

Parents' Handbook

For Grades PreK – 5

2021-2022



*Plainfield Community
Consolidated School District 202*

Superintendent's Message

Dear Parents/Guardians:

The purpose of this handbook is to provide you with important general information about your student's school and our district including, but not limited to, curriculum guidelines, transportation arrangements, and student discipline procedures. This handbook also provides you with detailed information on other important matters such as reporting a student absence, requesting make-up work during a student absence, school security, and much more. Each year, this handbook is reviewed and often amended by our elementary school administrators, and the members of the Board of Education read and formally adopt this handbook as Board policy. We encourage you, along with your student, to carefully read each section of this handbook. If you or your student have any questions pertaining to the information contained in this handbook, please contact a building administrator to seek answers or clarification.

In addition to familiarizing yourself with this information, we invite you to take an active role in your child's education by volunteering your time and talents at our schools. Research demonstrates a correlate between parental involvement in the school and student success. Your presence and your involvement in the schools sends clear messages to your student that their education is a priority to you; that school plays an important role in your life as well as their own; and most importantly, that you are invested in their success.

On behalf of the Plainfield School District 202 Board of Education, as well as our certified and non-certified staff, I welcome you to the 2021-2022 school year. We pledge to you our support as we pursue our mission of "Preparing Learners for the Future".

Sincerely,

Dr. Lane Abrell

Superintendent

**Parent's Handbook Acknowledgment Form
2021-2022 School Year**

Parents/Guardians:

The following signatures acknowledge receipt and review of the Parents' Handbook for grades PreK-5 with your child. It is also an indication that you understand the rules and the consequences of the rules.

Upon written or oral request, the Administration will make itself available to you to clarify or otherwise discuss this handbook.

Parent/Guardian's Printed Name

Student's Printed Name

Parent/Guardian's Signature

Student's Signature

Date: _____

Administration Center

15732 Howard Street
Plainfield, IL 60544
www.psd202.org

(815) 577-4000 – telephone
(815) 436-7824 – main fax

**Authorization Form:
ACCEPTABLE USE OF TECHNOLOGY POLICY (AUP)
AUTHORIZATION FORM**

******The following section must be completed by all employees, students, and users of District electronic resources ******

By signing below, I acknowledge that I have received, read, and understand the *Acceptable Use of Technology Policy (AUP)*, and any implementing administrative procedures, handbooks, and guidelines. I agree to all terms of the AUP and related materials. I understand that it is my responsibility to become acquainted with the AUP and related materials, and to keep up to date on any changes that may be implemented from time to time. I understand that I am expected to comply by the AUP and related materials, that I may not be notified immediately by the District of changes to the AUP and related materials, and that my ignorance of the AUP and related materials is not an excuse for a violation or other misconduct. I understand that I may be disciplined (up to and including suspension and expulsion, for students, and dismissal, for employees) and/or subject to other legal action for violations of the AUP and related materials.

User's Full Name and Date of Birth (please print)	User's Position (for Employees), Grade (for Students), or Relationship with District (for All Other Users) (please print)
User's Signature	Date

*****The following section must be completed by each student user's parent/guardian *****

As the parent/guardian of the student signing above, I acknowledge that I have received, read, and understand the *Acceptable Use of Electronic Resources (AUP)*, and any implementing administrative procedures, handbooks, and guidelines. I agree to all terms of the AUP and related materials for myself and for my student. I understand that it is my responsibility to make sure my student and I are acquainted with the AUP and related materials and keep up to date on any changes that may be implemented from time to time. I understand that my student is expected to comply with the AUP and related materials, that my student and I may not be notified immediately by the District of changes to the AUP and related materials, and that my or my student's ignorance of the AUP and related materials is not an excuse for a violation or other misconduct. I understand that my student may be disciplined (up to and including suspension and expulsion) and/or subject to other legal action for violations of the AUP and related materials. The AUP is posted on the District 202 website under "Parents & Students".

Parent/Guardian's Full Name	
Parent/Guardian's Signature	Date

Plainfield Community Consolidated School District 202

Basic Educational Philosophy

We believe that the primary function of the school is to provide learning experiences, which help each child to achieve his/her maximum intellectual development. The Plainfield Community Consolidated School District 202 shares with other social agencies the responsibility for social, physical, emotional, and moral growth.

We believe that the successful performance of this function will provide for each child the fundamentals for competent citizenship in a democratic society.

District Mission Statement

We Prepare Learners for the Future

The mission of Plainfield School District 202 is to serve the community as the primary source of comprehensive, high quality education in a trusting, supportive environment – to develop, at all levels, responsible, successful citizens by providing an education, in cooperation with home and community, which fosters each individual's value, uniqueness, and importance and promotes lifelong learning in an ever-changing society.

Board of Education

The Plainfield School District 202 encompasses approximately 64 square miles. It is governed by an elected, seven-member Board of Education. Members of the Board of Education are as follows:

Dr. Kathy Baxter
Heather Roach
Tresa Howard-Collins
Kevin Kirberg
Barbara Seiden
Toni Galan
Rod Westfall

Board of Education meetings are held at 7:30 p.m. on the second and fourth Monday of each month, except during the months of July, August, and December when only one meeting is scheduled. (Closed sessions are held from 6:30 p.m.-7:30-p.m. prior to regular meetings). Agendas for each meeting are posted in advance at the District Office. The public has the right and is encouraged to attend these meetings. For information concerning Board of Education meetings contact the District Office at (815) 577-4000.

Administration
Plainfield Community Consolidated School District 202
Administration Center
15732 Howard Street
Plainfield, IL 60544
(815) 577-4000
(815) 436-7800 – Transportation
www.psd202.org

Superintendent	Dr. Lane Abrell
Assistant Superintendent for Administration & Personnel	Mrs. Jennifer Orlos
Assistant Superintendent for Business and Operations	Mr. Anthony Arbogast
Assistant Superintendent for Curriculum & Instruction	Dr. Glenn Wood
Assistant Superintendent for Student Services	Mrs. Mina Griffith
Director of Administration & Personnel	Dr. Craig Brown
Director of Administration & Personnel	Dr. Scott Fink
Director of Administration & Personnel	Mrs. Shannon Miller-Finlayson
Director of Community Relations	Mr. Thomas Hernandez
Director of Curriculum & Instruction PreK-5	Dr. Tammy Sroczynski
Director of Curriculum & Instruction 6-8	Mrs. Paula Sereleas
Director of Curriculum & Instruction 9-12	Dr. Daniel McDonnell
Director of Digital Learning and Innovation	Mrs. Laura Weed
Director of Facilities	Mr. Paul Gonzalez
Director of Finance	Mrs. Rose Kidd
Director of Linguistics & Diversity	Mrs. Michelle Olivarez-O'Shea
Director of Student Services Elementary	Mrs. Cheril Phillips
Director of Student Services Middle School	Dr. Mary Ann Deliberto
Director of Student Services High School	Mr. Timothy Albores
Director of Transportation	Ms. Sandy Bressers

Plainfield District 202 School Calendar

PLAINFIELD COMMUNITY CONSOLIDATED SCHOOL DISTRICT 202 2021-2022 SCHOOL CALENDAR

PLEASE NOTE: ALL CALENDAR INFORMATION IS TENTATIVE AND SUBJECT TO CHANGE BASED ON STATE REQUIREMENTS, WEATHER, AND OTHER FACTORS

August				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

September				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

August

- 16-17 Teacher Institutes - No Student Attendance
- 18 First day of Student Attendance - School Improvement Day - Early Release * (No Pre-K)
- 19 First day of Student Attendance for Pre-K, BMLC 2-day programs
- 20 First day of Student Attendance for BMLC 3-day programs

October				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

September

- 6 Labor Day - NO SCHOOL

October

- 11 Columbus Day - NO SCHOOL
- 15 End of First Quarter
- 18 School Improvement Day - Early Release *

December				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

January				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November

- 1 Teacher Institute - No Student Attendance
- 1 Parent/Teacher Conferences (Evening Schedule) - NO SCHOOL
- 2 Parent/Teacher Conferences - NO SCHOOL
- 24-26 Thanksgiving Recess - NO SCHOOL

December

- 17 End Semester One
- 17 School Improvement Day - Early Release *
- 20 Winter Break Begins

February				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January

- 3 Classes Resume Following Winter Break
- 17 Martin Luther King Jr's Birthday - NO SCHOOL
- 31 School Improvement Day - Early Release *

February

- 21 Presidents' Day - NO SCHOOL

April				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

March

- 4 District Institute - No Student Attendance
- 4 End of Third Quarter
- 14 School Improvement Day - Early Release *
- 15 Election Day - NO SCHOOL
- 28 Spring Break Begins

June				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

July				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April

- 4 Classes Resume Following Spring Break
- 15-18 Spring Holiday - NO SCHOOL

May

- 27 School Improvement Day - Early Release *
- 27 Tentative Last Day of School if NO emergency days are used - Early Release *
- 30 Memorial Day - No School

■ No Student Attendance

■ * SIP/Early Release Day; HS (7:05-11:15), MS (7:55-Noon), ES (9:05-12:45), Lakewood Falls (8:55-12:35)
NO Pre-K

Emergency Days : May 31, June 1-6

If emergency days are needed, school will not be held on Memorial Day - May 30, 2022

June

- 6 Tentative Last Day of School if ALL emergency days are used

Amended : May 11, 2021

School Times for Plainfield District #202: 2021-2022

	Full Day	SIP Day*	AM Kindergarten
All High School	7:05 - 2:10	7:05 – 11:15	
All Middle Schools	7:55 - 2:55	7:55 – 12:00	
All Elementary Schools (Except Lakewood Falls)	9:05 - 3:40	9:05 - 12:45	Location TBA 9:05-11:50
Lakewood Falls Elementary	8:55 - 3:30	8:55 – 12:35	
Elementary Star Plus Program (Central)	8:55 - 3:30	8:55 – 12:35	
<hr/>			
	Full Day	SIP Day	
Plainfield Academy			
Plainfield Academy / TAP (1 st Tier)	7:45 – 1:21	7:45 – 11:01	
Plainfield Academy / TAP (2 nd Tier)	8:35 – 2:14	8:35 – 11:54	
Turn-About Program (at Plainfield Academy)	12:27 – 5:41	12:27 – 4:37	
P-Step	8:00 – 2:00	Release after 1 st shift (Call for details)	
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Bonnie McBeth Learning Center			
Early Childhood AM Session	8:00 - 10:30	No School	
Early Childhood PM Session	12:30 - 3:00	No School	
Special Need Programs 5-hour, LEAP, Multi-needs	8:00 - 1:00 10:00 - 3:00	No School	
St. Mary's	8:30 - 3:15		

***Early Childhood Programs will not meet on School Improvement (SIP) Days**

School Contact Information

Welcome to Plainfield School District 202! This handbook is designed to answer your general questions concerning our PreK-5 schools. For detailed information regarding the contents of this handbook, please contact your building principal.

Active participation in school and in related organizations, which are both dedicated to the benefit of children and are supportive of your schools, is greatly encouraged. Education is a partnership. We need your support to be truly effective. To that end, we pledge our best efforts to the education of your children. Best wishes for a successful school year.

BONNIE MCBETH LEARNING CENTER

15730 Howard Street
Plainfield, IL 60544
(815)439-4288

CENTRAL ELEMENTARY

23723 Getson Drive
Plainfield, IL 60544
(815)436-9278

CHARLES REED ELEMENTARY

2110 Clublands Parkway
Plainfield, IL 60586
(815)254-2160

CREEKSIDE ELEMENTARY

13909 South Budler Road
Plainfield, IL 60544
(815)577-4700

CRYSTAL LAWNS ELEMENTARY

2544 Crystal Drive
Joliet, IL 60435
(815)436-9519

EAGLE POINTE ELEMENTARY

24562 Norwood Drive
Plainfield, IL 60585
(815)577-4800

ELIZABETH EICHELBERGER ELEMENTARY

12450 S. Essington Road
Plainfield, IL 60585
(815)577-3606

FREEDOM ELEMENTARY

11600 Heritage Meadows Drive
Plainfield, IL 60544
(815)254-4005

GRAND PRAIRIE ELEMENTARY

3100 West Caton Farm Road
Joliet, IL 60431
(815)436-7000

LAKWOOD FALLS ELEMENTARY

14050 S. Budler Road
Plainfield, IL 60544
(815)439-4560

LIBERTY ELEMENTARY

1401 Essington Road
Bolingbrook, IL 60490
(815)609-3037

LINCOLN ELEMENTARY

14740 Meadow Lane
Plainfield, IL 60544
(815)577-4500

MEADOW VIEW ELEMENTARY

2501 Mirage Avenue
Plainfield, IL 60586
(815)439-4828

RIDGE ELEMENTARY

1900 Caton Ridge Drive
Plainfield, IL 60586
(815)577-4630

RIVER VIEW ELEMENTARY

2097 Bronk Road
Plainfield, IL 60544
(815)439-4840

THOMAS JEFFERSON ELEMENTARY

1900 Oxford Way
Joliet, IL 60435
(815)577-2021

WALKER'S GROVE ELEMENTARY

24810 West 135th Street
Plainfield, IL 60585
(815)439-2885

WALLIN OAKS ELEMENTARY

15410 S. Wallin Drive
Plainfield, IL 60544
(815)577-5700

WESMERE ELEMENTARY

2001 Wesmere Parkway
Plainfield, IL 60586
(815)439-3244

AUX SABLE MIDDLE SCHOOL

2001 Wildspring Parkway
Joliet, IL 60431
(815)439-7092

DRAUDEN POINT MIDDLE SCHOOL

1911 Drauden Road
Plainfield, IL 60586
(815)577-4900

HERITAGE GROVE MIDDLE SCHOOL

12450 S. Van Dyke Road
Plainfield, IL 60585
(815)439-4810

INDIAN TRAIL MIDDLE SCHOOL

1005 North Eastern Avenue
Plainfield, IL 60544
(815)436-6128

JOHN F. KENNEDY MIDDLE SCHOOL

12350 S. Essington Road
Plainfield, IL 60585
(815)439-8024

RICHARD IRA JONES MIDDLE SCHOOL

15320 Wallin Drive
Plainfield, IL 60544
(815)267-3600

TIMBER RIDGE MIDDLE SCHOOL

2101 Bronk Road
Plainfield, IL 60586
(815)439-3410

PLAINFIELD HIGH SCHOOL CENTRAL CAMPUS

24120 West Fort Beggs Drive
Plainfield, IL 60544
(815)436-3200

PLAINFIELD EAST HIGH SCHOOL

12001 S. Naperville Road
Plainfield, IL 60585
(815)577-0324

PLAINFIELD NORTH HIGH SCHOOL

12005 S. 248th Street
Plainfield, IL 60585
(815)609-8506

PLAINFIELD SOUTH HIGH SCHOOL

7800 W. Caton Farm Road
Plainfield, IL 60586
(815)439-5555

PLAINFIELD ACADEMY

- Turnabout
- P-Step
- TAP

305 W. Lockport Street
Plainfield, IL 60544
(815)439-5521

SCHOOL POLICIES AND GENERAL INFORMATION

Acceptable Use of Electronic Networks

ACCESS TO ELECTRONIC NETWORKS

The School Board's goal is to include electronic networks, including the Internet, in the District's instructional program to promote educational excellence by facilitating resource sharing, innovation, and communication. The superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.

Plainfield School District 202 is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

CURRICULUM

The use of the District's electronic networks shall (1) be consistent with the curriculum adopted by the District, as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. Teachers may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of Plainfield School District 202's electronic network must be (1) in support of education and/or research and be in furtherance of the School Board's stated goal, or (2) for a legitimate business purpose. Use is a privilege, not a right. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded materials, including files deleted from a user's account but not erased, may be monitored, or read by school officials.

Authorization for Electronic Network Access

Each teacher must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted supervised use.

The failure of any student or teacher to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Authorization forms will be signed by parents/guardians of all students entering a Plainfield School and kept on file.

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 dogs on the school property, exclusive of service/therapy animals. There are several children at each campus that are allergic to dogs and/or are very frightened by them. We appreciate your cooperation.

Asbestos Management Plan

Plainfield School District 202 has an Asbestos Management Plan in place and available for inspection at the Operations Facility.

Assessment

Plainfield School District 202 is committed to gathering and providing appropriate, accurate, understandable, and useable information about student achievement to all members of the learning community in a timely manner. Assessment information is gathered at the classroom, district, and state levels to assist in maximizing the achievement of all learners. Ongoing, varied, timely classroom assessment data is gathered continuously as part of the instructional process. Clear, effective means of communicating student achievement is essential in understanding the academic success of every learner. We refer to our assessment system as being a “Balanced Assessment System”.

Subject Area Outcome Assessments are administered to all students upon completion of a series of instructional components. These outcome assessments are directly aligned to the District’s curriculum. This series of assessments serves as the backbone of our District’s balanced assessment system.

The i-Ready Diagnostic Assessment is a standardized test administered to all students 3 times per year in grades K-8. Assessments evaluate student development and identify poorly developing skills before students are put at risk for persistent academic underachievement. All i-Ready assessments at all grade levels are aligned to the Common Core State Standards and provide data for individual, building, and program planning and evaluation purposes. Additional diagnostic assessments are given to students identified as at-risk based on student need.

The OLSAT Cognitive Abilities Test is given to all 2nd and 5th grade students and newly enrolled 3rd-4th grade students each year.

Students in grades 3-8 will take the Illinois Assessment for Readiness test, which is a required test in the State of Illinois. The IL State assessment will be administered in spring. Students in grades 3-8 will be assessed in English language arts and mathematics.

Students in grades 5 and 8 will take the Illinois State Board of Education Science Assessment (ISA).

The ACCESS for ELLs™ is a standards-based, criterion referenced English language proficiency test designed to measure English language learners' social and academic proficiency in English. It assesses social and instructional English as well as the language associated with language arts, mathematics, science, and social studies within the school context across the four language domains.

Section 14C-3 of the School Code and Section 228.25(c) (1) and (3) of the Administrative Code require school districts to assess each student who has been identified as having limited English proficiency, even if the parent has refused EL services. All identified LEP students must be assessed during the annual ACCESS examination each year until he or she achieves a “proficient” score.

The purpose of assessment is to support and enhance student learning. Data from the various assessments given in Plainfield School District 202 are used to evaluate our instructional programs and monitor student

progress. It is also used to determine students' qualification and participation in district programs, such as honors programs.

Attendance & Absence

School Responsibility

The obligation of Plainfield School District 202 is to provide the best possible education, within available resources, during the days that school is in session. Our goal is to increase and maintain excellent student attendance to best serve our students, families, and the community. Education is a partnership between our district staff, parents/guardians, and students. The quality of education we strive for can only be accomplished when students are consistently in attendance. As mandated by state law, the District must follow Illinois School Code when differentiating between excused absences, tardiness, and incidents of truancy. By law, schools are required to notify parents of student's absences (whether excused or not) at certain benchmark points. Those letters are sent via email. The letters are not meant to be punitive but are merely our fulfillment of the requirement. Please use these notifications to check that our records match your own and contact your school administration if you have questions.

Parental Responsibility

In conformance with the State of Illinois Compulsory Attendance Law, parents/guardians are responsible for having his/her child in school when classes are in session. School attendance is not optional. Daily attendance and timeliness will increase the student's probability for successful performance and foster the development of self-discipline and responsibility.

Conversely, absences, repeated tardiness and other truanicies will have a negative effect on the student's overall classroom experience and academic grade. Time missed from school can never truly be made up; the interaction in the classroom cannot be replicated by doing make-up work.

If a student is not in attendance at school due to illness, he/she may not participate in performances or attend special events (such as book fairs or classroom parties) during or after school on that day, unless they have a medical note from a doctor or a dentist.

State Mandated Time in Attendance

The guidelines of the State of Illinois mandate time in attendance and consider the following minutes as half or full day absences.

Half-Day Kindergarten:

Half-day kindergarten is documented as a half-day of attendance.

Grade 1 and Full-Day Kindergarten:

For grade 1 and full-day Kindergarten, a student must be in attendance for at least 240 minutes instructional time to constitute a full day or 120 instructional minutes for a half-day (not recess or lunch).

Grades 2-5:

For grades 2-5, a student must be in attendance for at least 240 minutes instructional time to constitute a full day or 120 instructional minutes for a half-day (not recess or lunch).

** Early release days are documented as a half-day of attendance.

Supervision of students begins when the building doors open 15 minutes prior to the start of the school day.

Tardiness/Early Sign-Out

Students that are not in the classroom and ready for instruction when the school day begins will be considered “tardy” for that day. Students’ en-route to school on a bus will not be marked tardy if the bus is late.

According to the Illinois Compulsory Code, absence “without valid cause for a school day or portion thereof,” is truancy. Please have your child at school on time and in attendance until dismissal, since tardiness and early sign-out are not only a detriment to your child’s academic growth, but it is an interruption to the entire class as well.

While we realize that unavoidable circumstances at times necessitate picking students up from school prior to dismissal, parents are discouraged from doing this on a regular basis since instructional time will be lost. Any student who is being signed out will be called to the office once the adult who is to pick him/her up has arrived at school. To preserve as much instructional time as possible, students will not be sitting in the office waiting for parents to arrive.

If your child is tardy, or being signed out early, a parent must come to the office and sign your child in/out. This system is instituted for your child's protection.

Reporting an Absence

Personal illness, family tragedy, and unavoidable emergencies necessitate absence, and the District understands these problems. To help us report absences accurately to the District Attendance Officers and Will County, please provide a reason for your child’s/children’s absence whenever you report them absent. Parents/guardians must notify the school office by telephone for each day their child will be absent. If the school is not notified by the start of the school day, the school will call the parent/guardian. If there is no contact with the parent or guardian of the absent child, the absence will be considered “truant/unexcused” for that day.

Excused Absences

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 will lead to an excused absence for the student once the attendance office 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 causes 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.***

Truancy/Unexcused Absence

Most other absences, except for those listed above, will be considered truancy. Illinois School Code 105 ILCS 5/26-2a 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.” Additionally, chronic absenteeism in Code 105 ILCS 5/26-18 defined as “absences that total 10% or more of school days of the most recent academic school year, including absences with and without a valid cause and out-of-school suspensions for an enrolled student.”

Truancy Consequences

Truancy may lead to significant disciplinary action ranging from parental contact and attendance team interventions to a truancy petition being filed with the Will County Courts. Plainfield School District 202 is

required to report attendance and truancy information to the Will County Regional Office of Education (ROE). Chronic truancy may result in the ROE filing a truancy petition.

Truancy letters for unexcused absences will be issued after the 3rd and 5th unexcused absence within the previous 180 enrollment days. This includes part of the prior school year. Please note that an absence is considered “unexcused” per State of Illinois School Code definition even if a parent provides notification of the absence. Furthermore, truancy letters will be issued after the 8th, 15th, and 18th absences, whether they are unexcused OR excused absences. The ROE may elect to file a court petition for truancy after 9 truancy days within the previous 180 enrollment days. Truancies will not be cleared after two days.

Excessive Excused Absences

The school attendance team will continually monitor and evaluate student absences on an individual basis to determine supportive action to be taken to develop and maintain the student’s regular attendance at school.

The school attendance team may decide to employ any or all the following strategies to improve attendance: student contact, parent contact, attendance letters, attendance contract, attendance team interventions, requirement of a physician’s note outlining the illness for a specific date of each absence, student meeting with the District Attendance Officer or Will County Truancy Officer, or home visit. We will work with students and families to determine the cause of excessive absences and offer whatever supportive services available to correct it.

Readmission after Hospitalization, Illness, Emergency, or Urgent Care Treatment:

If the illness was COVID-19 related, families will have to follow the IDPH return to school guidelines.

A student who has been absent from school for five (5) or more consecutive days due to a non-COVID-19 related 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.

Unavoidable Medical Appointment

We encourage all 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 202 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 office. Any absences that are due to appointments that are verified by a physician’s note will NOT be counted in absences that lead to truancy letters. Physician’s notes must be submitted to the school office within one week of the absence.

We also require that the person(s) picking up or dropping off the student at school sign the student in and/or out in the attendance office. The student is asked to present a note from the doctor or dentist verifying the

appointment upon returning to school. The school may require written documentation of appointments that take place during the school day when deemed necessary.

Homebound

Students with ongoing documented illness or conditions may qualify for homebound instructional services. A student who will be absent for ten (10) or more consecutive school days due to medical reasons may qualify for homebound instruction. Other students whose absences are on an intermittent basis (such as those going through chemotherapy treatments) may also qualify.

Parents/Guardians should contact the building principal to complete the necessary forms for the program, which includes a physician's statement regarding the medical absences. The district may request updated medical orders for students who are returning to school following homebound due to illness or surgery. The orders may include, but are not limited to, feeding and medication orders.

Vacation

Parents are discouraged from taking students out of school for vacations. Please contact your school's administration if there is a need for your child to be absent.

Extended Absence

We stress the idea that all our students need to be at school each day and cannot afford to miss school for extended periods of time. We also realize that some important events may occasionally occur during the school year. While we strongly encourage parents to plan extended absences to coincide with school holidays and breaks, there are provisions for students to receive credit for homework/make-up work when extended absences are unavoidable and infrequent. Not all extended absences will be excused. When an extended absence from school is planned and unavoidable, a note should be sent to the office at least one week prior to the student's absence. Please recognize that there may be additional required work upon the student's return as plans may adjust according to class progress.

Additionally, since homework is 'independent practice' based on skills taught in school, it may be difficult to send work home if the student has not been taught the skill. Therefore, some work may not be able to be sent. Each teacher will use his or her discretion to determine whether there is homework or make-up work available during an extended absence, and if it will be:

- Assigned before the student leaves, to be completed during the absence and turned in the first day back to school
- Completed when the student returns to school

It is the parent's responsibility to ensure the work is completed while students are absent for an extended period. Parents are strongly advised to confer with their child's teacher prior to an extended absence to discuss the effect on their child's learning.

Make-Up Work

Make-up work may be requested when a student is absent for two or more consecutive days. When requesting make-up work, please call the school office before 10:00 a.m. This will allow the classroom teacher time to compile the homework assignments and have them available for you at the end of the day. Make-up work can be picked up in the school office unless other arrangements have been made. Students are allowed one day for each day missed to complete make-up work.

Attendance Zone Regulations

Attendance zones for all schools within the Plainfield School District are established by the Board of Education prior to the beginning of school. Attendance zones are changed when space needs and enrollment

disparities between schools occur. In addition, participation in special programs may dictate student attendance sites.

A parent/guardian may petition the Board of Education for a deviation from the established elementary attendance area when before and after school childcare is an issue. All requests by parents currently residing in the district must be submitted by June 1st.

The Board of Education reviews each request for a change in attendance boundary due to childcare issues on a case-by-case basis. If approval is granted to enroll the student in another elementary school attendance area, it is with the understanding that transportation to and from the approved elementary school is the responsibility of the parent/guardian or childcare provider. Students who have been assigned to an elementary building by virtue of their residence who move out of that attendance area during the school term may be allowed to complete the term in the building to which they were originally assigned. However, transportation after the move becomes the responsibility of the parent/guardian.

Bicycles

Any student riding a bicycle to school should provide his/her own lock and lock the bike in the designated bike parking area, which will be defined by the building principal. Please check with your local school to determine if students can ride bicycles to and from school.

Birthday and Party Treats

Please refer to the Plainfield School District 202 Wellness Policy, which is posted on the district website for information on the types of items that can be brought in for parties and class birthday celebrations.

Bullying

Bullying is defined as behavior that is intended to intimidate or control another student that occurs on an ongoing basis. Plainfield School District 202 elementary schools work hard to eliminate and resolve bullying situations. It is important that every person realize he/she has the right to feel safe. If you or your child(ren) are experiencing any of these types of treatment, please contact your school through the Bullying Hotline or email address. This can be found on the school website.

Below are some examples of how to report bullying:

- Encourage the student to confide in someone they can trust

- Encourage the student to tell an adult

- Call the bullying hotline - visit the school website for information, (www.psd202.org) then find your school's contact information

- E-Mail the school's bully email line (visit the school website for the address)

Students

Preventing Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important Plainfield School District 202 goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act of conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health;
3. Substantially interfering with the student's academic performance; or
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors,

school social workers, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7 (b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the students is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager:

Assistant Superintendent for Student Services
15732 S. Howard Street
Plainfield, IL 60544
(815) 577-4000

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and as opportunity to meet with the Building Principal or school administrator of his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District

provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequence or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization.
 - b. Student, staff, and family observations or safety at a school.
 - c. Identification of areas of a school where bullying occurs.
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction are provided in all grades in accordance with State law.
 - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 9:01, *Acceptable Use of Technology*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school

- property, at school sponsored activities, and in vehicles used for school-provided transportation.
- g. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - h. 9:01, *Acceptable Use of Technology*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Full implementation of the above policies includes each school's adoption of formal Bullying/Harassment Investigation Procedures requiring: (a) a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) a determination by a preponderance of the evidence that bullying, or harassment has occurred.

(c) the provision of appropriate consequences and remedial action to students who violate on or more of these policies, (d) protection of students against retaliation for reporting such conduct, and (e) notification of all involved parties the outcome of the District's investigation. Such notification must be consistent with the requirements of the Illinois School Student Records Act. Each building shall utilize the District's Student Tracking and Reporting System to maintain and track this information.

- 13. Encourages all members of the school community, including students, parents/guardians, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

Adopted: June 22, 2009

Revised: May 26, 2020

Cell Phones and Communication Technology

Board of Education policy does permit students to bring cell phones to school for emergency purposes only. If a parent chooses to send a cell phone to school with the student, the phones must be turned OFF and be kept in the student's backpack, cubby, or designated storage space. Cell phones are NOT to be used during the school day, which includes while riding on the school bus. Since the phones will not be stored in secure locations, the school does not assume any responsibility for lost, stolen, or broken phones. Students who use their phones during the school day for any reason (including texting or taking pictures), may have their phones confiscated by building administration and may lose the privilege of bringing the phone to school. All rules that apply to cell phone possession and usage also apply to other forms of technology, such as, but not limited to GPS trackers, "watch phones", "smart watches", etc.

Civil Defense and Disaster Plans

In the event of fire, flood, tornado, plane crash, or any major disaster, procedures outlined by each building principal shall be followed. The school building is the safest area in the event of a disaster (other than fire). Students will be held in the safest area of the building, dispersed to homes, or to a designated shelter away from the building, depending upon the type of disaster. Fire departments from both Plainfield and Joliet maintain close contact with Plainfield School District 202.

Communicable Diseases

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 Plainfield School District 202's

policies. The District shall balance those student rights with its obligation to protect the health of all District students and staff.

In the event of a pandemic, Plainfield 202 will follow the guidelines set forth by the Illinois Department of Public Health (IDPH) for when a student can return to school.

To promote optimum health in the schools the District will follow the IDPH Communicable Diseases in-school provider directions and recommended treatment as to when a student can return to school.

To promote optimum health in the schools, the following guidelines are to be observed regarding communicable diseases. If IDPH changes guidelines, the District will follow the most up-to-date guidelines:

COVID-19	Diagnosis or Direct Exposure. The district will follow the most up-to-date guidance from IDPH and the local health departments
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 hours after start of medication
Strep Infection	Exclude from school until 24 hours 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 hours from start of antibiotic
Measles	Exclude from school until doctor's permission to return
Mumps	Exclude from school until doctor'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.

("Exclude" means that the school will not permit attendance.)

Guidelines for Keeping Your Children Home:

During the COVID-19 pandemic, District 202 will follow the guidelines set forth by the Illinois department of public health (IDPH) for when a student can return to school.

Any child experiencing COVID-19 like symptoms must remain home until he/she has completed one of the IDPH return to school requirements.

- Fever/chills (100.4° or higher)
- New cough
- Shortness of breath or difficulty breathing
- Fatigue from unknown cause
- Muscle or body aches from unknown cause
- New onset of moderate to severe headache
- New loss of taste or smell
- Sore throat
- Vomiting
- Diarrhea

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.

Severe Cough/Cold Symptoms – Children with severe and/or persistent coughs need to stay home since that could be symptomatic of COVID-19, bronchitis, flu, or pneumonia.

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.

Tooth pain – Contact your dentist.

Ear pain – Consult your doctor.

Communications

Recorded Message Disclaimer

Please note, Plainfield School 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.).

Plainfield School District 202 will use all contact information provided on student registration forms 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

Plainfield School 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 ten (10) numbers that the family has provided to the school through student registration materials. E-mail messages are also sent to four (4) email addresses, if identified as a parent or guardian in the student information system. "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 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.

Teacher/Classroom Websites

Plainfield School District 202 teachers may choose to post an individual web site for their classroom(s) on Plainfield School 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.

Transmission of Student Information by Email

District 202 employees may send unencrypted, personally identifiable information about students (such as test scores, report cards, IEP information, discipline letters, etc.) to the student and/or the student's parent/guardian or other authorized recipient over email. If you would like to change how you receive personally, identifiable information about students by email, you must contact your school directly to make such change.

Concealed Carry Law

While Conceal and Carry is now allowed in many public and private places in the state of Illinois, citizens are prohibited from carrying them into public schools or on school grounds, according to the new law (430 ILCS 66/65). In order to keep students safe and to follow state law, Plainfield School District 202 schools display Illinois State Police issued signs on school doors to remind those with concealed carry licenses that firearms are not permitted in our building or on school grounds.

Concerns

Occasionally, differences of opinion exist between the home and school concerning what is best for the child. When such differences occur, parents/guardians are urged to go first to the source of the concern. When instructional or discipline questions are involved, contact should be made first with the teacher. If the situation cannot be resolved to mutual satisfaction, contact your child's school administration. Parents/guardians may pursue the issue further through the appropriate district administrator.

Plainfield School District 202 is committed to a partnership between parents/guardians and professional educators by working together towards common goals and understandings. We anticipate that feedback, both from the school to the home and from the home to the school, will be positive.

Conferences

Parents/guardians are expected to keep in close contact with their child's teacher and building administration. These contacts should be made early in the year especially if the child is experiencing any difficulty. Conferences regarding student progress should occur before or after school at a time convenient for both parent/guardian and teacher, or on scheduled conference days. Plainfield School District 202 will hold formal conferences in the fall during which our goal is to meet each students' parent/guardian. Throughout the year, parents and teachers may schedule conferences at any time to discuss student progress and to continue the home/school partnership. Please contact your child's teacher if you would like to arrange a conference time.

Crisis Management and School Safety

Plainfield School 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.

Curriculum

Literacy:

The Language Arts/Literacy curriculum is an integrated process by which reading, writing, listening, and speaking support and reinforce each other. Language Arts/Literacy utilizes a balanced approach focused on consistent instruction in phonemic awareness, phonics, fluency, vocabulary, and comprehension. Students have an opportunity to practice these skills through writing, shared reading, guided reading, and word study. Both the Plainfield School District 202 and the literacy resources are

aligned to the common core state standards.

Mathematics:

The mathematics curriculum and Pearson EnVision Math resource provides students with a sound mathematical foundation both in underlying concepts and computational skills. The curriculum employs fundamental mathematical strands such as Counting and Cardinality, Number and Operations in Base Ten and Fractions, Operations and Algebraic Thinking, Measurement and Data, and Geometry. Through the curriculum and the resource students have opportunities to solve problems and represent and apply strategies. Both the Plainfield School District 202 curriculum and the math resource are aligned to the common core state standards.

Social Studies:

Plainfield School District 202 utilizes the district curriculum and the Pearson Social Studies series. The content of the program draws from all the major disciplines: history, geography, economics, political science, and cultures.

Science:

The science curriculum and the National Geographic resource provide students with a firm foundation in the scientific method which includes wondering, thinking, trying, observing, recording, and discovering. Additionally, students have opportunities to practice non-fiction reading strategies as they learn about science. Both the Plainfield School District 202 curriculum and the science resource are aligned to the Next Generation Science Standards.

Art, Music, Physical Education, Health/Wellness:

Plainfield schools are fortunate to have art, music, and physical education specialists in their elementary programs.

Gifted/Honors Education:

Criteria for Gifted/Honors

- OLSAT – Cognitive ability
 - Verbal & Non-verbal
- i-Ready – Reading and Math – Achievement
 - Test administered in fall, winter, and spring

The District analyzes cognitive ability and achievement data to determine student placement.

Nine assessment measures, including OLSAT cognitive ability and i-Ready achievement scores are used to determine the performance levels of Plainfield School District 202 second grade students and students new to the district in 3rd – 5th grades. Students scoring in the top 10% across the District qualify for the Gifted Honors Program.

Math and English/Language Arts Honors curriculum is whole grade acceleration and aligns with the general education Common Core State Standards for the next grade level above.

For students that did not qualify for placement in grade three, here are the steps for an appeal:

1. A parent, teacher or administrator can nominate a student for an appeal at the end of 3rd or 4th grade.
2. The student will retake the OLSAT unless they currently have a cognitive score of 130 on a sub test or composite score.
3. If a score of 130 is achieved, the student's teacher completes a Gifted Rating Scale (GRS).

4. The GRS is sent to the district office to be scored.
5. The district makes a placement decision based on the results of the GRS and OLSAT scores.
6. Appeals and requests for re-testing are due by April 15th of the current school year for placement consideration for the following school year.

Accelerated Placement

Grades K-2: Parents may request advanced placement testing.

Grades 3-5: Students scoring in the top 10% across the district qualify for the Gifted Honors Program.

Learning Goals:

Plainfield School District 202's Curriculum and Instruction department developed the district's **Learning Goals** to provide parents and community members a comprehensive overview of important learning targets at each grade level. The Learning Goals do not include all the specific experience's students may have during the school year. Teachers use the district curriculum – a more specific and complete list of learning objectives and skills – to develop and deliver daily lessons and activities. The Learning Goals may be found on the district website under the Parents section.

Delegated Care Aids

Plainfield School District 202 currently utilizes registered nurses (RNs) and certified school nurses (CSNs) as the primary professionals to care for students with diabetes and seizures.

If 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.)

Deliveries at School

Students are not permitted to receive deliveries at school. This includes the delivery of flowers, balloons, and/or balloon bouquets. Items that are delivered to the school will be held in the office until the parent comes to school to pick them up.

Discipline

Introduction

The Board of Education expects student behavior to reflect standards of good citizenship. Students should cooperate with all personnel and the school community and set high standards of courtesy, decency, expression, 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. The rules support, but do not limit, our authority.

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

Responsibilities of Students

1. To attend, be on time, and 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.

Applications of Grounds for Disciplinary Action

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

1. On school grounds.
2. At school-sponsored or school-related activities.
3. In connection with student transportation.
4. At any place 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 infraction may include, but are not limited to:

- ❑ **Inappropriate bus behavior** (incidents not involving inappropriate physical contact or other Level 2 infractions)
- ❑ **Classroom or lunchroom disruption:** Any negative behavior that tends to disturb or endanger the educational process and/or interferes with the liberty, property or other rights of a school employee, student, or any other person on school premises or attending a school or school-related event - this includes behavior in classrooms, media center, school grounds during the school day and at school and school-related events.
- ❑ **Cheating:** Cheating is defined as dishonesty in the completion of schoolwork. This includes plagiarism, falsifying or altering answers or records, copying answers from another student, providing answers to another student, and/or allowing another student to copy schoolwork. ***
- ❑ **Disrespect for another person and/or property**
- ❑ **Using profane or inappropriate language:** obscene language, racial profanities, and gestures (written, drawn, acted, or spoken).
- ❑ Name calling
- ❑ **Insubordination:** The willful failure to respond or carry out a reasonable directive by authorized school personnel.
- ❑ Running in hallways and classrooms
- ❑ Violation of any classroom rule or regulation
- ❑ **Throwing objects:** Any item/object that is intended to disrupt the educational process or could result in the harm of another student. Examples may include but are not limited to food, snowballs, ordinary objects, etc.
- ❑ Washroom misbehavior (i.e., water throwing, climbing on stools)
- ❑ Violation of playground or walkway limitations
- ❑ Other incidents on same level of significance as those listed above
- ❑ **Electronic Devices:** Items such as MP3 players, IPODs, Tablet devices, Cameras, or handheld

gaming systems, etc., may only be brought to school with the permission of a staff member. Cell phones may not be used during the school day. All electronic devices, including cell phones, must be powered off and stored in the student's locker. Misuse of any electronic device may result in confiscation of the item for parent/guardian pick-up. 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. These devices are a disruption of the educational process and their use during the school day will result in disciplinary action. Plainfield School District 202 is not responsible for any lost or stolen electronic device.

Consequences for Level I offenses are based on the seriousness of the incident and become more restrictive as the behavior persists. One or more of the following consequences may occur, but are not limited to: verbal warning, student conference, classroom isolation, parent contact, social work referral, student contract, team intervention, conflict resolution, detention, or office referral (consequences for office referrals may include in-school suspension, suspension, or expulsion).

LEVEL 2 – These incidents require the attention of the administration because they are disruptive, too frequent, or too serious to be handled by staff members while they are supervising or teaching other students. Level 2 infractions include, but are not limited to:

- ❑ **Bullying behaviors** (verbal, physical or written intimidation or threats, including “Cyber-bullying”): Bullying generally occurs when a student repeatedly asserts physical or psychological power over, or is cruel to, another student. Such behavior may include but is not limited to pushing, hitting, threatening, name-calling, or other physical or verbal conduct of a negative, aggressive, belittling, or browbeating nature.
- ❑ **Harassment (verbal and physical):** any intimidating, demeaning or threatening behavior, verbal, non-verbal or written remarks which may be based on a person's race, color, religion, national origin, sexuality, or disability and in violation of District policy. Racial slurs or derogatory racial or cultural comments
- ❑ **Forgery:** The act of falsely using the name of any other person or falsifying time, dates, grades, addresses or other data on school forms
- ❑ **Fighting:** Engaging in physical contact for the purpose of inflicting harm to another person.
- ❑ **Inappropriate behavior**
- ❑ **Inappropriate physical contact** (e.g., pushing, shoving, tripping, poking, hitting): Any unwanted physical contact with or touching of another person on school premises
- ❑ **Stealing or theft (minor – value less than \$300):** Taking, removing, or possessing, without permission, property belonging to others
- ❑ **Threat to student:** Any intimidating, demeaning or threatening behavior, verbal, non-verbal or written remarks, including but not limited to the creation, posting, or distributing of student/staff hate lists or hit lists, which may reasonably lead school authorities to forecast substantial injury, disruption, or interference with school activities or the rights of other students or school personnel.
- ❑ **In unauthorized area:** Any student that is in an area of the school without permission, at any time, including during school hours, during non-school hours, and during school-related activities.
- ❑ **Possession/use of inappropriate materials:** The use, possession, control, or transfer of any object or item that may substantially disrupt or interfere with the educational process or school property. **This may include** objects such as items that provide electrical shocks (known to students as “zappers”, joke pens or packs of gum that provide electrical shocks or any other object that does the same, a laser light, or any other unauthorized use of an electronic communication device.

Consequences for Level II offenses are based on the seriousness of the incident and become more restrictive as the behavior persists. One or more of the following consequences may occur, but are not limited to: social work referral, detention, alternative school day assignment, social probation, in-school suspension, external suspension, or expulsion.

LEVEL 3 – These severe offenses present a substantial disruption and/or danger to the orderly operation of the school and/or the health and safety of students, employees, and other persons. Level 3 infractions may include, but are not limited to:

- ❑ **False alarm (activating fire alarm, calling 911):** the act of initiating a false alarm or initiating a false report, warning of a fire, or an impending bombing or other catastrophe
- ❑ **Possession and/or use of matches, lighters, incendiary devices:** Possession, sale, purchase, use, transfer or attempt to transfer ammunition, explosives, or other flammable substances not authorized by school personnel. This definition includes any component of an explosive or incendiary device, e.g., schematic or other drawing, ignition agent, container, wiring, etc., when it is reasonably determined that the component was intended to be used as part of an explosive or incendiary device.
- ❑ **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.

Gang activity of any kind is a serious issue. Penalties for gang activity will include the following, at a minimum: verbal warning, parent contact, gang activity contract, suspension, or expulsion.

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
- intimidating, threatening, bribing, bullying, battering, or assaulting a school staff member, a member of the Board of Education, a bus driver, a student, or a school visitor
- ❑ **Gross disobedience:** Any conduct, behavior, or activity which causes or may reasonably lead school authorities to forecast substantial injury, disruption, or interference with school activities or the rights of other students or school personnel.
- ❑ **Misuse of the Internet/computers/cell phones:** Unauthorized and/or improper use of computers and/or the Internet and/or cell phone are a violation of the District’s Network/Internet Use Policy.
Activity includes but is not limited to:
Any person possessing, taking, disseminating, or sharing obscene pornographic, lewd, or otherwise illegal images, messages, or photographs; Any person engaging in such behavior may be punished under this Code of Conduct and may be reported to the appropriate law enforcement agencies.
- ❑ **Vandalism and/or destruction of property:** Vandalizing school property or private property, which is lawfully on school premises, or being used in conjunction with a school-related activity
- ❑ **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
- ❑ **Threatening behavior:** Any intimidating, demeaning or threatening behavior, verbal, non-verbal or written remarks, including but not limited to the creation, posting, or distributing of student/staff hate lists or hit lists, which may reasonably lead school authorities to forecast substantial injury, disruption, or interference with school activities or the rights of other students or school personnel
- ❑ **Extortion**
- ❑ **Stealing or theft (major – value exceeding \$300):** Taking, removing, or possessing, without permission, property belonging to others
- ❑ **Possession or use of firecrackers or fireworks:** Use, sale, possession, transfer, or control of a

Pyrotechnic devices such as firecrackers, rockets, sparklers, and poppers, which are exploded, burned, or produce a loud noise or lighting effect

- ❑ **Possession or use of smoking products, including “e-cigarettes”:** Possession, sale, purchase, use or transfer of tobacco product; possession of tobacco is in violation of a Plainfield and Joliet City ordinance. A referral to the police liaison officer may be made.
- ❑ **Possession or use of alcohol:** Use, possession, 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 a school-related event after using alcohol even if the substance was not consumed on school grounds.
 - A first offense involving the use, possession, or being under the influence of alcohol will result in a ten-day external suspension. Principals, assistant principals, and deans may exercise the option to offer, in lieu of the ten-day external suspension, a five-day external suspension and enrollment in, and completion of, a district-approved substance abuse education program. If this option is selected and the program is not completed, the remaining five days of external suspension will be reinstated within one semester.
 - A second offense involving the use, possession, or being under the influence, of alcohol during the student’s remaining years at our middle schools may be grounds for a ten-day external suspension and recommendation for expulsion.
- ❑ **Assault or Battery on staff member:** Threatening to physically or mentally harm a school staff member; an unwanted physical touching of a school staff member, either directly, indirectly, or with a weapon or dangerous object.
- ❑ **Arson:** The act of maliciously, voluntarily, or willfully setting fire to a building, buildings, or other property
- ❑ Possession, use, threat to use, control or transfer of a weapon OR supplies for weapons. Weapons include, but are not limited to: 1) guns, explosive devices, any other item which is typically used to cause bodily harm or defined by law to be a weapon, including but not limited to knives, brass knuckles or billy clubs; 2) items such as baseball bats, pipes, bottles, locks, sticks, compasses, pencils and pens if used, or attempted to be used, to cause bodily harm; and 3) look-alike weapons and/or “toy” weapons.

This also includes bringing or possessing bullets or guns casings or shells. Possession and/or use of weapons may result in a minimum one-year expulsion in accordance with the federal Gun-Free Schools Act and the related provisions of the Illinois School Code. Administrators shall be required to refer any student who brings a weapon, other than a toy, to school to the local law enforcement agency.
- ❑ **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.
- ❑ **Drug:** Use, possession, manufacturing or being under the influence of any illegal or controlled substance, including marijuana, steroids, 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 a school-related event after using drugs even if the substance was not consumed on school grounds.

- A first offense involving being under the influence, the use, possession, or consumption of drugs will result in a ten-day external suspension. Principals, assistant principals, and deans may exercise the option to offer, in lieu of the ten-day external suspension, a five-day external suspension and enrollment in, and completion of, a district-approved

substance abuse education program. If this option is selected and the program is not completed, the remaining five days of external suspension will be reinstated within one semester.

- ❑ A second offense involving being under the influence, the use, possession, or consumption of drugs during the student's remaining years at our middle schools may be grounds for a ten-day external suspension and recommendation for expulsion.
- ❑ **Drug Sale or Distribution:** Sale, attempt to sell, transfer, attempt to transfer, or distribute 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 immediately suspended from school for a period of ten days. In every case, an expulsion hearing will be scheduled, and local police officers will be contacted. If the student is expelled for a violation of this policy, the aforementioned drug education program must be successfully completed by the expelled student prior to his or her reenrollment in the Plainfield Schools.
- ❑ **Drug Paraphernalia:** Possession, sale, purchase, manufacturing, use, transfer or arranging to transfer any paraphernalia which is used or customarily intended for use in the administration of an illegal substance

Consequences for Level III offenses are based on the seriousness of the incident and become more restrictive as the behavior persists. One or more of the following consequences may occur, but are not limited to: social probation, alternative school day assignment, external suspension, recommendation for expulsion up to two (2) calendar years from Plainfield School District 202.

Definition of Consequences

In-School Suspension:

When a student is assigned to in-school suspension by the administration, the student is scheduled in the in-school suspension room where he/she is directly supervised throughout the school day. The student is expected to complete his/her normal schoolwork, credit is given for this work, and the student is considered present at school. The following rules and procedures apply to in-school suspension:

- **Students assigned to In-school suspension will report directly to the In-school suspension room upon reporting to school and will be dismissed at the end of the school day.**
- Students will not be allowed to leave the in-school suspension room until the end of the school day.
- All necessary textbooks and materials must be brought with the student
- Breaks will be allowed to the washroom.
- Lunch will be eaten in the in-school suspension room. Students may bring or purchase a lunch.
- Each student is responsible for keeping his/her own work area clean.
- There will be no talking or moving about the room without the supervisor's permission.
- Students are not permitted to sleep or lay their head on the desk.
- Gum and candy are not permitted.

In-School Suspension Violations:

Violation of in-school suspension rules will result in a disciplinary referral. Consequences may range from repeating the in-school suspension up to a 10-day suspension. Students assigned to in-school suspension will lose all their special privileges until the day that they return to regular classes.

These privileges include, but are not limited to, attendance at, or participation in: Student Council functions; intramural and interscholastic sports and other intramural programs; PTO programs; band and chorus trips; other special events such as assemblies, and eighth grade promotion activities; use of vending machines after school; and the ability to be in the hallway after the school day unless accompanied by an adult. These special privileges that are lost do not include participation in after-school activities that affect the student's grade such as band and chorus and presentation of science fair projects. Students are expected to participate in these activities (concerts and science fair) while assigned to In-school suspension unless told otherwise by

the administration. The student may participate in special activities only with specific permission from the administration.

Detention:

A period of time assigned by a certified staff member for the purpose of remediation of minor behavior problems. Students must have their copy of the detention slip signed by a parent/guardian and present the signed slip at the time the detention is served. Detentions are typically assigned to be served for one, two, three, or four hours depending on the infraction. Teachers may assign detentions at other times that they consider appropriate. Failure to properly serve or misbehavior in a detention may result in further consequences.

Social Probation:

Students on social probation will not be allowed to attend or participate in any before or after school activities for a period of time determined by the school administration. Student's assigned social probation will lose all their special privileges. These privileges include, but are not limited to, PTO programs; other special events such as assemblies, these special privileges that are lost do not include participation in activities, which affect the students' grade. In addition, participation in field trips, assemblies, and other special activities including promotion, may be suspended. The duration of the social probation will be determined by the administration. Special privileges may be reinstated upon administrative review.

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. Suspensions will be administered in the following manner:

- Out-of-school suspensions of three (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 (4) 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 in excess of any administrative suspension will not exceed two (2) 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 Procedure

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

Bus Regulations and Conduct

The following rules should be reviewed with your student(s). 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.

Parents are not permitted to board a school bus without permission from the district. Any concerns about student behavior, seat assignments, routes/stops, bus procedures, etc. are to be directed to the building administration.

Cooperative bus riders **do** the following:

1. Accept the driver as being in full charge of the bus and the students.
2. Obey the driver's instructions promptly and respectfully.
3. Arrive on time at his/her bus stop, realizing that if he/she misses the bus, he/she shall be required to find other means of transportation to school.
4. Stand well off the road while waiting for the bus.

5. Carry on only quiet, ordinary conversations during the bus ride.
6. Go to assigned seats immediately and remain there until the bus stops at designated stops.
7. Ride only on the bus to which he/she has been assigned or obtain written permission from his/her building principal to ride on a different bus. In case of a family emergency, written permission from building principal must be obtained before a student will be allowed to ride on a different bus.
8. Understand that only assigned students or school personnel may board or ride on the school bus.
9. Notify the building principal of a move so that he/she may be transferred to another bus route.
10. Keep hands, feet, and personal belongings to themselves.
11. Follow the applicable guidelines listed under the "Expected Behavior of Students" section of this handbook.
12. Get on and off the bus ONLY at your designated bus stop.

Cooperative bus riders **do not** do the following because they realize that such activities may lead to suspension and/or expulsion of the student from the bus or that other appropriate disciplinary action may be taken by the building principal (see Discipline). All Plainfield elementary schools follow due process procedures and have the right to search a student and his/her belongings under reasonable suspicion guidelines as defined in School Board Policies.

1. Eat and/or drink on the bus unless it is medically necessary and approved by the school nurse.
2. Throw wastepaper or rubbish on the floor, behind the seats, or out of the windows.
3. Put their hands or heads out of the windows.
4. Chase the bus. Once the doors are closed and the bus begins moving, the student does not attempt to board the bus or touch it in any way.
5. Deface the bus in any way. Parents/guardians are held responsible for any damage to the inside or outside of a bus by students.
6. Shoot articles, such as water pistols or rubber bands, at one another or at the driver.
7. Cross the road behind the bus at bus stops.
8. Hang on to the rear, the sides, or any part of the bus after getting off the bus.
9. Play with or use the rear emergency door when no emergency exists.
10. Place hands on the driver's operating equipment (i.e., the door handle mechanism).
11. Violate the applicable behavior guidelines listed under the "Expected Behavior of Students" section of this handbook.

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 request)
- 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.

Security cameras may be present on school buses to monitor student behavior. Where security cameras are present, a sign will be displayed on the front door and interior of the school bus stating that electronic recording is taking place. If the content of a surveillance video is used against a student in a student disciplinary hearing, it will be treated like other evidence in the proceeding. Surveillance videos may be reused or erased after 14 days unless the school records custodian or designee determines that a video is needed for an educational or administrative purpose.

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.

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

Policies and Procedures:

Student Searches and Seizures

To maintain order and security in the schools, school authorities are authorized to conduct searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left by Students on School Property

- School authorities 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 effects left in these places and areas by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left on school property.
- The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted using specially trained dogs.

Students

- School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, 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 rules. The search itself must be conducted in a manner, which is reasonably related to its objectives and not excessively intrusive considering the age and sex of the student and the nature of the suspected infraction.
- When feasible, the search should be conducted as follows:
 - Outside the view of others, including students.
 - In the presence of a school administrator or adult witness; and by a certified employee or liaison police officer of the same sex as the student. Immediately following a search, the school authority that conducted the search shall make a written report. The student's parent(s)/guardian(s) shall be notified of the search as soon as possible.

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 authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Notifications Regarding Student Accounts or Profiles on Social Networking Websites

- School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
- School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that Policy 7:140 Page 2 of 2 violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported

in order to allow school officials to make a factual determination.

Transfer Students

Any student suspended or expelled for any reason from any public or private school in Illinois or any other state must complete the entire term of a suspension or expulsion before being admitted into the district as a transfer student. The district may place the transfer student in an alternative school program pursuant to Article 13A of the School Code for the remainder of the suspension or expulsion issued by the student's former school, if such placement is available.

District 202 Wellness Policy and Building Implementation

Plainfield School District 202 recognizes its responsibility to promote a healthy learning environment for all students through its wellness policy. The five (5) areas required in the policy are:

- Nutrition education goals
- Nutrition standards for all foods available on school campuses during the school day
- Physical activity goals
- School-based activities designed to promote student and staff wellness
- Measurement and evaluation of wellness policy

This policy supports the mission of Plainfield School District 202 as it promotes life-long wellness behaviors and links healthy nutrition and exercise to students' and staff overall wellbeing, scholastic, and professional performance as well as overall readiness to learn.

Your child's campus may have certain policies and practices that are related to this policy, such as distribution of edible treats. Please contact your school office if you have any questions.

Dress

Students are encouraged to dress in a neat and attractive manner that reflects pride in them and in their school. Students' attire and grooming should not be offensive, obscene, disrupt the school, represent a gang, or endanger that student or other students' health or safety, this includes chained wallets. Clothing is to be worn as it is intended to be worn (i.e., bib overalls with straps up, caps with brims facing forward, etc.). Extremely short or tight shorts will not be allowed.

Shorts and or skirts must be such a length that when you stand with your arms at your side, the fingertips touch the bottom hem. Off the shoulder, backless, strapless, or shirts with thin "spaghetti" straps (sometimes called "camis") will not be allowed unless a shirt is worn over them.

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 is not to be worn. Footwear must be worn at all times.

For the safety of the students and the maintenance of our buildings, "wheeled tennis shoes" are not permitted. Jackets and headgear (hats, bandannas, etc.) will not be worn inside school buildings during school hours, unless for religious or medical reasons.

In a society where weapons, drug and alcohol abuse are so prevalent, we take a stand against advertising these items and/or substances on T-shirts for students. Painting of the face and/or spraying of the hair are not permitted unless special permission has been given by the principal.

Plainfield School District 202 policy prohibits the wearing of hats, hoods, bandanas, etc. **at any time** in the school buildings, unless required for medical, religious reasons, or otherwise approved by school administration.

The prime responsibility for proper dress is that of the parents/guardians and students. Cooperation from parents is appreciated and expected. Students not complying with the outlined dress code will be asked to change clothing, or to turn their clothing inside out. Parents may be called to bring in appropriate clothing.

Electronics

Students are not permitted to bring electronic games, toys, or media devices (such as iPods, MP3 players, i-pads, e-readers, etc.). While we acknowledge the value of some electronic devices in a school setting, at this time, given the developmental level of the students, they are not appropriate and therefore, not permitted.

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.

Emergency Closing/Evacuation Plan

Each school has an emergency evacuation plan and alternate site. In the event of an emergency, which requires evacuation, students will be moved to another school or previously arranged site within the District.

In an emergency, parents will be contacted via all appropriate resources including Connect Ed, the Plainfield School District 202 website, and the local and regional media. The parents are asked NOT to come to the school or the evacuation site until directed to do so.

Emergency Contact Information

In the event of an emergency or illness school officials need to be able to contact parents/guardians. Please keep your child's school informed of any changes that may occur throughout the year regarding change of home phone numbers, cell phone numbers, work numbers, emergency contact people and numbers, etc.

Entrance Regulations

Parents/guardians of children entering the Preschool Programs or Kindergarten (or first grade if Kindergarten experience was not received in the Plainfield School District) must present documentation of age with a birth certificate. Children who are five (5) years of age on or before September 1 will be admitted to Kindergarten. Placement of six-year-olds who did not attend Kindergarten will be determined by the building principal.

Elementary age children shall attend the school to which they have been assigned by school administration. Assignment to schools is based on school attendance boundaries as adopted by the Board of Education. (Also see: *Attendance Zone Regulations*)

Erin's Law

The Plainfield School District 202 curriculum includes the state-mandated Erin's Law, which was adopted in January 2013. District 202's Health Education program will include age-appropriate sexual abuse and assault awareness and prevention education for Pre-K through 12th grade students.

It is estimated that one in four girls and one in six boys are sexually abused by the time they are 18 years old. Data also indicates that about 90% of the abusers are known to the child and include relatives, neighbors, babysitters, and family acquaintances.

Erin's Law requires that health classes educate students on safe touches and unsafe touches; safe secrets and unsafe secrets; and how to "get away and tell a trusted adult today." This program will teach children to: recognize child sexual abuse; equip them with skills to reduce their vulnerability and encourage them to report abuse. The curriculum is developmentally appropriate per grade level.

To read Erin's Law please visit:

<http://www.isbe.state.il.us/reports/erins-law-final0512.pdf>

Expected Behavior at Extracurricular Activities

Extracurricular activities are privileges extended by the District to students who wish to participate and who agree to comply with the Behavior Code as well as the rules and regulations established for the respective activity. Failure to comply with the rules and regulations shall result in disciplinary action or removal of the

student from the activity. Kindergarten through eighth-grade students may not attend high school events unless accompanied by a supervising adult.

Field Trips

Students are taken on field trips only with the written permission of the parent/guardian. When a school-sponsored trip is being planned a Trip Consent Form will be sent home to be signed by the parent/guardian. Adults designated, as chaperones may not bring other children, not assigned to the class, along on field trips. Chaperones need to focus their full attention on the students they are supervising.

Chaperones are expected to follow District 202 policy regarding photos taken on the trip. (We ask that photos are only taken of one's own children. However, if other children are in the photo, we ask that it NOT be posted on social media sites out of respect for the privacy of those other children.)

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 202 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 in 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.

Hat Policy

Head coverings such as hats, hoods, bandannas, etc. are not to be worn in the building unless required for medical, religious reasons, or as otherwise approved by school administration.

Head Lice

According to the Centers of Disease Control and Prevention, "head lice can be a nuisance, but they have not been shown to spread disease." Head lice cannot jump or fly, are not spread by pets, and can only live for a short period of time without a human host. Head lice are not a sign of poor hygiene.

A student is identified as having head lice after living lice or new nits (eggs within ¼ inch of the scalp) are found in the hair. Once a louse is identified, the child's parent/guardian will be called to report the incident and answer questions. A parental notification will also be sent home with the student with live lice containing directions about how to eliminate the lice, as well as preventative measures. The student's family should begin treatment immediately. After home treatment, the child may return once he/she has been cleared by the building nurse before returning to class. Information on identification, treatment, and prevention is available from the school health office and the district website. Head checks will be done only on an individual, symptomatic basis and at the discretion of the nurse.

Parents should teach and reinforce with the children not to share or trade personal items such as hats, combs, brushes, headbands, or barrettes. Parents should check their child's heads regularly throughout the school year for the presence of the lice and/or nits (eggs) and notify the building nurse if they have treated their child for lice.

Homeless

If your family is or becomes homeless please contact the homeless liaison in your building.

Homework

Research into the effectiveness of homework in improving academic achievement is inconclusive. While some studies indicate that such improvement does result, an equal number shows no demonstrable relationship between homework and improved academic achievement. The role of homework as a link between home and school is a vital one. Homework assignments can serve as a means of providing a bond of common effort among parent, child, and teacher.

Homework should supplement, compliment, and reinforce classroom instruction and may be assigned in all grade levels. The teaching staff strives to ensure that assignments are 1) necessary and useful, 2) appropriate to the ability and maturity level of students, 3) well explained and motivated, and 4) clearly understood by both child and parent.

Insurance

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 or medical service plan, including HMO's, PPO's, and Automobile No-Fault insurance. The District will not have paper pamphlets for distribution. Full details of coverage and limitations may be obtained from: Zevitz-Redfield & Associates/Gerber Life Insurance www.k12specialmarkets.com or (847)374-0888.

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.

Internet Threats

While the District respects student's right to freedom of expression under the First Amendment, students may be disciplined for website postings that (a) materially and substantially disrupt the educational process and/or (b) constitute threats which endanger the health, safety and well-being of District students or staff members.

Invitations

Students are only permitted to distribute student party invitations at school to the WHOLE class, only the boys or only the girls within the class.

Learning Disabilities

Plainfield School District 202 provides special teachers for students diagnosed with learning disabilities. Students 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.

Lost and Found Articles

All valuable articles found at school are taken to the school office. Other articles are placed in the lost-and-found box. It is important that coats, hats, sweaters, and boots be marked with the child's name. Unclaimed articles will be donated to local charities.

Plainfield School District 202 is not responsible for the loss of any personal items by either students or visitors to any school facility.

Meal Programs: Parents/guardians may apply for the free and reduced meal program anytime during the school year. To apply online go to: www.plainfield202.heartlandapps.com. A paper application may be obtained from any Plainfield District 202 school. Meal applications are valid for one school year only.

Students who qualify for the free/reduced priced meals may get a free/reduced priced breakfast and lunch daily. All other students will pay the full price for meals.

Meal prices are listed online at: www.psd202.org.

Menu: To get a monthly menu, visit our main webpage at: www.psd202.org. For any questions about the menu please contact Aramark at 815-436-6270.

MySchoolBucks is our online payment portal; giving parents/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, plus add funds with no additional service charges. Enrollment is easy!

1. Go to 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 meal account. The student ID and school name will be required.
3. Funds may be added to your students' accounts 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 the checkout. This feature will allow you to automatically replenish your student's account on your terms.

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

Parents/guardians may also send lunch money in an envelope labeled with the student's name, teacher's name, and the amount of money being enclosed. Students who forget their money, or run out of lunch money, will be permitted to "charge" meals.

Parents/guardians should be aware that each of the elementary schools operates as a "closed campus", i.e., students are encouraged to remain at school during the lunch period. Students may either bring a lunch from home or they may purchase a lunch through the school. Any food from home must be brought in a plastic container – no glass, please. Parents are permitted to bring fast food lunches for their children on a limited basis. Parents choosing to take their child out for lunch must follow the assigned grade level lunch times, so their student does not miss instructional time with their class. Also, a parent/guardian can only sign out their own child for lunch. Peer group lunch outings are not permitted.

Students have responsibilities in the cafeteria/lunchroom -- good table manners. Each student is responsible for disposing of his/her own trash. Trash in the immediate seating area -- even under the table -- is the responsibility of students at the table. Students may be assigned clean-up duty at the discretion of supervisory personnel. Misbehavior in the cafeteria/lunchroom may result in, but are not limited to, loss of cafeteria privileges, assignment to an alternate site for lunch and/or recess, assigned seats, or any combination of these.

Mandated Reporters/Dept. of Children and Family Services (DCFS)

By law, all school employees are mandated to report any information about reported or suspected child abuse to the Illinois Department of Children and Family Services (DCFS). School employees do not make judgments or decisions regarding the validity of students' claims and all reports are confidential.

Media Center

Students can learn information literacy skills to pursue individual studies using a wide variety of media in the Media Center. Usage patterns would indicate that all students make extensive use of the facility. Students may be sent to the Media Center to work on individual or small group remedial and enrichment projects. Reading is encouraged. Library books may be checked out and taken home for a one-week period, with the stipulation that parents/ guardians will be charged for replacement of lost books.

Medicaid Data Release Consent

If your child receives special education services and is also Medicaid eligible, Plainfield School 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, birth date 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.

Medical Examination

The [School Code of Illinois](#) requires that all Preschool Programs, (preschool, Early Childhood, Speech only, PT only, or At Risk), Kindergarten or first grade (if he/she did not previously attend Kindergarten) students have a physical examination completed on the State of Illinois Certificate of Child Health Examination form, dated within one year prior to the first day of school, including immunizations. Lead screening is a required part of the health examination for children age six years or younger prior to admission to kindergarten or first grade. Please submit these records prior to August 1st. Students with missing or incomplete physical exams, including necessary immunizations, will not be able to start on the first day of school. 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.

Eye Examinations- students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school.

Dental Exams- All students in Kindergarten, second and sixth grades must have a dental exam performed by a licensed dentist. For this school year(2021-2022) the exam must be performed after November 15, 2020, and by May 15, 2022. Proof of a dental exam must be submitted to the health office by May 15, 2022.

Illinois Child Exam forms, Dental Examination forms, Dental Waivers, 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.

Medication While at School

Plainfield School District 202 acknowledges that the responsibility for administering medication to a student rests primarily with that student's parent/guardian. Authorized Plainfield School District 202 personnel will administer medication during the school day only when it is absolutely necessary for a student's critical health and well-being. The administration of medication during regular school hours is contingent upon the following:

1. Authorized Plainfield School District personnel will administer medication during the school day only when it is absolutely necessary for a student's critical health and well-being. All Medications, 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 exact 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, CBD oils, and supplements are 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.
6. 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, CBD oils, and supplements. Plainfield School District 202 does not allow non-FDA regulated homeopathic treatments at school.
7. The first dosage of medication should not be given at school in case the student suffers an allergic or other adverse reaction.
8. 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](#) 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.
9. 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.
10. 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.
11. Any Plainfield School District 202 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.

12. Any Plainfield School District 202 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.
13. Any medication dispensed to a student will be documented in the student's individual electronic health record.
14. 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.
15. 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.
16. 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.
17. 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)
18. Plainfield School District 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.*).
19. Students are allowed to bring a week's supply of cough drops (2 per day, for five days; a total of 10 cough drops) that will be stored and distributed by the classroom teacher as long as they are accompanied by a note from a parent. Any unused cough drops will be disposed of at the end of that week. Parents cannot send in a large bag to be stored for the year.

Messages for Students

Students will not be called out of class to take phone calls. Any messages can be given to the office staff who will relay the information to the students. In addition, students will not be called out of class to meet with a parent unless it is an emergency.

Motorized Recreation Vehicles

Parents/guardians are reminded that all motorized recreational vehicles (including, but not limited to mini and/or motorbikes, motorized 4-wheelers, hover boards and motorized scooters) and other unauthorized motorized vehicles are forbidden at the elementary schools **at all times**.

Mobility Aids

Students using crutches, a wheelchair or scooter must have a physician's note indicating those items mentioned above 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.

Non-Discrimination Statement

Plainfield School District 202 does not discriminate on the basis of *gender, religion, handicap, race, color, national origin, or disability; nor does it tolerate harassment on the basis of sex, race, color, national origin or disability in its education programs, activities, or employment as required by Title VI of the Civil Rights Act of 1964 and 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 students and employee complaints alleging any prohibited action under these regulations.

Any student who believes he or she has been subjected to harassment or a hostile environment based on race, color, or national origin should report the harassment or hostile environment to one of the School's Administrators. The School is committed to conducting a prompt investigation of any and all complaints of harassment. Students found to have engaged in acts of harassment or other acts that create a hostile environment based on race, color, or national origin will be promptly disciplined, up to and including suspension and expulsion, if circumstances warrant. We encourage students and parents to work together with school staff to prevent acts of harassment of any kind. The Superintendent, or designee coordinates the District's efforts to comply with these laws. Contact the District Office at (815)577-4000.

Parent Organizations

The Plainfield elementary schools offer a variety of opportunities, through their parent organizations, for involvement and support of the individual elementary buildings. Parent Teacher Organization (PTO) units and Parent Teacher Association (PTA) units are active in all elementary buildings. Individual unit meetings of these organizations are scheduled at the beginning of the school year with calendars released to parents/guardians at that time.

Personal Property

Students are not allowed to bring non-academic related personal property to school. This includes, but is not limited to electronic devices, trading cards, toys, stuffed animals, and electronic games. These items will be confiscated and held in the office until retrieved by a parent. Any items not claimed by the end of the school year will be disposed of or donated.

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 Department 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 (815) 439-3201 with any additional questions.

Physical Education

All students will be required to participate in Physical Education unless they present an excuse from a person licensed under the Medical Practice Act for physical or emotional disability. All notes must indicate when the student may return to Physical Education.

Temporary requests (not to exceed two (2) Physical Education periods) detailing the reason to excuse a student from physical education activities will be allowed with a note from the parent/guardian. Students

with orthopedic immobilization devices, including but not limited to casts, immobilizers, or splints, must have a physician's note to indicate partial participation or excusal from Physical Education. The physician's note must indicate duration of excuse or an additional note will be required to indicate when the student may return to full participation in PE when the orthopedic device is removed.

Promotion and Retention

It is assumed that students will progress in a normal pattern through the grades year by year. Occasionally, development characteristics of the individual learner create circumstances where retention in a given grade level will optimize the future educational potential for the child. Students may be retained who fall significantly below District 202 standards of performance as interpreted by the classroom teacher, the principal and District level administration. Normally, every effort should be made to do this in the early primary (Kindergarten - first grade - second grade) years.

Parents/guardians will be involved in the process, and after extensive evaluation of the student's academic performance, reading level, and standardized tests, such a recommendation will be made by the building principal. It is assumed that joint conferencing among parent/guardian, teacher, and principal can provide optimal placement for each student. Earnest attempts will be made to reach agreement prior to any retention.

In the unlikely event that the District's professional educators and parents/guardians cannot agree, due process appeal procedures will be explained to the parents/guardians; however, the final decision concerning retention is the responsibility of the professional educators.

Reassignment of Students to Class or Grade Level

The policy of Plainfield School District 202 is that the final decision on class or grade placement will be made by the building principal. The principal, in making this type of decision, will seek the advice of professional educators.

This input may include specialized professional educators who have knowledge of the ability level, achievement level, and social and emotional profile of the student. This input will be advisory and will assist the principal in placing a student in the most appropriate grade level setting.

Recess

Plainfield School District 202 believes that some outside activity is healthy for children; therefore, no student will be allowed to remain indoors during recess when weather conditions permit outside recess unless: a) their obvious physical condition dictates same; or b) a note from the parent/guardian, stating the reason for the request, has been received by the teacher. Students may only miss three consecutive days of recess without a note from a physician. For your child's safety, if he/she has been excused from physical activity in P.E., he/she will also be excused from physical activity during recess.

However, weather and injury/sickness permitting, your child will be encouraged to go outside during recess. Students will go outside for recess when the wind chill temperature is 20 degrees or above. Please have your child dressed appropriately, including such items as boots, gloves, and snow pants.

Report Cards

Student progress in Grade K-5 is reported quarterly to parents/guardians. Art, Music, Physical Education progress is reported each semester. Math and English/Language Arts report progress by component in a standards-based format.

Rights Reserved Statement

The provisions of this publication are not to be regarded as an irrevocable contract. The Board of Education of Plainfield School District 202 reserves the right to modify, revoke, or add to any or all regulations at any time.

School Closing Information

Plainfield School 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 Plainfield-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 closed, Plainfield School 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), and local and regional television and radio stations **Parents are asked not to contact the District Office or school officials regarding school closings until after 7:45 a.m.**

School Supplies

There are a few school supplies that parents are asked to supply. The list is available online or in the school office. Please do not send in valuable items for student use. Elementary students are still developing their organizational skills and often misplace their supplies during the school day. (For instance, when purchasing the required headphones, please do not send in expensive, high quality headphones. The inexpensive ones serve the purpose quite well in the elementary setting.)

Social Networking Information

School administrators may request or require a student to provide a password or other related account information in order to gain access to the students account or profile on a social networking website if the elementary school has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a school disciplinary rule or policy.

Special Education

A full continuum of special education services is available to parents/guardians of students in Plainfield School District 202. 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 Plainfield School District 202 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 504 of the Rehabilitation Act of 1973 will be identified, evaluated, and provided with appropriate instruction and educational services.

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

The right to file a grievance with Plainfield School District 202 concerning allegations of violations of Section 504 guidelines.

1. The right to request an evaluation drawing upon different sources.
2. The right to be informed of any actions pertaining to eligibility and any proposed service plans.
3. The right to review any personal information in an understandable mode.
4. The right to periodic evaluations.
5. The right to evaluation prior to any significant change in services.

6. The right to contest the Plainfield School District's proposed actions through an impartial hearing.
7. The right to be represented by Counsel in the impartial hearing.
8. The right to appeal the decision from any hearing.

The Section 504 Coordinator for Plainfield School District 202 is the Special Education Director. He/she may be contacted by calling the district at (815) 577-4000.

District 202 provides special teachers for students determined to have a disability. Students with disabilities may also receive assistance from specialists within each building. Such assistance may be provided in the general education or special education classroom depending on the child's needs.

Behavioral Intervention for Students with Disabilities, Condensed Version

Section 1. Purpose

A fundamental principle is that positive, non-aversive interventions 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 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 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 is 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 is 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 and services, the development or revision of a Behavior Management Plan for changes in the IEP and review of the appropriateness of the current educational placement).

Prohibited Interventions

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

Section 4. Behavior Management Plan

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 Intervention

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 intervention is 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 12th 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.

Public Benefits or insurance—IDEA funds pay a portion of your child’s special education and related services. Funds from a public benefits or insurance program (for example, Medicaid funds) also may be used by the school district to help pay for special education and related services, but only with parental consent. The school district cannot access the parent or child’s public benefits or insurance if it would result in a cost to the parent, such as a decrease in benefits or an increase in premiums.

The school district needs to ask a parent to provide their consent to access their or their child’s public benefits or insurance for the first time, and then annually thereafter. The district must provide the parent with a notification of rights and protections in language understandable to the general public and in their native language.

Student/Athlete Concussions and Head Injuries

BOE Policy 7:305

Plainfield School District 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 developed by the Plainfield 202 Concussion Oversight Team. The student must be cleared by a 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. 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 returning to athletic activities. All students will require a physician’s note to return to physical education, band, or athletics.

Student's Records and Responsibilities

Plainfield School District 202 Board of Education, Administration, and professional educators strive to provide the following for students:

1. A quality education, including a variety of learning opportunities aimed toward each student's achievement, interest levels, and learning style.

2. Quality teaching, access to special services, programs, and activities.
3. Fair treatment, including impartial evaluation by teachers of academic performance, just and appropriate discipline, and no discrimination based on gender, race, religion, national ancestry, political preference, mental ability, or physical handicap.
4. Freedom of expression, providing such expression does not disrupt the educational process, infringe upon the rights of others, or violate the limits of health requirements and common decency.
5. Privacy, including personal property and school records. Federal law outlines restrictions on the privacy of school records and other confidential material. Although law enforcement officers should possess valid search warrants before entering students' lockers, a school official can search a locker with or without the student's knowledge or consent if they have a reasonable suspicion that the locker contains illegal or dangerous materials.

Lockers are the property of the school and should be used solely for the storage of books, school supplies, and clothing. Student records are considered confidential and are intended for use by school officials in accordance with the Illinois School Student Records Act of 1975 to help students reach constructive education and career goals.

Custodians of school records take reasonable steps to ensure that outside parties are not given access to a student's cumulative record without specific written consent by the parents/guardians or eligible students. No school may refuse to admit or enroll a student because of that student's failure to present his student permanent or temporary record from a previously attended school with the exception of the record of physical examination and up-to-date immunizations and the Illinois Transfer Form.

6. Student directory information may be released to the general public unless parents/guardians notify the school otherwise. Student directory information is limited to:
 - Identifying information (i.e., name and grade level)
 - Academic Awards, degrees, and honors
 - Information in relation to school-sponsored activities, organization, and athletics
 - Period of attendance in school
7. Nondiscrimination – Student Rights Procedure

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) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5) proceed without harassment and/or retaliation.

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

Step 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 the 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.

Step 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 an oral response made within five (5) days.

Step 3

If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the Assistant Superintendent for Administration and Personnel. If the grievance is specific to special education, records submitted in writing to Assistant Superintendent for Student Services. The grievance should be described as specifically and 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.

Step 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.

Step 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 for Student Grievance Procedure

The grievance procedure for students is published in the District student handbook and selected publications that reach all students including those in special education. It is the policy of this School District that all grievances be resolved as quickly and at the lowest step possible.

Explanations

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 their own behalf.
3. Days - Days when the School District is in session.

Due Process

1. Right to Representation

A grievant(s) may be represented by an attorney or other person of their 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 decision 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. Right to Information

Unless state laws and right-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 this School District 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. Include the name 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 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 both the Assistant Superintendent for Administration and Personnel. If the grievance is specific to special education, records submitted in writing to Assistant Superintendent for Student Services. This response shall contain a summary of the evidence determined; 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.

7. Exhibit – Notification to Parents and Students of Rights Concerning a Student’s School Record

This notification may be distributed by any means likely to reach the parent(s)/guardian(s). The District maintains two types of school records for each student: Permanent record and *temporary* record. These records may be integrated.

The *permanent record* includes:

- Basic identifying information
- Academic transcripts
- Attendance record
- Health record
- Scores received on all State assessment test administered at the high school level
- Information pertaining to release of this record
- Honors and awards
- School-sponsored activities and athletics or offices held in school-sponsored organizations

The *temporary record* may include:

- Home language survey form
- Information provided under the Abused and Neglected Child Reporting Act, including any final finding report
- Accident reports

- Family background
- Intelligence and aptitude scores
- Psychological reports
- Scores received on the State assessment test administered in the elementary grade levels (i.e., kindergarten through grade 8)
- Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
- Honors and awards
- Teacher anecdotal records
- Disciplinary information, including information regarding any punishment for misconduct involving drugs, weapons, or bodily harm to another.
- Any biometric information that is collected
- Health-related information
- Special education files
- Records associated with plans developed under Section 504 of the Rehabilitation Act of 1973
- 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.

“Yearly specific” documents (such as field trip permission slips, tardy notes, parent/teacher communications, etc.) accumulated during one school year **but not listed above**, will be disposed of on the last day of student attendance unless the parent requests in writing before the last day of school that such documents be saved

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. A 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 plan for access and notify the parent(s)/guardian(s) or student of the time and place where records may be inspected.

The District charges \$.35 per page for copying but no one will be denied their right to copies of their 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 decides 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 their 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 education records, except to the extent that the FERPA or Illinois School 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(s)/guardian(s) 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 education records without consent to officials of another school 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 their child, and (2) reference to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person 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:

- Name
- Address
-

Gender

- Grade Level
- Birth date and place
- Parents'/guardians' names and addresses
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.

6. The right contained in this statement: No person may 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.

7. 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:
Family Policy Compliance Office - U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Students Taken from Class for Questioning

School officials do not need to obtain parent permission to interview students while investigating a violation of school rules or district policy. School officials have in loco parentis authority and may detain a student for questioning provided there is a reasonable cause to do so. School officials are also justified in taking possession of the student's cell phone for the duration of the questioning.

Parents/guardians will be notified and asked for their consent prior to student questioning by *non-school officials*. The exceptions to this practice, however, is the questioning of a student by a representative of the Department of Children and Family Services (DCFS). In all cases where questioning takes place, school authorities must be present.

Testing Program

Standardized tests are an integral part of the evaluation program in the Plainfield School District. They include measures of achievement and aptitude. Test results assist the teachers in diagnosing student progress and provide the Administration with objective data to help guide the construction and revision of the curriculum.

Additional achievement and/or diagnostic tests are available to help assess a student's work at any time during the year.

Tests are only a part of the student and curriculum assessment program. Parents/guardians are urged to confer with their child's teacher regarding any concern about their child's progress.

Textbook Rentals, Fees and Financial Requests

Fees for textbooks, workbooks, and art supplies are required for students in grades K-5. These fees are

established each year by the Board of Education. Textbooks remain the property of the Plainfield School District and are returned at the end of the year. All fees must be paid in full by the date designated by the School Board. Fees not paid by the designated date will result in being placed on a Payment Plan Contract. The Illinois School Code and Board of Education Policy permit fee waivers for those who qualify. Fee Waiver applications are available at the main office, online at www.psd202.org or by email: feewaivers@psd202.org.

5th grade parents: All incoming 6th grade students will not receive their schedule, prior to the first day of school, until their elementary school fees are paid in full.

Anyone submitting a check that is returned to us by your bank will be billed for the amount of the check along with the maximum fee authorized by State law for returned checks.

You can anticipate modest requests for room money to fund holiday theme parties. When money is sent to school, it is appreciated if parents/guardians will place money in an envelope containing their child's name, teacher, and grade level on the envelope.

Transportation

Plainfield School District 202 provides bus transportation to students living one and one-half (1½) miles or more from their assigned school. Students are assigned to bus routes and pickup points according to patterns that provide for the safety of our students, while at the same time are also the most efficient and economical for our School District.

Throughout the District, bus stops are placed at corners or intersections. The only general exception to this rule is kindergarten mid-day routes when only kindergartners ride the bus. Mid-day kindergartners are picked up/dropped off at their homes unless they live in a court or cul-de-sac. Buses do not enter cul-de-sacs or courts; the stop will be at the entrance to the court.

Elementary stops are generally placed within 1/10 of a mile from homes; middle and high school stops are placed within 4/10 of a mile from homes.

Students may be transported to/from one stop address other than their home bus stop; however, the stop must be for every day of the week. The stop address must be within the same school's attendance boundary.

The four possible choices for bus transportation are:

1. Pick up at home; drop off at home
2. Pick up at home; drop off at sitter
3. Pick up at sitter; drop off at sitter
4. Pick up at sitter; drop off at home

Students who are transported to/from a bus stop other than their assigned stop must have a parent/guardian signed Transportation Request form for the current school year on file at the District 202 Transportation Office, located at 14812 Eastern Avenue, Plainfield, IL (815) 436-7800.

Copies of the Transportation Request (sitter) forms are available in each school office, District website, or at the District Transportation Office. Requests must be received by the District Transportation Office 10 days prior to school starting to be in effect the first day of school. After school begins, changes will become effective within three school days.

For safety and security reasons, except in highly unusual circumstances or in an emergency, students *will not* be allowed to ride an alternate bus to or from school by providing the school or bus driver with a note. In addition, students will not be able to get on or off a school bus at a stop other than the one to which they are assigned. The purpose of this policy is to ensure that, in the event of a bus emergency, all appropriate families are contacted.

Questions concerning bus transportation should be directed first to First Student Transportation, the Plainfield Community Consolidated School District's contracted transportation service, at (815) 726-0033, then to the building principal, and then to the Transportation Office at (815) 436-7800. For Special Education transportation issues, contact Septran, the contracted transportation service at 815-609-7725, then to the building principal and the District Transportation Office.

Use 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 websites; and placements in local, regional, and national media (both print and electronic).

Each elementary school may produce a Memory Book/Yearbook, which includes students in grades K-5. This Memory Book/Yearbook will be available for purchase and will be distributed when it is delivered to the school. Parents, guardians, and guests are not permitted to take photographs of children while they are visiting school property during school hours, unless they are here for the purposes of taking photos for the school Memory Book/Yearbook. Families attending special school events, such as parades, parties, programs, or other performance events may take photos or videos of their own children. We request that photos or video that include other children NOT be posted to social media sites. Classes to which student teachers are assigned may have lessons videotaped as a requirement of the cooperating universities. If your child is in a class with a student teacher, lessons may be videotaped for the use of the student teacher and their university supervisor.

Families and students who participate in after school activities at the school, such as PTA/PTO Family Nights, must be aware that other guests may be taking photos and may choose to post those photos on electronic media or social networking sites. The school and school district are not responsible for photographs posted on the Internet by private parties.

Virtual Backpack

Plainfield School 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) 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.

Vision and Hearing Screening

Vision screening will be done, as mandated, for the following children: preschoolers, kindergarteners, 2nd graders, 8th graders, new students, and special education students. Hearing screening will be done for preschoolers, kindergarteners, 1st graders, 2nd graders, and 3rd 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 are *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 audiological evaluation have been completed within the previous 12 months and that form is on file at the school.

Visiting School (See also: Conferences and Field Trips)

Parents/Guardians are welcome and encouraged to schedule classroom visits at any time during the year except the first and last two weeks school is in session, and during the time that standardized tests are being administered.

Classroom visits should be scheduled with the classroom teacher in advance and should be no longer than 60 minutes in length. In addition, parents can eat lunch with their child in the cafeteria a limited number of times per year.

Parents/guardians may not bring other children (infants through age 17) with them for classroom visits, lunch/recess with the student, field trips, or room parties. Other children can distract the attention of both the visitor and the class. When in the classroom observing a class in session, please do not attempt to hold a conference with the teacher about your child. When a parent or guardian is visiting or volunteering at school, their interactions with staff and students should be limited to the purpose for their visit to the building.

Whenever visiting a school, please check in at the school office upon entering the building and be sure to bring your driver's license. Any visitors to the school are expected to comply with all district policies.

Vital Information

Your address, along with your home, cell, business, and emergency telephone numbers need to be on file with the school office. To assist school personnel in keeping records up to date, please notify the office immediately when changes occur. This information will only be used by authorized school personnel for emergency purposes.

Withdrawal from School

If you move out of the Plainfield School District, state law requires that the parent/guardian sign a release form which enables school records to be sent to a different educational institution. Parents/Guardians sign this release form at the new or receiving school, however, parents are asked to stop by the school office prior to the student's last day of attendance and pick up a transfer letter which will be signed by the building principal.

Work Permits

District 202 middle and high school offices assist students in obtaining work permits if needed. This service is designed to meet the requirements of the child labor laws in Illinois. A student who needs a work permit will need to bring to the school office a birth certificate (or some other proof of birth) and statement from his/her prospective employer indicating the nature and hours of the proposed work assignment. An approved work permit does not excuse a student from attending school. Work permits may be revoked if employment interferes with a student's academics or attendance. *Students requiring a work permit for modeling or acting need to contact the Will County Regional Office of Education 815-740-8360.*

504 Plans

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.

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Plainfield Community Consolidated School District 202



We prepare learners for the future.