



Plainfield East High School  
12001 S. Naperville Road  
Plainfield, IL 60585

Main Office	815/577-0324
Attendance Office	815/577-0660
Student Services	815/577-0360
Athletic Office	815/577-1025
Fax Number	815/577-0979

website – [www.psd202.org/pehs](http://www.psd202.org/pehs)

### **Mission Statement**

**WE PREPARE LEARNERS FOR THE FUTURE**

### **Rights Reserved**

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

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

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

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

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

### Class Schedule - First Semester

Period	Course	Instructor	Room
1			
2			
3			
4			
5			
6			
7			

### Class Schedule - Second Semester

Period	Course	Instructor	Room
1			
2			
3			
4			
5			
6			
7			

Plainfield East High School requires all students to acknowledge, in writing, that they have received a copy of the Student Handbook containing the disciplinary policy.

Please complete the form below and return it to the staff member who gave you this handbook.

---

---

I have received the 2011-2012 Plainfield East High School Handbook and have been given the opportunity to review the disciplinary policy. I acknowledge that if I do not understand any provisions of this handbook it is my responsibility to seek out clarification from the administration.

Student Name \_\_\_\_\_  
(please print)

Grade        09     10     11     12  
(circle one)

Student Signature \_\_\_\_\_

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

Date \_\_\_\_\_

This page left blank – backside  
of signature page

***Student Handbook***  
***Table of Contents***

**GENERAL INFORMATION**

Fees.....	7-8
Non-Discrimination.....	8
Student Rights Explanation, Procedure.....	8-9
Due Process.....	9-11
Security Cameras/Visitors/General Policy .....	11
Automobile Search.....	11
Dance Guidelines.....	12
Field Trips.....	12
Agenda Books/ID Cards/Hall Passes.....	13
Media Center.....	13
Telephones.....	13
Work Permits.....	13
Printed Material.....	13
Student Records/Residency.....	14-18
Routine Weed Spraying.....	19
Publications & Web Sites.....	19-20
Release of Student Names, Photos or Original Work.....	20

**HEALTH AND SAFETY**

Accidents/Illness/Communicable Diseases.....	21
Insurance.....	22
Medication.....	22
Physical Examinations, Vision Screening.....	22
Human Growth and Development.....	23
Inclement Weather.....	23

**STUDENT SERVICES**

Courses/Physical Education Policy.....	23
Early Graduation.....	24
Grades, Graduation Requirements & Participation.....	25-27
Report Cards, Honor Roll.....	27
Readmission to School Following an Illness.....	27
The Literacy Center/Math Tutoring/Learning Lab.....	29
WILCO .....	29
Suspension/Out of School Assignments	
Policy for Discipline Issues.....	30
Peer Mediation/Conflict Resolution.....	30
Response to Intervention.....	30
Special Education/Behavioral Intervention.....	30-34

**ATTENDANCE**

Tardiness.....	35
Sign In/Sign Out.....	36

Closed Campus/Leaving School.....	37
Permit to Leave/Reporting and Absence.....	37
Excused Absence/Unexcused Absence/Truancy.....	37-38
Class Cut.....	39
Excessive Excused & Pre-Arranged Absences.....	40
Homebound.....	42
Homeless.....	42
Homework & Make-Up Policy for Absent Students.....	42-43

**STUDENT EXPECTATIONS**

Categories of Offenses.....	43-45
Final Contract/Suspension/Expulsion Definitions.....	45
LOP Program.....	46
Critical Incidents.....	47
Catalyst Program.....	47
Possession.....	48-49
Level Consequences.....	50-52
Educational Disruption Procedures.....	52
Grievance Procedures.....	53
Academic Honesty.....	53
Behavior at Events.....	53
Busses.....	54-56
Cafeteria.....	56
Dressing and Grooming.....	56-57
Driving and Parking.....	58
Lockers/Bookbags.....	59
Public Displays of Affection.....	59
Searches.....	59-60
Building Hours/Loitering.....	60

**CLUBS & ACTIVITIES**

Athletic and Extra-Curricular Rules (No Pass/No Play) .....	60
Spectator Conduct and Sportsmanship Policy.....	60
Attendance Policy for Extracurricular Event.....	60
Extracurricular Disciplinary Code.....	60
Clubs & Activities.....	61-64
Activity Code Sign –off Page.....	66
Student Athletics .....	68
Plainfield CCSD 202 Athletic Code.....	75-81
Athletic Code Sign-off Sheet.....	83

**HELPERS**

Media Center Information.....	85
Plainfield High Schools – Writing Guide.....	86-91
2010-2011 Calendar .....	92
Facility Maps.....	93-96
Bell Schedule .....	Inside Front Cover

# General Information

## Fees

### Lost/Damaged Books

Students are responsible for any textbooks or instructional materials they have been issued. If a book or other materials are lost or damaged beyond use, the student must pay the replacement cost. Books with water or food damage will be charged the replacement cost due to the environmental hazard this type of damage may cause. The replacement cost is determined by looking in Books in Print, the publisher's catalog, or other such resources. Teachers should consult their department chairperson for this information. If the exact price cannot be found, the cost of replacement will be as follows:

Hardback books: \$30.00

Paperback books: \$10.00

### Damaged Books

If a textbook or other instructional material is damaged and still usable, the student must pay for the damage. Minor damage includes torn pages, pencil or ink marks, etc. A fee of \$3.00 will be assessed for this minor damage. More serious damage, which can still be repaired, will be assessed a fee of \$5.00. Fees for damages are determined by the classroom teacher and/or department chairperson.

### Extracurricular Fees

Students participating in extracurricular activities are assessed an extracurricular fee. This fee is based on participation per season with no cap. Activities being assessed are as follows:

Badminton	\$129.00	Golf	\$129.00
Band	\$106.00	Jazz Band	TBD
Baseball	\$129.00	Math Club	\$ 24.00
Basketball	\$129.00	Poms	\$129.00
Bowling	\$129.00	Scholastic Bowl	\$ 24.00
Cheerleader, Fall	\$129.00	Soccer	\$129.00
Cheerleader, Winter	\$129.00	Softball	\$129.00
Chess Club	\$ 24.00	Speech Team	\$ 63.00
Choir	\$ 74.00	Spring Musical	\$ 38.00
Color Guard, Fall	\$129.00	Swimming	\$129.00
Color Guard, Winter	\$129.00	Tennis	\$129.00
Cross Country	\$129.00	Track	\$129.00
Fall Play	\$ 24.00	Volleyball	\$129.00
Football	\$129.00	Wrestling	\$129.00

**Nonpayment of Student Fees**

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

**Student Activity Fees**

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

**Student Deliveries**

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

**Non-Discrimination Statement**

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

**Non-Discrimination – Student Rights Explanation**

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

This procedure is not intended to limit the option of the District and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at

a time and place that will afford a fair and equitable opportunity for all persons.

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

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

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

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

sixty (60) days and a written response shall be given within five (5) days.

**Non-Discrimination –Due Process Directions  
Student Grievance Procedure**

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

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

Explanation

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

Due Process

1. Rights to Representation - A grievant(s) may be represented by an attorney or other person of one's own choosing, such as a parent or advocate.
2. Right to Present Witnesses and Evidence - Grievant(s) shall be allowed to present the grievance with relevant evidence and pertinent witnesses. Both parties shall have the opportunity for hearing and questioning witnesses.
3. Time Limits - All participants shall adhere to the time limits prescribed for each level. Failure by the administration at any step of the procedure to communicate the decisions on the grievance within the specified time limit shall permit the grievant(s) to proceed to the next step. Failure on the part of the grievant(s) to appeal the decision to the next step within the specified time limits shall be deemed to be an acceptance of the decision rendered at that step.
4. Rights to Information - Unless state laws and rights-to-privacy laws are violated, all relevant records with names and identifying information must be made available to the grievant(s) for use as evidence in the grievance issue.
5. Privacy - During the grievance procedure, the grievant(s) shall have the right to designate whether the procedure and meetings will be confidential, including names and related information.

6. Reprisals/Retaliation - Participants in a grievance submitted in District 202 shall not be subjected to reprisals, retaliation or different treatment because of such participation. Participation shall not be recorded in the student file(s) or used to affect equal opportunity for access to equity in educational programs and services.

#### Directions

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

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

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

#### **Security Cameras**

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

#### **Visitors**

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

**General District 202 Policy**

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

**Automobile Search**

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

**Dance Guidelines**

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

- Students attending a high school-sponsored dance are to produce a current student ID upon entrance to the dance.
- District 202 High School dances are for students currently enrolled at that campus ONLY. In the event that a student wishes to bring a guest to a sponsored dance, he/she is to obtain a Student Guest Request from the Main Attendance Office. This copy is to be produced at the time of advance ticket purchase.
- Middle school students are not admitted to a high-school sponsored dance as a participant or guest.
- No person 21 years of age or older will be admitted to a high school-sponsored dance as a participant or guest.
- Once a student has been admitted to the dance, he/she is to remain. No student will be readmitted once they leave the dance. Students involved in activities (such as athletics) on the same night of the dance will be asked to report within a reasonable time after the game, competition, or activity.
- The general rules of conduct are expected and will be adhered to by students attending school social functions. Dance rules will be strictly enforced. Any student presenting a problem, caught touching or dancing in an inappropriate or vulgar manor, will be asked to leave. His/her parents will be notified and asked to pick up their student and/or guest.

- Students will be dealt with in school by suitable penalties depending upon the violation.
- No person shall come to the dance under the influence of, or in possession of drugs, alcohol, or intoxicating substances. Anyone violating this expectation is subject to arrest and appropriate school consequences.

### **Field Trips**

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

### **Hall Passes**

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

### **Agenda Books**

Replacement of lost agenda books can be made in the Attendance Office at a fee of \$5.00.

### **ID Cards**

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

### **Media Center**

The Media Center at Plainfield District 202 High Schools offers a wide range of print and non-print services for students and staff. The main goal of the Media Center is to provide information literacy skills that empower learners to contribute and succeed in a changing world. For more specific information, refer to "Media Center Information" located in this handbook.

**Telephones**

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

**Work Permits**

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

**Printed Material**

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

**Student Records**

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

State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information to the maximum extent permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's

school records without the consent of the students' parent(s)/guardian(s).

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

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

The permanent record includes:

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

The temporary record may include:

- Home language survey form
- Information provided under the Abused and Neglected Child Reporting Act, including any final finding report
- Family background
- Intelligence and aptitude scores
- Psychological reports
- Achievement test results, including scores on the Illinois Standards Achievement Test
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records

- Disciplinary information, including information regarding any punishment for misconduct involving drugs, weapons, or bodily harm to another
- Special Education files
- Verified report or information from non-educational persons
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record

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

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

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

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

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

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

Parent(s)/guardian(s) or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school

principal or records custodian, clearly identify the part of the record they want changed, and specify the reason.

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

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

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

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

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

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

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

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

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

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

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

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

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

**Residency**

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

**Responsibilities**

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

Students have the responsibility to...

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

Parents have the responsibility to...

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

**Routine Weed Spraying**

The Grounds Department will schedule the third week of every month to perform regular weed control spraying at all District 202 school buildings. This weed control maintenance would include the spraying of the building's perimeter, fence lines, curb lines and any cracks in

drives and/or walks. This spraying will be performed, weather permitting, on a rotating basis from April through September.

The liquid application of “weed and feed” fertilizing will be performed two times a year in areas adjacent to buildings by an outside contractor. Some athletic field areas at various sites may also be treated based on conditions of the turf areas. The time the contractor will spray is typically on the weekend (usually Sunday) to reduce the times when students are present. The two weekends per year are typically Memorial Day weekend in May and Labor Day weekend in September.

Any parents who wish to be notified of spraying should consider this as District 202 notification. Any questions regarding this process should be directed to your building Principal or the Director of Grounds and Maintenance, Joel Murphy (815) 439-5452.

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

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

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

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

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

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

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

4. that is primarily intended for the immediate solicitation of fund.

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

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

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

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

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

## **Health and Safety**

### **Accidents**

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

### **Illness**

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

### **Communicable Diseases**

Parents must notify the school nurse in instances where a student has a suspected or confirmed communicable disease such as measles, chicken pox, etc. District 202 recognizes that a student with a communicable and chronic infectious disease is eligible for all rights,

privileges and services provided by law and the Districts policies. The District shall balance those student rights with the District's obligation to protect the health of the District students and staff. In order to promote optimum health in the schools, the following guidelines are to be observed regarding communicable diseases:

**Chicken Pox**

Exclude from school until 24 hrs after last pox scabs over

**Pink Eye**

Exclude from school until 24 hrs after start of medication

**Strep Infection**

Exclude from school until 24 hrs after start of antibiotic

**Meningitis**

Exclude from school until physician's permission to return

**Hepatitis**

Exclude from school until physician's permission to return

**Impetigo**

Exclude from school until 24 hours after start of medication

**Insurance**

District 202 provides parents with an opportunity to purchase accident insurance. All students participating in interscholastic athletics, educational tours, or field trips must have accident and health insurance protecting against bodily injury or death as is available in the "student accident insurance" program. Should parents/guardians not wish to purchase "student accident" insurance, then the parent/guardian must sign an insurance waiver stating that such coverage exists under their personal family insurance plan prior to student participation in athletics, educational tours, or field trips.

**Medication**

Students who must take prescribed or over-the-counter medication during normal school hours must have a completed medication authorization form on file. Any and all medication must be kept in the nurse's office. Students must bring the medication into the office immediately upon arrival. Students will be excused from class and should go to the nurse's office to take medication. A complete copy of the district's medication policy is located on the district website

Section 105 of the ILCS 5/22-30 of the [School Code of Illinois](#) allows for the self-administration of **asthma and life-threatening allergy** medication by students. For a student to do so, an ASTHMA or EMERGENCY MEDICATION AUTHORIZATION HOLD

HARMLESS AND INDEMNITY form must be completed with parent/guardian signature and on file in the nurse's office at your District 202 High School. ASTHMA or EMERGENCY MEDICATION AUTHORIZATION HOLD HARMLESS AND INDEMNITY forms are available in the nurse's office at any District 202 High School, as well as district website.

### **Physical Examinations**

The [School Code of Illinois](#) requires that all incoming freshman students have a physical examination, dated within one year prior to the first day of school, including immunizations. Students entering the ninth grade from middle schools in District 202 must submit these records prior to the first day of student attendance. Such students will be excluded from school until proof of having the required physical exam and immunizations are presented to the high school. All students transferring into District 202 must present documentation of all immunization dates and a current physical examination in order to register (reference BOE policy 7:100).

### **Vision Screening**

Vision screening will be done, as mandated, for the following children: preschoolers, kindergarteners, 2<sup>nd</sup> graders, 8<sup>th</sup> graders, new students and special education students. 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 screening is *not* an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

### **Human Growth and Development**

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

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

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

### **Inclement Weather**

District 202 schools will not be closed unless hazardous road or other emergency conditions necessitate a closing (including utility problems -- electricity or natural gas outages)

The decision to close school will be made by 5:30 a.m., and will be based upon road conditions, weather reports, police reports and personal inspections of streets and campuses by District 202 personnel. When schools are to be closed, District 202 notifies all local and regional broadcast media outlets (Radio: WGN, WBBM, WJOL, among others; TV: Channels 2,5,7,9,32 and CLTV. Please see the district web site for a complete list of media outlets.)

In addition, all District 202 families and staff will be notified through the Connect-ED telephone message system (unless you have asked to be removed from this system.) Finally, a note will be posted on the district website ([www.psd202.org](http://www.psd202.org)) but please also continue to monitor the local media. Parents are asked NOT to contact the district office or the schools until after 7:30 a.m.

If schools are open, but parents believe their child's normal route to school is unsafe, parents may keep their child at home. Call the school office on the day of student absence detailing the reason for the child's absence.

## **Student Services**

### **Courses**

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

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

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

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

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

### **WILCO**

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

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

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

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

### **Driver Education Requirements**

According to the [\*School Code of Illinois\*](#), students must have received a passing grade in at least 8 courses during the previous 2 semesters

in order to register for Driver Education. Please visit the school web site for Driver Education.

### **Early Graduation**

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

### **Grades**

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

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

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

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

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

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

## Graduation Requirements

Content Area	Class of 2012, 2013,2014 2015	U of I at Chicago
English	4	4
Mathematics (including Geometry, Algebra 2)	3	3 (Visit school site for specifics)
Science (including Biology, Chemistry, Physics)	3	3
Social Science	2	3
A) U.S. History	1	
B) Government 1	.5	
C) Elective	.5	
Consumer Education	.5	-
A) Economics 3	.5	
B) Orientation to Business 2	.5	
C) Work Internship 2	1	
D) SE Vocational Co-Op	1	
E) AP Microeconomics 2	.5	
F) ICEPT test 2		
Art, Music World Language or CTE	1	2
Physical Education	4*	-
A) Health	.5	
B) Drivers Education 3	.5	
Elective	3.5	1
Total Credits	21	Below 5

1. Students are required to pass the U.S. constitution, Illinois Constitution, Declaration of Independence, and Flag Code exam.
2. Meets the Consumer Education credit requirement. Students who pass the ICEPT are exempt from taking a consumer

education course required for graduation. The test is offered once each semester and students may only take this test once in a school year.

3. ***The Driver Education requirement may be satisfied by completing a course with a state certified commercial driving school or the completion of Driver Education. Students MUST still complete 4 credit of Physical Education.*** Students who elect to take the Driver Education course must pass 8 courses in the previous two semesters and be at least 15 years of age to be eligible for the Driver Education course. \*See P.E. Exemptions for Board approved guidelines.
4. Students are required to take Biology, Chemistry, and Physics or the approved equivalent. University of Illinois at Chicago – A student will not be automatically denied if he/she has incomplete requirements. A review of the application will be made and a decision will be based on a totality of the applicant's high school academic performance and ACT/SAT scores. (review more detailed information for entry requirements at [www.uic.edu](http://www.uic.edu))
5. If your student is college bound, it is important to check the website of your college of choice for entrance requirements.

### **Graduation Participation**

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

### **Honor Roll**

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

### **Report Cards**

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

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

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

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

### **The Literacy Center (TLC)/Math Tutoring Venue (MTV)**

MTV is a place where all students can come for help in math. The Literacy Center is a school-wide program that offers instructional support to students in all academic areas. Under the direction of certified teachers and trained tutors, students can receive individual or small group assistance with their academics. Students may come to the Literacy Center during their study hall, lunch, or during class time with the teacher's permission. For more information, students and parents may contact any teacher or administrator. Information is also available on the school web site. Extended lunch periods may not be available during the term the student is assigned to TLC/MTV.

### **Learning Lab**

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

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

The action of a student committing any infractions listed below will not be tolerated and may result in the student being suspended from classes or school or given an out of school assignment. Students suspended will receive credit for class assignments if given timelines are met upon return. Homework will be available for all students that are suspended 3 days or longer. The work can be picked up in the attendance office and will be available during normal school hours. Offending students may also be referred to student services personnel for additional services.

### **Peer Mediation/Conflict Resolution**

A conflict resolution program is offered for students in the high school. Staff supervisors and student mediators participate in an

annual fall training workshop to enhance their skills and build upon the support team. This program is a vital learning experience for both the trained mediators and for those students who choose to utilize the program. Students have the opportunity to settle disputes with their peers by participating in a confidential mediation that is run by students. Understanding individual differences and cooperating in the educational and social environments without verbal and physical altercations are the program's goals.

### **Response to Intervention**

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

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

### **Special Education**

Plainfield School District 202 provides a free and appropriate program of special education services for exceptional children who are residents of the District and who are between the ages of 3 and 21. Parents have the right to have students evaluated for special education placement.

It is the intent of the District that no individual, solely by reason of his/her handicap, should be excluded from participating in any District 202 program or activity. Anyone having knowledge of instances of discrimination should contact the District Office, 815/577-4000.

### **Referral Procedure & Behavioral Intervention for Student with Disabilities**

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 to 5, the parent should call the Bonnie McBeth learning center and request a screening.
- For a student in kindergarten through 12<sup>th</sup> grade, the parent should write a letter to the principal requesting an evaluation.
- A teacher who suspects a disability may request a review by their School Team.

Upon the receipt of a referral, the School Team will conclude if an assessment is warranted based on factors that include educational progress, interaction skills, and functioning in the school environment. If the School Team determines that an assessment is not warranted, the referring person will receive written notice that an assessment will not be completed and the reasons for the determination of that conclusion.

If the School Team determines that an assessment is warranted, the team will conduct a Domain Review. The areas addressed in this review include health, hearing, vision, intelligence, social/emotional status, communication status, academic performance, and motor abilities. At the completion of the review of existing information, the team will determine what additional evaluation data is needed in each of the relevant areas and from what sources that information should be gathered to determine if the child needs Special Education Services. The School Team will then obtain consent from the parent/guardian to complete the evaluation process.

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

#### **An Overview**

District 202 has established a policy to comply with Public Act 87-1103 on the use of behavioral interventions for students with disabilities. The fundamental principle of this policy is that behavioral interventions should be used to promote and strengthen desirable adaptive student behaviors and reduce identified inappropriate behaviors. The following is an overview of the policy

each district has enacted. Every parent of a child with an IEP must receive this notice. A complete copy may be secured at the District 202 Administrative Office.

### **Section 1. Purpose**

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

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

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

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

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

#### **Nonrestrictive Interventions**

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

#### **Restrictive Interventions**

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

### **Highly Restrictive Interventions**

Highly restrictive interventions are deemed inappropriate for use in most circumstances. Use of these interventions will be considered through a MDC (consideration of the disciplinary code violations' 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**

A written behavior management plan must be developed by the IEP team 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 MDC meeting, current and past IEPs, reevaluations and/or any means that will be determined at the discretion of members of the IEP committee for the student with disabilities.

### **Evaluation of Restrictive Interventions**

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

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

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

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

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

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

District 202 will provide a condensed copy of the Behavior Intervention Policy and Procedures to parents or guardians of students with disabilities following guidelines outlined by the Illinois State Board of Education. Parents will be informed that a comprehensive copy of District 202's Policy and Procedure 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 and is dated June 30, 1994. A copy of these guidelines may be requested from 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.

## **Attendance**

In accordance with The School Code of Illinois and in recognition of the responsibilities imposed upon parents, District 202 students shall attend school every scheduled school day. **School attendance is not optional.** Daily attendance, timeliness to class, and participation will increase the student's probability for successful performance and foster the development of self-discipline and responsibility. Conversely, absences, repeated tardiness and other truanancies will have a negative effect on the student's overall classroom experience and grade. **Time missed from school can never truly be made up;** the interaction in the classroom cannot be replicated by doing make-up

work. Students with attendance issues may receive social probation in conjunction with other consequences until the attendance improves.

### **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 for high school.

- Absent 31 to 150-minutes will show as ½ day absent.
- Absent 151 or more minutes will show as a full day absent.

### **Tardiness**

***Tardy/Late to School*** - A student is considered tardy to school if he/she is not in his/her assigned seat when the bell rings indicating the start of first period. According to the Illinois Compulsory Code, unexcused tardiness is truancy. If the student misses more than five (5) minutes of the first period, a class cut will be issued. Students tardy to school must check in at the Attendance Office BEFORE reporting to class. Students tardy to school four times will lose parking privileges for six weeks.

***Tardy to Class*** - Students are responsible for regular attendance and for arriving on time. Quality education is enhanced and positive work habits reinforced by punctuality. Since the teacher and student are the primary elements in the learning process, it is to their mutual benefit that punctuality be enforced. Students are subject to hall sweeps and will receive the appropriate consequence from their dean. Additionally, students are required to present their ID when caught in a hall sweep. Failure to provide ones ID will require a student to purchase and ID for \$5 and may result in additional consequences.

***Tardy to Study Hall*** - Tardiness to study hall is the same as tardiness to class and will result in disciplinary action.

***Tardy to Lunch*** - Students are expected to be on time to the cafeteria for lunch just as they are for any other class or destination on their schedule.

Students in the halls without a pass may be referred to the Dean and student may receive disciplinary action.

### **Sign In/Sign Out**

***Sign In*** – Any student who is late coming to school during any class period will report directly to the Main Attendance Office and sign in. Students who are late to school

unexcused are truant, and will be subject to disciplinary consequences.

**Sign Out** - Any student who must leave school for any reason must be released through the Attendance Office. The parent must initiate permission for any student to leave school early. If your child needs to be released from school you must call at least one hour before your student needs to leave the building. Failure to do so may result in your student not being released on time.

### **Closed Campus/Leaving School**

All students are to report to their designated areas by the beginning of 1<sup>st</sup> period. Once at Plainfield School District #202 High Schools students are not to leave the school premises or go outside the school building until they are dismissed at the end of the day, unless there is a school-sponsored activity planned for that day. Students may not leave campus during their lunch/study halls.

### **Permit to Leave**

Students who leave the building are to follow the proper procedure of signing out at the attendance office or nurse's office first. Permission to go home or to the parking lot will not be granted for such reasons as homework, books, lunch money, P.E. uniforms, etc. Leaving school without the permission of an Administrator or Dean and/or failing to follow the proper procedure will result in a truancy/unexcused absence, and disciplinary action will follow.

### **Reporting an Absence**

A parent or guardian will notify school officials in the Attendance Office of the absence **before 10 a.m. ON THE DAY OF THE ABSENCE**. Parents will be asked for the student's name, ID #, reason for absence and where they can be reached for verification. If a telephone call is received after **10:00 a.m.** on the day of absence, the student will be considered truant/unexcused.

### **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
- Observance of a religious holiday
- Death in the immediate family

- Family emergency
- Other situations beyond the student’s control
- Other circumstance that cause reasonable concern to the parent/guardian for the safety or health of the student
- Other reason as approved by the Superintendent or designee

**Truancy/Unexcused Absence**

Most other absences, with the exception of those listed above, will be considered truancy. Illinois School Code 105 ILCS 5/26-1 states that a “truant is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for **a school day or portion thereof.**”

**Truancy Consequences**

Truancy is a major offense and 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. 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.

Truant students will not receive credit for missed exams, quizzes, presentations or other assignments for the days of the truancy. Truancies will not be cleared after two days.

**Class Cut**

A class cut is a truancy/unexcused absence from class and will result in truancy disciplinary action. Additionally, three cuts per semester in the same class will result in the student being removed from class and placed in study hall for the rest of the semester. A student may be assigned a grade of an F.

Emergency or unforeseen absences, due to illness or another “valid cause,” beyond the control of the person so absenting himself or herself from school without the permission of his or her parent(s) or legal guardian(s), shall not constitute truancy if such permission is obtained from said parent(s) or legal guardian(s) and is submitted in writing to the proper school authorities within twenty-four hours of such absence

**Excessive Excused Absences**

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

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

### **Pre-Arranged Absences**

Permission for pre-arranged absence should be secured a minimum of 48 hours in advance of the absence with a pre-arranged absence form. Homework is due the day the student returns to school. Pre-arranged absences could include the following:

- Required court appearances
- College visitation (Limited to juniors and seniors, 3 per year. No visit will be excused later than March 1 of the student's senior year.)
- Religious holiday
- Unavoidable medical appointment

### ***Court Appearances***

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

### ***College Visitation***

College visitations are not to exceed three days without prior consent of the student's Dean. The parent and student make arrangements for college visitation days. Students are to have parent permission. Parents are to call the Attendance Office to verify an excused absence for the college visitation day prior to the visit. Visitations can be used Junior or Senior Year, but when all three are used you cannot obtain more.

### ***Unavoidable Medical Appointment***

We encourage all of our students' parents to arrange doctor and dental appointments after school hours or on weekends. Although the State of Illinois does not list medical appointments as "valid cause" for absence, The Plainfield School District understands that at times medical appointments during school hours may be unavoidable.

When medical or dental appointments are necessary during school time, we ask that a note be sent to the attendance office in order to determine if the absence will be excused.

### ***Vacation***

The State of Illinois does not consider vacation absences to be an excused absence. Contact your school's administration if there is a need for your child to be absent from school for several days.

### **Homebound**

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

### **Homeless**

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

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

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

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

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

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

For an excused illness absence, the student is entirely responsible for requesting the make-up work from the teacher(s). Tests/quizzes will be scheduled at the convenience of the teacher. Students will be given one school day for each day of excused

absence to make up assignments and tests. Additional considerations will be given for students with extended illnesses. In regards to long-term assignments (i.e.: papers/projects), extra time will be granted as per syllabus guidelines.

In the matter of disciplinary absences, for the first offense resulting in a suspension longer than 3 days, the Attendance Office will collect and provide homework assignments to the student. It is the responsibility of the student to contact the Main Attendance Office and make arrangements to pick up the homework assignments. For subsequent, external suspension, it is the responsibility of the student or parent to contact the teacher to obtain homework assignments. It is the suspended student's responsibility to make up missed work or tests. Work is due on the date of return to school.

## **Student Expectations**

Three principles govern all the disciplinary rules at the Plainfield School District #202 High Schools:

- 1) Conduct that is disruptive of the educational process is prohibited.
- 2) Conduct that infringes upon the rights of others is prohibited.
- 3) Conduct that endangers the safety of the student or others is prohibited.

### **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**

A level one infraction may include, but is not limited to:

- Arriving late to school
- Class Cuts
- Classroom disturbance
- Dress code violation/improper clothing
- Driving/parking violation
- Possession of electronic devices
- Failure to serve teacher detention
- No ID
- Leaving class w/o authority

- Loitering
- In unauthorized area
- Other

## **Level 2**

A level two infraction may include, but is not limited to:

- Bullying
- Alternative learning center violation
- Disrespect
- Excessive absences
- Excessive tardies
- Failure to serve administrative detention
- Failure to serve internal suspension
- Failure to serve LOP
- Fake phone call or note
- Failure to serve Saturday detention
- Gambling
- Inappropriate behavior
- Inciting a fight
- Inappropriate gestures
- Inappropriate language
- Inappropriate materials
- Insubordination
- Leaving campus w/o authority
- Internet misuse
- Inappropriate physical contact
- Refuse to identify
- Theft
- Truancy
- Verbal Confrontation

## **Level 3**

A level three infraction may include, but is not limited to:

- Drug: Look-alike
- Drug: Manufacture
- Drug: Possession
- Drug: Sale
- Excessive referrals
- Fighting
- Fail to complete Catalyst program
- Gross insubordination
- Gross misconduct
- Intimidate, threaten, or bribe
- Sexual Harassment

- Violation of final contract
- Criminal sexual assault
- Murder
- Weapon: Look-alike
- Weapon: Possession
- Weapon: Use
- Weapon: Sale
- Vandalism to property

### **Level Consequences**

Actions listed in the three levels may lead to detention, suspension, expulsion, an after-school or alternative school day assignment, loss of privileges and/or social probations are:

1. Inappropriate Language, Gesture, Material and Clothing: A student, while on school property, on school busses or any school-sponsored activity shall not use obscene, suggestive or highly disrespectful language, or gestures; shall not use racial or ethnic slurs; shall not possess or distribute profane, obscene, suggestive material or clothing; and shall not possess clothing or material, use gestures or graffiti, or otherwise represent cults, gangs, or related activities. School may discipline any student for gang activity/identifiers if the student has possession of any materials showing an individual engaging in gang activity. (School Code of Illinois, 122.31-3)
2. Insubordination: A student while on school property, on school busses or at any other school-sponsored activity, shall not defy or refuse to obey reasonable instructions given by a school employee, a bus driver, or other authorized school personnel. This also includes failure to serves teacher detention that had a minimum of twenty-four hours notification, After School Assignment (ASA), or Saturday Assignment.
3. Misbehavior with Substitutes: Students should be on their best behavior in class, especially when substitute teachers are in charge. Students referred to the Dean's Office for misbehavior may be assigned an in-school suspension or an after-school assignment.
4. Use of Tobacco: Use of or possession of smoking materials (i.e. lighters, matches, rolling papers, etc.), cigarettes, chewing tobacco, nicotine products, and/or snuff is not permitted on school property and items will be confiscated from students by any school employee. Possession of tobacco is in violation of a Plainfield Village/City of Joliet Ordinance. A referral to the police liaison officer may result in a fine.

5. Student Sexual Conduct/Harassment: A learning and working environment that is free from sexual harassment will be maintained. It will be a violation for any student to harass a staff member or student through conduct or communication of a sexual nature, or in any other nature, on school grounds, at school events, or on the school bus.
6. Pagers/Beepers: It is against state law to have a pager/beeper in a school. Pagers/beepers will be confiscated and turned over to the police department. (The School Code of Illinois, 12.10-21.10) ( Chapter 38 of the Illinois Criminal Code, Section 44-3)
7. Cell Phones/Communication Devices: Cell Phone, blackberry or any other communication device is prohibited from use and display during the school day. This cell phone rule applies to after school or Saturday activities where a grade will be achieved. This time is considered to be classroom time. All communication devices must be turned off and in the locker and cannot be used inside the building. Talking, displaying and sending photos on cellular phones or other communication devices as well as text messaging is also prohibited. Phone calls and text messages to and from parents during the school day are also prohibited. Cell phones and communication devices are considered to be a disruption of the educational process and their use during the school day will result in disciplinary action. In addition, these devices may be confiscated. Exceptions to this rule may be made only with the approval of the Dean of Students.
8. Electronic/Entertainment Devices: Personal audio devices (such as CD players, MP3 players, iPods, radios, tape recorders, video games, DVD players, cameras, televisions, etc.) are prohibited from use and display during the school day. Such devices are to be turned off and placed in lockers upon the arrival at school until the school day ends. These devices are considered to be a disruption of the educational process and their use during the school day will result in disciplinary action. In addition, these devices may be confiscated. Exceptions to this rule may be made only with the approval of the Dean of Students.
9. 911 Calls: A student making an unauthorized 911 call for unfounded reasons is a major offense and will lead to an out-of-school suspension and police involvement.
10. Gambling: All forms of gambling are prohibited.
11. Internet Postings: While the district respects students 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.

**Social Probation – Definition**

The school administration considers social probation a serious consequence. 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. Students assigned social probation will lose all of their special privileges. 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; field trips; other special events such as assemblies, dances (including prom) and graduation. These special privileges that are lost do not include participation in after-school activities which affect the students' 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 social probation unless told otherwise by the administration.

**Final Contract – Definition**

A Final Contract is a written notification of behavior expectations and final consequences for student actions. Final contract consequences may include removal from class, suspension from school, and/or administrative action that may lead to expulsion proceedings.

**Suspension – Definition**

See District 202 Board Policy File:JGD “Student Suspension”

**Expulsion – Definition**

See District 202 Board Policy File: JGE “Student Expulsion”

A copy of district policy is available in the Principal’s Office and the Media Center.

Students are subject to social probation, suspension, expulsion, or other discipline for misconduct that occurs during school time, on school grounds, at the WILCO Center, at any school-supervised or related activity, while going to or from school or a school-sponsored or related activity, while riding school busses or other school-arranged transportation, or wherever the activity or event bears a reasonable relationship to school. These provisions apply even if particular places or times of misconduct are specified elsewhere in this Student Handbook. Also, the disciplinary consequences set forth in this Student Handbook are guidelines only. Disciplinary action may be more or less severe where deemed appropriate by school officials or the Board of Education.

Any "out-of-school suspended or expelled student" is banned from participation in or attendance at any school-sponsored activity, which could include attendance at graduation ceremony, and is not permitted on the grounds of District 202 campuses or the WILCO Career Center. Suspensions may run from 1-10 school days.

For any event that subjects a student to disciplinary sanctions, the administration reserves the right to seek such discipline, including internal and external suspensions and expulsions. Such a determination is to be made based upon the seriousness of the conduct, the past conduct of the student, the effect of the action on the delivery of educational services, the severity of the penalty imposed, and the student's interests.

Corporal punishment is not permitted at Plainfield School District #202 High Schools.

Finally, the fact that a particular violation of good conduct is not specifically mentioned in the following pages is not a satisfactory defense for any improper conduct. It is simply impossible to list every action which is inconsistent with good school citizenship. We expect students to form the habit of not only observing the regulations contained herein, but also the general rules of good conduct and common sense acknowledged by the community in which we live.

All students must be knowledgeable of the school rules which relate to conduct and discipline.

A reciprocal reporting agreement has been established between District 202 and local law enforcement agencies which is maintained pursuant to the authority of Section 10-20.14 of The School Code of Illinois and in compliance with Section 1-7 of the Juvenile Court Act.

The cooperation and flow of information is essential in providing the safe, healthy, and violence-free school environment to which all children are entitled and which all children need to thrive and learn. School personnel and law enforcement may exchange information concerning:

- A) Any criminal offense classified as a felony;
- B) Any criminal offense classified as a Class A or B misdemeanor.

In addition, school personnel and law enforcement may work together regarding any suspected activity that potentially threatens the safety, order, or discipline of the school.

### **LOP Program**

Through the District 202 “Loss of Privilege” (LOP) program, students are able to maintain or gain privileges such as longer lunch periods through good behavior. Those same privileges will be lost for disciplinary infractions. LOP adds to the menu of consequences the Deans can use to shape students behavior. All students will start out with the basic privileges and through good behavior they will be able to keep them. If a student loses a privilege for a period of time they can earn it back through good behavior. The benefit of using LOP is that it keeps students in class while still receiving a consequence for something they did. LOP will primarily be used for unexcused absences, class cuts, excessive tardies, and classroom disruptions.

### **Critical Incidents/Level 3 Consequences**

A student guilty of a critical incident may be expelled from school by the Board of Education for the remainder of the semester, for the duration of the school year, or for up to two calendar years. In certain critical incident matters, the unique circumstances of the situation may afford the school administration the latitude to consider student placement at an alternative education setting in lieu of an expulsion hearing. Any critical incident will also be referred to the local law enforcement agency and may result in the arrest and prosecution of the involved student. Additionally, an expelled student will be banned from participation in or attendance at any school-sponsored activity and is not permitted on the grounds of District 202 campuses or the WILCO Career Center.

### **Catalyst Program**

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

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

### **Possession – Definition**

Possession means having any knowledge of, or any control over, an item. Control includes, but is not limited to, having access to an item

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

This provision on possession applies to any policy or rule that regulates or prohibits possession of any item, such as weapons or drug paraphernalia, and such substances as tobacco, alcohol, drugs, and look-alikes of such items or substances.

#### **Look Alike – Definition**

A "look-alike" is any substance or item, which is not, but reasonably appears to be, or is represented to be, the real substance or item. Examples are a toy gun that is very difficult to distinguish, except upon close examination, from an actual gun, or a green leafy plant material which is not, but is claimed, believed, or appears, to be marijuana.

#### **Possession**

A student **shall not**:

1. Use, possess, distribute, arrange to distribute, be under the influence of or consume any illegal or controlled substance, including marijuana, alcohol, unlawful drugs, "look alike" drugs, or any substance not prescribed for the student, that is typically intended to be used to achieve a high or altered mental state. 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.
2. Possess drug paraphernalia. Possession of drug paraphernalia is not permitted, and such material will be confiscated from students by any school employee and turned over to the police liaison officer.
3. Steal, possess, and/or attempt to sell stolen property of the school or a school employee, a member of the Board of Education, a bus driver, a student, a school volunteer, a school visitor, or the company with whom the district contracts for transportation services.

4. Possess or set off fireworks or other explosive substances.
5. Possess or use a weapon. Weapons include, but are not limited to: (1) guns, knives, hair picks, explosive devices, any other item which is typically used to cause bodily harm and any other item defined by law to be a weapon, (2) items such a 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. 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 School Code of Illinois.
6. Use, possess, distribute, or arrange to distribute inappropriate materials.

In addition, a student **shall not:**

1. Engage in fighting or incite a fight while on school property, on school busses/bus stops, at any school-sponsored activity, or the WILCO Career Center.
2. Engage in gang activity. A “gang” means any combination, confederation, alliance, network, conspiracy, understanding, or other similar conjoining, in law or in fact, of three or more persons engaging in a course or pattern or criminal activity and/or gang activity relating to the violation of school rules. “Gang activity” or identifiers includes, but is not limited to, a common name or identifying sign, symbol, or specific color apparel displayed or other unifying mark, manner, protocol or method of expressing or indicating membership. Gang activity includes, but is not limited to any act in furtherance of the gang or use of gang symbols, such as drawings, hand signs, attire, shaved eyebrows, pant legs worn with the hemline at different heights, and shirts worn with one shoulder on and the other off. School may discipline any student for gang activity/identifiers if the student has possession of any materials showing any individual engaging in gang activity.
3. Be grossly disobedient or exhibit gross misconduct within a school-related environment or towards a school employee, a member of the Board of Education, a bus driver, a student, a school volunteer, or a school visitor.
4. Intimidate, threaten, bribe, strike, or physically assault (which includes gang activity) a school employee, a member of the Board of Education, a bus driver, a student, a school volunteer, or a school visitor. This includes inappropriate physical contact and/or verbal confrontation.
5. Vandalize, damage, deface, destroy, or tamper with the property of the school district, a school volunteer, visitor, or

- the transportation contractor. Computer damage of hardware, software, and equipment will be deemed vandalism. Restitution will be required.
6. Activate a school fire alarm without appropriate cause or make a false report of a fire.
  7. Make a bomb threat.
  8. Set a fire within a school building, to other school property, to the property of the company with whom the district contracts for transportation services, or to the property of a school employee, a member of the Board of Education, a bus driver, a student, a school volunteer, or a school visitor.
  9. Repeatedly violate any of the school rules of behavior in the Parent/Student handbook.
  10. Bully another student. Bullying means aggressive or negative gestures, or written, verbal, or physical acts that place another student in reasonable fear of harm to his or her person or property, or that having the effect of insulting or demeaning other students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying most often occurs when a student asserts physical or psychological power over, or is cruel to, another student perceived to be weaker. Such behavior may include but is not limited to: pushing, hitting, threatening, name calling, or other physical or verbal conduct of a belittling or browbeating nature.
  11. Possess substances packaged in aerosol containers if used in a manner not intended.

Section 10-20.14 of [The School Code of Illinois](#) that reads, in part, "A Parent/Teacher Advisory Committee shall, in cooperation with local law enforcement agencies, develop, with the School Board, policy guidelines and procedures to establish and maintain a reciprocal reporting system between the school district and local law enforcement agencies."

#### **Alternative Learning Center**

Students who misbehave in the alternative learning center or who cut the alternative learning center may be suspended from school. Tardies to the Control Center may result in additional days in the alternative learning center.

#### **Technology Acceptable Use Policy**

All use of technology and potential misuses are outlined in the Board of Education "Computer, Internet and Electronic Mail User Agreement." (File: INA.AP) "The failure of any user to follow the

terms of the User Agreement will result in the loss of privileges, disciplinary action, and/or appropriate legal action.”

### **Educational Disruption Procedures**

When a student disrupts the educational environment, such as by talking, by sleeping, the following interventions may take place:

1st Offense	Teacher/Student Conference
2nd Offense	Teacher/Parent Conference. Teacher will assign a teacher detention.
3rd Offense	Dean referral - After school assignment or Saturday detention - parent contact.
4th Offense	Dean referral - Saturday assignment, or alternative learning center assignment, teacher and dean conference - parent contact, student final contract.
5 <sup>th</sup> Offense	Alternative learning center, final contract, if student is failing at this point he/she may be dropped from class – parent contact.

### **Grievance Procedures**

For comments, questions or concerns you may have please contact the appropriate person in each building.

- Administrator for Guidance– deals with problems concerning schedules, counselors, social workers, or summer school.
- Administrator for Curriculum – deals with any problem related to the classroom or with teacher assignments.
- Administrator for Discipline and Building and Grounds – deals with any problems regarding discipline, the Dean’s or issues regarding the facility.
- The Principal – would hear appeals and address any unresolved issues.

### **Academic Honesty**

Students are encouraged to work with classmates on regular assignments. In fact, sometimes they may be required to do so. It almost always helps to talk about assignments with other people, whether parents, peers, tutors, or teachers. When it comes to putting words on paper, however, the words one writes must be one's own. Unless the teacher gives explicit instructions for an assignment to be written collaboratively, assume that - even if working on it with a friend - one must do the actual writing oneself. If in doubt about what the expectations are for a given assignment, ask the teacher - that's the honest thing to do. Student will get a zero on assignment, test, quiz or project and may receive teacher detention if it has been determined the student was dishonest.

### **Behavior at Events**

Courteous, polite, sportsmanlike behavior is an expectation for all students at stadium, auditorium, gymnasium, and fieldhouse events at Plainfield District 202 and at other schools. Students who misbehave will be referred to the Deans' Office.

Attendance at District 202 extracurricular dances, games, contests, concerts, etc., is a privilege and not a right. Students who do not display proper sportsmanship or decorum may be asked to leave a particular event, game, contest, dance, etc., and will not be allowed to re-enter the event. Additionally, the student may not be allowed to attend such social functions for a set period to be determined by the Principal, Assistant Principal, Dean, Athletic Director, or Assistant Athletic Director. Parent notification and/or conference will be held.

#### **1<sup>st</sup> Offense:**

A student who is asked to leave an extracurricular event may be put on social probation and not allowed to attend any extracurricular events for 30 calendar days following the incident.

#### **2<sup>nd</sup> Offense:**

A student who is asked to leave an extracurricular event will not be allowed to attend any extracurricular events for up to one calendar year.

### **Busses**

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 District 202.

Throughout District 202, 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. Busses 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 2/10 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 Plainfield School District Transportation Office, located at 14812 S. Eastern Ave, Plainfield, IL (815) 436-7800. Copies of the Transportation Request form are available in each school office or at the Administration Center. Requests received by the District Transportation Office will become effective within three school days.

For safety and security reasons, except in highly unusual circumstances or in an emergency situation, students *will not* be allowed to ride an alternate bus to or from school by providing the school or bus driver with a note.

Questions concerning bus transportation should be directed first to First Student Transportation, District 202's contracted transportation service, at (815) 726-0033, then to the building principal, and then to the Transportation Office at (815) 439-5468.

Students must...

- Display their ID cards upon request
- Obey the bus driver
- Remain seated while the bus is moving
- Keep all material inside the bus
- Keep head, arms, legs, hands, and feet inside the bus (windows must not be lowered below the mark indicated on the bus)
- May get off only at their assigned stop

Students who ride the school bus to school or to extra-curricular activities are expected to conform to the prescribed school bus rules as posted in the school bus. Students are expected to carry their ID while on the bus. Students who fail to observe these rules will, upon the complaint of the driver, be issued detentions, assigned seats, or be removed from the bus for a period of time. Chronic misconduct may result in permanent loss of the privilege to use the school bus at the discretion of the board. Students should be aware that removal from the bus may occur on the first violation if the situation so warrants. Bus rules include but are not limited to the following:

- Do not leave your seat while the bus is in motion.
- No profanity or sexual comments.
- Keep your hands to yourself.
- No intimidation of other students.
- No spitting.
- No throwing litter or other objects out the window.
- There will be no hanging outside the window.
- No smoking, lighters, or matches allowed.
- No unnecessary noise or rude comments.
- Do not do anything that distracts the driver.
- Bus driver can assign seats for the entire school year.

Students may talk but must do so quietly. When a student causes damage to a bus, the student and his/her parents or guardians are held responsible.

Refer to the Discipline section of the Student Handbook for consequences of inappropriate conduct. A student may have bus privileges suspended for up to ten days by administration or longer at the discretion of the Board of Education.

A student who becomes a serious or chronic disciplinary problem will have bus privileges revoked for the remainder of a semester, for the balance of the school year, or may receive further disciplinary action as outlined in the Discipline Section of this Student Handbook. Bus drivers have the authority to refer a student to the Deans' Office. Parents will be notified.

### **Cafeteria**

Students have responsibilities in the cafeteria including good table manners. Each student is responsible for disposing of his/her own trash. Trash in immediate seating area - even under the table - is considered to be the responsibility of students at the table. Students may be assigned clean-up duty at the discretion of supervisory personnel. Misbehavior in the cafeteria may result in assigned seats, loss of cafeteria privileges, assignment to the alternative learning center, suspension, or any combination of these. No food or drink may be consumed outside of the cafeteria. Students are expected to be on time to the cafeteria for lunch just as they are for any other class or destination on their schedule. Students in the academic halls without a pass may be referred to the Dean.

District 202 offers a free lunch program for qualified families. Information is available in the Assistant Principal's Office.

**Dressing and Grooming**

Students' attire is expected to cover them from shoulder to mid-thigh. Arms may be exposed. Students' attire and their grooming should not be offensive; obscene; represent tobacco; alcohol, or drugs; disrupt the school; represent a gang; or endanger other students' health or safety. Clothing is to be worn as it was intended to be worn. Examples include, but are not limited to, shirts rolled up above the waist or pants rolled down below the waist to expose the midriff. Pants/shorts are to cover undergarments and stay above the hip at all times. Footwear must be worn at all times. Shoes with rollers are not allowed. District 202 has a general hat policy for all school buildings. No hat may be worn inside the school building during the instructional day except for documented religious or medical reasons. Hats may also not be worn while attending any theatrical events or school performances. During athletic events hats must be worn properly, hats that are not worn straight to the front or back will not be allowed and you may be asked to leave the event. Outerwear is not to be worn in classrooms or cafeteria. A dressing guideline example is available at the front of this handbook. (See Suspensions/Out of School Assignments, item one.)

**Driving/Parking**

Parking on campus is a privilege and a parking permit must be applied for each year. Each campus will determine the number and grade level of students that will be permitted to drive and park on campus. –(Guidelines and rules will be attached when applying for a parking permit.) During the school day, students may not drive to the WILCO Career Center without approval by the vocational coordinator. Applications will be reviewed yearly and approval will be based on review of previous years discipline, attendance, and grades.

**STUDENTS WILL NOT BE ISSUED PASSES TO THEIR VEHICLES FOR ANY REASON WITHOUT PERMISSION FROM A DEAN OR ADMINISTRATOR.**

The school does not assume responsibility for vehicles, bicycles, and personal articles that are damaged or stolen while on school property. Students may apply for parking permits in the Dean's Office. A parking fee must be paid before a permit is issued. Permits are distributed on a first-come basis. Parking permits may be revoked temporarily or permanently if a student accumulates more than four tardies to school or violates other school and parking permit rules.

**STUDENTS WHO ARE TARDY OR MARKED UNEXCUSED FOUR TIMES, OR WHO HAVE EXCESSIVE EXCUSED**

**ABSENCES TO SCHOOL FIRST PERIOD MAY LOSE THEIR PARKING PRIVILEGES FOR A PERIOD OF TIME AT THE DEANS' DISCRETION.**

Students illegally parked or parked on high school property without a valid parking sticker are subject to towing at the expense of the owner.

Students in violation of Village of Plainfield/City of Joliet ordinances may be subject to appropriate fines or citations.

**Lockers/Bookbags**

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

- School officials have access to the lockers at any time.
- Police canine searches of lockers and automobiles may be conducted in order to maintain a safe and secure school environment.
- District 202 is not responsible for lost or stolen personal articles.
- Lockers are issued to individual students. The sharing of lockers by two or more students is prohibited, unless assigned by the Deans' Office. Therefore, students are responsible for the contents of the locker issued to them.
- Any item that is reasonably considered a problem for health, safety or effective management of the education process is banned from lockers.
- Bookbags must be opened for inspection by any administrator, teacher, bus driver, or other educational employee on request.
- Locker combinations should be carefully guarded and should not be given to any other student.
- District 202 is **NOT** responsible for any items left in locker after official last day of school or after a student has been withdrawn.

**Public Displays of Affection (PDA)/Respecting the Physical Space of Others**

Embracing, kissing, or caressing another student is not acceptable on school grounds. Students may be referred to the Deans' Office for such behavior. Consequences range depending on severity of offense.

**School Property Searches**

School authorities and law enforcement personnel working with them may conduct searches of school property to maintain order and security. This may include lockers, desks, parking lots, other school

property owned and controlled by the school and personal effects left in these places, without a search warrant and without the notice and consent of the student. If any search produces evidence that a student is violating the law, the school may turn over such evidence to law enforcement authorities. (IL School Code 5/10-22.6 (e))

### **Student Searches**

With reasonable suspicion, school officials may also search any personal items that the student may bring onto campus including the student without a search warrant and without notice and/or consent of student or parent. If any search produces evidence that a student is violating the law, the school may turn over such evidence to law enforcement authorities. (IL School Code 5/10-22.6 (e))

### **Building Hours/Loitering**

Students must leave building 15 minutes after the end of the school day, unless they are specifically involved in school-sponsored activity or with a teacher. Students who remain on campus may be consequence by the dean of students, which could result in social probation, ASA or referred to local law enforcement agency.

### **Trespass**

Students enrolled in District 202 shall not gain access to other schools in the district without prior notification and approval from the schools administration. Students should check in the main office as a visitor.

## **Clubs and Activities**

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

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

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

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

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

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

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

### **Extracurricular Disciplinary Code**

Participating in student activities is considered an extension of, but separate from, the regular high school curriculum. While the regular curricular program is a right afforded to each student, participation in the extracurricular program is a privilege and, as such, carries certain expectations beyond those found in the normal classroom situation. The important goals of the activities program are to give students direction in developing healthy living habits, discipline, leadership, teamwork, opportunities to participate in fun activities, and respect for rules and regulations. It is to these ends that an extracurricular discipline code is established for young people taking part in the student activities program.

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

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

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

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

I hereby give consent for my child (ward) to participate in the athletic/activities program(s). I recognize and acknowledge that there is a degree of risk that my child may sustain personal injury or damage to property in the course of partaking in such activities, and

that District 202 High Schools do not cover participants for any type of medical costs.

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

**Competitive Clubs and Organizations**

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

**Noncompetitive Clubs and Organizations**

Class Officers - Student Council – Newspaper – Yearbook - Fall Play  
Spring Musical - National Honor Society

**Art Club**

Participants will work on a variety of art projects throughout the year. Several forms of art will be experienced. Open to any student that has an interest in art. There is a membership fee.

**Bengal Club**

The Bengal Club is a unique club that serves two purposes. To promote social interaction and to provide experiences that allows students to think about society and themselves from a different perspective. No membership fee.

**Chess Club**

Students play chess. Some students are learning how to play, while others know how to play. There are beginner, intermediate, and advanced levels. Top competitors advance to Sectional and State competitions sponsored by the IHSA. There is a membership fee

**Class Officers**

Class officers help plan activities for the class and participate in various fundraisers throughout the school year. Class officers are elected by the student body. No membership fee.

### **Drama Club**

Members participate in all aspects of the production of a play or activity. Tryouts are held five to eight weeks before each play. There is a fee for the fall play plus the cost of the costumes. There is a fee for the spring musical plus the cost of the costumes.

### **Key Club**

Key Club is an international service organization sponsored by Kiwanis. Membership is open to all students. There is a membership fee for this activity.

### **Madrigal Singers**

Madrigal Singers present a madrigal dinner in early December and perform at concerts and community events. Membership is by audition of students involved in a music ensemble. No membership fee.

### **Math Club**

Math Club meets weekly to prepare for upcoming competitions. Math Club is open to all students. There is a participation fee for Math Club.

### **National Honor Society**

National Honor Society is an honorary membership organization open to 2<sup>nd</sup> semester juniors and seniors by invitation only. Invitation is extended to 2<sup>nd</sup> semester junior and seniors who have a cumulative G.P.A. of 4.5 and higher. Selection is determined by demonstration of high character, leadership and participation in community service. Selected students must participate in an induction ceremony and are required to complete 30 hours of community service.

### **Plainfield East High School Bands (Concert, Jazz Ensemble, Marching, Pep, Small Ensemble, & Symphonic)**

Placement in each group is by ability level. Membership requirements include previous experience in performance on a wind or percussion instrument. There are fees for band and fall and winter color guard.

### **Yearbook**

Students participate in all aspects of production of the yearbook. Membership is through an application and interview process and is limited to 30 students.

### **Scholastic Bowl**

Scholastic Bowl involves team competitions that cover a wide variety of academic subjects. Membership is open to all students. Top competitors advance to Sectional and State competitions sponsored by the IHSA. There is a participation fee for Scholastic Bowl.

### **Science Club**

Science Club provides opportunities to develop science concepts through experimentation and to meet others on campus with an interest in science. Membership is open to all students having an interest in science. Costs vary.

### **Speech Team**

Forensics members participate in competitive speech and dramatic performances in a variety of events. Top competitors advance to sectional and state competitions sponsored by the IHSA. Membership is determined by reading audition in October. Audition is open to all students. There is a participation fee for this activity.

### **Student Council**

Student Council members provide an effective voice in student affairs. Any student can be a member of Student Council. Student Council officers are elected each year from the active membership. No membership fee.

### **World Language Club**

World Language Club provides students with opportunities for cross-cultural awareness and participation in authentic cultural experiences. Membership is open to all students. No membership fee.

### **Co-curricular Expectations**

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

1. Students must meet all academic and behavior guidelines and strive for excellence in academics as well as extracurricular activities.
2. Students are representatives of their school and community. Their conduct must reflect this responsibility.
3. Students are to conduct themselves in a sportsmanlike and ethical manner and follow the rules at all times. Good sportsmanship is a prime objective at our school and is expected of its competing participants.
4. Students must abide by the decisions of, and show respect toward, the supervisors, advisors, and judges who are charged with administrating the contest or activity.
5. Students are to respect the talent and efforts of their peers, participants from opposing schools, and their advisors and sponsors. Any disrespect shown these individuals is in bad taste and cannot be condoned.

6. Respect must be given to fellow students as individuals. Racial, ethnic, or other prejudice has no place in extracurricular activities.
7. Students must be on time to, and regularly attend all organizational meetings, practices, and contests; comply with all rules; and accept constructive criticism from the supervisors, advisors, or judges.
8. District 202 high schools have adopted the weekly and semester academic standard of the IHSA to determine the academic eligibility of non-athletic extracurricular participants.
9. Students must not use, be in possession of, or be involved with tobacco, marijuana, controlled substances or drugs not properly prescribed to the student, or any other intoxicating substance. A student must not attend or host a party, and the participant's parent(s)/guardian or family members will not host a party, of high school students or minors at which alcohol, tobacco or any controlled or other improper substances are provided or at which the use of any such substances is permitted.

**Penalties for Violations for All Clubs**

1<sup>st</sup> Offense – ¼ of activities = 9 weeks

2<sup>nd</sup> Offense – ½ of activities = 18 weeks

3<sup>rd</sup> Offense – 1 Calendar year

4<sup>th</sup> Offense – Remainder of Career

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

**Voluntary Admission**

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

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

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

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

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

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

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

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

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

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

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

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

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

**Insurance Waiver**

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

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

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

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

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

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

**Consent Form**

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

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

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

This page left blank – backside  
of signature page

## **STUDENT ATHLETICS**

District 202 has a \$129 sports participation fee for an athlete to participate on an athletic team. This fee must be paid prior to the first contest. A physical and Plainfield Community Consolidated School District 202 Athletic Code must be on file in athletic office prior to practice/tryout.

All tryouts and/or memberships begin on I.H.S.A. start dates.

### **Fall Sports**

Cross Country – Boys & Girls home course is PEHS

Football

Golf – Boys & Girls home course is Bolingbrook Golf Club

Poms

Sideline Cheer

Soccer – Boys

Student Athletic Training Program – Boys and Girls

Swimming – Girls

Tennis – Girls

Volleyball – Girls

### **Winter Sports**

Basketball – Boys and Girls

Bowling – Boys and Girls

Competitive Cheer

Poms

Student Athletic Training Program – Boys and Girls

Swimming – Boys

Wrestling

### **Spring Sports**

Baseball – Boys

Badminton – Girls

Soccer – Girls

Softball – Girls

Student Athletic Training Program – Boys and Girls

Tennis – Boys

Track & Field – Boys and Girls

Volleyball – Boys

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

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

### **Philosophy**

Our Athletic Program is guided by the philosophy that interscholastic activities are an important part of the total education program. A successful sports program generates a sense of school pride for the

participants, student body, faculty, and community. Our sport programs strive to teach “Life Skills” as well as individual skills.

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

### **Athletic Code**

Participating in interscholastic activities is considered an extension of, but separate from, the regular high school curriculum. While the regular curriculum program is a right afforded to each student, participation in the athletic program is a privilege and, as such, carries certain expectations beyond those found in the normal classroom situation. The important goals of the athletic program are to give students direction in developing healthful living habits, discipline, leadership, teamwork, opportunities to participate in fun activities, and respect for rules and regulations. It is to these ends that a code is established for young people taking part in the athletic program.

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

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

1. Athletes must meet all academic and behavior guidelines and strive for excellence.
2. Athletes are representatives of their school and community. They are to conduct themselves in a sportsmanlike and ethical manner and play by the rules at all times; be humble in victory and gracious in defeat. Good sportsmanship is a prime objective in Plainfield Community Consolidated School District 202 and is expected of its participants.
3. Athletes must abide by the decisions of, and show respect toward, the game officials who are charged with administrating the contest.

4. Athletes are to respect the talent and efforts of opposing players and coaches. Any disrespect shown opposing players, coaches and fans will not be tolerated.
5. Athletes will not participate in any activities involving harassment, hazing, and bullying, as defined by school policy.
6. Racial, ethnic or other prejudice has no place in competitive athletics. Respect must be given to fellow athletes for themselves and not according to race, creed or religious or other beliefs.
7. Athletes must comply with the requirements of this Handbook, including the transportation, equipment, and “Team Awareness Night” requirements.
8. Athletes must be on time to, and regularly attend all team practices and contests, and comply with all team rules and accept constructive criticism from the coach.
9. In the event an interscholastic athlete elects to quit a sport prior to the completion of the season; or in the event where an athlete is removed from a team for disciplinary reasons, that athlete may be restricted from participating in pre-season open gym sessions for the upcoming season.
10. Athletes must meet all IHSA requirements.
11. Athletes must not use, be in possession of, or be involved with tobacco, marijuana, controlled substances or drugs not properly prescribed to the athlete, or any other intoxicating substance. An athlete will not attend or host a party, of high school students or minors at which alcohol, tobacco or any controlled or other improper substances are provided or at which the use of any such substances is permitted.
12. Athletes must exhibit good sportsmanship both as an athlete in competition and as a spectator at a contest. An athlete who is ejected from a game as a spectator will be subject to consequences at the discretion of the Athletic Director, Assistant Principal, or Principal.

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

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

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

informed of the administrative disposition.

4. If the spectator's removal from attending Plainfield School District 202 athletic and extracurricular events extends beyond a single event, a hearing will be scheduled with the Board of Education. A notice to appear at the hearing will be sent through certified mail. This hearing will be scheduled by the building administration through the Superintendent or his/her designee.

### **Disciplinary Action**

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

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

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

All violations will be imposed as appropriate to the particular circumstances as approved by the Principal, Assistant Principal, Athletic Director or Assistant Athletic Director.

The violations include, but are not necessarily limited to:

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

The following consequences will be enforced:

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

\*Language & maximum season as defined by IHSA

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

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

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

### **Athletic Eligibility**

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

### **Eligibility Rules**

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

1. Submit the completed “Athletic Code” to the Athletic Office. Form must be properly signed and all information must be answered.
2. Athletic Physical Form – each interested athlete must show proof of an examination by a physician. Freshmen athletes may count their freshmen entrance physical toward this requirement as long as it was within 1 calendar year. Sophomore, junior, and senior athletes must have an “IHSA Physician’s Certificate” on file for the current school year.
3. Yellow Emergency Card – STEPS 1, 2, 3 & 4 MUST BE COMPLETED BEFORE ANYONE WILL BE ALLOWED TO BEGIN PRACTICE.
4. Athlete must attend Team Awareness Session (1 per school year)
5. Parent/Guardian are encouraged to attend Parent Expectation Meeting.
6. Submit participation fee by established date for each season.

### **Academic Eligibility**

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

### **Transfer Students**

Any student that transfers to Plainfield Community Consolidated School District 202 must meet IHSA transfer requirements to

determine whether or not they are eligible for interscholastic athletics.

### **Attendance Policy**

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

### **Team Awareness Session**

All athletes must attend an awareness program once during each year of participation. This program is an informational session dealing with current issues affecting athletes (i.e. drugs, alcohol, steroids, nutrition, academic eligibility, motivation, athletic code).

### **Parent Expectation Meeting**

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

## **General Information**

### **Equipment/Uniforms**

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

### **Injuries**

All injuries, no matter how minor in nature, should be reported to the team's coach or trainer immediately. This will help to prevent minor injuries from getting worse. If an athlete must see a physician for an injury, the athlete will not be allowed to resume practicing or competing without the physician's consent.

### **Appearance**

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

**Transportation**

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

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

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

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

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

**IHSA Steroid Testing Policy****Consent to Random Testing****2011-12 School Term**

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

During the 2011-12 school term, any student-athlete who ingests or otherwise uses substance from the association's banned drug classes, without written permission by a licensed physician, to treat a medical condition, violates IHSA By-law 2.170 and its subsections, and is

subject to IHSA penalties, including ineligibility from competition. The IHSA will test certain randomly selected individuals and teams that participate in state series competitions for banned substances. The results of all tests shall be considered confidential and shall only be disclosed to the student, his or her parents, and his or her school.



## **Illinois High School Association**

### **Athletic Eligibility Rules—**

**(For 2011-12 School Term)**

**(Revised 3/8/11)**

### **Key Provisions Regarding IHSA Rules**

#### **Eligibility Rules**

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

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

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

interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

### **1. Attendance**

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

### **2. Scholastic Standing**

- A. You must pass twenty (20) credit hours of high school work per week. Generally, twenty (20) credit hours is the equivalent of four (4) .5 credit courses (two full credits).
- B. You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

### **3. Residence**

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

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

private/parochial school for 7<sup>th</sup> and 8<sup>th</sup> grades, or for any four (4) grades from kindergarten through eighth grades; or

F. You attend the private/parochial high school which one or both of your parents attended; or

G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

#### **4. Transfer**

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

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

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

1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;

2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;

3. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school concur with your transfer;

4. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school concur with your transfer;

5. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required

court documents are on file at the school into which you transfer;

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

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

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

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

### **5. Age**

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

### **6. Physical Examination**

You must annually have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal/official representative.

### **7. Amateur Status**

A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

**The complete set of IHSA By-laws and Policies is available at [www.ihsa.org](http://www.ihsa.org)**

**Plainfield Community Consolidated School District 202 High Schools  
Athletic Code**

**Sport/Activity** \_\_\_\_\_

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

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

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

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

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

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

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

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

**Insurance Waiver**

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

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

**Date** \_\_\_\_\_

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

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

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

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

**Date** \_\_\_\_\_

**IHSA Steroid Testing Policy: Consent to Random Testing for 2010-11 School Year:**

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

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

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

**Date** \_\_\_\_\_

This page left blank – backside  
of signature page

### **Media Center Information**

<b>HOURS:</b>	Mon-Fri. 6:30 am – 3:30 pm
<b>COMPUTERS:</b>	We have computers available for student use. NOTE: Students must have a signed “Acceptable Use Agreement” on file and all students are required to present a current ID to use the computers.
<b>WEBPAGE:</b>	Find the Media Center’s page located on the school website. The Media Center has tips and links to the best search engines. The databases for home and school use are also found on the Website. See Media Staff for the passwords.
<b>PASSES:</b>	Classroom teachers issue Media passes. These are used throughout the day. A pass is not needed before or after school.
<b>CHECK-OUT POLICIES:</b>	Student ID’s – Student ID’s are needed to check out books. Books may be checked out for a two-week period.
<b>OVERDUE FINES:</b>	Fines are charged for all books that are late. Lost books are charged at the replacement cost plus a \$2.00 processing fee.
<b>COPIES:</b>	Copies are 10 cents per page. There is not a charge for a limited number of computer printer pages.
<b>STUDENT EXPECTATIONS:</b>	Students are expected to follow policies set forth in this handbook.

## MLA PAPER GUIDELINES

These writing assignments must follow **MLA format**:

Research Papers

Essays

Reports

**Processing/Writing.** Use standard 8 1/2" x 11" white, new, unlined paper for typed or word-processed documents. Choose a standard, easily-read font (Times Roman) with a 12 character point size. Use white, lined composition paper and a dark blue or black pen for handwritten documents. Use only one side of the paper.

**Margins and Spacing.** Except for page numbers, leave margins of one inch at the top, bottom, left and right. (Most word processing programs have these margins set as the default) Do not justify the lines of your paper. Indent paragraphs. The research paper is double-spaced throughout, including heading, quotations, notes and the list of works cited.

**Heading and Title.** An MLA research paper does not require a title page, but it is optional. Instead, after the initial page number, and beginning one inch from the top of the first page and at the left margin, type your name, instructor's name, course name and period, and due date (day, month, year). Set for double space, center, and use initial capitalization for the title. Avoid using all caps, underlines, or quotation marks for your own title.

**Page Numbers.** Beginning with the second page, number all pages consecutively throughout the manuscript in the upper right-hand corner, one-half inch from the top and even with the right margin. Type your last name preceding the page number using no punctuation mark or other symbol (such as the abbreviation "p"). Computers have standardized instructions for Header insertion.

## Thesis and Paragraph Outline

When doing an outline, you may choose to use the **topic outline**, which uses only short phrases throughout, or the **sentence outline**, which uses complete sentences throughout.

Start the outline with your **thesis**, a statement that expresses both your topic and your point of view. Your thesis statement should be written out in complete sentences.

Thesis Statement:  
I. Topic Sentence:

Outline  
pages are  
numbered  
with small  
roman

Latella i

- A. First point you want to make about the topic (Second strongest point)
  - i. Supporting Detail
    - a. Explanation and connection to topic sentence
  - ii. Supporting Detail
    - a. Explanation and connection to topic sentence

**(Transition word to move into second point):**

- B. Second point (Weakest point)
  - i. Supporting Detail
    - a. Explanation and connection to topic sentence
  - ii. Supporting Detail
    - a. Explanation and connection to topic sentence

**(Transition word to move into third point):**

- C. Third point (Strongest point)
  - i. Supporting Detail
    - a. Explanation and connection to topic sentence
  - ii. Supporting Detail
    - a. Explanation and connection to topic sentence

Transitional Sentence to next paragraph

## MLA Format for In-text Citations

### **Citing a source listed under one author's name:**

The sinking of the Titanic has been called one of the greatest disasters of all time (Bentoni 28).

**-or-**

Bentoni asserts that the Titanic has been called one of the greatest disasters of all time (28).

### **Citing a source listed under several authors' names:**

Others stated that the Titanic was not unsinkable as first believed (Jameson, Zitaoty, and Garcia 310).

**-or-**

Others, like Jameson, Zitaoty, and Garcia, believed that the Titanic was not unsinkable as first believed (310).

### **Citing a source with no author listed:**

#### **These examples show the title of an article in quotation marks.**

International espionage was as prevalent as ever in the 1990s. ("Decade" 26).

**-or-**

As discussed in "Decade of the Spy," international espionage was as prevalent as ever in the 1990s (26).

### **Paraphrasing in comparison with direct quotation:**

#### **Direct Quotation:**

Beethoven has been called the "first politically motivated composer,"

for he was "caught up in the whole ferment of ideas that came out of the French Revolution" (Gardiner 2).

#### **Paraphrase:**

Beethoven was influenced by the French Revolution (Gardiner 2).

### **Shortened quotation with use of ellipsis**

#### **Ellipsis at the end of the quotation**

Barbara W. Tuchman writes, "Medical thinking, trapped in the theory of astral influences, stressed air as the communicator of disease. . . (101 -02).

#### **Ellipsis in the middle of the quotation**

Barbara W. Tuchman writes, "Medical thinking. . . stressed air as the communicator of disease, ignoring sanitation of visible carriers" (101-02).

### MLA Format for Works Cited

Note: double space and alphabetize all entries on the works cited page.

#### **The Basic Entry: A Book by a Single Author**

Author's name. Title of the book. City of publication: Publisher's name, most recent year of publication.

#### **-Example-**

Hamm, Charles. Irving Berlin: Songs from the Melting Pot: The Formative Years, 1907-1914. New York: Oxford UP, 1997.

#### **A Book by Two or More Authors:**

List authors names in the same order as on the title page. Reverse only the name of the first author, add a comma, and give the other names in normal form.

#### **-Example-**

Brinks, Mariann, Sheldon Olson, and Jon Do. The Darkest Keyboard. Boston: Webster, 2007.

#### **Article in a Reference Book:**

Check to see if article in a reference book is signed by an author. If so, use the author's name. Do not cite the editor of the reference work. If it is unsigned, begin entry with the title of the article. For familiar reference books, list only the edition (if stated) and the year of publication.

#### **-Example 1-**

"Mandarin." The Encyclopedia Americana. 1994 ed.

#### **-Example 2-**

"Ginsburg, Ruth Bader." Who's Who in America. 56<sup>th</sup> ed. 2002.

#### **Database Article:**

Author. "Title of Article." Publication Name Volume Number. Issue Number (if necessary) Publication Date: page number. Database Name. Service name. Library Name, City, State. Date of access <electronic address of the database>.

#### **-Example-**

Hage, Rilah and Robert Black. "Pain Today, Gain Tomorrow." U.s. News & World Report 25 Jan 1993: 60-61. Student Gold Edition. Gale Group Databases. Plainfield North High School Media Center, Plainfield, IL. 27 Jan. 2000  
<Error! Hyperlink reference not valid.>

1" ↓  
Daniel Latella  
Mr. Jabinski ←  
English 11 ←  
20 May 2008

1/2" ↓  
Latella 1

**Double space entire paper**

No extra line spaces  
Teen Smoking ↙

Evidence continues to mount regarding smoking as a health hazard. Every day while adults are trying to quit, more and more teenagers begin the habit. Why? Tobacco companies, aiming to keep their profits high, target teens in advertisements and encourage them to become lifelong smokers.

1" → Smoking can be traced back throughout history. In 1492, ← 1"  
→ American Indians introduced tobacco to early explorers by using

Indent  
1" from  
margin  
→

it as a peace gesture. Smoking has continued to the present time.

As stated in a recent online article:

Smoking was often associated with relaxation and adventure; movie stars oozed glamour on screen while smoking, and movie tough guys were never more

masculine than when lighting up. Smoking became a right of passage for many young males, and as women began to attain increased opportunities, they, too, began smoking. ("Tobacco")

In the late 1920s, it was not unusual for teens to emulate movie stars who delivered their lines while encircled by rings of swirling smoke. According to Sylvia Persak, "young people are especially vulnerable to media images" (16-17). Furthermore,

↑  
1

1"



1/2"

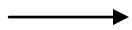


Latella 6

Works Cited

Ayers, Susan H. Teen Smoking. San Diego, CA: Lucent, 2005.

1/2 " Hanging Indentation



Garson, Carlo. "Three Habits to Lose." Current Health 6. Sep. 2002:21. InfoTracOpposing Viewpoints Resource Center. Gale Group. Plainfield North High School MC., Plainfield,



IL. 26 May 2006 <<http://infotrac.galegroup.com>>.

Persak, Sylvia. "Teens and Smoking: Deadly Combination." Teen. Feb. 2006. Rpt. In Teen Smoking. Ed. Bob Williams. San Francisco, CA: Lynnhaven Press, 2004.

"The Surgeon General's Report for Kids about Smoking: The Real Deal about Tobacco." Tobacco Information and Prevention Source. 6 April 2004. Centers for Disease Control. 3 June 2004. <<http://www.cdc.gov/tobacco/sfr/sfr4kids/realdeal.htm>>.

1"



"Tobacco and Its Effects." America's Drugs of Choice. 2002. InfoTrac Opposing Viewpoints Resource Center. Gale Group. Plainfield North High School MC., Plainfield, IL. 26 May 2003. <<http://infotrac.galegroup.com>>.



Alphabetize sources



Double space entire works cited page

## 2011-12 District Calendar

<b>August</b>	18	First day of Student Attendance - (Full day)
<hr/>		
<b>September</b>	5	Labor Day - NO SCHOOL
<hr/>		
<b>October</b>	10	Columbus Day – NO SCHOOL
	20	Parent Teacher Conferences – 5 hr School Day
	21	Parent Teacher Conferences – 5 hr School Day
<hr/>		
<b>November</b>	8	Teacher Institute – NO STUDENT ATTENDANCE
	23-	Thanksgiving Recess - NO SCHOOL
	25	
<hr/>		
<b>December</b>	22	Last Day Before Winter Break – Semester Ends
<hr/>		
<b>January</b>	9	Classes Resume Following Winter Break
	16	Martin Luther King Jr's Birthday - NO SCHOOL
	17	Teacher Institute - NO STUDENT ATTENDANCE
<hr/>		
<b>February</b>	20	President's Day - NO SCHOOL
	21	Teacher Institute - NO STUDENT ATTENDANCE
<hr/>		
<b>March</b>	15	Parent/Teacher Conference Day – 5 hr School Day
	16	Parent/Teacher Conference Day - 5 hr School Day
<hr/>		
<b>April</b>	2	Spring Break Begins
	9	Classes Resume
<hr/>		
<b>May</b>	25	Tentative last Day of School – ½ Day Emergency Days: may 29, 30, 31, 1, 4