



FACULTY HANDBOOK
2021 - 2022

BOARD APPROVED: April 12, 2021

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Paris Cooperative High School Staff

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Boyers, Rob - Business	Norman, Lisa - Aide
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Calhoun, Cindy - Aide	Powers, Renae - Special Education
Clodfelder, Jeremy - AER	Pruett, Kevin - Band
Collier, Nancy - Special Education	Richards, Brandon - Math
Collins, Jessica - Admin. Ass't	Rigdon, Bessie - Spanish/Math
Crews, Nathan - English	Roberts, Van - Kitchen
Daniels, Beth - Kitchen	Seaton, Heather -Business
Dean, Heather - Aide	Shupe, Anna - Agriculture
Disilva, Amy - Custodian	Simmons, John - Eng. Design
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Furgeson, Kelli - Health	Smith, Jody - Math/Ind. Technology
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Grant, Kevin - Maintenance	Stallings, Jordan - English
Happ, Doug - Math	Stallings, MaryAnn - Science
Hendrickson, Jessica - Chorus/Band Ass't.	Sullivan, Mark - Maintenance
Hibschman, Kevin - Social Studies	Tapscott, Diane - Aide
Humrichous, Jim - Agriculture/Welding	Thomas, Roger - Math
Ike, Chris - Admin. Ass't.	Tingley, Missy - Nurse
Johnson, Christopher - Custodian	Wilkie, Matthew - Spanish
Johnson, Patrick - Custodian	Wilson, Jami - Science
Keys, Sheila - English	

Belief Statement

The fundamental beliefs of this school which are incorporated within our philosophy of education are:

- That the learning process needs to be the priority. It needs to be transparent, open, and inviting in order for the students, parents, staff, and community to be engaged.
- That every student can learn and need to be rigorously challenged at their current level of achievement.
- That all students want to participate in an educational environment which inspires continuous learning, provides opportunities to excel, and is guided by positive role-models and mentors.
- The teachers should model lifelong learning and embrace new ideas and technology.
- That school leaders are risk takers, committed to the educational goals of the community, vigilant in obtaining and sharing new knowledge for the operation of the school, and are providing the best educational environment in a fair and equitable manner.
- The parents are the most important people in their child's development and are responsible for their child becoming productive members of society.
- That the community needs to be united in the common goal of providing the best possible education through networking and resource sharing, while the school needs to reach out to insure a cooperative citizenry.

Mission Statement

Paris High School is a learning community dedicated to developing well-rounded, productive, engaged citizens in a safe and supportive environment.

Absence Reporting

Attendance is taken every period of the day by entering the information in TeacherEase. Teachers are to enter absence information as soon as feasible.

Abused and Neglected Child Reporting

Any Cooperative employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any Cooperative employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. *Negligent failure to report* occurs when a Cooperative employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFA.

Any Cooperative employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678) or online at www.report.cybertip.org/ or www.missingkids.org. The Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any Cooperative employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal or designee who will investigate and take appropriate action. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

See Board Policy 5:90 for more information.

Acceptable Use of the School's Electronic Networks

All use of the school's electronic networks shall be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Terms and Conditions

Acceptable Use - Access to the school's electronic networks must be: (a) for the purpose of education or research, and be consistent with the school's educational objectives, or (b) for legitimate business use.

Privileges - Use of the school's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or building principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the networks. Some examples of unacceptable uses are:

- Using the networks for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any state or federal law;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- Downloading of copyrighted material for other than personal use;
- Using the networks for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or gaining unauthorized access to files, resources, or entities;
- 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;
- Using another user's account or password;
- Posting material authored or created by another without his/her consent;
- Posting anonymous messages;
- Using the networks for commercial or private advertising;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the networks while access privileges are suspended or revoked.

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:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.

- Do not use the networks in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the networks to be private property.

No Warranties - The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be 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 specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Network, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

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.

Telephone Charges - The school assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and school policy prohibit the re-publishing of text or graphics found on the web or on school websites or file servers without explicit written permission.

- For each re-publication (on a website 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.
- Staff engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- 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 website displaying the material may not be considered a source of permission.
- The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

Use of Email - The school's email system, and its constituent software, hardware, and data files, are owned and controlled by the school. The school provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- The school reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
- Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- Electronic messages transmitted via the school's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the school. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- Use of the school's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is almost assured if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members shall supervise students while students are using school internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each school computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the principal or designee.

The system administrator and building principal shall monitor student Internet access.

Accident Reporting and Investigating

Employees must report any accident or injury to the principal immediately following the accident or injury. Employees will assist in completing an accident/injury report and update administration regarding recovery from accidents or injuries following doctor visits. The Administration will investigate all accidents and injuries and efforts to prevent any further accidents and injuries.

Administering Medicine to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. The school nurse may administer medicine to students with parent permission. In special circumstances, students may carry an EpiPen and/or medication prescribed for asthma for immediate use at the student's discretion. The school nurse will make arrangements with staff members for field trips, special events, emergencies, etc. For further details, consult the school nurse and Board Policy 7:270.

Nothing shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Anticipated Absences

Student anticipated absences for doctor visits, family vacation, business or educational forum with family members must be approved by the administration three (3) days prior to the event. The Anticipated Absence Form must be completed prior to the absence. The Anticipated Absence Form can be obtained from the office. Any student who fails to obtain permission will have the absence recorded as unexcused and will be counted as truant.

Attendance Policy

It is of utmost importance that each student is in school every day. Irregularity in attendance is the most frequent cause of unsatisfactory work and school failure. School work takes place in the classroom, and work cannot be "made up" completely before or after absences. One day's absence often costs two days of schoolwork, the day of absence and the lack of preparation for the day of return. It should be understood that any extended absence from school means loss to the absentee, that extended absences may cause serious loss, and that all justifiable absences should be for genuinely good reasons.

Absences for the following reasons are justifiable and will be counted as excused absences:

- Personal illness
- Death in the immediate family (as defined in Section 24-6 of The School Code)
- Medical and dental appointments
- Unavoidable accidents or emergency
- Religious holidays
- Personal reasons or parental discretion arranged in advance with the Principal.

Absences for other reasons than stated may be counted as unexcused. Attendance policy extends to all co-curricular activities, i.e. music presentations, contests or public events engaged by school organizations representing Paris High School of which the student is a member. The student will be regarded as being truant and will be dealt with according to the unexcused absence truancy schedule.

Skipping classes, truancy, and poor attendance will not be condoned. If a student skips classes or is truant, the parents will be notified by the office. The absence will be unexcused/truant. Chronic truancy and poor attendance cases are referred to the assistant principal and to the regional truancy intervention officer. The regional truancy intervention officer will contact the student and his/her parents to discuss this problem with them. If this behavior continues, the regional truancy intervention officer may file a petition with the court and legal remedies will be sought.

Student Illness at School

If a student becomes ill at school, he/she must report to the nurse prior to calling/texting a parent. The parent must be called by the nurse/office before the student will be permitted to leave school. If the student leaves without permission, the absence is unexcused and the student will be marked truant. Students must remember that restrooms are not sick rooms. If a student is ill in the rest-room and cannot leave, he/she must have another student notify a teacher or the office immediately. Not notifying the office after missing a class may result in the student's absence being unexcused. Any student who leaves school during the day must first obtain permission from the office. Any student who leaves the school grounds during the school day without first obtaining permission will have his/her absence recorded as unexcused and will be counted as truant.

Tardiness

If a student arrives late to school, he/she must report to the office for a pass. Students not in the room and ready to work when the bell rings will be considered tardy. Tardiness is counted under this policy on a semester basis. The PHS mentoring period is considered a period of the day and discipline procedures for this period are the same as all other class periods.

Consequences of Tardiness

These are guidelines intended to allow students to have a clear expectation of the consequences of continual tardiness. The administration reserves the ability to deviate from this schedule if deemed necessary to address unique or unforeseen circumstances.

- 1- Free – Documented by teacher
- 2- Free– Documented by teacher
- 3- Detention with teacher
- 4- 3 Days AER @ lunch
- 5- 3 nights detention
- 6- 5 nights detention
- 7- 1 full day AER
- 8+- late stay

If a student has been detained in the office, or by a teacher, the student must ask for a pass before going to his/her next class.

Unexcused Absence/Truancy Schedule

The following schedule will be used as a guideline for all truanancies that occur throughout the school year. Supportive services will be offered to the student who is experiencing an attendance problem.

1st Occurrence - Notification of parents. Student assigned one detention per class period he/she was truant, or if truant more than two (2) class periods, a day of AER will be assigned.

2nd Occurrence - Notification of parents, social worker and student services staff. Student assigned one (1) day of AER.

3rd Occurrence - Notification of/ or conference held with the parents. Notification of social worker and student services staff. Student assigned one (1) day of AER.

4th Occurrence (and all successive truanancies) - Consequences to be determined by administrator, including but not limited to lunch detention, after school detention, late stay, AER, conference with faculty discipline council, or out-of-school suspension.

Backpacks

No backpacks will be allowed into classrooms or other instructional areas. Backpacks and large purses must be stored in student lockers.

Bulletin Boards and Posting Materials

School bulletin boards are for the purpose of internal communications and school business items only. Classroom bulletin boards are for instructional purposes, the display of student work and pupil motivation. All other materials posted on any school bulletin boards or elsewhere in school buildings by any organization or individual shall have prior approval of the building administrator and shall be posted only in the approved spaces. Unapproved or improperly displayed materials will be removed.

Calendar

The official high school activity calendar is maintained by the administrative assistant. View the calendar on the school webpage and email Jessica Collins to add events. The athletic calendar is maintained by the athletic director. If you wish a date reserved, make arrangements as early as possible.

Canine Searches

PHS recognizes that it has the primary function of providing a safe and drug free environment for students. The Board of Education authorizes the principal to request the assistance of law enforcement officials for the purpose of conducting reasonable searches of school grounds and lockers for alcohol and illegal drugs including searches conducted through the use of specially trained dogs. The school is under lockdown during searches—keep students in rooms until released.

Child Abuse/Neglect

All personnel are required to observe the physical and emotional wellbeing of the pupils. Any suspected instances of child abuse or neglect should be reported to the principal and a written note made of the extent of the abuse or neglect. The notes should include the date, time and other relevant information. All staff members are mandated reporters. Staff members are required to report any suspected instances of neglect or abuse to the Illinois Department of Children and Family Services (DCFS) at 1-800-252-2873. Any employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center of Missing and Exploited Children's Cyber Tipline 1-800-843-5678, or online at www.cypertipline.com. The principal shall also be promptly notified of the discovery and that a report has been made.

Classrooms

The schedule determines a staff members' location. If it becomes necessary to leave the school during the workday, please notify the office. Teachers are required to be in or outside the door of the classroom at 8:00 a.m. Teachers may leave at 3:40 p.m. Classrooms should be kept locked except when they are in use. Teachers are responsible for keeping the room orderly.

Classroom Discipline

Discipline in the classroom is a primary responsibility of the teacher. Teachers are expected to establish written classroom rules with consideration given to reasonable positive and negative consequences. The rules must be approved by the building administrators and on file in the administrative office. It is important that the students are aware of the rules and that they are enforced throughout the year. Discipline shall be consistent, firm, and fair. One of the most commonly heard criticisms is that all students are not being treated equally.

Classroom rules must include:

- Tardies will be charged to all students. A student must at least be in the classroom when the tardy bell rings. Teachers have the discretion to make the standard more specific.
- Students must be compliant with the Dress Code.
- No food or drink will be allowed in the classroom unless cleared by the administration.

The use of physical force in controlling student behavior is not condoned. There are many other, more acceptable disciplinary measures, including speaking with student privately after class to explain class rules and expectations and concerns; give students help after class/school; change student's seat; give student special work at his/her level; give student extra attention; check cumulative folder; call parent; hold conference with parent and student at school; send home notices regarding behavior/school work; assign detention; establish contingency management program with student; refer student to guidance/administration; and arrange with administration to have student removed from class for up to two days. If these or other measures do not bring about the desired behavior from the student, or if the misconduct is of a very serious nature, then that student should be brought to the office. Measures available to the administration, in addition to those listed above, include: assignment; in-school or out-of-school suspension for up to ten days; short-term removal from class; permanent removal from class; referrals to outside agencies, and recommendation to the school board for an expulsion hearing. A teacher is allowed to use reasonable force as needed to maintain safety for students or other persons and for

self-defense or the protection of property. Actions prohibited by statute, however, include slapping, paddling, prolonged maintenance of students in physically painful positions or the intentional infliction of bodily harm.

In referring students to the office for assistance in discipline matters, teachers are to submit an online discipline form in TeacherEase with the pertinent information recorded and action taken. Teachers will also contact the office via the phone that a student is coming to the office.

Classroom Standards

Set high standards for classes and let students know what is expected of them. Students will not perform to their abilities if expectations are low. Students should know that when they come into the classroom each day, they will find it ready with a well prepared lesson. When students are absent from class they should know they have missed something. Make classes meaningful and worthwhile.

Cobra Insurance

The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their dependents (qualified beneficiaries) the opportunity to continue health insurance coverage under the school's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence. See administration for more information.

Commemorative Holidays

Teachers are required to observe the following commemorative holidays with appropriate classroom activities that will lead to pupil understanding and appreciation:

American Indian Day	Susan B. Anthony Day
Leif Erikson Day	Arbor and Bird Day
Casimir Pulaski Day	Illinois Law Week
Martin Luther King Day	Illinois Good Roads Day
September 11 Day of Remembrance	Iraq & Afghanistan Veterans Remembrance Day
Recycling Day	Columbus Day
Korean War Veterans' Day	Veterans' Day
Pearl Harbor Veterans' Day	Christa McAuliffe Day
Ronald Reagan Day	Vietnam Veterans' Day
"Just Say No" Day	Day of Remembrance of the Victims of Slavery and the Transatlantic Slave Trade
Emancipation Proclamation Week	Volunteer Emergency Responder Appreciation Day
Mother Mary Ann Bickerdyke Day	

Committees

All staff members are expected as a part of their normal duties to serve on committees pertaining to school activities, when such committee assignments are made by the principal.

Communicable and Chronic Infectious Disease

An employee with a communicable or chronic infectious disease is encouraged to inform the Principal immediately and grant consent to being monitored by the Cooperative's Communicable and Chronic Infectious Disease Review Team. The Review Team, if used, provides information and recommendations to the Principal concerning the employee's conditions of employment and necessary accommodations. The Review Team shall hold the employee's medical condition and records in strictest confidence, except to the extent allowed by law.

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

Confidentiality

In the normal course of business, employees may be given or may acquire information about the school and its students, which is not available to the general public. This information is confidential and may include medical, academic, social/emotional, psychological, or other information. All employees are responsible for respecting and maintaining the confidential nature of such information. Whether orally or in writing, confidential information may only be disclosed within the school to those who need to know the information to perform their job functions. Confidential information may not be disclosed outside of the school except for legitimate and legal business purposes.

Cooperative employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed

in, a closed School Board meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the Cooperative or used by the Cooperative or its employees.

Daily Announcements

Read, listen, or watch the daily announcements during Mentoring. General student announcements are online at the school's website. Email announcements to Jessica Collins to have them placed online.

Dances

Most dances sponsored by student groups are held in the cafeteria. Any dance held by a group should be supervised by at least two teachers, must be approved by the administration in advance, and added to the school activity calendar.

Discipline Policy - (Point System)

A point system has been developed which provides that students are assigned points for behavioral infractions. The student is informed of the misbehavior and given an opportunity to improve before a more severe discipline is imposed. The point system is an attempt to teach students responsibility for their actions and to help them learn acceptable and unacceptable behavior in the school community and society in general. The point system also delineates for students, staff, and administration when the student's behavior has reached the point where a recommendation for class removal or a recommendation for expulsion is warranted. Furthermore, the point system is a method by which the classroom teacher and the administration will communicate to parents what is expected of students, exactly how many demerits or points their child has accumulated and at what point severe action will be taken.

Points are given on two levels:

(1) Classroom - given by the classroom teacher for infractions of classroom rules.

(2) Building and Grounds - given by administration / teachers for infractions of school rules such as failure to sign in, misbehavior in the halls and grounds, or any behavior constituting gross disobedience.

At both levels, the classroom and building and grounds, all attempts will be made to alter the student's behavior through consequences, parental conferences, student services, and other appropriate services before the student reaches maximum points. Building administrators will have approval of building and grounds points assigned by staff.

Point System - Classroom

The classroom teacher will develop his/her classroom rules and points given for infractions. The rules and demerits will be communicated to students in writing so that they know the behavioral expectations and the consequences should they misbehave. The rules and points will also be turned into administration. The teacher will also keep his/her own record of the student's accumulation of points.

A letter (or email) will be sent home upon the accumulation of 10 disciplinary points in a semester in a particular class. A copy of the letter will also be given to the administration and the student. If a student receives 20 points in a semester, the student will be placed in AER for a period of one to five days. The teacher will notify the parent by telephone about the temporary removal from class. The parent may request a conference with the teacher and counselor/administration.

At the accumulation of thirty 30 points per semester in a particular class, the teacher may request that the student be removed from class and placed in AER for the remainder of the semester. The student will be accorded due process prior to the removal including the right to explain to an administrator his/her version of the events, which lead to the removal. The removed student shall be required to make arrangements with his/her teacher on a weekly basis to complete the course requirements from which the student was removed. The student shall suffer no academic penalty solely by reason of having been removed from class. In some circumstances upon agreement by the teacher, student, and administrator, the student may be reinstated in class.

In addition to assigning points for rule infractions, the classroom teacher can also assign detentions to students. These detentions are held before school, during lunch, or after school. Teachers will include in classroom rules the conditions upon which students may be assigned detentions. Once a student has served or missed an assigned detention with a teacher, the student may be assigned an office detention supervised by an administrator.

Point System - Building and Grounds

The point system will apply to behavior outside the classroom if the behavior occurs on school grounds or has reasonable connection to the school program. Points shall accumulate by semester of attendance. Teachers, administrators, and staff will be responsible to administer this policy.

Accumulation of 15 points -- a student may be assigned detention or appropriate alternative consequences.

Accumulation of 20 points -- a student may be assigned AER, suspended 1 to 3 days, or appropriate alternative consequences.

Accumulation of 30 points -- a student may be assigned multiple days of AER, suspended 1 to 5 days, or appropriate alternative consequences.

Accumulation of 40 points -- a student may be suspended for 5 to 10 days or receive appropriate alternative consequences.

Any accumulation over 50 points may result in expulsion proceedings.

The point system is a method of discipline and, to the extent circumstances warrants it, the administration will impose discipline using the point system to assure the cohesive and consistent application of consequences for certain acts of misconduct. However, while the system is designed to assure consistent application of discipline, each act of misconduct giving rise to a cause for disciplinary action shall be judged on its own merit, and the administration reserves the right to impose more disciplinary sanctions than called for by the point system in situations where there is a major or particularly serious infraction, or when a series of repeated infractions warrant a more serious disciplinary action. Further, the administration reserves the right to impose less disciplinary sanctions than called for as

the situation warrants it. As it is impossible to anticipate all specific instances of misconduct, the administration reserves the right to impose a punishment for specific situations not addressed in the misconduct point system.

Disciplinary Action

PHS will not tolerate a student stopping a teacher from teaching or another student from learning. School officials will discipline appropriately all students who do not conduct themselves in accordance with the rules and regulations and who thus hinder the learning process of other pupils. Furthermore, dependent on the nature and severity of the infraction, school officials may exercise their authority to request the assistance of law enforcement agencies. The following are explanations of the disciplinary measures that may be employed by school personnel following a student's violation or continued violation of rules or regulations. A violation of the rules is to be established by a preponderance of evidence; and disciplinary action taken will be based on established guidelines, previous infractions, and the situation. Disciplinary measures that may be used include but are not limited to detention, Alternative Education Room(AER), alternative to suspension, parent conference with faculty discipline council, out-of-school suspension, or expulsion.

Late Stay

A student that has continuing problems with attendance, tardiness, or other problems that may result in AER or out of school suspensions may be placed in Late Stay. Students will be kept after school from 3:30 until 6:30. They will be expected to do work as instructed. Failure to sit a late stay as assigned will result in a three day out of school suspension and reassignment of the late stay.

Detention

A student may be detained after school by a staff member for up to sixty (60) minutes as a disciplinary measure. The student must notify and receive approval from that staff member if he/she cannot be present, so that the next day may be rescheduled for the detention. Failure to show up for detention as assigned without prior arrangements will result in the student receiving additional disciplinary action. In some instances, depending on the nature and severity of the infraction, students will sit after school detention(s) for up to sixty (60) minutes with the principal or assistant principal on Monday through Friday in the AER room.

Alternative Education Room

The purpose of the AER room is to provide an educational environment for a student who because of certain circumstances needs an alternative to his/her educational schedule. Students get the assignments for the day from their teachers and a list of the assignments is provided for the supervisor. Students are assigned to the room from 8:15 to 3:40. They may bring a bagged lunch with them or lunch may be obtained in the cafeteria. Students must be quiet, seated, and working on assignments. (If assignments are completed, students must be engaged in reading or writing). If rules are not followed, the school office will be notified, and further disciplinary measures will be taken. (This may include but is not limited to being held later or assigned extra days if they continue to misbehave).

Students are NOT allowed to participate in or practice for extracurricular activities during A.E.R. or Out-of-School Suspension.

Homework assignments may be made up for full credit during A.E.R. or Out-of-School Suspension.

The educational needs of all students will continue to be met. If assignments and requirements cannot be effectively delivered in the AER room the student may be allowed to leave at the request of their teacher and approval from the administration.

Dress Code

Professional employees at PHS set an example in dress and grooming for their students to follow. Teachers and paraprofessionals should present an image of dignity and encourage respect for authority. These factors act in a constructive manner toward the maintenance of a positive learning environment. Teachers must follow the student dress code, as well as refrain from wearing denim and other unprofessional clothing items. Please refer to the dress code policy with students. All staff will ensure that students follow the code. If a student is in violation the staff member will report the violation on TeacherEase.

Drug and Alcohol Free Workplace

PHS is a drug and alcohol free workplace. All employees shall be prohibited from:

- Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance or being under the influence of any illegal substance or any detectable use of any illegal substance regardless of when or where the use occurred..
- Distribution, consumption, use, possession, or being under the influence of an alcoholic beverage; being present on school premises or while performing work for the school when alcohol consumption is detectible, regardless of when and/or where the use occurred.
- Possession or use of medical cannabis.
- Smoking (including use of e-cigarettes) anywhere on school grounds.

For complete information, consult Board Policy 5:50.

Education Beyond B.A. or B.S.

Course work on master's degree must be reported to the principal's office along with a grade slip or transcript by the last Friday in August to receive advancement on the current year's salary schedule. Course work beyond the master's degree must have prior approval of the principal before enrollment in the class.

Emergency Procedures

Emergency procedures are posted in every classroom and available in the provided Crisis Plan.

Equal Employment and Non-Discrimination

Paris High School shall provide equal employment opportunities to all persons regardless of race, color; religion, creed, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic violence, sexual violence, or gender violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, pregnancy, childbirth, or related medical conditions, credit history, unless a satisfactory credit history is an established bona fide occupations required or a particular position, or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate use of Medical Cannabis Pilot Program Act. Similarly, the school will continue to administer all other personnel matters in accordance with Board Policy 5:10. Persons, who believe they have not received equal employment opportunities or believe they have been subjected to unlawful discrimination, should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information. The principal shall serve as the Nondiscrimination Coordinator unless otherwise indicated by the Board of Education and this policy.

Ethics

All school employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. Please see Board Policy 5:120 for further information. As an employee of the school, the Ethics and Gift Ban Policy is applicable. Students may not be used in any manner to promote a political candidate or issue. No teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used in the school except when the employee is the author or developer of instructional materials listed with ISBE and adopted for use by the Board. For further information, see Board Policy 2:105.

Evacuations

Building Evacuation / Fire Drill

The signal to evacuate the building is a continuous blast of the fire horns. At the signal the office will notify either the police or fire department as necessary, who will take appropriate action, including notifying necessary utility services. Each teacher will start his/her students from the room in orderly fashion and will follow students out of the building. After groups arrive at a predetermined area, teachers will take attendance and hold groups together until notified that they should either return to the building or dismiss students.

See classroom for individual room dismissal procedures.

Storm Alert/Tornado Drill

The signal will be a verbal command from the office or an intermittent alarm. Each teacher will start his/her students from his room in orderly fashion and will follow his group out of the room, remaining with his/her group. All windows in the rooms on the east and north side of the school are to be fully opened. All windows in the rooms on the west and south sides are to be opened approximately 6 inches. All doors to all rooms are to be left open.

After groups arrive at their destination, teachers will check attendance and hold groups together until notified that they should either return to the rooms or dismiss students. While at the proper destination, students will sit against the wall or as near to the wall as possible and cover the head with their hands and arms.

See classroom Crisis Plan for directions.

Earthquake Disaster

During a major or moderate earthquake, the greatest immediate hazard to people in or near a building is the danger of being hit by falling objects. During the ground shaking, school personnel and students are safest finding immediate shelter under desks, tables, or counters. In case of an earthquake/disaster, teachers and staff should direct students to the proper position and listen for further instructions from the office via the intercom. If power is out due to severe damage and the intercom is inoperable, the following procedures should then be followed:

If indoors, stay inside, move away from windows, shelves, and heavy objects that may fall. Take cover under a table or desk, in a strong doorway, or crouch against the inside wall and cover head. In halls or other areas where no cover is available, move to an interior wall. Turn away from windows, kneel alongside the wall, bend head close to knees, cover sides of head with elbows, and clasp hands firmly behind neck. In the library, immediately move away from bookshelves and take appropriate cover. In the gym, move to the side of the gym floor or into a hallway and take appropriate cover. In all shops, laboratories, and kitchens, all burners should be extinguished before taking cover. Stay clear of hazardous materials that may spill.

If outdoors, move to an open space away from buildings and overhead power lines. Lie down or crouch low to the ground. Keep looking around to be aware of the dangers that may require your movement.

In case of an earthquake or other disaster, teachers and staff should implement the following general guidelines: Remain calm and reassure the students. Account for all students and be sure to save your grade/attendance book. Attend to or get help for any injured students or staff. If damage is severe, the building will be evacuated by decision of the principal or designee.

Following the quake/disaster, do not light fires or strike matches until advised by authorities that it is safe to do so. Avoid electrical wires which may have fallen and be prepared for possible aftershocks. If a radio is available, tune it to the local station for the latest bulletins regarding public safety concerns. No one is allowed to go back in the building until it has been declared safe. Search and rescue procedures will be directed by the administration as needed. Following the evacuation of the building, students may be dismissed by staff only after safety conditions have been determined. Students not picked up from school will remain at school under staff supervision until it has been determined by school authorities that students can travel home safely. The primary responsibility of staff members is the safety of students and, therefore, all staff will remain on site until released by the individual in charge at the high school.

See classroom walls and crisis plan for evacuation procedures.

Evaluation of Staff

Both tenured and non-tenured teachers will be continuously evaluated throughout the year for the purpose of improvement of instruction, using the established evaluation procedures.

Family and Medical Leave Act

The school has a policy regarding the use of family and medical leave. Please see administration or policy 5:185 for more information.

Families of Staff

Teachers and classified personnel are not to bring children to school during working hours.

Field Trips

Before planning a field trip, seek administrative approval. Field trips or excursions shall be scheduled and planned to provide pupils with educational experiences which are extensions of the classroom studies and are integral parts of the educational program and the teacher's lesson plans. Anticipated absence forms must be completed by students and returned to the office the day before the trip. A list of students attending must be approved by the principal and distributed to teachers and staff. Parent permission forms must be completed and collected before the field trip.

- ***Walking trips***
 - The classroom teacher should fill out the appropriate request form (available in the office) and submit it to the principal for his/her approval well in advance of the trip.

- ***Transported trips***
 - The classroom teacher should plan well ahead for transported field trips including the cost of the trip in the budget for the upcoming year. The appropriate form should be completed by the teacher and forwarded to the principal for approval. If the administration approves the trip, the request shall be forwarded to the office secretary and transportation arrangements will be made by the office. All school trips shall be adequately supervised by staff members and other adults approved by administration.

Fingerprinting and Criminal Background Checks

The Principal shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Statewide Child Murderer and Violent Offender Against Youth Database are performed on each employee as required by School Code. The Cooperative retains the right to not employ or to discharge any employee who makes any false or misleading statement on, or omits facts from, his or her employment application or documents. All employees' history are rechecked every five years.

Harassment Prohibited

The Cooperative expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. Cooperative employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall then engage in harassment or abusive conduct on the basis of an individual's other protected status.

The Cooperative will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

Sexual Harassment Prohibited

The Cooperative shall provide a workplace environment free of verbal, physical, or other conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The Cooperative provides annual sexual harassment prevention training in accordance with State law.

Cooperative employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Complaint

Employees and nonemployees (persons who are not otherwise employees and are directly performing services for the Cooperative pursuant to a contract with the Cooperative, including contractors and consultants) are encouraged to promptly report information, regarding violations of this policy. Employees may choose to report to a person of the individual's same gender. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Investigation Process

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the Cooperative's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. The Cooperative shall investigate alleged workplace harassment when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the Cooperative, i.e., vendor, parent, invitee, etc. Any employee making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge.

Homeless Children

The school maintains a homeless policy. See Board Policy 6:140. The Homeless Liaison for the school is Staci Skelton. Contact her for further information if needed.

Insurance

The Cooperative provides a group health insurance plan for all eligible full-time employees. The Cooperative may pay a portion of health insurance premiums for each eligible full-time employee. Employees may purchase dependent coverage at an additional cost. Eligible employees will receive information on the types and amounts of coverage provided when they become eligible and as the plan changes. The Cooperative may provide life insurance and dental insurance for eligible full-time employees. See official plan documents for complete details.

Keys

Building fobs and keys are for staff use only and should not be given to anyone. Failure to comply could result in the loss of use privileges. Staff is responsible for any lost or stolen keys.

Leave of Absences

For information regarding different types of leaves of absence, please see Board Policy 5:250. This includes child bereavement leave and victims of domestic or sexual violence. There is also leave for military service among others.

Lesson Plans

Good classroom instruction depends upon good planning. Lesson plans should be clear enough so that they may be followed by the substitute teacher as well as the regular classroom teacher. Teachers must submit a copy of their plans online for the week by Monday morning. Plans may be submitted prior to Monday at the teacher's discretion. Minimum plans should include the page numbers that the teacher hopes to cover, the materials used and any other pertinent information to the lessons. The administration will verify lesson plan completion.

Mail Boxes & Email

Faculty mailboxes are located in the office. Teachers are expected to check these in the morning, at lunchtime and after school. Email should also be checked before school, during lunch, and after school.

Maintenance

Should something in a classroom need repair or if there is a maintenance problem in a room, the hallways, bathrooms, etc. record the problem using the Maintenance/Repair Request Form. Forms should be emailed to the maintenance group at the address on the top of the form. Repairs are done as expediently as possible. Please try not to stop custodians in the halls to do something "right now" unless it is a true emergency as they have a regular schedule to follow.

Mandated Training

All certified and non-certified staff are required to complete annual mandated trainings, such as ADD/ADHD, Bloodborne pathogens, mandatory reporter, etc. The school recognizes the importance of each individual training and will assure that all employees are provided the proper tools to complete each training on an annual basis.

Meetings

Teachers are expected to attend all staff meetings, including school improvement days, unless excused by the administration.

Minority Recruitment

Paris High School will actively recruit minority employees. Active recruitment of minorities may include but is not limited to the implementation of this policy, advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments.

Money Collected By Teacher

Money collected by teachers should not be kept in desk drawers. Money should be turned in to the secretary in the office. All funds will be locked in the office safe. Teachers will be held responsible for the replacement of any money left in their rooms overnight in the event it is lost through vandalism or theft.

Money-Raising Campaigns

Money-raising campaigns must be approved by the administration before occurring.

Non-Discrimination Policy

As such, it is the policy of the school not to discriminate against any person on the basis of race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, order of protection status, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, pregnancy, childbirth, or related medical conditions, credit history, unless a satisfactory credit history is an established bona fide occupations required or a particular position, and other legally protected categories with respect to recruitment, hiring, training, promotion, and other terms and conditions of employment. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate use of Medical Cannabis Pilot Program Act. Similarly, the district will continue to administer all other personnel matters in accordance with Board Policy 5:10. Inquiries regarding compliance should be directed to the Coordinator for Nondiscrimination for Paris Cooperative High School, Principal, 14040 E. 1200th Rd, Paris, IL 61944; phone (217) 466-1175.

Notification of Battery, Firearms, Drugs

A school staff member must immediately notify the office of the building principal in the event that he or she:
Observes any person in possession of a firearm on or around school grounds.(However, such action may be delayed if immediate notice would endanger students under his or her supervision.)
Observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident.
Observes a battery committed against any staff member.
The oral report should be followed up with a written report to the building principal.

Parking

All staff are to display staff parking passes on rearview mirrors. All staff should park in the east faculty parking lot unless given administrative permission.

Personal Information Changes

Employees should contact the principal regarding all changes that might affect benefits, payroll withholding or personnel records, including change in beneficiary, birth of a dependent, and educational degrees. This is to be done at least annually or as circumstances change. It is the responsibility of the employee to inform the office of any changes in the above information. Notify the office of any changes in address or telephone numbers.

Personnel Files

Personnel files for each employee are maintained at the District 95 Superintendent's Office.

Personal Technology and Social Media, Usage, and Conduct

Personal Technology and Social Media; Usage and Conduct

Definitions

Includes - Means “includes without limitation” or “includes, but is not limited to.”

Social media - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, Snapchat, and YouTube*.

Personal technology - Any device that is not owned or leased by the Cooperative or otherwise authorized for Cooperative use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers (e.g., laptops, ultra-books, and chrome books), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android®, platform phones, and Windows Phone®, and other devices (e.g., iPods®).

Usage and Conduct

All Cooperative employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships required by policy 5:120, *Ethics and Conduct* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes Cooperative employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate.
2. Choose a Cooperative -provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Comply with policy 5:130, *Responsibilities Concerning Internal Information*. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or Cooperative employees without proper approval. For Cooperative employees, proper approval may include implied consent under the circumstances.
5. Refrain from using the Cooperative's logos without permission and follow Board policy 5:170, *Copyright*, and all Cooperative copyright compliance procedures.
6. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
7. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the Cooperative employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
8. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the Cooperative for any losses, costs, or damages, including reasonable attorney fees, incurred by the Cooperative relating to, or arising out of, any violation of this policy.

Pest Management Plan

The school believes the best way to control pest infestations is through the use of an Integrated Pest Management plan. This involves the cooperation of school staff and pest control personnel to combine preventive techniques, nonchemical pest control methods, and the appropriate use of pesticides with preference for products that are the least harmful to human health and the environment. If pests are sighted by staff, a written Pest Sighting Report should be completed on-line and emailed to the maintenance group so that problem areas can be identified.

Public Information Process

The Principal and Superintendents are the public relations officers of the school. Contacts with the media should be routed through the Principal first and then the Superintendent. If a member of the media contacts an employee about a school related issue, the Principal and/or Superintendent shall be informed.

Publicity for Schools, School Events, News Releases and Interviews

The administration encourages teachers to use local media to promote PHS and its students. The most effective way of communicating is to do so in an organized fashion. For this reason, all media contacts must be made through the principal. All media releases concerning noteworthy events in the schools shall be handled as follows:

- Personnel that are involved with newsworthy events involving education and the schools will inform the principal of the pertinent facts involved in the event.
- The principal will contact the appropriate media service and make the necessary arrangements for the media coverage.
- All media releases concerning school events that are written by school personnel shall have pre-publication approval by the principal.
- All interviews of school personnel shall be made with the knowledge and approval of the principal. Individuals shall not speak for the school without prior approval from the principal. Individuals shall also avoid answering questions or making statements beyond the scope of their knowledge and responsibility.

Qualifications

A teacher, as the term is used in this policy, refers to a Cooperative employee who is required to be licensed under State law. The following qualifications apply:

1. Each teacher must:
 - a. Have a valid Illinois Professional Educator License issued by the State Superintendent of Education with the required endorsements as provided in the School Code.
 - b. Provide the Cooperative office with a complete transcript of credits earned in institutions of higher education.
 - c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the Cooperative office with a transcript of any credits earned since the date the last transcript was filed.
 - d. Notify the Principal of any change in the teacher's transcript.
2. All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements.

The Principal or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified of their right to request their students' classroom teachers' professional qualifications.

Room Sharing

Teachers need to show common courtesy when sharing classrooms. Minimize interruptions during teaching time.

School Closing

The principal will activate the emergency alert system to notify teachers and staff of school closings. Check local television stations, radio stations, and websites for notification also. When school closings occur during the school day, pupils and faculty will remain at school until dismissed. In case of extreme emergency, parents may come to school to pick up their children when this procedure is in effect. Employees who cannot get to work because of road conditions will be docked in pay if school is not closed.

Semester Exam Policy

Semester exams are given in all subjects in grades 9-12. These tests are given on a schedule adopted by the administration.

Sex Offender Registry

Sex offenders are prohibited from being on school property unless for specific reasons as outlined in Board Policy 8:30. The Illinois State Police maintain a website entitled Statewide Sex Offender Registry or Statewide Violent Offender Against Youth Database.

Smoke Free Policy

The Board of Education prohibits the use of electronic cigarettes, tobacco or tobacco products in or on any of the school's facilities. Individuals who violate this policy may be subject to appropriate disciplinary or corrective actions.

Student Injury/Accident Reporting

Any accident involving a student will require that the person having supervision or jurisdiction over the pupil at the time of the accident send a PHS accident report to the school nurse. A copy of the report also needs to be filed in the student's health record. The nurse will also send a copy of the report to the administration. Teachers who are injured in an accident must also submit the report.

Students Leaving Campus for School Related Activities

Students may leave campus to perform such duties as performing community service, making community contacts, and picking up or delivering school related material. In such instances, school rules regarding the sign-out, sign-in procedure apply, as do all rules regarding student conduct and behavior. A student violating school rules and/or procedure during participation in the Students Offering Services (SOS) shall be subject to school discipline procedures. The school will not be responsible for any injury or act of a SOS volunteer whose conduct giving rise to the injury or act is in violation of school policies, rules, and/or procedures.

SOS Coordinator is responsible for and must obtain a "Permission" form signed by the parent/guardian for those students who will need to leave the school grounds. Forms can be picked up in the office.

Study Halls

Teachers in charge of study halls must ensure that students are working. The room should be quiet and the students shouldn't think study hall is free time. If a student is pointed out of a class and placed in a study hall, the study hall teacher and the classroom teacher must work together to ensure the student is completing the coursework outside of class. All study hall supervisors are expected to check for missing assignments and grades of the students assigned to study hall on a weekly basis.

Student Records

A cumulative record is maintained for each student from his/her entrance into school through the twelfth grade. All materials in the records are confidential and are accessible to the professional staff of the school.

Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic records made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The Cooperative may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child.

For more information see Board Policy 7:190.

STUDENT RELEASE DURING SCHOOL HOURS

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian.

Early Dismissal Announcement

The Principal or designee shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reason.

Substitute Teacher Folders

Each teacher will have a substitute teacher folder on file in the office of the principal. The folder will include:

Class rosters

- A seating chart
- A copy of the school calendar
- A copy of the substitute summary form
- A copy of the classroom teacher's schedule
- Any pertinent medical or behavioral information on specific pupils that the substitute should know about
- Teacher's additional duties
- Copy of school forms
- A generic lesson plan if needed

Supervision - Classroom

If a student wishes to spend a period working under the supervision of another teacher, they must have a "May Consult" slip authenticated by the teacher to whose room they are going. A follow-up email is encouraged.

Supervision – General

Teachers, coaches, class sponsors, and principals of co-curricular activities are not to leave students in their charge unattended. Whenever a student or group of students are working in the building, whether during regular school hours or not, a teacher must supervise. Students are not permitted in the building without supervision. Every teacher should assume responsibility for what transpires in corridors. Teacher presence outside the door of the room when students are changing classes is normally sufficient to prevent excessive "horseplay" in the halls. Teachers are obligated to report any violation of student conduct rules to the administrators. Teachers are expected to be punctual and consistent in carrying out any assigned supervisory duty.

Supplies

The office cabinet has pens, staples, paper clips, tape, folders and envelopes for school use. Teachers who need supplies other than those stocked in the office, secure them by requisition through department chairs and the office. Teachers do not purchase supplies to be paid for by the school or by activity accounts without prior approval.

Supply Orders

All orders for supplies and materials are to be made through the department chair and/or office on the appropriate forms. No materials may be ordered on approval or for previewing purposes without the consent of the administration. Materials ordered without such permission, or held beyond the time for return without charge, become the teacher's financial responsibility.

Support Groups

Paris High School, in cooperation with the Human Resources Center, offers skill-based support groups for students. Many issues face today's teens. PHS wants to do its part to equip students to deal with these issues in positive ways. Several groups are offered such as developing a healthy lifestyle, developing healthy boundaries in relationships, and fighting smart. These groups meet one time a week. These support groups are a valuable resource for students and staff, and PHS wants to be able to offer them to any student who wishes to join. If there are any questions or concerns about this group, contact student services. All information will be treated confidentially and respectfully.

Teacher Absence

Teacher attendance is directly related to student outcomes. The more teachers are absent the more student achievement suffers. Every attempt should be made to be at school daily. Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness, or death in the immediate family. The administration shall monitor the use of employee's' sick leave.

Excessive absenteeism shall be reviewed by the Board of Education policy and/or statute in determining remediation procedures. After an absence of three (3) days for personal illness, the employee shall be required to furnish a physician's certificate of treatment.

All employees may use one sick day each school year in order to attend the funeral of a person not defined as immediate family.

As soon as an employee realizes that he/she will not be able to be on the job due to illness, he/she should notify the administration. In no case shall teachers secure their own substitutes.

Teacher absence due to personal leave shall be dependent upon the securing of a substitute. Early notification is encouraged. No personal leave day shall be approved for the day before or the day following a vacation unless approved by the administration. Due to fairness to substitutes and students, no personal leave days should be requested for the last two weeks of the school term except for serious emergencies.

Lesson plans may be emailed to the office for the substitute teacher.

Teacher Expenses

Teachers will be reimbursed for travel and meal expenses they incur in carrying out their professional duties. All trips must be pre-approved by the administration. Substitute and mileage rates and forms are available in the office.

Telephone Use

Each staff member has a telephone in his/her room. Staff may call "911" from any phone in the school as well as any other number. Staff may call any other phone in the school with a four digit number. Personal calls during the planning period, lunch period, or other free times are permissible from the accessible phone located in the workroom or teacher's classroom. Personal cell phones should not be used during class time.

Textbooks

Textbooks are supplied without charge to students by the school. Books are issued in classes by teachers at the beginning of the year. A record should be made by the teacher of the number of the text issued to each student to assist in checking in books at the end of the year. Students should sign the textbooks. A book which is not turned in is paid for by the student. If a replacement book is issued during the year to a student for a book which has been lost, the student pays for the lost book before he/she gets the next one. Frequent book checks are recommended. Prices of all texts are available from the department chair.

Times of Building Use

After the close of school each day, students who are not under the supervision of teachers are to be out of the building by 3:40 p.m. All evening meetings which involve students are finished and students dismissed by 9:30 p.m. Wednesday evening (after 6:30 p.m.) and Sunday meetings, practices, etc., are not to be scheduled without prior approval of the administration.

Use of School Equipment

School employees will not use school facilities, equipment or materials for non-school purposes or remove school materials and equipment from school property without prior school approval or direction.

Use of Technical Resources

Paris High School maintains photocopiers, facsimile machines, and printers. Utilization of these resources is not to be conducted in any way that may be disruptive to school operations or in violation of school policy. Technical resources are provided exclusively to assist in the conduct of the school business; however, occasional use of technical resources for personal purposes is permissible so long as it does not interfere with business or employee assigned duties, is not related to outside school business activities, does not conflict with school policy and is approved by the building principal.

Visitors and Conduct on School Property

Please refer to Board Policy 8:30 for school policy regarding visitors on school property.



This handbook has been published for all teachers. The purpose is to gain information on school regulations and procedures. Although serving as a general guide, this handbook is not necessarily complete in every detail. Throughout the year, daily bulletins and announcements of changes in procedure may supplement or change material contained in this handbook.

Please check the boxes below to indicate the documents that you are signing for:

- Faculty Handbook **(Required)**
- Personal Technology & Social Media; Usage & Conduct **(Required)**
- Technology Acceptable Use Policy **(Required)**

By signing, you are acknowledging that you have received, read, and understand all forms and policies listed above.

Faculty Name (Please Print):

Faculty Signature:

Date: _____

Please Note: This form must be signed and returned within 5 business days.