Dear Parents/Guardians:

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

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

On behalf of the Plainfield Community Consolidated School District #202 Board of Education, as well as our certified and non-certified staff, I welcome you to the 2016-2017 school year. We pledge to you our support as we pursue our mission of “Preparing Learners for the Future”.

Sincerely,

Dr. Lane Abrell

Superintendent
Parents/Guardians:

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

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

_________________________________________
(Parent/Guardian Signature)

_________________________________________
(Student’s Signature)

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

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

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

<table>
<thead>
<tr>
<th>User’s Full Name and Date of Birth (please print)</th>
<th>User’s Position (for Employees), Grade (for Students), or Relationship with District (for All Other Users) (please print)</th>
</tr>
</thead>
<tbody>
<tr>
<td>User’s Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Parent/Guardian’s Full Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Guardian’s Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>
PLAINFIELD COMMUNITY CONSOLIDATED SCHOOL DISTRICT 202

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

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

DISTRICT MISSION STATEMENT
We Prepare Learners for the Future

The mission of Plainfield Community Consolidated School District No. 202, the primary source of comprehensive, high quality education in a trusting, supportive environment, is to

Develop, at all levels, responsible, successful citizens

By providing an education, in cooperation with home and the community, which:
- Fosters each individual’s value, uniqueness, and importance and
- Promotes lifelong learning in an ever-changing society.

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

Michelle Smith - President
Greg Nichols – Vice President
Kevin Kirberg - Secretary
David Koch
William Slabich
Rod Westfall
Heather Drake

Board of Education meetings are held at 7:30 p.m. on the second and fourth Monday of each month, except during the months of July, August, and December when only one meeting is scheduled. (Closed sessions are held from 6:30 p.m.-7:30-p.m. prior to regular meetings). Agendas for each meeting are posted in advance at the District Office. The public has the right and is encouraged to attend these meetings. For information concerning Board of Education meetings contact the District Office at (815) 577-4000.
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superintendent</td>
<td>Dr. Lane Abrell</td>
</tr>
<tr>
<td>Assistant Superintendent for Administration &amp; Personnel</td>
<td>Mr. Anthony Manville</td>
</tr>
<tr>
<td>Assistant Superintendent for Business and Operations</td>
<td>Mr. Richard Engstrom</td>
</tr>
<tr>
<td>Assistant Superintendent for Curriculum &amp; Instruction</td>
<td>Mr. Glenn Wood</td>
</tr>
<tr>
<td>Assistant Superintendent for Student Services</td>
<td>Ms. Mina Griffith</td>
</tr>
<tr>
<td>Director of Administration &amp; Personnel</td>
<td>Mr. Craig Brown</td>
</tr>
<tr>
<td>Director of Administration &amp; Personnel</td>
<td>Mr. Scott Fink</td>
</tr>
<tr>
<td>Director of Administration &amp; Personnel</td>
<td>Ms. Jennifer Orlos</td>
</tr>
<tr>
<td>Director of Community Relations</td>
<td>Mr. Thomas Hernandez</td>
</tr>
<tr>
<td>Director of Curriculum &amp; Instruction PreK-5</td>
<td>Ms. Tammy Sroczynski</td>
</tr>
<tr>
<td>Director of Curriculum &amp; Instruction 6-8</td>
<td>Ms. Paula Sereleas</td>
</tr>
<tr>
<td>Director of Curriculum &amp; Instruction 9-12</td>
<td>Dr. Daniel McDonnell</td>
</tr>
<tr>
<td>Director of Facilities</td>
<td>Mr. Paul Gonzalez</td>
</tr>
<tr>
<td>Director of Finance</td>
<td>Ms. Rose Kidd</td>
</tr>
<tr>
<td>Director of Student Services Elementary</td>
<td>Ms. Cheril Phillips</td>
</tr>
<tr>
<td>Director of Student Services Middle School</td>
<td>Ms. Mary Ann Deliberto</td>
</tr>
<tr>
<td>Director of Student Services High School</td>
<td>Mr. Timothy Albores</td>
</tr>
<tr>
<td>Director of Transportation</td>
<td>Ms. Ellen Theobald</td>
</tr>
</tbody>
</table>
## 2016-2017 District Calendar

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>15-16</td>
<td>Teacher Institute - No Student Attendance</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>First day of Student Attendance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grades PreK-12 (Full Day)</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>School Improvement Day – Early Release *</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Labor Day – NO SCHOOL</td>
</tr>
<tr>
<td>October</td>
<td>7</td>
<td>School Improvement Day – Early Release *</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Columbus Day – NO SCHOOL</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>End of First Quarter</td>
</tr>
<tr>
<td>November</td>
<td>8</td>
<td>Teacher Institute – No Student Attendance</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>Parent/Teacher Conference (Evening Schedule) – No Student Attendance</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>Parent/Teacher Conference (Day Schedule) – No Student Attendance</td>
</tr>
<tr>
<td></td>
<td>21-25</td>
<td>Thanksgiving Recess – No Student Attendance</td>
</tr>
<tr>
<td>December</td>
<td>22</td>
<td>End of Semester One</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>School Improvement Day – Early Release *</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>Winter Break Begins</td>
</tr>
<tr>
<td>January</td>
<td>9</td>
<td>Classes Resume Following Winter Break</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>Martin Luther King Jr’s Birthday – NO SCHOOL</td>
</tr>
<tr>
<td>February</td>
<td>16</td>
<td>Parent/Teacher Conference (Evening Schedule) – Full Day of Student Attendance</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>School Improvement Day – Early Release *</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>President’s Day – NO SCHOOL</td>
</tr>
<tr>
<td>March</td>
<td>10</td>
<td>End of Third Quarter</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>School Improvement Day – Early Release *</td>
</tr>
<tr>
<td></td>
<td>27</td>
<td>Spring Break Begins</td>
</tr>
<tr>
<td>April</td>
<td>4</td>
<td>District Institute – No Student Attendance</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Classes Resume Following Spring Break</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>Spring Holiday – NO SCHOOL</td>
</tr>
<tr>
<td>May</td>
<td>20</td>
<td>Tentative High School Graduation</td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>Memorial Day – NO SCHOOL</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>School Improvement Day – Early Release *</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>Tentative Last Day of School (SIP Day) if NO emergency days are used *</td>
</tr>
<tr>
<td>June</td>
<td>6</td>
<td>Tentative Last Day of School if ALL emergency days are used</td>
</tr>
</tbody>
</table>

*No BMLC or Kindergarten Attendance on Early Release Days

Emergency Days: May 31, June 1, 2, 5, 6
### School Times for Plainfield District 202 2016-2017

<table>
<thead>
<tr>
<th></th>
<th>5-Hour Day</th>
<th>Half Day</th>
<th>AM Kindergarten</th>
<th>PM Kindergarten</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Day</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All High School</td>
<td>7:05 - 2:10</td>
<td>7:05 - 12:05</td>
<td>7:05 - 10:05</td>
<td></td>
</tr>
<tr>
<td>All Middle Schools</td>
<td>7:55 - 2:55</td>
<td>7:55 - 12:55</td>
<td>7:55 - 10:55</td>
<td></td>
</tr>
<tr>
<td>All Elementary Schools (Except Lakewood Falls)</td>
<td>9:05 - 3:40</td>
<td>9:05 - 2:05</td>
<td>9:05 - 12:05</td>
<td>9:05-11:50</td>
</tr>
</tbody>
</table>

**This is the only special need program approved to adjust their school times.**

### School Times for Plainfield District 202 2016-2017

<table>
<thead>
<tr>
<th></th>
<th>5-Hour Day</th>
<th>Half Day</th>
<th>AM Kindergarten</th>
<th>PM Kindergarten</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Day</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plainfield Academy / TAP (1st Tier)</td>
<td>7:45 – 1:21</td>
<td>7:45 – 10:45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plainfield Academy / TAP (2nd Tier)</td>
<td>8:37 – 2:14</td>
<td>8:35 – 11:35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Turn-About Program (at Plainfield Academy)</td>
<td>1:22 – 6:23</td>
<td>1:10 – 4:10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Bonnie McBeth – Special Need Class**

- Early Childhood
  - AM Session | 8:00 - 10:30 |
  - PM Session | 12:30 - 3:00 |

- Special Need Programs
  - 5 hour, LEAP, Multineeds | 8:00 - 1:00 |
  - 10:00 - 3:00 |

- St. Mary’s | 8:30 - 3:15 |

**Kindergarten and Early Childhood Programs will not meet on Half Days of school.**
TO PARENTS/GUARDIANS OF PreK – 5 STUDENTS:

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

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

BONNIE MCBETH LEARNING CENTER
15730 Howard Street
Plainfield, IL 60544
(815)439-4288

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

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

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

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

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

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

FREEDOM ELEMENTARY
11600 Heritage Road
Plainfield, IL 60544
(815)254-4005

GRAND PRAIRIE ELEMENTARY
3300 West Caton Farm Road
Joliet, IL 60431
(815)436-7000
<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAKEWOOD FALLS ELEMENTARY</td>
<td>14050 S. Budler Road</td>
<td>(815)439-4560</td>
</tr>
<tr>
<td></td>
<td>Plainfield, IL 60544</td>
<td></td>
</tr>
<tr>
<td>LIBERTY ELEMENTARY</td>
<td>1401 Essington Road</td>
<td>(815)609-3037</td>
</tr>
<tr>
<td></td>
<td>Bolingbrook, IL 60490</td>
<td></td>
</tr>
<tr>
<td>LINCOLN ELEMENTARY</td>
<td>14740 Meadow Lane</td>
<td>(815)577-4500</td>
</tr>
<tr>
<td></td>
<td>Plainfield, IL 60544</td>
<td></td>
</tr>
<tr>
<td>MEADOW VIEW ELEMENTARY</td>
<td>2501 Mirage Avenue</td>
<td>(815)439-4828</td>
</tr>
<tr>
<td></td>
<td>Plainfield, IL 60586</td>
<td></td>
</tr>
<tr>
<td>RIDGE ELEMENTARY</td>
<td>1900 Caton Ridge Drive</td>
<td>(815)577-4630</td>
</tr>
<tr>
<td></td>
<td>Plainfield, IL 60586</td>
<td></td>
</tr>
<tr>
<td>RIVER VIEW ELEMENTARY</td>
<td>2097 Bronk Road</td>
<td>(815)439-4840</td>
</tr>
<tr>
<td></td>
<td>Plainfield, IL 60544</td>
<td></td>
</tr>
<tr>
<td>THOMAS JEFFERSON ELEMENTARY</td>
<td>1900 Oxford Way</td>
<td>(815)577-2021</td>
</tr>
<tr>
<td></td>
<td>Joliet, IL 60435</td>
<td></td>
</tr>
<tr>
<td>WALKER'S GROVE ELEMENTARY</td>
<td>24810 West 135th Street</td>
<td>(815)439-2885</td>
</tr>
<tr>
<td></td>
<td>Plainfield, IL 60585</td>
<td></td>
</tr>
<tr>
<td>WESMERE ELEMENTARY</td>
<td>2001 Wesmere Parkway</td>
<td>(815)439-3244</td>
</tr>
<tr>
<td></td>
<td>Plainfield, IL 60586</td>
<td></td>
</tr>
<tr>
<td>AUX SABLE MIDDLE SCHOOL</td>
<td>2001 Wildspring Parkway</td>
<td>(815)439-7092</td>
</tr>
<tr>
<td></td>
<td>Joliet, IL 60431</td>
<td></td>
</tr>
<tr>
<td>DRAUDEN POINT MIDDLE SCHOOL</td>
<td>1911 Drauden Road</td>
<td>(815)577-4900</td>
</tr>
<tr>
<td></td>
<td>Plainfield, IL 60586</td>
<td></td>
</tr>
<tr>
<td>HERITAGE GROVE MIDDLE SCHOOL</td>
<td>12450 S. Van Dyke Road</td>
<td>(815)439-4810</td>
</tr>
<tr>
<td></td>
<td>Plainfield, IL 60585</td>
<td></td>
</tr>
</tbody>
</table>
INDIAN TRAIL MIDDLE SCHOOL  1005 North Eastern Avenue
Plainfield, IL 60544
(815)436-6128

JOHN F. KENNEDY MIDDLE SCHOOL  12350 S. Essington Road
Plainfield, IL 60585
(815)439-8024

RICHARD IRA JONES MIDDLE SCHOOL  15320 Wallin Drive
Plainfield, IL 60544
(815)267-3600

TIMBER RIDGE MIDDLE SCHOOL  2101 Bronk Road
Plainfield, IL 60586
(815)439-3410

PLAINFIELD HIGH SCHOOL CENTRAL CAMPUS  24120 West Fort Beggs Drive
Plainfield, IL 60544
(815)436-3200

PLAINFIELD EAST HIGH SCHOOL  12001 S. Naperville Road
Plainfield, IL 60585
(815)577-0324

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

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

PLAINFIELD ACADEMY
• Turnabout
• P-Step
• TAP

305 W. Lockport Street
Plainfield, IL 60544
(815)439-5521
SCHOOL POLICIES AND GENERAL INFORMATION

Acceptable Use of Electronic Networks

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

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

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

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

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

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

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

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

Animals/Pets on Property
In order to provide the safest and most non-threatening environment for all our students and parents, we ask that you not bring your dogs on the school property, exclusive of service animals. There are a number of children at each campus that are allergic to dogs and/or are very frightened by them. We appreciate your cooperation.
Asbestos Management Plan
Plainfield School District has an Asbestos Management Plan in place and available for inspection at the Administration Center.

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

Subject Area Outcome Assessments are administered to all students upon completion of a series of instructional components. These outcome assessments are directly aligned to the PCCSD202 curriculum. This series of assessments serves as the backbone of our district’s balanced assessment system.

The Discovery Benchmark assessment is a standardized test administered to all students 2 times per year in Grades K-5 and 3 times per year for Grade 2. Assessments evaluate student development and identify poorly developing skills before students are put at risk for persistent academic underachievement. All Discovery assessments at all grade levels are aligned to the Common Core State Standards and provide data for individual, building, and program planning and evaluation purposes. Additional diagnostic assessments are given to students identified as at-risk based on student need.

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

Students in grades 3-8 and select high school students will take the Partnership for Assessment of Readiness for College and Career (PARCC) test. The PARCC test replaces the Illinois Student Achievement Test (ISAT) for grades 3-8 and the Prairie State Achievement Exam (PSAE) for high school students. PARCC is now the required test in the state of Illinois. The PARCC assessment will be administered in two parts: Performance Based Assessment (PBA) in March and End-of-Year/Course Assessment (EOY/EOC) in April. The results from both the PBA and EOY/EOC tests will be combined to determine individual student proficiency level. Students in grades 3-8 will be assessed in English Language Arts and Mathematics. Students in the following High School classes will be assessed; Algebra 2, IND Algebra 2, Algebra 2 Honors English III, IND English III, Transitional English 12.

Students in grade 5 will take the Illinois State Board of Education Science Assessment.

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

Section 14C-3 of the School Code and Section 228.25(c) (1) and (3) of the Administrative Code require school districts to assess each student who has been identified as having limited English proficiency, even if the parent has refused ELL services. All identified LEP students must be assessed during the annual ACCESS examination each year until he or she achieves a “proficient” score.
The purpose of assessment is to support and enhance student learning. Data from the various assessments given in Plainfield School District 202 is used to evaluate our instructional programs and monitor student progress. It is also used to determine students’ qualification and participation in district programs, such as honors programs.

**Attendance**

**School Responsibility**

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

**Parental Responsibility**

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

Conversely, absences, repeated tardiness and other truancies 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.

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

**State Mandated Time in Attendance**

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

**Half-Day Kindergarten:**

Half-Day kindergarten is documented as a half-day of attendance. Therefore, any absence of more than 45 minutes results in no credit for the academic day and is documented as an absence.

**Grade 1 and Full-Day Kindergarten:**

For grade 1 and full-day Kindergarten, any absence of more than 1 hour and 45 minutes of the academic day (not recess/lunch) is counted as ½ day of absence.

**Grades 2-5:**

For grades 2-5 any absence of more than 45 minutes of the academic day (not recess/lunch) is counted as ½ day of absence.

Supervision of students begins when the building doors open 15 minutes prior to the start of the school day.
Tardiness/Early Sign-Out

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

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

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

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

** Please note: Due to the required minutes of student attendance on half days and 5 hour conference days, any students arriving late or leaving early (even for only a minute) on any of those days are considered ABSENT for that ENTIRE school day.

Reporting an Absence

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

Excused Absences

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

- Illness- **May require written documentation.**
- Observance of a religious holiday- **Notice must be given five (5) days in advance.**
- Death in the immediate family- **Give notice as soon as possible.**
- Family emergency- **Give notice and details as soon as possible.**
- Other situations beyond the student’s control- **Give notice and details as soon as possible.**
- Other circumstance that cause reasonable concern to the parent/guardian for the safety or health of the student- **Provide detailed information.**
- Other reason as approved by the Superintendent or designee- **Provide detailed information.**

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.”
While vacations are defined by the state of Illinois as an unexcused absence, students will still have the opportunity to receive full credit for missed work.

**Truancy Consequences**

Truancy may lead to significant disciplinary action ranging from parental contact and attendance team interventions to a truancy petition being filed with the Will County Courts. Plainfield District 202 is required to report attendance and truancy information to the Will County Regional Office of Education (ROE). Chronic truancy may result in the ROE filing a truancy petition.

Truancy letters will be issued after the 3rd, 6th and 9th truancy absence within the previous 180 enrollment days. This includes part of the prior school year. The ROE may elect to file a court petition for truancy after 9 truancy days within the previous 180 enrollment days. While vacations are defined by the state of Illinois as an unexcused absence, students will still have the opportunity to receive full credit for missed work. Truancies will not be cleared after two days.

**Excessive Excused Absences**

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

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

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

A student who is treated in an emergency room or convenient care clinic should present a physician’s release to the nurse’s office upon return to school to make sure that the staff is aware of any special instructions or treatments that may be necessary during the school day.

A student who has been absent from school for five (5) or more consecutive days due to illness, 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. (See the “Communicable Diseases” portion of this handbook). Failure to provide a physician’s note following 5 consecutive days of absence may result in the days being documented as unexcused or truant.

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

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

We also require that the person(s) picking up or dropping off the student at school sign the student in and/or out in the attendance office. The student is asked to present a note from the doctor or dentist verifying the appointment upon returning to school. The school may require written documentation of appointments that take place during the school day when deemed necessary.

*Homebound*

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

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

*Vacation*

Parents are discouraged from taking students out of school for vacations. The State of Illinois and Plainfield School District 202 do not consider absences due to vacation to be excused. Please contact your school’s administration if there is a need for your child to be absent.

*Extended Absence*

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

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

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

It is the parent’s responsibility to ensure the work is completed while students are absent for an extended period. Parents are strongly advised to confer with their child’s teacher prior to an extended absence to discuss the effect on their child’s learning.
Make-Up Work
Make-up work may be requested when a student is absent for two or more consecutive days. When requesting make-up work, please call the school office before 10:00 a.m. This will allow the classroom teacher time to compile the homework assignments and have them available for you at the end of the day. Make-up work can be picked up in the school office unless other arrangements have been made. Students are allowed one day for each day missed to complete make-up work.

Work Permits
District 202 middle and high school offices provide a service to students who need work permits. This service is designed to meet the requirements of the child labor laws in Illinois. A student who needs a work permit will need to bring to the school office a birth certificate (or some other proof of birth) and statement from his/her prospective employer indicating the nature and hours of the proposed work assignment. An approved work permit does not excuse a student from attending school. Work permits may be revoked if employment interferes with a student’s academics or attendance in any way.

Attendance Zone Regulations
Attendance zones for all schools within the Plainfield School District are established by the Board of Education prior to the beginning of school. Attendance zones are changed when space needs and enrollment disparities between schools occur. In addition, participation in special programs may dictate student attendance sites.

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

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

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

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

Blackboard/Edline
District 202 teachers now have the opportunity to create and use personalized classroom web sites through the Blackboard/Edline web site system. The Blackboard/Edline web sites are intended to be “one stop communications shops” designed to help inform parents about what is happening in their children’s classrooms, and extend the classroom experience for students through technology. Web sites can include teacher contact information; classroom work; student photos; classroom calendars; homework; learning resources; and more.
Actual website content may be different depending on grade level and teacher preference. Some teachers may opt to create websites at different times in relation to other district initiatives.

Parents are also encouraged to sign up for daily/weekly emails of upcoming events at their respective school(s), academic team(s), or classroom teacher(s).

**Breakfast**
District 202 elementary schools offer breakfasts at each campus available for purchase before the start of the school day. Students who receive free or reduced lunch can also receive their breakfasts either free or at a reduced rate. Breakfasts are charged to the student’s account.

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

Below are some examples of how to report bullying:
- Encourage the student to confide in someone they can trust
- Encourage the student to tell an adult
- Call the bullying hotline (visit the school website for information, [www.psd202.org](http://www.psd202.org) then find your school’s contact information)
- E-Mail the school’s bully email line (visit the school website for the address)

**Students**

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

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

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.
Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

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

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

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

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

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

1. The District uses the definition of bullying as provided in this policy.

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

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

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

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

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District’s jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student’s act of reprisal or retaliation will be treated as bullying for purposes of determining any consequence or other appropriate remedial actions.

8. A student will not be punished for reporting bullying or supplying information, even if the District’s investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. The District’s bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District’s Internet website, if any, and include it in the student handbook, and where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy’s outcomes and effectiveness. This process shall include, without limitation:
   a. The frequency of victimization;
   b. Student, staff, and family observations or safety at a school;
   c. Identification of areas of a school where bullying occurs;
   d. The types of bullying utilized; and
   e. Bystander intervention or participation.

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

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
   a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
   b. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
   c. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District’s educational program as required by State law.
   d. 6:235, Access to Electronic Networks. This policy states that the use of the District’s electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
   e. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy). 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
   f. 7:190, Student Discipline. This policy prohibits, and provides consequences for: hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
   g. 7:310, Restrictions on Publications. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Full implementation of the above policies includes each school’s adoption of formal Bullying/Harassment Investigation Procedures requiring: (a) a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) a determination by a preponderance of the evidence that bullying or harassment has occurred;
(c) the provision of appropriate consequences and remedial action to students who violate on or more of these policies, (d) protection of students against retaliation for reporting such conduct, and (e) notification of all involved parties the outcome of the District’s investigation. Such notification must be consistent with the requirements of the Illinois School Student Records Act. Each building shall utilize the District’s Student Tracking and Reporting System to maintain and track this information.

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

LEGAL REF.: 405 ILCS 49/, Children’s Mental Health Act.

Adopted: June 22, 2009
Revised: March 22, 2010
January 24, 2011
June 9, 2014
April 7, 2015

**Cell Phones and Communication Technology**

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

**Civil Defense and Disaster Plans**

In the event of fire, flood, tornado, plane crash or any major disaster, procedures outlined by each building principal shall be followed. The school building is considered to be the safest area in the event of a disaster (other than fire). Students will be held in the safest area of the building, dispersed to homes, or to a designated shelter away from the building, depending upon the type of disaster. Fire departments from both Plainfield and Joliet maintain close contact with the Plainfield School District.
Communicable Diseases
Plainfield School District recognizes that a student with a communicable and chronic infectious disease is eligible for all rights, privileges and services provided by law and the District's policies. The District shall balance those student rights with the District's obligation to protect the health of all District students and staff. In order to promote optimum health in the schools, the following guidelines are to be observed regarding communicable diseases:

- Chicken Pox: Exclude from school for a minimum of five days after the eruption of the last vesicles or until the vesicles become dry.
- Pink Eye: Exclude from school until 24 hours after start of medication.
- Strep Infection: Exclude from school until 24 hours after start of antibiotic.
- Meningitis: Exclude from school until physician’s permission to return.
- Hepatitis: Exclude from school until physician’s permission to return.
- Impetigo: Exclude from school until 24 hours from start of antibiotic.
- Measles: Exclude from school until doctor’s permission to return.
- Mumps: Exclude from school until doctor’s permission to return.
- Ringworm: Exclude from school until 24 hours after treatment begins, unless the lesion(s) can be covered. No exclusion is necessary if the lesion(s) can be covered.

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

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

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

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

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

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

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

Tooth pain – Contact your dentist.

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

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

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

**Concerns**
Occasionally, differences of opinion exist between the home and school concerning what is best for the child. When such differences occur, parents/guardians are urged to go first to the source of the concern. When instructional or discipline questions are involved, a conference should be held first with the teacher. If the situation cannot be resolved to mutual satisfaction, a meeting should then be scheduled with the principal. In most instances, we are confident that a mutual resolution and/or understanding of the concern will be reached at one of these two conferences. If not, parents/guardians may pursue the issue further through the appropriate District Administrator.

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

**Conferences**
Parents/guardians are expected to keep in close contact with their child's teacher and building principal. These contacts should be made early in the year especially if the child is experiencing any difficulty. Conferences regarding student progress should occur before or after school at a time convenient for both parent/guardian and teacher, or on scheduled conference days. There are two scheduled conference opportunities each year. The expectation is that parents will attend conferences.

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

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

***Please notify the school secretary if non-emergency calls must be made to two households.

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

It is very important that we have the correct contact information for all of our students for Connect-ED to work effectively and efficiently. Parents are strongly encouraged to update their students' contact information immediately when it changes, by calling your student(s) school(s) directly; or by visiting the District 202 website (www.psd202.org) and clicking on "Connect-ED."

**Crisis Management and School Safety**
Plainfield CCSD #202 takes the management and prevention of crisis in our schools very seriously. The district has a plan which fully complies with state requirements. The district works directly with first responders and emergency management departments from the surrounding cities to ensure the best possible procedures are in place to keep students safe. Some of the different practice drills conducted at the schools include but may not be limited to: Fire/Evacuation Drills, Re-Location Drills, Tornado/Inclement Weather Drills, Lockdown Drills, and Building Emergency Drills. All building are secure throughout the school day and every individual entering the building is required to report to the office and show an ID.

**Curriculum**

**OUR MISSION**
*We Prepare Learners for the Future*

The mission of Plainfield Community Consolidated School District No. 202, the primary source of comprehensive, high quality education in a trusting, supportive environment, is to

**Develop, at all levels, responsible, successful citizens**

By providing an education, in cooperation with home and the community, which:
- Fosters each individual’s value, uniqueness, and importance and
- Promotes lifelong learning in an ever-changing society.

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

**Reading Specialists:**
Reading Specialists are assigned to each building and work collaboratively with classroom teachers to insure maximum development of student literacy.

**Mathematics:**
The mathematics curriculum and Scott Foresman-Addison Wesley EnVision Math provide students with a sound mathematical foundation both in underlying concepts and computational skills. The curriculum employs fundamental mathematical strands such as counting and cardinality, number and operations and fractions and base 10, operations and algebraic thinking, measurement and data, and geometry. Through the curriculum and the resource students have opportunities to solve problems and represent and apply strategies. Both the Plainfield School District 202 and the math resource are aligned to the common core state standards.
Social Studies:
The Plainfield School District utilizes the Pearson Social Studies series. The content of the program
draws from all the major disciplines: history, geography, economics, political science and cultures.

Science:
The science curriculum and Scott Foresman Science provide students with a firm foundation in the
scientific method which includes wondering, thinking, trying, observing, recording, and discovering.
Additionally students have opportunities to practice non fiction reading strategies as they learn about
science.

Art, Music, Physical Education, Health/Wellness:
The Plainfield Schools are fortunate to have art, music, and physical education specialists in their
elementary programs.

Gifted/Honors Education:
Criteria for Gifted/Honors
- OLSAT – Cognitive ability
  - Verbal & Non-verbal
- Discovery – Reading and Math – Achievement
  - Test administered in fall, winter, and spring

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

Nine assessment measures, including Discovery test scores and Cognitive ability scores are used to
determine the student performance levels of Plainfield Community Consolidated School District #202
second grade students. Students scoring in the top 10% across the district have been identified as gifted.

Math and Language Arts Honors aligns with the Common Core State Standards. Each Honors Program
aligns to the regular education curriculum for the next grade level above.

For students that did not qualify for placement in grade three, here are the steps for an appeal:
1. A parent, teacher or administrator can nominate a student for an appeal at the end of 3rd or 4th grade.
2. The student will retake the OLSAT unless they currently have a cognitive score of 130 on any of the
   sub tests or the composite score.
3. If a score of 130 is achieved, then the student’s teacher completes a Gifted Rating Scale (GRS).
4. The GRS is sent to the district office to be scored.
5. The district makes a placement decision based on the results of the GRS and OLSAT scores.
6. Appeals and requests for re-testing are due by April 15 of the current school year for a placement
decision the next school year.

Learning Goals:
The Learning Goals are intended to provide parents and community members with a listing of important
goals. The lists do contain the content or skills that students will experience during the school year. This
list will help parents and teachers as they discuss academic progress.

The complete list can be found on the district website under the Parents & Students section.

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

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

**Discipline**

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

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

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

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

**GENERAL STANDARDS OF GOOD CONDUCT BY STUDENTS**
Students are expected to behave in an orderly and appropriate manner with respect for the rules and regulations of our School District and the school attended. Students who choose to behave in an inappropriate manner will be subject to appropriate disciplinary measures.

**Applications of Grounds for Disciplinary Action**
Students may be subject to disciplinary consequences, up to and including suspension and/or expulsion from school, for gross disobedience or misconduct which occurs:
1. On school grounds;
2. At school-sponsored or school-related activities;
3. In connection with student transportation;
4. At any place when the misconduct has a reasonable relationship to school or may reasonably carry over into the school setting regardless of location.
CATEGORIES OF OFFENSES

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

LEVEL 1 – Teachers, supervisors, administrators will respond based on the circumstances and actions of the student(s). Level 1 infraction may include, but are not limited to:

- **Inappropriate bus behavior** (incidents not involving inappropriate physical contact or other Level 2 infractions)
- **Classroom or lunchroom disruption**: Any negative behavior that tends to disturb or endanger the educational process and/or interferes with the liberty, property or other rights of a school employee, student, or any other person on school premises or attending a school or school-related event - this includes behavior in classrooms, media center, school grounds during the school day and at school and school-related events.
- **Cheating**: Cheating is defined as dishonesty in the completion of school work. This includes plagiarism, falsifying or altering answers or records, copying answers from another student, providing answers to another student, and/or allowing another student to copy school work. ***
- **Disrespect for another person and/or property**
- **Using profane or inappropriate language**: obscene language, racial profanities, and gestures (written, drawn, acted or spoken).
- **Name calling**
- **Insubordination**: The willful failure to respond or carry out a reasonable directive by authorized school personnel.
- **Running in hallways and classrooms**
- **Violation of any classroom rule or regulation**
- **Throwing objects**: Any item/object that is intended to disrupt the educational process or could result in the harm of another student. Examples may include but are not limited to: food, snowballs, ordinary objects, etc.
- **Washroom misbehavior** (i.e., water throwing, climbing on stools)
- **Violation of playground or walkway limitations**
- **Other incidents on same level of significance as those listed above**
- **Electronic Devices**: Items such as MP3 players, IPODs, Tablet devices, Cameras, or handheld gaming systems, etc., may only be brought to school with the permission of a staff member. Cell phones may not be used during the school day. All electronic devices, including cell phones, must be powered off and stored in the student’s locker. Misuse of any electronic device may result in confiscation of the item for parent/guardian pick-up. Pictures should not be taken with any device and should not be sent electronically to other devices while on school grounds including on the bus and at the bus stop. These devices are considered to be a disruption of the educational process and their use during the school day will result in disciplinary action. Plainfield School District 202 is not responsible for any lost or stolen electronic device.

Consequences for Level I offenses are based on the seriousness of the incident and become more restrictive as the behavior persists. One or more of the following consequences may occur, but are not limited to: Verbal warning, Student conference, Classroom isolation, Parent contact, Social Work Referral, Student contract, Team intervention, Conflict resolution, Detention, or Office referral (office referrals can result in in-school suspension, Saturday School, Suspension, or Expulsion).
LEVEL 2 – These incidents require the attention of the administration because they are disruptive, too frequent, or too serious to be handled by staff members while they are supervising or teaching other students. Level 2 infractions include, but are not limited to:

- **Bullying Behaviors**: verbal, physical or written intimidation or threats, including “Cyber-bullying”). Bullying generally occurs when a student repeatedly asserts physical or psychological power over, or is cruel to, another student. Such behavior may include but is not limited to: pushing, hitting, threatening, name-calling, or other physical or verbal conduct of a negative, aggressive, belittling or browbeating nature.

- **Harassment (verbal and physical)**: any intimidating, demeaning or threatening behavior, verbal, non-verbal or written remarks which may be based on a person’s race, color, religion, national origin, sexuality or disability and in violation of the District policy. Racial slurs or derogatory racial or cultural comments.

- **Forgery**: The act of falsely using the name of any other person or falsifying time, dates, grades, addresses or other data on school forms.

- **Fighting**: Engaging in physical contact for the purpose of inflicting harm to another person.

- **Inappropriate Behavior**

- **Inappropriate physical contact** (e.g., pushing, shoving, tripping, poking, hitting): Any unwanted physical contact with or touching of another person on school premises.

- **Stealing or theft (minor – value less than $300)**: Taking, removing, or possessing, without permission, property belonging to others.

- **Threat to student**: Any intimidating, demeaning or threatening behavior, verbal, non-verbal or written remarks, including but not limited to the creation, posting, or distributing of student/staff hate lists or hit lists, which may reasonably lead school authorities to forecast substantial injury, disruption, or interference with school activities or the rights of other students or school personnel.

- **In unauthorized area**: Any student that is located in an area of the school without permission, at any time, including during school hours, during non-school hours, and during school-related activities.

- **Possession/use of inappropriate materials**: The use, possession, control, or transfer of any object or item that may substantially disrupt or interfere with the educational process or school property. **This may include** objects such as items that provide electrical shocks (known to students as “zappers”, joke pens or packs of gum that provide electrical shocks or any other object that does the same, a laser light, or any other unauthorized use of an electronic communication device.

Consequences for Level II offenses are based on the seriousness of the incident and become more restrictive as the behavior persists. One or more of the following consequences may occur, but are not limited to: Social work referral, Detention, Alternative School Day Assignment, Social probation, in-school suspension, external Suspension, or Expulsion.
LEVEL 3 – These severe offenses present a substantial disruption and/or danger to the orderly operation of the school and/or the health and safety of students, employees, and other persons. Level 3 infractions may include, but are not limited to:

- **False alarm** (pulling fire alarm, calling 911): the act of initiating a false alarm or initiating a false report, warning of a fire, or an impending bombing or other catastrophe.

- **Possession and/or use of matches, lighters, incendiary devices**: Possession, sale, purchase, use, transfer or attempt to transfer ammunition, explosives, or other flammable substances not authorized by school personnel. This definition includes any component of an explosive or incendiary device, e.g., schematic or other drawing, ignition agent, container, wiring, etc., when it is reasonably determined that the component was intended to be used as part of an explosive or incendiary device.

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

Gang activity of any kind is a serious issue. Penalties for gang activity will include the following, at a minimum: Verbal Warning, Parent Contact, Gang Activity Contract, Suspension, or Expulsion.

Activity includes but is not limited to:
- wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign or other items which evidences membership or affiliation in a gang
- committing any act or using communication either verbal or non-verbal (gestures, handshakes, etc.) showing membership, affiliation with a gang or requirement
- drawing gang related graffiti on any item in or around school or distributing gang related literature
- intimidating, threatening, bribing, bullying, battering, or assaulting a school staff member, a member of the Board of Education, a bus driver, a student, or a school visitor

- **Gross disobedience**: Any conduct, behavior, or activity which causes or may reasonably lead school authorities to forecast substantial injury, disruption, or interference with school activities or the rights of other students or school personnel.

- **Misuse of the Internet/Computers/Cell Phones**: Unauthorized and/or improper use of computers and/or the Internet and/or Cell phone are a violation of the District’s Network/Internet Use Policy. Activity includes but is not limited to:
  - Any person possessing, taking, disseminating or sharing obscene pornographic, lewd, or otherwise illegal images, messages, or photographs. Any person engaging in such behavior may be punished under this Code of Conduct and may be reported to the appropriate law enforcement agencies.

- **Vandalism and/or Destruction of Property**: Vandalizing school property or private property, which is lawfully on school premises, or being used in conjunction with a school-related activity.

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

- **Threatening behavior**: Any intimidating, demeaning or threatening behavior, verbal, non-verbal or written remarks, including but not limited to the creation, posting, or distributing of student/staff hate lists or hit lists, which may reasonably lead school authorities to forecast substantial injury, disruption, or interference with school activities or the rights of other students or school personnel.

- **Extortion**

- **Stealing or theft (major – value exceeding $300)**: Taking, removing, or possessing, without permission, property belonging to others.
Possession or use of firecrackers or fireworks: Use, sale, possession, transfer, or control of a Pyrotechnic devices such as firecrackers, rockets, sparklers, and poppers, which are exploded, burned, or produce a loud noise or lighting effect.

Possession or use of smoking products, including “e-cigarettes”: Possession, sale, purchase, use or transfer of tobacco product. Possession of tobacco is in violation of a Plainfield and Joliet City Ordinance. A referral to the police liaison officer may be made.

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

- A first offense involving the use, possession, or being under the influence of alcohol will result in a ten-day external suspension. Principals, assistant principals, and deans may exercise the option to offer, in lieu of the ten-day external suspension, a five-day external suspension and enrollment in, and completion of, a District-approved substance abuse education program. If this option is selected and the program is not completed, the remaining five days of external suspension will be reinstated within one semester.

- A second offense involving the use, possession, or being under the influence of alcohol during the student’s remaining years at our middle schools may be grounds for a ten-day external suspension and recommendation for expulsion.

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

- A first offense involving being under the influence, the use, possession, or consumption of drugs will result in a ten-day external suspension. Principals, assistant principals, and deans may exercise the option to offer, in lieu of the ten-day external suspension, a five-day external suspension and enrollment in, and completion of, a District-approved substance abuse education program. If this option is selected and the program is not completed, the remaining five days of external suspension will be reinstated within one semester.

- A second offense involving being under the influence, the use, possession, or consumption of drugs during the student’s remaining years at our middle schools may be grounds for a ten-day external suspension and recommendation for expulsion.

Assault or Battery on staff member: Threatening to physically or mentally harm a school staff member. An unwanted physical touching of a school staff member, either directly, indirectly, or with a weapon or dangerous object.

Possession, use, threat to use, control or transfer of a weapon OR supplies for weapons. Weapons include, but are not limited to: 1) guns, explosive devices, any other item which is typically used to cause bodily harm or defined by law to be a weapon, including but not limited to knives, brass knuckles or billy clubs; 2) items such as baseball bats, pipes, bottles, locks, sticks, compasses, pencils and pens if used, or attempted to be used, to cause bodily harm; and 3) look-alike weapons and/or “toy” weapons.
This also includes bringing or possessing bullets or guns casings or shells. Possession and/or use of weapons may result in a minimum one-year expulsion in accordance with the federal Gun-Free Schools Act and the related provisions of the Illinois School Code. Administrators shall be required to refer any student who brings a weapon, other than a toy, to school to the local law enforcement agency.

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

- **Drug Sale or Distribution:** Sale, attempt to sell, transfer, attempt to transfer, or distribute any prohibited substance or look-alike drug, as defined by this policy.
  - Any student found to be involved in the Sale/ Distribution of Drugs may be immediately suspended from school for a period of ten days. In every case, an expulsion hearing will be scheduled and local police officers will be contacted. If the student is expelled for a violation of this policy, the aforementioned drug education program must be successfully completed by the expelled student prior to his or her reenrollment in the Plainfield Schools.

- **Drug Paraphernalia:** Possession, sale, purchase, manufacturing, use, transfer or arranging to transfer any paraphernalia which is used or customarily intended for use in the administration of an illegal substance.

Consequences for Level III offenses are based on the seriousness of the incident and become more restrictive as the behavior persists. One or more of the following consequences may occur, but are not limited to: Social Probation, Alternative School Day Assignment, External suspension, Recommendation for expulsion up to two (2) calendar years from District 202.

**DEFINITION OF CONSEQUENCES**

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

- **Students assigned to IN-SCHOOL SUSPENSION will report directly to the IN-SCHOOL SUSPENSION room upon reporting to school, and will be dismissed at the end of the school day.**
- **Students will not be allowed to leave the IN-SCHOOL SUSPENSION room until the end of the school day.**
- **All necessary textbooks and materials must be brought with the student.**
- **Breaks will be allowed to the washroom at 10:00 a.m. and 1:00 p.m.**
- **Lunch will be eaten in the IN-SCHOOL SUSPENSION room. Students may bring or purchase a lunch.**
- **Each student is responsible for keeping his/her own work area clean.**
- **There will be no talking or moving about the room without the supervisor’s permission.**
- **Students are not permitted to sleep or lay their head on the desk.**
- **Gum and candy is not permitted.**

**IN-SCHOOL SUSPENSION Violations:**
Violation of IN-SCHOOL SUSPENSION rules will result in a disciplinary referral. Consequences may range from repeating the IN-SCHOOL SUSPENSION up to a 10-day suspension. Students assigned to IN-SCHOOL SUSPENSION will lose all of their special privileges until the day that they return to regular classes.
These privileges include, but are not limited to, attendance at, or participation in: Student Council functions; intramural and interscholastic sports and other intramural programs; PTO programs; band and chorus trips; other special events such as assemblies, and eighth grade promotion activities; use of vending machines after school; and the ability to be in the hallway after the school day unless accompanied by an adult. These special privileges that are lost do not include participation in after-school activities that affect the student’s grade such as band and chorus and presentation of science fair projects. Students are expected to participate in these activities (concerts and science fair) while assigned to IN-SCHOOL SUSPENSION unless told otherwise by the administration. The student may participate in special activities only with specific permission from the administration.

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

**Saturday School:**
Students assigned to Saturday school are expected to arrive at school at 8 a.m. with work to be completed. Students are responsible for having enough work for the entire time. Students will be given one (1) washroom break at 10:00 a.m. Dismissal will be at noon unless otherwise indicated by the administration. Failure to serve or misbehavior in Saturday school may result in further consequences.

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

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

- Out-of-school suspensions of 3 days or less will only be used if a student’s continuing presence in school poses a threat to school safety or a disruption to another student’s/other students’ learning opportunities. A “threat to school safety or a disruption to another student’s/other students’ learning opportunities” will be determined on a case-by-case basis by school officials. School officials will make all reasonable efforts to resolve such threats and address such disruptions without imposing suspension and to minimize the length of student exclusions to the greatest extent practicable.

- Out-of-school suspensions for four days will only be used if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's continuing presence in school would either: (i) pose a threat to the safety of another student/other students, staff, or a member/members of the school community, or (ii) substantially disrupt, impede, or interfere with the operation of the school.
A “threat to the safety of another student/other students, staff, or a member/members of the school community” and “substantially disrupt, impede, or interfere with operation of the school” will be made by school officials. The determination of whether "appropriate and available behavioral and disciplinary interventions have been exhausted" will be made by school officials. School officials will make all reasonable efforts to resolve such threats and address such disruptions without imposing suspension and to minimize the length of student exclusions to the greatest extent practicable. The school will document whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions.

- Students who are suspended out-of-school for longer than four days will be provided appropriate and available support services during the period of their suspension, and the same requirements set forth above for four day suspensions will be applied. “Appropriate and available support services” will be determined by school officials, who will document whether such services are provided and whether it is determined that there are no such appropriate and available services.

- Before suspension, the student shall be provided a conference during which the charges, and the disciplinary action under consideration at the time, will be explained and the student will be given an opportunity to respond.

- A pre-suspension conference is not required and the student can be immediately suspended when the student’s presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

- Any suspension shall be reported immediately to the student’s parent(s)/guardian(s), along with a written notice of the suspension containing a full statement of the reasons for the suspension and notification of the right to a review of the suspension. A summary of the notice, including the reasons for, and the length of the suspension shall be given to the Board of Education. The request for a review must be received in writing by the Superintendent or designee within five (5) calendar days of receipt of the notice. However, if an expulsion hearing is scheduled in connection with the same incident, the request for a review must be received in writing by the Superintendent no later than the day before the expulsion hearing.

- Upon a timely request of the parent(s)/guardian(s) for a review, a hearing on the suspension shall be conducted by the Board of Education or at the Board’s option, its Hearing Officer. At the hearing, the student’s parent(s)/guardian(s) may appear and discuss the suspension with the Board or its Hearing Officer and may be represented by counsel. If a Hearing Officer is used, the Hearing Officer shall prepare for the Board a written summary of the evidence and other pertinent information presented at the hearing. After presentation of the evidence or receipt of the Hearing Officer’s report of the hearing, the Board shall review the matter and take such action as it finds appropriate. The Board will provide the parents or guardians a written decision that includes: (1) the specific act of gross disobedience or misconduct that results in the suspension; (2) a rationale as to the duration of the suspension; (3) for suspensions of greater than 3 days, whether it was determined that no other appropriate interventions were available; and (4) for suspensions of greater than 4 days, whether appropriate and available support services were provided during the suspension or whether no appropriate services were available.

- The School will facilitate the re-engagement of students who are suspended out-of-school.

- Suspended students, including those suspended from the school bus who do not have alternate transportation to school, will be given the opportunity to make up work for equivalent academic credit. It is the responsibility of the student's parents or guardian to
notify school officials that a student suspended from the school bus does not have alternate transportation to school.

- **Expulsion or Suspension by the Board of Education** is the removal of a student from school and all school related activities by the Board of Education in excess of any administrative suspension will not exceed two calendar years.

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

  - Expulsion shall take place only after the student’s parent or guardian has been provided with written notice of the charges and the parent or guardian has been requested to appear at a meeting of the Board, or with a hearing officer appointed by it, to discuss your behavior. This request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The Board, or a hearing officer appointed by it, at such meeting shall state the reasons for dismissal and the date on which the expulsion is to become effective. If a hearing officer is appointed by the Board, s/he shall report to the Board a written summary of the evidence heard at the meeting, and the Board may take such action thereon as it finds appropriate.

  - During the expulsion hearing, the student and the student’s parent/guardian may be represented by counsel, present witnesses, other evidence, and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer’s report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

  - If the Board acts to expel the student, the written decision will detail the specific reasons why removing the student from the learning environment is in the best interest of the school and will be submitted to the parents. The expulsion decision will also include a rationale as to the specific duration of the expulsion. The Board may refer students who are expelled to appropriate and available support services.

  - The School will facilitate the re-engagement of students who are expelled.

**DUE PROCESS PROCEDURE**

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

**BUS REGULATIONS AND CONDUCT**

The following rules should be reviewed with your student(s). The Board of Education expects that student conduct on school buses be in keeping with the high standards expected of students while they are in school. Security cameras are present on school buses to monitor student behavior. The security cameras record both audio and video of the students’ bus ride to and from school.
The bus driver is in full charge of the bus and its passengers at all times. All school rules and behavior expectations for students as defined in the Student Discipline policy and the Student Handbook are applicable while traveling to and from the bus stop, waiting at the bus stop, boarding the bus, riding the bus, and disembarking from the bus.

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

Cooperative bus riders do the following:
1. Accept the driver as being in full charge of the bus and the students.
2. Obey the driver's instructions promptly and respectfully.
3. Arrive on time at his/her bus stop, realizing that if he/she misses the bus, he/she shall be required to find other means of transportation to school.
4. Stand well off the road while waiting for the bus.
5. Carry on only quiet, ordinary conversations during the bus ride.
6. Go to assigned seats immediately and remain there until the bus stops at designated stops.
7. Ride only on the bus to which he/she has been assigned or obtain written permission from his/her building principal to ride on a different bus. In case of a family emergency, written permission from building principal must be obtained before a student will be allowed to ride on a different bus.
8. Understand that only assigned students or school personnel may board or ride on the school bus.
9. Notify the building principal of a move so that he/she may be transferred to another bus route.
10. Keep hands, feet, and personal belongings to themselves.
11. Follow the applicable guidelines listed under the "Expected Behavior of Students" section of this handbook.
12. Get on and off the bus ONLY at your designated bus stop.

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

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

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

Payment of damage incurred to the bus by students is the responsibility of the parent.

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

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

**Consequences:** Inappropriate bus behavior may result in, but is not limited to: Verbal warning, Assigned seat, Parent contact, Bus suspension, Student contract, Permanent removal from bus, IN-SCHOOL SUSPENSION, Saturday School, Social Probation, Suspension, or Expulsion in accordance with District policy and procedures.

**POLICIES AND PROCEDURES:**

**STUDENT SEARCHES AND SEIZURES**

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

**School Property and Equipment as well as Personal Effects Left There by Students**

- School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left in these places and areas by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

- The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

**Students**

- School authorities may search a student and/or the student’s personal effects in the student’s possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District’s student conduct rules. The search itself must be conducted in a manner, which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

- When feasible, the search should be conducted as follows:
Outside the view of others, including students;
In the presence of a school administrator or adult witness; and by a certified employee or liaison police officer of the same sex as the student. Immediately following a search, the school authority that conducted the search shall make a written report. The student’s parent(s)/guardian(s) shall be notified of the search as soon as possible.

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

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

District 202 Wellness Policy and Building Implementation
District 202 recognizes its responsibility to promote a healthy learning environment for all students through its wellness policy. The five areas required in the policy are:

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

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

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

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

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

Clothing exposing mid-bodies, clothing which is “see through” in nature without appropriate undergarments, or other clothing which is deemed immodest or distracting by the school administration is not to be worn. Footwear must be worn at all times.
For the safety of the students and the maintenance of our buildings, “wheeled tennis shoes” are not permitted. Jackets and headgear (hats, bandannas, etc.) will not be worn inside school buildings during school hours, unless for religious or medical reasons.

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

District 202 policy prohibits the wearing of hats, hoods, bandanas, etc. at any time in the school buildings, unless required for medical or religious reasons.

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

**Electronics**

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

**Elevator Usage**

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

**Emergency Closing/Evacuation Plan**

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

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

**Emergency Contact Information**

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

**Entrance Regulations**

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

Elementary age children shall attend the school to which they have been assigned by school administration. Assignment to schools is based on school attendance boundaries as adopted by the Board of Education. (Also see: *Attendance Zone Regulations*)
Erin’s Law
This year the Plainfield School District curriculum includes the state-mandated Erin’s Law, which was adopted in January 2013. District 202’s Health Education program will include age-appropriate sexual abuse and assault awareness and prevention education for Pre-K through 12th grade students.

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

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

To read Erin’s Law please visit:
http://www.isbe.state.il.us/reports/erins-law-final0512.pdf

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

First Aid and Emergency Treatment
The school attempts to provide an environment in which the child will be safe from accidents. If any accident or sudden illness occurs, first aid will be administered in accordance with Plainfield School District procedures. The school will give no care beyond first aid.

First aid is defined as the immediate temporary care given in case of accident or sudden illness. If it is not a life-threatening situation and further medical attention is deemed necessary, care and movement of the child will be directed or provided by the parent/guardian or other designee as indicated on the emergency card. Parents will be notified at the nurse’s discretion and/or when the needs of the student can no longer be met at school and the student needs to go home. Parents are then expected to pick up their children in a reasonable amount of time to reduce the exposure of illness to healthy children.

Parents are asked not to send their children to see the school nurse for injuries or conditions in which have occurred at home or away from school and not under the jurisdiction of the school.

If the emergency should be deemed life threatening or a parent/guardian or their designee cannot be reached, the student will be transported by ambulance to a local hospital and a school employee will remain with the student until the parent/guardian or their designee arrives.
**Hat Policy**
Head coverings such as hats, hoods, bandannas, etc. are not to be worn in the building unless required for medical or religious reasons.

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

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

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

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

**Homework**
Research into the effectiveness of homework in improving academic achievement is inconclusive. While some studies indicate that such improvement does result, an equal number shows no demonstrable relationship between homework and improved academic achievement. The role of homework as a link between home and school is a vital one. Homework assignments can serve as a means of providing a bond of common effort among parent, child, and teacher. Homework should supplement, compliment and reinforce classroom instruction and may be assigned in all grade levels. The teaching staff strives to ensure that assignments are 1) necessary and useful, 2) appropriate to the ability and maturity level of students, 3) well explained and motivated, and 4) clearly understood by both child and parent.

Homework: The Many Pluses
When homework assignments are used as an extension of classroom instruction we have observed the following pluses:

- Develop students’ sense of responsibility
- Foster students’ self-discipline
- Give students a sense of accomplishment
- Increase learning time
- Improve retention of factual knowledge
- Provide practice on recently learned material
- Give opportunities for synthesis and application of previously learned concept
- Promote development of study skills
- Help students learn time management
- Enable slow workers to catch and/or keep up
• Provide opportunities to engage in challenging and creative tasks
• Make it possible to cover more material in class
• Provide diagnostic information on students’ strength and weaknesses
• Inform parents about the curriculum
• Help update parents on their child’s progress
• Provide “incubation” and “think” times for students
• Demonstrate that learning can take place outside the classroom
• Encourage the use of more extensive resources than those available in the classroom

**Insurance**

Student accident insurance is available on an optional basis and may be purchased at any time during the school year. This student accident insurance coverage becomes a supplemental and secondary provider to any hospital, medical, surgical, or dental benefits available under any other family insurance or medical service plan, including HMO's, PPO’s, and Automobile No-Fault insurance. The District will not have paper pamphlets for distribution. Full details of coverage and limitations may be obtained from: Zevitz-Redfield & Associates/Gerber Life Insurance [www.k12specialmarkets.com](http://www.k12specialmarkets.com) or (847)374-0888.

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

**Internet Threats**

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

**Invitations**

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

**Late Start Option**

District 202 may open school two hours later using a "Late Start" schedule if it appears that bad weather will clear early enough to safely run buses. Most elementary schools will begin at 11:05 AM when a late start has been called. The only exception is Lakewood Falls, which will begin at 10:55 AM. Students that are walkers or car riders may begin arriving after 10:30 AM. Busses will run their normal routes with all stops being two hours later than usual. There will be no YMCA Kidzone morning child care program on late start days. Lunches will be served, although a modified lunch schedule will be used and students will not have recess. Any field trips that may have been scheduled will be canceled. Morning Kindergarten will not have class on late start days. However, afternoon kindergarten will start and end at their usual times. Dismissal for all schools will take place at the regularly scheduled dismissal times. The status of school will be communicated as early as possible through the Connect-ED telephone message system; the district web site (www.psd202.org); the Education Partners email newsletter; and local and regional television and radio stations. **Please utilize those resources rather than calling the schools or district office regarding whether or not school will be canceled or will be on a “late start” schedule.**
Learning Disabilities
The Plainfield School District provides special teachers for students diagnosed with learning disabilities. Students with learning disabilities receive assistance from specialists within each building. Such assistance may be provided in the regular classroom and/or in a resource room, depending on the child's needs.

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

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

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

Also, only the parent can only sign out their own child for lunch. Peer group lunch outings will not be permitted.

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

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

Free and Reduced price meals: Guardian may apply for the free and reduced meal program in August. To apply online go to: www.plainfield202.heartlandapps.com. A paper application may be obtained from any PSD202 District School. Meal applications are valid for one school year only. A letter will be mailed once your application has been processed.

Menu: To get a monthly menu visit our main webpage at: www.psd202.org Place cursor on “Parents & Students” tab, you will get a drop down, click on “Food & Nutrition Resources” Then click on “Breakfast/Lunch Menus” For any questions about the menu please contact: Aramark at 815-436-6270.

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

1. Go to www.mySchoolBucks.com and register for a free account. A confirmation email will be sent to the address you provide; click on the link included in the email to activate your account.
2. Once your account is activated you may begin adding funds to your students lunch account. The student ID and school name will be required.
3. Funds may be added to your students’ accounts with your Visa, MasterCard, Discover Card, debit card, or electronic check* with no additional service charge. Money deposited into mySchoolBucks.com appears in the student account within 12-24 hours.
4. An added benefit of mySchoolBucks is the “Set it and forget it” payment option, which allows you to schedule automatic payments to your student’s meal account.
Funds can be added weekly, monthly or when the balance hits a specified amount. Simply choose the “Setup a payment schedule” option during the checkout. This feature will allow you to automatically replenish your student’s account on your terms.

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

Parents/guardians may also send lunch money in an envelope labeled with the student's name, teacher's name, and the amount of money being enclosed. Students who forget their money, or run out of lunch money, will be permitted to “charge” up to five meals. After that, students will not be permitted to charge the hot lunch option, but will be served soup at a charge to you until the outstanding balance is paid. Any outstanding balances will be transferred to the student’s District 202 account for school fees and must be paid in a timely manner to avoid going to collections.

Parents/guardians may also send lunch money in an envelope labeled with the student's name, teacher's name, and the amount of money being enclosed. Students who forget their money, or run out of lunch money, will be permitted to “charge” up to five meals. After that, students will not be permitted to charge the hot lunch option, but will be served soup at a charge to you until the outstanding balance is paid. Any outstanding balances will be transferred to the student’s District 202 account for school fees and must be paid in a timely manner to avoid going to collections.

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

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

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

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

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

You can deny the district the right to release this data now or at any other time in the future. Regardless of your decision, the district must continue to provide, at no cost to you, the services listed in your child’s IEP.
When considering your decision, please note that this program has no impact on current or future Medicaid benefits for you, the student or your family. Under federal law, your decision to participate in this program CANNOT:

a) Decrease lifetime coverage or any other public insurance benefit,

b) Result in the family paying for services that would otherwise be covered by Medicaid,

c) Increase your premiums or lead to discontinuation of benefits or insurance, or

d) Result in the loss of eligibility for home and community-based waivers.

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

Medical Examination

Pursuant to Illinois School Code every child entering the Preschool programs (preschool, Early Childhood, Speech only, PT only, or At Risk), Kindergarten or first grade (if he/she did not previously attend Kindergarten) are required to have a physical examination completed within one year of attendance and all required immunizations. The required health examination must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examination by a supervising physician and completed on the Illinois Child Examination form. Lead screening is a required part of the health examination for children age six years or younger prior to admission to kindergarten or first grade.

In compliance with School Code, the Board of Education has approved the following schedule:

1. Children accepted to any early childhood or preschool program must present a completed physical examination on the Illinois Child Exam form with up-to-date immunizations prior to the first day of school.

2. Children entering Kindergarten must present a completed physical examination on an Illinois Child Exam form with up-to-date immunizations prior to the first day of school.

3. Children entering first grade, who have not previously been enrolled in Kindergarten, must present a completed physical examination on an Illinois Child Exam form with up-to-date immunizations prior to the first day of school.

4. All students transferring to District 202 must present documentation of all immunizations and current physical examination in order to register.

5. Any student transferring out-of-state who does not submit the required immunizations by the first day of school may be permitted to attend classes for 30 days provided that he or she shows proof that an appointment for the required vaccinations has been scheduled. The student must receive the required immunizations by 30 days of the first day of school attendance. If he/she does not receive the immunizations within this time frame, the student may be excluded from school. Students transferring from out-of-state must provide a current physical examination in order to attend on the first day of school.

6. Any parent/guardian who objects to the physical examination and/or immunization requirements on religious grounds must submit an Illinois Certificate of Religious Exemption form to the Superintendent or designee. Parents are expected to state their religious belief and how it conflicts with a specific examination or immunization, as well as obtain the signature of the child’s physician. The Illinois School Code does not provide for an exemption to physical examinations or immunizations on non-religious grounds of conscience.
All students in Kindergarten, second and sixth grades must have a Dental exam performed by a licensed dentist. For this school year (2016-2017) the exam must be performed after November 15, 2015, and by May 15, 2017.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all its branches or a licensed optometrist must perform the required eye examination. We know that you are interested in a good health program for your child. Much care is given to all students to provide good health practices. Failure to comply with the immunization and the medical examination requirements may result in students not being allowed to attend classes. We sincerely request your cooperation to help achieve such a program.

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

1. Medications, which include both PRESCRIPTION DRUGS and OVER-THE-COUNTER, to be taken during the school day will only be administered after the parent/guardian completes a Plainfield School District "Medication Authorization Form" which is available from the building nurse or the district website. This form needs to be filled out annually.

2. Any medications, which are brought to school without the completed Medication Authorization Form, will not be administered.

3. The student's parent/guardian must renew written orders for continuing medication at the beginning of each school year, whenever the medication or its dosage is changed, and when asked to do so by the school nurse.

4. Medication must be brought to the school by a parent/guardian in its original pharmaceutical container labeled with the student’s name, name of medication, the dosage and all pertinent instructions. Non-prescription medication must be brought to school by a parent/guardian in its original container with the student’s name affixed to the container. If it is absolutely impossible for parents to bring the medication to school, we ask that students, upon their immediate arrival to school, turn the medication into the office in a sealed envelope. The empty container will be sent home with the student at the end of each week or at the end of the interim of medication administration. If the parent or guardian does not pick up the medication by the end of the school year, the nurse will dispose of and document that medications were discarded. Medications will be discarded in the presence of a witness.

5. The first dosage of medication should not be given at school in case the student suffers an allergic or other adverse reaction.

6. Except where a student is authorized to self-administer an epinephrine auto-injector (EpiPen®) or asthma medication, students are prohibited from keeping any kind of medication in their possession while at school. Students must have the Asthma and Emergency Medication Authorization Hold Harmless and Indemnity form signed by their parent and physician to keep their inhaler or epinephrine auto-injector with them at school. We recommend those students who keep their inhaler or epinephrine auto-injector with them also keep an additional inhaler or epinephrine auto-injector in the nurse’s office in case of an emergency or loss of medication.
7. Students are allowed to bring a week’s supply of cough drops (2 per day, for five days; a total of 10 cough drops) that will be stored and distributed by the classroom teacher as long as they are accompanied by a note from a parent. Any unused cough drops will be disposed of at the end of that week. Parents cannot send in a large bag to be stored for the year.

8. The student must come to the school office for his/her medicine, other than for cough drops as outlined above. The school will strive to assist students in grades K-5 to remember to come to the office to take his/her medication.

9. Acknowledging that occasionally a medication must be administered during the school day, a certified school nurse or registered professional nurse, if available, shall administer the medication. If a nurse is unavailable, a building administrator or other staff member who volunteers may either: 1) Supervise the self-administration of the medication; or 2) administer the medication himself/herself.

10. Any Plainfield School District employee who volunteers or oversees the self-administration of medication will be fully indemnified by the District in the event of any legal action. It is the intent of this section to fully protect such individuals and, therefore, the District assumes full liability in this regard.

11. Any Plainfield School District employee may administer medications in emergency situations if, under the circumstances, the school nurse, an administrator, or emergency medical personnel cannot be available in sufficient time and the student cannot reasonably self-administer the medication.

12. The school will maintain an individual written record of any medication dispensed in the individual student's health record. Such record will list the date, time, dosage, route, and signature of individual(s) administering the medication or supervising the self-administration of the medication. A designee of the nurse or the certified administrator may create the actual record, but the nurse or administrator will affix his/her signature to the record.

13. Medications and special items necessary to administer medications, such as syringes and hypodermic needles, will be stored in a separate locked drawer and/or cabinet. Medications requiring refrigeration will be refrigerated in a secure area.

14. Medications will generally not be administered to students during field trips or other school-sponsored activities located away from the customary site of storage of the medication. In these situations, medication will only be administered to a student as documented in a student’s individualized health care plan. Medication to be administered in these situations must be sent to school by parent/guardian, in a pharmaceutical container labeled with the student’s name, name of medication, dosage and all pertinent instructions. The administration protocol will be determined by district staff.

15. An employee authorized to supervise the self-administration of medication will provide the medication to the student from the storage area, observe the student measure and take the required dosage, return the medication to its storage place, provide for or prepare a record, and initial same.

16. Any side effects of the medication will be documented and placed in the student’s health record.

17. The school will, upon the request of the licensed prescriber and/or the parent/guardian, provide written feedback relative to any observed effects of the medication.

18. Plainfield C.C.S.D. 202, its employees and agents, are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration or self-administration of medication pursuant to these procedures.

Employees who administer or supervise the self-administration of medication pursuant to these procedures who are acting in the scope of their employment are strictly immune from liability pursuant to the Illinois Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/1-101 et seq.), the Illinois School Code (105 ILCS 5/22-30), and the Illinois Good Samaritan Act (745 ILCS 49/1 et seq.).

Legal References: 105 ILCS 5/10-20.14b; 5/10-22.21b; and 5/22-30; 745 ILCS 10/1-101 et seq., and 745 ILCS 49/1 et seq.
Messages for Students
Students will not be called out of class to take phone calls. Any messages can be given to the office staff who will relay the information to the students. In addition, students will not be called out of class to meet with a parent unless it is an emergency.

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

Mobility Aids
Students using crutches or a wheelchair must have a physician’s note indicating those items mentioned above in addition to the diagnosis requiring the mobility aid and the specific restrictions and allowed activities for the student.

Non-Discrimination Statement
Plainfield School District does not discriminate on the basis of gender, religion, handicap, race, color, national origin, or disability; nor does it tolerate harassment on the basis of sex, race, color, national origin or disability in its education programs, activities, or employment as required by Title VI of the Civil Rights Act of 1964 and IX of the Federal Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title IIA of the Americans with Disabilities Act. Grievance procedures have been established to provide for prompt and equitable resolution of students and employee complaints alleging any prohibited action under these regulations.

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

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

Personal Property
Students are not allowed to bring non-academic related personal property to school. This includes, but is not limited to MP3 players, trading cards, toys, stuffed animals, and electronic games. These items will be confiscated and held in the office until retrieved by a parent. Any items not claimed by the end of the school year will be disposed of or donated.

Physical Education
All students will be required to participate in Physical Education unless they present an excuse from a person licensed under the Medical Practice Act for physical or emotional disability. All notes must indicate when the student may return to Physical Education.
Temporary requests (not to exceed two (2) Physical Education periods detailing the reason) to excuse a student from physical education activities will be allowed with a note from the parent/guardian. Students with an orthopedic immobilization device, including but not limited to casts, immobilizers or splints, must have a physician’s note to indicate partial participation or excusal from Physical Education. The physician’s note must indicate duration of excuse or an additional note will be required to indicate, when the student may return to full participation in PE when the orthopedic device is removed.

**Pictures/Photographs**

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

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

**Promotion and Retention**

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

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

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

**Reassignment of Students to Class or Grade Level**

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

This input may include specialized professional educators who have knowledge of the ability level, achievement level, and social and emotional profile of the student. This input will be advisory and will assist the principal in placing a student in the most appropriate grade level setting.
**Recess**
The Plainfield School District believes that some outside activity is healthy for children; therefore, no student will be allowed to remain indoors during recess when weather conditions permit outside recess unless:  

a) Their obvious physical condition dictates same; or b) a note from the parent/guardian, stating the reason for the request, has been received by the teacher. Students may only miss three consecutive days of recess without a note from a physician. For your child’s safety, if he/she has been excused from physical activity in P.E., he/she will also be excused from physical activity during recess.  

However, weather and injury/sickness permitting, your child will be encouraged to go outside during recess.

Students will go outside for recess when the wind chill temperature is 20 degrees or above. Please have your child dressed appropriately, including such items as boots, gloves, and snow pants.

**Report Cards**
Student progress in Grade K-5 is formally reported to parents/guardians each nine (9) weeks.  

Art, Music, Physical Education progress is reported each semester. Math and English/Language Arts report progress by component in a standards based format.

**Residency and Delayed Residency**

All students enrolled in the Plainfield School District must be legal residents of the District. Legal residency within the District requires that a student and his/her parent/legal guardian must be residing within the District's boundaries. Legal residency requires that the household be established within the District with the intent of remaining on a permanent basis. Establishing a temporary residence within the District with the primary intent to enroll a child (ren) in the educational program does not constitute residency for enrollment in the school program.

Registration of a student who is not a legal resident is illegal. Students who are found to be illegally registered will be immediately removed from the educational program. The person(s) who is responsible for illegally enrolling the student(s) in the program are liable for the tuition charges covering the period of illegal enrollment. The District will pursue payment through whatever means are available to the District.

All families registering in the district must provide proof of residence before attendance is allowed in Plainfield School District.

New families moving to the district, who have not closed on their residence by the first day of school, will be required to provide a $350.00 deposit for each student at your attending school. Families will be provided a deposit receipt, which will enable registration to be completed at any District 202 school.

Tuition will be charged if residency has not been established 30 calendar days from the students first day of attendance. Families who close on their homes before the 30-day grace period will receive a full refund. If residency is not established within the 30-day grace period, a second deposit to cover the next month’s tuition will be required. When proof of residency is provided, a prorated refund will be issued charging $51.30 per school day from the student’s first day of attendance.

Deposits can be in the form of a check or cash. Deposits in the form of checks will be held until the 30-day grace period expires. Cash will be deposited immediately.

If a deposit is made in cash and a refund is warranted, refunds will be processed through the District Office Finance Department and mailed within 5 working days. All refunds will be in the form of a check.
Rights Reserved Statement
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, revoke, or add to any or all regulations at any time.

School Closing Information
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).

A decision to close school will normally be made by 4:30 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, the media outlets will normally be notified between 4:30-5 a.m. All District 202 families and staff (except those who have asked to be removed from the call list) will be notified through the Connect-ED recorded telephone message system, the District 202 web site (www.psd202.org), and local and regional television and radio stations. Parents are asked not to contact the District Office or school officials regarding school closings until after 7:45 a.m.

District 202 may also use a "Late Start Schedule" under certain limited conditions, when it appears that closing school for the entire day is not warranted. More information about the Late Start Schedule is posted on the District 202 web site. A decision to use the Late Start Schedule will be conveyed in the same way as a school closing.

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

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

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

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

Students who are handicapped consistent with the eligibility criteria in IDEA or the definitions set forth in Section 504 of the Rehabilitation Act of 1973 will be identified, evaluated, and provided with appropriate instruction and educational services.
Persons who are thought to be disabled shall have the following rights in accordance with IDEA and Section 504:

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

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

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

Behavioral Intervention for Students with Disabilities, Condensed Version
Section 1. Purpose
A fundamental principle is that positive, nonaversive interventions designed to develop and strengthen desirable student behaviors should be used whenever possible. The most effective and humane manner of reducing undesirable behavior is by developing, strengthening, or generalizing desirable behavior to compete and ultimately displace the undesirable behavior.

While positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions would be 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 is preferred because of low risk of negative side effects and high priority placed on positive behavior change rather than on behavior control. These interventions may be used without the development of a written behavior management plan as part of the student's IEP.
Restrictive Interventions
Restrictive interventions may be used in emergency situations or when less restrictive interventions have been attempted and failed. Restrictive interventions include aversive and deprivation procedures that are associated with higher risk of negative side effects. These interventions will be used only after a behavioral management plan is written and appropriate modifications of the student’s IEP is completed or in the case of an emergency.

Highly Restrictive Interventions
Highly restrictive interventions are deemed inappropriate for use in most circumstances. Use of these interventions will be considered through an IEP part 1, Eligibility Determination (consideration of the disciplinary code violation’s relationship to the student’s disabling condition) IEP conference (reevaluation of student goals/objectives and services, the development or revision of a Behavior Management Plan for changes in the IEP and review of the appropriateness of the current educational placement).

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

Section 4. Behavior Management Plan
Components
The IEP team must develop a written behavior management plan for students with disabilities who have significant behavioral and/or emotional needs and for any special education students who require the use of restrictive interventions.

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

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

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

Section 6. Provisions for Parent Involvement
Parents and/or guardians of students with disabilities should be actively involved in the development of a behavior management plan using restrictive interventions. Such involvement includes, but is not limited to, participation in the design, implementation, and evaluation of interventions as part of the IEP. Under no circumstances shall a behavior management plan be implemented for a student with a disability without it being developed as part of the IEP.
Section 7. The Dissemination of Policy and Procedure
Parents will be informed that a comprehensive copy of the policy and procedures for behavior interventions may be secured at the District Administrative office. The Behavioral Intervention Policy and Procedure has been developed based on a review of the document entitled Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities. This document was prepared by the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777-0001.

Section 8. Provisions for Training and Professional Development
To the extent practical, all new special education teachers and related services personnel employed will have training in the management of behavior for students with disabilities. Training will be provided annually to new personnel on the implementation of the procedures in this document. Special education teachers and related services personnel presently employed will receive in-service training on the implementation of these procedures.

Section 9. Referral
The school district provides a free, appropriate public education to exceptional students in accordance with state and federal mandates. In order to receive special education services, a student must have a physical or mental disability as identified in the Illinois State Criteria. The disabilities are autism, visual impairment, hearing impairment, mental retardation, orthopedic impairment, emotional disturbance, specific learning disability, speech/language impairment, traumatic brain injury, developmental delay, multiple disabilities, deafness, deaf-blindness, and other health impairment. The disability must adversely impact educational progress and require specially designed instruction.

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

For a student between the ages of 3-5, the parent/guardian should call the Bonnie McBeth Learning Center and request a screening.

For a student in kindergarten through 12th grade, the parent/guardian should write a letter to the principal requesting an evaluation. A teacher who suspects a disability may request a review by their School Team.

Public Benefits or insurance—IDEA funds pay a portion of your child’s special education and related services. Funds from a public benefits or insurance program (for example, Medicaid funds) also may be used by the school district to help pay for special education and related services, but only with parental consent. The school district cannot access the parent or child’s public benefits or insurance if it would result in a cost to the parent, such as a decrease in benefits or an increase in premiums. The school district needs to ask a parent to provide their consent to access their or their child’s public benefits or insurance for the first time, and then annually thereafter. The district must provide the parent with a notification of rights and protections in language understandable to the general public and in their native language.

Student's Records and Responsibilities
The Plainfield School District Board of Education, Administration, and professional educators strive to provide the following for students:

1. A quality education, including a variety of learning opportunities aimed toward each student's achievement, interest levels, and learning style.
2. Quality teaching, access to special services, programs, and activities.
3. Fair treatment, including impartial evaluation by teachers of academic performance, just and appropriate discipline, and no discrimination based on gender, race, religion, national ancestry, political preference, mental ability or physical handicap.
4. Freedom of expression, providing such expression does not disrupt the educational process, infringe upon the rights of others, or violate the limits of health requirements and common decency.

5. Privacy, including personal property and school records. Federal law outlines restrictions on the privacy of school records and other confidential material. Although law enforcement officers should possess valid search warrants before entering students' lockers, a school official can search a locker with or without the student's knowledge or consent if they have a reasonable suspicion that the locker contains illegal or dangerous materials.

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

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

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

7. Nondiscrimination – Student Rights Procedure

   **Explanation**

   A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) Application of the legal requirements of civil rights legislation. This procedure is not intended to limit the option of the District and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place that will afford a fair and equitable opportunity for all persons. The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5) proceed without harassment and/or retaliation.

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

   **Step 1**
   The student(s) and other parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

   **Step 2**
   If the problem is not resolved, the grievance should be referred informally to: **The building principal.** A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.
Step 3
If the grievance is still not resolved, it should be submitted in writing within ten (10) days to: the Assistant Superintendent for Administration and Personnel. If the grievance is specific to special education, records submitted in writing to Assistant Superintendent for Student Services. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and District representative within ten (10) days and a written response made within five (5) days.

Step 4
If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the Office of the Superintendent or designee within ten (10) days from the receipt of the response on Step 3. A meeting between parties will be held within ten (10) days and a written response made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

Step 5
If the issue is not satisfactorily resolved on Step 4, the grievant(s) may appeal the grievance issue in writing to the School Board within five (5) days from the receipt of the written response. The Board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.

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

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

2. **Grievant**
   Any student or group of students submitting a grievance in their own behalf.

3. **Days**
   Days when the School District is in session.

Due Process
1. **Right to Representation**
   A grievant(s) may be represented by an attorney or other person of their choosing, such as a parent or advocate.

2. **Right to Present Witnesses and Evidence**
   Grievant(s) shall be allowed to present the grievance with relevant evidence and pertinent witnesses. Both parties shall have the opportunity for hearing and questioning witnesses.

3. **Time Limits**
   All participants shall adhere to the time limits prescribed for each level. Failure by the administration at any step of the procedure to communicate the decision on the grievance within the specified time limit shall permit the grievant(s) to proceed to the next step. Failure on the part of the grievant(s) to appeal the decision to the next step within the specified time limits shall be deemed to be an acceptance of the decision rendered at that step.
4. **Right to Information**
   Unless state laws and right-to-privacy laws are violated, all relevant records with names and identifying information must be made available to the grievant(s) for use as evidence in the grievance issue.

5. **Privacy**
   During the grievance procedure, the grievant(s) shall have the right to designate whether the procedure and meetings will be confidential, including names and related information.

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

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

By Step 3, the grievance must be submitted in writing, dated and signed. The issue should be described as specifically and completely as possible. Include the name of anyone who will represent the grievant(s). A statement of possible relief necessary to resolve the issue should be offered. If the issue is of the type that would require a decision from higher authority, the facts surrounding the grievance should be compiled in writing and submitted to the proper level of authority, operating through appropriate channels. All levels of authority shall give immediate attention to the grievance issue, being aware of the specified timelines. Copies of the written answers to the grievant(s) shall be submitted to: both the Assistant Superintendent for Administration and Personnel. If the grievance is specific to special education, records submitted in writing to Assistant Superintendent for Student Services. This response shall contain a summary of the evidence determined; the conclusion(s) reached with reasons, and shall be delivered to each grievant(s). If hand delivery with receipt cannot be made, registered mail will be used.

7. **Exhibit – Notification to Parents and Students of Rights Concerning a Student’s School Record**
   This notification may be distributed by any means likely to reach the parent(s)/guardian(s).
   The District maintains two types of school records for each student: Permanent record and temporary record. These records may be integrated.

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

- Home language survey form
- Information provided under the Abused and Neglected Child Reporting Act, including any final finding report.
- Accident reports
- Family background
- Intelligence and aptitude scores
- Psychological reports
- Scores received on the State assessment test administered in the elementary grade levels (i.e. kindergarten through grade 8)
- Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
- Honors and awards
- Teacher anecdotal records
- Disciplinary information, including information regarding any punishment for misconduct involving drugs, weapons, or bodily harm to another.
- Any biometric information that is collected
- Health-related information
- Special education files
- Records associated with plans developed under Section 504 of the Rehabilitation Act of 1973
- Verified report or information from non-educational persons.
- Verified information of clear relevance to the student’s education.
- Information pertaining to release of this record.

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

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

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

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

   The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. A student 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 their right to copies of their records for inability to pay this cost.
The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a, and 750 ILCS 60/214(b) (15).

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

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

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

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

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

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

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

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

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

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

Student records are reviewed every four (4) years or upon a student’s change in attendance center, whichever occurs first.
5. The right to prohibit the release of directory information concerning the parent/s/guardian’s child.

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

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

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

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

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

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

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

**Students Taken From Class for Questioning**

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

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

**Testing Program**

Standardized tests are an integral part of the evaluation program in the Plainfield School District. They include measures of achievement and aptitude. Test results assist the teachers in diagnosing student progress and provide the Administration with objective data to help guide the construction and revision of the curriculum.
Additional achievement and/or diagnostic tests are available to help assess a student's work at any time during the year. Tests are only a part of the student and curriculum assessment program. Parents/guardians are urged to confer with their child's teacher regarding any concern about their child's progress.

**Textbook Rentals, Fees and Financial Requests**

Fees for textbooks, workbooks, and art supplies are required for students in grades K-5. These fees are established each year by the Board of Education. Textbooks remain the property of the Plainfield School District and are returned at the end of the year. Parents/guardians unable to pay fees should consult the building principal.

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

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

**Transportation**

Plainfield School District No. 202 provides bus transportation to students living one one-half (1½) miles or more from their assigned school. Students are assigned to bus routes and pickup points according to patterns that provide for the safety of our students, while at the same time are also the most efficient and economical for our School District.

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

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

Students may be transported to/from one stop address other than their home bus stop; however, the stop must be for **every day of the week**. The stop address must be within the same school’s attendance boundary. The four possible choices for bus transportation are:

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

Students who are transported to/from a bus stop other than their assigned stop must have a parent/guardian signed Transportation Request form for the current school year on file at the Plainfield School District Transportation Office, located at 14812 Eastern Avenue, Plainfield, IL (815) 436-7800. Copies of the Transportation Request (sitter) forms are available in each school office, District website, or at the District Transportation Office. Requests must be received by the District Transportation Office 10 days prior to school starting to be in effect the first day of school. After school begins, changes will become effective within three school days.
For safety and security reasons, except in highly unusual circumstances or in an emergency 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. In addition, students will not be able to get on or off a school bus at a stop other than the one to which they are assigned. The purpose of this policy is to ensure that, in the event of a bus emergency, all appropriate families are contacted.

Questions concerning bus transportation should be directed first to First Student Transportation, the Plainfield School District’s contracted transportation service, at (815) 436-3700, then to the building principal, and then to the Transportation Office at 436-7800. For Special Education transportation issues, contact Septran, the contracted transportation service at 815-609-7725, then to the building principal and the District Transportation Office.

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

Virtual Backpack
District 202 uses an online “Virtual Backpack: system to distribute materials from external organizations. This system helps us to “go green” by limiting the number of fliers sent home with students. Parents are encouraged to check out the Virtual Backpack often, either through the District 202 web site (www.psd202.org) or (http://www.psd202.org) or through their school(s) web site(s).

Fliers are also posted in or near every school’s main office for families without Internet access.

Vision and Hearing Screening
Vision screenings will be done annually, as mandated in the Illinois School Code, for children in the following programs/grade levels: preschool, kindergarten, 2nd grade, 8th grade as well as students enrolled in our special education programs, those referred by teachers and students that are new to District 202. Parents are notified in writing when their child fails a vision screening.

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 if that evaluation form is on file at the child’s school. Vision screening as part of a routine physical examination is not an option. If a vision examination report is not on file at the school, the child in the mandated program/grade level will be screened.

Hearing will be screened annually at grades preschool, Kindergarten, 1st grade, 2nd grade, and 3rd grade, as will all children in our special education programs, teacher referrals and students that are new to the district. Parents are notified in writing when their child fails a hearing screening.

Your child is not required to undergo this hearing screening if a physician and an audiologist have completed and signed a report form indicating that an ear examination and audiological evaluation have been completed within the previous 12 months and that form is on file at the school.
Visiting School (See also: Conferences and Field Trips)
Parents/Guardians are welcome and encouraged to schedule classroom visits at any time during the year except the first and last two weeks school is in session, and during the time that standardized tests are being administered.

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

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

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

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

Weed Spraying on School Grounds
The District 202 Grounds Department will perform regular weed control spraying at all district school buildings during the third week of every month. This includes spraying the building perimeter, fence lines, curb lines, and any cracks in the driveways or walkways. This spraying shall be performed, weather permitting, on a rotating basis from April through September.

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

Any parents who wish to be notified of spraying should consider this as District notification. Any questions regarding this process should contact the District 202 Director of Facilities (815)439-5452 or your building principal.

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

504 Plans
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). You may contact school with questions.
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