

Commit to the PIRATE

Promise of
Integrity
Respect
Achievement
Towards
Excellence



Student Handbook 2014-2015

Table of Contents

What is <i>Commit to the Pirate</i> ?	3
Student Behavior Matrix	4
Acknowledgement System	5
Behavior Infractions and Definitions	
<i>Minor</i>	6
<i>Major</i>	7-9
Attendance Procedures, Definitions and Infractions	10-11
Consequence-Related Information/Restorative Justice	12

What is Commit to the PIRATE?

PHS's System of Behavior Support:

Palatine High School implements and supports a behavioral system known as Commit to the PIRATE. This system teaches positive behaviors, and reinforces and acknowledges students who demonstrate these behaviors. The system also has intervention supports for students who have a difficult time understanding student expectations, or who present with more challenging behaviors.

Approach:

PHS uses a school-wide behavior system that addresses the entire school (classrooms, hallways, gyms, cafeteria, media center, bathrooms, school grounds, etc.). Every staff member (teacher, teacher assistants, secretaries, maintenance, cafeteria staff, student supervisors, etc.) is aware of the behavioral expectations and works to ensure that students are responsible for following the same rules/expectations in all settings and with all adults in the building.

What does Commit to the PIRATE look like at PHS?

1. Behave with **integrity, respect** and **achievement**.
2. Behavior expectations are taught to all of the students in the school through direct teaching from staff members.
3. Appropriate student behaviors are acknowledged by staff with verbal recognition and the issuance of a red ticket. Tickets can be redeemed for awards and recognitions.
4. PHS has a streamlined intervention system in place for students who may have a difficult time, and who need more support in the school setting.
5. The entire school community is actively involved to create a positive school culture at PHS.

How can you participate?

1. *Know the behavioral expectations:* Commit to the PIRATE rules and expectations will be clearly outlined by staff.
2. *Set an example:* Once you know the behavior expectations, model them for your peers. Be an agent of change and inspire your peers to demonstrate integrity, respect, and achievement.
3. *Learn from your mistakes:* Lots of people make mistakes, but those who are able to learn from them are those who are less likely to repeat them. If you receive a discipline referral, do your best not to make the same mistake again!

*Commit to the Pirate instruction will also take place in during homeroom.

STUDENT MATRIX

	Integrity <i>~Doing the right thing when no one is looking</i>	Respect <i>~Using common courtesies</i>	Achievement <i>~Showing responsibility</i>
General	Dress according to PHS dress code Properly wear your ID Do your own work	Use appropriate language and volume Keeps hands & possessions to self Use good manners/common courtesies Clean up after yourself	Be an ally, stand up for a fellow pirate in need
Hallways/ Stairways	When gathering for school always leave a clear pathway Report problems to adult or staff	Walk on right hand side Move to the side to talk Clean an ear so you can hear Limit public displays of affection – “Kiss & Fly”	Keep voice level low Take most direct route
Cafeteria	Keep your place in line Present all food items to cashier Leave it cleaner than you found it	Clean up after yourself Use good manners with staff	Use time productively: (Ex: Use SSC, make appointment with counselor, bathroom etc.)
Classroom (All instructional areas- media center and tutoring areas)	Be in class and do your best Put effort into your work	Stay on task Keep an open mind to others’ opinions	Be on time to class Complete your homework Have all materials for class
Locker Room & Bathroom	Use your own locker Use a school lock to secure personal items	Clean up after yourself Mind your own business	Dress for class in a timely manner
Offices	Enter quietly Go directly to the appropriate office	Wait patiently to be addressed Politely ask for assistance	Complete intended task
Special Events	Leave it cleaner than you found it	Use good manners Limit public displays of affection – “Kiss & Fly”	Be engaged
Bus	Always follow posted bus rules Be willing to help others	Use good manners with the bus driver Be kind and courteous to all	Stay in your seat
Campus Parking Lot	Follow safe arrival & dismissal procedure Wait your turn to get on the bus Take your assigned bus	Park in designated area	Display proper parking tag Follow posted signs

Commit to the PIRATE Acknowledgement System

Student Instant Prizes

1. Staff members acknowledge students with a Commit to the Pirate red ticket when students display *Integrity, Respect, and/or Achievement*.
2. Students can submit their ticket to the lines in the cafeteria to purchase cafeteria items. Each red ticket is worth 25 cents and could be used in combination to purchase items.
3. No change will be given when students “cash in” their red tickets for cafeteria items.
4. Students who choose to redeem cafeteria items using red tickets will not be eligible to submit those same red tickets into a monthly locker for a prize.
5. Red tickets can be used to purchase cafeteria items any day in any line, unless otherwise posted.

Students Monthly Prizes

1. Students can opt to submit tickets into any of the monthly drawing lockers across from the attendance office for a more valuable prize. Monthly prizes are indicated on each locker.
2. Drawings will take place at end of each month.
3. Four students will win the monthly prize. Winners will be featured in a Shout-Out in Homeroom and will receive a certificate and prize during the school day following the Shout-Out.

Semester Grand Prizes

All the monthly tickets will go into a display box and will be eligible for the semester drawing. From that box, one grand prize will be drawn per semester, and that student will be awarded a semester prize, usually higher in value than monthly prizes.

In addition, booster drawings will be held at various times throughout the school year, in which students will earn instant prizes, including coupons for items in the cafeteria and other gift cards.



STUDENT ID:#

INTEGRITY

RESPECT

ACHIEVEMENT

PRINT STAFF NAME

MINOR BEHAVIOR DEFINITIONS AND CONSEQUENCES

For each of the infractions outlined below, teachers/staff should first have a conversation with the student regarding their inappropriate behavior (1st offense) then make parent contact (2nd offense) prior to making a discipline referral (3rd offense); dates of conversation/parent contact should be included within the discipline referral

Infraction	Definition	Consequences
Dress Code Violation (B4)	<p>Instances where a student’s dress or grooming disrupts the educational process, interferes with the maintenance of a positive teaching/learning climate, or compromises reasonable standards of health, safety, and decency.</p> <p>Outer layer of clothing must cover chest, hips, stomach, and mid-thigh at all times. Students must not wear clothing associated with gang representation. Students must not wear clothing that depicts the use of tobacco, alcohol, illegal substances, or weapons. Coats, jackets, hats, caps, and all clothing designed as outdoor wear (with the exception of Palatine High School extracurricular gear) may not be worn except during arrival and departure. These items must be placed in a locker immediately upon arrival.</p>	<p>1st Offense: Conversation with student + Required change of attire</p> <p>2nd Offense: Required change of attire + Parent contact</p> <p>3rd + Offense: COMPLETE DISCIPLINE REFERRAL; Required change of attire, Parent contact + Alternative Discipline option</p>
Unauthorized Use of Electronic Communication Equipment (E8)	<p>Visibility or use of electronics (cell phones, personal listening devices, laptops, etc.) without permission of teacher/supervisor for <u>educational purposes</u>.</p>	<p>1st Offense: Conversation with student + Confiscation by Teacher (item returned at the end of the period)</p> <p>2nd Offense: Confiscation by Teacher (item returned at the end of the period) + Parent contact</p> <p>3rd Offense: COMPLETE DISCIPLINE REFERRAL; Parent contact + Parent must retrieve item or Alternative Discipline option</p>

MAJOR BEHAVIOR DEFINITIONS and CONSEQUENCES

*Consequences are subject to administrators' discretion based on varying factors.

Major Infraction	Definition	Potential Consequences
Academic Dishonesty	Cheating, copying, plagiarizing, or otherwise representing the work of others as one's own through verbal, written, graphic, electronic, or other means.	1st Referral: No credit on assignment + Teacher contact parent + Administrator referral 2nd + Referral: No credit on assignment + Administrator contact parent + Possible course reduction, multiple detentions
Bullying	An act of intimidation that can be described as aggressive behavior that directly or indirectly, verbally or behaviorally, with the intent to inflict harm, injury or damage to person or property	1st Referral: Multiple detentions + Administrator/parent phone conference 2nd Referral: ISS to Out-of-School suspension
Dangerous Behavior	Acts which endanger or harm the health, safety, and welfare of others	1st Referral: Multiple detentions + Administrator/parent phone conference 2nd Referral: ISS + Administrator/parent phone conference + Possible course reduction, OSS
Disturbance	Excessive socializing, noises, movements that disrupt the educational environment; <u>includes verbal altercations between peers</u>	1st Referral: Warning + Parent contact to detention 2nd Referral: Detention to ISS 3rd Referral: ISS to Suspension pending parent conference
Threats/Intimidation	Direct threat against the life of a student or staff member	1st + Referral: Suspension pending Principal conference + Possible arrest
Illicit Drug Related/ Alcohol Related	Possession, use, sale, or distribution of any intoxicant, alcoholic beverage, "look-alike" alcoholic beverage, illegal drug, "look-alike" drug, or narcotic, or exhibiting the odor of alcohol or any illegal drug, narcotic, or controlled substance. This prohibition includes any <i>attempt</i> to sell or <i>solicitation</i> to obtain an illegal substance. Possession, use, sale, or distribution of any intoxicant, alcoholic beverage, "look-alike" alcoholic beverage, illegal drug, "look-alike" drug, or narcotic, or exhibiting the odor of alcohol or any illegal drug, narcotic, or controlled substance. This prohibition includes any <i>attempt</i> to sell or <i>solicitation</i> to obtain an illegal substance.	1st Referral (Possession): 3-5 OSS + Possible arrest + referral to Chemical Education group 2nd Referral (Possession): Suspension pending Principal Conference + Possible arrest 1st Referral (Intent to sell): Suspension pending Principal conference + Possible arrest
Physical Fighting	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)	1st Referral: 5 Days OSS + Possible arrest + Peer Mediation upon return 2nd Referral: 7-10 Days OSS + Possible arrest + Peer Mediation upon return 3rd Referral: Suspension pending Principal conference

Major Infraction	Definition	Potential Consequences
Gang Activity	A “gang” means any ongoing 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 acts in violation of school rules, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules. Gang activity includes, but is not limited to, any act in furtherance of the gang and possession or use of gang symbols, such as drawings, hand signs, and attire	1st Referral: Warning to multiple detentions issued + Police referral 2nd Referral: 3-5 Days OSS + Semester Social Suspension + Police referral 3rd Referral: 5-10 Days OSS + Year-long Social Suspension + Police referral 4th Referral: Suspension pending Principal conference + Police referral
Harassment	Verbal statements, gestures, or electronic communication in which the student tries to bully, intimidate, or frighten, directly or indirectly, any student or school employee	1st Referral: Warning + Parent conference to multiple detentions issued 2nd Referral: 3-5 Days OSS + Counselor involvement
Sexual Harassment	Conduct which has the effect of creating a hostile or offensive environment might include sex-oriented verbal joking, teasing, questions, anecdotes, or offensive personal remarks of a sexual nature	1st Referral: Multiple detentions issued to 5 Day OSS + Police referral 2nd Referral: Suspension pending Principal conference
Insubordination	Repeatedly disregarding directives given by teachers/staff members; <i>includes repeated use of inappropriate language in the classroom after being redirected</i>	1st Referral: Detention(s) or Alternative Discipline option 2nd Referral: Multiple detentions issued or Alternative Discipline option 3rd Referral: OSS to Suspension pending Principal conference
Profanity/Obscenity	Swearing, derogatory, or offensive language directed toward a teacher/staff member	1st Referral: OSS + Possible course reduction 2nd Referral: Suspension pending Principal conference
Technology/Computer Violation	Improper use of building/district technology equipment (i.e., computers, iPads, assistive technology devices); <i>includes accessing inappropriate websites and downloading inappropriate/prohibited materials (for example)</i>	1st + Referral: Inappropriate content removed + Student access to network blocked (4 weeks to full semester)
Theft	Possession of stolen property belonging to the school, staff, or other students	1st Referral (Petty Theft): Multiple detentions issued + Restitution 2nd Referral (Petty Theft): ISS + Restitution + Police referral to OSS 1st Referral (Large Scale Theft): OSS + Arrest + Restitution 2nd Referral (Large Scale Theft): Suspension pending Principal conference + Arrest

Major Infraction	Definition	Potential Consequences
Smoking/Tobacco Violation	Students may not smoke, possess, or use tobacco or any “look alike” tobacco substance in any form anywhere on school property	1st Referral: Chemical Education to 3 Day OSS + Police Referral 2nd Referral: 5 Day OSS
Vandalism	Vandalism is the destruction of property belonging to school, staff, or other students	1st Referral: Multiple detentions issued + Restitution 2nd Referral: ISS + Restitution + Police referral to OSS
Weapons – Firearms / Weapons – Other	Weapons violations entail the possession, use, attempt to use, threat to use, conspiracy to use, or aiding to use a weapon. A weapon includes guns, rifles, shotguns, knives, brass knuckles, billy clubs, bombs, flares, smoke bombs, explosives, or incendiary devices, any item defined by applicable federal or state law as a weapon, and look-alikes of these types of items	1st Referral: Suspension pending Principal conference + Arrest

ATTENDANCE RELATED INFRACTIONS

Students are expected to be in all of their classes every day. If you are not here, your parents need to call the office by 10:00 am on the day of absence. If they do not call, your name is automatically placed on a DO NOT ADMIT list.

Any student who leaves the building without permission will be considered truant. Parent phone calls will not be accepted after the fact.

Palatine High School Tardy Policy

STUDENT RESPONSIBILITY

- Arrive to class on time.
- If tardy, avoid disruption.

TEACHER RESPONSIBILITIES

- Teachers will not complete tardy referrals.
- Teachers will be responsible for taking regular and accurate attendance.
- Teachers will additionally be responsible for communicating to students that they are being marked tardy for each infraction.
- ***Teachers will be responsible for contacting home after the 5th, 10th, and 15th tardy incident in their class.***

ATTENDANCE OFFICE RESPONSIBILITIES

- Attendance reports will be run on **Mondays** and **Thursdays** by attendance clerks, for the following ranges:
 - 5-9 tardies (5)
 - 10-14 tardies (10)
 - 15-19 tardies (15)
 - 20-29 tardies (20)
 - 30-39 tardies (30+)
 - 40-49 tardies (40+), and so on...
- Students crossing the threshold of the 5th, 10th, 15th, and 20th infractions will be seen and assigned appropriate consequences (see below).
 - Students will receive the consequence for the range below their current tardy count; for example, if a student shows up in a report as having 8 tardies, he will receive the 5th tardy consequence (the student will receive the 10th tardy consequence after he/she crosses that threshold).
- Students falling into ranges of 30+, 40+, 50+, etc., will receive more individualized attendance plans through problem-solving teams.
- Reports will be constructed for attendance clerks, as well as a document for tracking students that have been seen at each interval.
 - For example, a student who receives 6 tardies will be seen and will be assigned a 5th tardy consequence; should the student receive 2 additional tardies, he will come up again when the report is run for the 5-9 tardy range; a tracking system will be developed so that attendance staff know the student has already received consequences for that "range".

ATTENDANCE RELATED INFRACTIONS

Infraction	Definition	Potential Consequences
Truancy – class	Unauthorized absence from class, the school day, or any portion thereof. This may include but is not limited to <i>being more than 5 minutes late</i> to the class	<p>1st Class Truancy: 2 detentions, parent conference, 1 week Social Suspension, 1 week Off-Campus suspension, Truancy Ticket warning (per Village ordinance, tickets issued on 25th truancy), or Alternative Discipline option</p> <p>2nd Class Truancy: 3 detentions, parent conference, 2 week Social Suspension, 2 week Off-Campus suspension, Truancy Ticket warning, or Alternative Discipline option</p> <p>3rd Class Truancy: Parent conference, 1 month Social Suspension, 1 month Off-Campus suspension, Truancy Ticket warning, or Alternative Discipline option</p>
Excessive Absences	Absences (excused or unexcused) are considered excessive when there are six or more per class, per semester	<p>6 Absences: Parent contact by teacher, automated district letter sent home</p> <p>7-8 Absences: Administrative parent conference regarding documenting extenuating circumstances surrounding absences</p> <p>9+ Absences: Parent conference, possible Truancy Ticket and contact made to regional Truancy Officer</p>

Consequence-Related Information/Restorative Justice

As indicated in the Major/Minor Infractions grids, Alternative Discipline options could potentially assigned for CERTAIN infractions. The following is a description of Alternative Discipline/Restorative Justice consequences:

*Restorative justice focuses on teaching students to “make right” what they have disrupted in the overall learning environment by demonstrating inappropriate behavior. Through alternative discipline/restorative justice discipline options, students have the opportunity to learn more about a) how their behavior impacted other teachers, students, or the school community and b) more appropriate responses and behaviors moving forward. An example of an alternative discipline/restorative justice consequence option may be to have a student who was being disruptive in a classroom setting write a letter to the teacher - outlining how their behavior was inappropriate, apologizing for the incident, and outlining how they will behave differently in the future (or to have a student who was found to be vandalizing school property clean up around school, for example). Alternative discipline options additionally focus on **keeping students in classes and engaged in learning,** instead of being suspended inside or outside of school.*