

23930 W. Lockport Street
Plainfield, IL 60544
(815)439-5521

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

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

I have received the 2016 - 2017 Program Handbook and have been given the opportunity to review the information contained within. I acknowledge that if I do not understand any provisions of this handbook it is my responsibility to seek out clarification from school administration.

Please circle your program - **TAP** **Turnabout** **PA** **P-Step**

Grade 06 07 08 09 10 11 12 P-Step
(Circle One)

Student Name _____ Student Signature _____
(Please Print)

Guardian Name _____ Guardian Signature _____
(Please Print)

Date _____

To access the handbook:

- **Go to the Plainfield Academy site**
- **Click on the tab “About Us”/**
- **From the drop down menu select “Forms & Documents”/**
- **From the drop down menu select the program your student is enrolled in.**

Plainfield Academy Student Handbook



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Plainfield Academy
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http://paas.psd202.org/pages/Plainfield_Academy

This document and the sections contained herein are specifically intended to supersede any similar or like sections covered by students' home school handbook. Please refer to students home school handbook for any sections not covered specifically in this handbook.

Mission Statement

Providing a supportive environment for student's academic, behavior, and transitional growth to develop independence and success through high individual expectations!

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 buildings are secure throughout the school day and every individual entering the building is required to report to the office and show an ID.

Student Deliveries

On occasion guardians drop off items to be delivered to their students. Deliveries will be made to the front desk prior to lunch to avoid disrupting the learning environment. The following items will not be delivered to students: fast food/restaurant lunches, flowers, balloons, gifts of any kind, or anything that would be a distraction during the school day. Guardians may drop off a lunch for a student.

Telephones/Electronic Devices

Students will not be allowed out of class to receive or place a telephone call. In order not to disturb classes, messages will not be given to students from guardians unless it is an EXTREME EMERGENCY. Any emergency telephone communication will be conducted by a certified staff member. It is the policy of Plainfield Academy that students are not allowed to carry cell phones/other electronic devices (ex: mp3 players, mobile gaming devices, etc) during the school day. Students who do bring their cell phone/electronics to school are expected to turn in these items to be locked up, which will be returned at the end of the school day. Students who violate this policy will be expected to turn in these items; refusal to do so will result in a disciplinary referral and/or possible suspension until guardian meeting. These devices will

not be released except to a guardian unless otherwise approved by school administration and guardian, or the student is at least 18 years of age.

Students who chronically violate this policy will be required to turn their phone / electronic device in to a designated staff member upon arrival to school.

Courses

Plainfield Academy offers the rigorous District curriculum and academic supports at the high school level so that all our students are able to complete their graduation requirements. All Plainfield Academy courses are offered to meet the needs of our student population as determined by their current transcript and requirement needs. Students' academic needs are the primary factor in determining the course offerings. Not all courses listed in the District curriculum guide are offered at Plainfield Academy. Course offerings are affected by student requirement needs, by enrollment, by availability of staff, and by availability of facilities.

Academy Bell Schedule **2016-2017**

Academy Middle School:

Period 1	7:45-8:23
Period 2	8:26-9:03
Period 3	9:05-9:43
Period 4	9:45-10:23
Period 5	10:25-11:11
Lunch 6	11:13-11:33
Period 7	11:35-12:32
Period 8	12:34-1:35
Learning Lab	1:37-2:15

Academy High School:

Period 1	7:45-8:35
Period 2	8:37-9:27
Period 3	9:29-10:19
Period 4	10:21-11:11
Period 5 (Lunch)	11:13-11:33
Period 6	11:35-12:25
Period 7	12:27-1:17
<i>First Shift Homeroom</i>	<i>1:19-1:24</i>
Period 8	1:19-2:09
<i>Second Shift Homeroom</i>	<i>2:11-2:16</i>
Learning Lab	1:23-3:00

Learning Lab

The school day is from 7:30 – 3:00, students should not schedule hours for employment within this time frame. Learning labs that are assigned by the student's teacher are not optional and are considered part of the school day, students must report to the learning lab at conclusion of their school day. A courtesy call will be made to the guardian to inform them that their child will be staying late, and that transportation will be provided. **Students that do not use learning lab time efficiently will be expected to stay after the next day.**

Students who leave school without permission, before completing the learning lab session, will be considered truant and subject to all truancy consequences. A student is expected to bring their progress card to the learning lab and continue earning positive/corrective feedback. A student may earn a referral during learning lab time. **An extended learning lab is available Monday – Thursday from 3:00 – 4:00, however the guardian will be responsible for picking their student up from school.** For more information students and guardians may contact any teacher or administrator.

Make-Up Work:

Absent Students will be given up to 10 days (or until the end of a unit) to receive full credit on missing coursework. If absent coursework is not completed within the allotted time, then the student will lose the right to make it up and the grade will remain a zero. Students will be required to make up any missing Outcome Assessments during learning lab within 10 days.

WILCO

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

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

Crisis Prevention Intervention MENTA (CPI) Scenarios

Along with the verbal de-escalation strategies used in Crisis Prevention Intervention (the integrated experience, setting limits, proximity/personal space, kinesics, and para-verbal communication) the Academy programs also apply the Well's strategies of verbal de-escalation (corrective teaching, verbal praise, rationales, empathy, specific instructions, coupling statements, and quiet and soft communication).

In working with severe behaviorally and emotionally disturbed students, situations become more escalated when students have an audience or are displaced and their daily routine is interrupted.

At times, due to the level of behavioral severity of the PA and TAP students, and our emphasis on the care, welfare, safety, and security of all of our students; the Academy programs will apply the following intervention when a student is out of instructional control in a classroom or common area.

1. **When a student is in a common area (hall or PE)** and is not responding to staff directives and verbal strategies, a Plainfield Academy crisis code will be called.
 2. When the Academy crisis team intervenes they will continue to apply verbal de-escalation strategies with the student. This intervention duration may vary depending on the student's severity of behavior, history, or time of day (prior to the next passing period).
 3. Crisis staff may utilize student relationships with this situation, allowing the staff member on the crisis team with the best relationship with the student to intervene.
 4. The final verbal strategy that will be used will be setting limits, in essence notifying the student that he/she will be transported to the nearest available safe area if they do not come willingly.
 5. After the student has had the opportunity to make a safe choice and all de-escalation strategies have been fully utilized, the crisis team will proceed to use a Hands On Transport, and escort the student to a safe location.
 6. If student resists in a manner which makes the current hold unsafe, the Standing Wrap, Seated Wrap, and/or Prone will be used.
 7. Therapeutic rapport will be used with the student by the clinical staff member after the MENTA Hold or Hands On Transport positions have been used. Depending on the severity of the situation, police intervention may be utilized. Students may also receive a therapeutic referral, a suspension of one to ten days from school, CIBS placement and/or possible IEP meeting to discuss placement.
-
1. **When a student is in a classroom** and is not responding to staff directives and verbal strategies, an Academy program crisis code will be called and the room will be evacuated leaving the non-responsive student in the room with no peers. The remaining students, the students not involved in the situation, will be taken to the nearest classroom or safe area.
 2. When the Academy crisis team intervenes, they will continue to apply verbal de-escalation strategies with the student. This intervention duration may vary on the student's severity of behavior, history, or time of day (prior to the next passing period).
 3. Crisis staff may utilize student relationships with this situation, allowing the staff member on the crisis team with the best relationship with the student to intervene.
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Academy Tardy Procedure:

1. Student will receive a delta on his/her progress card from the front desk clerk, and not be able to make a plan. If the student is earning a referral, student will go directly to the designated referral area.
2. A student is defined as chronically tardy after his/her 4th tardy to school. After the 4th tardy student will be expected to:
 - Complete a referral.
 - Make up all minutes missed from class
 - Complete all class assignments missed immediately after school (not during lunch or pm homeroom).
 - After the 10th tardy, student will earn a CBI and three deltas on their progress card each time.

Note:

If a student refuses to comply with guidelines listed above and walks out on his/her consequence he/she may be suspended pending a guardian/school meeting.

1. Students that are late to school unexcused will be expected to report to the Plainfield Academy Referral Room that morning to complete a referral. Each student tardy will be documented on their progress card and recorded in his/her referral file. Each semester, on the student's 11th unexcused tardy to school they will be assigned after school academic restitution and a comprehensive behavior improvement plan.
2. Excused Tardiness:
 - i. Guardian phone calls do not excuse students from interventions/discipline.
 - ii. Only a 48 hour pre-arranged absence form will be accepted for all tardiness.
 - iii. Including, but not limited to, chronic car troubles, oversleeping, traffic delays and missing the bus are NOT excuses for tardiness, and will be treated as a tardy to school situation.

Tardy to Lunch and Homeroom - Students are expected to be on time to lunch and homeroom just as they are for any other class or destination on their schedule.

Students in the halls without a pass may receive disciplinary action. Students out of their specific program's area without permission are subject to disciplinary action.

Plainfield Academy Attendance Intervention Tier System

The Plainfield Academy Attendance Intervention Tier System is a pro-active approach to increasing student attendance. **Attendance at Plainfield Academy is calculated on a per semester basis.**

Tier 4 – Attendance percentage: 80-85%

- Student and teacher will meet to discuss attendance

Tier 3 – Attendance percentage: 70-79%

- Guardian meeting with student, social worker, and administration
- Three week attendance improvement plan – Three week informal attendance contract

Tier 2 – Attendance percentage: 69% or lower

- Certified 3 week truancy probation contract
- Meeting with social worker to develop a plan of action and analyze attendance/grades
- School staff may conduct a home visit

Tier 1 – Attendance: 69% or lower (without successful completion of Tier 2)

- Students at age 17 may be dropped from program
- Students younger than age 17 may receive truancy tickets and a possible truancy petition will be filed with court system
- Possible IEP/User note meeting

Truancy Probation Contract

A student who reaches an attendance rate of 69% or below may be placed on a three week truancy probation contract. Students will be required to be in attendance 90% of the 15 consecutive school days following implementation of the contract. If the contract is not fulfilled, the student may be dropped from program and/or considered for other educational alternatives.

Truancy Consequences

Truancy is a major offense and may lead to significant disciplinary action ranging from guardian contact and attendance team interventions to a truancy petition being filed with the Will County Courts. District #202 is required to report attendance and truancy information to the Will County Regional Office of Education (ROE). A truant student will also be reported to the police liaison officer for appropriate police response. Please refer to the Village of Plainfield Municipal Code Section 6-229 for additional information. Chronic truancy may result in the ROE filing a truancy petition.

Procedures for the Plainfield Academy Student Progress Card

Student behaviors (noted as a delta – meaning change is needed in this area), paired with verbal praise or corrective teaching, serve to instruct and motivate change. In addition to the entries for behavior, notations about homework assignments, hall passes, and notes from school staff provide a comprehensive record of the student's day. Reviewing the School Progress Card with the student at the conclusion of the day will help him/her to objectively reflect on personal progress, clarifies expectations, and focuses future efforts. Plainfield Academy daily progress card is worth 5 points, for a possible total of 25 points at the end of the week. The Plainfield Academy student daily Progress Card is worth a percentage of the grade for each student's scheduled classes. Students are able to work their way off the Progress Card system on to the Goal Card (requirements listed below).

Plainfield Academy High School grade will consist of:

- Progress Card – 33%
- Daily Class Work – 33%
- Teacher Assessments – 24%
- District Finals – 10%

Plainfield Academy Middle School grade will consist of:

- Progress Card – 33%
- Daily Class Work – 47%
- Teacher Assessments – 15%
- Homework – 5%

Re-attaining Goal Card status Transition Opportunities

Students have the opportunity to transition to a less restrictive learning environment by attaining Plainfield Academy Goal Card status. Goal Card status is highly recommended until the end of the current semester in order to be in consideration for a transition IEP.

Goal Card Requirements Check List

1. 20 school days of no referrals
2. Three or less delta marks per day for 20 school days
3. Minimum grade average per class – 70%
4. Attendance – 90%

Losing Goal Card Status

1. Student earns more than 3 deltas in a day
 2. Student earns a referral
 3. Student earns a suspension
 4. Student grades fall below 70%
 5. Students attendance falls below 90%
-
1. Student must fulfill goal card requirements for 15 consecutive days

Plainfield Academy and Police Involvement

Plainfield Academy Administration will exercise the right at any time to search students' backpacks, purses, or bags used to carry school or personal supplies in the interest of school safety. In the interest of school safety, back packs, bags, purses, satchels, etc. may not be carried by students during the school day. These items must be locked up with the student's homeroom teacher prior to the start of the school day and will be returned to the student at the end of the school day.

Students who violate the rules and expectations at Plainfield Academy may be required to undergo a search every morning to ensure the safety and security of the Plainfield Academy building. This includes students that violate the Plainfield Academy phone and digital equipment procedures and expectations. Students will remain on the morning search intervention list until it is determined by Administration that it is appropriate for them to be removed from the intervention

Severe Intimidation/Gross Disrespect and Verbal Threats Directed at a Staff Member

We take the safety and security of the school environment very seriously at Plainfield Academy. In instances of severe gross disrespect/intimidation by a student towards a staff member (severe verbal threats/profanity, intimidation, and/or threats of physical aggression), police involvement may occur.

Physical Violence

One to ten day school suspension & police involvement may occur.

Guardian/School Meeting- Defined:

When a Guardian/School Meeting is required, guardian & student will be required to discuss with school officials the incident(s) which required a suspension and/or guardian/school meeting. Guardians/students who refuse to accept the terms of the meeting may be subject to additional consequences including but not limited to additional suspension days, CIBS Placement, and IEP meeting.

Student Parking

Seniors and Juniors may earn school parking lot privileges from administration. Students will fill out the school driving form and provide a copy of their valid driver's license and proof of insurance. Approved drivers may park in the parking lot behind the school. Driving privileges may be revoked by Academy administration at any time.

Open Containers

Students will be expected to throw away or empty all open beverage containers prior to entering the building.

Plainfield Academy Dress Code Procedures

Goal Statement: The students will wear appropriate attire that will not distract from the learning environment.

Student Dress Code Expectations:

Students' attire is expected to cover them from shoulder to mid-thigh. Arms may be exposed. Students' attire and their grooming should not be offensive; obscene; represent tobacco; alcohol, or drugs; disrupt the school; represent a gang; or endanger other students' health or safety. Clothing is to be worn as it was intended to be worn. Examples include, but are not limited to, shirts rolled up above the waist or pants rolled down below the waist to expose the midriff. No spaghetti strap tops, or tank tops that expose bra straps are to be worn.

Pants/shorts are to cover undergarments and stay above the hip at all times. Footwear must be worn at all times. Shoes with rollers are not allowed. Students must remove their head coverings, unless required for religious or medical reasons, upon entering the building during school hours and/or while attending school activities. All hats, caps, bandanas, and other headwear are to be removed immediately upon entering the building and must remain off until the student is out of the building unless approved for medical or religious reasons. The hat or cap will be placed in the student's homeroom locker and will remain there until the student leaves the building. Outerwear is not to be worn in school (e.g., winter coats and jackets).

Plainfield Academy dress code will be enforced at all times while a student is in attendance or on the bus.

Interventions for Infractions:

Dress Code Contract: Students with multiple violations of the Plainfield Academy Dress Code Expectations will be required to sign a Dress Code Contract.

- First offense –Addressed immediately through corrective teaching and a delta. Also, students are required to make the necessary change to their attire.
- Second offense- Addressed immediately through corrective teaching and a delta with a social worker or administrator, and students will be required to sign and be provided with a copy of the dress code contract.

****Any additional violations of the dress code policy after a student has signed a dress code contract will result in an immediate referral.**

Plainfield Academy Therapeutic Referral (Discipline = LEARNING)

Plainfield Academy believes that our referral process is the most educational and beneficial way of handling student referrals. We believe that student discipline should focus on learning, correcting, and establishing new ways of dealing with problems in the school environment, and that more traditional punitive punishments have been proven ineffective and used as a last resort in addressing student behavior issues. Students must complete the referral process in its entirety, including the apology portion; students who fail or refuse to do so may be suspended pending further administrative action and a guardian/school meeting will be convened. Guardians may not relieve their child of the referral completion requirement.

Plainfield Academy Membership to the Chicago Area Alternative Education League (CAEL)

The Chicago Area Alternative Education League is a not-for-profit organization that provides a full spectrum of interscholastic, academic, and athletic programs for youth attending Illinois Alternative schools. CAEL's mission is to motivate at-risk youth to stay in school and increase attendance through customized academic

and athletic programs designed to build self-esteem, social skills, teamwork, and responsibility. Student participation in the Chicago Area Alternative Education League will be determined by the weekly eligibility rubric/requirements, and at the discretion of the Administration and staff of Plainfield Academy.

CAAEL Eligibility Requirements

1. Students must maintain 70% or higher in all of their academic classes
2. No referrals or suspensions since the last CAAEL game
3. No bus write-ups since the last CAAEL game
4. No unexcused absences or tardies to school since the last CAAEL game
5. No more than 2 excused absences per week since the last CAAEL game
6. Progress card score of 70% or higher
7. Students will be expected to complete all missing work accumulated on CAAEL game days in order to maintain eligibility

CAAEL Eligibility is determined on a weekly basis during the CAAEL season.