

23930 W. Lockport Street
Plainfield, IL 60544
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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.**

Turnabout Handbook



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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!

Turnabout In – Lieu of Expulsion Program

Information Sheet

Program Information

- Students are placed in Turnabout In Lieu of Expulsion by Board Action and/or Administrative Contract from home high school.
- Turnabout is not a credit recovery program.
- Turnabout students are on Social Probation/No Trespass while enrolled in the program unless otherwise specified by district administration.
- Turnabout students that graduate while enrolled in the program receive a high school diploma from their home school. Turnabout classes are listed as transfer classes on their academic transcript.
- Turnabout students may return to their home high school following a return meeting wherein Turnabout administration, home school administration, guardian/student agree upon most appropriate placement for the student. School administrators determine students' return date.

Turnabout Program Information 2016-2017

The following explanation of daily practices and expectations are meant to serve as a guideline for Turnabout students, staff, and guardians in an effort to create an emotionally and physically safe and productive learning environment. Turnabout staff continually assess and evaluate the effectiveness of our daily practices and may adjust and/or amend as needed. Changes will be communicated in a written and/or verbal manner to students and guardians as appropriate. In addition, expectations are explained and discussed by staff to students on a regular basis.

Student academic restitution and behavior interventions Turnabout staff are required to notify guardians if their child is earning a 69% or below in any academic class. It is a routine practice for staff to request students to stay after school hours and/or arrive early to school to make up unproductive/missed class time, make up incomplete academic assignments, and increase student understanding of curriculum components. Guardians are also notified if their child required behavior interventions during the school day. Administrative staff and social worker openly communicate natural consequences and behavior plans that may be beneficial to assist students to increase compliance, increase coping skills, and preserve the emotional and physical safety of all students.

Academic Recovery Students have an opportunity to complete missing assignments on a weekly basis during Academic Recovery Time. This restitution time is part of students' academic instructional school day. **Students are required to remain in school during this time.**

Administration may implement natural consequences and interventions in efforts to re-enforce positive behaviors and increase coping/social skills. Interventions are therapeutic and consequences range from nonrestrictive to restrictive depending on behaviors. Interventions and consequences may include verbal warning, social work session, removal from milieu, restitution time, peer/staff mediation, detention, guardian meeting, probation notification, referral to outside agencies, police involvement, person/property search, internal/external school suspension, administrative board hearing.

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

Fees, Books

Students are responsible for textbooks or instructional materials they have been issued. In order to take a book out of the classroom students must check out the book from the teacher. Teachers will record books taken out by students. If students fail to return the book or it is damaged beyond use they will be charged. Student will not be able to graduate until the balance is paid.

Extracurricular Activities

Students who are attending the Turnabout Program are *NOT* eligible for extracurricular activities through their home high school. As a result of board action and placement in the Turnabout Program; there is a no trespassing policy in effect at all District 202 schools during this time.

Telephones/Electronic Devices

Students will not be allowed out of class to receive or place a telephone call unless approved by a Dean. In order not to disturb classes, messages will not be given to students from guardians unless it is an EXTREME EMERGENCY. Any emergency telephone communication will be conducted by a certified staff member. It is the policy of the Plainfield Academy Turnabout Program that students do not carry cell phones/other electronic devices (ex: mp3 players, mobile gaming devices, etc.) during 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.

Courses

Basic courses are offered during the school year. All the courses are described in the student Curriculum Guide. The Curriculum Guide is available in the Student Services Office.

Successful completion in English, mathematics, science, physical education, social studies, health, and consumer education courses are all graduation requirements. Not all courses listed in the District curriculum guide are offered at Turnabout. Course offerings are affected by student requirement needs, by enrollment, by availability of staff, and by availability of facilities.

Turnabout Bell Schedule

Period 1	12:27-1:17
Period 2	1:19-2:09
Period 3	2:12-3:02
Period 4	3:05-3:55
Period 5	3:58-4:48
Period 6	4:51-5:41

Tardiness

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

Students are responsible for regular attendance and for arriving on time. Quality education is enhanced and positive work habits reinforced by punctuality. Since the teacher and student are the primary elements in the learning process, it is to their mutual benefit that punctuality be enforced.

Tardy to school/class:

- 3rd tardy = 30 min. teacher detention & guardian phone call
- 4th tardy = 30 min. administrative detention & guardian phone call
- 5th tardy + = suspended until a guardian meeting; student will be sent home immediately

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."

Turnabout Attendance Intervention Tier System

The Academy Programs 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

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
- Possible 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 case of truancy petition will be filed with court system

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.

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 of the contract. If contract is not fulfilled the student may be dropped from program and/or considered for other educational alternatives.

Class Cut

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

- A phone call to guardian will be made for each truancy.
- 3rd truancy = 30 minute teacher detention & guardian phone call
- 4th truancy = 30 minute administrative detention & guardian phone call
- 5th truancy + = suspended until a guardian meeting; student will be sent home immediately

Student Expectations

Students will use appropriate language and discuss appropriate topics. Students will not sell items or food during study hall. Student's food and drink will remain inside their homeroom. Students will remain in their assigned study hall homeroom for the duration of the period.

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.

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.
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Turnabout Therapeutic Referral (Discipline = LEARNING)

Turnabout 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.

Lockers/Bookbags

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

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

Turnabout Program 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 may be eligible if they maintain C's or better in each academic class, 90% attendance rate, and do not require any significant behavior interventions. 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.**