

## **STUDENT/PARENT HANDBOOK 2023-2024**

**PLANO HIGH SCHOOL**  
704 West Abe Street  
Plano, Illinois  
(630) 552-3178  
Fax: (630) 552-8824  
PLANO CUSD #88

### **BOARD OF EDUCATION**

**TIM CAMPBELL, PRESIDENT**  
KYLE KLATT  
DOUG LYLE  
CHAD MARTIN  
KIM VELAZQUEZ  
TIM WALDROP  
JIM WARD

### **DISTRICT MISSION STATEMENT**

The Mission of Plano School District is to empower and inspire our diverse student body to achieve academic excellence, experience personal growth, and make positive contributions to society.

### **SAFE AND DRUG FREE SCHOOLS**

The Plano Schools are to be safe and drug free places in which to learn. Violence, alcohol, and other drug abuse impair education and disrupt the learning environment. Drug dependency is a treatable illness. Consumption of mood-altering chemicals (alcohol and other drugs) adversely affects a student's health, safety, and ability to perform. The District encourages early intervention, communication with parents/guardians, and referral to counseling agencies for students involved in or affected by violence, alcohol, and/or other drugs.

### **PHONE DIRECTORY**

PHS Main Line.....(630) 552-3178  
Athletic Office.....(630) 552-7782  
Attendance Office.....(630) 552-3178, ext. 7501  
Health Office.....(630) 552-3178, ext. 7515  
Police Liaison.....(630) 552-3178, ext. 7516  
Registrar.....(630) 552-3178, ext. 7501  
Student Services.....(630) 552-3178

District Administration.....(630) 552-8978  
 Special Education Cooperative.....(630) 553-5833  
 Transportation.....(630) 552-8025

**HANDBOOK DISCLAIMER**

This handbook was approved by the Plano Community Unit School District Board of Education and its legal council and meets the regulatory compliance of the State of Illinois School Code. This handbook is a summary of the school’s rules and expectations, and is not a comprehensive statement of school procedures. The Board’s comprehensive policy manual is available for public inspection through the Board office located at: 800 S. Hale St. Plano, Illinois 60545. This handbook may be amended during the school year.

**WHO DO I ASK IF I HAVE QUESTIONS?**

- Academic problems:** Teacher/Counselor
- Address changes:** Admissions/Attendance Secretary
- Attendance concerns:** Attendance Secretary/Asst Principals
- Discipline problems:** Dean/Asst Principals
- Personal problems:** Counselor/Social Worker
- Physical/Medical problems:** School Nurse
- School fees:** Building Secretaries
- Sports information:** Athletic Office
- Summer School:** Student Services/Asst Principals
- Theft:** Dean of Students/Police Liaison
- Transcripts:** Building Secretaries
- Vehicle Registration:** Building Secretaries

**ADMINISTRATION**

- James Seput, Principal.....ext. 7505
- Robert Gosch, Assistant Principal.....ext. 7507
- Brennan Denny, Assistant Principal.....ext. 7503
- Steven Lucas, Athletic Director.....ext. 7533
- Nathan Hill, Special Education Coordinator.....ext. 7543
- Jessica Johnson, Dean of Students.....ext. 7534

**STUDENT SERVICES**

- Lauren Elgersma, Counselor.....ext. 7508
- Caysea Easley, Counselor.....ext. 7504
- Lindsay Bondiman, Counselor.....ext. 7549
- Lauren Williams, GRIT Counselor/504 Coordinator.....ext. 7512
- Mary Anne Bjork, Psychologist.....ext. 7526
- Kelly DeGarmo, Social Worker.....ext. 7510
- Chris Cooper, Social Worker.....ext. 7506
- Jessica Smyth, Building Nurse.....ext. 7515
- Jim Wolf, Director of Technology.....ext. 7517
- Anne Hamblin, Principal’s Secretary.....ext. 7502
- Elia Vazquez, Building Secretary.....ext. 7511
- Paola Hayes, Building Secretary.....ext. 7500
- Denise Barbosa, Attendance Secretary.....ext. 7501

**PLANO LOYALTY  
(School Song)**



We’re loyal to you, PLANO HIGH  
 We’re purple and white PLANO HIGH  
 We’ll back you to stand  
 Against the best in the land,  
 For we know you have sand,  
 PLANO HIGH! Rah! Rah!

So put in that ball, PLANO HIGH  
 We’re backing you all, PLANO HIGH  
 Our team is our fame-protector  
 On boys for we expect a victory  
 From you, PLANO HIGH!  
 Che-Cha-Che-Cha-ha, Go Plano Go

Che-Cha-Che-Cha-ha, Go Plano Go

Fling out that dear old flag of purple and white  
Lead on your sons and daughters fighting with might  
Like men of old, on giants  
Facing reliance,  
Shouting defiance  
Os Kee Wa Wa!

Amid the broad green plains that nourish our land  
For honest labor and for learning we stand  
And unto thee we pledge our hearts and hands  
Dear Alma Mater PLANO HIGH!

“Home of the Reapers”

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## ACADEMIC INFORMATION

### PLANO HIGH SCHOOL MISSION STATEMENT

Our mission is to provide all students a positive learning environment and the critical thinking skills needed to become productive citizens and lifelong learners.

### GRADUATION REQUIREMENTS

The District 88 Board of Education has established the following graduation requirements. Please review specific departmental requirements in this booklet or on the Student Services website at [www.plano88.org/phs](http://www.plano88.org/phs).

Diploma Requirements		
Department	Class of 2024	2025 and Beyond
English I, II, III, IV	4	4
Composition & Discussion (Speech)	.5	.5

Math Algebra 1A/1B OR Algebra I, Geometry, +1 (no longer through Algebra 2)	3	3
Biology +1	2	2
Human Geography OR World History (used to be just Human Geography)	1	1
U.S. History	1	1
Government	.5	.5
Business or Computers Courses	.5	.5
Consumer Economics	.5	.5
Physical Education	3.5	3.5
Health	.5	.5
Arts or Global Language	2	1
Pathway Courses	7	7
<b>Total Required</b>	26 of 29	25 of 28

**CLASS RANK AND GRADE POINT AVERAGE** Plano High School offers many Honors and Advanced Placement courses. Class rank is determined by cumulative grade point average. The following grades are equal to the following points:

A+ 4.0	B+ 3.3333	C+ 2.3333	D+ 1.3333	F 0.0
A 4.0	B 3.0	C 2.0	D 1.0	
A- 3.6667	B- 2.6667	C- 1.6667	D- 0.6667	

Weighted courses are given the following points:

A+ 5.0	B+ 4.3333	C+ 3.3333	D+ 2.3333	F 0.0
A 5.0	B 4.0	C 3.0	D 2.0	
A- 4.6667	B- 3.6667	C- 2.6667	D- 1.6667	

**GRADING SCALE** All grades are cumulative grades. The semester grade is the grade recorded on the transcript (permanent record).

<b>Letter grades will be based on the following percentage scale:</b>		
A+ = 100-98	A = 97-92	A- = 91-90
B+ = 89-88	B = 87-82	B- = 81-80
C+ = 79-78	C = 77-72	C- = 71-70
D+ = 69-68	D = 67-62	D- = 61-60
F = 59 and below	INC = "F" after two weeks	

The following course grades will not count towards student GPA: WCC summer school for high school credit, Drivers Education course taken privately, correspondence courses, and FLEX courses. The counselor and principal will apply credit earned in these courses towards graduation requirements provided the courses were pre-approved. Students will be allowed to transfer a total of 2 credits from correspondence classes or summer high school credit classes towards graduation requirements provided an official transcript indicating the grade is submitted to the guidance office. This does not include credits transferred in from other accredited high schools. College level courses at 100 or above taken at Waubensee Community College will count as .5 credit providing the class is at least 3 semester credit hours.

Each student should check with the counselor annually to make sure that he/she is making satisfactory progress toward meeting graduation requirements.

**GRADE-LEVEL IDENTIFICATION** All students are required to earn a certain number of credits to be promoted to the next appropriate grade level. Despite the number of years in high school, a student must achieve the minimum requirements listed below to be considered at that grade level. Grade level placement will not change while courses are in progress, as students' total credits will be calculated at the end of each semester.

Total Credits	Grade Level
0–6.49	Freshman
6.50–13.99	Sophomore
14.00–20.99	Junior
21.00 or more	Senior

**PROGRAMS FOR STUDENTS AT RISK** Plano High School has several program options for students at risk of academic failure or dropping out of school. It is the intent of Plano High School faculty and staff to ensure that all students are supported in their learning and receive appropriate accommodations in order to maximize their chance of graduating at the end of 8 semesters of instruction. Credit accrual and graduation progress are checked regularly. In the event a student is at risk of academic failure or dropping out, any or all of the following options are available to assist students in regaining credit, staying on track and completing their high school coursework:

1. FLEX (**F**lexible **L**earning **EX**perience)—a computer based flexible learning experience
2. Family Focus Youth Development Program—an after school program that emphasizes homework completion, academic improvement, college and career exploration, and social-emotional learning.
3. Alternative educational programs as deemed necessary.

For more information about alternative programs at Plano High School, contact the appropriate **school** counselor.

**EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT** A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below:

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve **Officers** Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an **interscholastic** athletic program (student must be in the 11th or 12th grade)
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

**VALEDICTORIAN/SALUTATORIAN** Valedictorian and Salutatorian are determined at the end of the senior students' seventh semester. These awards are based on a cumulative grade point average starting with the student's freshman year. Cumulative grade point average is based on the weighted scale. Valedictorian and Salutatorian speeches are subject to the approval of the high school administration.

**POWERSCHOOL AND SCHOOLGY** PowerSchool is a school-wide data management system that allows parents to get an inside look at a daily summary of instruction, attendance, assigned class work, test scores, progress updates, and reports cards via Internet access. The information is updated in real-time. Schoology is the learning management system that teachers use to provide students with electronic assignments and announcements. Please contact the Main Office to set-up an Internet account and/or to obtain a PowerSchool/Schoology ID and password.

**PROGRESS UPDATES** Interim progress updates are available online via **Power School** to parents throughout each quarter. These updates



are designed to inform the parents and students of the students' progress during that particular grading period. An Alert Now message will be sent to all students regarding when to check Power School for progress updates. **Parents are urged to contact the student's teachers if the student is doing unsatisfactory work in class.**

**REPORT CARDS** Paper copies of report cards are available upon request through Student Services. Contact the registrar to request hard copies of report cards to be sent home. Letter grades are used to designate a student's progress. Students must make up any incomplete grade in order to earn credit for the class in which the incomplete grade was received.

**INCOMPLETE GRADE** An incomplete grade, or "I", represents work not completed by the end of the semester. Incompletes are given when all academic requirements have not been met for a class. This work must be made up within two weeks of the end of the semester. **If the work is not made up within the designated time frame, the grade will be changed to an "F".**

**STANDARDIZED TESTING** Students and parents/guardians should be aware that students in high school will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized testing. Data from standardized tests is used to determine course placement, interventions and opportunities for enrichment (see Student Data Sheet for College Readiness Benchmarks for all standardized tests).

Parents can help their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year
2. Ensure students get a good night's sleep the night before exams
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein
4. Remind and emphasize for students the importance of good performance on standardized testing
5. Ensure students are on time and prepared for tests, with appropriate materials
6. Teach students the importance of honesty and ethics during the performance of these and other tests
7. Encourage students to relax on testing day

### **PROGRAMS OF STUDY**

It is very important for a student to plan his or her high school career properly. The counseling staff encourages parents to be directly involved

in the planning process. Students receive registration materials from the counselors. The following are some general descriptions of possible high school programs.

**FOUR-YEAR COLLEGE PREPARATORY** Parents and students should begin to think about career and college plans early so that courses selected in high school will meet the admission requirements of the colleges the students wish to attend. The following is a listing provided by the public universities of Illinois reflecting new admission standards. Highly selective universities usually require additional **coursework**. If you have questions, contact your student’s **school** counselor who can provide more specific information.

Subject	Credits
English	4.00
Mathematics	3.00-4.00
Science	3.00-4.00
Social Sciences	3.50
Fine Arts/Vocational/World Language*	2.00–4.00

\*Selective schools require world language. Please refer to individual college catalogs for specific information

**TWO-YEAR COLLEGE PREPARATORY** PHS students are residents of the Waubensee Community College district. An application process similar to that required by four-year colleges is necessary to attend, whether it is for a two-year degree, certification in a specialized field, or for self-improvement. Specific high school courses are not required for admission, but students should be aware that core high school courses (English, Math, Science, and Social Studies) are recommended in order for students to take freshman level college courses upon entering the community college. Technical or specialized courses in particular fields are recommended for technical/trade schools. Most community colleges do not require an ACT or SAT score for admission, but may use these scores for scholarship criterion, financial aid consideration, and/or course placement.

**GENERAL HIGH SCHOOL PROGRAM** The General High School Program is a program of study that includes coursework that provides a strong educational foundation, as well as courses that give the student an opportunity to explore possible career or vocational choices. For example, a student who is considering entering one of the trades (draftsman, carpenter, or mechanic) may combine Plano's academic program with elective courses offered in the Industrial Technology Department or at Indian Valley Vocational Center (IVVC). A student thinking of a career in business or office occupations may combine academic studies with elective courses offered by the Business Department. A student thinking of a career in the food industry or childcare may combine academic studies with electives taken in the Family and Consumer Sciences Department or IVVC.

**NCAA CORE CURRICULUM REQUIREMENTS FOR POTENTIAL COLLEGE ATHLETES** The National Collegiate Athletic Association requires specific high school courses for participation in college athletics. High school students should contact their athletic director and/or counselor for advice regarding the following NCAA Clearinghouse requirements. (The NCAA Clearinghouse is the transcript evaluation center.) Listed below are Division I requirements. Division II requirements are slightly different (see your counselor for details).

**16 NCAA CORE COURSES\***

- 4 years of English
- 3 years of mathematics (Algebra 1 or higher)
- 2 years of natural/physical science (1 year of lab if offered by high school)
- 1 year of additional English, mathematics or natural/physical science
- 2 years of social science
- 4 years of additional courses (from any area listed above, foreign language, or non-doctrinal religion/philosophy)

Listed below are courses within our curriculum that meet the NCAA Core Curriculum Requirements. Refer to the Course Description Book for additional courses. Do not limit yourself to these courses alone.

<b>English</b>	<b>Mathematics</b>
English I, II, III, IV	Algebra I
AP Language & Composition	Algebra II, Algebra II Honors
AP Literature & Composition	Geometry, Geometry Honors

First Year Composition I	Pre-Calculus
First Year Composition II	AP Calculus  Probability & Statistics Basic Statistics College Prep Math
<b>Social Studies</b>	<b>Natural/Physical Science</b>
US History  Sociology AP World History World History AP Human Geography Geography AP US History	Biology  Biology Honors Chemistry Chemistry Honors Anatomy & Physiology Forensic Science Physics  Physics Honors
<b>Additional Core Courses</b>	
Spanish I-V  Computer Programming AP Computer Programming AP Spanish Literature Spanish for Spanish Speakers (Heritage Speakers I and II)	

For purposes of meeting the core curriculum requirement, a “core course” is defined as a recognized academic course designed to prepare a student for college-level work (as opposed to a vocational or personal-services course.) Courses that are taught at a level below the high school’s regular academic instruction level (i.e., remedial, special education or compensatory) shall not be considered as core courses regardless of course content. NCAA will not accept pass/fail grades for core classes. **FLEX courses are not NCAA approved.**

## **CURRICULAR PROGRAM & RELATED POLICIES AND PROCEDURES**

**ADVANCED PLACEMENT PROGRAM** Advanced Placement (AP) courses are offered by three departments: English, Mathematics, and Science. These courses, in general, adhere to the suggested College Board course descriptions and serve as the primary vehicle to prepare students for the voluntary AP examination in May. In addition to preparing students for the AP exam, AP courses allow students to experience the pace and intensity of a

college-level course while still in high school. The AP courses are challenging and rigorous, require more work and more time than other high school courses, but are evaluated by former AP students as a most valuable experience of their high school education. Any student who passes the AP exam will be given college credit. However, it is up to each individual college to determine whether the student will receive subject area credit or elective credit.

**ARTICULATED CREDIT** Waubonsee Community College grants college credit when learning experiences at the high school level duplicate those at the college level. Articulated credit enables students to receive advanced course placement, to save time and money, and avoid duplication of curriculum already learned in high school. Students must earn an “A” or “B” in the high school class and apply for credit within two years of graduation. In the table below is a list of courses at Plano High School for which articulation credit can be earned. See your career/technical instructor or counselor for the “College Credit Articulation Forms.” For more information call the VALEES office at (630) 466-2474 or visit [www.VALEES.org](http://www.VALEES.org).

### **PHS Courses**

Accounting II

Early Child Occupations and Advanced Early Childhood Occupations

### **Indian Valley Vocational Center Classes**

Auto Body Repair I and II

Automotive Mechanics II

Building Trades II

Computer Technology I

Drafting and Design I & II

Early Childhood Development I  
& II

Fire Science I & II

Graphic Communications I & II

Health Occupations-Exploring

Medical Careers

Health Occupations- CNA

Law Enforcement I

Welding and Fabrication I & II

**The process for awarding credit includes:**

- 1) Earn an "A" or "B" in the specified high school course(s).
- 2) Apply to WCC for articulated credit within two years of the date of high school graduation.

**DUAL CREDIT** Dual credit courses are those courses within the high school curriculum that allow students to earn both high school and Waubensee Community College credit for the same course. The cost of tuition, books and fees for dual credit courses offered through Plano High School will be paid for by the student. The PHS counselors can assist students in learning more about dual credit classes.

**VOCATIONAL SCHOOL** Eleven area schools created Indian Valley Vocational Center (I.V.V.C.) in an effort to meet the career needs of junior and senior students. It provides an opportunity for students to further their education in a vocational area not provided at their home school. For criteria for enrollment, see the Plano High School Course Description Book. Each student enrolled in I.V.V.C. will sign a contract that outlines I.V.V.C. procedures.

**COURSE SELECTION TIMELINE** The course selection process typically begins the first week of December with the distribution of the course selection book (also available online). Counselors will meet individually with students throughout the months of December and January. At the time of the individual meeting, the student should have seven credits selected, as well as alternate credits. At the completion of the appointment the student will receive a copy of their course selection. Students will also receive a verification of their courses prior to the end of the current school year. Student schedules will be distributed on the first day of school in August. After this point, schedule changes will be very limited. The course selection process is extremely important. We ask that students and their parents put thought and planning into the selections. If you have any questions or concerns, please feel free to contact your student's counselor at the voicemail or email below:

Counselor	Student Last Name	Extension	E-mail
Lauren Elgersma	A-Go	7508	lelgersma@plano88.org
Caysea Easley	Gr-Ph	7504	ceasley@plano88.org

Lindsay Bondiman	Pi-Z	7549	lbondiman@plano88.org
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**DRIVER EDUCATION REQUIREMENT** In order to enroll in a driver education course, public and non-public students must receive passing grades in at least eight courses during the two consecutive terms immediately preceding the enrollment. This provision became effective January, 1994, by the Illinois General Assembly.

**SCHEDULE CHANGES** Once pre-registration has been completed and the master schedule developed, changes in a student's schedule will be made only if clearly warranted. Reasons for changing a schedule may include:

- Conflict in scheduling which cannot be resolved
- Attendance or failure to attend summer school
- Clerical error on schedule
- Health reasons
- Change from one level to another based on administrative approval
- Change supports a reasonable program of study

The Counselor approves all changes (Administration, Teacher and Parent approval may be required). **Not all requests for schedule changes will be granted.** Please contact the student's counselor if there are concerns about scheduling and course selection.

## **SCHOOL RELATED POLICIES AND PROCEDURES**

**ADMISSION PROCEDURE** All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the original to the person enrolling the child.
2. Proof of residence, as required by Board policy 7.60, *Residence*.

3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7.100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.
4. Picture ID of parent/guardian enrolling the student.
5. PHS current enrollment forms.

**EDUCATION OF CHILDREN WITH DISABILITIES** It is the intent of Plano High School to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for which it is determined that special education services are needed.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the Plano School District 88 Office.

**ENGLISH—LEARNERS** Plano High School offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Plano High School provides a program for English Learners that:

1. Assists all English Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Learners.
2. Appropriately identifies students with limited English-speaking ability.
3. Complies with State law regarding the Transitional Bilingual Educational Program and Transitional Program of Instruction.
4. Complies with any applicable State and federal requirements for the receipt of grant money for English Learners and programs to serve them.
5. Determines the appropriate instructional program and environment for English Learners.
6. Annually assesses the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Includes English Learners, to the extent required by State and



federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.

8. Provides information to the parents/guardians of English Learners about: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) specific exit requirements of the program, (6) how the program will meet their child's individualized education program, if applicable, and (7) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs. For questions related to this program or to provide input in the school's English Learners program, contact Edgar Palacios, English Language Acquisition Director at (630) 552-8978.

**ENROLLMENT REQUIREMENT** The school district is not required to re-enroll a student above the age of seventeen who has dropped out of school who could not (because of advanced age and lack of credits) attend classes during the normal school year and graduate before his or her twenty-first birthday. Those students denied re-enrollment will receive counseling that will lead to attainment of a diploma in an alternate setting, or receipt of a GED. This provision became effective in January, 1994 by the Illinois General Assembly.

**EQUAL OPPORTUNITY AND SEX EQUITY** Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

**EXTENSION COURSES** Prior approval from the Student Services department is required for any course taken outside PHS. A student can transfer 2.0 credits from correspondence courses and 2.0 credits from college or university courses. A request to transfer more than 2.0 credits must be approved by the administration and/or the student's **school** counselor.

**GRADE REPLACEMENT FOR ELIGIBILITY** Classes taken through an approved provider (i.e., Waubonsee Community College, American School, PHS Summer School, FLEX credit, etc.) for high school credit may be used to regain eligibility for the semester. The class(es) must directly replace the failed class(es) from the most recent school year. The student must successfully pass the class and provide an official transcript prior to the student regaining eligibility. Any misrepresentation will automatically exclude the class(es) for consideration. The class must be pre-approved by the **school** counselor, building principal, and athletic director. The expense of the class(es) is the responsibility of the student/family.

**FOREIGN EXCHANGE STUDENTS** Plano High School will limit the number of foreign exchange students. Incoming foreign exchange students must have “official transcripts” from their home country already transcribed in English. These students may enroll via any accredited exchange agency.

Foreign exchange students entering PHS will not receive a PHS diploma—rather a certificate of completion. Foreign exchange students will be able to receive their certificate of completion during the graduation ceremony.

**HOMELESS CHILD’S RIGHT TO EDUCATION** When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

**INDIVIDUALS WITH DISABILITIES—ACCOMMODATIONS** Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting

**ONLINE PAYMENT** The Plano School District contracts with RevTrak, a

national credit card payment processor, to provide parents and guardians with the simple security and convenience of making online payments for lunch and registration fees. It only takes a few minutes to pay registration fees and/or add money to a student's lunch account using a VISA or MasterCard credit or debit card. Deposits will be updated at 10 a.m. each day. Any deposits made after 10 a.m. will not be available until the following school day.

Click on the link that says -->**Online Payments**<-- in the upper left hand corner of the district web page at [www.plano88.org](http://www.plano88.org). There is 24/7 web store access and parents can add money to a student's lunch account anywhere, anytime! There is no need to send cash or checks to school with the student, simply click on the link on the district web page and follow the simple instructions.

Please note that there is a \$2.00 convenience fee per transaction charged for using this service.

**PESTICIDE APPLICATION NOTICE** The district maintains a list of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact Plano High School at (630) 552-3178. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

**SCHOOL VISITATION RIGHTS** The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

**SEX EDUCATION INSTRUCTION** Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

**SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS** State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

**STUDENT FEES AND FINES** Plano High School charges a registration fee when a student enrolls or registers for classes. Additional fees may be assessed for course projects. Driver Education and band students will be charged an additional fee. Fees may be paid by semester, utilizing the online payment system, a payment plan, or in full during the registration period. **All fees must be paid in order to participate in school dances or the graduation ceremony.**

Students with unpaid fees/fines or delinquent payment plans will be restricted from participating in activities/athletics or have other privileges withheld (i.e. graduation ceremony, prom attendance, homecoming attendance, prom/homecoming courts, extra-curricular, parking permit, etc.) until payment is received. See also 'Online Payment'.

**TEACHER QUALIFICATIONS** Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

1. Whether the teacher has met State certification requirements

2. Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived
3. The teacher's college major
4. Whether the teacher has any advanced degrees and, if so, the subject of the degrees
5. Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

**TEXTBOOK RETURN** At the end of each completed course, it is the students' responsibility to return all textbooks to their corresponding instructors. Failure to do so may result in a book fine. In addition, students will be assessed a monetary fine for defaced or damaged textbooks.

**TRANSFER/WITHDRAWAL PROCEDURES** Students transferring or withdrawing from school need parental permission. Students wishing to transfer or withdraw must obtain the appropriate form from Student Services and have it signed by each teacher, indicating all books and fees have been secured. The completed form should be returned to Student Services. Students bound by compulsory attendance will not be officially withdrawn from school until a "request for records" is received from the new school or verification of the student being provided academic services. If a request or verification is not received within five days, the student will be reported to the Kendall County Truancy Caseworker as truant.

**Please note: Plano High School will only issue transfer grades, not credit, for withdrawal prior to the completion of the semester and final exams.**

**WAIVER OF STUDENT FEES** The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Parents/guardians may submit applications for fee waivers for a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program. The school district will give additional consideration where one or more of the following factors are present:

- An illness in the family

- Unusual expenses such as fire, flood, storm damage, etc.
- Seasonal employment
- Emergency situations
- When one or more of the parents/guardians are involved in a work stoppage

Within 30 days, the school district will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the district office at (630) 552-8978.

## **ATTENDANCE**

### **District 88 ATTENDANCE PROCEDURES**

#### **Reporting Absences:**

If a student is absent from or late to school, the parents or guardian, not the student, must telephone the Attendance Office at 630-552-3178 stating the reason for the student's absence. Reporting a student's early dismissal must be done in a timely manner so that your student will be available at the requested time. In order for the absence to be coded properly, a reason must be stated. At times students become ill during the evening. When parents or guardians are certain that the student will be unable to attend school the following day, they may contact or email the attendance office anytime during the evening or early morning hours.

When parents or guardians are out of town, they are expected to contact the Attendance Office prior to leaving and designate an adult responsible for their student. Students may not report their own absences.

If your student is marked absent for the first 3 periods of the day, and the school has not received notification from you, you will be contacted by the school via personal phone call, ConnectEd phone call or email. It is the parent/guardians responsibility to contact the school to verify your student's absence. Without verification, the student will be marked unexcused absent and may receive consequences for truancy.

## **Released or Late due to Appointment**

If a student needs to be excused during the school day, the parent/guardian can call the attendance office with the student's name and ID number as well as reason for dismissal. The student must check out through the attendance office. Failure to check out properly could result in disciplinary consequences.

Please be prepared to provide the following:

A. Student's full name and grade

B. Type of appointment

C. Time to be released

D. Time of return

E. In order for the absence to be excused, documentation from the doctor or court appointment must be given to the attendance office upon return to school.

## **Late to School**

A student that arrives at school after 8:20 is considered late to school. Students will receive three warnings per semester. Students will receive progressive consequences from the dean's office after three parentally excused late to school calls.

## **State Mandated Time in Attendance**

The guidelines of the State of Illinois mandate time in attendance and consider the following to determine a full or half-day absence for high school (*23Ill. Admin. Code Part 1.42 (f) (4) (A) (B)*):

- A full day of attendance must be a minimum of 300 minutes of instruction.

- A half-day of attendance is considered less than 300 minutes of instruction but at least 150 minutes.

## **DEFINITION OF ATTENDANCE TERMS**

Parents/guardians are responsible for the daily attendance of their children. However, Illinois School Code does not grant parents/guardians the authority to excuse their children from attending classes without valid cause.

## **1. Excused/Reported Absence –**

Defined as an absence that is reported to the attendance office by the student's parent/guardian for a valid cause as defined in the *Illinois School Code*: *"Illness, death in the immediate family, family emergency, observance of a religious holiday and shall include such other situations beyond the control of the student as determined by the school administration, or such other circumstances which cause concern to the parent/guardian for the safety or health of the student."* Documented court appearances and medical/dental appointments will also be excused.

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 may lead to an excused absence for the student once the attendance office/dean 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 circumstances that cause reasonable concern to the parent/guardian for the safety or health of the student - Provide detailed information.**
- **Other reasons as approved by the superintendent or designee - Provide detailed information.**

**2. Excessive Absences – Excessive excused absences interfere with student achievement. As defined by Illinois School Code, a student who has been absent without valid cause for 5% or more of the previous 180 regular attendance days.**

**After eight (8) days of excused absences, parental contact will be made. The attendance team will continually monitor and evaluate**



student absences on an individual basis to determine supportive action to be taken, in order to develop and maintain the student's regular attendance at school.

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

Once a student has been absent for 8 days from school, the parent/guardian will receive written notification of further absences/consequences at regular intervals.

8 absences – Parent contact, student meeting with administrative team, doctor note required for additional excused absences, possible attendance contract.

15 absences – Parent contact, meeting with team, possible disciplinary consequences, attendance contract.

18 absences – parent meeting, disciplinary consequences, response to attendance contract.

1. **Unexcused Absences / Truant – 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.”**  
Unexcused absences include but are not limited to:

- Vacations
- Excessive parent sign outs
- Class Cuts
- Working
- Missing bus
- Oversleeping
- Shopping
- Car trouble
- Personal appointment

- Senior Pictures
- Needs at Home (Babysitting, repairs, etc.)
- Skip Days
- Obtaining Driving permit/license
- Trains/Traffic

Recent state legislation states that attendance policies must allow for up to 5 absences per school year to be excused due to “the mental or behavioral health of the student”. As such, students will be granted up to 5 excused absences as mental health days, provided that the student’s parent/guardian contacts the school and provides that as the reason at the time of the absence. Student support personnel, such as the school social worker, guidance counselor, or administrator, may follow up with students and their parents/guardians after absences designated as mental health days in order to provide additional support and resources as needed. Students will be allowed to make up all missed work from such absences in a similar manner to how they are allowed to do so for any other excused absences.

### **Class Cut**

A class cut is a truancy/unexcused absence from class and will result in truancy disciplinary action. A class cut is defined as not attending a scheduled class without staff permission or excessively late over 10 mins. Any work or points during that time frame will be considered unexcused and no credit or make-up will be accepted.

**4. Pre-Arranged Absence/Vacation –** When parents know in advance that their student will be absent, the student must bring in a written request and a prearranged absence form must be completed and approved by Administration.

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

- Required court appearances
- College visitation (Limited to juniors and seniors, 3 per year.)

- Religious holiday
- Unavoidable medical appointment

### **Court Appearances**

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

### **College Visitation**

College visitations are not to exceed three days without prior consent of the student's dean. The parent and student make arrangements for college visitation days and must provide documentation to the attendance office or dean. Students are to have parent permission. Parents are to call the attendance office to verify an excused absence for the college visitation day prior to the visit.

### **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 Plano School District understands that at times medical appointments during school hours may be unavoidable. When medical or dental appointments are necessary during school time, we ask that a note be sent to the attendance office in order to excuse the absence.

### **Vacation**

The State of Illinois does not consider vacation absences to be an excused absence. We strongly discourage vacations during school time. Extended absences may cause a serious loss in the quality of your student's education. The decision for the absence is the responsibility of the parent and the student. It should be made with consideration of the student's current status in school and serious thought given to the impact of the absences. Absences will be considered unexcused and will count toward the student's absence total for the year. Absences due to non-sanctioned District 88

sports and activities/trips will be considered vacation. It is the student's responsibility to arrange for and complete the missed work. The student should fill out the extended absence form and turn it in to the dean. The school assumes NO responsibility for missed work.

## **Tardiness**

### **Late to School**

A student that arrives at school after 8:20 is considered late to school. Students will receive three warnings per semester. Students will receive progressive consequences from the administrative team after three parentally excused late to school calls.

If a student is late more than 8 times in a semester a parent/guardian will be expected to accompany the student and sign him/her into the school building.

**Tardy to Class** – a student that does not arrive to class before the bell rings is considered tardy to class. Tardies are cumulative throughout the semester. The first 3 tardies will result in warnings. Beyond 3 warnings, students will receive progressive consequences from the administrative team.

Students in the halls without a pass may be referred to the office, and students may receive disciplinary action. Students that are tardy will not be allowed back into class without a pass. Students are responsible for noting the issued consequence on the pass.

**EXCESSIVE TARDY** If a student arrives to class more than 10 minutes after the class bell and prior to the end of the class period.

**UNEXCUSED ABSENCE OR UNEXCUSED TARDINESS** Unexcused absences and tardiness include: class cutting, working, missing the bus, oversleeping, shopping, car trouble, personal appointments, senior pictures, needed at home (babysitting, waiting for repairman, etc.), skip days, obtaining a driver's permit and other *avoidable absences*. High school students who are over the age of 17 will be dropped after 10 consecutive days of unexcused absences.

Absences or truancy may result in retention when a student fails to successfully complete the prescribed curriculum. Students shall

not be promoted based upon age or social reasons not related to academic performance (105 ILCS5/2-3.64, 5/10-20.9a, 5/10-21.8 and 5/27-27. 23 Ill. Admin. Code S1.440).

**VIOLATIONS/TARDINESS & ATTENDANCE** Student tardiness to class will be addressed by the administration. Consequences for being tardy to class include, but are not limited to: detention, extended detention, in-school suspension, out-of-school suspension, social probation, or loss of privilege.

### **Closed Campus**

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

**ATTENDANCE AT SCHOOL FUNCTIONS** Students **MUST** be in attendance at school for a **minimum of 175 minutes** (must be at school by 11:30am) in order to attend and/or participate in an extracurricular activity or other related school functions (including all school events, practices, assemblies, or dances). Exceptions will be made for students with a pre-arranged absence or doctor's appointment. Students who leave school due to an illness/health concerns or use a mental health day may not attend or participate in an after-school activity on that day. If there is an unusual circumstance, the principal or his/her designee will make the final determination of eligibility.

**A student who is assigned an in or out of school suspension for disciplinary reasons will NOT be permitted to attend or participate in school-related functions, athletic practices and contests, or other extracurricular activities. Students who have outstanding detentions will also not be allowed to participate in extracurricular activities or athletics.**

For students seventeen or older, the following steps shall be initiated to

promote student attendance. If absences have not been a result of hospitalization or illness/injury verified by a doctor's note or the school nurse, the following shall be done:

1. The principal or his/her designee shall request that the parents contact the school by phone or in person.
2. After 9 cumulative days of absence in a school year the student may either be withdrawn from school for the remainder of the current semester or be referred to Student Services to be considered for an alternate program of instruction.

After 10 consecutive days of absence, the student may be dropped

**CLOSED CAMPUS/PERMIT TO LEAVE** Once students arrive at school, they may not leave the school premises or go outside the school building, including the parking lot. In the case of a non-medical emergency, students must secure permission from the administration if they need to leave the building. Students are expected to bring all materials, books, supplies, homework, etc. in with them when they arrive at school. **Permission to go home or to the parking lot will not be granted** for such reasons as homework, books, lunch money, athletic equipment, PE uniform, etc.

The school will make every effort to secure the parent's permission before a student is allowed to leave school for any reason. **Leaving school without school permission (even though the parent knows) or being in the parking lot without school permission will result in disciplinary action.** Students who have permission to leave school during the day must sign-out and then sign-in upon their return. Students who leave the building without administrative approval will receive a detention, an extended detention, and/or may lose parking privileges for an undetermined amount of time.

**COLLEGE VISITATIONS** Juniors will be allowed one day and seniors will be allowed three days of excused absence to visit colleges and universities provided they have parental permission. The student's parent/guardian must call Student Services at least one week prior to the visitation to request required paperwork and to verify the visit.

**EXCUSED ABSENCE** Defined as an absence that is reported to the attendance office by the student's parent/guardian for a valid cause as defined in the state code: "Illness, death in the immediate family, family emergency, observance of a religious holiday and attending a military honors funeral to the sound of TAPS and shall include such other situations beyond the control of the student as determined by the school administration, or such other circumstances which cause concern to the

parent/guardian for the safety or health of the student.” Court appearances and medical/dental appointments will also be excused.

**Additionally, a student will be excused for up to 5 days in cases where the student’s parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student’s parent/guardian are responsible for obtaining assignments from the student’s teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.**

**ABSENTEEISM DUE TO SURGERY - A student who is out of school due to a surgery, requires a note from the doctor permitting the student to return to school and, and any restrictions upon any school activities. If restrictions apply a second note from the doctor is required to resume normal activities.**

**ABSENTEEISM DUE TO HOSPITALIZATION - A student who is hospitalized will require a doctor’s note stating the illness and if the student may return to school and participate in all school activities.**

**HOME AND HOSPITAL INSTRUCTION A student who is absent or whose physician, physician assistant or advanced practice registered nurse anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student’s home or hospital.**

**A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student’s physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child’s birth or a miscarriage.**

**For information on home or hospital instruction, contact the school nurse and school social worker.**

**MAKE-UP WORK Students who are absent from school for any reason (excused or suspended) will be required to make up any assignments, exams, etc. in each of their classes. It is the student’s responsibility to make up all homework and class assignments that are missed**

**because of an absence.** The “Day-for-a-Day” rule applies to absent work. Example: A student is sick from school for two days. When the student returns to school, he/she will have two days to receive and complete the missed work. The student must turn in his/her work on the third day back to school to receive appropriate credit. Failure to obtain make-up assignments is not an excuse for not completing missed homework assignments. A parent/guardian may request homework for an absent student but should call the Main Office before 10:00 a.m. in order to give faculty members the opportunity to collect the work and send it to the office before the end of the school day.

**PRE-ARRANGED ABSENCES** A pre-arranged absence is defined as a notification by the parent/guardian to the school prior to a student absence. Parents/guardians are discouraged from taking students out of school for vacation or for non-school sponsored events. The school laws of the state of Illinois require regular school attendance. Any absence from school is a serious handicap, not only to the individual student, but also to the entire school system. There is no real substitute to actual classroom attendance. If the absence is unavoidable, the following procedure must be followed in order for the absence to be excused:

1. A parent/guardian must call the attendance office to verify the request for absence well in advance.
2. A prearranged absence form for students must be picked up in the main office.
3. The form must be signed by all the student’s teachers and a parent/guardian.
4. The form must be returned to the main office two days prior to the absence.
5. For college visits, a note from a school official on school letterhead or signature with official seal is also required.
- 6.

Preplanned absences during standardized testing will be unexcused.

It is the student’s responsibility to make up all homework and class assignments that are missed because of this type of absence. The “Day-for-a-Day” rule applies to absent work. Example: A student is sick from school for two days. When the student returns to school, he/she will have two days to receive and complete the missed work. The student must turn in his/her work on the third day back to school to receive appropriate credit.

**RELEASE TIME FOR RELIGIOUS OBSERVANCE / INSTRUCTION** A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student’s parent/guardian must give written notice to the building principal at least 5 calendar days before the student’s anticipated absence(s). Students



excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

**TARDY TO CLASS** Students are expected to be in class on time. A student will be considered tardy to class if they are not present and ready to learn when the bell rings.

**EXCESSIVE TARDY** If a student arrives to class more than 10 minutes after the class bell and prior to the end of the class period.

**UNEXCUSED ABSENCE OR UNEXCUSED TARDINESS** Unexcused absences and tardiness include: class cutting, working, missing the bus, oversleeping, shopping, car trouble, personal appointments, senior pictures, needed at home (babysitting, waiting for repairman, etc.), skip days, obtaining a driver's permit and other *avoidable absences*. High school students who are over the age of 17 will be dropped after 10 consecutive days of unexcused absences.

Absences for truancy may result in retention when a student fails to successfully complete the prescribed curriculum. Students shall not be promoted based upon age or social reasons not related to academic performance (105 ILCS5/2-3.64, 5/10-20.9a, 5/10-21.8 and 5/27-27. 23 Ill. Admin. Code S1.440).

**VIOLATIONS/TARDINESS & ATTENDANCE** Student tardiness to class will be addressed by the administration. Consequences for being tardy to class include, but are not limited to: detention, extended detention, in-school suspension, out-of-school suspension, social probation, or loss of privilege.

## **DAILY STUDENT LIFE**

**ALARMS** There are two types of alarms that may be heard—a fire alarm and a tornado alarm. When a fire alarm sounds, students should leave the building by the appointed exit, as directed by their teacher. Students should move to a distance of at least 100 feet from the building, and return to the building only when a faculty member makes the “all clear” announcement. Drills will be held throughout the year to practice each type of alarm. Fire and tornado alarms involve everyone and therefore should be taken seriously. Any person sounding false alarms will be referred to the administration and police liaison officer for disciplinary action.

**ALERT SOLUTIONS 2 - AUTOMATED NOTIFICATION SYSTEM** Alert Solutions 2 is an automated phone, e-mail, and text notification system that allows the school or district to quickly and easily send messages to

families with important school information (including snow days, school closings, important activities, and any type of crisis or emergency). Parents can designate which phone numbers and email addresses they want messages sent to by logging into PowerSchool Parent Portal and selecting the link Alert Solutions 2. Parents will be able to see all the contact information our school has listed and can choose the communication preferences for email, voice and/or text message. **Please make sure all phone numbers and e-mail addresses are up-to-date and notify the Main Office of any changes in contact information.**

**ANIMALS ON SCHOOL PROPERTY** In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

**ANNOUNCEMENTS** Daily announcements notify students of important information and activities. Announcements will be read during W.I.N. each day. On early release days, announcements will be read at the beginning of first period. Items to appear in the announcements must be approved by the administration.

**ASSEMBLIES** Assemblies are a regularly scheduled part of the building curriculum and as such are designed to be educational as well as entertaining experiences. They will provide opportunities to learn formal audience behavior. Courtesy to Plano High School guests, as well as building teachers, staff, and other adults employed by the school district is an **expectation of our students**. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. Talking, whispering, whistling, stamping of feet, and booing are discourteous and unacceptable behaviors that will not be tolerated. Failure to follow these guidelines may result in disciplinary action.

**BREAKFAST/LUNCH PROGRAM** Breakfast is served every school day from 7:55-8:15am. Lunch is also served every school day except when there is a 11:20am or earlier dismissal. A student may purchase breakfast for \$1.25. A student may bring a sack lunch from home or may purchase a school lunch for \$2.75. Student IDs are required in order to purchase breakfast/lunch. Free or reduced price meals are available for qualifying students. For an application, contact the district administration office.

**CAFETERIA** The school cafeteria is maintained as a vital part of the school health program. Students are asked to be responsible and help keep this area clean by depositing all lunch litter in trash cans provided and to keep the cafeteria clear of refuse. Students may not take food or drink from the cafeteria. Being tardy to lunch will result in disciplinary action, as hallways need to be quiet at this time.

**ELECTRONIC DEVICES** Electronic devices, including but not limited to: Cell Phones, Head Phones/Ear Buds, iPods, players, tablets, etc... must be turned in to staff upon request except for in the cafeteria during the student's lunch period. Electronic devices should not be used during academic time unless instructed by the teacher for academic reasons. Students will be able to quietly use their electronic devices during their assigned lunch periods. Electronic Devices are not allowed in bathrooms or locker rooms. Using electronic devices to take video is prohibited unless instructed to do so by a teacher for academic purposes. Students who receive multiple cell phone violations will be required to leave their cellphones at home or turn them into the Main Office for the day.

Additionally, cell phones should not be used to call home when sick, to alert parents/guardians of drills, to communicate with parents during the school day, etc. Students who need to talk to a parent/guardian during the school day may request permission to use the phone in the Main Office. Students are required to cooperate in an investigation if there is specific information about an activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. Electronic devices can be brought to school; however, Plano High School is not responsible for any lost, stolen or damaged devices.

**DANCES** Plano High School sponsors dances during the school year. Anyone over twenty (20) years of age or attending junior high school may not participate. Guests who attend other schools must have an official guest form signed before attendance will be granted. See an assistant principal for details. Students who have outstanding fees or detention hours will not be allowed to purchase tickets.

**EMERGENCY PROCEDURES** In case it becomes necessary to close the school due to inclement weather or other civil emergencies, the closing will be announced over the radio stations listed in the front of this book as soon as a decision has been made. School closings will also be announced through the use of the Alert Now automated calling and

e-mailing system.

It is suggested that in case of doubt, parents/guardians **listen to the stations listed on the title page rather than call the school or district office** where only a limited number of calls can be accepted at one time. If it becomes necessary to pick up your student from school, please keep vehicles away from emergency vehicles and/or other related equipment. Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills.

There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. A warning to the students will not precede drills.

**FIELD TRIPS** Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission.

Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher
- Failure to complete appropriate coursework
- Behavioral or safety concerns
- Denial of permission from administration
- Other reasons as determined by the school

**IDENTIFICATION CARDS** It is mandatory that all Plano High School students have their identification card in their possession while on school premises and at school-sponsored activities. Identification cards are used to purchase breakfast/lunch in the cafeteria, to identify students who have permission to leave the building, as a passport to school dances and other social activities, to check out library books and materials, and for general identification purposes. Student IDs that are defaced will be considered invalid and will need to be replaced at the student's expense.

**INCOMING TELEPHONE CALLS** Plano High School staff will deliver important phone messages to students when necessary. Only phone messages from the student's parent or guardian will be accepted. It is

asked that these calls be for emergency purposes only.

**LOCKERS** Students are each assigned one locker at the beginning of the school year. **Students are requested to keep their combination private and use only the locker they were assigned to—this is for their protection! Students are not permitted to make unauthorized moves into another student's locker.** Any unauthorized moves will result in disciplinary action.

**Lockers remain the property of Plano High School at all times and the school reserves the right to inspect and search these lockers at any time.** Students are not to deface lockers. Students are personally responsible for all contents in their lockers. Students are allowed, with proper caution, to display locker pictures, appropriate posters, schedules, and school spirit items inside the locker. Objectionable materials including, but not limited to, alcohol, drugs, satanic related materials, gang affiliation, sexual display, or any other items that may be offensive at the discretion of the principal and/or assistant principal may not be posted inside lockers. Students will be asked to remove any inappropriate displays that may include profane or obscene words, advertisements for alcohol, tobacco, or drugs, gang or satanic symbols, sexual innuendos.

When administration feels it is necessary, they may call for assistance from law enforcement officials to conduct reasonable searches, which may include the use of specially trained dogs and the search of school grounds, including vehicles and student lockers for alcohol and/or other drugs. Students are advised that school officials may search lockers at any time, with or without the parent's or student's knowledge or permission. It is the responsibility of the student to observe the following locker rules and policies:

1. Lock your locker after you use it.
2. Do not pre-set the lock on your locker.
3. Do **not** allow other students to use your locker and do not give out your lock combination.
4. If you have a problem with your locker, contact the main office for assistance.
5. **Any damage to your locker or lock will be dealt with by the principal/assistant principal. It is assumed that you damaged the locker unless you can prove otherwise. Cost of the repairs will be the responsibility of the student and**

**his/her parents/guardians.**

6. If you feel that an item may be stolen from your locker, **DO NOT BRING IT TO SCHOOL!** If it is important to have the item in the building, bring it to the main office for safekeeping.

**LOST AND FOUND** The lost and found areas are located in the main office and in the physical education and athletic offices. Students who find items are asked to take them to one of these areas as soon as possible. Students are expected to report lost, stolen, or missing items to the main office.

**LUNCHES BROUGHT TO SCHOOL** Parents may bring lunch to school and drop it off in the main office. If the food is from an outside restaurant it will be eaten in the office.

**Third party delivery service will be turned away and the delivery will be declined.**

**MANDATED REPORTERS** All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

**STUDENT DRESS AND GROOMING EXPECTATIONS** Clothing should be worn as intended. The dress and grooming of a student is the responsibility of the student and his/her parent/guardian. Student dress and grooming must meet reasonable standards of health, cleanliness, safety and standards of the community. Hats, headwear, lined coats, bandanas, handkerchiefs and gloves must be **removed upon entering the building and remain off until 3:10.** Extracurricular sponsors/coaches may determine appropriateness of hats during after school activities. Sunglasses and unsafe footwear are not to be worn during the school day and must be left in students' lockers.

Students are not allowed to wear clothing that disrupts the educational process, including clothing that:

1. Displays comments, pictures, slogans or designs that are obscene, profane, lewd or vulgar, including clothes that symbolize or represent profanity or sexual innuendo, or
2. Advertises drugs, tobacco products or alcoholic beverages.

In addition, all students must wear clothing with at least a 2-inch shoulder strap and shorts/skirts that reach mid- thigh area. Pants must be worn at the waist. Clothing that is suggestive, extremely tight fitting, or fails to cover the midriff, such as halter-tops, tops with spaghetti straps, shredded clothing, **nightwear/slippers**, etc. is not allowed. Clothing expressing political views is allowed so long as the views are not

expressed in a lewd, obscene or vulgar manner.

Teachers and staff members are to send students who are not following the dress code to the main office. Students wearing improper attire will be detained by the administration until proper attire is obtained, otherwise the student may be sent to in-school suspension for the remainder of the day. The administration has final determination on appropriate dress.

**STUDENT RELATIONSHIPS** Inappropriate displays of affection are prohibited.

**VALUABLES** Students are asked to not bring large amounts of money or valuables to school. **The school is not responsible for lost or stolen items.**

**VIDEO AND AUDIO MONITORING SYSTEMS** A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

**VISITORS/DELIVERIES** The school has the responsibility to maintain a learning environment that is safe and as free from outside distractions as possible. Visitors and deliveries during the school day could present the potential for safety concerns and/or distractions. Parents may call the attendance office and request delivery of **necessary items (i.e., PE uniform or shoes, band instrument, medication, eye glasses, etc.)**. Deliveries to students from outside services (such as flower shops, balloon shops, etc.) will not be made through the school. Students will not be allowed to have visitors. All visitors to the school building must receive a visitor's permit in the main office before accessing any portion of the building. Visitors are asked to call in advance for an appointment.

**WORK PERMITS** Students who require a work permit for their place of employment (these are generally needed for students under 16 years old) will need three documents: intent to employ letter, an original birth certificate, and parental approval. Work permits are issued in the Main Office.

## **PHYSICAL EDUCATION POLICIES**

**GRADING:** All students will receive a daily grade (not specifically 20

points), which is based on participation, respect, cooperation, being on time, and being prepared for class (dress). Various skill tests, quizzes, and fitness tests will be part of the semester grade as well.

1. The district grading scale (for letter grades) will be followed
2. A semester final exam will be given
3. Fitness testing (keep it general) will occur at least twice per semester

**ABSENCE:** An excused or unexcused absence will count against daily points. Each student will be allowed two excused absences per semester without having to make them up. Any additional excused absences can be made up for full credit; however, it is the student's responsibility to schedule the make-ups with the instructor. All other unexcused absences from class (truancies, no-dresses, non-participation, etc.) may not be made up. Students must run to make up absences; papers will not be accepted. **Absences must be made up within two weeks from when the absence occurred.**

Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

**UNIFORM:** All students are required to wear the proper P.E. uniform, which consists of socks, tennis shoes, the purple Plano P.E. shirt, and athletic shorts (must follow dress code) or sweatpants. **Uniforms should be worn as intended with no cuts, tears, or modifications.**

**NO-DRESS POLICY:** District policy states that if a student cannot participate in physical education, he/she cannot participate in athletics. In order to achieve the goals set by the department, students must

1. 1<sup>st</sup> unexcused no dress: Minus Daily Points at the discretion of the teacher; a phone call may be made to parents to notify them of the lack of participation.
2. 2<sup>nd</sup> unexcused no dress: Minus Daily Points at the discretion of the teacher; a phone call may be made to parents to notify them of the lack of participation.
3. 3<sup>rd</sup> and each subsequent unexcused no-dress: Minus Daily Points at the discretion of the teacher; a phone call should be made to parents to notify them of the lack of participation; could result in a parent meeting and/or the development of a specific plan for that student (as opposed to saying that the Final Semester grade is dropped one letter grade due to lack of



participation).

**MEDICAL POLICY:** If a student has an injury or illness and needs a modified P.E. class, a written note from a parent/guardian or doctor must be submitted to the nurse's office. The nurse will then communicate with the teacher regarding modifications to P.E. class.

1. Based on the Student's Doctor note, a modified activity will be given or an alternative activity will be assigned, to receive their daily points.
2. A parent note may only be used one time during a semester.
3. Subsequent or multiple day requests must have a doctor's note submitted to the office that states the following: nature of injury, limitations for participation and an end date for modifications. School personnel will determine the appropriate modifications or alternate assignment. Failure to comply may result in disciplinary action and/or failure for the course.

**LOCKS & LOCKERS:** Each student will be assigned a lock and locker. Personal belongings are to be **LOCKED UP**. Students should not share their locker or locker combination with another student. Students are responsible for turning in the lock that was assigned to them. Lost locks will result in a replacement fee of \$5.00 No locks from home are allowed.

**PE Questions? Contact the appropriate teacher at (630) 552-3178.**

## **STUDENT SERVICES**

Student Services is **composed** of a professional, caring staff that includes counselors, social workers, as well as the psychologist, police liaison officer, school nurse, and student services secretary. They are available by appointment to students and parents.

Students may come to Student Services before or after school, during lunch, or between classes to make an appointment. Unless it is an emergency, or a student services staff member sends for a student, a student should NOT miss class.

**GUIDANCE AND COUNSELING** Guidance services are available for every student in school. The Guidance staff performs a variety of services to help the student make maximum use of his/her talents and opportunities. A counselor will consult with each student on a regular basis throughout the school year. Students are invited to visit the counselor before and after school. Students or parents can arrange

appointment times by contacting school counselors. Counselors utilize the American School **Counselor** Association National Comprehensive Model and provide assistance in the following areas:

- Academic & personal counseling
- **Social/Emotional Support**
- Scheduling assistance
- College/Career planning
- **Test administration/Interpretation of results**

**SCHOLARSHIPS** Many scholarships are available to students interested in obtaining financial assistance. Scholarship applications can be obtained in the **Student Services Office** along with individual scholarship amounts and necessary qualifications. Scholarship information is also posted on PowerSchool under 'Daily Bulletin', **on the Scholarship Board located in the A Hallway, and on the Student Services website.**

**SOCIAL EMOTIONAL LEARNING AT PLANO HIGH SCHOOL** The state of Illinois mandates that Social Emotional Learning be addressed as part of a student's education. Social Emotional Learning, or SEL, is a process for helping children and adults develop the fundamental skills for life effectiveness. SEL teaches the skills we all need to handle ourselves, our relationships, and our work, effectively and ethically. The state of Illinois identifies three major goals for students with respect to SEL:

1. Developing self-awareness and self-management skills to achieve school and life success.
2. Using social-awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrating decision-making skills and responsible behaviors in personal, school, and community contexts.

**SOCIAL WORK** Social work services are available for every student in school. The school social workers perform a variety of services to help the student make maximum use of his/her talents and opportunities. Social workers are available to assist with:

- Social/Emotional learning
- Academic concerns
- Conflict resolution
- Peer mediation
- Initiation of referrals to support agencies
- Liaison between Plano High School and the juvenile justice system

## **STUDENT CONFLICT RESOLUTION**

**SEEDS OF CONFLICT** The following behaviors sow the seeds of conflict

and should be avoided at all costs. Students engaging in these behaviors increase their likelihood of being involved in conflict: Gossip and rumors, dirty looks (or mean mugging), harassment, jealousy, invasion of privacy or turf, arguments and disagreements, lack of understanding of diversity, threats of violence, etc.

**ELEMENTS OF CONFLICT RESOLUTION** Students are encouraged to handle conflict independently, if/when possible. In order for conflicts to be resolved, students use the following behaviors in all interactions:

- Anger management
- Active listening
- Empathy
- Self-discipline
- An understanding of consequences
- Creative problem-solving
- Non-violent expression of feelings, behaviors
- Appreciation of diversity of cultures, beliefs, races

### **HOW TO TALK IT OUT**

1. Take a time out. (Give your brain time to think.)
2. Take turns talking and listening to each other.
3. Find out how you both feel and what you both need. (Start with, "I need...")
4. Brainstorm possible solutions. (What might each of you do so that you both get what you want and need?)
5. Choose the idea you both like best.
6. Make a plan to make it work. Go for it! (It will only work if both of you want it to.)
7. If your solution doesn't work, come back and try again. (Talk about what didn't work.)

If your solution doesn't work, see your assistant principal, a teacher or student services professional and request peer mediation.

### **STUDENT SERVICES ACTIVITIES THROUGHOUT THE YEAR**

1. The **PSAT** and **SAT** are given to students for no charge. Freshmen **will take the PSAT 9**, Sophomores **and Juniors will take the PSAT/NMSQT in the Fall. Then Juniors will take the SAT in the Spring.** These are valuable assessments for course selection and career planning.
2. Representatives from colleges, universities, trade and technical schools, as well as the military visit Plano High School during WIN (2:36 - 3:10pm) and lunch hours on a regular basis throughout the school year. These visits are announced in

advance to give students the ability to meet with reps during WIN so they will not miss class.

3. SAT preparation is offered **from Freshman to Junior year through Khan Academy on-line platform, available through the College Board website.**
4. College Preparation, Test Interpretation and Financial Aid nights are held for parents and students.
5. Job shadowing, internships and dual credit opportunities are available for upper- classmen.
6. Scholarship application and deadline information is available in the **Student Services Office, Student Services website, and Scholarship Board.**
7. College application and FAFSA completion assistance is available.
8. Students interested in participating in college athletics must complete the NCAA clearinghouse form prior to senior year. Please see a counselor for details.

**TRANSCRIPTS/STUDENT RECORDS** Transcripts are available by completing a “transcript request” form. No transcript can be released without the proper signatures, and official transcripts cannot be released directly to the student. After graduation, a fee of \$5.00 will be assessed for each transcript that is requested. If the student is transferring to another school, an official “release of records” must be signed by the parent or guardian.

## **ACTIVITIES AND CLUBS**

**ART CLUB:** Anyone can join this club. Students are encouraged to work in areas of their interest and to share their talent with others. Some students just enjoy watching other students make art. This club enables students to experience the luxury of a larger block of time to work. This club occasionally sponsors workshops for elementary and middle school students on a Saturday during the school year. Art Club usually meets weekly afterschool. Members may attend a Saturday art- related field trip each spring.

**BOWLING CLUB:** Allow students to learn the mechanics of bowling

while having fun. Throughout the season there are various meets against other schools in which students participate.

**CHESS CLUB:** Allow students to learn the mechanics of chess while having fun. Throughout the season there are various meets against other schools in which students participate.

**CLASS OFFICERS:** All class officers are expected to participate in all class activities and provide positive leadership. These activities include homecoming, fund raising, and class Olympics. In addition, at the junior level, officers will be responsible for helping with concession stands and prom. Senior officers have to make decisions about graduation and related senior activities. Officers will be expected to attend committee meetings.

**DANCE COURTS:** Eligibility to be on a dance court will be based on academic eligibility and credits, the guidelines of the Extra-Curricular Code of Conduct (any Out of School Suspension during a school year will make a student ineligible to be on a court that year, a level 2 infraction anytime as a Plano High School student will cause a student to be ineligible to be on any court/attendant as a PHS student), and compliance with Assessed Fines/Unreturned School Property and Student Fees. Students may not serve on both the Prom Court as a junior and Homecoming Court as a senior.

**FUTURE EDUCATORS ASSOCIATION/EDUCATORS RISING (FEA):** FEA is a nationally recognized organization which gives high school students the opportunity to learn about a career in the field of education. FEA provides a realistic understanding of teaching and encourages students from diverse backgrounds to think seriously about the teaching profession. FEA is not only for those students who want to pursue a career in teaching, but also can benefit anyone who would like to educate others in the future no matter the profession. Students will get information about different education professions, employment opportunities, financial assistance options, and education issues such as mobility, diversity, job security, and other matters.

**MADRIGALS:** This is an annual event that takes place in December. Students have the opportunity to sing, play instruments, act, or work behind the scenes in a Renaissance period musical theatre event. Food and refreshments are served along with this event.

**NATIONAL HONOR SOCIETY (NHS)** National Honor Society is based on teacher recommendations for Sophomores, Juniors, and Seniors during the spring of the school year. Students are considered for the

society if they have a minimum of a 3.25 cumulative G.P.A. The staff rate students on the basis of service, leadership, and character. The National Honor Society spends many hours assisting with various school and community service projects.

**P.R.A.I.S.E:** A student-led organization that focuses on peer mentoring, leadership, and encourages respect and kindness within the school community. They also build a culture where students can feel connected. They participate in various activities throughout the school, community, and district to promote a positive climate at Plano High School.

**SCHOLASTIC BOWL:** Scholastic Bowl is an academic competition in which students answer questions taken from the following areas: Science, Math, Social Studies, Literature, Fine Arts/Performing Arts, Language Arts, and miscellaneous/vocational education. The team competes in the I-8 Tournament and the IHSA Sectional Tournament.

**STUDENT COUNCIL:** The representatives of Student Council are selected on the basis of application, teacher recommendation, and class elections. Student Council organizes all homecoming activities, school blood drives, and other activities and fundraisers which would assist in improving the overall school climate.

**THEATER DEPARTMENT/THESPIAN SOCIETY:** This includes the Fall play, Spring play, Madrigals, and the Improv Crew (a sketch comedy troupe). Auditions are held for all productions. All are welcome to audition or to volunteer to help behind the curtain with numerous tasks from sets and lighting to costumes and make-up.

**YEARBOOK:** This club coordinates and organizes the design and creation of the annual yearbook.

**INTERACT CLUB:** This club is a youth affiliate of the Plano Rotary Club to provide service to Plano High School and the Plano community as a whole.

**NATIONAL HISPANIC INSTITUTE (NHI):** This group strives to empower students to become leaders within the school and the community. Students from this group participate in the regional and national debate competition, the "Great Debate."

## **PLANO COMMUNITY UNIT SCHOOL DISTRICT 88 STUDENT RIGHTS AND RESPONSIBILITIES CODE**

The Student Rights and Responsibilities Code is not intended to create

contractual or other rights between the student and the district, but merely to serve as a guide. The contents of this Code may be amended at any time during the year without notice. Copies of School Board policies are available in the District Office.

The Student Rights and Responsibilities Code has been developed by District 88 and approved by the District 88 Board of Education. The policies in the Student Rights and Responsibilities Code are in effect at all school-sponsored activities, be they on or off of school property. The Student Rights and Responsibilities Code shall also apply whenever the student's conduct is reasonably related to school or school activities including transportation. Parents/guardians are encouraged to review this document and discuss it with their children. The discipline of special education students shall be in accordance with the requirements of the Individuals with Disabilities Education Act, 20 U.S.C.S. 1400 et. seq. and Board Policy 7:230.

## **INTRODUCTION**

At all grade levels, appropriate discipline creates a climate within the school—a setting in which purposeful work, empathic caring, and spontaneous fun combine and permeate classroom activities. Achieving a desire to meet commitments, habits of punctuality, consistent daily class preparation and care for one's appearance and dress all reflect self-discipline and affect a sense of personal pride and identification with the school. The health, safety, and rights of each student to secure maximum advantage from educational opportunity are protected along with the rights of all students and the staff. In keeping with the philosophy of discipline in District 88, the PRIDE Behavior Matrix (see page 68) provides guidelines for behavior that are expected of students. These include personal responsibility, respect, involvement academically, demonstration of safe behavior, and excellence.

## **RIGHTS AND RESPONSIBILITIES**

**STUDENT RIGHTS** District 88 school system exists for the welfare of its students. The identification and preservation of the rights and responsibilities of these students must be a major concern of all persons related to the District. The results of the educational experiences are measured, in large part, by the extent to which students fulfill their responsibilities and exercise their rights in a reasonable manner. Though this is a unique public institution, it exists in the context of larger entities whose tenets must apply; the constitutions of the United States and the state of Illinois, federal laws, the School Code of Illinois and decisions of state and federal courts.

Specifically and fundamentally, each student has the RIGHT to:

1. Freedom of speech and press, freedom of assembly and freedom to petition in a manner that does not materially or substantially disrupt or interfere with the educational process and which is consistent with the law and District policy;
2. Participate in appropriate educational programs at all grade levels;
3. Be free from discrimination based upon race, religion, sex, sexual orientation, disability, or national origin; and
4. Study in an educational environment free from bias, prejudice and disruption.

**STUDENT RESPONSIBILITIES** Students have the responsibility to conduct themselves in each class in ways that are conducive to the learning process and to behave in a manner that does not disrupt or interfere with the learning environment.

Furthermore, each student has the RESPONSIBILITY to:

1. Observe the rights of others
2. Accept and respect others regardless of their differences
3. Know the rules of the District and abide by them
4. Make a concerted effort to utilize the learning resources provided
5. Keep track of their own personal property since District 88 is not responsible for lost or stolen items

Diverse cultures are represented in the student body and faculty and are a valuable educational resource. Individual respect for one's own uniqueness, as well as respect for the individuality and worth of others, should be emphasized in all aspects of the school program.

## **SEARCH AND SEIZURE**

1. **Student's Personal Property** School authorities (certified employees and school administrators) may search a student and/or the student's personal property (i.e., purse, wallet, backpack, book bag, drawstring book bag, lunch box, cell phone, or other electronic device) when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. The search itself must be conducted in a manner that is reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the student and the nature of the 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 administrator of the same gender.
2. **School Property** School property, including but not limited to desks, lockers and parking lots, is owned and controlled by the



District and the District may make reasonable regulations regarding its use. School authorities are authorized to conduct area-wide, general administrative inspections of school property (searches of all student lockers, desks or parking lots) as a means of protecting the health, safety or welfare of the District, its employees and students, without notice to or consent of the student and without a search warrant. In all other cases, school authorities may search such school property when there are reasonable grounds to suspect that the search will produce evidence that the student has violated either the law or the District's rules.

3. **Seizure of Property** If a search conducted in accordance with this policy produces evidence that the student has violated or is violating the law or the District's rules, such evidence may be seized and impounded by school authorities and disciplinary actions may be taken. When appropriate, such evidence will be transferred to law enforcement authorities.

### **RECIPROCAL REPORTING OF CRIMINAL OFFENSES COMMITTED BY STUDENTS**

Plano CUSD #88 and Law Enforcement Authorities are legally obligated to report to each other in the following activities:

1. Cases involving illegal and/or controlled substances (including during school)
2. Cases involving weapons of any kind and/or type
3. Cases involving criminal gang activity
4. Cases involving a serious crime and/or felony
5. All other criminal offenses committed by a student as prescribed by State of Illinois laws

**POLICE LIAISON OFFICERS** In an effort to ensure a safe and orderly school environment, District 88 and local law enforcement agencies have created the position of Police Liaison Officer. The liaison officer is present at Plano High School on a daily basis to deal with any criminal infractions and to assist in maintaining a safe and orderly environment. The liaison officer also will address antisocial behavior, and offer prevention programs to educate the students and staff about the prevention of using alcohol and other related drugs and criminal and gang behavior.

### **RECORDS**

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT** The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. School student records are confidential and information from them will not be released other than as provided by law. The school and district routinely discloses “directory” type information without consent.
2. Directory information is limited to: name, address, gender, grade level, birth date and place, parents’ names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. **Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.**

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student’s education records within 10 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion of the student’s education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian 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; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

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

**MILITARY RECRUITING—NO CHILD LEFT BEHIND** Provisions of the No Child Left Behind Act requires every district that serves high school students to provide military recruiters with students' names, addresses and telephone numbers, except that a parent/guardian may decline to have this information released without prior written consent. Districts serving high school students must inform parents/guardians that:

1. The District will, upon military recruiters' request, provide access to the students' names, addresses and phone numbers.
2. Parents/guardians have the right to request that this information not be disclosed without prior written consent.

## **STUDENT PRIVACY PROTECTION**

1. Surveys by Third Parties: Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.
2. Surveys Requesting Personal Information: School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:
  - a. Political affiliations or beliefs of the student or the student's parent/guardian.
  - b. Mental or psychological problems of the student or the student's family.
  - c. Sexual behaviors or attitudes.
  - d. Illegal, anti-social, self-incriminating, or demeaning behavior.
  - e. Critical appraisals of other individuals with whom students have close family relationships.
  - f. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
  - g. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
  - h. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation

upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

**STUDENT BIOMETRIC INFORMATION** Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

### **HEALTH SERVICES**

Plano Community Unit School District #88 has on staff a certified school nurse who serves all of the schools within the district. There is also a Registered Nurse in each building who is available to assist students and parents with health concerns and to provide first aid care in an emergency. Students with special health problems should address them with the **appropriate** school nurse:

Records shall be maintained of students' physicals, immunizations, and other important documents. The health services shall include health counseling and appraisals through referral to appropriate agencies, vision and hearing screenings, supervision of state mandated physical examinations and immunizations, and first aid to students who are ill or injured.

Attendance at school is important; however, it is difficult to educate children who are not healthy. Please do not give numerous medications to your child hoping to cover the symptoms of illness. Additionally, **try** not to send numerous medications for school personnel to administer **during** school hours. Many medications cause drowsiness and wear off before the school day is over, leaving your child uncomfortable and increasing the chance of spreading germs to other students or school staff.

**If your child becomes ill while at school you will be contacted and requested to pick him/her up. If both parents work, it is very important that arrangements be made with a neighbor or family member to assume temporary care of your child. Please keep your EMERGENCY RECORD ACCURATE by contacting the main office.**

**The following guidelines are meant to help you decide if a child should be kept at home:**

- **Fever** – Keep your children home if their temperature is 100 degrees F or higher. **Children must be kept home until they** are fever-free for 24 hours before **allowing** them to return to school.
- **Diarrhea** – Often the result of infection, food poisoning, or a side effect to medications like antibiotics.
- **Vomiting** – Keep children home if they have vomited twice or more in the last 24 hours. They can return to school after symptoms clear.
- **Severe cough and cold** – a serious cough could be a sign of contagious conditions like whooping cough, viral bronchitis, or croup.
- **Sore throats** -- -If your child has been diagnosed with strep throat, keep your child at home for 24 hours after starting antibiotics.

**Mild cold or respiratory symptoms are not reasons to keep children at home.**

### **EMERGENCY ILLNESS OR INJURIES**

Emergency illness or injuries occurring during the school day shall be referred to the school nurse **and/or principal**. It shall be the responsibility of the health office, building principal, or administrator's designee to contact the parent/guardian of the student who is ill or injured to make arrangements for the parent/guardian to take charge of the student. No student shall be allowed to go home until the parent/guardian or emergency contact person has been contacted and arrangements have been made to receive that child.

### **HEALTH REQUIREMENTS FOR STUDENT ATTENDANCE**

Students transferring from within the state must have a current Illinois physical exam and up-to-date immunizations on file. The physical examination must be documented **on the State** of Illinois Certificate of Child Health Examination Form IL444-4737 (R-01-12) and both sides completed in **their** entirety. Students transferring from outside of the state of Illinois must have the Illinois physical, up-to-date immunizations, and an eye examination completed on the State of Illinois Eye Examination Report Form. Students have 30 days from the date of entry to complete this requirement. Students may be **excluded from school for failure to complete this requirement.**

All students must have a current Illinois physical exam, as well as up-to-date immunizations, by the first day of school. A list of all required immunizations can be found **on the IDPH official website**. The examination and immunizations must be documented on the Certificate

of Child Health Examination form. All available health forms can be found at <http://plano88.org> under the Parents & Students tab. Click on Health Services. The form must be completed in its entirety.

**Students failing to meet the required mandates shall be excluded from Plano District #88 schools. Exclusions for non-compliance are considered unexcused absences.**

Listed below are the immunization requirements for school attendance:

**Tdap (combined tetanus, diphtheria, acellular pertussis)**

1 dose

**DTP (Diphtheria, Pertussis, Tetanus)**

Three or more doses appropriately spaced with the last dose on or after 4<sup>th</sup> birthday

**POLIO (Trivalent, oral, or inactivated)**

Three or more doses (same type of polio vaccine) with the last dose on or after 4<sup>th</sup> birthday

**MMR (Measles, mumps, and rubella)**

Series of two doses with the first after the 1<sup>st</sup> birthday and a booster no less than 28 days later

**Hepatitis B**

Series of three doses appropriately spaced.

**Varicella**

2 doses required – first dose must have been received on or after the first birthday and the second dose NO LESS than 4 weeks (28 days) later (or physician documentation of proof of disease).

**Meningococcal vaccine**

**All students entering 12th grade must show proof of receiving 2 doses of meningococcal conjugate vaccine PRIOR to entering 12th grade. The first dose shall have been received on or after the 11th birthday, and the second dose shall have been received on or after the 16th birthday, and at least 8 weeks after the first dose.**

Students whose parents/guardians object to immunizations on religious grounds shall not be required to submit to the procedures **provided that the Illinois Certificate of Religious Exemption To Required Immunizations And/Or Examination form is completed in its entirety**

**and signed by a physician licensed to practice medicine in all of its branches, advanced practice nurses or certified physician assistants.**

## **MEDICATION**

Plano Schools will not administer any homeopathic remedies to students. These remedies include but are not limited to: essential oils, teas, herbs, salves, etc. Parents may come to school to administer these homeopathic remedies to their children.

All prescribed medications and FDA regulated over the counter medications will require a **completed Medication Authorization Form (signed by both a parent and a physician)** in order to be administered by a Plano Schools **District Staff**. Medications must be delivered to school in their original container with dosage information present.

Parents must drop off all medications to school for students in grades PK – 6. Students in grades 7 – 12 may bring in the medications to the health office.

Parents have the responsibility for administering daily or regular medications to their child, unless it is deemed necessary by a physician for the student to remain in school. Medication Authorization Forms must be completed each year and kept on file in the health office. These forms are good for the current school year only. The guidelines for administering medications at school are listed below.

Prescription medication and over the counter medications may be administered by designated school personnel if:

- The medication is prescribed by a physician and is essential for the student to remain in school.
- The student has a completed Medication Authorization Form on file in the health office. Medications cannot be given without a doctor's signature and written parent permission. Changes in medication dosage or prescription will require that the parent submit to the health office a new written order from the physician.
- The medication must be turned into the health office in a correctly labeled pharmacy container.
- The medication will be administered by the nurse, building principal, or principal designee, per physician orders.

A log will be kept on medication dispensed at school. It shall include name, **DOB**, date, medication dosage, and the designated school

personnel's signature. No student is permitted to have any medication, drug or pill in his/her possession. All medications left at the end of the school year or after a student withdraws from school will be discarded **appropriately**.

The only medication(s) a student may have in their possession are medications prescribed for asthma, diabetes, and life threatening allergies, such as an inhaler, **diabetic supplies, and EpiPen**. It is the student's parent/guardian's responsibility to provide the school with a completed and signed Asthma/EpiPen Self-**Administer** Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

## **COMMUNICABLE DISEASES**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are asked to notify the school health office if they suspect their child has a communicable disease.
2. In certain cases students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian brings to the school health office a letter from the student's physician stating that the student is no longer contagious or at risk of spreading the communicable disease.

## **HEAD LICE**

1. Parents are asked to notify the school nurse if they suspect their child has head lice **or has been exposed to head lice. Parents of infested students will be notified by the school nurse prior to the end of the school day.**
2. The school nurse will provide written instructions to parent/guardian regarding appropriate treatment for the infestation.
3. **Students will be examined by the school nurse after initial**



lice treatment and then again 7-10 days later.

4. **The American Academy of Pediatrics and the CDC (Center for Disease Control) together with The National Association of School Nurses do not support exclusion of students for head lice and or nits. No child should miss valuable instructional school time due to head lice and or nits. Head lice or not a health hazard or a sign of poor hygiene and not responsible for the spread of any disease.**
5. **Please contact the building nurse if you have questions and or concerns.**

## **STUDENTS WITH FOOD ALLERGIES OR LIFE THREATENING CHRONIC ILLNESS**

The legislature passed Public Act 96-0349 to address safe and supportive environments for students with life threatening allergies and/or chronic illnesses. Public Act 96-0349 requires Plano Community Unit District #88 to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations, and state rules.

It is our goal to ensure that students in our school with food allergies are kept safe. Exposure to food allergens could cause a life-threatening reaction. Even trace amounts of allergens could result in a severe allergic reaction.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the health office at the school.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If you student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Plano Community Unit School District #88 may be able to appropriately meet a student's needs through an Emergency Action Plan provided by a physician and an Individualized Health Care Plan (IHCP) developed by the school.

## **STUDENTS WITH DIABETES**

If your child has diabetes, a Diabetes **Medical Management** Plan must be submitted to the school health office before a student may attend school. Parents/guardians are responsible for and must do the following:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes **Medical Management** Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes **Medical Management** Plan.
4. **Providing all supplies necessary to provide necessary and safe care the student while they are at school.**
5. Grant consent for and authorize designated Plano Community Unit School District #88 representatives to communicate directly with the health care provider whose instructions are included in the Diabetes **Medical Management** Plan.

For further information, please contact the health office.

### **STUDENTS WITH SEIZURES**

If your child has seizures and requires assistance with managing this condition while at school and school functions, a Seizure Action Plan must be submitted to the school health office. Parents/guardians are responsible for and must do the following:

1. Inform the school in a timely manner of any changes which need to be made to the Seizure Action Plan on file for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact number of healthcare providers.
3. Sign the Seizure Action Plan.
4. Grant consent for an authorize designated Plano Community Unit School District #88 representatives to communicate directly with the health care provider whose instructions are included in the Seizure Action Plan.

For further information, please contact the school health office.

### **CONCUSSIONS AND HEAD INJURIES**

The health and safety of the student is the primary concern and therefore we appreciate the cooperation to facilitate communication between the student, parent(s) and medical staff (school athletic trainer, nurse and physician). Based on international, national, state and IHSA concussion guidelines, we have adopted the following process to manage concussions.

A student or student-athlete who has been removed from classroom/school activity or game play because of a concussion will not return to play (RTP) on the same day. Any student removed from play or school because of a concussion should have both physical (physical education, sports or any exertion) and mental (homework, reading, TV and video games) rest until cleared by a physician. The student must have medical clearance from a physician before he or she can resume practice, school or other school related events. The physician should have experience in treating concussions. All students must obtain documentation of medical clearance and any school/activity (sport) restrictions. Medical clearance includes documentation of (but not limited to) a normal neurological exam, absence of symptoms at rest and clearance to begin Return-to-Learn and RTP protocols.

**Students must complete the Return to Learn process prior to Return to play protocol.**

### **Concussion – Return to Play Protocol**

1. When cleared to RTP by physician, the student may begin low impact activity such as stationary bike, light jogging, push-ups, sit-ups and jumping jacks (**remove jumping jacks**) under supervision of the athletic trainer (ATC) **or school nurse**.
2. Initiate aerobic activity fundamental to specific sport, such as running, jumping and cutting.
3. Begin non-contact skill drills specific to sport such as dribbling, fielding, batting, serving, etc.
4. Following written release by physician or the athletic trainer in consultation with the physician, the student may resume full contact in a practice setting.
5. If student remains asymptomatic for 24 hours, he or she may return to games/play.
  - a. Student must remain asymptomatic to progress to next level.
  - b. If symptoms recur, the student must return to previous level.
  - c. Students must report daily to the ATC or nurse until cleared for full un-restricted participation.
  - d. ATC will remain in contact with the physician, coaches, parents, and school nurse.
  - e. Individual conditions may require modifications of protocol as determined by the medical staff.

### **Concussion – Return to Learn Protocol**

It is important for school administrators to identify a staff member on the concussion management team who will function as a case manager or concussion management leader, such as a school nurse, athletic trainer, school counselor or other identified school professional. This person's role is to advocate for the student's needs, implement appropriate academic accommodations and serve as the primary point of contact for the student, family, and all members of the concussion management team (1,2). The case manager is responsible for ensuring all are informed and understand how to implement the student's accommodations as outlined by the student's medical team.

### **Return-to-Learn Framework: (3, 5, 13)**

- To initiate the Return-to-Learn protocol, the student must be evaluated by a licensed healthcare professional and documentation provided to the school outlining cognitive and physical restrictions.
- The protocol should emphasize allowing the student to participate in the school day in a modified fashion so as not to worsen symptoms. Determining "how much is too much" may be a trial and error process.
- The student should be granted adequate time to complete missed academic work following recovery
- The student should report to their case manager or school liaison daily in order to monitor symptoms and assess how the student is tolerating specific school accommodations (a symptom checklist is recommended), as well as assess how teachers and staff are implementing the modified learning plan.
- Example of a Symptom Checklist  
<https://www.luriechildrens.org/en-us/care-services/specialties-services/institute-for-sports-medicine/concussion-program/Documents/head-injury-symptom-scale.pdf>
- Following a concussion, students may not be ready to complete all required assignments. Educators can utilize a "mastery learning" approach emphasizing key concepts taught in brief units for each subject. Educators should assign work that promotes mastery of these concepts but should still limit non-essential assignments. Prioritizing essential course work helps students learn important subject matter while alleviating anxiety about making up missed assignments.
- If concussion symptoms increase, it usually means the student is reaching a point of over-exertion and needs a break. Some students may only need periodic breaks throughout the school day while others may need more frequent breaks depending on the severity of symptoms.

## **Phase 1: No School/Complete Cognitive and Physical Rest**

- **Symptom Severity:** In this phase, the student may experience high levels of symptoms that prohibit the student benefiting from school attendance and may cause symptoms to increase in intensity. During this stage, physical symptoms tend to be the most prominent and may interfere with even basic daily tasks. Many students are unable to tolerate being in the school environment due to severe headache, dizziness or sensitivity to light or noise.
- **Treatment:** Emphasis on cognitive and physical rest to allow the brain and body to rest as much as possible.
- **Intervention Examples:** - No School - Avoid activities that exacerbate symptoms. Activities that commonly trigger symptoms include reading, video games, computer use, texting, television, and/or loud music. Other symptom “triggers” that worsen symptoms should be noted and avoided in the effort to promote healing. No physical activity - this includes anything that increases the heart rate as this may worsen or trigger additional symptoms. No tests, quizzes or homework. Provide students with copies of class notes (teacher or student generated)

## **Phase 2: Part-Time School Attendance with Accommodations:**

- **Symptom Severity:** In this phase, the student’s symptoms have decreased to manageable levels. Symptoms may be exacerbated by certain cognitive activities that are complex or of long duration. Often students can do cognitive activities but only for very short periods of time (5-15 minutes) so need frequent breaks to rest and “recharge their batteries”.
- **Treatment:** Re-introduction to school. Avoid environments and tasks that trigger or worsen symptoms. In the first few days of returning to school the goal is not to immediately start catching up on the missed work or learn new material. Rather the initial goal is simply to make sure the student can tolerate the school environment without worsening symptoms. This means the first few days often include just sitting in class and listening (no note-taking or reading). Once the student can tolerate this, he/she can try short intervals (5-15 minutes) of cognitive work per class. Again, determining how much is too much is a trial and error process.

- **Intervention Examples:-** Part-time school attendance, with focus on the core/essential subjects and/or those which do not trigger symptoms; prioritize what classes should be attended and how often. Examples: (1) half-days, alternating morning and afternoon classes every other day; or (2) attending every other class with rest in the nurse's office, library or quiet location in between. Symptoms reported by the student should be addressed with specific accommodations. Eliminate busy work or non-essential assignments or classes.- Limit or eliminate "screen time" (computers, phones, tablets, smart boards), reading and other visual stimuli, based on the student's symptoms.

### **Phase 3: Full-Day Attendance with Accommodations:**

- **Symptom Severity:** In this phase, the student's symptoms are decreased in both number and severity. They may have intervals during the day when they are symptom-free. Symptoms may still be exacerbated by certain activities.
- **Treatment:** As the student improves, gradually increase demands on the brain by increasing the amount, length of time, and difficulty of academic requirements, as long as this does not worsen symptoms.
- **Intervention Examples:-** Continue to prioritize assignments, tests and projects; limit students to one test per day or every other day with extra time to complete tests to allow for breaks as needed based on symptom severity- Continue to prioritize in-class learning; minimize overall workload- Gradually increase amount of homework

### **Phase 4: Full-Day Attendance without Accommodations:**

**Symptom Severity:** In this phase, the student may report no symptoms or may experience mild symptoms that are intermittent.

**Treatment:** Accommodations are removed when student can participate fully in academic work at school and at home without triggering symptoms.

**Intervention Examples:-** Construct a reasonable step-wise plan to complete missed academic work; an extended period of time is recommended in order to minimize stress- Physical activities as specified by student's physician (same as phase 3)

## **Phase 5: Full School and Extracurricular Involvement:**

**Symptom Severity:** No symptoms are present. The student is consistently tolerating full school days and their typical academic load without triggering any concussion related symptoms.

**Treatment:** No accommodations are needed

**Interventions:** Before returning to physical education and/or sports, the student should receive written clearance and complete a step-wise return-to-play progression as indicated by the licensed healthcare professional.

### **Documentation**

The student's case manager or assigned member of the concussion management team should take care to document the specifics of the learning plan, noting the dates when changes are made and the student's response in terms of symptoms. He/she should also record any instances where the students, parent, or school staff do not follow the recommended accommodations. This documentation should be kept in compliance with the school district's policy regarding privacy.

Concussion symptoms can be subjective in nature, and therefore, it can be difficult to know when a student is reporting symptoms accurately. Communication and documentation among team members will help identify students who may be exaggerating symptoms. If a concern about the legitimacy of the student's complaints arises, the concussion management team must meet to discuss the student's situation and determine the appropriate course of action. In these instances, direct communication between the return-to-learn team and treating physician is imperative (4).

**ELEVATOR POLICY** A physician's note is needed for the use of crutches, walkers, canes, wheelchairs, and the elevator while at school. The health office(s) are not equipped to supply students with any type of adaptive medical equipment.

**FASTING** If a student is fasting for religious or medical reasons, parents must notify the school nurse in writing. The nurse will inform the physical education staff of the fast so that arrangements may be made for alternate activities/assignments.

**HEALTH CONDITIONS REQUIRING ACCOMMODATIONS** If a student has a medical condition, including pregnancy, which may require physical education/athletics restriction or otherwise require additional support from school staff, the student should provide the school nurse with a note from his/her doctor with information relating to the condition and any necessary restrictions or recommended supports needed from the school staff. Students who discover they are pregnant are strongly encouraged to complete a medical release of information. This information will be kept confidential and be used strictly to make any needed accommodations at school.

**NON-STUDENT SPECIFIC EPINEPHRINE** Plano CUSD 88 maintains a supply of emergency epinephrine auto-injectors. In addition, a school nurse may administer an EpiPen to ANY student suffering from anaphylaxis. The supply of emergency epinephrine allowed under this Act is not intended to replace epinephrine prescribed to students with known allergies.

**SCREENINGS** The school nurse will conduct various screening programs, including vision and hearing to detect any major areas of difficulty that students may be experiencing. The school is not equipped to go beyond the initial screening process. The screening information will be given to parents/guardians for use in further evaluations, if desired. Screenings may be done at the request of teachers and/or by public health requirements.

**PLEASE NOTE:** Illinois Law (Public Act 93-504) requires Plano District #88 to notify the parents/guardians of students in kindergarten, second grade, eighth grade, special education and students new to Plano District #88 that the vision screenings done in the school setting are not a substitute for a complete eye and vision evaluation by an eye doctor. A school screening does not evaluate the health of the eye **or** the necessary visual skills essential for successful academic achievement. Children are not required to undergo this vision screening if an optometrist or ophthalmologist has signed a form indicating that an examination has been given in the previous 12 months. The report forms are available from the school nurse. Students wearing glasses or contact lenses are already under a doctor's care and are not screened. Parents/guardians only will be notified if their child fails the screening.

**COMPUTER NETWORK GUIDELINES** All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or



proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

1. **Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law
  - b. Unauthorized downloading of software
  - c. Downloading copyrighted material for other than personal use
  - d. Using the network for private financial or commercial gain
  - e. Wastefully using resources, such as file space
  - f. Hacking or gaining unauthorized access to files, resources, or entities
  - g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph
  - h. Using another user's account or password
  - i. Posting material authored or created by another without his/her consent
  - j. Posting anonymous messages
  - k. Using the network for commercial or private advertising
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
  - m. Using the network while access privileges are suspended or revoked
  
2. **Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in messages to others.
  - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
  - d. Recognize that electronic mail (e-mail) is not private.

People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

- e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
3. **No Warranties** - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.
  4. **Indemnification** - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.
  5. **Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.
  6. **Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
  7. **Copyright Web Publishing Rules** - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.
    - a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include

- the Web address of the original source.
- b. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
  - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
  - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - e. Student work may only be published if there is written permission from both the parent/guardian and student.

### **Student Conduct and Discipline**

**\*\*Please note that all Plano High School handbook expectations apply during any e-learning days**

**The Board of Education of Plano School District 88 expects student behavior to reflect standards of good citizenship. Students should cooperate with all personnel within the school community and set high standards of courtesy, decency, expression, and 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. These expectations 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 be 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.**

**Grounds for Disciplinary Action**

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

- 1. on District 88 property**
- 2. at school-sponsored or school-related activities**
- 3. in connection with student transportation**
- 4. 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 infractions may include, but are not limited to, the infractions identified below. Infractions in level 1 may result in, but not limited to, detentions, In School Suspension assignment, and loss of privileges which may include Social Probation, Parking Privileges, etc.

**Arriving Late to School:** Students that arrive after the 8:20 bell are considered late to school and may be given a consequence.

**Class Cut:** not attending a scheduled class without staff permission or excessively late (over 10 mins)

**Classroom Disruption:** a disruption that impedes the educational process

**Dress Code Violation:** The attitude and behavior of the students are influenced by dress and grooming. With the cooperation of the parents, the school will continue to encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school. If a style of dress and grooming appears to be disruptive to the educational process or could constitute a threat to the safety or health of students, it will not be permitted in school. The following rules apply to dress:

- clothing is to be worn as intended.
- outerwear is not to be worn in school.
- undergarments must not be visible.
- extremely short or tight shorts or skirts will not be allowed.

- 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 are not to be worn.
- head coverings such as hats, hoods, bandanas, etc. are not to be worn or carried in the building during school hours unless required for medical or religious reasons.

Any item of clothing, shoes, jewelry, accessories, book bags, purses and other similar items may not be worn or brought to school or school-related events on which any of the following appear:

- any reference to alcohol, tobacco, drugs, weapons, etc., including advertisements
- any symbol, image, word, etc., that is obscene, vulgar, lewd, or profane
- any reference, symbol, image, word, etc., to violence or gang activity

District 88 has a general hat policy for all school buildings. No hat may be worn inside the school building during the instructional day except for documented religious or medical reasons. Hats may also not be worn while attending any theatrical events or school performances. During athletic events hats must be worn properly. Hats that are not worn straight to the front or back will not be allowed and you may be asked to leave the event.

**Driving/Parking Violation:** not parking in designated areas, not following traffic signs; not driving safely and/or misusing the parking permit.

**Electronic Devices:** 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 with the exception of lunch. 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 may result in disciplinary action. Plano School District 88 is not responsible for any lost or stolen electronic device.**

**Excessive Tardies: accumulating more than three (3) tardies in a semester**

**Failure to Serve Teacher Detention: not serving a detention assigned by a teacher.**

**In Unauthorized Area: being 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**

**Leaving Class without Authorization: asking for permission to leave the classroom for any reason is required.**

**Loitering: gathering in undesignated areas is not permitted**

**No ID: carrying their current ID with them at all times while in the school building and at extracurricular activities is required for all students.**

## **Level 2**

**Level 2 infractions require the attention of the administration because they are too disruptive, too frequent, or too serious to be handled by school staff members while they are supervising or teaching other students. Level 2 infractions may include, but are not limited to, the infractions identified below**

**Infractions in level 2 may result in, but not limited to, detentions, In School Suspension assignment, out of school suspension, and loss of privileges including social probation, parking privileges, etc.**

**Violation of computer or electronic devices:** unauthorized and/or improper use of computer and/or internet.

**In-School Suspension (ISS) Violation:** attending on the schedule date(s) and following all rules and expectations while in ISS are the student's responsibility.

**Bullying:** Bullying is severe or pervasive conduct that is repeatedly directed towards a specific student. The repeated behavior is reasonably predicted to place the student in fear of harm, detrimentally affect physical or mental health, substantially interfere with academic performance, or substantially interfere with participation in or benefit from school.

**Disrespect:** insulting, calling derogatory names, dishonoring, or in any other manner abusing verbally or in writing any member of the school community

**Excessive Absences from School:** missing school after eight (8) days requires students to have medical note to be excused

**Fake Phone Call, Note, Signature:** misrepresenting oneself with the use of a signature, phone call, email, etc.

**Failure to Serve Administrative Detention:** not serving a detention on the assigned day and time

**Gambling:** betting on cards, dice, games or other wagers intended to exchange money or other items

**Graffiti:** drawing, writing or marking on any surface in an inappropriate or unauthorized manner

**Inappropriate Behavior:** behaving in any way that is disruptive to the school environment

**Inappropriate Language:** using derogatory language, symbols, or gestures that may include but are not limited to lewd, vulgar, profane, racial or ethnic slurs/expressions



**Inappropriate Material:** using, possessing, controlling, or transferring, of any object or item that may disrupt or interfere with the educational process

**Inappropriate Physical Contact:** making physical contact that negatively impacts another student or the school environment

**Inciting Behavior:** escalating or causing a disruption to the educational environment via any verbal, physical, or written action, gesture or behavior

**Insubordination:** refusing to comply with a reasonable request made by any staff member

**Leaving Campus Without Authority:** leaving school property without authorization from a school official

### **Smoking Policy**

Also, all of District 88 schools are no smoking zones. No smoking is allowed anywhere on school property.

**Theft Minor:** taking, removing, or possessing, without permission, property that belongs to others

**Truancy:** being absence without valid cause in a school day or a portion thereof (refer to page 25 for more information)

**Verbal Confrontation:** being involved in a verbal disagreement that interrupts the school environment

### **Level 3**

Level 3 infractions may include, but are not limited, to the infractions identified below. Consequences for level 3 offenses are based on the seriousness of the incident and may become more restrictive as the behavior persists. One or more of the following consequences may occur, but are not limited to Our alternative to suspension program, out-of-school suspension, recommendation for alternative placement or expulsion up to two (2) calendar years from District 88. Any illegal actions will also be referred to the local police department.

**Alcohol:** using, possessing, 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 to a school-related event after using alcohol even if the substance was not consumed on school grounds.

**Assault to Staff:** threatening to physically or mentally harm a school staff member

**Battery to Staff:** unwanted physical touching of a school staff member, either directly, indirectly, or with a weapon or dangerous object

**Drug Paraphernalia:** possessing, selling, purchasing, manufacturing, using, transferring, or arranging to transfer any paraphernalia which is used or customarily intended for use in the administration of an illegal substance

**Drugs:** using, possessing, manufacturing or being under the influence of any illegal or controlled substance, including marijuana, 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 to a school-related event after using drugs even if the substance was not consumed on school grounds.

**Drug Sale/Distribution:** selling, attempting to sell, transferring, attempting to transfer, or distributing 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 suspended from school pending administrative review.
- An expulsion hearing may be scheduled and the local police department will be contacted.

**Excessive Referrals:** accumulating repeated referrals from level 1 and/or level 2

**Fighting:** engaging in physical contact or behavior with the purpose of inflicting harm to another person

**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.

**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

**Gross Misconduct:** any conduct, behavior, or activity which causes or may reasonably lead school authorities to forecast substantial injury, disruption, or interference with school environment or the rights of other students or school personnel

**Intimidate, Threaten, or Bribe:** any aggressive or negative gesture, or written, verbal, or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to

**disrupt or interfere with the education of any student or the school environment**

**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**

**Theft Major: taking, removing, or possessing, without permission, property that belongs to others**

**Tobacco/Electronic Cigarettes/Related Products: possessing, selling, purchasing, using or transferring of product (examples, but not limited to: tobacco, e-cigarette, vapor cigarette, matches, or lighter). Possession is also a violation of Plano City Ordinance . Along with a school consequence, a referral to the police liaison officer may be made.**

**Vandalism: vandalizing school or private property, which is lawfully on school premises, or being used in conjunction with a school-related activity**

**Violation of an alternative to suspension program Agreement: not upholding the expectations expressed in the written agreement**

**Weapons: using, selling, possessing, transferring, or controlling of firearm, knife, or any item that can be used to inflict bodily harm**

**If a student sees a weapon on school property, at school bus stop, or on a school bus, the student should never touch the weapon. That student must go immediately to an adult and inform them about the location of the weapon.**

**Weapons – “Look-alike”:** use, sell, possess, transfer, or control of a “look-alike” weapon. A “look-alike” is any substance or item which is not, but reasonably appears to be, is believed to be, or is represented to be, the real substance or item.

**Definition of Consequences**

**Detention/After-School Assignment (ASA)** is a period of time assigned by a Dean, Administrator, or teacher for the purpose of remediation of minor behavior problems. Detentions are typically assigned to be served for one, two, three, or four hours depending on the infraction.

**Loss of Privilege/Social Probation** occurs when students are not permitted to attend or participate in before or after school activities for a period of time determined by the school administration. This may also include loss of driving privileges to school.

**In-School Suspension (ISS)** is when a student is assigned to ISS (in-school suspension). During which time the student is scheduled in the ISS 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 completed work, and the student is considered present at school.

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

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

**Alternative to Suspension Agreement (GRIT program)** An agreement is a written notification of behavior expectations and potential consequences for student actions. Agreement consequences may include removal from class, suspension from school, in accordance with District policy and procedures and/or administrative action that

may lead to expulsion proceedings in accordance with District policy and procedures

**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.

**Expulsion or Alternate Placement** by the Board of Education is the removal of a student from school and all school related activities by the Board of Education, not to exceed two calendar years.

o In order to expel or recommend a student for outplacement, 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.

o Expulsion or outplacement 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.

**o 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.**

**o 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.**

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

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

## DISCIPLINARY INTERVENTIONS

The administration and staff at Plano High School are increasingly aware of the demands of living in a future society in which compassion and cooperation, problem solving and creativity, communications and internal responsibility will be essential. Learning how to behave in responsible ways is accomplished through school life and is applied to social problem-solving situations beyond high school.

As a member of the school community, each student is expected to contribute to a safe and orderly educational climate by adhering to the following behavioral principles:

1. Use school time intelligently and strive for achievement.
2. Use accepted patterns of courtesy and decency in relationships with others.
3. Respect the rights of others and the contribution they make to the school community.
4. Respect the property of the school and other individuals.
5. Abide by state and district attendance regulations.
6. Contact school officials if there are concerns or difficulties.

The policies covered in the *Plano High School Student/Parent Handbook* are in effect on all District 88 properties and at all school-sponsored activities, either home or away.

In the event a student violates proper norms of appropriate behavior at school including, but not limited to: on a school bus, at a school bus stop, at extracurricular activities (be they home or away), or at any activity reasonably related to school, staff members may take disciplinary action to attempt to modify the student's behavior. Those interventions that may be employed as a means of helping a student change his/her behavior and attitude shall include one or more of the following: reprimanding, warning, counseling, peer mediation, community/school service, use of detentions, extended detentions, alternative programs, contracts, removal of privileges (bus transportation, parking privileges, participation in extracurricular activities), social probation, parent/guardian contact or conference, removal from class, placement in study hall, payment for damages/restitution, police involvement, suspensions, final contract, and/or possible recommendations for expulsion or placement in a District-approved alternative educational setting. A major suspension from school will result in a parent/guardian conference/consultation with school personnel and may result in a follow-up parent/guardian conference.



Not every situation involving misconduct is or can be covered in this document. The school administration reserves the right, but not the obligation, to alter, revise, adjust or increase sanctions and discipline on a case-by-case basis, as the interests and safety of the school require. If a student engages in illegal conduct during school hours, but away from school property, the District may impose consequences for such misconduct.

**The administration is specifically empowered, on a case-by-case basis, to deviate from the disciplinary guidelines set forth below when, in its sole discretion, it is necessary for the proper and efficient operation of the school.**

**DEFINITIONS OF INTERVENTIONS** If a student cannot attend one of these interventions, parents must speak to an administrator/dean prior to the scheduled intervention to be considered excused and rescheduled.

1. **Detention:** A set amount of time to be served before, during or after school for students who violate provisions of the discipline policy. The time of day will ultimately be determined by the administration.
2. **Expulsion:** The exclusion of a student from school for a full day or portion thereof (classes) for a period not to exceed two full calendar years. Students are not allowed to receive credit from District 88 during the period of expulsion. Students who are expelled are not allowed on school property and may not attend school functions or activities.
3. **Extended Detention:** Takes place after school from **3:15** p.m. until **4:45** p.m. following a violation of school policy. It is an alternative to an out-of-school suspension.
4. **Final Contract:** An understanding among the student, parent/guardian, and the administration that the student is to observe all school rules and other stipulations set forth by the administration. If a student violates the provisions of the final warning, the student may be recommended for possible expulsion or alternate placement. A student may be placed on final contract when the administration deems it necessary.
5. **In-School Suspension:** An exclusion from classes. Students' school work must be completed during the intervention and is due upon the student's return to class in order to receive credit.
6. **Out-of-School Suspension:** The exclusion from school for a period not to exceed 10 school days in accordance with the provision of the Illinois School Code (105 ILCS 5/10-22.6). It is the student's responsibility when suspended to contact his/her teachers for make-up work. When out-of-school suspensions appear ineffective in changing behavior, a recommendation to

the Board of Education for expulsion may be made. Suspended students are not allowed to be on school property or at school functions during their suspensions.

7. **Social Probation (see next page)**

**POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS):**

Positive Behavioral Interventions & Supports (PBIS) ensures that all students have access to proactive, positive instructional and behavioral practices and interventions whenever possible. Schools that establish systems with the capacity to implement PBIS with integrity and durability have teaching and learning environments that:

1. Are less reactive, aversive, dangerous, and exclusionary
2. Are more engaging, responsive, preventive, and productive
3. Proactively address classroom management and disciplinary issues (i.e., attendance, tardies, antisocial behavior)
4. Maximize academic engagement and achievement for all students

In making a decision relative to the type of consequence that should occur for not meeting school wide expectations for behavior, the administration will consider the following:

1. Cause of misbehavior
2. Severity of the offense
3. History of the student's behavior

All disciplinary actions and their implementations shall be in accordance with Student Discipline Policy 7.190 and 7.230 that govern discipline of regular and special education students.

**SOCIAL PROBATION** If a student demonstrates that he/she cannot follow the rules of the school the student may be placed on social probation instead of or in addition to receiving another consequence. If a student is placed on social probation, he/she may be suspended from:

- School or school grounds outside of school hours
- Attending, as a spectator, any school sponsored event after school hours or on weekends
- Participation in school social activities such as assemblies, celebrations, ceremonies (i.e., Awards Night, graduation, etc.), pep rallies, picnics, field trips, dances, prom, etc..

A student may, in addition to or in lieu of social probation, be denied the opportunity to participate in athletic and/or extracurricular events as a result of disciplinary action taken against him/her.

Depending on past behavior and the seriousness of the offense, the student may be placed on social probation for up to one school year. In order to be removed from social probation, the student must submit a letter to the Principal requesting to be removed from social probation. A student's request to be removed will be reviewed by the Administrative Team.

**DISCIPLINE OF STUDENTS WITH DISABILITIES** The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

**GROSS MISCONDUCT/DISOBEDIENCE CODES** Gross misconduct or disobedience includes, but is not limited to, the following types of conduct and such other conduct as may be designated from time to time by policy of the Board of Education. All acts of gross misconduct or disobedience that may be considered criminal behavior will be referred to the proper legal authorities. At the administrator's discretion, students could be subject to one or all of the following consequences: Extended detention, in-school suspension, out-of-school suspension, social probation, and/or expulsion from school for gross disobedience or gross misconduct.

Gross misconduct/disobedience includes, but is not limited to, the following:

1. Conduct that materially and substantially threatens to or actually disrupts the educational process or interferes with the rights of others.
2. Students are expected to show good judgment and restraint when on campus. Students engaged in public displays of affection will be referred to the administration, where appropriate action will take place. Parents/guardians will be notified of repeated violations.
3. Repeated incidents of misbehavior, including repeated refusal to comply with school rules. Sale or distribution of personal property is prohibited. This includes, but is not limited to, candy, food items, games or trinkets.
4. **Prohibited items may include but are not limited to:**

- a. Skateboards, rollerblades, roller skates, and scooters
  - b. Laser lights
  - c. Other personal items that may interfere with the educational process, including curricular materials being used for non-curricular activities
  - d. All personal electronic devices must be kept off and out of sight during the regular school day unless approved by the building principal or supervising teacher or the use of the device is provided in a special education student's Individualized Education Plan (IEP). If administration has reasonable suspicion to believe that the content of cellular phones or other electronic devices is inappropriate, administration reserves the right to view the content of these devices.
  - e. Spike jewelry, chains or any chains or spikes worn on clothes or coats
  - f. Outerwear such as coats or jackets, cannot be worn or carried during the academic day
  - g. Backpacks, book bags, purses, etc. should not be carried during the day including to and from PE or Art. Items should be put in the appropriate locations prior to the beginning of the school day.
5. Insubordination, disrespect, or defiance directed toward a staff member, defined as refusal to comply with reasonable, established school rules and regulations or refusal to obey reasonable directions or instruction of school personnel. Students are expected to respect the authority of all adult personnel, including teachers, substitute teachers, assistants, paraprofessionals, nurses, secretaries, bus drivers, custodians or cafeteria staff, and to be cooperative with their requests. Students who fail to identify themselves to teachers and staff will be subject to disciplinary action.
  6. Actions considered threatening to the physical well being of Board members, District employees, students, volunteers or other persons including physical assaults to Board members, District employees, students, volunteers or other persons will result in discipline.
  7. Verbal or written abuse of school personnel or other students, or use of profane words or gestures that substantially threatens or actually disrupts the educational process will not be tolerated. Profanity is not an acceptable manner of expressing oneself. Use of profanity will result in disciplinary action.
  8. Any acts that directly or indirectly jeopardize the health, safety and welfare of school personnel, other students, or self.
  9. Dishonesty that may include but are not limited to, forgery of passes, misrepresenting the truth, misappropriation of found

items, falsifying school documents, accessing restricted files/information, academic dishonesty (**also called ‘cheating’ and/or ‘plagiarism’ defined in #10 below**), violation of District 88 Computer Network Guidelines or any other action intended to obtain credit for work not one’s own. Secondary consequences may include a grade/credit reduction and a referral to administration.

10. Cheating is the giving or receiving information on an assignment, quiz, project, or an **assessment**. **The first offense will result in a zero on the assignment and a parent phone call. The second offense will result in a zero on the assignment, parent phone call, and a mandatory parent meeting to address the situation. The third offense will result in student and parent notification of course failure and dismissal from the course.** “Plagiarism” is presenting work that is not the original product of the student (i.e., word for word copying out of a book, cut/paste from a computer/internet source, downloading of another person’s work). **Plagiarism is a form of academic dishonesty/cheating, and students will face the consequences outlined above.**
11. Possession, use, or display of dice, cards or other items used for the purpose of gambling is prohibited.
12. Intentionally destroying or misusing school property, vandalism, graffiti, theft, or attempting to or actually breaking into school property or unauthorized entry into any school district building is prohibited.
13. Setting off a fire alarm, emergency warning system, bomb threat, attempting to/setting off an explosive device, or starting/attempting to start a fire is prohibited. Included, but is not limited to, in this offense is conduct such as improper release of a school fire alarm, tampering with fire extinguishers or any fire safety equipment, a bomb threat or calling emergency numbers such as 911. It also includes setting off, or any attempt to set off, or possession of, explosive devices on school property.
14. Participation in an unauthorized group, gang or cult activity is prohibited. Gang activity may be considered any behavior that displays evidence of membership in, or affiliation with, any gang including the wearing of symbols—including, but not limited to, gang symbols drawn on folders, notebooks, papers, etc., emblems, tattoos, jewelry or other adornments associated with a gang or clothing characteristics associated with a gang or engaging in gestures, handshakes, graffiti, or gang symbols on clothing. Gang activity includes any effort to recruit for, or further the interests of, a gang or to intimidate any other student on behalf of a gang. Students who engage in gang activity are subject to disciplinary action and referral to the local police

authorities.

15. Possession or use of weapons, explosives, firecrackers, firearms, ammunition, stun guns, tazers or other dangerous weapons or instruments, as well as look-alike weapons or instruments, shall be prohibited on school buses, in school buildings, at school-sponsored functions or on school grounds at all times.
  - a. Weapons may include any object that may be used to cause bodily harm including, but not limited to the use of weapons as defined in Section 24-1 of the Criminal Code: knives, razors, guns, firearms, rifles, shotguns, explosives, brass knuckles, billy clubs, or look-alikes thereof. Items such as baseball bats, chains, pipes, bottles, locks, sticks, pencils and pens may be considered weapons if used or attempted to be used to cause bodily harm.
  - b. Students who possess, use, control or transfer a knife, razor, stun gun, explosives, firearm, rifle, shotgun, ammunition or look-alike of any of these weapons will receive disciplinary action: The police will also be notified.
16. Possession or use of tobacco products, matches, electronic cigarettes, lighters or lighting materials is prohibited.
17. Possession, use or control of illicit drugs, drug paraphernalia or alcohol, or look-alikes thereof, or the improper use of prescription drugs or over the counter drugs or substances is prohibited.
18. Sale or distribution of illicit drugs, prescription drugs or look-alikes thereof is prohibited. The following violations will be subject to specific consequences.
  - a. Possession and/or use of tobacco products are prohibited. Any student found to be drawing perceived to be a tobacco product, alcohol product, or a representation of drug paraphernalia will be referred to administration.
  - b. It is the policy of the Board of Education to clearly prohibit the unlawful possession, use, control, transfer, sale or distribution of illicit drugs, improper use of prescription drugs, improper use of over-the-counter substances, drug paraphernalia, look-alike drugs or alcohol by students on school premises or as a part of school activities or at any activity reasonably related to school. "Mood-altering chemicals" includes, without limitation, alcohol, marijuana, inhalants, ecstasy or other club drugs, depressants, stimulants, hallucinogens, narcotics, over-the-counter medications (including any over-the-counter pain medications containing aspirin, acetaminophen, ibuprofen, or other pain relievers, any cough or cold medications, etc.), substances such as white-out, glue, toxic

markers and caffeine pills. This list is intended for example only and not as an exclusive list.

Students who violate these standards of conduct are subject to the disciplinary sanctions set forth in the rules below that may include the following: suspension, expulsion, and completion of an appropriate rehabilitation program. Violators of the rules below shall be referred to law enforcement authorities. Compliance with the District's standards of conduct in regard to the sale, use, possession, transfer, control and distribution of illicit drugs and alcohol is mandatory. This Student Behavior Code is intended to comply with the Federal Drug Free School and Community Act Amendments of 1989.

Prohibited conduct includes:

- i. The sale, use, possession or being under the influence of any alcoholic beverage or any beverages mixed or "spiked" with any alcoholic beverage is prohibited. For purposes of this section, the term "alcoholic beverage" shall mean any beverage with any alcoholic content. Such substances as may be prescribed by a physician for medicinal use must be kept with the school nurse. Use may be confirmed by admission, unsteady motor control, incoherent speech, breath odors or other obvious evidence of alcohol consumption at school, at school activities, on school grounds or at any activity reasonably related to school.
- ii. The possession, use or being under the influence, or any attempt to possess, distribute or use any illegal controlled substance or any look-alike substance, as defined by 720 ILCS 570/102(y) of the Illinois Controlled Substance Act, or the misuse or abuse of any prescription or over-the-counter medication is prohibited.
- iii. The use, possession or any attempt to possess/distribute or use any drug paraphernalia is prohibited on school property. Drug paraphernalia or instruments such as pipes, roach clips, syringes, hypodermic needles, cocaine spoons or kits, nitrous oxide paraphernalia, rolling papers, water pipes, razors, pipe screens, scales, glow sticks and any other items normally or actually used for the packaging, conveyance, dispensation or use of mood altering chemicals will not be permitted on school property or in a vehicle located on school property and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as the possession of a mood-altering substance. An

addiction to an illegal substance is not an excuse for a violation.

**HARASSMENT AND BULLYING (Board Policy 7.180- Prevention of and Response to Bullying, Intimidation, and Harassment- is set forth at the end of this section of the handbook).** Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct. No person shall harass, intimidate or bully another based upon a race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, immigration status or other protected group status. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same gender. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.



1. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Consequences: One (1) day internal suspension to five (5) days external suspension. Parent/guardian contact and possible law enforcement contact will be made.
2. **Access to Student Social Networking Passwords & Websites-** School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website if school authorities have reasonable cause to believe that a student’s account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure. Students are required to cooperate in an investigation if there is specific information about activity on the student’s social networking website that violates the school’s disciplinary rules or school district policy.
3. Actual infliction of bodily harm or physical violation (including fighting, endangering the well-being of others or dangerous actions) on school grounds, at school-sponsored events or at any event reasonably related to school is prohibited. The term “infliction of bodily harm” includes fighting. Fighting in school will not be tolerated. When such an event happens, a thorough investigation of the activity will be conducted by the administration. Discipline is often issued to all participants. All students are cautioned to conduct themselves in their relations with fellow students so that such relationships do not result in a fight.

If approached by another student who threatens and wants to fight, students should simply tell the nearest teacher or go directly to the administration. If a student is attacked, he/she may reasonably protect him/herself in a manner that does not escalate the fight. Fighting will result in a suspension or expulsion from school and possible arrest for disorderly conduct. Encouraging fighting or infringing upon a staff member’s ability to break up a fight is also considered gross misconduct. Included in this offense is conduct that endangers the physical or psychological well-being of school personnel and students by

conduct, action or dress.

**HAZING** Hazing is a broad term encompassing any action or activity that does not contribute to the positive development of a person; that inflicts or intends to cause physical or mental harm; which may demean, degrade, or disgrace any person regardless of location, intent, or consent of participants.

Hazing can also be defined as any action or situation that can intentionally or unintentionally endanger a student for admission into or affiliation with any student organization. If you have to ask if a particular activity is hazing, it probably is!

“Hazing” refers to any activity expected of someone joining a group (or to maintain full status in that group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person’s willingness to participate.

**OFF CAMPUS CONDUCT CONTROL** All disciplinary action normally available with regard to a student for violation of school rules or other clear misconduct on campus is available for any activity off-campus if such off-campus activity causes or is reasonably expected to cause disruption to the operation of the school. This policy is not limited to school-sponsored and school-related events. The District does not regularly seek out this information, but will take action if and when such information is brought to the attention of District officials.

When it is brought to the attention of the District that a student has engaged in such conduct off-campus, the administration may conduct such investigation as the principal feels is necessary and proper under the circumstances and may initiate disciplinary action, in the same fashion as if the action had occurred on campus. In conducting such an investigation, the principal or his/her representative(s) may cooperate with law enforcement authorities.

By way of illustration, but not by way of limitation, the following actions may be subject to disciplinary investigation and action under this section:

1. Any use or threat of use of a firearm against another person by a student.
2. Any off-campus fighting as an extension of an on-campus situation or relationship.
3. Any inappropriate, harassing, or intimidating electronic transmissions, including but not limited to those delivered by text/picture/video messages, e-mails, blogs, web pages, and social

networking sites (such as MySpace, Facebook, or Twitter).

4. Intimidation of, or threat of, violence against any student, teacher or other person by a student known to the school or local law enforcement agencies as a member of a criminal conspiracy or gang.
5. Any threat against an employee of the District purposely calculated to cause fear or in which the person issuing the threat could reasonably assume will result in fear.
6. Any illegal sale or distribution of controlled substances off campus to any person. The term "controlled substances" shall have the same meaning given to that term in the criminal law of this state.

#### District 88 School Board Policy 7.180

#### **Bullying, Intimidation, and Harassment Prohibited**

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student 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; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

#### **Sexual Harassment Prohibited**

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational

- environment;
- b. Creating an intimidating, hostile, or offensive educational environment;
- c. Depriving a student of educational aid, benefits, services, or treatment; or
- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **Making a Complaint: Enforcement**

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.:

CROSS REF.:

20 U.S.C. §1681 et seq., Title IX of the Educational Amendments. 34 C.F.R. Part 106.105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.775

ILCS 5/1-101 et seq., Illinois Human Rights Act.

23 Ill.Admin.Code §1.240 and Part 200.Davis v. Monroe County Board of Education, 119 S.Ct. 1661 (1999).Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992).Gebser v. Lago Vista Independent School District, 118 S.Ct. 1989 (1998).West v. Derby Unified School District No. 260, 206 F.3d 1358 (10th Cir., 2000).

2.260 (Uniform Grievance Procedure), 5.20 (Workplace Harassment Prohibited), 7.10 (Equal Educational Opportunities), 7.180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7.185 (Teen Dating Violence Prohibited), 7.190 (Student Discipline), 7.240 (Conduct Code for Participants in Extracurricular Activities)

Policy 7.20 Adopted 5/8/95 Policy 7.20 Revised 1/25/99 Policy 7.20 Revised 11/26/01 Policy 7.20 Reviewed 7/13/04 Policy 7.20 Revised 2/17/09 Policy 7.20 Revised 5/17/10 Policy 7.20 Revised 1/24/11 Policy 7.20 Revised 3/19/12 Policy 7.20 Revised 11/17/14 n

## **RANDOM DRUG TESTING**

In order to foster the health and safety of students at Plano High School, to offer a legitimate reason for students to say “no” to drugs and alcohol use, and to help those who are using prohibited substances in locating various agencies/programs which provide assistance, the district shall conduct a random drug and alcohol testing program for all students who participate in voluntary and/or extra-curricular school-sponsored activities, IHSA competitions, and driving a vehicle on school grounds. The testing program is designed to deter drug and alcohol use, to educate students as to the serious physical, mental, and emotional harm caused by drug and alcohol use/abuse, to create and maintain a safe, drug-free environment for students, and to assist them in seeking counseling and/or treatment when needed.

In order to take advantage of the privileges offered to students at Plano High School, students and their parents/guardians must agree to submit to random testing for the use of prohibited substances in accordance with the procedures implemented in the random drug testing policy. Copies of the complete policy are available from the school office (see Student Rights and Responsibilities, Section VII page 59).

### Extracurricular Drug and Alcohol Testing Program Definitions

For the purpose of this policy the following definitions shall provide guidance:

**EXTRACURRICULAR ACTIVITIES** at Plano High School

include, but are not limited to the following:

Homecoming Court	Class Officers
Homecoming Dance	Theater productions
Chess Team	Driving/Parking
Scholastic Bowl	Art Club
Bowling Club	Future Educators of
Dance Team	America
Intramurals	National Hispanic
Prom Court	Institute
Prom	National Honor Society
Snowball	P.R.A.I.S.E.

**RANDOM:** selection by a contracted vendor using a double-blind selection method--one in which neither the administrators nor the participants can predict or affect the outcome. The computer does not examine participant IDs, nor does it take into account how many times, when, or whether participants have been tested in the past. It is possible that someone chosen for a random test may have been previously selected in the last random selection. The random element of chance is just what is implied--a random chance. If a non-participating student's name is randomly selected for a drug test, they will be given the opportunity to agree to a drug test without incurring a penalty for consenting after the sign-up period.

**DRUG:** any substance illegal for consumption by a minor unless prescribed by a physician. The drugs tested will be determined by the Board of Education. **SIGN-UP PERIOD.**

**REFUSAL TO TEST:** a student or parent may change their mind and deny their consent after the consent agreements have been signed, but in doing so they will become ineligible to participate in athletics and extracurricular activities in the same manner as if they had a positive test for drugs. Refusal to test will also result in the student being placed on social suspension from athletics and extracurricular activities.

**TESTING:** collection of a urine specimen on school site (utilizing a modified bathroom to meet collection criteria for urine drug testing--meeting the Federal Guidelines- 49CFR Part 40 requirements) by contracted certified collectors. The specimen will be tested at a certified laboratory and investigated and confirmed by a contracted Medical Review Officer. Questions about testing results or testing procedures will be referred to the contracted medical provider.

**POSITIVE TEST:** a failure to fully cooperate with the testing procedures, a refusal to test, or a confirmation of a positive test shall all be considered a positive test. The medical provider will inform students, parents/legal guardian and the designated school representative of the test results. A positive test will be referenced as "use of drugs" (Level 3 infraction) in the Conduct Code for Participants in Extracurricular

## Activities.

If a test is positive, the student may not participate in extracurricular or athletic activities until after a follow-up test is requested by the building principal or designee and the results are reported. The building principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume participation in extracurricular and athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the School District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

**CONFIDENTIALITY:** information and results will only be released to Plano School District's designated representative and to the parent/legal guardian who signs the consent form.

## **RESPONSIBILITIES**

**SUPERINTENDENT OR DESIGNEE:** forward list of all enrolled students to contracted vendor, arrange testing dates with vendor, serve as point of contact for vendor, receive test results and forward them to the appropriate principal.

**PRINCIPAL:** plan student and parent orientation programs, advertise sign-up period, collect signed Extracurricular Code of Conduct Informed Consent Agreement and the Consent and Release for Drug Testing forms, facilitate testing, review with students and parents the results of the testing, and determine the consequence of a Level 2 infraction.

**ATHLETIC DIRECTOR:** inform sponsors/coaches of students ineligible to participate because of failure to have a signed Extracurricular Code of Conduct Informed Consent Agreement and the Consent and Release for Drug Testing form on file in the office or because of a positive test.

**SOCIAL WORKER/SCHOOL COUNSELOR:** provide support and referrals to students and parents when positive test results are returned.

## **CONSEQUENCES**

When an administrator is notified that a student's test was positive, s/he will abide by the following guidelines to determine appropriate consequences.

- A student participating in athletics will be subject to the loss

of 66% of the current and/or next athletic season in which s/he is a participant according to the guidelines in the Extra-Curricular Code of Conduct. If the athlete agrees to attend an Alternative Program the consequence will be reduced to 20%. An Alternative Program involves a drug/alcohol assessment, drug/alcohol screening (if applicable), counseling program that is 8/12 sessions/hours in duration, and each program MUST have a family-counseling component. Athletes will be subject to both an athletic suspension and a suspension from other extra-curricular activities.

- A student participating in extracurricular activities other than athletics will be subject to the loss of 66% of the length of an average semester, which is equivalent to 84 calendar days. This consequence will be served immediately and will make the student ineligible to participate in any activity scheduled during that time period. If the student agrees to attend an Alternative Program, the consequence will be reduced to 20% or 23 calendar days. An Alternative Program involves a drug/alcohol assessment, drug/alcohol screening (if applicable), counseling program that is 8-12 sessions/hours in duration, and each program MUST have a family-counseling component. This program must be approved by a school social worker.

## **RELATED DISCIPLINARY ISSUES**

### **A. STUDENT DANCE REGULATIONS**

Dances are provided as an extracurricular activity for students. Attendance is a privilege, rather than an automatic right. The following rules are set forth for all Plano High School dances and the violation of any of the following rules could result in loss of dance privileges:

1. All students must have their current school I.D. cards and guests must have a picture I.D. cards in their possession to enter the dance.
2. Students may not leave the dance and return.
3. No loitering will be allowed.
4. Any behavior deemed inappropriate or sexually explicit dancing will result in removal from the dance without a refund.
5. Appropriate attire is required.
6. Student must be in attendance for at least 200 minutes of the school day, or day prior if dance falls during a weekend, in order to attend the dance.
7. A student must not have any outstanding discipline in order to attend the dance.
8. A person must be enrolled within that particular school in order to



- attend a school dance.
9. Guests between the ages of 15 and 20 must be pre-approved and obtain a guest pass prior to the event.

## **STUDENT TRANSPORTATION REGULATIONS**

**BUS TRANSPORTATION** The district provides bus transportation to and from school for all students living 1.5 miles or more from the school, or for students who have a state approved hazard between home and school. The Transportation Department will contact families who receive bus service before the start of the school year to inform them of their student's pick-up/drop-off location and time. Students must be picked up and dropped off at the same assigned bus stop. Students are not permitted to ride a bus other than the bus to which they are assigned. A building administrator may approve exceptions to this policy if requests are made in advance.

While students are on the bus, they are under the supervision of the bus driver. In most cases, the bus driver can handle discipline problems on the bus. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building administrator. The bus is considered an extension of the school building and students will be held accountable for meeting school expectations while riding the bus. Any violations of those expectations will result in consequences for the action. Parents will be informed of inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. Follow all school rules while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Behavior that will not distract the bus driver from operating the bus

safely is required.

Crowding, pushing, scuffling, and other needless commotion are grounds for **disciplinary action**.

10. Do not open windows.

11. Keep the bus neat and clean.

12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.

13. Inappropriate behavior will be reported to school authorities and failure to observe

safety rules may result in suspension from bus services.

14. Be waiting at your bus stop on time.

15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or

school equipment.

16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep

all body parts clear of the aisles when seated.

17. Eating is not permitted on the bus.

18. Parents will be liable for any defacing or damage students do to the bus.

19. Cell phones must be off and out of site while riding the school bus.

Students may be suspended from riding the school bus. If a student is suspended from riding the bus and the student does not have alternative transportation to school, he/she must be given the opportunity to make up all missed work for equivalent academic credit. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus, pursuant to Public Act 95-0352.

**CAR TRANSPORTATION** All students not within walking distance are encouraged to ride the school bus. Students may drive automobiles to school on a parking space-availability basis. These students must register their car in the dean's office and be issued a vehicle permit. The permit fee of \$25.00 has been approved by the Board of Education. To be issued a permit, a student driver must furnish proof of a valid driver's license, parent permission, and insurance. Any outstanding school fees from prior years must be paid. **Any misuse of a permit will result in loss of driving privileges.**

The student is expected to drive in a safe manner at all times and to park his or her car in the designated student lot—not in designated handicap, visitor, staff or driver education parking spots. Violations may result in vehicles being towed at owner's expense and/or loss of driving

privileges. No cars will be allowed to enter or leave the campus during the school day except with administrative permission to leave. Students are also not allowed to return to the parking lot during the day for any reason unless they have administrative permission.

Any student parking his or her car on school property shall be subject to, upon request of the administration, opening the car for the purpose of examining the contents, including personal belongings of students, only when the school official has reasonable cause to believe that the contents threaten the safety, health or welfare of students, or include suspected stolen property or items which are specifically prohibited by the law, Board policy, or school regulations. Students are personally responsible for all contents in the cars. Whenever possible, the student should be present at the time of such entry and inspection.

**NOTE: Students choosing to drive to school assume certain risks and are reminded that “car trouble,” “traffic,” and “weather” are not valid causes for being tardy to school.**

## **STUDENT SUSPENSION GUIDELINES**

**A. AUTHORITY FOR SUSPENSION** The Board has, by regulation, authorized the superintendent, assistant superintendents, district administrators, principals, or assistant principals to suspend students guilty of gross disobedience or misconduct on all District grounds or at school-sponsored activities or at any activity reasonably related to school, or to suspend students guilty of gross disobedience or misconduct on the school bus.

**B. HEARINGS** Hearings for review of suspension cases will be handled by a Board of Education appointed hearing officer. The hearing officer will be impartial and will have no interest or pre-existing knowledge of the facts leading up to the suspension. The rules of evidence shall not apply to review proceedings.

**C. TIME OF SUSPENSION** Personnel authorized by the Board may suspend students for a period not to exceed ten (10) school days. A parent/guardian may request a review by the hearing officer. If a student is suspended due to gross disobedience or misconduct on a school bus, the Board may suspend the student in excess of ten (10) school days for safety reasons. While suspended from school, students are not allowed to be on school property or at school functions.

**D. REVIEW OF HEARING REGULATIONS** Any suspension shall be reported and confirmed in writing to the parents/guardians of the student, along with a full statement of the reasons for the suspension and a notice

of their right to review, a copy of which shall be given to the Board. If the student is eighteen (18) years old or older, the letter will be sent to the student and a copy to the parents/guardians. Upon request of the parents/guardians, the hearing officer shall review such action of the superintendent, assistant superintendent, principal, or assistant principal. A request for review must be made within five (5) school days after the date of the notice of suspension. At the review, the parents/guardians of the student may appear and discuss the suspension with the hearing officer. The hearing officer shall report to the Board and provide a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the written report of its hearing officer, the Board may take such action as it finds appropriate.

Students who are suspended can, and are expected to, make up all schoolwork missed during the suspension.

### **REVIEW HEARING PROCEDURE**

1. The review hearing shall be held at a time convenient to the parents/guardians and to the school administration.
2. The hearing officer shall act as the presiding officer.
3. The school administration shall proceed first and the student may then proceed.
4. All participants shall be subject to inquiry by both parties.
5. The review proceedings will always be held in private.
6. The hearing officer may tape record the proceedings and provide a copy to the parents/guardians for the cost of copying, if so requested, in accordance with other school student records.
7. The hearing officer will conduct the review. The hearing officer must issue a written report of his/her findings, including a summary of the evidence and testimony provided by each party, to the Board of Education.
8. At the meeting the Board shall review the written report and take such action as it deems appropriate.
9. If there is a pending request for a suspension review hearing when an expulsion is recommended, the review hearing will be consolidated into one hearing with the Board.
10. Board action will:
  - a. Establish if all District policies and procedures have been followed
  - b. Establish whether the school rights and responsibilities code was violated
  - c. Establish whether suspension is an appropriate consequence

If the suspension is reversed by the Board of Education, the student's record shall be expunged of all notations or remarks regarding the suspension.

## **STUDENT EXPULSION GUIDELINES**

The Board of Education is authorized to expel students with or without services guilty of gross disobedience or misconduct for the full day, or portion thereof (i.e. classes) for a period not to exceed two (2) full calendar years. Students are not allowed to receive credit from District 88 during the period of expulsion. The student and/or parent/guardian shall be due the following procedural protections:

1. Prior to expulsion, the student shall be provided written notice of the charges and the time and place of the hearing. The student shall have an opportunity for a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he/she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. The Board shall provide written notice to the parent/guardian of the time, place and purpose of the hearing by registered or certified mail and request the appearance of the parent/guardian at the expulsion hearing.
3. During the expulsion hearing, the student and his/her parent/guardian and the administration may be represented by counsel, present witnesses and other evidence on his/her behalf and question adverse witnesses. The evidence and testimony presented by the parties must relate to the act of misconduct and the appropriate consequence.
4. The Board shall take final action regarding:
  - a. Whether the student committed the act of misconduct
  - b. Whether expulsion is the appropriate consequence and, if so, for what length of time

In addition to the procedures set forth above, the expulsion of special education students shall comply with the requirements of the Individuals with Disabilities Education Act, 20 U.S.C. S 1400 et.seq. and Board Policy 7:230.

## **CODE OF CONDUCT: ATHLETIC AND EXTRACURRICULAR ACTIVITIES**

**The objectives of the Athletic Program at Plano High School are:**

- 1. To provide as varied an athletic program as possible for students who wish to participate.**
- 2. To provide a coaching atmosphere that fosters healthy attitudes in cooperation, responsibility, and leadership.**
- 3. To insure the health and safety of participants by stressing physical conditioning and proper training habits.**
- 4. To provide a feeling of accomplishment for those involved through participation and end of the season rewards.**
- 5. To conduct athletic activities in the school in such a manner that they provide a wholesome experience for both participants and spectators.**

**Participation in athletic and extracurricular activities at Plano High School is a privilege and not a right and demands certain commitments. The code of conduct shall be explained at an orientation meeting and parent(s)/guardian(s) will be asked to sign the Extracurricular Code of Conduct Informed Consent Agreement and the Consent and Release for Drug Testing. The duration of this consent shall be one calendar year. Students are not eligible for participation in any extracurricular activities unless consent forms are signed within the sign-up period.**

**ATHLETIC & EXTRA-CURRICULAR OPPORTUNITIES** The following athletic programs are offered to eligible students at Plano High School: Baseball, Basketball, Softball, Track & Field, Cheerleading, Soccer, Volleyball, Football, Wrestling, Cross Country, and Golf. Eligibility is also required to participate in all extra-curricular activities (i.e., homecoming court, Chess Club, Scholastic Bowl, prom court, snowball, class officers, theater productions).

**There are also certain competitions or performances that students may be involved in as part of a class, but are not a part of the graded expectations for that class. Students must be academically eligible in order to participate in these non-graded competitions or performances. These students will also be governed by the Plano Extra-Curricular Activity Code of Conduct and Handbook Rules for these competitions or performances.**

**ATHLETIC FORMS** Students who participate in athletics, clubs, or activities will need to complete a yearly "Athlete Information/Consent to Treat/Liability Disclaimer" form. Students

will not be allowed to participate until this form is properly completed. These forms are available on-line when you register. Online registration for each sport will be at <https://il.8to18.com/plano>.

**ACTIVITY FEE** Students are required to pay an activity fee of \$75 for each interscholastic sport in which they participate. Fees are to be paid before a student can compete. **NO REFUNDS WILL BE ISSUED AFTER THE FIRST FULL WEEK OF THAT SEASON UNLESS AN ATHLETE IS CUT FROM THAT TEAM.**

**ACADEMIC ELIGIBILITY** In order to be eligible to participate in the extra-curricular programs at Plano High School, students must remain academically eligible. Student eligibility is checked weekly. **\*\*Any "F" would equal 2 point \*\*Any "D" would equal 1 point**

Students must not attain a five-point total or have 2 F's on a weekly basis. The school will mandate that any athlete receiving 4 points or more on the weekly eligibility will attend Athletic Study Hall. This study hall will occur every day until they become eligible during sports seasons. If an athlete does not attend this study hall, they will not be allowed to practice and could face a suspension.

If an athlete ends the semester not passing 5 classes or earning 2.5 credits, the athlete will be ineligible for the entire semester following the semester in which the points were accumulated.

**\*\*If an athlete is ineligible for a total of three weeks during any sport season, the Athletic Director can dismiss the athlete from the team. \*\*A student may also be ineligible due to unpaid fees (athletic or otherwise).**

**ATHLETIC EXPECTATIONS** Throughout his/her entire four-year high school career an athlete is expected to:

1. Use good judgment, be responsible, and show respect for person and property. An athlete will share responsibility for the actions of any group or individuals with whom they associate.
2. Be respectful to all adults and be cooperative in following the instructions of coaches.
3. Refrain from the use or possession of tobacco products, alcohol, illegal drugs, or the misuse of prescription drugs. Refrain from being involved in situations where others may be participating in the use of these items.

4. Maintain a good reputation as a representative of the community and school.

5. Attend the athletic orientation with a parent and/or guardian once per school year.

6. Refrain from switching from one program to a different program once the competition season has begun or after player cuts have been made (exceptions may be made for freshmen and sophomores).

**ATHLETIC TRANSPORTATION** If an athlete is given permission by the Athletic Director and/or coach to use alternative transportation, only a parent or guardian will be allowed to transport the student.

**AWARDS AND LETTERS** At the beginning of each sport season, the coach will outline the requirements for earning a varsity letter in that particular sport. The Varsity "P" will be awarded to any athlete who meets the individual lettering requirements for a particular sport on the varsity level. An athlete will receive one chenille letter per year.

Athletes completing their first year (freshman level) in a particular sport may receive chenille numerals (one set only). Those athletes completing their second year (sophomore level) in a particular sport will receive the chenille "Plano" script (one time only). Coaches may also establish special awards to be presented for outstanding accomplishments in each sport. These awards however, will not be awarded at the banquet. Each athlete that attends the banquet will receive a certificate and then can turn into the athletic office for these awards. Athletes must attend the banquet to receive these awards. These awards can also be purchased in the athletic office.

The following awards can be earned and are awarded at the senior awards night:

1. **Tri-athlete Award** An individual will receive this award at the end of their career at Plano High School if they have participated in three sports for all four years.
2. **Varsity Blanket Award** An athlete will receive a varsity blanket if he/she earns eight or more varsity letters during their high school career and has earned at least one all-conference award. Honorable mention and or special mention do not count.

**INJURIES:** Injuries may occur to athletes involved in sports. The potential for serious injury does exist. However, the coaches will teach in such a way that the chances of injury to



athletes/participants or to others will be minimized. It is, therefore, important that athletes/participants listen to the coaches and follow their instructions.

If an injury should occur, it should be reported to the coach immediately, no matter how minor the injury may seem at the time. Follow the coach's instructions in the care and treatment of that injury. If an injury should require that the athlete/participant be examined and/or treated by a physician/trainer, a written release must be obtained from that physician/trainer before the athlete/participant will be permitted to return to active participation. All athletes are covered by Plano School District #88 Student Accident insurance.

**INSURANCE** Plano Community Unit School District #88 students will now automatically be covered for accidents occurring at school-sponsored events. It may serve as secondary coverage or for students not otherwise insured as primary coverage. Student accident insurance will reimburse 100% of any out-of-pocket expense (up to \$25,000) incurred by parents/guardians for medical expenses for any accident that occurs during a school-sponsored activity. This is not health insurance but insurance coverage to pay any claims that may arise due to participation in a school-sponsored activity. Parents must activate this coverage through a claim form obtained from the school nurse or athletic trainer at the time of the accident. Because of this coverage an insurance waiver will not be required for participation in school-sponsored activities.

**INTERSTATE EIGHT CONFERENCE** Plano High School is a member of the Interstate Eight (I-8) Conference. The I-8 Conference schools compete not only in boys' and girls' athletics, but also in art, math, and music. Member schools of the I-8 Conference includes: Kaneland, LaSalle Peru, Morris, Ottawa, Plano, Rochelle, Sandwich, and Sycamore.

**PHYSICAL EXAMINATIONS** Annual physical examinations are mandatory before anyone is permitted to participate in an interscholastic sport. Physical exams over thirteen months old are invalid.

**SPORTSMANSHIP/SCHOOL SPIRIT** All students should set an example of good sportsmanship at all times. Students are also encouraged to display **PURPLE PRIDE** at events and cheer positively for our participants. Visiting teams and spectators have been invited as our guests. The highest respect must be extended

to game officials, visiting players, and fans. When visiting other schools, students will be expected to act appropriately. Disciplinary action may be taken for inappropriate behavior. Plano High School is committed to building and maintaining a positive reputation.

**STATISTICIANS** Students who volunteer to keep statistics will be governed by the same discipline rules and regulations, which govern athletes. The coach will define expectations.

**INFRACTIONS & CONSEQUENCES**

**LEVEL 1 INFRACTIONS:** Consequences for these infractions affect all athletes during their current sports season. Types of infractions within this group include conduct unbecoming of an athlete/participant such as such behavior that leads to a detention.

**FIRST OFFENSE:** Warning and letter put in the athletes file

**SECOND OFFENSE:** The athlete will be suspended for one contest

**THIRD OFFENSE:** Suspension for 2 contests

**LEVEL 2 INFRACTIONS:** Consequences for these infractions affect all athletes during their current sports season. Types of infractions within this group include conduct unbecoming of an athlete/participant such as rude and unacceptable conduct and any misbehavior that leads to an in or out of school suspension:

(Athletes can not practice and or participate in a practice and/or contest while serving the suspension.

- FIRST OFFENSE:** Minimum suspension of one contest (no warning) and loss of leadership privileges such as team captain or organization officer. If an athlete missed a contest while serving the suspension, that contest will count towards their suspension.
- SECOND OFFENSE:** Suspension of two contests

**THIRD OFFENSE:**

**Suspension of 25% of contests and/or possible dismissal from the team**

**LEVEL 3 INFRACTIONS:** Level 3 infractions committed at school or out-of-school will lead to an Activity Board hearing. The following is a list of behaviors, which are considered Level 3 infractions:

- a. Alcohol and other drugs, including steroids (possession and/or use of)
- b. Tobacco products (possession and/or use of), which also includes tobacco/juice vape or THC products
- c. Criminal act (charged with and/or convicted of)

**LEVEL 3 CONSEQUENCES**

**FIRST OFFENSE (throughout high school career):**

- a. The athlete/participant will be suspended from participation in 66% of the total sport season with an option to use an

Alternative Program to reduce the penalty to a minimum of 20% of the season (the Alternative Program option is only available on a first offense).

- b. An athlete/participant will lose any opportunity for team leadership positions throughout his/her high school career. He/she may not serve as a team captain or organization officer. If the offense occurs during season, then that person cannot be nominated for all-conference for that season.
- c. Suspensions involving participation in activities other than sports will be determined by the Activity Board using the above as a guideline.

**SECOND OFFENSE (throughout high school career):**

- a. Suspension for the balance of the present sport season and,
- b. A suspension for 33% of the next sport season that the athlete has participated in and,
- c. The athlete/participant will be required to seek assistance by participating in a long-term alternative program (at the expense of the student/parent/guardian). If drugs are involved, the athlete/participant must present a clean urine drug screen report before being allowed to be involved in another extra-curricular program.

d. If a **SECOND OFFENSE** takes place during the summer, or if the athlete/participant is not currently participating in a sport, an athlete/participant will be suspended from athletics for **100%** of the next sport that he/she has previously participated in during their high school career, excluding freshman.

**THIRD OFFENSE** (throughout high school career):  
Suspension from extra-curricular activities for **180** school days from the day of the infraction.

**FOURTH OFFENSE** (throughout high school career):  
Suspension from extra-curricular activities for student's remaining high school career.

**LEVEL 4 ADDITIONAL LEVEL 3 INFRACTIONS:** An infraction that can occur based on flagrant bullying or hazing that can create bodily or emotional harm to an individual within or out of school: This penalty can **NOT** be reduced.

a. **CONSEQUENCES:**

**FIRST OFFENSE:**

One-year suspension from extra-curricular activities from the time of the incident.

**SECOND OFFENSE:**

A lifetime ban on participating in extracurricular activities.

**PENALTIES:** Penalties invoked under the activity code are relative to the student's expected conduct as an athlete/participant and have no bearing on penalties that may be invoked under the District Discipline Policy. The athletic/activity schedule is defined specifically as scheduled events (i.e., contests, performances, activities) and does not include preparation time preceding them. The total number of events will be considered in calculating the length of a suspension.

**BBK-(31)-GBK-(31)-CHR-(9)-GVB-(35)-BBB-(35)-GSB-(35)-BGT-(18)-BGCC-(18)-SOC-(25)** each scheduled event will count as one contest

**BWR-(18)-GLF-(18)-CC-(18)** each match counts as

one contest and each tournament counts as one contest

A sport season is described as the legal date practice can start (per IHSA rules) through the completion of the awards presentation for each particular sport

- The season for students participating in other extra-curricular activities will be considered to be one semester in length or on average 126 calendar days. 66% of the length of the extra-curricular season will be considered 84 calendar days, 40% will be 46 calendar days, and 20% will be 23 calendar days. Extracurricular activities at Plano High School include, but are not limited to the following:

All athletics  
including  
Cheerleading  
Class Offices  
Homecoming  
Court  
Homecoming  
Chess Team  
Scholastic Bowl  
Prom Court  
Prom  
Snowball

Theater  
productions  
Driving/Parking  
Art Club  
Future Educators  
Bowling Club  
Intramurals  
Dance Team  
NHI  
NHS  
P.R.A.I.S.E.

**ALTERNATIVE PROGRAM OPTION** Student athletes may participate in a prevention/education approved by the social worker/ Athletic Director at the expense of the parent/athlete to reduce game suspension as described under level 3, first offense. The program has to be related to the offense. The athletic director/social worker must approve documentation of program entry within 20 days of the time the suspension has been determined by the Activity Board or the Activity Board Chairman in accordance with the athletic policies. The program must be completed within 90 days of the date of the incident and the athletic director/social worker must approve successful completion of the program. Failure to complete the program will result in penalties as though the athlete did not opt for the program and can carry over to the athletes next season.

#### **CLARIFICATIONS**

1. Athletic suspensions and activity suspensions will be dealt with separately.
2. The penalty, including suspension time, will begin at the time designated by the Activity Board and run consecutively

until completed.

3. The specific dates of suspension shall be determined by consensus of the Activity Board. The importance of specific activities or athletic contests shall not be used to determine the dates of suspension.
4. An athletic/activity suspension will run concurrently with a school suspension. No one will be allowed to practice, participate, or attend events during an out-of-school suspension.
5. Suspension time is not credited while a student is academically ineligible. After eligibility is achieved, suspension time will resume.
6. The Activity Board will determine the carry over consequences from one sport season/activity schedule to the next.
7. If necessary, an imposed penalty will carry over from one sport season/activity schedule to the next and from one school year to the next.
8. If a violation occurs out of a sport season, or when the athlete/participant is not participating in an activity, the penalty will begin with the next sport season/activity in which the student participates. If the student athlete is a sophomore, junior, or senior, they must have participated in the sport that they want to serve the suspension.
9. If an athlete is put on probation or court supervision because of the current charge, then that will be considered a plea of guilty. This will cause the charge to stand and there would be an infraction of the athletic code, even if the charges were dropped.
10. If a student refrains from participating in a sport/activity for a full calendar year, all suspension penalties will be viewed as served with the exception of a full career suspension. If there are any new violations, the athlete/participant's full history of violations will be taken into account.
11. If an athlete/participant DOES NOT COMPLETE a sport season in good standing, because suspension penalties for a LEVEL 2 – INFRACTION carry through the end of competition or through the end of the sport's awards presentation, the result will be: Loss of all awards and honors including All-Conference consideration.
12. While serving an IN-SCHOOL SUSPENSION, an athlete/participant may NOT practice and/or participate in contests/events.
13. If an athlete that is serving a Level 2 infraction does not complete the season in good standing, the suspension would not count and that suspension would carry to the

- next sport they participate in. This includes quitting and/or being removed from the team for any reason.
14. **Guilt by Association** - if an athlete is at a party (or in the company of people) and has knowledge that/of possible athletic violations are occurring and chooses not to leave, they will be charged with an athletic violation which can be from a level 1 or 2 infraction, to be determined by the athletic board at the hearing.
  15. If the athlete has never signed the athletic code of conduct, that athlete will not be punished for any prior violations.
  16. Any student choosing the “Alternate Program” to reduce a suspension penalty, must make a commitment to do so within 20 days of the time the suspension has been determined by the Activity Board.
  17. An Alternative Program involves an assessment, drug/alcohol screening (if applicable), counseling program that is related to the offense and is five hours in duration, and each program **MUST** have a family-counseling component. The program must also be approved by the school social worker.
  18. Student athletes may participate in a prevention/education approved by the social worker and Athletic Director at the expense of the parent/athlete to reduce game suspension as described under level 2, first offense. The program has to be related to the offense; documentation of entry must be approved to the athletic director/social worker within 20 days of the time the suspension has been determined by the Activity Board or the Activity Board Chairman in accordance with the athletic policies, as well as documentation of successful completion. The program must be completed within 90 days of the date of the incident. Failure to complete the program in the allotted time will result in penalties as though the athlete did not opt for the program and can carry over to the athletes next season.
  19. **Guilt by Association** consequences can include ALL levels of infractions.

## **EXTRACURRICULAR/ATHLETIC ACTIVITY BOARD**

### **ACTIONS THE ACTIVITY BOARD MAY TAKE INCLUDE THE FOLLOWING:**

- **Dismissal of the case**
- **Warning letter**
- **Probation with no immediate penalties**
- **Possible report to legal authorities as obligated in the Reciprocal Reporting Agreement**

**APPEAL PROCESS** A decision by the Activity Board involving a suspension from athletics/activities may be appealed through a formal letter to the principal. Any such appeal shall be made within ten days of the receipt of notice of suspension. Any suspension assessed by the Activity Board will be enforced while the ruling is being appealed.

**FLAGRANT MISCONDUCT** This includes willful destruction of/ or defacing school or private property, theft of school or personal property (including possession of items of clothing, etc., from other schools), and other behaviors deemed as serious by the Activity Board. This can lead to anything from a level 1 or 2 infraction.

### **CODE OF CONDUCT REVIEW PROCEDURES**

- 1. The Activity Board will only meet to review an infraction of the Extracurricular Code of Conduct if no admission/evidence of the incident is received from the student. The Activity Board will not need to convene if the following are present: admission by the student, documentation of school disciplinary action, legal authority documentation (examples include police reports, court documents, state's attorney information), or parent/guardian evidence pertaining to the infraction. When this evidence is present, the Athletic Director or Principal will notify the student of the "infraction level", evidence leading to the decision, and the consequence for sport activities. The Principal will notify students for all other activities included under the Extra Curricular Code of Conduct. Questions about an athlete/participant failing to fulfill code expectations may lead to a hearing before the Activity Board. If an athlete/participant admits a violation and the athlete/participant and parent/guardian agree to the pending consequences, the Activity Board chair may determine the consequences without convening the Activity Board.**
- 2. The Activity Board shall be comprised of an Activity Board Chair appointed by the Principal or his/her designee, present head coach/sponsor, and at least two other staff members. Others invited to attend the Activity Board hearing shall include the athlete/participant, the parent/guardian, and may include other coaches/sponsors.**
- 3. When an athlete/participant is reported for a possible infraction of the Activity Code, the Activity Board will, if**



possible, meet within 2 school days of the time of the notification. Any infraction occurring when school is not in session shall be dealt with upon the resumption of participation in any sport or activity by the athlete/participant, or at the opening of school.

4. In the absence of hard evidence, such as but not limited to, a police report or eye witness, the guilt or innocence will be determined by the Activity Board in conjunction with the parent/guardian.
5. A letter will be sent to the parent/guardian reflecting the final decision of the Activity Board

**A student who is assigned an in or out of school suspension for disciplinary reasons will NOT be permitted to attend or participate in school-related functions, including extracurricular activities. Students who have outstanding detentions will also not be allowed to participate in extracurricular activities including practice and games.**