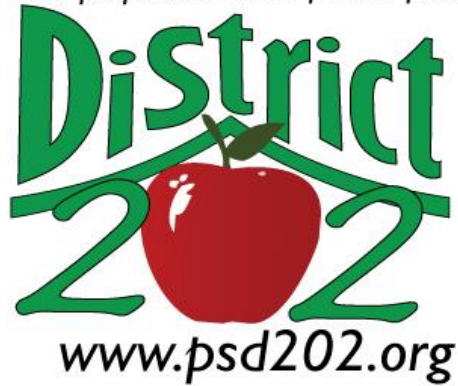


**Plainfield Community Consolidated School District 202**

*We prepare learners for the future.*



15732 Howard Street • Plainfield, IL 60544 • (815)577-4000 • Fax: (815)436-7824

**2018-2019 School Year**

**Mission Statement**

Building on our tradition, the mission of Plainfield District 202 high schools, in partnership with family and community, is to promote an environment that challenges all students to achieve their potential as responsible, respectful, lifelong learners.

**Rights Reserved**

The provisions of this publication are not to be regarded as an irrevocable contract. The Board of Education of the Plainfield School District reserves the right to modify, to revoke, or to add any and all regulations at any time. Among other things, this includes the right to change credit for any course, fees, graduation requirements, and any regulations affecting students whether they be academic or pertain to student life.

ID #: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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**General Information**

**Fees**

**Student Fees**

All fees must be paid in full at the time of registration or a payment plan entered into. The Illinois School Code and the Board of Education policy permits fee waivers for those that qualify. Fee waiver applications are available at the school office and on-line at

<http://www.psd202.org> – **Fee Payment Information – Fee Waivers.** Anyone submitting a check that is returned to us by your bank will be billed for the amount of the check along with a service charge.

**Schedule of School Fees  
2018 - 2019 School Year Recommendation  
High School**

	<b><u>2018-2019</u></b>
<b>Grades 9 - 12 Fees</b>	\$ 210.00
<b>Workbook/Consumable Fee</b>	See list
<b>Drivers Ed - In District</b>	\$ 300.00
<b>Drivers Ed - Out of District</b>	\$ 400.00
<b>Replacement ID's</b>	\$ 5.00
<b>Lock Fee</b>	\$ 5.00
<b>Competitive Sports (<a href="#">list available on the District web site</a>)</b>	\$ 130.00
<b>Non-Competitive Sports (<a href="#">list available on the District web site</a>)</b>	\$ 25 .00
<b>Special Olympics (Track &amp; Basketball)</b>	\$ 60.00
<b>Senior Cap &amp; Gown</b>	\$ 40.00
<b>Yearbook</b>	School specific/not on schedule
<b>Band</b>	\$ 110.00
<b>Choir</b>	\$ 75.00
<b>Speech Team</b>	\$ 65.00
<b>Spring Musical</b>	\$ 40.00
<b>Fall Play</b>	\$ 25.00
<b>Scholastic Bowl</b>	\$ 25.00
<b>Chess Club</b>	\$ 25.00
<b>Mathletes</b>	\$ 25.00
<b>WILCO Transportation Fee</b>	\$ 10.00
<b>Parking Pass</b>	\$ 100.00
<b>Breakfast</b>	\$ 1.65
<b>Lunch</b>	\$ 2.70

**PSD #202 - High School Workbook Fee List 18-19**

Course	Course ID	Title	Book Cost
<b>CAREER AND TECHNICAL EDUCATION</b>			
Accounting	50031	Century 21 Accounting: Multicolumn Journal Workbook Zenith Global Simulation - Automated	\$ 47.00 \$ 35.00
Advanced Accounting	50041	Century 21 Accounting: Advanced Working Papers chapters 1-24	\$ 49.00
Child Development	71022-71031 71025	Child Development Early Stages Through Age 12	\$ 15.00
Teaching the Pre-School Child	71011/71012	Working with Young Children Student Activity Guide	\$ 14.00
Elementary Teaching Internship	71061/71062	Working with Young Children Student Activity Guide (Student only re-purchase if lost from Advanced Child I)	\$ 14.00
Elementary Teaching Internship	71061/71062	Working with Young Children Mastering CDA	\$ 16.50
Culinary Arts I	72501-72502	Guide to Good Food Workbook	\$ 12.00
Culinary Arts II	72511-72512	Guide to Good Food Workbook Student only re-purchase if lost from Foods I	\$ 12.00
Culinary Arts III	72581-72582 72572DC 72561DC	The Culinary Professional Student Study Guide	\$ 17.00
Parenting	75031-75042 75035	Parenting Rewards & Responsibilities Student Activity Manual	\$ 14.00
<b>ENGLISH</b>			
Novels		Based on Student, Grade, Course Selection, and Teacher Requirements, Range \$5.00 - \$18.00 per novel/play	
Rhetoric		JJC Textbooks - FY17 - 3 Books may total close to \$100.00	
<b>ENGLISH AS A SECOND LANGUAGE</b>			
ESL		Keys to Learning Workbook <b>only for Newcomers</b>	\$ 16.00
ESL	99061	ESL KEYSTONE Bridge Workbook	\$ 14.00
ESL	99081	ESL KEYSTONE Workbook D	\$ 14.00
ESL	99121	ESL KEYSTONE Workbook E	\$ 14.00
ESL	99041	ESL KEYSTONE Workbook F	\$ 14.00
<b>FINE ARTS/WORLD LANGUAGE - MUSIC</b>			
AP Music Theory	91451	The Musicians Guide to Theory & Analysis workbook	\$ 56.00
French 1	60041	Consumable Workbook – T'es branche!	\$ 19.00
French 2	60541	Consumable Workbook – T'es branche!	\$ 19.00
French 2 Honors	60561	Consumable Workbook – T'es branche!	\$ 19.00
French 3	61041	Consumable Workbook - Travaux Pratiques de Grammaire	\$ 25.00
French 3 Honors	61061	Consumable Workbook - Travaux Pratiques de Grammaire	\$ 25.00
AP French	61901	AP French Language & Culture Preparing for the Language Exam	\$ 48.00
German 1	62041	Portfolio Deutsch 1 Workbook	\$ 10.00
German 2	62541	Portfolio Deutsch 2 Workbook	\$ 10.00
German 2 Honors	62561	Portfolio Deutsch 2 Workbook	\$ 10.00
German 3	63041	Deutsch Aktuell 3 Workbook	\$ 16.00
German 3 Honors	63061	Deutsch Aktuell 3 Workbook	\$ 16.00
Spanish 1	66041	Qué Chevere level 1 Workbook	\$ 19.00
Spanish 2	66541	Que Chevere level 2 workbook	\$ 19.00
Spanish 2 Honors	68641	Que Chevere level 2 workbook	\$ 19.00
Spanish 3	67041	Mas' pra'tica level 3 Workbook	\$ 22.00
Spanish 3 Honors	68141	Mas' pra'tica level 3 Workbook	\$ 22.00
AP Spanish Language	67901	AP Spanish Language & Culture Preparing for Language Exam	\$ 43.00
AP Spanish Literature	67951	Abriendo Puertas: Ampliando Perspectivas Student Workbook	\$ 28.00
Heritage Spanish	6904/6954	Consumable Workbook – El Mundo 21	\$ 35.00
<b>MATH</b>			
General Math 1	98151/98151	TransMath 3 <sup>rd</sup> Ed Level 1: Developing Number Sense Student Set	\$ 54.00
General Math 2	98152/98152	TransMath 3 <sup>rd</sup> Ed Level 2: Making Sense of Rational Numbers Student Set	\$ 54.00
Algebra 1/Algebra 1 H	1101 / 1375	Springboard Algebra 1	\$ 15.00
Geometry / Geometry H	1254 / 1205	Springboard Geometry	\$ 15.00
Algebra 2 /Algebra 2 H	1355 / 1366	Springboard Algebra 2	\$ 15.00
Pre-Calc / Pre-Cal H	1406 / 1415	Springboard Pre-Calculus	\$ 15.00
<b>SCIENCE</b>			
Anatomy and Physiology Honors	24551	Anatomy & Physiology Coloring Workbook	\$ 30.00
<b>SPECIAL EDUCATION</b>			
English A / BLOCK FND English	98381E 98382E	LANGUAGE! Live Level 1 – Units 1-6 LANGUAGE! Live Level 1 – Units 7-12 (Bundle package)	\$ 60.00
English A / BLOCK FND Reading	98381R 98382R	LANGUAGE! Live Level 1 – Units 1-6 LANGUAGE! Live Level 1 – Units 7-12 (Bundle package)	Included with English A
English C / BLOCK- FND English	98391E 98392E	LANGUAGE! Live Level 2 – Units 1-6 LANGUAGE! Live Level 2 – Units 7-12 (Bundle package)	\$ 60.00
English C / BLOCK FND Reading	98391R 98392R	LANGUAGE! Live Level 2 – Units 1-6 LANGUAGE! Live Level 2 – Units 7-12 (Bundle package)	Included with English C
<b>Non-Departmental Courses</b>			
Test Prep	99841-99852	Cambridge Student Test Prep Package	\$ 88.00

**Lost/Damaged Books**

Students are responsible for any textbooks or instructional materials they have been issued. If a book or other materials are lost or damaged beyond use, the student must pay the replacement cost. Books with water or food damage will be charged the replacement cost due to the environmental hazard this type of damage may cause.

**Damaged Books**

If a textbook or other instructional material is damaged and still usable, the student must pay for the damage. Minor damage includes torn pages, pencil or ink marks, etc. A fee of \$5.00 will be assessed for this minor damage. More serious damage, which can still be repaired, will be assessed a fee up to \$12.00. Fees for damages are determined by the classroom teacher and/or department chairperson.

**Extracurricular Fees**

Students participating in extracurricular activities are assessed an extracurricular fee. This fee is based on participation per season with no cap. All fees are to be paid in full online two weeks into each season.

**Nonpayment of Student Fees**

Persistent non-payment of student fees may result in a student being barred from participating in all student events or activities. Privileges covered may include all extracurricular activities, school events or activities, including graduation, athletics, club organizations, and social events.

**Student Activity Fees**

All students will be assessed a basic activity fee of \$30.00 which will provide a subscription to the school newspaper and free admission to all high school and junior high school events, with ID, other than Fall Play and Spring Musical, and IHSA post-season competition. The net effect will be a savings to all students.

**Student Deliveries**

On occasion parents drop off items to be delivered to their students. Deliveries will be made to students during lunch or study hall periods to avoid disrupting the learning environment. The following items will not be delivered to students: flowers, balloons, gifts of any kind, or anything that would be a distraction during the school day.

**Non-Discrimination Statement**

District 202 does not discriminate on the basis of gender, religion, handicap, race, color, national origin, or disability; nor does it permit sexual harassment in its educational programs, activities, or employment policies as required by Title IX of the Federal Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title IIA of the Americans with Disabilities Act. Grievance procedures have been established to provide for prompt and equitable resolution of student and employee complaints alleging any prohibited action under these regulations. There have been recent changes (December, 2008) to a Federal law (Section 504 of the Rehabilitation Act of 1973) that affects students who have a disability, or who may be regarded as having a disability. Your child may have rights under The Office of Civil Rights (OCR). The superintendent, or designee coordinates the district's efforts to comply with these laws. Contact the district office at (815) 577-4000.

**Non-Discrimination – Student Rights Explanation**

A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place that will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to: (1) representation; (2) presentation of witnesses and evidence; (3) confidentiality; (4) review of relevant records; and (5) procedure without harassment and/or retaliation.

This procedure, along with explanations, due process and directions, is available for inspection in the offices of the superintendent, building principal, dean(s), coordinator(s), division chairpersons, and in the learning resource center. Time limits refer to days when school is in session.

### **Non-Discrimination – Student Rights Procedure**

1. The student(s) and other parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.
2. If the problem is not resolved, the grievance should be referred informally to the building principal. A meeting must be held within five (5) days from notification of referral and oral response made within five (5) days.
3. If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the superintendent or designee. The grievance should be described as completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and district representative within ten (10) days and a written response made within five (5) days.
4. If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the Office of the Superintendent or designee within ten (10) days from the receipt of the response on Step 3. A meeting between parties will be held within ten (10) days and a written response made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.
5. If the issue is not satisfactorily resolved on Step 4, the grievant(s) may appeal the grievance issue in writing to the school board within five (5) days from the receipt of the written response. The board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.

### **Non-Discrimination –Due Process Directions**

#### **Student Grievance Procedure**

The grievance procedure for students is published in this student handbook and selected publications that reach all students including those in special education.

It is the policy of District 202 that all grievances be resolved as quickly as possible and at the lowest step possible.

#### Explanation

1. Grievance - A grievance is a difference of opinion raised by a student or a group of students involving: (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.
2. Grievant - Any student or group of students submitting a grievance in one's own behalf.
3. Days - Days when District 202 is in session.

#### Due Process

1. Rights to Representation - A grievant(s) may be represented by an attorney or other person of one's own choosing, such as a parent or advocate.
2. Right to Present Witnesses and Evidence - Grievant(s) shall be allowed to present the grievance with relevant evidence and pertinent witnesses. Both parties shall have the opportunity for hearing and questioning witnesses.
3. Time Limits - All participants shall adhere to the time limits prescribed for each level. Failure by the administration at any step of the procedure to communicate the decisions on the grievance within the specified time limit shall permit the grievant(s) to proceed to the next step. Failure on the part of the grievant(s) to appeal the decision to the next step within the specified time limits shall be deemed to be an acceptance of the decision rendered at that step.
4. Rights to Information - Unless state laws and rights-to-privacy laws are violated, all relevant records with names and identifying information must be made available to the grievant(s) for use as evidence in the grievance issue.
5. Privacy - During the grievance procedure, the grievant(s) shall have the right to designate whether the procedure and meetings will be confidential, including names and related information.
6. Reprisals/Retaliation - Participants in a grievance submitted in District 202 shall not be subjected to reprisals, retaliation or different treatment because of such participation. Participation shall not be recorded in the student file(s) or used to affect equal opportunity for access to equity in educational programs and services.

#### Directions

Each step of authority shall acknowledge in writing the date of receipt of the written grievance with the statement that the issue will be considered promptly.

By Step 3, the grievance must be submitted in writing, dated and signed. The issue should be described as specifically and completely as possible and should include the names of anyone who will represent the grievant(s). A statement of possible relief necessary to resolve the issue should be offered.

If the issue is of the type that would require a decision from a higher authority, the facts surrounding the grievance should be compiled in writing and submitted to the proper level of authority, operating through appropriate channels. All levels of authority shall give immediate attention to the grievance issue, being aware of the specified timelines. Copies of the written answers to the grievant(s) shall be submitted to the superintendent or designee. This response shall contain a summary of the evidence determined and the conclusion(s) reached with reasons and shall be delivered to each grievant(s). If hand delivery with receipt cannot be made, registered mail will be used.

### **Security Cameras**

Security in the form of video surveillance and playback equipment is used at all District 202 high schools. These security tools will be used responsibly for the protection of all students, parents/guardians, staff, and community members. Security cameras are viewed by school personnel and their contents remain property of the school.

### **Visitors**

Except in cases of emergency, visitors are required to make appointments in order to minimize disruptions of the education program. As required by law, all visitors must sign in. Visitors will be asked to provide a driver's license or valid state ID card. Due to overcrowded conditions within the building, student visitors are not allowed to attend classes with enrolled District 202 students.

### **Automobile Search**

Any vehicle parking on school property is subject to search by school authorities and law enforcement personnel working with them. Such search may be conducted without warrant for any reasonable purpose. Search of the vehicle includes all compartments and components. Once the search begins, the person in control of the vehicle will not be allowed to remove it from the premises.

### **Dance Guidelines**

The following guidelines are to be adhered to by students regarding high school-sponsored dances:

- Students attending a high school-sponsored dance are to produce a current student ID upon entrance to the dance.
- District 202 high school dances are for students currently enrolled at that campus ONLY. In the event that a student wishes to bring a guest to a sponsored dance, he/she is to obtain a Student Guest Request from the Deans office or Student Services office. This copy is to be produced at the time of advance ticket purchase.
- Middle school students are not admitted to a high school- sponsored dance as a participant or guest.
- No person 21 years of age or older will be admitted to a high school-sponsored dance as a participant or guest.
- Once a student has been admitted to the dance, he/she is to remain. No student will be readmitted once they leave the dance. Students involved in activities (such as athletics) on the same night of the dance will be asked to report within a reasonable time after the game, competition, or activity.
- The general rules of conduct are expected and will be adhered to by students attending school social functions. Dance rules will be strictly enforced. Any student presenting a problem, caught touching or dancing in an inappropriate or vulgar manner will be asked to leave. His/her parents will be notified and asked to pick up their student and/or guest. Students will be dealt with in school by suitable penalties depending upon the violation.
- No person shall come to the dance under the influence of, or in possession of drugs, alcohol, or intoxicating substances. Anyone violating this expectation is subject to arrest and appropriate school consequences.

### **Field Trips**

Students will have parent permission to go on field trips. All school rules governing student behavior apply, and students may be referred to the deans' office for inappropriate behavior. If a student does not attend a field trip, he/she is expected to attend school as normal and is responsible for all work.



**Hall Passes**

Students are required to use a Standard hall pass signed by a staff member for pass privileges.

**ID Cards**

Students are **required** to carry their **ID** at all times. A student is to identify himself/herself to any District 202 employee or bus driver upon request. Failure to accurately do so will require the student to purchase a new ID for \$5.00 and may result in additional consequences up to and including an out-of-school suspension. An ID card is required in the media center for use of books or computers. Students are required to show ID for admission to various District 202 events. Students will be admitted free to any game their school is hosting or participating in with the exception of playoff games. Students will have to pay to see games at other schools if their school is not a participant. When an ID card is lost, it is the student's responsibility to report the loss to the deans' office as soon as possible. A \$5 charge will be required for replacement. A new permanent ID card will be prepared.

**Media Center**

The media center at District 202 high schools offers a wide range of print and non-print services for students and staff. The main goal of the media center is to provide information literacy skills that empower learners to contribute and succeed in a changing world.

**Smoking Policy**

Also, all of District 202 schools are no smoking zones. No smoking is allowed anywhere on school property.

**Telephones**

Students will not be allowed out of class to receive or place a telephone call unless approved by a dean. In order not to disturb classes, messages will not be given to students from parents/guardians unless it is an EXTREME EMERGENCY.

**Work Permits**

Students whose place of employment requires a work permit (ages 14 and 15) may obtain the form from the secretary in the main office. A copy of the student's birth certificate will be required. After turning the completed work permit form back into the main office, the official work permit may be picked up in 24 hours.

**Printed Material**

The principal, or designee, must approve all building related printed material (brochures, posters, etc.) before the material is distributed on campus. All non-building related printed material must be approved at the district level. This does not restrict the distribution of material concerning school-sponsored and approved activities. Material distribution may be limited to time, place, and method of distribution to avoid any disruption of the educational process.

**Student Records**

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the district, except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The district may release directory information to the maximum extent permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child. However, the district will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without the consent of the students' parent(s)/guardian(s).

The superintendent shall implement this policy with administrative procedures and student handbook provisions, which include a definition of directory information allowing disclosure to the maximum extent permitted by law. The superintendent shall also designate a *records custodian* who shall maintain student records. The superintendent or designee shall inform staff members of this policy, and shall inform students and their parent(s)/guardian(s) of it, as well as their rights regarding student school records.

The district maintains two types of student records for each student: permanent record and temporary record. These records may be integrated.

The permanent record includes:

- Basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents
- Academic transcript, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations
- Attendance record
- Accident reports and health record
- Scores received on the Prairie State Achievement Examination
- Information pertaining to release of this record
- Honors and awards
- School-sponsored activities and athletics

The temporary record may include:

- Home language survey form
- Information provided under the Abused and Neglected Child Reporting Act, including any final finding report
- Family background
- Intelligence and aptitude scores
- Psychological reports
- Achievement test results, including scores on the Illinois Standards Achievement Test
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Disciplinary information, including information regarding any punishment for misconduct involving drugs, weapons, or bodily harm to another
- Special education files
- Verified report or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record

When a child transfers to another District 202 school, or to a different school district, copies of all records—permanent and temporary—are sent to the receiving school.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student's education records. They are:

**1. The right to inspect and copy the student's education records within 15 school days of the day the district received a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The district charges \$.35 per page for copying, but no one will be denied the right to copies of the records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a, and 750 ILCS 60/214(b) (15)).

**2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

Parent(s)/guardian(s) or eligible students may ask the district to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identify the part of the record they want changed, and specify the reason.

If the district decided not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the district will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing process will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

**3. The right to permit disclosure of personally identifiable information contained in the student's educational records, except to the extent that the FERPA or Illinois Student Records Act authorizes disclosure without consent.**

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses educational records without consent to officials of another district in which a student has enrolled or intends to enroll as well as to any person as specifically required by State or Federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

The right to challenge school student records does not apply to: (1) academic grades of the child, and (2) reference to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school records are forwarded to another school to which the student is transferring.

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

**4. The right to a copy of any school student record proposed to be destroyed or deleted.**

Student records are reviewed every four (4) years or upon a student's change in attendance center, whichever occurs first.

**5. The right to prohibit the release of directory information concerning the parent's/guardian's child.**

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

1. Name
2. Address
3. Gender
4. Grade level
5. Birth date and place
6. Parents'/guardians' names and addresses
7. Academic awards, degrees, and honors
8. Information in relation to school-sponsored activities, organizations, and athletics
9. Major field of study
10. Period of attendance in school

The right contained in this statement: No person may be condition the granting or withholding of any right, privilege or benefits to make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under state law.

**6. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the district to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

### **Residency**

Illinois law requires schools to charge tuition for non-resident students. Generally, students may be considered residents of this district and entitled to attend school tuition-free only if they reside with their parents or legal guardians within the district. The district reserves the right to investigate and to determine residency and eligibility of any student who seeks to enroll or is already enrolled in the school.

### **Responsibilities**

As part of the education team, students and parents have responsibilities that must be met if the team is going to achieve excellence.

Students have the responsibility to...

- Respect the rights of others to an education without interference
- Be at school! Be on time! Be prepared!
- Be accountable for their individual actions
- Cooperate with others to promote the well-being, safety, and security of the school community
- Recognize the obligation in free speech to avoid obscenity, defamation, racism, and denigration of people
- Inform parents of their school records, their progress in school, and social events
- Think ahead to educational and career goals
- Offer suggestions for improving Plainfield District 202 high schools
- Protect school property and respect the property of others

Parents have the responsibility to...

- Come to school for conferences
- Check on their student's academic progress
- Expect and encourage attendance and call in absences
- Know what's happening at your child's District 202 school
- Attend school functions
- Be responsible for behavior of their students
- Seek information relative to education and careers after high school

### **Pesticide Application**

Any parent or guardian of a student may request to receive written notice before any pesticide, other than an antimicrobial agent such as a disinfectant, or an insecticide or rodenticide bait, is used in a school building or on school grounds. Parents or guardians requesting written notice must submit such request in writing to the Operations Facility at 14812 Eastern Ave., Plainfield, IL 60544. Notice will be given to the individual person who requests it. In addition, notice will be provided through the District's website. Please call the Operations Facility at (815) 439-3201 with any additional questions.

### **School-Sponsored Publications and Web Sites**

School-sponsored publications and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete materials that are inconsistent with the district's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

### **Non-School-Sponsored Publications and Web Sites**

Students are prohibited from accessing and/or distributing at school any written or electronic material, including material from the Internet:

1. that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. that violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on copyright;
3. that is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. that is primarily intended for the immediate solicitation of funds.

The distribution of non-school-sponsored written materials shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution of the material is endorsed by District 202.

Accessing or distributing “at school” includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Legal Ref: Hazelwood v. Kuhlmeier, 108 S.Ct. 526 (1988)  
*Hedges v Wauconda Community Unit School District No. 118, 9 F.3d 1295 (7<sup>th</sup> Cir. 1993)*

### **Release of Student Names, Photographs, or Original Work**

The district and its schools will be allowed to use student names, photographs and original work for publicity efforts, unless instructed in writing by a student’s parent/guardian not to do so. Student first and last names may be used on district web sites for middle and high school students. Elementary school student names will not be published online. Publicity efforts may include, but are not limited to: district publications, videos and web sites; and placements in local, regional and national media (both print and electronic).

## **Health and Safety**

### **Crisis Management and School Safety**

District 202 takes the management and prevention of crisis in our schools very seriously. The district has a plan which fully complies with state requirements. The district works directly with first responders and emergency management departments from the surrounding cities to ensure the best possible procedures are in place to keep students safe. Some of the different practice drills conducted at the schools include but may not be limited to: fire/evacuation drills, re-location drills, tornado/inclement weather drills, lockdown drills, and building emergency drills. All buildings are secure throughout the school day and every individual entering the building is required to report to the office and show an ID.

### **First Aid and Emergency Treatment**

The school attempts to provide an environment in which the child will be safe from accidents. If any accident or sudden illness occurs, first aid will be administered in accordance with Plainfield School District procedures. The school will give no care beyond first aid. First aid is defined as the immediate temporary care given in case of accident or sudden illness. If it is not a life-threatening situation and further medical attention is deemed necessary, care and movement of the child will be directed or provided by the parent/guardian or other designee as indicated on the emergency card. Parents will be notified at the nurse’s discretion and/or when the needs of the student can no longer be met at school and the student needs to go home. Parents are then expected to pick up their children in a reasonable amount of time to reduce the exposure of illness to healthy children. Parents are asked not to send their children to see the school nurse for injuries or conditions which have occurred at home or away from school and not under the jurisdiction of the school. If the emergency should be deemed life threatening or a parent/guardian or their designee cannot be reached, the student will be transported by ambulance to a local hospital and a school employee will remain with the student until the parent/guardian or their designee arrives.

### **Delegated Care Aides**

Plainfield School District currently utilizes RNs and CSNs as the primary professional to care for students with diabetes. In the event that an RN or CSN is unavailable, a Delegated Care Aide (DCA) would provide the appropriate medical care for students in accordance with their medical care plan. (See Medication While at School for more details.)

## **Accidents**

All classroom accidents must be immediately reported to the teacher. Outside of class, report accidents to the school nurse, the attendance office, or other school personnel.

## **Animals/Pets on Property**

In order to provide the safest and most non-threatening environment for all our students and parents, we ask that you not bring your animals on the school property, exclusive of service animals. There are a number of children at each campus that are allergic to animals and/or are very frightened by them. We appreciate your cooperation.

## **Illness**

Students who are ill should receive a pass from the teacher for the nurse's office. The nurse will assess the student's condition and notify parent/guardians when necessary.

## **Communicable Diseases**

Parents must notify the school nurse in instances where a student has a suspected or confirmed communicable disease such as measles, chicken pox, etc. District 202 recognizes that a student with a communicable and chronic infectious disease is eligible for all rights, privileges and services provided by law and the district's policies. The district shall balance those student rights with the district's obligation to protect the health of the district students and staff. In order to promote optimum health in the schools, the following guidelines are to be observed regarding communicable diseases:

### Chicken Pox:

Exclude from school for a minimum of five days after the eruption of the last vesicles or until the vesicles become dry

### Pink Eye

Exclude from school until 24 hrs. after start of medication

### Strep Infection

Exclude from school until 24 hrs. after start of antibiotic

### Meningitis

Exclude from school until physician's permission to return

### Hepatitis

Exclude from school until physician's permission to return

### Impetigo

Exclude from school until 24 hrs. after start of medication

Mumps: Exclude from school until physician's permission to return

Ringworm: Exclude from school until 24 hours after treatment begins, unless the lesion(s) can be covered. No exclusion is necessary if the lesion(s) can be covered.

## **Guidelines for Keeping Your Children Home**

Fever – The best way to check for fever is with a thermometer. No child with a temperature of 100 degrees or higher should be sent to school. Your child should be fever-free for 24 hours (without the use of fever reducing medication) before returning to school

Mild Cough/Runny Nose – If no fever is present, even though your child may have a runny nose and cough, we recommend he/she attend school.

Severe Cough/Cold Symptoms – Children with severe and/or persistent coughs need to stay home since that could be symptomatic of bronchitis, flu, or pneumonia. However, once the cough improves, and the child is feeling better, please send them back to school. Do not wait for the cough to disappear entirely – that could take a week or longer!

Sore throat – If your child complains of a slight sore throat and has no other symptoms, he/she may go to school. If white spots can be seen in the back of the throat or if a fever is present, keep him/her home and contact your doctor.

Rash – Rash may be one of the first signs of one of many childhood illnesses, such as chicken pox or measles. A rash or “spots” may cover the entire body or may appear in only one area. Please do not send a child to school with a rash or skin eruption until your doctor has said that it is safe to do so.

Stomachache, vomiting, and diarrhea – Consult your doctor if your child has a stomachache that is persistent or severe enough to limit his/her activity. If vomiting occurs, keep your child home until he/she can keep food down. A child with diarrhea should be kept home. Call your doctor if prompt improvement does not occur.

Tooth pain – Contact your dentist.

Ear pain – Consult your doctor.

Headache – A child whose only complaint is a headache need not stay home. With proper over the counter medications, headaches can be managed and the pain can be alleviated so they can attend school.

Keeping children home from school for reasons other than illness may have a negative effect on their attitude, work habits and progress. Please bear in mind that much of what is missed in the classroom cannot be learned through written assignments. Use your own good common sense and remember: sick children belong at home and well children belong in school.

### **Insurance**

District 202 provides parents with an opportunity to purchase accident insurance at any time during the school year. All students participating in interscholastic athletics, educational tours, or field trips must have accident and health insurance protecting against bodily injury or death as is available in the “student accident insurance” program. Student accident insurance is available on an optional basis and may be purchased at any time during the school year. This student accident insurance coverage becomes a supplemental and secondary provider to any hospital, medical, surgical, or dental benefits available under any other family insurance of medical service plan, including HMO’s, PPO’s, and Automobile No-Fault insurance. Full details of coverage and limitations may be obtained from: Zevitz-Redfield & Associates/Gerber Life Insurance [www.k12specialmarkets.com](http://www.k12specialmarkets.com) or (847) 374-0888. Should parents/guardians not wish to purchase insurance, then the parent/guardian must sign an insurance waiver stating that such coverage exists under their personal family insurance plan prior to student participation in athletics, educational tours, or field trips.

It is important to note that student injuries sustained at school are routinely filed either through the family’s insurance plan or through this type of student accident insurance plan if the parents elect to purchase it. The school district’s insurance coverage can only be accessed if the student accident/injury is legally determined to be the result of “willful and wanton” misconduct on the part of a school district employee.

### **Student/Athlete Concussions and Head Injuries: BOE Policy 7:305**

Plainfield CCSD 202 manages concussion injuries using a stepwise return to learn and return to play protocol.

1. All student athletes are required to sign an Agreement to Participate and a Concussion Information Form each school year before participating in an interscholastic activity or event, including try-outs.
2. Any student suspected of sustaining a concussion will be immediately removed from participation in athletics or physical education and referred to a physician.
3. The student will begin a stepwise Return-to-Learn and in-season athletes and band will also complete a graduated Return-to-Play protocol, developed by the Plainfield 202 Concussion Oversight Team. The student must be cleared by physician, advanced practice nurse, or physician’s assistant for return to full PE, band, or athletic participation.

Students diagnosed with a concussion must complete the Return to Learn and in-season athletes and band must complete Return-to-Play protocols following a force of impact believed to have caused a concussion. If at any time concussion symptoms occur during the graduated return, there will be at minimum a 24-hour rest period. If symptoms do not increase with activity or overall symptoms continue to decrease, the student may continue to the next phase. If a student athlete sustains more than one concussion per year that student must be cleared by a physician, advanced practice nurse, or physician’s assistant, before return to athletic activities. All students will require a physician’s note to return to physical education, band, or athletics.

## Medication While at School

The Plainfield School District acknowledges that the responsibility for administering medication to a student rests primarily with that student's parent/guardian. Authorized Plainfield School District personnel will administer medication during the school day only when failure to receive such doctor prescribed medication during school hours would jeopardize the student's health and education.

The superintendent shall establish regulations for the administration of medications to students. The regulations shall be substantially based on the recommended Guidelines for Medication Administration in the Schools, published by the Illinois Department of Public Health and the State Board of Education, and shall provide for administration of medication to a student during school hours or during school activities only when necessary to maintain the student in school.

A copy of this policy and the regulations shall be given to the parent/guardian of each student within fifteen (15) days after the start of each school term or within fifteen (15) days of starting classes for students transferring to the Plainfield School District during the school term. Also within such fifteen-day period, students enrolled shall annually be informed of the contents of this policy and the rules. The administration of medication during regular school hours is contingent upon the following regulations:

1. Medications, which include both PRESCRIPTION DRUGS and OVER-THE-COUNTER, to be taken during the school day will only be administered after the parent/guardian, and physician, Advanced Practice Nurse, or Physician Assistant completes the Plainfield School District "Medication Authorization Form". The form is available from the building nurse or the district website. This form must be filled out at the beginning of each school year or when a new medication is to be given
2. Any medications that are brought to school without the completed required forms will not be administered.
3. The student's parent/guardian must renew written orders for continuing medication at the beginning of each school year, whenever the medication or dosage is changed, and when asked to do so by the school nurse.
4. Prescription Medication must be brought to school by a parent/guardian and must be in the original pharmaceutical container labeled with the student's name, name of medication, the dosage and all pertinent instructions. Over-the-Counter medication must be brought to school by a parent/guardian in its original unopened / sealed container with the student's name affixed to the container. If it is absolutely impossible for parents to bring the medication to school, we ask that students, upon their immediate arrival to school, turn the medication into the health office in a sealed envelope with the parent signature across the seal. Unused medication should be picked up by parent/guardian at the end of each school year. If the parent/guardian does not pick up the medication by the last day of school, the building nurse will dispose of and document that medications were discarded. Medications will be discarded in the presence of a witness.
5. Any substance meant to treat a medical condition, including essential oils, is considered to be a drug/medication and must be FDA approved and requires a doctor's prescription. The guidelines set forth by the Illinois Department of Public Health require the medication to be both: 1) Prescribed by a physician, APN, or PA with exact dosing instructions specified on the medication administration authorization form and 2) Be regulated by the Food and Drug Administration specifically as a drug/medication. Homeopathic treatments do not currently meet these requirements. Homeopathic treatments cannot be stored in the health office, and students may not self-administer. Examples of these treatments include but are not limited to essential oils and supplements. Plainfield School District 202 does not allow non-FDA regulated homeopathic treatments at school.
6. The first dosage of medication should not be given at school in case the student suffers an allergic or other adverse reaction.
7. Students are prohibited from keeping any kind of medication in their possession while at school, except where a student is authorized to self-administer an epinephrine auto-injector (EpiPen®), diabetic care supplies or asthma medication. Students must have the Emergency Medication Hold Harmless and Indemnity form ([hyperlink to form](#)) signed by their parents/guardian and physicians to keep their inhalers, diabetic care supplies, or epinephrine auto-injectors with them in school. In case of emergency or loss of these items, we recommend that these students also keep an additional inhaler, diabetic care supplies, or epinephrine auto-injector in the health office.
8. The student must come to the health office for his/her medicine. The school will strive to assist students to remember to come to the health office to take his/her medication.
9. Acknowledging that occasionally a medication must be administered during the school day, a certified school nurse or registered professional nurse, if available, shall administer the medication. If a nurse is unavailable, a building administrator or other certified staff member who volunteers may either: 1) Supervise the self-administration of the medication; or 2) administer the medication himself/herself.
10. Any Plainfield School District employee who volunteers or otherwise dispenses or oversees the dispensation of medication to a student will be fully indemnified by the District in the event of any legal



action. It is the intent of this paragraph to fully protect such individuals and, therefore, the District assumes full liability in this regard.

11. Any Plainfield School District employee may administer medications in emergency situations if, under the circumstances, professional registered nurse, an administrator, or emergency medical personnel cannot be available in sufficient time and the student cannot reasonably self-administer the medication.
12. Any medication dispensed to a student will be documented in the student's individual electronic health record.
13. Medications and special items necessary to administer medications, such as diabetic supplies, will be stored in a secured area. Medications requiring refrigeration will be refrigerated in a secured area.
14. Medications will generally not be administered to students during field trips or other school-sponsored activities located away from the customary site of storage of the medication. In these situations, medication will only be administered to a student if absolutely necessary for the critical health and well-being of the student as documented in a student's individualized health care plan or Emergency Allergy Action Plan. Medication to be administered in these situations must be sent to school by a parent/guardian, in a pharmaceutical container labeled with the student's name, name of medication, dosage and all pertinent instructions. The administration protocol will be determined by District staff.
15. An employee authorized to supervise the administration of medication will provide the medication to the student from the storage area, confirm the dosage and witness the administration, and return the medication to its storage place. The employee will provide the nurse the date and time for self-administration. The building nurse will chart in the student's individual record.
16. Any side effects of the medication will be documented and placed in the student's individual electronic health record, and parent will be notified. This information can also be provided to the student's licensed prescriber per parental/guardian request and completion of the Authorization for Exchange of Information Form. ([hyperlink](#))
17. Plainfield C.C.S.D. 202, its employees and agents, are to incur no liability, except for willful and wonton conduct, as a result of any injury arising from the administration or self-administration of medication pursuant to these procedures. Employees who administer or supervise the self-administration of medication pursuant to these procedures who are acting in the scope of their employment are strictly immune from liability pursuant to the Illinois *Local Governmental and Governmental Employees Tort Immunity Act* (745 ILCS 10/1-101 *et seq.*), the Illinois *School Code* (105 ILCS 5/22-30), and the Illinois *Good Samaritan Act* (745 ILCS 49/1 *et seq.*).
18. Students are allowed self-carry a week's supply of cough drops (2 per day, for five days; a total of 10 cough drops) as long as they have a signed note from a parent on file in the health office. Parents cannot send in a large bag to be stored for the year. Students will not be allowed to share cough drops.

### **Examinations**

The [School Code of Illinois](#) requires that all incoming freshman students have a physical examination, dated within one year prior to the first day of school, including immunizations. Students entering the ninth grade from middle schools in District 202 must submit these records prior to August 1<sup>st</sup>. Students will be excluded from school until proof of having the required physical exam and immunizations are presented to the high school. Furthermore, if a student's physical, including all required immunizations, is not submitted by August 1<sup>st</sup>, his or her online schedule will not be available and courses could be dropped. All students transferring into District 202 must present documentation of all immunization dates and a current physical examination in order to register. Students transferring from out-of-state must provide a current physical examination in order to attend on the first day of school. Out-of-state students have 30 days to submit the required immunizations. The ninth grade school physical may be used as a sports physical, good for 395 days from the time it is completed.

**Eye Examinations-** All students new to the state of Illinois must have an eye exam completed within one year prior to starting school in the fall. Proof of the required eye examination by a physician to practice medicine or a licensed optometrist must be submitted by October 15, 2018. Illinois Child Exam forms and Eye Exam forms can be obtained on the District's website.

### **Religious Exemption**

Any parent/guardian who objects to the physical examination and/or immunization requirements on religious grounds must submit an Illinois Certificate of Religious Exemption form to the Superintendent or designee. Parents are expected to state their religious belief and how it conflicts with a specific examination or immunization, as well as obtain the signature of the child's physician. The Illinois School Code does not provide for an exemption to physical examinations or Immunizations on non-religious grounds of conscience.

### **Medicaid Data Release Consent**

If your child receives special education services and is also Medicaid eligible, District 202 can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birthdate and Medicaid number. Federal law requires your written consent to release this data to Medicaid. Only data for Medicaid eligible students will be released.

You can deny the district the right to release this data now or at any other time in the future. Regardless of your decision, the district must continue to provide, at no cost to you, the services listed in your child's IEP.

When considering your decision, please note that this program has **no impact** on current or future Medicaid benefits for you, the student or your family. Under federal law, your decision to participate in this program CANNOT:

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

Your signature on the student handbook indicates your consent for the district to release required information to Medicaid for partial reimbursement to the district. If you do not approve, please submit your letter in writing to: Student Services Department, 15732 Howard Street, Plainfield, IL 60544.

### **Mobility Aids**

Students using crutches, wheelchairs, or scooters must have a physician's note indicating those items in addition to the diagnosis requiring the mobility aid and the specific restrictions and allowed activities for the student. Mobility aids must be provided by a parent / guardian.

### **Elevator Usage**

In buildings with elevators, students may use the elevator, if they have a physical limitation or medical need that limits their use of the stairs and there is a physician's note on file indicating the medical need or limitation and need for the elevator.

### **Vision & Hearing Screening**

Vision screening will be done, as mandated, for the following children: preschoolers, kindergarteners, 2<sup>nd</sup> graders, 8<sup>th</sup> graders, new students and special education students. Hearing screening will be done for preschoolers, kindergarteners, 1<sup>st</sup> graders, 2<sup>nd</sup> graders, and 3<sup>rd</sup> graders, new students, and special education students. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening *if* an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. Vision and hearing screening is *not* an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.–Your child is not required to undergo this hearing screening if a physician and an audiologist have completed and signed a report form indicating that an ear examination and audio logical evaluation have been completed within the previous 12 months and that form is on file at the school.

### **Human Growth and Development**

Instruction dealing with family life and sex education, including AIDS and venereal disease, are offered in the required health class and in the elective child development and parenting courses. The purely biological aspects of human growth and development are also taught in biology courses.

Helping students attain a mature and responsible attitude toward human sexuality is a continuing task of every generation. Parents have the prime responsibility to assist their children in developing moral values. The schools should support and supplement parents' efforts in the areas of family life and human growth and development.

Parents may request, in writing, that their son or daughter not attend those portions of the class where human reproductive organs and their functions and processes are described. The Board of Education has also directed that instructional materials that are to be used in family life and sex education be available for inspection by the parent or guardian during school hours prior to the commencement of the instructional program.

*Please Note: District 202 uses a message system incorporating recorded telephone calls, emails and text messages to communicate a wide range of emergency and non-emergency information with families.*

*This system operates through traditional land lines (telephone messages), computers (emails) and personal smart phones (telephone messages, text messages, apps, etc.).*

*District 202 will use all contact information provided on this form for automated telephone and text messages. You may contact your school directly to modify how you receive automated telephone and text messages, or to “opt out” of such communications altogether.*

*Any modifications to how you receive automated telephone and text messages will not affect your school’s ability to reach you through other communications, and will not affect your school’s ability to use automated telephone and text messages for emergencies.*

**Connect-ED:** District 202 uses the "**Connect-ED**" recorded telephone message system to communicate with district families. This system is used to share a wide range of important information including school-level news, school closings, and emergencies. We strive to respect family time by using Connect-ED thoughtfully. However, we promote and support using Connect-ED proactively as a means of effective and efficient communications, and cost savings. Please call the Director of Community Relations if you want to permanently “block” your phone number from the Connect-ED system.

"Non-emergency" calls, including traditional, weather-related school closings ("snow days"), are placed to the family's primary phone number (or multiple numbers, if a child shares time between two households.) The primary numbers are those used as the home phone, whether that is a landline or cell phone. **\*\*\*Please notify the school secretary if non-emergency calls must be made to two households.**

"Emergency" calls will automatically be made to up to 10 numbers that the family has provided to the school through student registration materials. E-mail messages are also sent. "Emergencies" are defined as any event that significantly disrupts normal school day operations, during the school day -- i.e., when many parents and guardians are at work.

It is very important that we have the correct contact information for all of our students for Connect-ED to work effectively and efficiently. Parents are strongly encouraged to call their student(s) school(s) immediately to update their students’ contact information when it changes.

**Home Access Center:** District 202 utilizes two other forms of parent communication. The **District 202 Home Access Center (HAC)** is a safe, secure Internet-based communications tool that allows parents/guardians to participate more directly in their students' learning and school lives. The (HAC) provides on-line access to information about their students':

- Attendance records
- Demographic information
- Discipline records
- Class schedules
- Daily Grade Book/Report card grades
- Unofficial transcripts

Visit the District website ([www.psd202.org](http://www.psd202.org)) and click on “Home Access Center” for more information.

**Teacher/Classroom web sites:** District 202 teachers may choose to post an individual web site for their classroom(s) on District 202’s secure network. These web sites are additional tools for teachers to share information about classroom activities, homework, schedules and related information. Please contact your teacher(s) for more information about teacher/classroom web sites.

**District 202 Education Partners:** In addition, District 202 provides weekly updates through the "**District 202 Education Partners**" **electronic newsletter**. This is the most direct source of information about what is happening in District 202. For additional information, please contact the main office of the school. All families are automatically added to the District 202 Education Partners email list serve.

**Virtual Backpack:** District 202 uses an online “Virtual Backpack” system to distribute materials from external organizations. This system helps us to “go green” by limiting the number of fliers sent home with students. Parents are encouraged to check out the Virtual Backpack often, either through the District 202 web site ([www.psd202.org](http://www.psd202.org)) or through their school(s) web site(s). Fliers are also posted in or near every school’s main office for families without Internet access.

**NAVIANCE FAMILY CONNECTION:** Naviance Family Connection is a web-based program utilized by student services to assist students with their college and career options prior to graduation. Students will complete different tasks throughout their time in high school to help students identify potential college and career choices, create a resume, complete surveys, apply for scholarships, and apply to colleges. Students will be provided login information by the district and will have access to the program at school, from home or anywhere they have access to the internet. We encourage parents to work with their child and their school counselor with post-secondary choices. \*The use of this program applies to all school and district internet use policies.

### **SCHOOL CLOSING (INCLEMENT WEATHER)**

**District 202 Schools will be open unless hazardous road or other emergency conditions necessitate a closing (including utility problems – electricity or natural gas outages).**

**The Superintendent of Schools will decide whether to close school** based upon road conditions and school operational status in consultation with **district administration, public safety officials and other District 202-area superintendents.**

**A decision whether to close school will be announced as soon as possible – preferably the day before a potential closing, but no later than 4:30 a.m. the day of a closing.**

If school is to be closed, District 202 families and staff (except those who have asked to be removed from the call list) will be notified through the Connect-ED recorded telephone message system, the District 202 web site ([www.psd202.org](http://www.psd202.org)), and local and regional television and radio stations. **Parents should not contact the District Office or school officials regarding school closings until after 7:45 a.m.**

### **Student Services**

#### **Courses**

Basic to honors classes are offered during the school year. All the courses are described in the student Curriculum Guide. The Curriculum Guide is available on the school web site.

Successful completion in English, mathematics, science, physical education, driver education, social studies, health, and consumer education courses are all graduation requirements. Elective courses are available in art, business education, English, world languages, family and consumer science, industrial technology, mathematics, music, science, and social studies.

Seniors can “earn while they learn” through work internship (cooperative education) programs with local businesses. There are also vocational education programs at the WILCO Area Career Center for juniors and seniors.

Many school-year courses are included in a summer session. Tuition and course information will be available in late spring. Students will have to pay summer school tuition.

Parents are encouraged to follow their student’s progress, grades and attendance by using the Parent Web Module. The Parent Web Module can be found on your schools or the districts website.

## **WILCO**

Plainfield students enrolled at the WILCO Career Center are subject to the same regulations as all other Plainfield students. School bus transportation is required to and from WILCO Center. Students who are not transported on the WILCO bus will be disciplined per the unexcused absence policy. Any violations may result in the student being removed from the program. Students dropped from the WILCO program will be subject to discipline procedures and/or alternative placement. Auto Mechanics/Auto Body students are required to keep an extra change of clothes at school in their lockers in case clothes are soiled at WILCO. CNA students are also required to bring a change of clothes on clinical days.

### **Physical Education, Health, and Driver Education Policy**

The Physical Education, Health, and Driver Education Department's motto is "a sound mind in a sound body." Students are taught skills that will enable them to live a healthy life with an emphasis on life-long fitness. According to the physical education policy sheet handed to every student at the beginning of the school year, students are expected to participate every day and must be dressed appropriately for the activity. If a student misses class, the student is required to make up the written work or the time spent in the activity. See the individual instructors for specific directions.

Participation is also emphasized in the health and driver education classroom. Students are expected to come to class prepared with appropriate materials. Visit the PE/Health and Driver Ed. web site for more detailed information about course offerings.

### **Driver Education Requirements**

According to the [\*School Code of Illinois\*](#), students must have received a passing grade in at least 8 courses during the previous 2 semesters in order to register for Driver Education. Please visit the school web site for Driver Education.

### **Early Graduation**

A student must notify his/her counselor by the end of their junior year and complete an early graduation petition.

### **Grades**

The A, B, C, D, and F system is used to show achievement in the classroom. Semester grades are based on a cumulative point system. Attending classes, participating in class, and completing assignments and tests, are all key factors in earning an appropriate grade. Placement is made through teacher or division chair recommendation.

Percentage and grade breakdown is as follows:

90%-100% = A, 80%-89% = B, 70%-79% = C  
60%-69% = D, Below 60% = F

Weighted grades are used in advanced placement and honors courses. Students earning A, B, and C semester grades in these courses will receive grade points of 6.1, 5.1 and 4.1 respectively, rather than the normal 5.0, 4.0 and 3.0 points awarded in non-weighted courses.

An "F" on the semester grade report represents failure and eliminates credit for the course failed. Required courses that are failed must be repeated in summer school, in correspondence courses when pre-approved, or during the following school year.

Every year a new master schedule is created in an effort to accommodate the course requests of more than 2,000 students. After analyzing the students' requests, the administration develops a plan for staffing courses as well as purchasing equipment and supplies for the following year. Therefore, student schedules are final on the first day of school. However, it is recognized that extenuating circumstances will develop that warrant a legitimate schedule change.

A student who withdraws from a course after 15 days will incur a Withdraw Failure (WF) grade and will be placed in a study hall. If a student is enrolled in a dual credit course and withdraws from the course, a WF grade will be listed on both their high school and Joliet Junior College transcript. Also, a student's WF grade will be calculated in the same manner as a failure for the purpose of establishing a cumulative grade point average.

An incomplete grade must be made up within two weeks of the end of the semester. An exception is made for long-term medical issues.

## Home Access Center

To access, go to the school website, click on the link for Home Access Center, create a user profile. You must have a valid email, your students ID#, and your current phone number (must match the phone number we have on file).

### Graduation Requirements

Content Area	Graduation Requirements	U of I at Chicago
English	4	4
Mathematics <sup>1</sup> (including Geometry, Algebra 2)	3	3-4 (Visit school site for specifics)
Science <sup>5</sup> (including Biology, Chemistry, Physics)	3 <sup>5</sup>	3
Social Science A) U.S. History B) Government <sup>2</sup> /AP US Government <sup>2</sup> C) Elective	2 1 .5 .5	3
Consumer Education A) Economics <sup>3</sup> B) Orientation to Business <sup>3</sup> C) Work Internship Class <sup>3</sup> D) SE Vocational Co-Op Class <sup>3</sup> E) AP Microeconomics <sup>3</sup>	.5 .5 .5 1 1 .5 .5	-
Art, Music World Language or CTE	1	2 - WL
Physical Education A) Health B) Drivers Education <sup>4</sup>	4* .5 .5	-
Elective	3.5	1
Total Credits	21	Below <sup>6</sup>

1. Students are required to take Algebra 1, Geometry, and Algebra 2 or the approved equivalent.
2. Students are required to pass the U.S. Constitution, Illinois Constitution, and Flag Code exam.
3. Meets the Consumer Education credit requirement.
4. *The Driver Education requirement may be satisfied by completing a course with a state certified commercial driving school or the completion of Driver Education. Students MUST still complete 4 credits of Physical Education.* Students who elect to take the Driver Education course must pass 8 courses in the previous 2 semesters and be at least 15 years of age to be eligible for the Driver Education course. \* See P.E. Exemptions for Board approved guidelines.
5. Students are required to take Biology, Chemistry, and Physics or the approved equivalent.
6. Check college catalogues and websites for specific requirements for admission.

### Graduation Participation

Participation in graduation ceremonies is a privilege and not a right. Based on inappropriate conduct of a student, the administration reserves the right to not allow the student the privilege of participating in graduation ceremonies. Students are expected to display proper behavior and good citizenship through the last day of student attendance.

### **Honor Roll**

Semester honor rolls are reported in two categories per grade level. High Honor Roll is the list of students, per grade level, that received a semester GPA of 5.0 or higher. Honor Roll is the list of students, per grade level, that have a semester grade point average of 4.0-4.99 for a semester. Any incomplete grades will disqualify a student for eligibility for either Honor Roll.

### **Report Cards**

Report cards are issued at the end of each semester, in January and June. Semester grades are the only grades that appear on permanent records. Cumulative grade point average, honor roll, and credits are determined from each semester report card.

### **Readmission to School Following an Illness**

A student who has been absent from school for five (5) or more consecutive days due to illness, surgery or hospitalization should present a physician's release before being readmitted to school.

Students shall be readmitted to school according to the isolation/exclusion requirements in Rules and Regulations for the Control of Communicable Diseases, published by the Illinois Department of Health.

### **Learning Lab**

Learning labs are offered in the areas of math, foreign language, English, and science. Learning labs are open to anyone who needs assistance in these areas. Learning labs that are assigned by the student's teacher are not optional, students must report to the learning lab during their study hall. For more information students and parents may contact any teacher or administrator. Extended lunch periods are not available during the term student is assigned to learning lab.

### **Suspension/Out of School Assignments Policy for Attendance and Discipline Issues**

The action of a student committing any infractions listed below will not be tolerated and may result in the student being suspended from classes or school or given an out of school assignment. Students suspended will receive credit for class assignments if given timelines are met upon return. Homework will be available for all students that are suspended. The work can be picked up in the student services office or Deans office and will be available during normal school hours. Offending students may also be referred to student services personnel for additional services.

### **Response to Intervention**

Response to Intervention (RTI) is a process which utilizes components of good instruction that have been around for many years. Federal law drew attention to these practices as an approach to identify and provide early intervention to struggling students. While these procedures have been used in some schools across Plainfield, regulating RTI embeds the process systemically across all schools. Plainfield regulates the use of RTI for all students as part of general education. RTI is a means to incorporate best practices and a data-driven system that informs instruction for closing the achievement gap in Plainfield's classrooms.

RTI ensures that scientifically research-based instructional practices, matched to individual student instructional and behavioral needs, occur in general education. RTI requires teachers to replace practices that do not generate student improvement with those that do. For more information about RTI, please go to the district's website.

### **Special Education**

A full continuum of special education services is available to parents/guardians of students in the Plainfield School District. A vast majority of programs are housed in the Plainfield schools. If a private facility is required every attempt is made to obtain a placement as close to Plainfield as possible. Please see the building principal should you wish further information.

It is the policy of the Plainfield School District to provide a free and appropriate public education to all disabled students within its jurisdiction, regardless of the type of disability or its severity between the ages of 3 and 21 or upon receipt of a diploma.

Students who are handicapped consistent with the eligibility criteria in IDEA or the definitions set forth in Section of the Rehabilitation Act of 1973 will be identified, evaluated, and provided with appropriate instruction and educational services.

Section 504 of the Rehabilitation Act of 1973 and the ADA Amendments Act of 2008, requires that school districts provide a free appropriate public education (FAPE) to qualified students in their jurisdictions who have a physical or

mental impairment that substantially limits one or more major life activities. Section 504 also sets forth requirements concerning identification, evaluation, appropriate services, and procedural safeguards. To be eligible under Section 504, a student must be determined to: (1) have a physical or mental impairment that substantially limits one or more major life activities; or (2) have a record of such an impairment; or (3) be regarded as having such an impairment. Students who are found eligible may qualify for a 504 plan that would provide the student with appropriate accommodations in the school setting. Parents/Guardians who believe that their child may require the support of a 504 Plan due to their individual needs should contact their school.

Persons who are thought to be disabled shall have the following rights in accordance with IDEA and Section 504:

- 1) The right to file a grievance with the Plainfield School District concerning allegations of violations of Section 504 guidelines.
- 2) The right to request an evaluation drawing upon different sources.
- 3) The right to be informed of any actions pertaining to eligibility and any proposed service plans.
- 4) The right to review any personal information in an understandable mode.
- 5) The right to periodic evaluations.
- 6) The right to evaluation prior to any significant change in services.
- 7) The right to contest the Plainfield School District's proposed actions through an impartial hearing.
- 8) The right to be represented by Counsel in the impartial hearing.
- 9) The right to appeal the decision from any hearing.

The Section 504 Coordinator for the Plainfield School District is the Assistant Superintendent for Student Services. She may be contacted by calling the district at (815) 577-4000.

The Director of Special Education for IDEA may be contacted by calling the district at (815) 577-4000.

The Plainfield School District provides special teachers for students diagnosed with learning disabilities. Student with learning disabilities receive assistance from specialists within each building. Such assistance may be provided in the regular classroom and/or in a resource room, depending on the child's needs.

## **BEHAVIORAL INTERVENTION FOR STUDENTS WITH DISABILITIES, CONDENSED VERSION**

### **An Overview**

District 202 has established a policy to comply with Public Act 87-1103 on the use of behavioral interventions for students with disabilities. The fundamental principle of this policy is that behavioral interventions should be used to promote and strengthen desirable adaptive student behaviors and reduce identified inappropriate behaviors. The following is an overview of the policy each district has enacted. Every parent of a child with an IEP must receive this notice. A complete copy may be secured at the District 202 Administrative Office.

### **Section 1. Purpose**

A fundamental principle is that positive, no aversive intervention—designed to develop and strengthen desirable student behaviors should be used whenever possible. The most effective and humane manner of reducing undesirable behavior is by developing, strengthening, or generalizing desirable behavior to compete with and ultimately displace the undesirable behavior. While positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions would be considered to be temporary and approached with caution and restraint. The use of restrictive interventions should maintain respect for the student's dignity and personal privacy and adhere to professionally accepted instructional practices.

### **Section 2. Parent-Teacher Advisory Committee**

As required by Public Act 87-1103, each district shall maintain a parent-teacher advisory committee. It is recommended that this committee be comprised of parents, teachers, individuals who are knowledgeable about behavior interventions and other interested citizens.

### **Section 3. Designation of Behavioral Interventions by Level of Restrictiveness**

Behavioral interventions are categorized into four levels of restrictiveness: 1) nonrestrictive, 2) restrictive, 3) highly restrictive, and 4) prohibited.

#### **Nonrestrictive Interventions**

Emphasis on positive, nonrestrictive interventions are preferred because of low risk of negative side effects and high priority placed on positive behavior change rather than on behavior control. These interventions may be used without the development of a written behavior management plan as part of the student's IEP.



### **Restrictive Interventions**

Restrictive interventions may be used in emergency situations or when less restrictive interventions have been attempted and failed. Restrictive interventions include aversive and deprivation procedures that are associated with higher risk of negative side effects. These interventions will be used only after a behavioral management plan is written and appropriate modifications of the student's IEP completed or in the case of an emergency.

### **Highly Restrictive Interventions**

Highly restrictive interventions are deemed inappropriate for use in most circumstances. Use of these interventions will be considered through an IEP part 1, Eligibility Determination (consideration of the disciplinary code violation's relationship to the student's disabling condition) IEP conference (reevaluation of student goals/objectives current educational placement).

### **Prohibited Interventions**

Prohibited interventions are illegal and cannot be used under any circumstances.

### **Components**

The IEP team must develop a written behavior management plan for students with disabilities who have significant behavioral and/or emotional needs and for any special education students who require the use of restrictive interventions.

### **Selection and Implementation of Intervention Strategies**

The selection of intervention strategies for use with an individual student shall be based on the information derived from components of the student's initial referral, case study evaluation components, eligibility criteria discussion at the initial IEP meeting, current and past IEPs, reevaluations and/or any means that will be determined at the discretion of members of the IEP committee for the student with disabilities.

### **Evaluation of Restrictive Interventions**

The effectiveness of intervention strategies will be an ongoing evaluation of interventions, and appropriate modifications of these plans will be made based on the evaluations.

### **Section 5. Emergency Use of Restrictive Interventions**

"Emergency" refers to a situation in which immediate restrictive interventions are necessary to protect students, other individuals, or the physical site from: 1) physical injury (to self or others), 2) severe emotional abuse due to verbal and nonverbal threats and gestures, 3) severe property damage, 4) serious and continuous disruption of the school/classroom environment, and 5) other acts involving harm. When confronted with an emergency, personnel should use interventions that are the least intrusive to reasonably respond to the situation.

### **Section 6. Provisions for Parent Involvement**

Parents and/or guardians of students with disabilities should be actively involved in the development of a behavior management plan using restrictive interventions. Such involvement includes, but is not limited to, participation in the design, implementation, and evaluation of interventions as part of the IEP. Under no circumstances shall a behavior management plan be implemented for a student with a disability without it being developed as part of the IEP.

### **Section 7. The Dissemination of Policy and Procedure**

Parents will be informed that a comprehensive copy of the policy and procedures for behavior interventions may be secured at the District Administrative office. The Behavioral Intervention Policy and Procedure has been developed based on a review of the document entitled Behavioral Interventions in Schools; Guidelines for Development of District Policies for Students with Disabilities. This document was prepared by the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777-0001.

### **Section 8. Provisions for Training and Professional Development**

To the extent practical, all new special education teachers and related services personnel employed will have training in the management of behavior for students with disabilities. Training will be provided annually to new personnel on the implementation of the procedures in this document. Special education teachers and related services personnel presently employed will receive in-service training on the implementation of these procedures.

### **Section 9. Referral**

The school district provides a free, appropriate public education to exceptional students in accordance with state and federal mandates. In order to receive special education services, a student must have a physical or mental disability as identified in the Illinois State Criteria. The disabilities are autism, visual impairment, hearing impairment, mental

retardation, orthopedic impairment, emotional disturbance, specific learning disability, speech/language impairment, traumatic brain injury, developmental delay, multiple disabilities, deafness, deaf-blindness, and other health impairment. The disability must adversely impact educational progress and require specially designed instruction.

To identify a student who may be eligible for special education services, please use the following guidelines:

- For a student between the ages of 3-5, the parent/guardian should call the Bonnie McBeth Learning Center and request a screening.
- For a student in kindergarten through 12<sup>th</sup> grade, the parent/guardian should write a letter to the principal requesting an evaluation. A teacher who suspects a disability may request a review by their school team.

### ATTENDANCE

Daily attendance is one of the most important factors affecting school achievement. Not only is regular attendance a State of Illinois mandate, but it is also a value that prepares the student for the world of work and adult responsibilities. Research indicates that student attendance is highly correlated with success in school. Time missed from the classroom, where students and teachers interact can never truly be made up, even by doing “make-up” work. District 202 has developed the following attendance policies and procedures to emphasize the necessity for students to be in attendance at school where they can maximize their learning opportunities. Ensuring regular school attendance requires a cooperative effort by the parent(s) or guardian(s) and school personnel.

#### **District 202 attendance policies and procedures have the following goals:**

1. Improve overall student attendance;
2. Maximize student academic success through policies/procedures that encourage daily attendance in the district;
3. Encourage a cooperative effort between families and the school in order to maximize student attendance;
4. Uphold/enforce the Illinois School Code regarding attendance; and
5. Place accountability for attendance with the student and the parents.

#### **Attendance/Truancy per Illinois School Code 105 ILCS 5/26-1:**

*This policy applies to individuals who have custody or control of a child: (a) between the ages of 7 and 17 years of age (unless the child has graduated from high school), or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age. These individuals must cause the child to attend the District school wherein the child is assigned, except as provided herein or by State law. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program. The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student’s absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student’s safety or health, or other reason as approved by the Superintendent or designee.*

#### **District 202 ATTENDANCE PROCEDURES**

##### **Reporting Absences:**

If a student is absent from or late to school, the parents or guardian, not the student, must telephone the Attendance Office hotline at 815-439-3260 stating the reason for the student’s absence. Reporting a student’s early dismissal must be done in a timely manner so that your student will be available at the requested time. In order for the absence to be coded properly, a reason must be stated. At times students become ill during the evening. When parents or guardians are certain that the student will be unable to attend school the following day, they may contact or email the attendance office anytime during the evening or early morning hours.

When parents or guardians are out of town, they are expected to contact the Attendance Office prior to leaving and designate an adult responsible for their student. Students may not report their own absences.

If your student is marked absent for the first 3 periods of the day, and the school has not received notification from you, you will be contacted by the school via personal phone call, ConnectEd phone call or email. It is the parent/guardians responsibility to contact the school to verify your student's absence. Without verification, the student will be marked unexcused absent and may receive consequences for truancy.

### **Released or Late due to Appointment**

If a student needs to be excused during the school day, the parent/guardian can call the attendance office with student's name and ID number as well as reason for dismissal. The student must check out through the attendance office. Failure to check out properly could result in disciplinary consequences.

Please be prepared to provide the following:

A. Student's full name and grade

B. Type of appointment

C. Time to be released

D. Time of return

E. In order for the absence to be excused, documentation from the doctor or court appointment must be given to the attendance office upon return to school.

### **Late to School**

A student that arrives to school after 7:05 is considered late to school. Students will receive three warnings per semester. Students will receive progressive consequences from the dean's office after three parentally excused late to school calls.

### **State Mandated Time in Attendance**

The guidelines of the State of Illinois mandate time in attendance and consider the following to determine a full or half-day absence for high school (23Ill. Admin. Code Part 1.42 (f) (4) (A) (B)):

- A full day of attendance must be a minimum of 300 minutes of instruction.
- A half-day of attendance is considered less than 300 minutes of instruction but at least 150 minutes.

## **DEFINITION OF ATTENDANCE TERMS**

Parents/guardians are responsible for the daily attendance of their children. However, Illinois School Code does not grant parent/guardian the authority to excuse their children from attending classes without valid cause.

### **1. Excused/Reported Absence –**

Defined as an absence that is reported to the attendance office by the student's parent/guardian for a valid cause as defined in the *Illinois School Code*: "Illness, death in the immediate family, family emergency, observance of a religious holiday and shall include such other situations beyond the control of the student as determined by the school administration, or such other circumstances which cause concern to the parent/guardian for the safety or health of the student." Documented court appearances and medical/dental appointments will also be excused.

An excused absence from school allows the student to receive full credit for missed work. The State of Illinois lists the following reasons as "valid cause" for absence, and may lead to an excused absence for the student once the attendance office/dean has discussed the absence with the parent or guardian and/or received the required written excuse or physician's note:

- Illness- May require written documentation.
- Observance of a religious holiday- Notice must be given five (5) days in advance.
- Death in the immediate family - Give notice as soon as possible.
- Family emergency - Give notice and details as soon as possible.
- Other situations beyond the student's control - Give notice and details as soon as possible.

- Other circumstance that cause reasonable concern to the parent/guardian for the safety or health of the student - Provide detailed information.
- Other reason as approved by the superintendent or designee - Provide detailed information.

**2. Excessive Absences** – Excessive excused absences interfere with student achievement. As defined by Illinois School Code, a student who has been absent without valid cause for 5% or more of the previous 180 regular attendance days.

**After eight (8) days** of excused absences, parental contact will be made. Deans and the attendance team will continually monitor and evaluate student absences on an individual basis to determine supportive action to be taken, in order to develop and maintain the student’s regular attendance at school.

Possible other outcomes may include any or all of the following: attendance letters, attendance contract, attendance team interventions, requirement of a physician’s note/form outlining the illness for future excused absences, and/or meeting with the District Attendance Officer or Will/Kendall County Truancy Officer and possible truancy ticket(s). We will work with students and families to determine the cause of excessive absences, and offer available supportive services to correct it.

Once a student has been absent for 8 days from school, the parent/guardian will receive written notification of further absences/consequences at regular intervals.

8 absences – Parent contact, student meeting with dean, doctor note required for additional excused absences, possible attendance contract

15 absences – Parent contact, meeting with dean, possible disciplinary consequences, attendance contract, and possible drop from courses

18 absences – parent meeting, possible drop from courses

4. **Unexcused Absences / Truant** – Illinois School Code 105 ILCS 5/26-1 states that a “truant is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for **a school day or portion thereof.**” Unexcused absences include but are not limited to:

- Vacations
- Excessive parent sign outs
- Class Cuts
- Working
- Missing bus
- Oversleeping
- Shopping
- Car trouble
- Personal appointment
- Senior Pictures
- Needs at Home (Babysitting, repairs, etc.)
- Skip Days
- Obtaining Driving permit/license
- Trains/Traffic

### **Class Cut**

A class cut is a truancy/unexcused absence from class and will result in truancy disciplinary action. Additionally, three cuts per semester in the same class may result in the student being removed from class. A student may lose credit for any class from which s/he is truant/unexcused.

**4. Pre-Arranged Absence/Vacation** – When parents know in advance that their student will be absent, the student must bring in a written request and a prearranged absence form must be completed and approved by Deans.

Permission for pre-arranged absence should be secured a minimum of 48 hours in advance of the absence with a pre-arranged absence form ([Link to prearranged absence form](#)). Homework is due the day the student returns to school.

Pre-arranged absences could include the following:

- Required court appearances
- College visitation (Limited to juniors and seniors, 3 per year.)

- Religious holiday
- Unavoidable medical appointment

### **Court Appearances**

Family court visits to solve family problems or summonses to serve as a witness are generally excused. A summons for personal violations of the law will be judged on its individual merits to be excused or unexcused.

### **College Visitation**

College visitations are not to exceed three days without prior consent of the student's dean. The parent and student make arrangements for college visitation days and must provide documentation to the attendance office or dean. Students are to have parent permission ([Link to prearranged absence form](#)). Parents are to call the attendance office to verify an excused absence for the college visitation day prior to the visit.

### **Medical Appointment**

We encourage all of our students' parents to arrange doctor and dental appointments after school hours or on weekends. Although the State of Illinois does not list medical appointments as "valid cause" for absence, the Plainfield School District understands that at times medical appointments during school hours may be unavoidable. When medical or dental appointments are necessary during school time, we ask that a note be sent to the attendance office in order to excuse the absence.

### **Vacation**

The State of Illinois does not consider vacation absences to be an excused absence. We strongly discourage vacations during school time. Extended absences may cause a serious loss in the quality of your student's education. The decision for the absence is the responsibility of the parent and the student. It should be made with consideration of the student's current status in school and serious thought given to the impact of the absences. Absences will be considered unexcused and will count toward the student's absence total for the year. Absences due to non-sanctioned District 202 sports and activities/trips will be considered vacation. It is the student's responsibility to arrange for and complete the missed work. The student should fill out the extended absence form and turn it in to the dean. The school assumes NO responsibility for missed work.

### **Tardiness**

#### **Late to School**

A student that arrives to school after 7:05 is considered late to school. Students will receive three warnings per semester. Students will receive progressive consequences from the dean's office after three parentally excused late to school calls.

**Tardy to Class** – a student that does not arrive to class before the bell rings is considered tardy to class. Tardies are cumulative throughout the semester. The first 3 tardies will result in warnings. Beyond 3 warnings, students will receive progressive consequences from the deans' office.

Students in the halls without a pass may be referred to the dean, and student may receive disciplinary action. Students that are tardy will not be allowed back into class without a pass. Students are responsible for noting the issued consequence on the pass.

#### **Closed Campus**

Once at Plainfield School District 202 high schools, students are not to leave the school premises or go outside the school building until they are dismissed at the end of the day. Students who leave the building are to follow the proper procedure of signing out at the attendance office or nurse's office first. Permission to go home or to the parking lot will not be granted for such reasons as homework, books, lunch money, P.E. uniforms, etc. Leaving school without the permission of an administrator or dean and/or failing to follow the proper procedure will result in a-truancy/unexcused absence, and disciplinary action will follow.

### **Off Campus Lunch**

Seniors eligible for off campus lunch will have to have a signed form on file and will be able to leave out the front doors only on designated days by each campus. Off campus days might be cancelled due to weather and students should be prepared with lunch money.

### **Homework and Make-Up Policy for Absent Students**

Students with valid cause are allowed to make-up work. Parents may request that student services personnel collect homework assignments. Typically, the collection of homework requires a one-day turn around.

Students who are absent are allowed to make up work missed during the absence. When assignments are provided by the teacher before the student leaves, the student is required to turn in the assignments upon return to each class. Exceptions may be made with teacher discretion.

For an excused illness absence, the student is entirely responsible for requesting the make-up work from the teacher(s). Tests/quizzes will be scheduled at the convenience of the teacher. Students will be given one school day for each day of excused absence to make up assignments and tests. Additional considerations will be given for students with extended illnesses. In regards to long-term assignments (i.e.: papers/projects), extra time will be granted as per syllabus guidelines.

Parents are always welcome to leave voice mail messages or to e-mail teachers to request a direct conversation with the teacher and/or to request information concerning their child, their child's progress, improvement suggestions, etc.

### **Homebound**

A student who will be absent for ten (10) or more consecutive school days due to medical reasons may obtain homebound instruction. Parents/guardians should notify the student's counselor and complete the necessary forms required by the program. This includes a physician's statement indicating that the student will be absent from school for ten consecutive school days or more.

### **Homeless**

A student who is or becomes homeless should see the homeless liaison person in their building. Please contact the school for assistance.

### **Homework and Make-Up Policy for Absent Students**

**Homework** - If a student is absent for a "valid cause" for **three or more days**, parents may request that student services personnel collect homework assignments. Typically, the collection of homework requires a one-day turn around.

For absences less than three days, it is the student's responsibility to ascertain the assignments for the days missed.

Parents are always welcome to leave voice mail message or to e-mail teachers to request a direct conversation with the teacher and/or to request information concerning their child, their child's progress, improvement suggestions, etc.

**Make-Up Work** - Students who have a pre-excused absence are allowed to make up work missed during the absence. When assignments are provided by the teacher before the student leaves, the student is required to turn in the assignments upon return to each class. Exceptions may be made with teacher discretion.

For an excused illness absence, the student is entirely responsible for requesting the make-up work from the teacher(s). Tests/quizzes will be scheduled at the convenience of the teacher. Students will be given one school day for each day of excused absence to make up assignments and tests. Additional considerations will be given for students with extended illnesses. In regards to long-term assignments (i.e.: papers/projects), extra time will be granted as per syllabus guidelines.

In the matter of disciplinary absences, for the first offense resulting in a suspension longer than three days, the student services office will collect and provide homework assignments to the student. It is the responsibility of the student to contact the student services office and make arrangements to pick up the homework assignments. For subsequent, external suspension, it is the responsibility of the student or parent to contact the teacher to obtain homework assignments. It is the suspended student's responsibility to make up missed work or tests. Work is due on the date of return to school.

### **Student Conduct and Discipline**

The Board of Education of Plainfield Community Consolidated School District 202 expects student behavior to reflect standards of good citizenship. Students should cooperate with all personnel within the school community and set high standards of courtesy, decency, expression, and honesty in relationships with other persons. Students are responsible for knowing and abiding by federal, state and local laws, for knowing and abiding by school regulations and attendance procedures, for utilizing the educational experience to the fullest of their potential, for protecting other students' rights to learn and to be individuals, and for respecting public and private property.

The rules set forth in this code of conduct section are pursuant to the District's Student Discipline Policy in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These expectations support, but do not limit, our authority.

In a school community students have responsibilities. They are as follows:

#### **Responsibilities of Students:**

1. to attend, be on time, and be prepared for classes
2. to complete schoolwork
3. to bring to school only those items which are necessary and not to bring items which are disruptive and/or dangerous to the educational process
4. to respect the rights, property, and safety of others
5. to respect teachers, administrators, staff, and visitors
6. to follow all rules, whether on school property, on a school bus, or at a school-sponsored function or whenever the conduct or activity bears a reasonable relationship to school
7. to comply with directives given by teachers, administrators, and staff
8. to work to ensure that the educational process is not interrupted for others
9. to inform a school staff member of any violation or potential violation of school rules

#### **General Standards of Good Conduct By Students**

Students are expected to behave in an orderly and appropriate manner with respect for the rules and regulations of our school district and the school attended. Students who choose to behave in an inappropriate manner will be subject to appropriate disciplinary measures.

#### **Grounds for Disciplinary Action**

Students may be subject to disciplinary consequences, up to and including suspension and/or expulsion from school, for disobedience or misconduct which occurs:

1. on District 202 property
2. at school-sponsored or school-related activities
3. in connection with student transportation
4. when the misconduct has a reasonable relationship to school or may reasonably carry over into the school setting regardless of location

### **CATEGORIES OF OFFENSES**

The following should not be interpreted as being the only offenses for which disciplinary actions may be taken. Any behavior or attempt of any of the prohibited activities, whether or not on school property, that is not conducive to a healthy school environment or could pose a danger to oneself or others will be dealt with accordingly.

#### **Level 1**

**Teachers, supervisors, administrators will respond based on the circumstances and actions of the student(s). Level 1 infractions may include, but are not limited to, the infractions identified below. Infractions in level 1 may result in, but not limited to, detentions, ALC assignment, and loss of privileges.**

**Arriving Late to School:** Students that arrive after the 7:05 bell are considered late to school and may be given a consequence.

**Class Cut:** not attending a scheduled class without staff permission

**Classroom Disruption:** a disruption that impedes the educational process

**Dress Code Violation:** The attitude and behavior of the students are influenced by dress and grooming. With the cooperation of the parents, the school will continue to encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school. If a style of dress and grooming appears to be disruptive to the educational process or could constitute a threat to the safety or health of students, it will not be permitted in school. The following rules apply to dress:

- Clothing is to be worn as intended.
- Outerwear is not to be worn in school.
- Undergarments must not be visible.
- Extremely short or tight shorts or skirts will not be allowed.
- Clothing exposing mid-bodies, clothing which is “see-through” in nature without appropriate undergarments, or other clothing which is deemed immodest or distracting by the school administration are not to be worn.
- Head coverings such as hats, hoods, bandanas, etc. are not to be worn or carried in the building during school hours unless required for medical or religious reasons.

Any item of clothing, shoes, jewelry, accessories, book bags, purses and other similar items may not be worn or brought to school or school-related events on which any of the following appear:

- any reference to alcohol, tobacco, drugs, weapons, etc., including advertisements
- any symbol, image, word, etc., that is obscene, vulgar, lewd, or profane
- any reference, symbol, image, word, etc., to violence or gang activity

District 202 has a general hat policy for all school buildings. No hat may be worn inside the school building during the instructional day except for documented religious or medical reasons. Hats may also not be worn while attending any theatrical events or school performances. During athletic events hats must be worn properly. Hats that are not worn straight to the front or back will not be allowed and you may be asked to leave the event.

**Driving/Parking Violation:** not parking in designated areas, not following traffic signs; not driving safely and/or misusing the parking permit.

**Electronic Devices:** Cell phones, tablets, or any wearable technology may only be used during non-instructional time such as lunch time and passing periods.

- In areas where there is a reasonable expectation of privacy, such as the rest rooms, locker rooms, nurse’s office, etc. the use of electronic devices is prohibited at all times.
- Pictures should not be taken with any device and should not be sent electronically to other devices while on school grounds including on the bus and at the bus stop.
- Headphones are permitted unless otherwise directed by a staff member.
- Making and accepting phone calls is prohibited.
- These devices can be considered to be a disruption of the educational process and their use during the school day may result in disciplinary action including confiscation of the item for parent/guardian pickup.
- Plainfield Community Consolidated School District 202 is not responsible for any damaged, lost or stolen electronic device.

**Excessive Tardies:** accumulating more than three (3) tardies in a semester

**Failure to Follow Directions:** Refusing to comply with a reasonable request by a staff member. This behavior typically impedes orderly classroom procedures or interferes with the orderly operation of school.

**Failure to Serve Teacher Detention:** not serving a detention assigned by a teacher.



**In Unauthorized Area:** being located in an area of the school without permission, at any time, including during school hours, during non-school hours, and during school-related activities

**Leaving Class without Authorization:** asking for permission to leave the classroom for any reason is required.

**Loitering:** gathering in undesignated areas is not permitted

**No ID:** carrying their current ID with them at all times while in the school building and at extracurricular activities is required for all students.

**Public Display of Affection:** Physical contact between two students typically in a relationship including, but not limited to, intimate touching, hand holding, cuddling, kissing, etc. at school or a school-sponsored activity.

**Tardy Referral:** Arriving late to class between 4 and 8 times in a semester.

## Level 2

**Level 2 infractions require the attention of the administration because they are too disruptive, too frequent, or too serious to be handled by school staff members while they are supervising or teaching other students. Level 2 infractions may include, but are not limited to, the infractions identified below**

**Infractions in level 2 may result in, but not limited to, detentions, ALC assignment, out of school suspension, and loss of privileges, in accordance with District Policy and this section.**

**Acceptable Use Policy (AUP) Violation:** unauthorized and/or improper use of computer and/or internet. The AUP is posted on the District 202 web site under “Parents and Students.”

**Alternative Learning Center (ALC) Violation:** attending on the schedule date(s) and following all rules and expectations while in ALC are the student’s responsibility.

**Bullying:** Bullying is severe or pervasive conduct that is repeatedly directed towards a specific student. The repeated behavior is reasonably predicted to place the student in fear of harm, detrimentally affect physical or mental health, substantially interfere with academic performance, or substantially interfere with participation in or benefit from school. Refer to 36 for additional information.

**Disrespect:** insulting, calling derogatory names, dishonoring, or in any other manner abusing verbally or in writing any member of the school community

**Excessive Absences from School:** missing school after eight (8) days requires students to have medical note to be excused

**Fake Phone Call, Note, and Signature:** misrepresenting oneself with the use of a signature, phone call, email, etc.

**Failure to Serve Administrative Detention:** not serving a detention on the assigned day and time

**Failure to Serve Internal Suspension:** A student is supervised, expected to follow the rules and expected to complete his/her normal work while in one classroom. Failure to comply will result in additional consequences.

**Gambling:** betting on cards, dice, games or other wagers intended to exchange money or other items

**Inappropriate Behavior:** behaving in any way that is disruptive to the school environment

**Inappropriate Language:** using derogatory language, symbols, or gestures that may include but are not limited to lewd, vulgar, profane, racial or ethnic slurs/expressions

**Inappropriate Material:** using, possessing, controlling, or transferring, of any object or item that may disrupt or interfere with the educational process

**Inappropriate Physical Contact:** making physical contact that negatively impacts another student or the school environment

**Inciting Behavior:** escalating or causing a disruption to the educational environment via any verbal, physical, or written action, gesture or behavior

**Insubordination:** refusing to comply with a reasonable request made by any staff member

**Leaving Campus Without Authority:** leaving school property without authorization from a school official

**Obstruction of an Investigation:** Any action that hinders an investigation. Actions include but are not limited to, false verbal or written statements, hiding evidence, withholding information or the communication of confidential information.

**Refuse to Identify:** Failure to present identification when asked to do so or misrepresent oneself.

### **Smoking Policy**

Also, all of District 202 schools are no smoking zones. No smoking is allowed anywhere on school property.

**Theft Minor:** taking, removing, or possessing, without permission, property that belongs to others

**Tobacco/Electronic Cigarettes/Related Products:** possessing, selling, purchasing, using or transferring of product (examples, but not limited to: tobacco, e-cigarette, vapor cigarette, matches, or lighter). Possession is also a violation of Plainfield and Joliet City Ordinance. Along with a school consequence, a referral to the police liaison officer may be made.

**Truancy:** being absence without valid cause in a school day or a portion thereof (refer to page 25 for more information)

**Verbal Confrontation:** being involved in a verbal disagreement that interrupts the school environment

### **Level 3**

**Level 3 infractions may include, but are not limited, to the infractions identified below. Consequences for level 3 offenses are based on the seriousness of the incident and may become more restrictive as the behavior persists. One or more of the following consequences may occur, but are not limited to Catalyst Program, out-of-school suspension, recommendation for alternative placement or expulsion up to two (2) calendar years from District 202. Any illegal actions will also be referred to the local police department.**

**Aggravated battery:** the unlawful touching or application of force to the person of another with intent to injure that individual and which inflicts great bodily harm, causes disfigurement, dismemberment or death.

**Alcohol:** using, possessing, or being under the influence of alcohol. Being under the influence includes, but is not limited to, the emission of the odor of any of these substances, such as having alcohol on the breath, or any impairment of normal functioning, such as slurred speech, inability to walk properly, or dilated pupils. A student may be disciplined for coming to school or to a school-related event after using alcohol even if the substance was not consumed on school grounds.

**Arson:** the malicious and intentional burning of property (as a building). Legal authorities will be notified.

**Assault to Student:** threatening to physically or mentally harm another student.

**Assault to Staff:** threatening to physically or mentally harm a school staff member

**Battery to Staff:** unwanted physical touching of a school staff member, either directly, indirectly, or with a weapon or dangerous object

**Drug Paraphernalia:** possessing, selling, purchasing, manufacturing, using, transferring, or arranging to transfer any paraphernalia which is used or customarily intended for use in the administration of an illegal substance

**Drugs:** using, possessing, manufacturing or being under the influence of any illegal or controlled substance, including marijuana, unlawful drugs, “look-alike” drugs, or any other substance not prescribed for the student that is used or typically intended to be used to achieve a high or altered mental or physical state. This definition includes drugs lawfully prescribed to a student but which the student has used, possessed, distributed, etc. contrary to its prescribed use. Being under the influence includes, but is not limited to, the emission of the odor of any of these substances, or any impairment of normal functioning, such as slurred speech, inability to walk properly, or dilated pupils. A student may be disciplined for coming to school or to a school-related event after using drugs even if the substance was not consumed on school grounds.

**Drug Sale/Distribution:** selling, attempting to sell, transferring, attempting to transfer, or distributing any prohibited substance or look-alike drug, as defined by this policy.

- Any student found to be involved in the sale/distribution of drugs may be suspended from school pending administrative review.
- An expulsion hearing may be scheduled and the local police department will be contacted.

**Excessive Referrals:** accumulating repeated referrals from level 1 and/or level 2

**Extortion:** Obtaining property and/or money through threats or force

**Fighting:** engaging in physical contact or behavior with the purpose of inflicting harm to another person

**Fireworks:** The possession or detonation of fireworks and/or other explosive or incendiary devices is prohibited. A firework is defined as a device with a wick containing gunpowder and other combustible chemicals that causes an explosion when ignited.

**Gang Activity:** A “gang” means any organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or act in violation of school rules, which have an identifiable sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules.

Activity includes but is not limited to:

- wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign or other items which evidences membership or affiliation in a gang
- committing any act or using communication either verbal or non-verbal (gestures, handshakes, etc.) showing membership, affiliation with a gang or requirement
- drawing gang related graffiti on any item in or around school or distributing gang related literature

**Gross Misconduct:** any conduct, behavior, or activity which causes or may reasonably lead school authorities to forecast substantial injury, disruption, or interference with school environment or the rights of other students or school personnel

**Intimidate, Threaten, or Bribe:** any aggressive or negative gesture, or written, verbal, or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the education of any student or the school environment

**Possession of Stolen Goods:** Having stolen goods on one’s person or in one’s personal belongings regardless of whether or not one has knowledge of the ownership.

**Sexual Harassment:** any unwanted, unwelcome sexual advances, physical contact, inappropriate touching, verbal, non-verbal or written remarks towards students, staff, or others in the school community

**Theft Major:** taking, removing, or possessing, without permission, property that belongs to others

**Vandalism:** vandalizing school or private property, which is lawfully on school premises, or being used in conjunction with a school-related activity

**Violation of Catalyst Agreement:** not upholding the expectations expressed in the written agreement

**Violation of Final Contract:** Breaking a stipulation of any behavioral contract or agreement.

**Weapons:** using, selling, possessing, transferring, or controlling of firearm, knife, or any item that can be used to inflict bodily harm

**If a student sees a weapon on school property, at school bus stop, or on a school bus, the student should never touch the weapon. That student must go immediately to an adult and inform them about the location of the weapon.**

**Weapons – “Look-alike”:** use, sell, possess, transfer, or control of a “look-alike” weapon. A “look-alike” is any substance or item which is not, but reasonably appears to be, is believed to be, or is represented to be, the real substance or item.

### **Definition of Consequences**

**Detention/After-School Assignment (ASA)** is a period of time assigned by a Dean, Administrator, or teacher for the purpose of remediation of minor behavior problems. Detentions are typically assigned to be served for one, two, three, or four hours depending on the infraction.

**Social Probation** occurs when students are not be allowed to attend, or participate in before or after school activities for a period of time determined by the school administration.

**Alternative Learning Center (ALC)** is when a student is assigned to the ALC (in-school suspension). During which time the student is scheduled in the ALC room where he/she is directly supervised throughout the school day. The student is expected to complete his/her normal school work. Credit is given for completed work, and the student is considered present at school.

**Catalyst Program** is a **one-time intervention** offered at the discretion of the assistant principal in charge of discipline based on specific criteria for students facing suspendable offenses. Its mission is to coordinate school, home, and community resources to help students manage behaviors that endanger their safety, or put them at risk for academic failure. The program is a purposeful attempt to apply multiple intervention strategies that empower the student to successfully navigate into a positive school environment.

Key components include, but not limited to, academic study time, in-school community service, individual and / or group counseling with a focus on life skill building, review of student’s four-year academic progress, post-secondary goal setting / career exploration, as well as victim impact / restitution and peer conflict resolution, if applicable.

**Catalyst Agreement** a Catalyst Agreement is a written notification of behavior expectations and potential consequences for student actions. Catalyst Agreement consequences may include removal from class, suspension from school, in accordance with District policy and procedures and/or administrative action that may lead to expulsion proceedings in accordance with District policy and procedures

**External Suspension** is a temporary removal from school. Authorization has been delegated to the superintendent and building principals, assistant principals, and deans to temporarily remove students from school and all school-related activities for a period not to exceed ten (10) school days per incident.

- Out-of-school suspensions of 3 days or less will only be used if a student’s continuing presence in school poses a threat to school safety or a disruption to another student’s/other students’ learning opportunities. A “threat to school safety or a disruption to another student’s/other students’ learning opportunities” will be determined on a case-by-case basis by school officials. School officials will make all reasonable efforts to resolve such threats and address such disruptions without imposing suspension and to minimize the length of student exclusions to the greatest extent practicable.
- Out-of-school suspensions for four days will only be used if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's continuing presence in school would either: (i) pose a threat to the safety of another student/other students, staff, or a member/members of the school community, or (ii) substantially disrupt, impede, or interfere with the operation of the school. A “threat to the safety of another student/other students, staff, or a member/members of the school community” and “substantially disrupt, impede, or interfere with operation of the school” will be made by school officials. The determination of whether “appropriate and available behavioral and disciplinary

interventions have been exhausted" will be made by school officials. School officials will make all reasonable efforts to resolve such threats and address such disruptions without imposing suspension and to minimize the length of student exclusions to the greatest extent practicable. The school will document whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions.

- Students who are suspended out-of-school for longer than four days will be provided appropriate and available support services during the period of their suspension, and the same requirements set forth above for four day suspensions will be applied. "Appropriate and available support services" will be determined by school officials, who will document whether such services are provided and whether it is determined that there are no such appropriate and available services.
- Before suspension, the student shall be provided a conference during which the charges, and the disciplinary action under consideration at the time, will be explained and the student will be given an opportunity to respond.
- A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
- Any suspension shall be reported immediately to the student's parent(s)/guardian(s), along with a written notice of the suspension containing a full statement of the reasons for the suspension and notification of the right to a review of the suspension. A summary of the notice, including the reasons for, and the length of the suspension shall be given to the Board of Education. The request for a review must be received in writing by the Superintendent or designee within five (5) calendar days of receipt of the notice. However, if an expulsion hearing is scheduled in connection with the same incident, the request for a review must be received in writing by the Superintendent no later than the day before the expulsion hearing.
- Upon a timely request of the parent(s)/guardian(s) for a review, a hearing on the suspension shall be conducted by the Board of Education or at the Board's option, its Hearing Officer. At the hearing, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its Hearing Officer and may be represented by counsel. If a Hearing Officer is used, the Hearing Officer shall prepare for the Board a written summary of the evidence and other pertinent information presented at the hearing. After presentation of the evidence or receipt of the Hearing Officer's report of the hearing, the Board shall review the matter and take such action as it finds appropriate. The Board will provide the parents or guardians a written decision that includes: (1) the specific act of gross disobedience or misconduct that results in the suspension; (2) a rationale as to the duration of the suspension; (3) for suspensions of greater than 3 days, whether it was determined that no other appropriate interventions were available; and (4) for suspensions of greater than 4 days, whether appropriate and available support services were provided during the suspension or whether no appropriate services were available.
- The School will facilitate the re-engagement of students who are suspended out-of-school.
- Suspended students, including those suspended from the school bus who do not have alternate transportation to school, will be given the opportunity to make up work for equivalent academic credit. It is the responsibility of the student's parents or guardian to notify school officials that a student suspended from the school bus does not have alternate transportation to school.

**Expulsion or Suspension by the Board of Education** is the removal of a student from school and all school related activities by the Board of Education, not exceed two calendar years.

- In order to expel a student, school officials must find that the student's continuing presence in school poses a threat to the safety of another student/other students, staff, or a member/members of the school community or would substantially disrupt, impede, or interfere with the operation of the school, as those terms are discussed in the suspension section, above. School officials will take reasonable steps to resolve such threats and address such disruptions without imposing expulsion and to minimize the length of any removal from school. Moreover, school officials will make the determination that other appropriate and available behavioral and disciplinary measures have been exhausted, as those terms are discussed in the suspension section, above.
- Expulsion shall take place only after the student's parent or guardian has been provided with written notice of the charges and the parent or guardian has been requested to appear at a meeting

of the Board, or with a hearing officer appointed by it, to discuss your behavior. This request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The Board, 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, s/he shall report to the Board a written summary of the evidence heard at the meeting, and the Board may take such action thereon as it finds appropriate.

- During the expulsion hearing, the student and the student’s parent/guardian may be represented by counsel, present witnesses, other evidence, and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer’s report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
- If the Board acts to expel the student, the written decision will detail the specific reasons why removing the student from the learning environment is in the best interest of the school and will be submitted to the parents. The expulsion decision will also include a rationale as to the specific duration of the expulsion. The Board may refer students who are expelled to appropriate and available support services.
- The School will facilitate the re-engagement of students who are expelled.

**Due Process Appeal Procedure** is an appeal procedure afforded only to students that have been suspended. The district affords a due process appeal procedure only for external suspensions as set forth above and in Board policy.

**Additional Definitions**

**Behavior at Events**

Attendance at District 202 extracurricular events or activities is a privilege and not a right. Courteous, polite, sportsmanlike behavior is an expectation for all students at stadium, auditorium, gymnasium, and field house events at Plainfield District 202 and at other locations. Students who misbehave will be referred to the deans’ office. Students who do not display proper sportsmanship or decorum may be asked to leave a particular event or activity and will not be allowed to re-enter.

- **1<sup>st</sup> Offense:** A student who is asked to leave an extracurricular event may be put on social probation and not allowed to attend any extracurricular events for a period of time determined by school administration.
- **2<sup>nd</sup> Offense:** A student who is asked to leave an extracurricular event may not be allowed to attend any extracurricular events for up to one calendar year

**Types of Bullying may include, but are not limited to:**

<b>Physical Bullying</b>	<b>Verbal Bullying</b>	<b>Emotional/Social Bullying</b>
hitting, punching, pinching, tripping, kicking, pushing, scratching, spitting, damaging/stealing property, throwing objects, hiding/taking belongings	teasing/name calling, making offensive remarks, making discriminatory remarks, insulting someone, threatening someone, repeated teasing, intimidating someone, cyber bullying (on-line), inappropriate texting, gender demeaning remarks	leaving people out, spreading rumors, excluding someone, ignoring someone, making fun of someone, stopping people from befriending someone, gossiping

See the District’s Policy prohibiting bullying and harassment for further explanation of prohibited conduct.

**Bus Regulations and Conduct**

The Board of Education expects that student conduct on school buses be in keeping with the high standards

expected of students while they are in school. Security cameras are present on school buses to monitor student behavior. The security cameras record both audio and video of the students' bus ride to and from school. The bus driver is in full charge of the bus and its passengers at all times. All school rules and behavior expectations for students as defined in the Student Discipline policy and the Student Handbook are applicable while traveling to and from the bus stop, waiting at the bus stop, boarding the bus, riding the bus, and disembarking from the bus. In addition, violations of the below regulations may result in disciplinary action by school administration:

- Students may ride only on their assigned bus (the District no longer honors bus change requests).
- Students may only enter and exit the bus at their assigned stop.
- Students must be at the assigned stop five (5) minutes prior to scheduled pick-up.
- Students must be courteous to students and neighbors at bus stops.
- Loud talking, singing, or profanity is not allowed.
- Students must always remain in their seat while the bus is in motion.
- Eating, drinking, or smoking is not allowed on the bus.
- Throwing objects in, out of, or at any bus is prohibited.
- Payment of damage incurred to the bus by students is the responsibility of the parent.

**THE ADMINISTRATION OR BOARD OF EDUCATION MAY SUSPEND OR DENY A STUDENT TRANSPORTATION IF HIS/HER CONDUCT WARRANTS SUCH ACTION, IN ACCORDANCE WITH DISTRICT POLICY AND PROCEDURES, IN WHICH CASE THE PARENTS BECOME RESPONSIBLE FOR SEEING THAT THE STUDENT ARRIVES TO AND FROM SCHOOL.**

Inappropriate bus behavior may result in, but is not limited to: verbal warning, assigned seat, parent contact, bus suspension, student contract, or permanent removal from bus, ALC, up to a 4-hour detention, social probation, suspension, or expulsion in accordance with District policy and procedures.

### **Cafeteria**

Students have responsibilities in the cafeteria including good table manners.

- Each student is responsible for disposing of his/her own trash. Trash in immediate seating area, even under the table, is considered to be the responsibility of students at the table.
- Students may be assigned clean-up duty at the discretion of supervisory personnel.
- Misbehavior in the cafeteria may result in assigned seats, loss of cafeteria privileges, and assignment to the alternative learning center, suspension, or any combination of these.
- No food or drink may be consumed outside of the cafeteria.
- Students are expected to be on time to the cafeteria for lunch just as they are for any other class or destination on their schedule.
- Students who are in an unauthorized area during their lunch period will be referred to the dean.
- Students are required to use their current school ID to purchase a school lunch.

The Plainfield CC School District 202 participates in the National School Lunch Program. Students who qualify for this program may receive a free or reduced price lunch.

**Free and Reduced price meals:** Any student wishing to participate in the free/reduced meal program must have an application on file. To apply online go to: [www.plainfield202.heartlandapps.com](http://www.plainfield202.heartlandapps.com) Guardians will need the child's date of birth, grade, and school name. A paper application may be obtained from any District school. Meal applications are valid for one school year only. A letter will be mailed once your application has been processed.

**Meal prices** are listed online at: [www.psd202.org](http://www.psd202.org)

**Charge Policy:** Students at the high school level will not be extended credit for the purchase of meals. Student accounts (set up by student ID numbers) are utilized to deposit funds for meal and/or a la carte purchases. Funds can be added at any time. Parents may deposit any dollar amount. Payments may be dropped off in the office or the cafeteria. Payments may be made by cash or check and must be enclosed in an envelope with your child's name and student ID number.

**Menu:** To get a monthly menu visit our main webpage at: [www.psd202.org](http://www.psd202.org)  
For any questions about the menu please contact: Aramark at 815-436-6270.

MySchoolBucks is our online payment portal; giving guardians a quick and easy way to manage and add funds to your student's meal account. Parents/guardians can view recent purchases, see current balances, and add funds with no additional service charges. Enrollment is easy!

1. Go to [www.mySchoolBucks.com](http://www.mySchoolBucks.com) and register for a free account. A confirmation email will be sent to the address you provide; click on the link included in the email to activate your account.
2. Once your account is activated you may begin adding funds to your student's lunch account. The student ID and school name will be required.
3. Funds may be added to your student's account with your Visa, MasterCard, Discover Card, debit card, or electronic check\* with no additional service charge. Money deposited into mySchoolBucks.com appears in the student account within 24 hours.
4. An added benefit of mySchoolBucks is the "Set it and forget it" payment option which allows you to schedule automatic payments to your student's meal account. Funds can be added weekly, monthly or when the balance hits a specified amount. Simply choose the "Setup a payment schedule" option during checkout. This feature will allow you to automatically replenish your student's account on your own terms.

Once you've signed up, you can fund your student's account at [www.mySchoolBucks.com](http://www.mySchoolBucks.com) or on the mobile app, which is available for iPhone and Android devices. If you have any questions about mySchoolBucks you can email [parentsupport@myschoolbucks.com](mailto:parentsupport@myschoolbucks.com) or call 1-855-832-5226.

### **Lockers**

Plainfield School District 202 retains ownership of lockers. Students are granted limited use of the lockers. The following rules apply:

- School administration may access the lockers at any time.
- District 202 is not responsible for lost or stolen personal articles.
- Lockers are issued to individual students. The sharing of lockers by two or more students is prohibited, unless assigned by the deans' office. Therefore, students are responsible for the contents of the locker issued to them.
- Any item that is reasonably considered a problem for health, safety or effective management of the education process is banned from lockers.
- Locker combinations should be carefully guarded and should not be given to any other student.

Plainfield School District 202 is **NOT** responsible for any items left in lockers after the official last day of school or after a student has been withdrawn.

### **Look-alike**

A "look-alike" is any substance or item which is not, but reasonably appears to be, is believed to be, or is represented to be, the real substance or item. Examples include, but are not limited to a toy gun, which could be difficult to distinguish from an actual gun; a green leafy plant material, which is not, but is claimed, believed or appears to be marijuana.

### **Possession**

"Possession" means having any knowledge of, and any control over, an item. Control includes, but is not limited to, having access to an item in a school locker, personal effects, a vehicle, or other place where the item is located. It is not necessary that a student intend to control the item. A student may acquire knowledge of an item visually, or by being told about the item, or through other sensory perception. A student's knowledge will be determined based on the surrounding circumstance, not just the student's statements. For example, "forgetting" that an item is in one's locker, personal effects, or vehicle does not constitute lack of knowledge. Also, for example, coming onto school grounds or to a school-sponsored event in a vehicle, which the student knows contains an item, constitutes possession of the item, even if the vehicle or the item is not the student's.

This provision on possession applies to any policy or rule which regulates or prohibits possession of any item, such as weapons or drug paraphernalia, and such substances as tobacco, alcohol, drugs, drug residue, synthetics, and look-alike of such items or substances. There is no minimum amount that determines possession.

### **Student Searches and Seizures**

To maintain safety and security, school administration is authorized to conduct searches of school property and equipment, as well as of students and their personal belongings. "School administration" includes school liaison



police officers.

### **School Property, Equipment and/or Personal Belongings**

- School administration may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal belongings left by a student, without providing notice or requesting consent from the student. Students have no reasonable expectation of privacy in these places or in their personal belongings.
- The school administration may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, other school property, and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.
- School administration may search a student and/or the student's personal belongings in the student's possession (such as purses, wallets, book bags, lunch boxes, vehicle, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct policies.

### **Seizure of Property**

- If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school administration, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

**Trespass:** Students enrolled in Plainfield School District 202 shall not gain access to any schools in the district without prior notification and approval from the schools administration.

## **Clubs and Activities**

### **Athletic and Extra-Curricular Rules (No Pass/No Play)**

Plainfield School District 202 high schools, Illinois High School Association members, have adopted the IHSA's rules and standards for academic eligibility for athletics and participants in non-athletic clubs and activities. For competitive clubs and organizations, the eligibility check would be the same as athletics (on a week by week basis). For non-competitive clubs and organizations, the eligibility check would be semester by semester. The IHSA has set the eligibility requirements as passing 20 hours per week or passing grades in five subjects.

### **Spectator Conduct and Sportsmanship Policy for Athletic and Extracurricular Events.**

Also, refer to District 202 Board Policy File:KR "Spectator Conduct and Sportsmanship Policy for Athletic and Extracurricular Events"

In order to gain admittance to a high school athletic or extracurricular event, middle school and high school students must present his/her school ID.

### **Attendance Policy for Extracurricular Events**

A student must be in attendance for the full day, to be eligible to participate in extracurricular (athletic and non-athletic) events or practices. Administrative approval for pre-arranged absences or emergency situations will supersede this requirement. Emergency situations will be dealt with on a case-by-case basis.

### **Extracurricular Disciplinary Code**

Participating in student activities is considered an extension of, but separate from, the regular high school curriculum. While the regular curricular program is a right afforded to each student, participation in the extracurricular program is a privilege and, as such, carries certain expectations beyond those found in the normal

classroom situation. The important goals of the activities program are to give students direction in developing healthy living habits, discipline, leadership, teamwork, opportunities to participate in fun activities, and respect for rules and regulations. It is to these ends that an extracurricular discipline code is established for young people taking part in the student activities program.

The acceptance of participation in student activities involves a commitment by the participant to adhere to the extracurricular disciplinary code as developed by District 202. It is the responsibility of the coaches and sponsors to inform participants of the code and to enforce the code in a fair and consistent manner. It is the participant's responsibility to be aware of the code and to adjust behavior accordingly so that it becomes unnecessary for a coach or sponsor to have to enforce the code.

A participant in extracurricular activities will not attend or host a party or the participant's parent(s) (guardian) or family members will not host a party of high school students at which alcohol, tobacco or any controlled substances are provided or at which the use of any such substance is permitted.

### **Consent for Participation, Emergency Medical Treatment and Waiver**

Please read this form carefully and be aware that participation in the athletic/activities program(s) for which your child (ward) is being registered entails, like participation in virtually all recreational activities, certain risks that cannot be entirely eliminated.

I hereby give consent for my child (ward) to participate in the athletic/activities program(s). I recognize and acknowledge that there is a degree of risk that my child may sustain personal injury or damage to property in the course of partaking in such activities, and that District 202 high schools do not cover participants for any type of medical costs.

I hereby fully release and discharge District 202 high schools and their officers, agents, servants, and employees from any and all claims for injuries (including death), damage, or loss which I may have or which may accrue to me on account of my child's (ward's) participation in the program(s). I further agree to indemnify and hold harmless Plainfield Community Consolidated School District 202 and its officers, agents, servants, and employees from any and all claims and expenses (including attorney's fees), resulting from injuries (including death), damages, and losses sustained by me and arising in any way out of my child's (ward's) participation in said programs.

### **Examples of Competitive Clubs and Organizations**

All Athletic Teams - Speech Team - Scholastic Bowl - Math Club  
Performance Band - Performance Chorus - Chess Club

### **Examples of Noncompetitive Clubs and Organizations**

Class Officers - Student Council - Newspaper - Yearbook - Fall Play  
Spring Musical - National Honor Society - Art Club - BioExplorations - French Club - Spanish Club - German Club - Literary Club

Check your school's web site for clubs offered. Note that some clubs do have a membership fee.

### **Co-Curricular Expectations**

Students are expected to comply with the following every day, everywhere, and all year:

1. Students must meet all academic and behavior guidelines and strive for excellence in academics as well as extracurricular activities.
2. Students are representatives of their school and community. Their conduct must reflect this responsibility.
3. Students are to conduct themselves in a sportsmanlike and ethical manner and follow the rules at all times. Good sportsmanship is a prime objective at our school and is expected of its competing participants.
4. Students must abide by the decisions of, and show respect toward, the supervisors, advisors, and judges who are charged with administering the contest or activity.
5. Students are to respect the talent and efforts of their peers, participants from opposing schools, and their advisors and sponsors. Any disrespect shown these individuals is in bad taste and cannot be condoned.
6. Respect must be given to fellow students as individuals. Racial, ethnic, or other prejudice has no place in extracurricular activities.
7. Students must be on time to, and regularly attend all organizational meetings, practices, and contests; comply with all rules; and accept constructive criticism from the supervisors, advisors, or judges.
8. District 202 high schools have adopted the weekly and semester academic standard of the IHSA to determine the academic eligibility of non-athletic extracurricular participants.
9. Students must not use, be in possession of, or be involved with tobacco, marijuana, controlled substances or drugs not properly prescribed to the student, or any other intoxicating substance. A student must not attend

or host a party, and the participant's parent(s)/guardian or family members will not host a party, of high school students or minors at which alcohol, tobacco or any controlled or other improper substances are provided or at which the use of any such substances is permitted.

### **Penalties for Violations for All Clubs**

- 1<sup>st</sup> Offense –  $\frac{1}{4}$  of activities = 9 weeks
- 2<sup>nd</sup> Offense –  $\frac{1}{2}$  of activities = 18 weeks
- 3<sup>rd</sup> Offense – 1 calendar year
- 4<sup>th</sup> Offense – Remainder of career

Suspension will be for scheduled dates – any dates rescheduled will be served. In the case of “cross-over” suspensions, any remaining consequences will be pro-rated to next activity season based on percentage remaining (no less than one event).

### **Voluntary Admission**

Voluntary admission or self-reporting of any non-athletic code violation will result in the penalty being reduced by half.

Voluntary admission means that the student reports the violation to the administration, dean of students, or club sponsor before information of the violation has been obtained by the coach or another school official from other sources, or acknowledges the violation immediately upon initial questioning about the violation by the sponsor or other school official.

This provision may be used only once by any student during his/her high school career on a first offense.

**Plainfield Community Consolidated School District 202  
High Schools Club and Activity Code**

**Club/Activity** \_\_\_\_\_

**Student Name** \_\_\_\_\_

**ID #** \_\_\_\_\_ **Grade** 9 10 11 12

**Date of Birth (MMDDYY)** \_\_\_\_\_ **Age** \_\_\_\_\_

**Father's Name** \_\_\_\_\_

**Mother's Name** \_\_\_\_\_

**Home Phone** \_\_\_\_\_

**Father's Work #** \_\_\_\_\_ **Cell #** \_\_\_\_\_

**Mother's Work #** \_\_\_\_\_ **Cell #** \_\_\_\_\_

**Insurance Waiver**

My child (ward) \_\_\_\_\_ is fully covered by my insurance and we do not wish to apply for the school insurance for sports coverage. I understand that I waive all responsibility for the school insurance in the event of injury.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Consent for Participation and Emergency Medical Treatment and Waiver**

I/We have read the entire document within the student handbook, understand and agree to abide by its terms.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Consent Form**

We have read the extracurricular activity code and agree to abide by the guidelines set forth.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **STUDENT ATHLETICS**

District 202 has a \$130 sports participation fee for an athlete to participate on an athletic team. This fee must be paid prior to the first contest. A physical and Plainfield Community Consolidated School District 202 Athletic Code must be on file in athletic office prior to practice/tryout.

All tryouts and/or memberships begin on IHSA start dates.

### **Fall Sports**

Cross Country  
Football  
Golf  
Poms  
Sideline Cheer  
Soccer – Boys  
Student Athletic Training Program – Boys and Girls  
Swimming – Girls  
Tennis – Girls  
Volleyball – Girls

### **Winter Sports**

Basketball – Boys and Girls  
Bowling – Boys and Girls  
Competitive Cheer  
Gymnastics - Girls (IHSA Individual State Series Only)  
Poms  
Student Athletic Training Program – Boys and Girls  
Swimming – Boys  
Wrestling

### **Spring Sports**

Baseball – Boys  
Badminton – Girls  
Gymnastics – Boys (IHSA Individual State Series Only)  
Lacrosse – Boys and Girls  
Soccer – Girls  
Softball – Girls  
Student Athletic Training Program – Boys and Girls  
Tennis – Boys  
Track & Field – Boys and Girls  
Volleyball – Boys

### **Illinois High School Association (IHSA)**

District 202 high schools are members of the Illinois High School Association (IHSA) based in Bloomington, Illinois.

### **Philosophy**

Our athletic program is guided by the philosophy that interscholastic activities are an important part of the total education program. A successful sports program generates a sense of school pride for the participants, student body, faculty, and community. Our sport programs strive to teach “Life Skills” as well as individual skills.

The objective goes beyond just the learning of skills for a particular sport. Students who participate in the program will hopefully enjoy a competitive spirit, self-control, camaraderie with teammates and a sense of personal self worth. Leadership skills, loyalty, self-discipline are character traits gained through participation. But most of all, the student should grow, learn and enjoy the experience. Athletics must, however, never overshadow the main purpose of an education. A “win at all costs” attitude is detrimental to the educational process. Athletes are encouraged to participate in a variety of school-sponsored activities.

### **Athletic Code**

Participating in interscholastic activities is considered an extension of, but separate from, the regular high school curriculum. While the regular curriculum program is a right afforded to each student, participation in the athletic program is a privilege and, as such, carries certain expectations beyond those found in the normal classroom

situation. The important goals of the athletic program are to give students direction in developing healthful living habits, discipline, leadership, teamwork, opportunities to participate in fun activities, and respect for rules and regulations. It is to these ends that a code is established for young people taking part in the athletic program.

The acceptance of participation in athletics involves a commitment by the participant to adhere to this code. It is the responsibility of the coaches and sponsors to inform participants of the Code and to enforce the Code in a fair and consistent manner. It is the participant's responsibility to be aware of the Code and to adjust behavior accordingly so that it becomes unnecessary for a coach or sponsor to have to enforce the Code.

**Athletes are expected to comply with the following every day, everywhere and all year:**

1. Athletes must meet all academic and behavior guidelines and strive for excellence.
2. Athletes are representatives of their school and community. They are to conduct themselves in a sportsmanlike and ethical manner and play by the rules at all times; be humble in victory and gracious in defeat. Good sportsmanship is a prime objective in Plainfield Community Consolidated School District 202 and is expected of its participants.
3. Athletes must abide by the decisions of, and show respect toward, the game officials who are charged with administrating the contest.
4. Athletes are to respect the talent and efforts of opposing players and coaches. Any disrespect shown opposing players, coaches and fans will not be tolerated.
5. Athletes will not participate in any activities involving harassment, hazing, and bullying, as defined by school policy.
6. Racial, ethnic or other prejudice has no place in competitive athletics. Respect must be given to fellow athletes for themselves and not according to race, creed or religious or other beliefs.
7. Athletes must comply with the requirements of this handbook, including the transportation, equipment, and attending parent meeting.
8. Athletes must be on time to, and regularly attend all team practices and contests, and comply with all team rules and accept constructive criticism from the coach.
9. In the event an interscholastic athlete elects to quit a sport prior to the completion of the season; or in the event where an athlete is removed from a team for disciplinary reasons, that athlete may be restricted from participating in pre-season open gym sessions for the upcoming season.
10. Athletes must meet all IHSA requirements.
11. Athletes must not use, be in possession of, or be involved with tobacco, marijuana, controlled substances or drugs not properly prescribed to the athlete, or any other intoxicating substance. An athlete will not attend or host a party, of high school students or minors at which alcohol, tobacco or any controlled or other improper substances are provided or at which the use of any such substances is permitted.
12. Athletes must exhibit good sportsmanship both as an athlete in competition and as a spectator at a contest. An athlete who is ejected from a game as a spectator will be subject to consequences at the discretion of the athletic director, assistant principal, or principal.

**Non-Student Spectator Conduct and Sportsmanship Policy**

When a spectator at a Plainfield Community Consolidated School District 202 athletic or extracurricular event is ejected from the event for exhibiting un-sportsmanlike, disruptive, or disrespectful behavior, the following requirements must be satisfied:

1. An administrator and/or law enforcement officer will escort the spectator off school grounds.
2. The spectator will receive, through certified mail, notice of a meeting with the building administrator or designee to discuss the facts of the incident.
3. Within 48 hours of that meeting, the spectator will be informed of the administrative disposition.

**Disciplinary Action**

An athlete accused of a violation of the Athletic Code will be informed of the charge and given an opportunity to respond. Discipline will usually be handled by the coach, but suspensions pertaining to Athletic Code violations may only be done by the principal, assistant principal, athletic director or assistant athletic director.

Penalties for violations for the Athletic Code will be carried over from one sport season to another or from one school year to the next. If a violation occurs out of season, the penalty will begin during the athlete's next season. Athletes must successfully complete the penalty portion of the violation before the athlete may compete in any interscholastic competition. Failure to complete the season will result in the penalty being served in the athlete's next season. Athletes are expected to attend all practices and games while serving an athletic suspension.

The following disciplinary actions may be taken for violation of the Athletic Code, in addition to any action taken as part of regular school discipline under the parent/student handbook.

All violations will be imposed as appropriate to the particular circumstances as approved by the principal, assistant principal, athletic director or assistant athletic director.

The violations include, but are not necessarily limited to:

- Use or possession of tobacco products including electronic cigarettes or Vape
- Harassment, hazing, or bullying
- Possession, consumption, or distribution of any drug, intoxicant, or alcohol
- Weapon violations
- Vandalism
- Assault or battery
- Theft
- Gross Misconduct
- Other major violations as defined in student handbook

The following consequences will be enforced:

Sport	1 <sup>st</sup> Offense ¼ Season	2 <sup>nd</sup> Offense ½ Season	3 <sup>rd</sup> Offense 1 Calendar Year	4 <sup>th</sup> Offense Remainder of Career
Badminton (16 games)	4	8	↓	↓
Baseball (35 games)	8	18		
Basketball (21 games)	5	11		
Bowling (20 dates)	5	10		
Cheerleading (Fall 9 performances)	2	5		
Cheerleading (Winter 21 performances)	5	11		
Cross Country (18 dates)	4	9		
Football (9 games)	2	5		
Golf (18 dates)	4	9		
Poms (Fall 5 performances)	1	3		
Poms (Winter 11 performances)	2	6		
Soccer (17 matches)	4	9		
Softball (35 games)	8	18		
Swimming (17 meets)	4	9		
Tennis (18 dates)	4	9		
Track (18 dates)	4	9		
Volleyball (21 matches)	5	11		
Wrestling (21 matches)	5	10		

\*Language & maximum season as defined by IHSA

Voluntary admission or self-reporting of any athletic code violation will result in the penalty being reduced by half.

Voluntary admission shall occur when a student or parent initiates communication and admission with a certified employee of the school district before the student is arrested, ticketed, detained, confronted or apprehended by any law enforcement personnel, school personnel, or other governmental personnel.. The student may use voluntary admission only one time during his/her high school career and a student may not use voluntary admission if the rule infraction is already known by the school.

This provision may be used only once by any athlete during his/her high school career on a first offense.

### **Athletic Eligibility**

Every athlete interested in the interscholastic athletic programs must be in strict compliance with IHSA, Southwest Prairie Conference, and Plainfield Community Consolidated School District 202 eligibility requirements.

### **Eligibility Rules**

To be eligible to participate in the interscholastic athletic program at Plainfield Community Consolidated School District 202 each interested athlete must clear the eligibility clearance procedure. To do so, the interested athlete must:

1. Submit the completed “Athletic Code” Via the athletic website registration process.
2. Athletic Physical Form – each interested athlete must show proof of an examination by a physician. Freshmen athletes may count their freshman entrance physical toward this requirement as long as it was within 395 days of when they will be competing. Sophomore, junior, and senior athletes must have a sports physical on file each year that is within 395 of when they will be competing.
3. Students wanting to participate in athletics must be up to date on all past and present school fees and pay the seasonal athletic fee by the date established for each season.

### **Academic Eligibility**

In order to maintain eligibility in season, each athlete must meet IHSA weekly academic standards as well as semester academic standards.

### **Transfer Students**

Any student that transfers to Plainfield Community Consolidated School District 202 or within Plainfield School District 202 High schools must meet IHSA transfer requirements to determine whether or not they are eligible for interscholastic athletics. All transfer rulings are decided on a case by case basis by the IHSA executive director and are considered final.

### **Attendance Policy**

A student must be in attendance for 4 periods of the day unless approved by the athletic office, on the day of competition to be eligible to participate in athletic events or practices. Administrative approval for pre-arranged absences or emergency situations will supersede this requirement. Emergency situations will be dealt with as they arise.

### **Parent Expectation Meeting**

Parents are encouraged to attend an expectation meeting for their child’s sport. This meeting provides the opportunity to listen and ask questions of the rules, regulations, and policies of the sport and athletic department. Meetings will be held at the beginning of each season.

## **General Information**

### **Equipment/Uniforms**

Students participating in athletics are responsible for the care of the equipment and the safe return of all equipment and uniforms issued to them. The athlete will be charged the replacement value of any equipment not returned or damaged beyond normal wear and tear. Athletes will not be allowed to receive awards or participate further in the athletic program until all equipment and uniforms are returned and paid for.

### **Injuries**

All injuries, no matter how minor in nature, should be reported to the team’s coach or trainer immediately. This will help to prevent minor injuries from getting worse. If an athlete must see a physician for an injury, the athlete will not be allowed to resume practicing or competing without the physician’s consent. Students that are believed to have a concussion will follow the Plainfield School District 202 return to learn and return to play policy before being eligible to compete.

Student/Athlete Concussions and Head Injuries: BOE Policy 7:305

Plainfield CCSD 202 manages concussion injuries using a stepwise return to learn and return to play protocol.



1. All student athletes are required to sign an Agreement to Participate and a Concussion Information Form each school year before participating in an interscholastic activity or event, including try-outs.
2. Any student suspected of sustaining a concussion will be immediately removed from participation in athletics or physical education and referred to a physician.
3. The student will begin a stepwise Return-to-Learn and in-season athletes and band will also complete a graduated Return-to-Play protocol, developed by the Plainfield 202 Concussion Oversight Team. The student must be cleared by physician, advanced practice nurse, or physician's assistant for return to full PE, band, or athletic participation.

Students must complete the Return to Learn and Return to Play protocols following a force of impact believed to have caused a concussion. If at any time post-concussion symptoms occur during the graduated return, there will be at minimum a 24hr rest period. Once asymptomatic, following the rest period, the student/athlete will drop back to the previous asymptomatic level and the progression will resume. If a student athlete sustains more than one concussion per year that student must be cleared by a neurologist before return to athletic activities.

Students/Athletes will only be allowed to return to physical education, athletic practice or competition after the Return to Learn and Return to Play protocols are completed and the school receives written clearance from the student's physician who is licensed to practice medicine in all its branches in Illinois.

### **Appearance**

Students who represent the school in interscholastic athletic competitions are expected to dress in a neat, respectable manner. Their actions and conduct are a direct reflection upon the overall quality of our athletic program and school. The coach or sponsor may establish rules regarding a particular dress style for their own squad.

### **Transportation**

Plainfield Community Consolidated School District 202 provides transportation to and from all out of district contests. It is required that all athletes use the transportation provided by the school district. If a need arises where an athlete must return home with a parent, a bus permission form must be filled out and signed by the parent, coach, and athletic director. This must be done 24 hours in advance. The form may be obtained through the athletic director's office.

### **Consent for Participation, Emergency Medical Treatment/Waiver, and Proof of Insurance.**

Parents/Guardians must provide proof of insurance for student athletes and agree to the emergency medical treatment and waiver for student athletes to participate in athletics. This process is completed in the athlete registration process on the school website. If Parents/Guardians do not have proof of insurance they can purchase insurance through the school district.

### **IHSA Steroid Testing Policy**

#### **Consent to Random Testing**

In January 2008, the Illinois High School Association's Board of Directors approved a plan developed by the IHSA's Sports Medicine Advisory Committee to implement random testing for steroids and performance-enhancing dietary supplements of teams and individuals qualifying for state finals competition.

During the current school term, any student-athlete who ingests or otherwise uses substance from the association's banned drug classes, without written permission by a licensed physician, to treat a medical condition, violates IHSA By-law 2.170 and its subsections, and is subject to IHSA penalties, including ineligibility from competition. The IHSA will test certain randomly selected individuals and teams that participate in state series competitions for banned substances. The results of all tests shall be considered confidential and shall only be disclosed to the student, his or her parents, and his or her school.



**Illinois High School Association**  
**Athletic Eligibility Rules—**  
**Key Provisions Regarding IHSA Rules**

## **Eligibility Rules**

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA executive director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at [www.ihsa.org](http://www.ihsa.org). You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

### **1. Attendance**

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the executive director to determine if it is "lapse in school connection" or not.

### **2. Scholastic Standing**

- A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
- B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester. (Beginning with the second semester of the previous school term)

### **3. Residence**

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
- C. You have paid tuition to attend a public school for a minimum of 7<sup>th</sup> and 8<sup>th</sup> grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7<sup>th</sup> and 8<sup>th</sup> grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or
- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

#### **4. Transfer**

A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. ***You cannot be eligible when you transfer until this form is fully executed and on file in the school office. All transfer rulings are decided on a case by case basis by the executive director of the IHSA and are considered final.***

B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.

C. If you transfer attendance from one high school to another high school, you will be ineligible unless:

1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
3. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school concur with your transfer;
4. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school concur with your transfer;
5. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;

D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA office.

E. If you transfer attendance from one school to another while you are

Ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.

F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA executive director.

G. In all other transfer situations, a ruling by the IHSA executive director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

#### **5. Age**

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

#### **6. Physical Examination**

You must annually have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination each year is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

#### **7. Amateur Status**

A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes not to exceed \$200 in fair market value. Businesses, booster clubs or other organizations wanting to contribute to such items must make the contribution to the school.

B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.

C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.

D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the executive director before you may compete again.

### **8. Recruiting of Athletes**

A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.

B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.

C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.

D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.

E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.

F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school. Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

### **9. School Team Sports Seasons**

A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:

1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.

2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.

B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

### **10. Playing in Non-School Competition**

A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.

B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.

C. If you wish to participate in a competition sanctioned by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.

D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.

E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

### **11. All-Star Participation**

A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.

B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

### **12. Misbehavior During Contests**

A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.

B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties. **The complete set of IHSA By-laws and Policies is available at**

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