



Partners for Success

Student and Parent Handbook

Revised
January 29, 2021



Table of Contents and Index

Table of Contents and Index	2-3
Regional Superintendent’s Welcome to Partners for Success	4
Mission Statement	5
Principal’s Message	6
Handbook Limitations	7
Student Attendance	8
General Guidelines for Student Attendance	8
Verifying Absences	8
Unexcused Absences and Chronic Truancy	8
Change of Address or Phone Number	8
Parent/Guardian Visits	8
School Day/Arrival and Departure	8-9
Daily School Arrival Procedure	8
Daily School Dismissal Procedure	8-9
Electronic Devices and Personal Property	9
Half Days for Staff Training	9
Parent-Teacher Conferences	9
School Closing for Weather	9
Grading Policy	9
Student Records	10
Dress Code and Guidelines for Student Appearance	10
Dress Code	10
Additional Guidelines for Student Dress	10
Cafeteria/Lunch Guidelines	11
Cafeteria Rules	11
Hot Lunch	11
School Store Snack Items	11
Bag Lunch/Lunch Brought from Home	11
Computer/Technology/Internet Acceptable Use Policy	11-12
Examples of Inappropriate Use of PFS Networks	11

Network Etiquette	12
Field Trips	12
Student Lockers/Student Searches	12
Student Lockers	12
Search and Seizure	12
Bullying/Intimidation/Harassment	13-14
Cyber Bullying/Social Media Bullying	13
Making a Complaint	13
Sexual Harassment	14
Making a Complaint	13-14
Medications	14-15
Administration of Medication	14
Over the Counter Medication	14
Procedures for Restrictive Medical Aides	15
Student Conduct	15-17
General Guidelines for Student Conduct	15
Prohibited Conduct at PFS	15
Restorative Practices in Student Discipline	16
Responses to Conduct Violations	16-17
Transportation Rules	18
Transportation Providers	18
Partners for Success Contact Information	19
COVID-19 Addendum	20-22



Dear Friends,

On behalf of the DuPage Regional Office of Education, we would like to welcome you to Partners for Success; the Illinois State Board of Education supported Regional Safe School for DuPage County.

Now in our 23rd year, Partners for Success has worked with over two-thousand students and families from our 42 school districts, successfully providing alternatives to expulsion and suspension. While working with our key partners, that are parents/caregivers, students, staff, schools, and our communities, we have not only provided our students and schools with alternatives to expulsion, but more importantly provided our students with the skills, tools and strategies to successfully return to their home schools and continue their educational journey in their community.

Our school reflects the Mission of the Regional Office of Education, found on the following page. We welcome your feedback and, most importantly, your support as we work together throughout this year to promote the successes of all of our students.

Sincerely,

Dr. Darlene J. Ruscitti
DuPage County Regional Superintendent of Schools

MISSION STATEMENT

The Mission of the DuPage Regional Office of Education is to Collaboratively Build and Sustain a High Quality County Educational Community for All Youth

Goal Area 1. To install an effective and efficient Regional Office of Education that is organized and functional in supporting children, youth, and professionals

Goal Area 2. To provide direct services to youth based on areas of special focus

Goal Area 3. To facilitate the linkages and resource-sharing arrangements among schools and districts across DuPage County

Goal Area 4. To facilitate collaborative arrangements between schools and districts, and human/social service organizations, and community service programs/projects (e.g., civic responsibility, service learning, etc.)

We envision

A **County Educational Community** that

Values and uses the richness of diversity in developing and nurturing youth

Fosters and supports coordinated learning experiences

Facilitates collaborative, consolidated, and comprehensive service for youth and families

Learners who

Are mutually respectful, compassionate, and encouraging

Are self-confident, self-motivated, and resilient lifelong learners

Are responsible, accountable, and contributing members of their school and community

A **Curriculum** that

Focuses on a continuum of skill development, from basic literacy to higher level thinking skills

Provides real world, research-based, and integrated learning experiences

Common Core and outcome based instruction

Schools that

Are safe, clean, attractive, pleasant – conducive to learning and growth

Respond to the richness of diversity in their offerings

Are linked with and accountable to the community

Learning Environments that

Foster interactive and relevant learning

Are stimulating and resource-rich

Build community

Educational Professionals who

Are open, valuing, and caring of all youth

Remain current on research-based practices

Are skilled in using a variety of stimulating and rigorous teaching techniques

Work with families and community as partners

Partners for Success

Student & Parent Handbook

Page 5 of 22

PRINCIPAL'S MESSAGE

Dear Students and Parents/Guardians:

Partners for Success (PFS) is an educational environment for students who have seriously or regularly violated the code of conduct at their home middle or high school. PFS was established to provide such students an option to continue to attend school, earn credit, develop academic skills, and learn effective social skills that will enable students to return to and be successful in the regular school environment.

PFS has a small enrollment which allows the staff to work with each student as an individual. The PFS staff seeks to develop each student as a member of the PFS community—a restorative community—as we believe that will enable each student to grow as an individual as well as academically. Learning to be a positive member of our community will also enable each student to return to their home school successfully.

The PFS staff and I believe all students can learn and in fact want to learn; if they are not learning it is our responsibility as a school community to remove the barriers to their learning and create ways for them to be successful. We intend for each student to be successful and will work within the structure of the PFS program to achieve that result.

This handbook is for use by parents as well as students. We expect parents to review the information contained in the handbook with their students. It is important to ask questions about things that parents, or students do not understand so that the information can be clarified. We reserve the right to make changes in our policies during the school year if needed and welcome suggestions for parents or students about how we can improve PFS together.

We look forward to working with you and helping you successfully return to your home school.

Sincerely,

Anthony Crespo, Principal
Partners for Success

Handbook Limitations

Application of this Handbook. The terms and conditions for participation in Partners for Success described in this Handbook apply to all students enrolled and parents and/or guardians.

The Structure of this Handbook. The content of this Handbook follows the language and section titles of the DuPage County Employee Policy Manual or DCEP Manual (online). However, sections have been assigned to fit the needs of the DuPage County Regional Office of Education and the Partners for Success Student and Parent Handbook. Addendums to policy statements are made by the DuPage County Board throughout the calendar year. In general, addendums are in force as they are communicated to the DuPage Regional Office of Education and incorporated into the printed content of this Partners for Success Handbook annually following review and approval of the Superintendent of Schools or designated administrator.

This Handbook is not to be construed as an employment contract or to create contractual rights, but rather to serve as a guideline for day-to-day policies. The DuPage County Regional Office of Education reserves the right to vary these policies to meet individual student needs. Policies and procedures in the Handbook are subject to change from time to time as the needs of the DuPage County Regional Office of Education may require. We will attempt to keep you informed of changes as soon as practical.

No Contract. This Handbook contains policies approved by the DuPage County Board as they apply to the DuPage County Regional Office of Education and are presented for informational purposes only. Nothing in these statements creates or is intended to create a contract, expressed or implied.

STUDENT ATTENDANCE

General Guidelines for Student Attendance. Regular daily attendance is necessary for success at PFS and students are expected to attend school unless they are ill, observing a religious holiday, or dealing with a personal or family emergency. It is important for parents and students to understand that students should not attend school if they are ill or have a fever.

Verifying Absences. All absences must be verified by the student's parent/guardian. To verify an absence the student's parent/guardian must contact the PFS office ((630) 543-4222 extension 10) by **7:00 am** on the day of absence. The parent or guardian must also notify transportation one hour before the student's pickup time that the student will be absent (see page 18 of the handbook for a list of transportation providers and phone numbers}. Absences that are not excused are considered truant.

Unexcused Absences and Chronic Truancy: Students must attend PFS regularly to achieve the goals of the program for academic and personal growth. Students and parents should be aware that home school administrators will evaluate a student's attendance pattern at PFS when deciding when to transition the student back to the home school. Students who enter PFS with a history of truancy will be assigned to a DuPage Regional Office of Education Behavior Interventionist who will mentor the student and monitor the student's ongoing attendance. Any PFS student who shows a pattern of unexcused absences/truancy will be assigned to a Behavior Interventionist.

Change of Address or Phone Number. Parent(s)/guardian(s) are required to notify the PFS office and the student's home school when there is a change of address or phone number.

Parent/Guardian Visits. Parent(s)/guardian(s) are encouraged to visit PFS. For security purposes, parents(s)/guardian(s) should notify the PFS office at (630) 543-4222 ext 10 at least 24 hours in advance of the visit. Parent(s)/guardian(s) should report to the main entrance and show identification prior to entering the building.

SCHOOL DAY/ARRIVAL AND DEPARTURE

Daily School Arrival Procedure. PFS is in session from 7:30 am to 1:30 pm on regular attendance days. All PFS students are to take designated sending school arranged transportation to/from school; they should arrive at PFS at approximately 7:30 and enter the building at the main entrance. PFS staff will be stationed at the main entrance to greet students and supervise their entry. Entry before 7:30 must be approved by the principal. Students must comply with dress code guidelines upon entering the building—those who are not dressed appropriately will be held at the main office until their dress is corrected. Upon entering the building students must store coats and all personal possessions in their locker and then proceed directly to the cafeteria.

Daily School Dismissal Procedure. Middle school dismissal begins at 1:26 p.m. At dismissal, middle school students should proceed to their lockers, exit the building at the main entrance, and then enter designated sending school arranged transportation vehicle. Dismissal for high

school students begins at 1:30. At dismissal high school students should proceed to their lockers, exit the building at the main entrance, and enter their designated sending school arranged transportation vehicle. Dismissal will be supervised by the principal, dean of students, and those teachers who do not have a seventh hour class. If a student is being picked up by a parent/guardian, the parent/guardian must come to the main office, show a photo identification, and sign the student out.

Electronic Devices and Personal Property. Cell phones and other personal electronic devices must be turned off and stored in the student’s locker during the school day. Coats, wallets, purses, backpacks, cameras, and other personal positions must also be kept in the student’s locker during the school day. PFS has an “at your own risk” policy regarding bringing all items to school and will not take responsibility for losses from theft of personal items.

Half Days for Staff Training: On shortened schedule days, the school day will begin at 7:30 am and dismiss at 11:00 am. Regular arrival and dismissal procedures will apply.

Student/Parent/Teacher Conferences: Two sets of Student/Parent/Teacher Conferences will be scheduled during the year, one in October and one in March. Conferences will be scheduled on Thursday afternoon and evening and Friday morning on the specified dates. Students will not attend classes on these days but students are expected to attend their conference along with their parent(s)/guardian(s) and teachers. Specific dates will be announced at the beginning of the school year.

School Closing for Weather: PFS may close due to dangerous weather conditions during the winter months. Since PFS students come from school districts across DuPage County, PFS relies on Addison School District 4 to determine if conditions warrant closing school on a specific day. Whenever there is a concern that school may close, parent(s)/guardian(s) should access the Addison District 4 website (<http://www.asd4.org>) to get school closing information. Students/parents/guardians should assume school will be open unless there is official notice school will close. PFS will also send out a message via the SchoolMessenger system once closing has been determined.

GRADING POLICY

Each student will be given a class syllabus for each course at the beginning of each semester. The following grading scale is used at Partners for Success:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

0-59 = F

***An Incomplete (I) may be given in lieu of a failing grade.**

STUDENT RECORDS

PFS keeps records on each student's grades, credits earned, attendance, and conduct violations during the time the student attends PFS. Grades, credits, and attendance are considered permanent records and will be sent back to the home school/district when the student returns. Parent(s)/guardian(s) of students aged 17 or younger may view their student's records by contacting the PFS administration at (630-543-4222) or acrespo@dupageroe.org.

The home school/district is responsible for obtaining proof of residency, collecting school fees, and verifying required immunizations for each student.

DRESS CODE AND GUIDELINES FOR STUDENT APPEARANCE

Dress Code: Students are expected to follow the dress code from transportation pick up through drop off at the end of the school day. The general dress code applies to male and female students:

- Solid white or grey polo shirt (one shirt is issued by Partners for Success).
- Solid navy blue or black pants/shorts. Shorts must be worn at waist level and be no shorter than one inch above the knee. A belt is required. Skirts or dresses cannot be worn.
- Solid black, white, or brown shoes. Shoes can be dress or athletic shoes. Shoelaces must be matching colors.
- Physical education classes may require specific clothing and shoes for students to participate.

Additional guidelines for student dress:

- Hats, caps, bandanas, sun visors, or other head coverings cannot be worn.
- Coats, jackets, sweatshirts, hoodies, or windbreakers cannot be worn in the classroom; if students bring these garments to school they must be placed in the student's locker. During inclement weather, PFS will issue a school approved fleece jacket to be worn during school hours.
- Earrings may be worn but if worn must be worn on each ear.
- Jewelry depicting alcohol, tobacco products, drugs, or containing messages, graphics, or symbols which are derogatory, inflammatory, or sexual in nature cannot be worn.
- Spiked or dangerous jewelry, (such as handcuffs, chains, etc.) cannot be worn.
- Tattoos must be covered throughout the school day.
- Eyebrows must be symmetrical.
- Known gang signs/symbols/colors cannot be displayed at school.

CAFETERIA/LUNCH GUIDELINES

Cafeteria Rules. All PFS expectations for student conduct apply when students are in the cafeteria. Students may use the microwave oven located in the cafeteria to heat up lunch items brought from home. Generally, students should remain seated throughout the lunch period, but students may use the restroom with the permission of a staff member. At the conclusion of the lunch period, students are responsible for cleaning all trash off their table.

Hot Lunch: Hot lunches are provided for students who qualify for free lunch. Students who qualify for reduced lunch may purchase ten lunches for \$4.00 by bringing a check payable to District 4 to the main office. Students who do not qualify for free or reduced lunch can purchase ten lunches for \$28.50. Students who want to purchase hot lunch should bring a check for \$28.50 payable to District 4 to the main office.

School Store Snack Items: Students may purchase school store snack items to enjoy with their lunch. These items cost between \$.25 and \$1.00; students should not bring more than \$5.00 at a time to purchase these items.

Bag Lunch/Lunch Brought from Home: Students may bring a bag lunch from home. All lunches brought from home must be turned in to the main office at the beginning of the school day to be checked. Bag lunches may include soft drinks, chips, or snacks. Soft drinks, chips or snacks must be factory sealed in their original container.

COMPUTER/TECHNOLOGY/INTERNET ACCEPTABLE USE POLICY.

PFS students shall have access to a variety of instructional technologies, email, and other messaging; and internet access to facilitate their learning. Students must use these tools safely and appropriately. Acceptable use means that student access to electronic networks must be for the purpose of education or research and be consistent with the educational objectives of PFS. General expectations for behavior and communication apply when students are using networks and technology.

To ensure proper use of technology resources, PFS has developed an acceptable agreement which is contained in the document, “**Acceptable Use of Electronic Networks.**” Students and parents must sign this document upon enrollment at PFS.

Examples of Inappropriate Use of PFS Electronic Networks: PFS students may not use the PFS electronic networks to copy copyrighted material or another person’s work; download software unless it is licensed for use at PFS, hack into/gain access to unauthorized files or accounts; or invade another person’s privacy. PFS students may not post content developed by another person without that person’s consent or post anonymous messages. PFS students may not use PFS electronic networks to access, submit, post, or display content that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive,

harassing, and/or illegal. PFS students should not share or use another person's password to access the PFS electronic network.

Network Etiquette: PFS students are expected to adhere to the generally accepted rules of network etiquette. Network etiquette means being polite and not abusive in messages to others; using appropriate language (no swearing or vulgar language); and not revealing personal information. PFS students should assume that any messaging or website browsing may be reviewed by the PFS administration and staff.

FIELD TRIPS

Field Trips are part of some courses at PFS. When PFS staff plan a field trip they will notify parent(s)/guardian(s) about the date, time, destination, and purpose of the field trip. Parent(s)/guardian(s) must sign and return a consent form to verify their permission to take the student on the field trip. Field trips are a privilege and PFS staff reserve the right to exclude a student from a field trip for disciplinary reasons. The PFS conduct code and dress code apply to all field trips; exceptions to the dress code must be approved before the date of the trip by the PFS administration. There will be a minimum of two staff members/volunteers on each Field Trip. Volunteers will also receive background checks.

STUDENT LOCKERS/STUDENT SEARCHES

Student Lockers. Each student will be assigned a locker when they enter PFS. Lockers should be used to store coats and other personal property that students bring to school. Lockers should remain locked during the school day using the lock supplied by PFS.

Students are responsible for the content in their locker. Lockers are owned by PFS and PFS staff may search any student's locker and seize the contents therein when there is reasonable suspicion to believe the locker contains items that violate PFS policies or threaten the safety of students and/or staff

Search and Seizure. The PFS staff may conduct reasonable searches of students, their clothing, their lockers, or their property at school when there is reasonable suspicion that a student has possession of an item or substance that is a violation of PFS policies and/or threatens the safety of students and/or staff. If the search results in finding an inappropriate item or substance, the item(s) will be confiscated. Any time items are taken from a student following a search, PFS staff will also notify the student's parent(s)/guardian(s) about the search and the items confiscated. Depending on the circumstances, confiscated items will be destroyed, returned to parents, or given to law enforcement officials.

BULLYING, INTIMIDATION, AND HARASSMENT

PFS will not tolerate any form of bullying—either in person or cyber bullying, intimidation, or harassment. Bullying, intimidation, and harassment diminish a student’s ability to learn and disrupt PFS’ ability to meet each student’s academic and personal goals. These behaviors negatively affect PFS’s capacity to develop a positive and caring learning community where all members of the community are expected to be good citizens.

Federal and state law prohibits bullying, intimidation, or harassment based on actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, protection-status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned.

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

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

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

Making a Complaint: Students and parent(s)/guardian(s) who believe they are or have been victims of bullying, intimidation, or harassment should make a report to the Discrimination Coordinator (Joan Glotzbach, Assistant Regional Office of Education Superintendent) at (630 407- 5772) or one of the Complaint Managers; (Anthony Crespo, PFS Principal) at (630 543-4222) or (Cortney Thomas, PFS Dean) at (630 543-4222).

Any retaliation or reprisal against a person making a complaint is strictly prohibited and will be treated as a severe act of misconduct by the PFS administration. A student will not be punished for making a complaint that is unfounded by the PFS administration unless the student making the complaint is knowingly making false accusations to harm another.

In Crisis? Help is at your fingertips. Trained crisis counselors are just a text away. Text REACH to 741741

The crisis text line can be used 24/7 and is a free, confidential service for anyone experiencing crisis. Reasons people use the crisis text line:

Anxiety	Isolation	School Problems
Depression	Substance Abuse	Friend Issues
Suicidal Thoughts	Family Issues	LGBTQ Support
Health Concerns	Physical Abuse	Bullying
Stress	Self-harm	AND MORE!

SEXUAL HARASSMENT

Sexual Harassment. PFS will not tolerate any form of sexual harassment of students or staff. Sexual harassment is defined as follows: unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex that has the purpose or effect of limiting any student in the enjoyment of any right, privilege, advantage, or opportunity in the educational environment. Reported incidents will be closely and discreetly investigated. If a student feels he/she is being sexually harassed should notify a staff member or make a complaint to the Principal, Dean, or designated Discrimination Coordinator.

Federal and state law prohibits sexual harassment of students or staff.

Making a Complaint: Students and parent(s)/guardian(s) who believe they are or have been victims of sexual harassment should make a report to the Discrimination Coordinator (Joan Glotzbach, Assistant Regional Office of Education Superintendent) at (630-407-5772) or one of the Complaint Managers; (Anthony Crespo, PFS Principal) at (630-543-4222) or (Cortney Thomas, PFS Dean) at (630-543-4222).

Any retaliation or reprisal against a person making a complaint is strictly prohibited and will be treated as a severe act of misconduct by the PFS administration. A student will not be punished for making a complaint that is unfounded by the PFS administration unless the student making the complaint is knowingly making false accusations to harm another.

In Crisis? Help is at your fingertips. Trained crisis counselors are just a text away. Text REACH to 741741

The crisis text line can be used 24/7 and is a free, confidential service for anyone experiencing crisis. Reasons people use the crisis text line:

Anxiety	Isolation	School Problems
Depression	Substance Abuse	Friend Issues
Suicidal Thoughts	Family Issues	LGBTQ Support
Partners for Success	Student & Parent Handbook	Page 14 of 22

Health Concerns
Stress

Physical Abuse
Self-harm

Bullying
AND MORE!

MEDICATIONS

Administration of Medication: PFS does not have a health professional on staff to administer medications. If a student does require medications, PFS recommends that parents administer medications from home.

If medications must be taken at school, the home school principal must designate the PFS administration to be the designee to administer the medication. The student's parent(s)/guardian(s) must give PFS written permission to administer medication as prescribed by a doctor. The medication permission form must be completed every year and whenever the student's prescription changes.

Students who are taking medications must bring a copy of the prescription and the medication to the main office; medications must be in their original container. The administration will store all medications in a locked storage.

Students who use asthma inhalers may carry the inhaler during the school day.

Over the Counter Medications: PFS will not administer over the counter medications without a doctor's order and written permission from the parent(s)/guardian(s). Students are not allowed to carry or use over the counter medications such as cough drops, throat lozenges, ibuprofen, or aspirin.

Procedures for Restrictive Medical Aids. In cases where an injury requires a student to use a restrictive medical aid such as a brace, sling or splint, the student's parent/guardian should notify the PFS main office. The student will not be allowed to attend classes wearing a restrictive device unless the doctor/medical provider verifies through a written notice that the student is wearing the device for medical reasons.

STUDENT CONDUCT

PFS has established guidelines for student conduct and citizenship. These guidelines are intended to ensure the safety and dignity of students and staff; maintain a positive learning environment; keep school and personal property secure; and teach students skills that will enable them to become independent, self-disciplined, and productive citizens in the school community and society.

General Guidelines for Student Conduct: An important goal at PFS is to teach students to be responsible for their own actions, to respect every student's right to an education without interference, and to be part of a community of learners that supports each other. To achieve this goal students must attend school regularly prepared and ready to learn, support the efforts of classmates and teachers, participate in the learning activities offered., and to actively seek to develop one's best self.

PFS guidelines for student conduct apply at school, traveling to and from school, and at school activities outside the school building. PFS guidelines for student conduct may apply to student behavior after the school day or on the weekends if a student's actions would potentially disrupt the school environment or threaten the health and safety of students and staff members.

Prohibited Conduct at PFS

The following examples of student conduct are violations of the PFS guidelines for student conduct. Students who demonstrate these behaviors will receive disciplinary consequences through the restorative system of interventions. In the most severe cases, students may be excluded from school, dismissed from PFS, and/or reported to law enforcement officials.

- Using, possessing, purchasing, sharing, or selling tobacco, nicotine, or vaping materials.
- Using, possessing, purchasing, sharing or selling illegal drugs, prescription drugs, steroids or other banned substances.
- Using, possessing, purchasing, sharing, or selling a weapon.
- Using, possessing, purchasing, sharing, or selling a firearm.
- Theft or stealing.
- Purposeful destruction of property.
- Disrupting the learning of others.
- Sexual harassment
- Bullying including cyber bullying.
- Fighting or threatening behavior
- Swearing, lewd or vulgar language
- Cheating or academic dishonesty
- Behavior that is potentially disruptive to the educational process at PFS
- Behavior that threatens the health or safety of PFS students and/or staff.

Restorative Practices in Student Discipline: PFS seeks to be a restorative program for all students and that is reflected in PFS's responses to students who violate the conduct expectations on any level. Whenever a student commits a violation, they are asked to consider five basis questions:

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way were they affected?
- What do you think you need to do to make things right?

The student must answer these questions in a restorative conference or group setting where the student is confronted by students, staff, or others he/she affected by his/her behavior and actions. The discussion gives voice to the members of the group harmed by the student's behavior; it also causes the student to verbalize his/her actions and accept responsibility for the problems those actions caused for others. The process also makes the student accountable for making the problem right in the future and encourages the development of the student as a member of the community.

The membership of a restorative conference varies depending on the severity of the incident and whom or what it affected. PFS is organized to have restorative circles in classrooms as part of the regular learning routine. Small incidents will be handled in these classroom circles. Larger issues will involve teachers, parents, and the PFS administration.

Responses to Conduct Violations. The following is a list of the steps the PFS staff will take to develop students as members of the PFS community.

1. Restorative conversations and circles. The nature of the restorative conversations/circles and the persons who will participate in them will be determined on a case by case basis.
2. Notifying parent(s) guardian(s) about the student's conduct and resulting outcomes.
3. Loss of specific school privileges
4. Temporary isolation from other students during the school day.
5. Return of property or restitution for lost, stolen, or damaged property
6. Seizure of contraband from a student's locker
7. In a case of student conduct that could be considered a felony, the PFS administration may notify law enforcement officials.
8. Exclusion from school/out of school suspension. In rare cases when a student poses a threat to the school environment that cannot be resolved through a restorative conference, the PFS administration may exclude a student from attending PFS for a period of one to ten days.
9. Referral back to the home school to withdraw the student from PFS. In rare cases when the student repeatedly demonstrates through his/her conduct an unwillingness to be part of the PFS community, the PFS administration may ask the home school to change the student's placement so that the student is no longer enrolled at PFS.

TRANSPORTATION RULES

All PFS students are provided free transportation to and from school by their home school/district; all students are expected to use the transportation provided. PFS' general guidelines for conduct as well as the specific rules established by the transportation company will be enforced while students are using transportation. Drivers are required to report all incidents occurring in the vehicle whether on the way to or from school, or any other destination or activity.

Once a student's specific pick off and drop off location is determined, the student will only be picked up or dropped off at that location. Any exceptions must be approved in writing by the PFS administration. Permanent changes in transportation will be made by the student's home school/district. In situations when a parent/guardian brings a student to school, or arranges for an early dismissal, the parent/guardian must come into the office and sign the student in or out.

****Please cancel transportation one hour before pick-up time**

Sending School Transportation Providers		
District #2	Fenton Bus	630.860.6275
District #88	Cottage Hill Bus	630.279.9570
District #100	Fenton Bus	630.860.6275
District #99	West Way Bus	630.793.8710
District #203	First Student Bus	630.369.4237
District #204	First Student Bus	630.904.0900

Septran Naperville	630.357.1070
Septran Winfield	630.668.0088
American Taxi	224.220.2560
Access Transportation	630.824.0884
Citizen's Taxi	630.510.3980
Hopewell Trans	630.426.1749
Illinois Central	630.584.1658
Universal Cab	630.617.5400 X1
303 Cab	847.368.8918

PARTNERS FOR SUCCESS

848 N. Mill Road
Addison, IL 60101

Phone: 630.543.4222 Fax: 630.543.3609

PfS Website: <http://www.dupage.roe/PfS/>

Contact email for absences, records requests, doctor's notes, visits to the facility, or any other requests can be made via email, pfsadmin@dupageroe.org.

JUPITER

Our school uses the Jupiter Ed website to help keep you informed about your child's progress. You can login anytime to check your child's current grades, homework, missing assignments, test scores, and report cards, and to contact teachers. It's completely secure, so no one else can see your personal information.

Here's how to get started:

1. Go to login.JupiterEd.com
2. Click on "Parent".
- 3.

Type your "Name of your Student"
Name:

Password: Type in your temporary password given to you at the Intake Meeting.

School: Partners for Success

City: Addison

State: Illinois

4. At the prompt, choose your own password.

5. At the next prompt, enter your email.

SCHOOL MESSENGER

Partners for Success utilizes SchoolMessenger, to provide parents and stakeholders with school information, newsletters, notifications, and predictable as well as unpredictable information such as school closings due to weather. Every parent has different communication preferences. With SchoolMessenger, you can be reached in the way you want to receive messages. PFS uses the school notification system via voice, text, email and push notifications if you opt-in for text message notifications. To receive more information about this, please contact us at (630) 543-4222 or at pfsadmin@dupageroe.org.



Partners for Success Student/Parent Handbook Special Additions Due to Pandemic 2020-2021

This document is a special addition to the PFS Student/Parent Handbook to address temporary changes caused by the COVID- 19 pandemic. Because the virus is constantly changing, this document may be changed during the year without notice. Any changes to PFS policies or procedures including disruptions of in-person learning, will be made by the DuPage Regional Superintendent Dr. Darlene Ruscitti in consultation with and, if necessary, at the direction of the

Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.

Parents should contact PFS if you have any concerns regarding your student's education, health, or safety.

Health and Safety Procedures

1. Students and parents/guardians will be required to follow public health and safety measures implemented by PFS.
2. Students must wear face masks during the school day and on school transportation to and from school. PFS will provide each student with a face mask each day before dismissal. Students will wear their masks home and back to school the next day; at the end of the day they will turn in their masks and take a new one to wear home.
3. Students should not attend school if they have flu-like symptoms consistent with the pandemic such as fever, coughing, loss of taste or smell, or stomach pain.
4. Students who have a compromised immune system, live with a family member with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact PFS.
5. Students who test positive for the pandemic, with or without symptoms, will be reassigned to exclusively remote learning for 14 calendar days and may not be on school property.
6. Students and parents/guardians should understand that regular school procedures may be changed to comply with recommendations of the Governor, the Illinois Department of Public Health, DuPage County health officials, emergency management agencies, and/or Regional Office of Education. This could include, but is not limited to bathroom, locker, hallway, hand sanitization, desk cleaning, locker accessibility, and social distancing guidelines.
7. Upon arrival at school, students should report directly to their assigned classroom. Students will only have limited locker access during the school day and should not bring personal items to school that would be stored in their locker.

In-Person Instruction and Remote Learning Procedures

1. During the duration of the COVID-19 pandemic, students and parents/guardians can expect that students will attend regular school (in-person learning) and remote learning. PFS will offer in-person learning when it is reasonable to have students at school safely. When it is not possible to have students in the building safely, PFS will switch to remote learning as often as needed.
2. PFS will communicate with students and parents/guardians on a regular basis about whether PFS will do in-person learning or remote learning or a combination of the two.
3. When PFS is doing in-person learning, students are required to wear masks during the school day and on transportation to and from school. Locker and hallway access may be restricted, and students will not be allowed to gather in groups. Students will also practice social distancing.
4. When PFS is doing remote learning, students are required to participate in learning activities as if they were attending school in person; parents/guardians are responsible for ensuring

their student participates. Students who do not participate in remote learning activities will be considered truant and will be referred to the DuPage Regional Office of Education Behavior Interventionists for mentoring.

5. When PFS is doing remote learning, all guidelines for student conduct apply including dress code, network etiquette, anti-bullying and harassment guidelines and any attempts to disrupt remote learning. Students who violate PFS guidelines will be subject to restorative consequences.

Attendance

1. When PFS is doing in-person learning, students are to report to their assigned classroom immediately after entering the building.
2. During remote learning, students are to be ready for and engaged in learning at the assigned time for their remote lesson.
3. Students are expected to arrive to class promptly, whether doing in-person learning or during a scheduled remote learning period.
4. Teachers will take attendance for each period whether students are at school in person or attending remotely.
5. When a student must be absent for in-person learning, parents/guardians should follow the procedures stated in the Student/Parent Handbook for reporting absences including notice to the PFS office and the student's transportation provider. Guardians will be asked to provide the reasons for the absence.
6. When a student must be absent for a remote learning session, parents/guardians should notify the PFS office. Guardians will be asked to provide the reason for the absence.
7. Since student absences are likely to increase during the COVID-19 pandemic, PFS has expanded the list of its attendance codes to reflect the types of absences that will be excused. This list of excused absences includes but is not limited to students sent home for exhibiting symptoms (M), quarantining because they have been exposed to the virus (A), quarantining following a positive test result (D), and guardians who feel it is unsafe for the student to be physically present in the school (E).