorities. This is strictly for the best interest of your child.

Anyone who has your permission to pick your child up from school must be listed on the emergency card. They will also be required to show photo ID at this time. WE WILL NOT SEND YOUR CHILD HOME WITH SOMEONE WHO IS NOT ON THE EMERGENCY CARD!
SAFETY DRILLS/SAFE SCHOOL PLAN

Fire and Emergency Drills
(Board Policy 4:210)
During each academic year, each school building must conduct a minimum of:
1. Three school evacuation drills
2. One bus evacuation drill
3. One severe weather and shelter-in-place drill
4. One law enforcement drill

Fire drills will be held periodically throughout the year. A tornado drill will be held in the spring. As part of our Safe School Plan, we will also practice our Code Red and Law Enforcement procedures during the year.

EMERGENCY EVACUATION
In the event of an emergency requiring the evacuation of students at Northmoor Primary School, all students will walk to Richwoods High School, 6301 N. University. Parents will be notified and asked to pick up their children at this location.

SCHOOL DESKS & LOCKERS
Student desks and lockers are the property of the Peoria Public Schools. School personnel reserve the right to inspect both at any time, with or without the presence of the student.

STAYING AFTER SCHOOL
If a student needs to stay after school to make up work or receive help from the teacher, a parent will be contacted. Please be sure to arrange transportation for your student.

STUDENT PICTURES
Fall pictures will be taken on or before October 4th and again in the spring. Every student in our school will be photographed in the fall. Look for an informational flier to be sent home. Students do not have to wear their school uniform on picture day.

TELEPHONE CALLS
Students who wish to go to a friend’s house after school, go anyplace other than home, or stay for after school activities should make arrangements prior to coming to school. School telephones are intended for use by students only when making calls regarding illness or emergency. If it is necessary for a parent to contact a student regarding a change in after school plans, please notify the office before 2:45 PM to ensure there is enough time to notify the student and his or her teacher.
INVITATIONS
While it is very exciting to receive an invitation to a party, feelings of sadness and rejection can be felt when left out. To be sensitive to the feelings of all students, invitations to birthday parties or other special events should not be passed out at school unless all students in the classroom are being invited.

Classroom celebrations will be held at various times throughout the year. The teacher will send home information about their classroom celebrations with dates, times, and treats that can be brought. All food and snacks must be store bought. Please contact teacher about possible food allergies before bringing food.

SKYWARD FAMILY ACCESS
Family Access provides parents immediate access to students’ school information through the Internet. Creating an account will provide another opportunity for you to participate in your child’s education at your convenience. Parents/guardians must complete an enrollment application (visit www.psd150.org and click on the “Family Access” icon) and return it to the address listed on the bottom of the application. One application will provide access to information for all of your children enrolled in Peoria Public Schools. Within two weeks of receipt of your application, you will receive your username and password, along with a set of directions on how to use Family Access. This will arrive in the mail.

Parents will be able to access information in the following areas:
• Contact Information
• Student Demographic Information
• Student Attendance
• Test Scores
• Food Service
• Fees

We strongly encourage you to register for this access and use it to monitor and stay involved in your child’s educational progress.

UNIFORM CODE Primary/Middle/Special Schools Only
(Board Policies 7:160 and 7:165)
As part of our safety program and to ensure a culture of excellence, all primary and middle schools in the School District will once again enforce a mandatory school uniform policy this school year. Individual schools participating in the School Uniform Program have specific dress requirements and school uniform policies posted on each website, located under the parent link.
The following attire is mandatory for all students starting on the first day of school:

Shirts – Red, white, navy blue, light blue

Pants/Shorts/Skirts/Jumpers– Navy blue, black, or khaki

Shirts- Shirts must have a collar and may be short or long sleeved. Appropriate shirts include polo, oxford, blouse, and turtleneck. All shirts are to be plain in color without writing, logos, stripes, emblems, designs, or embellishments (such as
beading or embroidery). Sleeveless shirts and tank tops are not allowed. Oversized as well as tight fitting shirts will not be allowed. Shirts must be long enough to be tucked in and must be worn tucked in.

**Sweaters and Sweatshirts**—Sweaters and sweatshirts may be worn over collared uniform shirts. They must be red, white, navy blue, or light blue. Sweaters and sweatshirts may not have writing, logos, stripes, emblems, designs, embellishments, or hoods. The only exception is Northmoor Spirit wear which may be worn over collared uniform shirts.

**Spiritwear**—PTO sells Northmoor Spirit wear several times throughout the year. Northmoor Spirit wear purchased through the school may be worn at any time. Uniform pants/shorts/skirts must still be worn with Spirit wear.

**Pants**—Pants must be plain dress pants, will accept cargo and rivets only. Belts should be plain brown or black. Every effort should be made to purchase pants in the correct size to avoid pants that sag or are revealing. **Please note—denim pants of any color, skinny leg, stretch pants, sweatpants, and nylon warm-up pants are not acceptable. Pant pockets and legs should have no decoration, decorative stitching, or embellishment.**

**Shorts**—Shorts must be dress shorts. Shorts should be plain in color without stripes or embellishments, will accept cargo and rivets only. Shorts should be at least fingertip in length when arms are held at your sides. **Athletic shorts are not acceptable.**

**Jumpers/Skirts**—Girls may wear plain skirts, skorts, and jumpers in navy or khaki. Skirts, skorts, and jumpers must be at least fingertip length when arms are held at your side. Skirts and jumpers may be as long as ankle length. It is recommended that shorts are worn under short skirts for modesty. A uniform color collared shirt or turtleneck must be worn underneath jumpers.

**Socks, shoes, and accessories**—Students should wear solid white, black, or navy colored socks, **tights, or leggings without logos or designs.** Students may wear dress shoes without heels, tennis shoes, or sandals with a back or back strap. Flip flops, high heels, or shoes where the backs are open are not accepted for safety reasons. Tennis shoes are encouraged. Please note that hats, sweatbands, and do-rags are not allowed to be worn in the building.

If a child comes to school without a uniform or not in accordance with the policy, school staff will first contact the family to ask for a change of clothes. If no change of clothes is available or no one can be reached, students will be required to change into a uniform provided by Northmoor. The **uniform policy is strictly enforced.**

**LOST AND FOUND**
All items should be marked with your child’s name using permanent marker so that identification can be easily seen. Toys, games and electronic devices should not be brought to school. Students are responsible for such items. The school is not responsible if such items are lost or stolen.

Each year many articles are left at school. The Lost and Found is located in the hallway by the gym. Articles will periodically be put out on display for children to claim and at family events for parents to review.

**VALUABLES**
Students should not bring large amounts of money, balls, electronic games, decks of cards, jewelry, toys, etc. to school. **Phones must be off and out of site, per district policy.** The school is not responsible for these items. The school will assume NO responsibility for electronic devices that are lost, stolen or damaged at school. Students who choose to violate this school rule must also accept the
consequences. If any of these items are brought to school, they will be kept in the office until parents come in to speak with the principal to retrieve the item.

Again, if any item or cash is lost, stolen or damaged, the school accepts NO responsibility or liability for the items.

**CORE VALUES**

Northmoor Primary School takes pride in 8 Core Values that support each student’s character. These are incorporated into instruction and our Positive Behavior Interventions and Support (PBIS) model implemented school wide.

- WISDOM
- FAIRNESS
- COURAGE
- COMPASSION
- HOPE
- RESPECT
- RESPONSIBILITY
- INTEGRITY

Each month, we will recognize students who model the designated Core Value during our Core Value Celebration. This is a great celebration and point of pride.

**SCHOOL RULES**

Our school rules are based on three concepts:

1. Be Respectful
2. Be Responsible
3. Be Safe

All students are to be respectful of themselves and others. Children are expected to practice good responsibility in being safe, cooperative, and making good choices. Children will be held accountable anytime they choose not to comply with being respectful, responsible or safe.

The staff at Northmoor makes every effort to work with parents to help students learn from mistakes and meet expectations. Parents of students who continue not to meet expectations will be invited to school to meet with the principal, teachers, and student to address the concerns and develop a plan for improvement.

**PBIS**

Positive Behavioral Intervention and Supports, or PBIS, is a proactive approach for establishing the behavioral supports and social culture needed for all students to achieve social, emotional, and academic success. Through teaching, pre-teaching, and re-teaching expected behaviors, teachers help students develop appropriate behaviors that encourage a positive school climate. The matrix below outlines expectations that are taught and practiced at Northmoor as part of our PBIS program.
PBIS GRADES
Beginning after Labor Day your student will receive a weekly conduct and effort grade in their student planner. This grade serves as a communication tool between school and home regarding your child’s behavior and effort throughout the week. The planner outlines our school-wide plan for addressing behaviors, as well as expectations. It is a great opportunity to acknowledge the strengths and support the skills needing improvement. Please look for this folder, discuss the comments with your child, and return it to school on Monday.

Check In/Check Out- Students may be entered in the Check In Check Out program. A mentoring teacher will meet with them briefly in the morning and afternoon. The teacher works with a child to set a goal for the number of points they will try to earn for the week. Students are evaluated after 6-9 weeks to determine whether or not they can exit the program.

Check In/Check Out Self-Monitor – If a student is showing progress and reduces their monthly referrals by 50% and makes 80% of their CICO points for the month, they will transition to this program which is set up similar to CICO. Any student can graduate from the program if they meet the requirements.
Social/Academic Instructional Group – This program is for any student not showing progress in Check in/Check Out (CICO) and it is determined that a small group intervention in the needed skills is necessary. These groups are led by our Family Core Liaison on a weekly basis.

STUDENT DISCIPLINE
Northmoor Primary follows the district’s discipline handbook in all discipline related matters. The district discipline handbook can be found by visiting www.peoriapublicschools.org/discipline or requesting the document in print by visiting the school office.

CELL PHONES
Students are permitted to have in their possession cellular phones, personal digit assistants and other wireless electronic devices. All such devices shall be kept off and out of sight while in the school building, riding the bus, or while attending any class or school activity outside of the school building unless, (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s IEP.; (c) specific written permission is given by the building principal; or (d) it is needed in an emergency that threatens the safety of the students, staff, or other individuals. Violation of this policy will subject students to normal disciplinary measures and/or confiscation of the device.

BULLYING
Northmoor Primary follows the district’s discipline handbook in all discipline related matters. District Bullying and Harassment Policy states:

No person, including students and district staff, should be subject to bullying or harassment. Accordingly, aggressive behavior, bullying, hazing, intimidation, and harassment (including but not limited to harassment based on sex, color, race, religion, national origin, physical or mental disability, sexual orientation, or other protected group) are prohibited while in school, on school property, on school buses, at designated school bus stops, at school sponsored or school-sanctioned events, or in any communication that bears a reasonable relationship to school, or in any communication that uses school computer, networks, or systems.

In addition, students who engage in bullying shall be subject to a range of consequences which may include verbal or written reprimand, in or out of school suspension, change of placement and/or expulsion.

Bullying complaint forms are available in the front office upon parent request.

TRANSPORTATION
Bus routes are determined by the District Transportation Department. Inquiries about bus routes and pick up/drop off times should be made to the transportation department. Phone 693-4418.

For those students who reside less than one and a half miles from school you may request bus service for a fee. Please note that no one living less than one and a half miles from the school (paid bus riders) will not be allowed to sign up until September when routes are finalized.
Behavior on the bus is expected to be appropriate and be in agreement with the school rules. Parents will be notified of any inappropriate behaviors and consequences as soon as possible.

**BUS RULES**
Northmoor Primary follows the district’s discipline handbook in all discipline related matters. The district discipline handbook can be found by visiting www.peoriapublicschools.org/discipline or requesting the document in print by visiting the school office.

**FIELD TRIPS**
Each of our classrooms takes field trips during the school year. We teach our students that they are representing our entire school on their experience. Field trips are provided to enrich the educational program and give children experiences they may not otherwise have. We are always interested in parents being chaperones. This is a wonderful way to be involved. All rules, policies, and procedures apply. Permission slips are sent home in advance of the trip and parent signatures are required, unless it is a district field trip.

**ASSESSMENTS**
As a public school, students participate in assessments. These tests are administered to various grades throughout the school and parents are given notification prior to the testing occurring. The tests given include but are not limited to: Cognitive Abilities Test in 4th grade and IRA in grades 3 and 4.

**PARENT TEACHER CONFERENCES**
Two times a year parents, students, and teachers sit down to discuss progress and set goals for each student for the following weeks of school. Grades and developmental achievements are discussed and assigned. Parents, students, and teachers determine what the goals for the next quarter will be as a team. Parental/guardian attendance is expected during these conferences. Conference dates are **October 18 & 19, 2021**. You will receive a notice of your scheduled conference time.

**PROGRESS REPORTS / REPORT CARDS**
Progress reports are sent home midway through each quarter to inform parents of their child(ren)’s progress. Any questions regarding progress should be addressed to the homeroom teacher and may be done by phone or at a special conference.

<table>
<thead>
<tr>
<th>Progress Report Dates:</th>
<th>Report Card Dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st: September 17</td>
<td>1st: January 7</td>
</tr>
<tr>
<td>2nd: October 15</td>
<td></td>
</tr>
<tr>
<td>3rd: November 19</td>
<td>2nd: May 21</td>
</tr>
<tr>
<td>4th: February 5</td>
<td></td>
</tr>
<tr>
<td>5th: March 11</td>
<td></td>
</tr>
<tr>
<td>6th: April 22</td>
<td></td>
</tr>
</tbody>
</table>
PARENT INVOLVEMENT
The Northmoor staff values parents and their contributions. We appreciate the support you give in helping your child and appreciate the opportunity you give us to help your child grow and develop. Continued communication back and forth between school and home shows children that we are working together as a team. Making sure homework is completed and returned to school communicates that school is important and valued. There are opportunities for parents to participate on committees alongside staff as members of our ULT and PBIS committees. If you are interested in these or similar opportunities, please contact Mrs. Heider.

PARENT TEACHER ORGANIZATION (PTO)
Northmoor is proud of our Parent-Teacher Organization (PTO). Much of our success is a result of involved parents. We encourage you to attend the monthly meetings of the PTO and to get involved in the many events that the PTO sponsors. Watch for monthly meeting announcements in the newsletter or check the PTO website http://www.northmoorpto.com/ and the Northmoor PTO Facebook page. PTO meetings are open to all parents and childcare is provided free of charge at each meeting.

Our PTO provides family events, fundraisers for school projects and valuable service to our school. Past fundraisers have provided playground equipment, carpet for our library/computer lab, computers, tables & chairs and more.

PTO could use a few hours of your time. You can volunteer as little or as much as you wish. Many jobs allow for flexible scheduling to meet a variety of schedules. Volunteer opportunities include serving as a room mother, tutoring students, preparing classroom materials, and helping with special events such as the AR Picnic, Field Day or popping popcorn to name just a few. For further information concerning PTO or to offer your assistance, contact the PTO by e-mail at northmoorprimarypto@gmail.com

FEEDBACK/CONCERNS
Periodically, we send out or provide online feedback forms and/or surveys on various aspects of our educational program. We deeply appreciate your opinions and thoughts on school climate and areas needing improvement.

TITLE I
To receive Federal Title I funds, 40% or more of a school’s students must qualify for Free or Reduced Lunch (FRL). Northmoor is designated as a School-Wide Title I school allowing us to use funds to improve instruction for all students.

"The policies and procedures outlined in this Student Handbook are subject to change for the 2021--2022 school year. If any changes are made, they will be posted on the school's and district's websites."
Dear Parent:

In accordance with ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, Peoria Public School District #150 is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child’s classroom teacher. This information regarding the professional qualifications of your child’s classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have questions, please feel free to contact me at the following phone number (309) 692-9481.

Sincerely,

Marlie Heider
Principal
Northmoor Primary School
Parent and Student Commitment 2021-2022

As a member of the Northmoor Primary School family, I am committed to the success of the school. I understand and support its academic and behavioral goals. I agree to become an active partner in the education of my child and the learning community at Northmoor. I pledge to support the school and my child by agreeing to actively participate in my child’s learning and growth as a young citizen.

1. I understand that my child and I are expected to work with Northmoor staff as part of an effective educational team.
2. I understand that my child is expected to attend school daily, to arrive promptly, and to remain throughout the scheduled hours.
3. I understand my child is to cooperate and conduct himself/herself with teachers, other adults, and classmates in a manner showing respect to all persons.
4. I understand my child is to complete all work, including homework and work missed due to absence.
5. I understand my child is to respect and care for the building, equipment, supplies, and school property.
6. I understand that as a parent, I am expected to reasonably attend school activities including teacher conferences and, parent nights.
7. I understand my child must adhere to all school policies and/or Peoria Board of Education policies.

Additional commitments for District Choice students and parents:
There are a limited number of openings for District Choice students. If a District Choice student has excessive absences/tardies or discipline referrals, they may be asked to return to their home school.

As a family, we have read, discussed and understand the expectations for students at Northmoor Primary school. We are committed to supporting the Northmoor learning community.

Parent Signature ________________________________ Date ______________

Student signature ________________________________ Date ______________

Student name - printed ________________________________

Please return to your homeroom teacher.