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## INTRODUCTION

This handbook has been published for you, a student of Paris Cooperative High School. We hope that you will gain information on school activities, regulations, and procedures from this book. 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. If you have any questions, please ask a teacher, counselor, or an administrator.

## SCHEDULE

### Regular Schedule

HR AM 8:15-8:25  
 First period 8:29-9:10  
 Second period 9:14-9:55  
 Third period 9:59-10:40  
 Fourth period 10:44-11:25  
 Fifth A period 11:29 - 12:10  
 Lunch A 11:29-12:10  
 Lunch B 12:14 - 12:55  
 Fifth B period 12:14-12:55  
 Sixth period 12:59-1:40  
 Seventh period 1:44-2:25  
 Eighth period 2:29-3:10  
 HR PM 3:12-3:15

### Mentoring Day Schedule

HR AM 8:15-8:43  
 1<sup>st</sup> 8:47-9:26  
 2<sup>nd</sup> 9:30-10:09  
 3<sup>rd</sup> 10:13-10:52  
 4<sup>th</sup> 10:56-11:35  
 5<sup>th</sup> A 11:39-12:18  
 Lunch A 11:39-12:18  
 Lunch B 12:22-1:01  
 5<sup>th</sup> B 12:22-1:01  
 6<sup>th</sup> 1:05-1:44  
 7<sup>th</sup> 1:48-2:27  
 8<sup>th</sup> 2:31-3:10  
 HR PM 3:12-3:15

### 2:25 Dismissal Schedule

HR AM 8:15-8:20  
 First period 8:24-9:00  
 Second period 9:04-9:40  
 Third period 9:44-10:20  
 Fourth period 10:24-11:00  
 Fifth A period 11:04-11:40  
 Lunch A 11:04-11:40  
 Lunch B 11:44-12:20  
 Fifth B period 11:44-12:20  
 Sixth period 12:24-1:00  
 Seventh period 1:04-1:40  
 Eighth period 1:44-2:20  
 HR PM 2:22-2:25

### Half Day Schedule

HR AM 8:15-8:24  
 1st 8:28-8:46  
 2nd 8:50-9:08  
 3rd 9:12-9:30  
 4th 9:34-9:52  
 5th 9:56-10:14  
 6th 10:18-10:36  
 7th 10:40-10:58  
 8th 11:02-11:20  
 HR PM 11:22-11:25

ADMINISTRATION

Principal Mark Cox  
 Assistant Principal Denise Young  
 Athletic Director Creighton Tarr

BOARD OF EDUCATION

|                |                |
|----------------|----------------|
| President      | Tom Tuttle     |
| Vice President | Jarrold Dyer   |
| Treasurer      | Kevin Knoepfel |
| Secretary      | Jim Blue       |
|                | Cindy Mathis   |
|                | Mike Reed      |

LOYALTY SONG

Tho Mattoon has always favored  
 The green and golden hue.  
 And the gentle sons of Charleston  
 To the red and gold are true.  
 We will own the lilies slender  
 Nor honor shall they lack,  
 While the Tiger stands defender  
 Of the Orange and the Black.  
 Thru' the four long years of high school,  
 Midst the scenes we love so well,  
 As the mystic charm of knowledge  
 We vainly seek to spell,  
 Or we win athletic victories  
 On the football field or track,  
 Still we fight for dear old Paris,  
 And the Orange and the Black.

BELIEF STATEMENT

The fundamental beliefs of the school are incorporated into the philosophy of education as follows:

1. 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.
2. Every student can learn and need to be rigorously challenged at their current level of achievement.
3. All students want to participate in an educational environment that inspires continuous learning, provides opportunities to excel, and is guided by positive role models and mentors.
4. Teachers should model life-long learning and embrace new ideas and technology.
5. 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.
6. Parents are the most important people in their child's development and are responsible for their child becoming productive members of society.
7. 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.

## EXPECTATIONS OF STUDENTS

We expect that Paris High School students will:

1. Respect self, others, property, and the environment;
2. Set and strive to meet high standards of performance;
3. Display academic integrity at all times;
4. Be effective communicators, problem-solvers, and decision-makers;
5. Use cooperative and independent learning strategies;
6. Have developed a knowledge base that empowers them to become effective citizens.

## ACCEPTABLE USE OF THE INTERNET

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 may result in the loss of privileges, disciplinary action, and/or legal action.**

**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:

- a. 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;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the networks for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the networks for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material; and
- m. 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:

- a. Be polite. Do not become abusive in messages to others.

- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that 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.
- e. Do not use the networks in any way that would disrupt its use by other users.
- f. 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.

- n. 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.
- o. Students and 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.
- p. 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.
- q. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- r. Student work may only be published if there is written permission from both the parent/guardian and student.

**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.

- a. 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.
- b. 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.
- c. 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.

- d. 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.
- e. Use of the School's email system constitutes consent to these regulations.

## ACCESS TO THE INTERNET

The Paris High School goal is to include the Internet in the School's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. Paris High School is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, the school will not be responsible for any unauthorized charges or fees resulting from access to the Internet. "Internet" includes all information accessed by Internet sites, E-Mail, online services, and bulletin board systems.

## ACCESS TO NON-SCHOOL SPONSORED PUBLICATIONS

### NON-SCHOOL SPONSORED PUBLICATIONS ACCESSED OR DISTRIBUTED ON CAMPUS

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students<sup>1</sup>; or
6. Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

### Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

## AUTHORIZATION FOR INTERNET ACCESS

Each network user must sign the School's Authorization for Internet Access as a condition for using the school's Internet connection. Each student and his or her parent(s) / guardian(s) must sign the Authorization before being granted

unsupervised use. The failure of any student or network user to follow the terms of the Authorization for Internet Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

## Curriculum

The use of the Internet shall be consistent with the curriculum adopted by the School as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students. The Internet shall comply with the selection criteria for instructional materials and library-media center materials. Teachers may, consistent with the Principal's implementation plan, use the Internet throughout the curriculum. The Internet is part of the curriculum and is not a public forum for general use.

## 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 Principals shall monitor student Internet access.

## ADMINISTRATION OF MEDICINE TO STUDENT AT SCHOOL

### **In all cases, the school retains the discretion to reject a request for administering medication.**

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. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the Cooperative's procedures on dispensing medication. No Cooperative employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. A student may possess an epinephrine injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

IN ALL CASES THE SCHOOL RETAINS THE DISCRETION TO REJECT A REQUEST FOR ADMINISTERING MEDICATION. Under no circumstances shall teachers or other non-administrative school employees be required to administer medication to students.

NO MEDICATIONS OF ANY TYPE (prescription or over-the-counter) MAY BE KEPT AT SCHOOL unless the following conditions are met. There should be no medications in the students' lockers, book bags, gym bags, or purses.

Students recovering from a temporary condition or students on permanent medication may bring it to school for self-administration with supervision IF it is 4 times per day or more OR a doctor orders at a specific time of the day (this may

include as-needed medications as prescribed by the doctor for such conditions as anxiety or migraines). The following guidelines apply:

1. **A PHS Request for School Administration of Medication Form** must be filled out in full by the parent, or guardian, and the physician. (for non-prescription, over-the-counter medications, ONLY the parent or guardian must sign the form)
2. Medications should be brought to school by a parent or guardian in a pharmacy labeled container which includes: student name, prescription number, medication name and dosage, administration route/other directions, date and refill, licensed prescriber's name, pharmacy name, address, and phone number, and pharmacist's name or initial (see #5 for over the counter medication guidelines).
3. A Parental Authorization for School Administration of Medication includes parent, or guardian's name, address, phone numbers to reach them, and date with signature must accompany the Request for School Administration of Medication form and medication. The parent or guardian is responsible for delivery to the school. The student is NOT to bring medications to school themselves.
4. Only the approximate number of doses needing to be administered at school should be put in the container. A second bottle with the remainder of the medication should be kept at home.
5. If a parent, or guardian wishes over-the-counter medication be available for the student, they may provide the school nurse with a new bottle, or package, of said medication (i.e. Tylenol, Ibuprofen, Midol, Tums, Benadryl, Sinus or Cold med. Cough drops or throat lozenges, etc.), with a completed PCHS Request for School Administration of Medication form. This must be signed by the parent, or guardian.
6. The school nurse, health aide, or principal (or the principal's designee) will label the over-the-counter bottle, or package, with the student's name and keep it in the designated locked cabinet.
7. The parent, or guardian, will be responsible at the end of the treatment regime for removing from the school any unused medication that was prescribed for their child. If the parent, or guardian, does not pick up any leftover medication at the end of the treatment regime (or at the end of the school year), the nurse may dispose of and document that medications were discarded. Medications will be destroyed in the presence of a witness.
8. Students without signed consent and medications at school may call someone to bring medication to him, or her, if they become ill. This person must be a parent, or guardian, or be listed on the emergency contact sheet (i.e. grandparents, step-parent, aunt, uncle, etc.). The medication will be given by this said person in the presence of the school nurse, health aide, principal, or principal's designee. The person bringing the med must write the time it is given and initial (and sign on the bottom of) the medication administration sheet, as will the student receiving the medication.
9. A student may possess an epinephrine injector (Epi-Pen) and/ or medication prescribed for asthma, or hypoglycemic episodes in diabetics, for immediate use at the student's discretion, providing the student's parent, or guardian, has completed and signed the PCHS Request for Carrying & Administering of Asthma Inhalers, Epi-Pens or Glucagon Injections. The physician must also sign this form, or provide a written order to be attached to this form. A Parent Agreement to Meet Asthma (or Epi-Pen) Legislation form must also be attached with parent, or guardian, signature.
10. It is highly recommended that an inhaler, Epi-Pen, or Glucagon injections, be kept in the nurse's office in the event the student does not have theirs and the need arises. This would be an emergency, and more than likely an ambulance would have to be called to care for your child.
11. The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Il. Department of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:
  - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH
  - b. Copies of the registry identification cards are provided to the District and
  - c. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis.

Medical cannabis infused product includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school

premises or the school bus. The product may not be administered in a manner that, in the opinion of the school would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The School may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

## Health Examinations, Immunizations, and Exclusion of Students

Parent(s)/Guardian(s) of students shall present proof of a health examination by a licensed physician and of having received the immunizations against and screenings for preventable communicable diseases, as required by the Department of Public Health rules: 1. upon entering ninth grade, and 2. whenever a student first enrolls in a school, regardless of the student's grade. Parent(s)/Guardian(s) are required to have their child undergo a dental examination and must present proof by May 15th of the current school year or have been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental exam, or (2) that a dental examination will take place within 60 days after May 15. Failure to comply with the above requirements by October 15 will result in the student's exclusion from school until the required health forms are presented to the School. A student may be exempted from this policy's requirements on religious or medical grounds if the student's parent(s)/guardian(s) present to the Administrator a signed statement explaining the objection. A student may be exempted from the health examination or immunizations on medical grounds if a physician provides written exemption. During a child's exclusion from school for non-compliance with this subsection, the child's parent(s)/guardian(s) shall be considered in violation of 105 ILCS 5/26-1 and may be subject 12 to any penalty imposed by 105 ILCS 5/26-10.

### SELF-ADMINISTRATION OF MEDICATION GUIDELINES

1. Designated staff member shall provide a quiet area, cups, and water, and obtain the medication sheet, and medication from the locked cabinet for the student (staff will use their discretion with the amount of privacy required when medications are given, as not to cause embarrassment to students who may be taking a medication for a delicate reason).
2. Staff member will place the medication and medication sheet out for the student.
3. Student will be knowledgeable about their medications. They will know the name of their medication, dosage, and time to be taken, and reason for taking it from the Administration of Medication Sheet, comparing this with the bottle label.
4. Student shall take medication out of the container and check administration form again before taking medication.
5. Staff member shall chart his/her initials in the correct box on the medication charting sheet verifying the student took medication on the appropriate date and time.
6. After taking medication students shall chart initials in the correct box on the medication charting sheet.
7. Staff members will replace medications in locked cabinets.

**Permission to administer medication forms must be renewed each school year.** The various forms mentioned in this policy can be downloaded from the PHS website at [www.pchs.k12.il.us](http://www.pchs.k12.il.us).

### Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

### Emergency Aid to Students

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

### Prevention of Anaphylaxis

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

## 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. Schoolwork 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 school work--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 (including up to 5 days per school year for mental or behavioral health of the student)
- 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 or event
- Personal reasons or parental discretion arranged in advance with the Principal or Assistant Principal
- Parental excuse for student due to health or safety concerns
- Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety.
- Attending a military honors funeral to sound TAPS.

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 Cooperative 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. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss more than 5% of 180 days are considered unexcused without a doctor's excuse. A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

**Skippping 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 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.

## ABSENCE PROCEDURES

**A parent must telephone the school each day (466-1175)** between the hours of 7:00 a.m. and 10 a.m. when his/her child is absent to report that absence and the reason for it. Telephone calls from the student, friend or individual other than the parent/guardian or custodial adult to explain his/her absence are not accepted. The student's home or parent's workplace will be called if a parent does not phone the school. In the event, the parent/guardian or custodial adult does not have phone access; a written note must accompany the student upon returning to school.

**Make-up work** is the responsibility of the individual student. The student must consult with his teachers to determine the work to be made up in accordance with the requirements specified by the teachers. Students will be given the number of days absent plus 1 day to complete make-up work.

### ANTICIPATED ABSENCES

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 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**.

### COLLEGE DAY VISITATION

Visiting a prospective college can be an immense help in selecting the right college or vocational school. A visit is the best way to get the “feel” of whether a campus provides an environment that will encourage students to be productive. Many colleges and universities designate certain days each year as special visitation days for prospective students and their parents. Many of these dates are posted on the Student Services bulletin board as the high school receives them. It is essential to bring in a College Day Form at least one week before you plan to visit a college and turn in to the front desk for attendance purposes. A student may be excused from school twice during the senior year for college visitations and once during the spring semester of the junior year; it is important to choose wisely and make the most of your time while on campus. Parents are urged to go with you. **There will be no college days in May except to take place testing or to register.**

## Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student’s home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student’s individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student’s physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child’s birth or a miscarriage.

For information on home or hospital instruction, contact:

Student Services

14040 E. 1200<sup>th</sup> Rd.

Paris, Illinois 61944

garzo-skelton@pchs.k12.il.us

217-466-1175

## 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 restroom and cannot leave, he 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**.

## JOB SHADOWING

Students will be allowed to participate in one job shadowing day per year. Arrangements should be made through each student's mentor and need to be approved by the office at least one week prior to the date of absence. **There will be no job shadow days in May.**

## 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 After-School detention
- 6- 5 After-School detention
- 7+- 1 Full Day AER

If a student has been detained in the office, or by a teacher, the student **must** ask for a pass before going to his 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. Please note that homeroom is considered a class period.

*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 after school detention, late stay, AER, conference with faculty discipline council, 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.

## BULLETINS AND ANNOUNCEMENTS

All notices of club meetings, athletic and social events, general information for the day and specific instructions are announced each morning, found on the school website or digital signage throughout the building. All posters must be approved by the administration.

## CANINE SEARCH POLICY

Paris High School recognizes that it has the primary function of providing a safe and drug free environment for students. The Board of Education authorizes the Principal of Schools 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.

## CHEATING

Students will be guilty of cheating when they copy the work of others (including, but not limited to, the work of other students and web resources). They will also be guilty if they allow other students to copy work. A student is not guilty if his/her work is taken without his/her knowledge. Students who are caught cheating will face classroom consequences and may not be allowed an opportunity to redo the work for credit. These penalties will be applied on a class by class basis. Class points and other consequences may also be given.

## CLUBS AND ORGANIZATIONS

**Arena/Yearbook** - The Arena (created in Entrepreneurship) is the annual student school publication that tells in pictorial and narrative style the academic, athletic, and extracurricular activities of the school year.

**Art Club** - Open to students who have taken an art course at PCHS. The primary goal is to provide students an opportunity to express their talent in various art forms.

**BIONIC** - BIONIC is an organization developed to a community of inclusion while addressing issues faced by students, including substance abuse, bullying, and homelessness.

**Dance Team** - Auditions for this team are open to all students. Students perform at selected school and community events.

**FCS**- All students who are currently enrolled or have had a Family and Consumer Science class are eligible to join. The goal is to strengthen and support families in the community and to help prepare members to build strong families in their future.

**FFA**- All interested vocational agriculture education students are eligible to participate in FFA monthly meetings, career development events, and other activities.

**Interact Club**- The Interact Club is a service organization that puts service above self and gives students an opportunity to participate in fun and meaningful service projects while developing leadership skills. Open to Sophomores – Seniors.

**Key Club** - The Key Club is a service organization that works throughout the school year doing school and community projects.

**Music** - A variety of musical organizations such as Jazz Band and Elite Harmony provide additional vocal and instrumental experience for students.

**National Honor Society** - Membership in the National Honor Society has become recognized nationally as one of the highest honors that can be bestowed upon a high school student. It carries, henceforth, the responsibility to demonstrate those qualities of leadership, character, scholarship and service for which a member was chosen by the members of the faculty. All candidates eligible for election to the chapter shall have a scholarship average of 4.5 grade points.

**PEN Channel 56 Staff** - The Paris Educational Network Television station under Network Supervisor that streams games.

**Scholastic Bowl** - Members of the Scholastic Bowl Team compete with area high schools in academic question and answer contests.

**Culture Club** - The Culture Club is organized for any student interested in learning about different cultures.

**Student Council** - The Student Council performs many services for the student body and works for close cooperation between students and administration.

## DANCES

PHS sponsors several dances throughout the year. These dances are for PHS students and their guests. Students who wish to bring a guest must obtain and turn in a request form. The request must be turned in no less than one week prior to the event. Guests should be under 21 years old and at least in high school. They are allowed at the Principal's discretion.

## Destruction of Records Notice

This notice contains the destruction schedule for your or your student's school records as required by rule of the Illinois State Board of Education, Section 375.40(c). As you or your student is permanently withdrawing, transferring, or graduating from Paris Cooperative High School you are notified of the schedule below for destruction of the school records. This schedule complies with the Illinois School Student Records Act, 105 ILCS 10/4(e) and (f), requirements that (1) temporary records be retained for at least 5 years after a student's transfer, withdrawal, or graduation, and (2) permanent records be retained for at least 60 years after a student's transfer, withdrawal, or graduation. The parent(s)/guardian(s), or the student if he or she is at least 18 years of age at the time of the request, may request a copy of a record at any time prior to the date of destruction listed below.

Class of 2023- Temporary records will be destroyed no earlier than: July 1, 2028

Permanent records will be destroyed no earlier than: 2083

Class of 2024- Temporary records will be destroyed no earlier than: July 1, 2029

Permanent records will be destroyed no earlier than: 2084

Class of 2025- Temporary records will be destroyed no earlier than: July 1, 2030

Permanent records will be destroyed no earlier than: 2085

Class of 2026- Temporary records will be destroyed no earlier than: July 1, 2031

Permanent records will be destroyed no earlier than: 2086

## 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 what is 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 and

(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. Teachers will include in classroom rules the conditions upon which student 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 10 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 warrant it, the administration will impose discipline in a manner 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 severe 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

The school 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, 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 may 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 may 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's receiving additional disciplinary action. In some instances, depending on the nature and severity of the infraction, students may sit after school detention(s) for up to sixty (60) minutes with the Principal, Assistant Principal, or AER supervisor 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 3:45. 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.

#### ALTERNATIVES TO IN-SCHOOL SUSPENSION

In an effort to keep all students in the most appropriate learning environment Paris High School will provide an alternative to the traditional in-school suspension when deemed appropriate. Parents/Students will sign an agreement to sit before school from 7:30 a.m. to 8:25 a.m., during lunch, and after school from 3:20 to 4:30 p.m. for two consecutive days. One traditional in-school suspension equals two alternative suspensions. Transportation to and from school will be the responsibility of the parent/guardian.

**\* If a student fails to comply with alternative suspension terms the suspension will be replaced with the traditional suspension times.**

#### SOCIAL SUSPENSION/PROBATION

Social suspension is the suspension of the privilege to attend extra-curricular activities at Paris High School. Examples may include, but are not limited to: powder puff, class games, school dances, sporting events, plays, musicals, May Fete, Prom, and other school-sponsored events not listed that happen outside of the normal education hours.

Actions that may result in social suspension/probation include, but are not limited to:

- 1) Any drug or alcohol violations during school hours or school events involving possession, consumption, or distribution of an illegal substance;
- 2) Any weapons violation with the intent to cause bodily harm;
- 3) Any student earning a second aggressive behavior violation during school hours, transportation on school bus to and from school, or any school-sponsored event.

Suspension/Probation will last no less than 90 days. Violators will be subject to a social suspension contract and may be required to attend counseling sessions with a school social worker or school counselor on a regular basis.

#### PARENTAL-FACULTY DISCIPLINE COUNCIL CONFERENCE

The purpose is to form a collaborative team to help a student who may be at risk behaviorally and has had difficulty following policies. The council will consist of teachers, administration, parents/guardians, and the students. The council will discuss options to help the student and may develop an action plan to follow.

#### SUSPENSION/EXPULSION/DUE PROCESS

Section 10-22.6 of the School Code of Illinois gives the Board of Education the power to suspend or expel a student "...guilty of gross disobedience or misconduct." It permits the Board to authorize the building administrator(s) to suspend students for a period not to exceed ten (10) school days for acts of gross disobedience or misconduct. Also, Board policy 7.200/7.210 permits the teacher and administrator to remove a student from class for disruptive behavior. The Board of Education of Paris Cooperative High School has the legal authority to expel a student for more than ten (10) days up to two calendar years. So that each student and parent of PCHS may know what might be considered "gross disobedience or misconduct," the Board of Education states that all of the following acts may be cause for SUSPENSION or EXPULSION: These rules shall also apply to ALL extracurricular and school-sponsored events.

#### STUDENT BEHAVIOR

The goal of the School is to: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

##### *When and Where Conduct Rules Apply*

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

#### Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping-related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - 1) Any illegal drug or controlled substances, or cannabis (marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis-infused product under Ashley's Law).
  - 2) Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner prescription.
  - 3) Any performance-enhancing substance on the Illinois High School Association's most currently banned substance list unless administered in accordance with a physician's or licensed practitioner prescription.
  - 4) Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused project under Ashley's Law.
  - 5) Any inhalant, regardless of whether it contains an illegal drug or controlled substance; (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - 6) Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
  - 7) *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
  - 8) Drug paraphernalia, including devices that are to be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
5. Using or possessing an electronic paging device or using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, signal others, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a Cooperative staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Principal or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term *possession* includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Principal or designee shall ensure that the parent/guardian of a student who engages in aggressive

behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

### Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study, provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The Cooperative will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the Cooperative and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or the defense of property.

Staff members shall not use isolated time out and physical restraints other than as permitted in Section 10-20.33 of the School Code, State Board of Education rules, and procedures developed by the Principal. Neither isolated time out nor physical

restraints shall be used to discipline or punish a student. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven in effective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

## Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

The expulsion requirement under either paragraph one or two above may be modified by the Principal, and the Principal's determination may be modified by the Board on a case-by-case basis. The Principal or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

## Re-Engagement of Returning Students

The Principal or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to compete or make up work for equivalent academic credit.

## Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she (1) 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, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and, if a student is reportedly in possession of a firearm, also the student's parents/guardians. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

## Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Building Principal or Assistant Building Principal, is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten consecutive school days, provided the appropriate procedures are followed. The Board of Education may suspend a student from riding the bus in excess of ten days for safety reasons.

#### JURISDICTION

The jurisdiction of the school with respect to the foregoing rules of conduct shall apply to misconduct (a) on the school grounds, during and before or after school hours; (b) on the school grounds at any other time when the school is being used by any school group; (c) off the school grounds at a school activity, function or event; or (d) when the student is traveling to or from school or such educational function.

#### In-School Suspension

The Principal or designee is authorized to maintain an in-school suspension program. The program shall include at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

#### Out-of-School Suspension

The Principal or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information.
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a. A threat to school safety, or
      - b. A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:
      - a. That other appropriate and available behavioral and disciplinary interventions have been exhausted.
      - b. As to whether school officials, attempted other interventions or determined that no other interventions were available for the student, and
      - c. That the student's continuing presence in school would either:
        - i. Pose a threat to the safety of other students, staff, or members of the school community, or
        - ii. Substantially disrupt, impede, or interfere with the operation of the school.

- iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
- 5. A summary of the notice, including the reason for the suspension and the suspension length must be given to the Board by the Principal or designee.
- 6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representation from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (c) in number 4, above.

## EXPULSION

In expulsion cases, the following is required:

1. The student and the student's parents shall be notified by certified or registered mail of the reasons for the expulsion, including a copy of the rules and regulations allegedly violated, the length of the expulsion, and the date, time, and place of the school board hearing.
2. At the hearing by the School Board, the student has a right to counsel at his/her own expense, the right to question the person who made the recommendation to expel, the right to be present and question witnesses, and the right to make a statement in his/her own behalf.

## SCHOOL DRESS CODE

The school believes that neat, orderly, and clean dress and grooming are important factors in maintaining a school environment conducive to learning and participation in school and school-related activities.

Students will be expected to keep themselves well-groomed and neatly dressed at all times while at school and school-related activities. While the school and the courts have recognized a student's right to freedom of expression with respect to the manner of dress and grooming, this school reserves the right to restrict a student's dress and grooming when the dress and grooming are detrimental to the standards expected at PCHS. Any form of dress that is considered contrary to good hygiene, is a distraction or disruptive, is detrimental to the standards of this school, or is a danger to the health or safety of the student will not be permitted.

## GENERAL DRESS CODE GUIDELINES

1. Offensive or sexually suggestive slogans/pictures will not be permitted.
2. A reference to alcohol, tobacco, and other drugs on clothing is not permitted.
3. Shoes must be worn at all times.
4. Hats, headbands, hoods, and bandanas may not be worn or carried into class.
5. Students should be clothed from shoulder to mid-thigh.
6. The length of the shirt/blouse should not allow the midriff to be exposed. No cut-offs, peasant tops, spaghetti strap tops, halter-tops, or tube tops will be permitted.
7. No plunging necklines or shirts with plunging armholes are allowed for either gender.
8. No exposed undergarments.

These guides are intended only to illustrate what is unacceptable and are not meant to list all types of dress and grooming which are contrary to the school's expected standards. As a general guideline, student dress should be clean, safe, and non-disruptive to the educational process as determined by the administration, the courts, and the State of Illinois.

## DRESS CODE CONSEQUENCES:

*1st occurrence:* Teacher sends offending student to the office. Students will be asked to call home as well as correct the situation.

*2nd occurrence:* Teacher sends offending student to the office. Students will be asked to call home as well as correct the situation. An after-school detention will be assigned.

*3rd and subsequent occurrences:* consequences may include but are not limited to: After school detention, AER, parent conference with faculty discipline council, or suspension.

## DRUG TESTING

A student may be asked to submit to a drug test when school officials have a reasonable suspicion the student has used or is under the influence of alcohol, marijuana, any controlled substance or related drug paraphernalia other than as prescribed by a physician, or any other intoxicating substance on school grounds, at any school-sponsored event or on any other occasion the school shall legitimate interest in regulating. All attempts will be made to obtain parental permission before drug testing if the student is under age 17.

A student may be asked to submit to an Alco screen saliva analysis when school officials have a reasonable suspicion the student has used or is under the influence of any chemical as defined above. The administration of the alco screen will be done in the presence of a minimum of one (1) certified staff member and one (1) other adult.

## EDUCATION OF CHILDREN WITH DISABILITIES

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

Student Services  
1-217-466-1175 ext. 6805 or ext. 6808  
Paris High School

## EDUCATIONAL RIGHTS OF HOMELESS YOUTHS

PHS has identified a liaison for homeless children and youth. Contact the administrative office at 466-1175 to contact the liaison, Mrs. Staci Skelton. The liaison for the homeless will be responsible for ensuring that:

1. Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools of that local educational agency.
3. Homeless families, children, and youths receive educational services for which such families, children, and youths are eligible for referrals to health care services, dental services, mental health services, and other appropriate services.
4. The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and soup kitchens.
6. Enrollment disputes are appropriately mediated.

7. The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin.

## EMERGENCY SCHOOL CLOSINGS

Edgar County text alert messages will be used to notify parents/students as soon as official decisions have been issued. Sign-ups for the Edgar County text alert system are available during registration.

## FEES

Students will be charged a registration fee of \$65.00.

This fee will cover general supplies that include: workbooks, lockers and locks, ID cards, normal project costs, lab supplies and other supply items. Fee that are not included in the registration fee include:

1. Athletic fees (\$35 per sport with a cap of \$140 per family)
2. Parking permit fee (\$20)
3. College dual credit fees
4. Project costs that require materials that go beyond the requirements of the class
5. Payment for the end of year cooperative/internship business recognition dinner
6. Replacement ID cards

## FEE WAIVERS

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children); or
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

The building principal will give additional consideration where one or more of the following factors are present:

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

## FIRE DRILLS

Fire drills at regular intervals are required by law and are important safety precautions. It is essential that when the first signal is given, everyone obeys orders as promptly as possible. The teacher in each classroom will give the students instructions. A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. When the fire alarm sounds, students will immediately stand and form ranks of two as they leave the room. No one is to pass another or break the line of march. Running is not permitted. Students are to behave in an orderly manner during a fire drill and are to remain at least fifty feet away from the building until the administration gives the signal to return. While participating in a fire drill, students remain the responsibility of the school and are thus subject to all rules and regulations.

## HARASSMENT OF STUDENTS PROHIBITED

### Bullying, Intimidation, and Harassment Prohibited

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<sup>1</sup>; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### Sexual Harassment Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

## AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS, AND BOUNDARY VIOLATIONS

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

### Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

**Warning Signs of Grooming Behaviors** School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels. Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life

- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

### Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee’s home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student’s physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at [online.rainn.org](http://online.rainn.org)

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

## Making a Complaint; Enforcement

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking.<sup>2</sup> A student may choose to report to an employee of the student's same gender.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.<sup>3</sup> The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.<sup>4</sup> The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

## LEAVING CAMPUS FOR SCHOOL RELATED ACTIVITIES

Students may leave campus to perform such duties as performing community service, making community contacts or 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 SOS (students offering service) 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.

## LUNCH POLICIES / CLOSED CAMPUS

PHS has a closed campus policy for ALL students. Once students arrive at school, they are required to remain on school grounds until school is dismissed or they properly sign out through the office. Those who leave under other circumstances may be considered truant.

The school cafeteria is a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Those students who can't afford to purchase lunches at school may seek a free or reduced lunch by completing the needed paperwork and returning it to the PHS office for consideration.

Students may be signed out by a parent / grandparent one time per quarter in order to take them to lunch. Parents are required to sign the student out at the beginning of the lunch period at the main office. Parents are allowed to eat lunch with their student with prior notice to administration. No outside food such as McDonalds, Subway, etc. may be brought to the office for students to pick up. Notices of outstanding lunch debts will be sent to parent/guardian on a regular basis. All outstanding lunch debts will be collected at the end of each school year. Failure to pay lunch debt may result in the withholding of a student's diploma and/or walking at graduation.

## CAFETERIA PRICES

Student Lunch - \$3.00; Reduced 40 cents

Student Breakfast - \$1.60; Reduced 30 cents

## CAFETERIA RULES

- Sign in by scanning the school I.D. if eating a school lunch. Failure to do so may result in an after-school or lunch detention. Chronic offenders to this policy may be dealt with as the administration deems appropriate.
- Approach the lunchroom in an orderly manner.

<sup>2</sup>

<sup>3</sup>

<sup>4</sup>

- No cutting in line or “holding” a place in line for someone else.
- No taking food from other students’ trays.
- Keep all food and drink in the cafeteria.
- Deposit all lunch litter in wastebaskets.
- Leave the table and floor around your place in a clean condition for others.
- Students may bring sack lunches and must eat these in the cafeteria at lunch tables.
- Students may not have commercially prepared food delivered without the permission of an administrator.

## MISCONDUCT BY STUDENTS WITH DISABILITIES

### Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

### Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education’s Special Education rules when disciplining special education students. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

### Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student’s behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven effective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

## NON- DISCRIMINATION POLICY

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Inquiries regarding compliance are directed to the Coordinator for Nondiscrimination for Paris Cooperative High School, Principal, 14040 E. 1200<sup>th</sup> Rd, Paris, IL 61944; phone (217) 466-1175.

## PARTICIPATION IN ACTIVITIES

Requirements for participation in athletics, music, academic contests, cheerleading, May Fete, Prom, and Scholastic Bowl team are as follows:

1. **Date of Enrollment:** The participant shall be a student of PCHS and must have been enrolled and in attendance not later than the beginning of the 11th school day of the semester, unless the student is a transfer, in which case each enrolled student will be handled separately.
2. **Semester of Attendance:** If the participant has been in attendance ten days or more during any semester, he/she shall be counted as having been in attendance in school for the said semester.
3. **Lapse in School Connection:** If school connection shall have lapsed for a period of more than ten consecutive days (sickness excluded); the participant shall be ineligible for the remainder of the semester.
4. **Transfer:** If their parents become residents of the Cooperative to which they transfer, they shall become eligible immediately if the transfer occurs within the first ten days of the semester for the school to which they are transferred or after one calendar month if they transfer during the semester.

5. Unsportsmanlike Conduct: Any student may be barred from participating in or attending any activities for violation of these rules, or for gross violation of the ethics of competition or principles of good sportsmanship.
6. Physical Examinations: All students participating in interscholastic athletic events must have an annual physical examination on file with the athletic director.

## PEST MANAGEMENT

Paris High School Practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. The term "pesticide" includes insecticides, herbicides, pesticides and fungicides. If pesticide application is deemed necessary, students, parents, and staff will be notified two days before any application for those who have made a request.

## POLICE INTERROGATION

A juvenile officer may interview a student providing he/she presents proper identification to the Principal prior to the interview. The parent or guardian may be notified before the student is interviewed. The interview may be conducted at the discretion of the building administrator, in the presence of a teacher, counselor, or Principal and the parent or guardian if the parent or guardian desires to be present for the interview.

## RANDOM DRUG TESTING

The Board of Education of Paris High School recognizes the health risks and dangers associated with the use of unlawful, illicit drugs and/or alcohol. Therefore, one condition of student participation in extracurricular activities and registering for a parking permit is an agreement by the student to submit to testing for the use of drugs, alcohol, and tobacco products, if selected, in accordance with the random drug testing program. In addition, the school will test any students who volunteer to participate in the program as well as students under the age of 18 whose parents wish to have them included in the program. For further information or to be included in the program, contact the Principal at the high school office.

## RIGHTS AND RESPONSIBILITIES

Uniform Student Grievance Procedure-A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation or application of established policies; (2) difference in treatment; or (3) application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the School and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place that will afford a fair and equitable opportunity for all persons. The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights or the courts.

Due process shall exist throughout the procedure with the right to (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and, (5) proceed without harassment and/or retaliation.

## DUE PROCESS

1. Right to Representation. A grievant(s) may choose to be represented by an attorney or other person of their choosing, such as a relative or advocate. Issues of ordinary school operation should, however, be resolved as informally as possible.
2. Right to Present Witness and Evidence. Grievant(s) shall be allowed to present the grievance with relevant evidence and pertinent witnesses. Both parties shall have the opportunity for hearing and questioning witnesses.
3. Time Limits. All participants shall adhere to the time limits prescribed for each level. Failure by the administration at any step of the procedure to communicate the decision on the grievance within the specified time limit shall permit

the grievant(s) to proceed to the next step. Failure on the part of the grievant(s) to appeal the decision to the next step within the specified time limits shall be deemed to be an acceptance of the decision rendered at that step.

4. Right to Information. Unless state laws and right-to-privacy laws are violated, all relevant records with names and identifying information must be made available to the grievant(s) for use as evidence in the grievance issue.
5. Privacy. During the grievance procedure except at Step 4, the grievant(s) shall have the right to designate whether the procedure and meetings will be confidential, including names and related information.
6. Reprisals – Retaliation. Participants in a grievance submitted in this School shall not be subjected to reprisals, retaliation or different treatment because of such participation. Participation shall not be recorded in the student file(s) or used to affect equal opportunity for access and equity in educational programs and services.

## DIRECTIONS

Each step of the authority shall acknowledge in writing the date of receipt of the written grievance with the statement that the issue will be considered promptly.

By Step III the grievance must be submitted in writing, dated and signed with the name of the attendance center and the grade level of the grievant(s). The issue should be described as specifically and completely as possible, including the name of anyone who will represent the grievant(s). A statement of possible relief necessary to resolve the issue should be offered. If the issue is of the type that would require a decision from higher authority, the facts surrounding the grievance should be compiled in writing and submitted to the proper level of authority, operating through appropriate channels. All levels of authority shall give immediate attention to the grievance issue, being aware of the specified timelines. Copies of the written answers to the grievant(s) shall be submitted to the principal or assistant principal. This response shall contain a summary of the evidence determined; the conclusion(s) reached with reasons and shall be delivered to each grievance(s). If hand delivery with receipt cannot be made, registered mail will be used.

### STEP I

The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event-giving rise to a grievance. An oral response must be made within five (5) days (days mean days when school is in session).

### STEP II

If the problem is not resolved, the grievance should be referred informally to: Building Principal. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

### STEP III

If the grievance is still not resolved, it should be submitted in writing within ten (10) days to: Principal. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and School representative within ten (10) days and a written response made within five (5) days.

### STEP IV

If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the superintendent or designee within ten (10) days from the receipt of the response on Step III. A meeting between parties will be held within ten (10) days and a written response made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

### STEP V

If the issue is not satisfactorily resolved in Step IV, the grievant(s) may appeal the grievance in writing to the School Board within five (5) days from the receipt of the written response. The Board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.

### STEP VI

If the issue is not satisfactorily resolved in Step V, the grievant(s) may appeal the grievance in writing to the Regional Superintendent of Schools and, thereafter to the State Superintendent of Education pursuant to the School Code.

It is the policy of this School that all grievances be resolved quickly and at the lowest step possible.

Please note: The appeal process is different for the extracurricular code.

## RULES/REGULATIONS/PROCEDURES

1. Between the hours of 7:45- 8:10 am, students may go to the Cafeteria.
2. At no time are students to make noise or cause confusion in the halls. After the bell has rung to start class, there is to be no unauthorized movement in the halls. Any student in the hall during class time must have a hall pass.
3. Students will participate only in the class activities and functions of the class in which they are classified.
4. Food and drink are allowed only in the Cafeteria.
5. Students may have electronic mobile devices on their person, but devices must be turned off. The use of mobile devices in the school building and during school hours is prohibited, as it is considered a disruption to classes taking place. School hours shall be considered 8:15-11:28 and 12:12-3:15. This includes, but is not limited to cell phones, iPods, headphones, DVD players/recorders, MP3s, etc. When a student is discovered using a mobile device inappropriately or during instructional periods the teacher will confiscate the item and deliver it to the office. The school assumes no responsibility for the loss of any of these items. Students may use mobile devices in the building for educational use only with permission and under the supervision of their classroom teacher. Students that use mobile devices inappropriately will lose this privilege.
 

**1st Offense**-Warning, student will surrender electronic mobile device to the instructor (student may pick up device from administrator at the end of the day).

**2nd Offense**-Student will surrender electronic device and be issued 1 day of AER (parent must pick up mobile device).

**3rd offense**- The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.

**4th or more**- The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.
6. Public displays of affection will not be tolerated in and around the school (except for holding hands). Students in violation of this regulation will be referred to the office for disciplinary action. Such discipline may include detention and/or suspension from school.
7. Visitors coming to school must have a visitor's pass which is issued in the school office. Arrangements for a visitor must be made at least one school day in advance of the visit and all arrangements are subject to the approval of the Principal or his/her designee.
8. The school has parking facilities for students' cars. Those students who determine that they must drive to school are required to fill out the PHS parking application form and submit to the main office with a \$20 parking fee. Students will be allowed to park in any available parking spot in the West parking lot. Students are not allowed to park in the East Faculty parking lot. Students parking in the faculty parking lot will be considered in violation of the handbook and dealt with accordingly. Students who must move an illegally parked vehicle during school hours may be assigned an after-school detention.
9. School lockers are provided for the convenience of the students. Inspection, control, supervision and assignment of lockers remain within the authority of school officials. Students will be provided a combination at the beginning of the year. Nothing of great value should ever be kept in a student's locker. PHS assumes no responsibility for the loss of students' property. The Principal or designee may search lockers at their discretion. The school retains control of this property and provides it for the use of our students. No right to privacy is granted to students using school property. Lockers may be opened without a student's permission. No student should change his/her locker assignment without having permission from the office.
10. The office telephones are business phones and cannot be used for personal needs of the students. The office does provide a phone that students may use to make local emergency calls.
11. Permission to call class meetings or schedule social events must be obtained from the class sponsor and the Principal.
12. All students are requested to notify the office at once if there is a change of address or phone number during the year. All students must obtain a permit card from Unit 4/Dist. 95 office in order to register for school.

13. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school, must be reported immediately to the person in charge.
14. All materials to be placed on the hallway bulletin boards must be approved in the office. Only posters or announcements of school or student-related activities will be allowed. At no time are posters, signs, stickers, etc to be placed or taped on any lockers or painted wall surface.
15. Textbooks are furnished to students without charge. Any damage to books beyond that which might be expected from normal use will become the financial responsibility of the student.
16. Every student taking Physical Education is required to have a regulation gym suit. The apparel consists of black shorts and gray t-shirts. Also required are tennis shoes.
17. Coats may be brought to class at the discretion of the teacher.
18. Lost Student I.D.'s may be replaced in the office for a \$1.00 processing fee. Requests must be made before the fourth hour in order for students to have them for the lunch period. No I.D. at lunch or failure to sign in will result in:
  - 1st offense – warning
  - 2nd offense – warning
  - 3rd offense – lunch detention
  - 4th offense – after school detention
  - 5th or more – AER and/or Late Stay
19. Surveillance Cameras- Due to the increased need for security in, on and around the high school, video surveillance cameras have been installed in and around the building. The cameras are located in strategic positions and their purpose is to help guarantee the safety of students and staff.
20. Extracurricular Eligibility -- Students will be ineligible until the next weekly check is conducted if they are not passing a minimum of 3 credits during a weekly check. Unless entering secondary work for the first time, the student must have passed at least 3 credits during the previous quarter. If the student did not pass a minimum of 3 credits during the previous quarter, he/she will be ineligible for the following quarter. Unless entering secondary work for the first time, the student must have passed at least 3 credits during the previous semester if the student did not pass a minimum of 3 credits during the previous semester, he/she will be ineligible for the following semester. For the purpose of this policy, extracurricular activities will be defined as those activities "outside the regular course of study but under the supervision of the school." *Attendance at school (at least ½ day) is mandatory to participate in an extracurricular activity. For example, if the event is held on Saturday, the student must be in attendance for at least half the day on Friday. Extracurricular activities include prom, FFA events, May Fete, drama performances, dances, etc.*

## SEARCH AND SEIZURE

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" include school liaison police officers.

### **School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Students Searches**

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies.

The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

### **Questioning of Students Suspected of Committing Criminal Activity**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

## **SCHOOL BUS**

Student behavior is expected to be acceptable during the transporting of the student to and from school-related activities. If the student's behavior is not acceptable, the privilege of riding the school bus may be withdrawn, and it becomes the responsibility of the parent to transport the student. Consequences for a bus violation will range from a verbal warning and/or a conference with the parent(s) to suspension of bus privileges.

It is recommended that all riders, parents of riders, and teachers become thoroughly familiar with the following regulations governing school bus riders.

- Be on time at the designated school bus stop. Help keep the bus on schedule. Stay off the road at all times while waiting for the bus. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
- Do not leave your seat while the bus is in motion.
- Be alert to a danger signal from the driver. Remain in the bus in the event of a road emergency until instructions are given by the driver.
- Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows.
- Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident. Be absolutely quiet when approaching a railroad crossing stop.
- Never tamper with the bus or any of its equipment.
- Assist in keeping the bus safe and sanitary at all times. No eating is allowed on the bus.
- Keep books, packages, coats and all other objects out of the aisles. Leave no book, lunches, or other articles on the bus.
- Be courteous to fellow pupils and the bus driver.
- Do not ask the driver to stop at places other than the regular bus stop; he/she is not permitted to do this except by proper authorization from the school.

- Observe safety precautions at the discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
- Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperon appointed by the school.

## Sports

Baseball, basketball, bass fishing, cheerleading, cross-country, football, golf, softball, tennis, track, and volleyball provide a wide variety and ample opportunity for participation in sports at PHS. Every student, if at all possible, should take part in at least one of the many athletic programs.

## STORM/DISASTER/ACTIVE SHOOTER DRILLS

Storm, disaster, and active shooter drills will occur at regular intervals as required by law and are important safety precautions. It is essential that when the first signal is given, everyone obeys orders as promptly as possible. The teacher in each classroom will give the students instructions. A storm/disaster evacuation plan is posted in each room. Students should study the plan and become familiar with it.

## STUDENT INSURANCE

The high school maintains a group accident insurance policy. This insurance is available to all members of the student body at a nominal cost and is sold soon after school starts in the fall.

## STUDENT SERVICES

Student services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information study help, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss with the counselor. Students wishing to visit a counselor should contact the student services office to arrange for an appointment. Students should see the counselors before or after school, at noon, or during their study hall periods.

## CREDIT FOR ALTERNATIVE COURSES AND PROGRAMS, AND COURSE SUBSTITUTIONS

### CORRESPONDENCE COURSES

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The student assumes responsibility for all fees; and the Principal approves the course in advance.
2. A maximum of 2 units of credit may be counted toward the requirements for a student's high school graduation.

### DISTANCE LEARNING COURSES

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the Principal or designee;
2. The course is not offered at the student's high school;
3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The Principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and

extracurricular activities. PCHS may pay the fee for expelled students who are permitted to take virtual or online courses in alternative settings.

#### EXCHANGE STUDENTS

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the School Board. The Board may grant a certificate of attendance to exchange students. PHS students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the Principal. International study course work not meeting PHS requirements may be placed in the student's permanent record and recorded as an international study experience.

#### SUMMER SCHOOL AND INDEPENDENT STUDY

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in a curriculum area not offered by PHS, provided the student obtains the consent of a supervising teacher as well as the Principal.

#### COLLEGE COURSES

A student who successfully completes community college courses may receive high school credit, provided: (1) The student is a senior in good academic standing; (2) The course is not offered in the high school curriculum or is part of the Cooperative High School dual credit program; (3) The course is approved in advance by the student's student services counselor and the Principal; and (4) The student assumes responsibility for all fees.

#### FOREIGN LANGUAGE COURSES

A student will receive high school credit by studying foreign language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education. The amount of credit will be based on foreign language proficiency achieved. The Principal may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

#### MILITARY SERVICE

The Board may accept military service experience as credit toward graduation, provided the student making the request has a recommendation from the U.S. Commission of Accreditation of Service Experiences. The student seeking credit shall supply any documents or transcripts necessary to support the request.

#### RELATED SERVICE LOGS

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

#### VOLUNTEER SERVICE CREDIT PROGRAM

A student may earn high school credit through community service activities. The Principal shall implement the volunteer service credit program to ensure student enrichment, educational growth, and personal welfare. Students shall receive the amount of credit given for the completion of one semester of language arts, math, science, or social studies.

#### GRADING

1. Report cards will be distributed to students on a quarterly basis.
2. If it is deemed necessary, a personal report may be mailed to parents during any nine-week period to advise them of any academic difficulty their son/daughter may be experiencing.

3. Seniors in jeopardy of failing a course will receive special notification in writing from the teacher of the class 4 weeks before the end of school. The teacher will also make personal contact with both the student and parent 4 weeks before the end of school. It is possible for a senior to fail even though passing four weeks prior to the end of school. Documentation of this contact will be filed in the office.
4. All marks issued to classify students will be done in letters. Letters will also be used on the permanent record cards.
5. The following is the grading scale that will be used:
  - A - 90% - 100%**
  - B - 80% - 89%**
  - C - 70% - 79%**
  - D - 60% - 69%**
  - E - Passing Due to Effort**
  - F - Failing - No Credit**
  - WF - Withdraw Failing - No Credit**
  - AU - Audit - No Credit Student must do passing work in order to take the second semester**
  - EA,EM,ER,ES - Exempt from physical education because of academics, medical excuse, religion, or interscholastic sports.**
  - I - Incomplete - No credit will be given until work is completed. All incompletes must be completed within two weeks after the end of the quarter or semester. Work not completed will be assigned zeros, and the teacher will issue a semester grade.**
6. At the end of each nine-week period, there is compiled a list of names of those students whose academic work is outstanding. This list is known as the Honor Roll.
7. Upon Graduation, students are recognized for high achievement in the following way:
  - Honors - 4.40-4.79 GPA
  - High Honors - 4.80-4.94 GPA
  - Highest Honors - 4.95-5.00 GPA

## HONOR LETTERS

Honor letters are awarded to students who have made the honor roll at least three out of four quarters during that school year. A grade-point-average (GPA) of 4.4 is required in order to qualify for the honor roll.

## MID-TERM GRADUATES

A student should arrange his/her schedule in consultation with the student services department.

## PE EXEMPTIONS

Students in grade 11 and 12 may be excused, on an individual basis, from participation in physical education for one of the following reasons:

1. Enrollment in a marching band program for credit;
2. Enrollment in an extra class which is a college entrance requirement of the school that the student wishes to attend. A student receiving this waiver would carry a full-day credit class schedule;
3. Enrollment in a course which is required for high school graduation, provided that failure to take such classes will result in the student being unable to graduate. A student receiving this waiver would carry a full-day credit class schedule. (student must be in the 11th or 12th grade);
4. Ongoing participation in an interscholastic or extracurricular athletic program;
5. Enrollment in Reserve Officers Training Corps (ROTC) program sponsored by the school;

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course.

- a. The time of year when the student's participation ceases;
- b. The student's class schedule; and

- c. The student's future or planned additional participation in activities qualifying for substitution for physical education, as outlined above or in Handbook Procedure.

## REQUIREMENTS FOR GRADUATION

English – 4 credits  
 Social Studies – 2 credits  
 Math - 3 credits  
 Science - 2 credits  
 Physical Education - 3 ¼ credits  
 Career Exploration - ½ credit  
 Consumer Economics - ½ credit  
 Driver Ed. – ¼ credit  
 Health – ½ credit  
 Electives – 8 credits  
 Total - 24 credits

\*For students first entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

A correspondence course credit, extension course credit, or summer school credit may be arranged through the student services counselors to make up credit deficiencies. A maximum of 2 units of credit may be counted toward the requirements for high school graduation. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

## SEMESTER EXAM POLICY

THE FINALS POLICY IS AN INCENTIVE POLICY TO ENCOURAGE GOOD ATTENDANCE, GOOD GRADES AND APPROPRIATE BEHAVIOR.

1. All students at PHS are eligible to take advantage of the incentive policy.
2. This policy will be in effect for Fall and Spring semester finals exams.
3. The qualifications for exemption from finals exams are listed below (no exceptions will be made):
  - a) **A student with grades of "B" or better for the semester and no more than 4 excused absences are eligible to be exempt from all semester exams.**  
**(This includes all excused absences such as funerals, out of town, doctor's excuses, vacations, church trips, surgery)**  
**Exemptions are school related activities and field trips. This includes a single period through all day absences for school related activities.**
  - b) **A student with zero CLASSROOM DISCIPLINE POINTS, BUS DISCIPLINE POINTS, AND BUILDING AND GROUNDS DISCIPLINE POINTS is eligible to be exempt from one final of their choice provided they are passing the class.**
  - c) **A student with Perfect Attendance is eligible to be exempt from one final of their choice provided they are passing the class.**
    - **The student must have a clear record through the high school office.**
4. Policy Guidelines
  - A. Students report ONLY for those exams for which they are not exempt.
  - B. Students may be exempt from some exams but not others based upon grades in each course.

- C. Any student that has not met ALL QUALIFICATIONS listed above will be required to take all end of course finals.
- D. Students required to take final course exams must attend school on the scheduled day and time.

## STATE TEST REQUIREMENTS

Illinois law requires that all seniors pass exams on the United States Constitution, the Illinois Constitution, the Declaration of Independence, the flag and the use of the ballot. These are prepared for in the government class.

## SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

## SCHOOL VISITATION RIGHTS ACT

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

## 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 once a week. These support groups are a valuable resource for students and staff, and are available to any student who wishes to join. If you have any questions or concerns or would like to discuss involving your child in this group, please don't hesitate to call: (217) 466-1175. All information will be treated confidentially and respectfully.

## STUDENT RECORDS

### Access to Records

#### A. Releases to Schools Outside Paris Schools

1. Upon receipt of a signed authorization for release of student records from school personnel outside the school, the building principal shall:
  - a. Determine the extent of the record request and release those records that are specifically requested.
  - b. In the absence of specific records request: Release only the student's Permanent Records.
2. With no receipt of an authorized release the letter should be returned immediately requesting the signature of the parent or legal guardian.

B. Release to Persons or Agencies Other Than Schools. Under normal conditions NO RECORDS ARE to be released without a properly signed authorization for release. FOR EXCEPTIONS -- SEE FOLLOWING SECTIONS "C" AND "D".

C. Releases Permitted Without Signed Authorization: The school shall grant access to information contained in school student records to persons authorized or required by State or Federal law to gain such access, provided that:

1. Such person shall provide the school with appropriate identification and a copy of the statute authorizing such access; and,
2. The parent received prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and/or challenge such information. If this release of information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents.
3. To an employee or official of the school or the State Board of Education has a current demonstrable educational or administrative interest in the student and the records are in furtherance of such interest;
4. To any person for the purpose of research, statistical reporting, or planning, provided that:
  - a. Such person has the permission of the State Superintendent of Education; and,
  - b. No student or parent can be identified from the information released;
5. Pursuant to a court order, provided that the procedures outlined in Ill.Rev.Stats., 1974, Ch. 122, Article 50-6a (5) are observed.

#### D. Emergency Release of Information

1. Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health and safety of the student or other person, provided that the parents are notified as soon as possible of the information released, the date of the release, the person, agency, or organization receiving the information, and the purpose of the release.
2. Factors are to be considered in determining whether records should be released pursuant to this paragraph include:
  - a. The seriousness of the threat to the health or safety of the student or other persons;

- b. The need for such records to meet the emergency;
  - c. Whether the persons to whom such records are released are in a position to deal with the emergency;
  - d. The extent to which time is of the essence in dealing with the emergency.
3. The requirements and criteria for release of information pursuant to this section are to be strictly construed.

E. Review of Records

Upon receipt of a request for a "review" of student records by a parent or legal guardian, the building principal or his designated representative shall comply with that request within a reasonable time, but in no case later than 15 days. If needed, and felt necessary by the building principal, appropriately trained professional personnel shall be present to provide assistance and interpreting portions of the record.

F. Maintaining Record of Access

- 1. Signed Authorizations (Temporary Record) to be kept on file in cumulative until the student is transferred or withdraws permanently from the School.
- 2. Record of Release (Permanent Record) each student cumulative folder shall contain a card form titled "Student Records Access". This purpose is to maintain a "log" of each and every access of release or review of a student's record. Consequently, each building principal or his/her designated representative shall record the required information on the "Student Records Access" form each time information from the student record is released, transferred, or previewed through the channels of authority.

NOTICE TO PARENTS/GUARDIANS AND STUDENTS OF THEIR RIGHTS CONCERNING A STUDENT’S SCHOOL RECORDS

The contact information for each School’s Official Records Custodian follows:

Mark Cox  
14040 E. 1200<sup>th</sup> Rd.  
Paris, Illinois 61944  
cox@pchs.k12.il.us  
217-466-1175

This notice contains a description of your and your child’s rights concerning school student records.

A *school student record* is any writing or other recorded information concerning a student and by which a student may be individually identified that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member’s sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. The School maintains two types of school records for each student: *permanent* record and *temporary* record.

The *permanent record* includes:

- 1. Basic identifying information, including the student’s name and address, birth date and place, gender, and the names and addresses of the student’s parent(s)/guardian(s).
- 2. Evidence required under the Missing Children’s Records Act. 325 ILCS 50/5(b)(1).
- 3. Academic transcripts, including: grades graduation date, and grade level achieved; the unique student identifier assigned and used by the Ill. State Board of Education Student Information System (SIS); as applicable, designation of an Advanced Placement computer science course as a mathematics-based, quantitative course for purposes of meeting State graduation requirements set forth in School Code Section 5/27-22; as applicable, designation of the student’s achievement of the State Seal of Bi-literacy, awarded in accordance with School Code Section 5/2-3.157; as applicable, designation of the student’s achievement of the State Commendation Toward Bi-literacy; and as applicable, designation of the student’s achievement of the Global Scholar Certification, awarded in accordance with School Code Section 5/2-3.167.
- 4. Attendance record.
- 5. Health record defined by the Ill. State Board of Education (ISBE) as “medical documentation necessary for enrollment and proof of dental examinations required under Section 27-8.1 of the School Code.”

6. Record of release of permanent record information that includes each of the following:
  - a. The nature and substance of the information released;
  - b. The name and signature of the official records custodian releasing such information;
  - c. The name and capacity of the requesting person and the purpose for the request;
  - d. The date of release; and
  - e. A copy of any consent to a release.
7. Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12). 105 ILCS 5/2-3.64a-5.

If not maintained in the *temporary record*, the *permanent record* may include:

1. Honors and awards received.
2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

All information not required to be kept in the student permanent record is kept in the student *temporary record* and may include:

1. Record of release of temporary record information that includes the same information as listed above for the record of release of permanent records.
2. Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8).
3. Completed home language survey.
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction.
5. Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act shall be placed in the student record.
6. Health-related information, defined by the ISBE as “current documentation of a student's health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act or other privacy laws, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs, e.g., glucose readings, long-term medications administered during school hours, and other health-related information that is relevant to school participation, e.g., nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports.”
7. Accident report, defined by the ISBE as “documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation, regardless of whether the parent, guardian or student (if 18 years or older) or an unaccompanied homeless youth ... has followed through on that request.”
8. Any documentation of a student’s transfer, including records indicating the school or school district to which the student transferred.
9. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course as a substitute for a high school or graduation requirement.

The temporary record may include:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results

6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records
9. Other disciplinary information
10. Special education records
11. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973
12. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student's education

The Family Educational Rights and Privacy Act (FERPA) and the Ill. School Student Records Act (ISSRA) affords parents/guardians and students over 18 years of age (*eligible students*) certain rights with respect to the student's school records. They are:

**1. The right to inspect and copy the student's education records within 10 business days after the date the school receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District may extend the response timeline to 15 business days in accordance with ISSRA. The school charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student.

**2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The school will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

**3. The right to request the amendment of the student's education records that the parent(s)/ guardian(s) or eligible student believes are inaccurate, irrelevant, or improper.**

Parents/guardians or eligible students may ask the school to amend a record that they believe is inaccurate, irrelevant, or improper. They should write the Building Principal or the Official Records Custodian, clearly identify the record they want changed, and specify the reason.

If the school decides not to amend the record as requested by the parents/guardians or eligible student, the school will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

**4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or ISSRA authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student’s records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**5. The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least five years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after five years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s). Student temporary records are reviewed every four years or upon a student’s change in attendance centers, whichever occurs first.

**6. The right to prohibit the release of directory information concerning the parent’s/ guardian’s child.**

Throughout the school year, the school may release directory information regarding its students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent(s)/guardian(s) names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent/guardian or eligible student is specifically informed otherwise.

No photograph highlighting individual faces is allowed for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student, as applicable; and no image on a school security video recording shall be designated as directory information.

**7. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student’s name, address, and telephone numbers without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students’ names, addresses, and telephone numbers, unless the student’s parent/guardian, or a student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. **The right to file a complaint with the U.S. Dept. of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

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

## STUDENT WELFARE/COMMUNICABLE DISEASES

A student known to have a communicable disease will be individually evaluated to determine if behavior or physical condition poses a high risk of spread of disease. The student may be required to submit to a medical exam at Cooperative expense by a physician(s) designated by the Principal. A determination relative to the most appropriate educational program for the student will be determined by the Board of Education in consultation with the Multidisciplinary Team consisting of a medical advisor(s), school nurse, school administrator(s), School legal counsel, health officials, the family physician, the student, student services counselor, E.I.A.S.E. representative(s), the student's teachers and the student's parents. The determination of the most appropriate educational program of a student reasonably suspected of having a communicable disease may be temporarily excluded from school if a medical situation exists warranting temporary exclusion. During the period of temporary exclusion, the student shall be provided with an appropriate educational program.

An individual evaluation of a student known to have a communicable disease will result in the development of a specific educational plan for the student. The plan will identify the student's educational program, the health-related conditions of the placement, specific health instructions and other relevant information. A student with a communicable disease will be allowed to attend school in a regular classroom setting unless an individual evaluation results in the need to place specific limitations on attendance. A student will be excluded from school for the period in which there is substantial risk of transmitting the disease to other students or employees. A more restrictive environment would be appropriate for some students such as those who cannot control their bodily functions or behavior. The review team will monitor the condition of each student known to have a communicable disease to determine the need for a more restrictive environment (i.e., hospital or homebound instruction). The privacy of a student known to have a communicable disease will be respected by maintaining confidential records in accordance with federal and state privacy laws.

The Principal shall notify students and parents or guardians of the School's policy and of any other relevant information concerning communicable diseases where there has been possible exposure with a student known to have a communicable disease.

## Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

## WORK PERMITS

When applying for a job, it is necessary to pick up a work permit application from the Principal's Office. When you have obtained the job, take your birth certificate and/or driver's license and the application to the Principal's Office. At that time your certificate will be examined in order to certify your age and appropriate forms will be provided.

## EXTRACURRICULAR POLICY

### INTRODUCTION AND PURPOSE FOR EXTRACURRICULAR PROGRAMS

Extracurricular activities at Paris High School offer instruction and competition that contribute to the overall high school experience and to the total development of the student. An extracurricular program teaches participants the value of cooperation, as well as the spirit of competition. A student learns to work with others for the achievement of both individual goals and group goals. While it is an honor to wear the name “Paris” on uniforms, there are responsibilities associated with this privilege. The purpose of the PHS Extracurricular Policy is to establish a set of standards, expectations, and consequences for athletes/participants to follow through the year.

### THE EXTRACURRICULAR PROGRAM

The rules spelled out in this code will apply to members of each of the following Board of Education approved programs including but not limited to:

#### Category I Activities

Baseball  
 Basketball (B/G)  
 Beacon Brigade  
 Cheerleading  
 Cross Country (B/G)  
 Drama  
 Drill Team/Color Guard  
 Football  
 Golf (B/G)  
 Jazz Ensemble  
 Orchestra Pit  
 Softball  
 Tennis (B/G)  
 Track and Field (B/G)  
 Volleyball  
 Student Council  
 (B/G) = Boys and Girls

#### Category II Activities

Art Club  
 Bass Fishing Club  
 BIONIC  
 Class Officers  
 Eco Team  
 Elite Harmony  
 Envirothon  
 FCCLA  
 FFA  
 Foreign Language Club  
 Interact Club  
 Intramural  
 Key Club  
 PEN  
 Scholastic Bowl  
 WYSE

### REGULATORY ORGANIZATIONS

#### National Federation of State High School Associations

This organization establishes rules and guidelines for various sports. State associations utilize these rules for conduction sports activities.

#### Illinois High School Association

This is the state representative for the National Federation. The association is composed of high schools in the state that set policy and regulation concerning the conduct of athletic events. The association sponsors state tournaments in both boys' and girls' sports.

#### Little Illini Conference

The conference is an affiliation of schools that conducts athletic events according to the rules of the National Federation, the Illinois High School Association, and other such rules, as the conference deems desirable. Conference schedules and meets are held in both boys' and girls' sports.

### **EXTRACURRICULAR CODE OF CONDUCT**

The Extracurricular Code of Conduct consists of rules and regulation that govern the student's conduct while participating in the extracurricular program at Paris Cooperative High School. In making the decision to participate in the extracurricular programs at Paris High School, the student must make a commitment to:

1. Comply with the rules of the Illinois High School Association and the Little Illini Conference.
2. Comply with the training rules and regulation as established by the coach/sponsor of each activity in which the student is participating. The sponsor or coach (subject to the approval of the principal and athletic director) has the authority to specify additional training rules relating to health, safety, conduct, attitude and language use, and may discipline students for violations of those rules and advocates.
3. Comply with the student discipline rules and regulations as developed and approved by the Board of Education.

The rules set forth in this policy are based upon the assumption that participation in the extracurricular program at Paris Cooperative High School is a privilege, not a right.

Before participating in an extracurricular activity, students and their parents must read and sign a copy of the extracurricular code. If a student chooses not to sign the code at registration, but subsequently decides to participate in an activity, Paris Cooperative High School reserves the right to investigate if there has been any previous violation of the code during the past 365 days. If a violation has occurred, the consequences will go into effect for the desired activity prior to participation.

**All students participating in extracurricular activities at Paris Cooperative High School shall be subject to the provisions of this Policy twelve months per year, in and out of season.**

### **RULES FOR PARTICIPATION**

The student shall not commit any criminal offense in any jurisdiction. A report of an offense in any jurisdiction shall be investigated. The administration will investigate any incident brought forward by an individual who is willing to sign a written statement. Anonymous allegations will not be considered.

### **CONSEQUENCES OF VIOLATION**

All suspensions will be served at the highest level of participation. A student under suspension will not be allowed to participate at any level under suspension (e.g. a student cannot serve a suspension at the J.V. level when he/she also participates at the varsity level).

First Offense:

1. A student who is found to be in violation of this code will incur a 20% suspension from the activities they are involved in. If a suspension cannot be completed before the end of the activity the remainder of the suspension will be served in the next activity.
2. The student athlete and his or her parents will be required to schedule and participate in a conference with the coach and athletic director before the athlete returns to playing status.

Second Offense:

1. Violation of the Rules for Participation on a second occasion within 365 days of a first violation will result in a 50% suspension from the activities they are involved in. If a suspension cannot be completed before the end of the activity the remainder of the suspension will be served in the next activity.
2. The student athlete and his or her parents will be required to schedule and participate in a conference with the coach and athletic director before the athlete returns to playing status.

Third Offense:

1. Violation of the Rules of Participation on a third occasion within 365 days of a second offense will result in a suspension from extracurricular participation for one year (365 days) beginning with the date of the third suspension.
2. The student athlete and his or her parents will be required to schedule and participate in a conference with the coach and athletic director before the athlete returns to playing status.

For a 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> offense, a student who remains violation free for a period of 365 days from the suspension will have a “clean record” and previous violations will not be considered in further disciplinary actions with regard to this Policy.

Reduction of Penalty:

A student who is found to have committed a First Offense or a Second Offense as stated above will have the penalty for the violation reduced by one-half (i.e. 10% suspension of the season for a First Offense, 25% suspension for a Second Offense) if the following are met:

- The student participates in counseling and/or education programs as designated by the School District;
- The student submits to drug testing by a provider designated by the School District (for a drug offense) and does not receive a “positive” result on any such test.

For All Offenses:

If a student may become eligible again during their high school career, they may be allowed to practice, attend games or contests as well as sit with the team at the discretion of the coach and athletic director or the sponsor and principal. The student will be subject to the same rules of conduct expected of all participants.

Students who are participating in Category I and Category II activities will be sanctioned in both for each violation. No student will be sanctioned twice in one category for a single offense. The sanctions will be imposed in both categories during the first activity following a violation.

### PROHIBITED CONDUCT

No student participating in extracurricular activities at Paris Cooperative High School shall participate in any action that would be a violation set forward in the school handbook. No student participant shall consume, use, possess, distribute, purchase, sell, or be under the influence of any of the following at any time (12 months per year, whether in or out of season):

- A. Tobacco or nicotine materials, including, without limitation, electronic cigarettes.
- B. Alcoholic beverages.
- C. Any illegal drug or controlled substances, or cannabis (including marijuana, hashish and medical cannabis unless the student is authorized to be administered a medical cannabis product under *Ashley's Law*).
- D. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
- E. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
- F. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
- G. Any inhalant, regardless of whether it contains an illegal drug or controlled substance; (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- H. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- I. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- J. Drug paraphernalia, including devices that can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

If the District receives reports or otherwise has reason to believe that a student subject to this Extracurricular Policy has been present at a party or gathering where alcohol or drugs have been used or consumed by minors, the administration shall determine whether such reports and information constitute reasonable suspicion for the student to submit to a drug test as provided below.

Violations of the Extracurricular Code of Conduct that are not documented within one calendar year of their occurrence are not subject to the provisions of the Code.

### EXTRACURRICULAR POLICY APPEAL PROCESS

**STEP I**

The coach/sponsor, athletic director and/or the School Administration are authorized to investigate allegations and determine whether a violation of this Policy has occurred. Prior to making a decision, the student participant shall be provided an opportunity to respond to the allegations.

**STEP II**

If the student and/or the student's parent(s)/guardian(s) are not satisfied with the decision of the coach/sponsor or the Athletic Director, they may appeal the decision to the Assistant Principal. The Assistant Principal shall review the evidence and meet with the student and/or the student's parent(s)/guardian(s) before issuing a decision. The Assistant Principal, in making his or her decision, shall determine whether there was sufficient evidence of a violation of this Policy, and whether the decision by the coach/sponsor and/or the athletic director was consistent with this Policy. The decision of the Assistant Principal shall be final.

This handbook sets forth a framework for student discipline; however, the Board recognizes that not all situations are included within the handbook and reserves the right for administrators to implement discipline as appropriate.

**PROCEDURES AND GUIDELINES FOR DRUG TESTING**

- A Student testing positive for an excluded substance will be considered in violation of the Extra Curricular Code.
- Each student shall be provided with a consent form that must be dated and signed by both the student and guardian before the student is eligible to participate.
- By signing the consent form, the student and guardian agree that the student provides, at any time requested, a urine sample for drug testing.
- The Administration and/or designee will employ a verifiable system of random selection.
- On being selected for testing, each student will be required to provide a urine sample, but the collection of said samples will not be observed.
- The student's number and the date shall be written on the sample bottle. The student and nurse will both initial the tape.
- The school nurse or designee will be responsible for overseeing the collection of the urine specimens, turning over the specimens to the laboratory courier, and keeping the chain of custody intact.
- The Administration or designee is responsible for explaining the consequences of a positive test to the student and his/her parents/guardians.
- The Administration shall be responsible for keeping a copy of the signed testing agreements, contacting and arranging testing dates with the laboratory, receiving notice of any positive results from the laboratory, contacting the student, coach/sponsor, and parent/guardian of a positive test result and conducting an educational program when necessary.
- If the student is taking any prescribed or over-the-counter medication, the student should inform the nurse at the time the sample is taken.
- The testing is done at a Board approved toxicology laboratory.
- Student urine samples will be tested for, but not limited to, tobacco, alcohol, steroids, and other illicit drugs.

- Refusal of a student to provide a specimen will be considered the same as a positive test and that student will be considered to be guilty of an extracurricular code violation.
- If a student cannot provide a specimen, he/she will be given eight (8) ounces of water and be allowed two (2) hours to give a specimen. (Medical studies have shown that persons given this amount of fluid and time should be able to supply a sufficient specimen.)
- If the urine specimen has been determined to be diluted, another specimen from the student must be obtained and tested.
- The tobacco levels of the test at the laboratory are set high enough to prevent the chance of “secondhand smoke” being the cause of a positive test.
- Students subject to Paris High School’s drug testing policy will be eligible for selection for twelve (12) months following the date of signing the attached agreement.
- Paris High School reserves the right to test any student who, at any time, exhibits cause for reasonable suspicion of drug, alcohol, or tobacco use.
- A student with a positive test result for the presence of any of the substances listed above, whether as the result of a random test or a reasonable suspicion test, shall be subject to the appropriate penalties set forth in the Consequences of Violation provision above.
- A student who refuses to submit to a drug test as provided herein shall be treated as if he or she produced a positive result for drugs or alcohol.

**ATTENDANCE**

At School:

In order to participate in a scheduled contest on a particular day, the student athlete must have been in attendance at school for at least one-half (1/2) of the day (excluding death in family, doctor’s appointments, college visits). Saturday contests – students must attend one-half (1/2) day on previous attendance day. The definition of one-half (1/2) day is four periods for the regular school day and for early out days dismissing at 2:30 p.m. The student must be in attendance the entire time on early out days dismissing at 11:30 a.m.

At Practices and Games:

Student athletes must attend all practices and games unless excused by the coach prior to any absence. If a game or practice is missed and is deemed unexcused by the coach, the student may receive a penalty as determined by the coach.

**CHANGE OF SPORT**

Students will not be allowed to change sports during the season unless the two coaches involved agree that the change would be in the best interest of both the student and the extracurricular program and is in compliance with IHSA regulations.

**ATHLETIC PARTICIPATION FEE**

The school board has determined that an athletic participation fee shall be collected. Fees must be paid before the student athlete may participate in practices. No refund will be given if the athlete begins practice and later decides not to continue in the sport. If a sport employs a try-out policy and the student athlete does not make the team, a full refund will be given.

**ATHLETIC EQUIPMENT**

Athletes are responsible for equipment and clothing issued to them. Damaged or lost articles must be paid for at replacement cost.

## PRACTICE AND GAME SCHEDULES

Coaches will provide the students and parents with a schedule concerning the days and times of practices and games.

## PARENT SUPPORT

The interscholastic athletics program at Paris Cooperative High School is one of the most successful parts of the school program. The success of the extracurricular program has been due in large measure to the cooperation from the parents in supporting their children and the teams. Parents are encouraged to continue this support, particularly in the important areas of training and study habits. The policies outlined in this booklet are designed to be preventative in nature and to keep punitive action at a minimum.

Parents are asked at an appropriate time to schedule an appointment to discuss any concerns or issues with the coach or athletic director. An appropriate time is **not** just prior to, during, or just after an athletic competition.

## TRANSPORTATION

All students are required to ride school provided transportation both to and from events. If a parent is present at the event, they may sign their own child out (and only their child) to ride home with them. Some coaches may require all students to ride home on the team bus. This is up to the coach's discretion. Please check with the coach prior to the start of the season regarding this policy.

An exception to this rule may exist if a student is traveling between **two school events**, and time does not allow for school transportation home in order to make the bus for the second event. In this situation, written arrangements between the coach and the parent, with administrative approval, must be made prior to departure from school. This only pertains to travel between two school events, and not a school event and another outside activity.

## SCHOLASTIC STANDING AND ELIGIBILITY REQUIREMENTS

Students who are not passing three credits will be determined to be ineligible and will not be allowed to participate for the next week's activities (Monday-Saturday). In order to be considered ineligible in the same class for two or more consecutive weeks, a student must be afforded a reasonable opportunity to raise their grade to passing.

1. Previous Quarter Record – A student, unless entering secondary work for the first time, must have been enrolled as a full-time student and have passed three credits the previous quarter. If a student did not pass six classes the previous quarter, he/she will be ineligible for the following quarter.
2. Previous Semester Record – A student, unless entering secondary work for the first time, must have been enrolled as a full-time student and have passed three credits the previous semester. If a student did not pass six classes the previous semester, he/she will be ineligible for the following semester.
3. Three Strike Rule – Any athlete who is academically ineligible any three weeks while participating in a sport is no longer eligible to participate in that sport for the remainder of the season.

## TEAM UNIFORMS

The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.

**INSURANCE**

Paris Cooperative High School recommends that the students have insurance coverage in case of injury for the protection of students who participate in interscholastic or intramural.

As the school does not accept any liability for such injuries, the parents are responsible for any medical costs that may occur.

A limited student accident insurance policy is available through the school. Limited coverage is provided by a private insurance company. Benefits will not exceed the stated limits in the policy. The forms for this insurance are available at the school and payment can be made there.

If you purchase student accident insurance, the school strongly urges parents to read and study the student accident insurance brochure for a thorough understanding of the limits, exclusions, coverage and proper procedures to be followed by the injured party.

Athletes must complete the Athletic Injury and Student Accident Insurance Form waiver, or sign up for the limited group insurance policy and get parental signatures. Forms must be completed and returned to the school before a student can participate.

**Concussion Policy and Procedure for Paris High School**

**Purpose:** To establish a standard of care for the management of concussions and traumatic brain injuries for the Paris High School. This protocol will be reviewed on a yearly basis.

**Concussion Oversight Team:** Schools will name a Concussion Oversight Team (COT) as outlined in IHSA rules. It will consist of a Physician, School Nurse, Athletic Director, Certified Athletic Trainer, and other deemed necessary by each school. All Athletic Trainers employed by PCH/FMC will be members of all COT teams for each school. All members must be in compliance with the education requirements. The athletic trainer, school nurse and athletic director are responsible for implementing and complying with Return to Learn (RTL) and Return to Play (RTP) protocols.

**Injury Definition:** A concussion is a complex pathophysiological process affecting the brain caused by a traumatic physical force or impact to the head or body, which may include temporary or prolonged altered brain function resulting in physical, cognitive, or emotional symptoms or altered sleep patterns and which may or may not involve loss of consciousness. This definition was obtained from the Youth Sports Concussion Safety Act.

**Symptoms of a Concussion:** Symptoms include headache, "pressure in head", nausea, vomiting, neck pain, balance problems, dizziness, vision problems, sensitivity to light noise, feeling sluggish or slowed down, feeling foggy or groggy, drowsiness, change in sleep patterns, amnesia, "don't feel right", fatigue or low energy, sadness, nervousness or anxiety, irritability, more emotional, confusion, concentration or memory problems, repeating the same question/comment.

**Signs Observed by Teammates, Parents and Coaches:** Observable signs are appearing dazed, vacant facial expression, confused about assignment, forgets plays, is unsure of game or score or opponent, moves clumsily or is uncoordinated, answers questions slowly, slurred speech, shows behavior or personality changes, can't recall events prior to hit, can't recall events after hit, seizures or convulsions, any change in typical behavior or personality, or loses consciousness.

**Education:**

- All high schools will provide concussion information to athletes and their parents/legal guardians prior to participation in athletics. The schools will use the concussion information sheet available from the IHSA website. These forms will be signed by athletes and their parent/legal guardians and returned to the school prior to participation in sports.
- All athletic directors, game officials and high school coaches, including employees and volunteers, will complete the online concussion awareness and education program developed by the IHSA. These are to be completed every 2 years.

- Nurses, Athletic Trainers, and Doctors need to complete continuing education for concussion management according to their respective disciplines.

**Implementation:**

- Athletes in all sports will have a baseline examination (SCAT 5) at the beginning of the season. The reason for this is to have “baseline scores” for comparison should a student athlete sustain a concussion throughout their athletic career. A new baseline will be completed biannually, unless the athlete has suffered a concussion in a past season.
- Schools will follow the IHSA Protocol for Implementation of NFHS Sports Playing Rule for Concussions. This states “any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”
- Appropriate health care professionals are defined as: physicians licensed to practice medicine in all branches in Illinois and Certified Athletic Trainers, Nurse Practitioners, and Physicians Assistants.

**Post-Concussion Management:**

Athletes sustaining a concussion will return to the classroom and to sports under the direction of the COT and/or the athlete’s physician.

A student removed from practice or competition may not be permitted to practice or compete again following the force or impact believed to have caused the concussion until:

- 1) The student has been evaluated by a treating physician or an athletic trainer
- 2) The student has successfully completed each requirement of the return to learn protocol
- 3) The student has successfully completed each requirement of the return to play protocol
- 4) The treating physician or athletic trainer has provided a written statement indicating it is safe for the student to return AND the student and the student’s parent or guardian:
  - a. Have acknowledged that the student has completed the requirements of the RTP and RTL protocols
  - b. Have provided the written statement to the AD
  - c. Have signed a consent form (IHSA Post-Concussion Consent Form) indicating that the person signing:
    - i. Has been informed concerning and consents to the student participating in returning to play in accordance with RTP and RTL protocols
    - ii. Understands the risks associated with the student with returning to play and learn and will comply with any ongoing requirements
    - iii. Consents to the disclosure to appropriate persons, consistent with the federal HIPAA Act
    - iv. And if any, written statement from physician or athletic trainer indicating RTL and RTP recommendations.

**Return-to-Learn Protocol**

TO INITIATE THE RETURN-TO-LEARN PROTOCOL, THE STUDENT MUST BE EVALUATED BY A LICENSED HEALTHCARE PROFESSIONAL AND DOCUMENTATION MUST BE PROVIDED TO THE SCHOOL.

- The protocol emphasizes allowing the student to participate in school in a modified fashion so as to not worsen symptoms. Determining “how much is too much” may be a trial and error process.

- The student should be granted adequate time to complete missed academic work based on the amount of time needed for complete recovery.
- The student should report to the school nurse **daily** in order to monitor symptoms and assess how the student is tolerating the accommodations, as well as assess how staff is implementing the modified learning plan.
- As the student’s recovery progresses through the outlined phases, teachers should be prepared to apply “mastery learning” criteria within their subject matter. By identifying essential academic work, teachers can facilitate recovery by reducing the student’s anxiety levels related to perceived volume of work that will be required once he/she is medically cleared to resume a full academic load.

### Phase 1: No School/Complete Cognitive Rest

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

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

- **Symptoms Severity:** In this phase, the student’s symptoms have decreased to manageable levels. Symptoms may be exacerbated by certain mental activities that are complex or of long duration. Often student can do cognitive activities but only for very short periods of time (5-15 minutes) so need frequent breaks to rest and “recharge their batteries.”
- **Treatment:** Re-introduce to school. Avoid settings and tasks that trigger or worsen symptoms. In the first few days of returning to school the goal is not to immediately start catching up on the missed work or learn new material. Rather the initial goal is simply to make sure the student can tolerate the school environment without worsening symptoms. This means the first few days often include just sitting in class and listening (no note-taking or reading). Once the student can tolerate this, he/she can try short intervals (5-15 minutes) of cognitive work per class.
- **Intervention Examples:**
  - Part-time school attendance, with focus on the core/essential subjects and /or those which do not trigger symptoms; prioritize what classes should be attended and how often. Examples 1) half-days, alternating morning and afternoon classes every other day; or (2) attending every other class with rest in the nurse’s office, library, or quiet location in between classes. Symptoms reported by the student should be addressed with specific accommodations.
  - Eliminate busy work or non-essential assignments in classes.

- Limit or eliminate “screen time” (computers, phones, tablets, smart boards) reading and other visual stimuli, based on the student’s symptoms.
- Provide student with copies of class notes (teach or student generated).
- No tests or quizzes.
- Homework load based on symptoms. There should be no due dates on homework assignment. This allows students to work at pace that does not exacerbate symptoms and reduces their anxiety about completing the assignments. May students have heightened anxiety during concussion recovery and due dates exacerbate this.
- Allow to leave class 5 minutes early to avoid noisy, crowded hallways between class changes.
- No physical activity including gym/recess or participation in athletics. ○ If this phase becomes prolonged and/or the student is unable to tolerate the school environment or do any work for even short periods of time, a tutor can be helpful (either in school or at home) to implement oral learning at a pace that does not worsen symptoms. A tutor can also help students organize their work and plan how they will spend their limited time studying (i.e. which assignment should I do first, second, third, etc.), as many students are unable to do this basic “executive function” task during concussion recovery.

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

- **Symptoms Severity:** In this phase, the student’s symptoms are decreased in both number and severity. They may have intervals during the day when they are symptom-free. Symptoms may still be exacerbating by certain activities.
  - **Treatment:** As the student improves, gradually increase demands on the brain by increasing the amount, length of time, and difficulty of academic requirements, as long as this does not worsen symptoms.
  - **Interventions examples:**
    - Continue to prioritize assignments, tests and projects; limit student to one test per day with extra time to complete tests to allow for breaks as needed based on symptom severity.
    - Continue to prioritize in-class learning; minimize overall workload.
    - Gradually increase the amount of homework.
    - Reported symptoms should be addressed by specific accommodations. Accommodations are reduced or eliminated as symptoms resolve.
    - No physical activity unless specifically prescribed by the student’s physician or healthcare provider. If the student has not resolved their symptoms after 4-6 weeks, health care providers will often prescribe light aerobic activity at a pace and duration below that which triggers symptoms. This “sub-symptom threshold exercise training” has been shown to facilitate concussion recovery. The student can do that in school in place of their regular PE class, by walking, riding a stationary bike, or jogging. No contact sports are allowed until the student is completely symptom-free with full days at school and no accommodations, and has received written clearance from a licensed healthcare professional.

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

- **Symptom Severity:** In this phase, the student may report no symptoms or may experience mild symptoms intermittent.
- **Treatment:** Accommodations are removed when student can participate fully in academic work at school and at home without triggering symptoms.
- **Intervention Examples:**

- Construct a reasonable stepwise plan to complete missed academic work; an extended period of time is recommended in order to minimize stress.
- Physical activities specified by the student's physician.

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

- **Symptom Severity:** No symptoms are present. Student is consistently tolerating full school days and typical academic load without triggering any symptoms.
- **Treatment:** No accommodations are needed.

#### **Return-To-Play Protocol**

##### **Baseline: Back to School First**

- Athlete is back to their regular school activities; is no longer experiencing symptoms from the injury when doing normal activities; and has the green-light from their health care provider to begin the return to play process.

##### **Step 1: Light Aerobic Activity**

- Begin with light aerobic activity only to increase an athlete's heart rate <70%. This means about 5-15 minutes on exercise bike, walking, or light jogging. No weight lifting at this point.
- If symptom free for next 24 hours, then move to next step.
- If symptoms return, then continue to rest.

##### **Step 2: Moderate Activity/Sports Specific Exercise**

- Continue with activities to increase an athlete's heart rate <80% with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, and moderate intensity weight-lifting (less time and/or less weight from their typical routine).
- If symptom free for next 24 hours, then move to next step.
- If symptoms return, then return to previous step.

##### **Step 3: Heavy, Non-Contact Training Drills**

- Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, and regular weightlifting routine, non-contact sport-specific drill (in 3 planes of movement).
- If symptom free for next 24 hours, then move to next step.
- If symptoms return, then return to previous step.

##### **Step 4: Practice and Full contact**

- May return to practice and full contact (if appropriate for the sport) in controlled practice.
- If symptom free for next 24 hours, then return to play.
- If symptoms return, then return to previous step.

#### **References:**

1. National Athletic Trainers' Association Position Statement on Sport Concussion

2. Youth Sports Concussion Safety Act
3. IHSA website
4. Sports Concussion Institute website
5. Center for Disease Control and Prevention website



# Paris High School

## Master Signature Page



This document has been published for students and parents. The purpose is to gain information on school activities, regulations, and procedures from this book. Although serving as a general guide, this document 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:

- School Handbook
- Technology Acceptable Use Policy
- Extra-curricular policy
- Extra-curricular insurance waiver

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

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_