

The
A-Z's
Of
East Peoria
Community High School



New Staff Resource Guide

2018-2019

About This Resource Guide

Welcome to East Peoria Community High School! We are excited to have you join our school community this school year. There is a great deal of information to learn about EPCHS. The information contained in this guide will assist you with the most common questions asked by new staff members. When you have other questions that are not answered in this guide, please flip to the "Who do I Ask?" section in the back. If your question/need isn't listed, please ask your mentor, Mrs. Greuter or Mrs. Laredo.

Have a great year and remember.....

"It's always a great day to be a Raider!"

About East Peoria Community High School

Address: 1401 E. Washington St.
East Peoria, IL 61611

Website: www.ep309.org
ep309.net

Phone: 309-694-8300

Enrollment: Approximately 1,000

Feeder Districts: East Peoria District #86
Creve Coeur District #76
Robein District #85

Our Students Live In: 31 square mile area in towns:
Creve Coeur
East Peoria
Morton (small portion)

Student Demographics: 49.9% Free/Reduced Lunch Program
0.4% LEP/ELL
13.0% Mobility
87.1% White
2.5% Black
4.3% Hispanic
0.8% Asian/Pacific Islander
0.4% American Indian
4.8% Two or more races
0.2% Pacific Islander

Certified Staff Members: 66 Teachers
4 Guidance Counselors
1 School Psychologist
1 School Social Worker
1 School Nurse
1 Speech Pathologist
1 Part Time Tazwood Counselor

Administration:

Marjorie Grueter

Superintendent

Lori Laredo

Assistant Superintendent of Academic Services/Principal

Brad DuBois

Director of Operations

Jay Bowman

Assistant Principal/Athletic Director

Jill Thornton

Director of Special Services

Carol Gnehm

Associate Principal- Freshman Academy Director

Jon Grzanich

Assistant Principal (Dean)

(Khassandrae Brown)

Assistant Principal (Dean)

Board of Education:

Jamie Durdel

President

2017-2021

Dr. Patrice Hess

2015 - 2019

Matt Eckberg

Vice President

2015-2019

Jen Huff

2017-2021

Steve Knobloch

Secretary

2017-2021

Steve Matheny

2017-2021

Dennis Reinhart

2015-2019

Director of Student Services: Student Services Office	Julie Darko
School Nurse: Main Office	Elisabeth Barclay
Security Officer: Sergenti Dean's Office	Mike
School Resource Officer: Horn Main Office	Officer Dave
Truancy Officer/Homeless Liaison: Passmore Athletic Office/Attendance Office	Doug
School Psychologist: Haas Special Services Office	Sarah
School Social Worker: Weidner Special Services Office	Laura
Speech Pathologist: Dimitroff 242D	Tamme
Technology Coordinator: Stanford 2nd Floor C wing office	Paul

Webmaster/Skyward Coordinator: Jenkins 1st Floor B wing office	Ryan
Office Manager: Porter Main Office	Amy
Payroll/Accounting: Glover Main Office	Erin
Attendance Center: Hobbs Main Entrance	Janelle Lisa Mews
Athletic Secretary: Athletic Office	Scott Moore
Dean's Office Secretary: Dean's Office	Ronnie Booth
Guidance Office Secretaries: Robinson	Tricia Lambrich Angie
Administrative Secretary/ Employee Attendance: McIntire Attendance Office	Deb
Teachers' Association:	

Pete McGinnis
2017-2018
Co-President

Kevin Collins
2017-18
Co-President

Ben Diggle
2017- 2018
Vice President

The A-Z's at EPCHS

Absent Students	<p>Excused Non-Attendance: Parents are required to report absences to the attendance office the morning of the absence. Students with excused absences are allowed two days for each day absent to make up work.</p> <p>Unexcused Non-Attendance: Unexcused absences are those absences which could have been avoided. It is up to the teacher's discretion whether to allow the student to make-up the work he/she missed during the absence.</p>
Absence-Teacher	<p>Absence Due to Illness/Emergency Before 6:00 a.m. : If you know you are going to be absent and it is before 6:00 a.m. in the morning, please call <u>698-7571</u> and follow the recorded instructions.</p> <p>Absence Due to Illness/Emergency After 6:00 a.m. : In the case of last minute illness or other emergency that would cause a staff member to be absent from work, please call Deb McIntyre between 6:30-6:45 a.m. at <u>694-8364</u>.</p> <p>Late Arrival: If you realize that you are going to be late for 1st hour class, please call the main office and notify either Deb at <u>694-8364</u> so that someone can watch your students until you arrive.</p> <p>Pre-Arranged Absences: If you are taking a pre-arranged sick day (pink form) or professional development day (blue form), please fill out the appropriate form (located in the main office) and have your lead teacher sign it. That form will be turned into Lori Laredo for final approval. Deb McIntyre will arrange for a substitute for that day. -(Continued on next page)-</p>

	<p>Substitute Lesson Plans:</p> <p>Teachers should have a clearly marked substitute teachers folder or binder on their desk with the following items included;</p> <ul style="list-style-type: none"> ● Class list and seating chart by hour ● List of any student concerns/special instructions/health issues by hour ● Copies of blank student passes and referral forms. ● A complete lesson plan (called emergency lesson plans) and supplemental materials for each course taught ● The name of a neighboring teacher a substitute can ask for help from
Accident Form	<p>An accident form can be found in the main office or on the common drive. Please complete the form and turn it into Amy Porter directly.</p>
Academic Integrity	<p>Please refer to the student handbook.</p>
Announcements	<p>Time:</p> <p>Announcements will occur during Raider Hour over the PA at the end of the day.</p> <p>Submission of Announcements:</p> <p>Announcements are due by 10:00 a.m. each day and must be submitted via email to announcement@ep309.org. (Link available on the ep309.net website) Please make your announcement clear and concise. A copy will be emailed to all staff during the day and posted on the school website.</p>
Apparel	<p>Teachers are expected to dress in an appropriate, professional manner each day. On Fridays, the Teacher's Association will notify the staff about the "Jeans Friday" fundraiser. On these days,</p>

	<p style="text-align: center;">-(Continued on next page)-</p> <p>teachers who participate in the fundraiser may wear jeans and Raider spirit gear. Jeans must be appropriate and meet the guidelines established in the student dress code.</p> <p>Raider Gear: Raider gear is available at a variety of different retailers in the area.</p> <p>Our special education department runs a school store where Raider Gear may be purchased. Please contact Lori Becraft, or Cathy Gross with questions.</p> <p>The Booster Club sells a variety of items during the school year, at home football and basketball games, and some in the Athletic Office. If you would like something, please contact Jay Bowman or Scott Moore.</p>
Assemblies	<p>There are periodic assemblies throughout the school year. If your class is attending an assembly, you are expected to attend with your class and assist with supervision.</p> <p>If specific, assigned seating is required for an assembly, this information will be given to you prior to the assembly. If there is assigned seating, please take attendance once you have arrived at the assembly to ensure all your students are accounted for.</p>
Attendance	<p>Hourly attendance needs to be recorded on Skyward. If you do not have access to a computer to record attendance, attendance must be entered by 3:15 each day.</p>
Auditorium Use	<p>If you are interested in using the auditorium, please check for availability on the online Master Calendar. If the auditorium appears to be clear, speak to Brad DuBois to get approval. If approved, reserve at: http://calendar.ep309.org/calendar/reserve.asp (Link available on the ep309.net website) You will receive an email to confirm your request.</p>

	Any questions, see Brad Dubois.
AV Equipment	To reserve AV equipment, please email the School dude online request link . Please allow at least 24 hours advance notice to receive equipment. Equipment availability is on a first come, first served basis. The email for the link will be sent out before school starts for the year.
Bell Schedule	See Appendix
Budget	The superintendent determines the budget for the school and specific departments. All purchases need to be pre-approved by the superintendent. An overall school budget can be found on the school website. Please see your lead teacher for your department's specific budget.
Building Entrance	Staff may enter the building at any door with an entrance fob. All visitors are required to check in at the main entrance, Door #1, off of Rosedale Avenue and obtain a visitor's pass. All visitors are required to show a valid state ID prior to gaining entrance. Please inform any guest of this policy before they arrive to expedite their check in. Also, let the main entrance know you are expecting a guest.
Calendar	A current copy of the school calendar can be found on the school webpage.
Call Button	In the case of an emergency, use the phone or the "call button" to contact the dean's, nurse, or main office. Push and hold the button for 2 seconds, let go, and proceed to speak into the speaker. This only goes to the dean's office and they will contact the necessary personnel to address the emergency. The call button should be used for; <ul style="list-style-type: none"> ● Serious discipline issues ● Health related emergencies ● Safety issues, such as fire, smoke,

	chemical spills, etc.
Certification (Licensure)	<p>Teacher certification, professional development hours & records, recertification are all monitored and updated through the Illinois State Board of Education's ELIS website located at www.isbe.net/ELIS/.</p> <p>It is important that you monitor your account on a regular basis and update your professional development log on the site as you complete trainings and classes. Martin Hobbs is the staff certification contact if you have any questions or concerns. You may also contact the Tazewell County ROE office at 309-477-2290.</p>
Cheating	Please refer to the student handbook.
Classroom Doors	All classroom doors need to be locked at all times. Doors can still be propped open, even if locked.
Common Folder	<p>Many school wide forms and information are located in the "common folder." To access the common folder;</p> <ul style="list-style-type: none"> ● Go to "My Computer" ● Open the "J" drive ● Click on the "Common Folder" ● If you don't have a J drive, contact the helpdesk for assistance.
Computer Labs	<p>There are several computer labs throughout the building. Each lab can be reserved for use except during MAP testing, which occurs 3 times each year, and the State mandated tests which occur in the spring.</p> <p>Instructions on using the on-line lab sign-up calendar will be provided by the technology department at the beginning of the year.</p>

-(Continued on next page)-

	<p>Computer labs are located;</p> <p>101C: Tiered instructional lab located across from the main office (30 stations)</p> <p>240D: Located in D hallway (24 stations)</p> <p>349C: Located in the Freshman Academy hallway Priority will be given to FA classes (30 stations)</p> <p>Library: Two, 30 station labs are located in the library with an instructional Smart Board available in each lab.</p> <p>Business Labs: The Business Department has computer labs located on the second floor. These labs are usually being used for business classes, but periodically are available. If you are unable to find an open lab elsewhere, contact Mary Ann Day, the Business Department Lead Teacher, to check availability.</p>
<p>Copiers</p>	<p>There are 2 large copiers in the Library. Copies are done by request, not by the teacher. Use the following guidelines:</p> <ul style="list-style-type: none"> • Copy requests can be submitted electronically to: copy@ep309.org Please send your request as an attachment in PDF or Word form. Be sure to include the number of copies needed and any special instructions. Email the Tech. Dept (Allen Hayes) for a copy code.

	<ul style="list-style-type: none"> ● Copy requests can also be hand delivered to the Library. Forms are available in the Library copy workroom. ● Please allow 72 hours for completion of your request. <p style="text-align: center;">-(Continued on next page)-</p> <ul style="list-style-type: none"> ● Any test or confidential request must be picked up by the requestor. Other copies may be delivered as time and help allows. <p>Additional copiers will be available for staff use in an emergency. They are located:</p> <ul style="list-style-type: none"> ● Room 102E ● Room 234B ● Room 202E ● Room 351C <p>Please limit each use to 30 copies or less.</p>										
Counselors	<p>The counselors are all located in the Student Services office. Students are assigned to counselors alphabetically as follows;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Jennifer Bishop</td> <td>(A-E)</td> </tr> <tr> <td>Michelle Unes</td> <td>(F-Mc)</td> </tr> <tr> <td>April Vasquez</td> <td>(Me-S)</td> </tr> <tr> <td>Julie Darko</td> <td>(T-Z) /Guidance</td> </tr> <tr> <td>Coordinator</td> <td></td> </tr> </table>	Jennifer Bishop	(A-E)	Michelle Unes	(F-Mc)	April Vasquez	(Me-S)	Julie Darko	(T-Z) /Guidance	Coordinator	
Jennifer Bishop	(A-E)										
Michelle Unes	(F-Mc)										
April Vasquez	(Me-S)										
Julie Darko	(T-Z) /Guidance										
Coordinator											
Detentions	<p>There are two types of detentions.</p> <p>Teacher Detentions:</p> <p>Teachers may issue their own detentions to students who are guilty of classroom misconduct. These teacher detentions are supervised by the teacher who issued them and are generally less than an hour in length. Students should be given 72 hours notice in order for students to make transportation arrangements. Any student who is uncooperative or does not show up for an assigned detention should be referred to the Dean's Office.</p>										

	<p>Office Detentions:</p> <p>These are detentions that are issued by the Dean's Office. See student handbook for more details.</p>
Discipline	<p>See Student Handbook</p> <p>Teachers are expected to have clear and concise classroom rules established and clearly posted in their room(s)/instructional areas.</p>
Dress Code (Student)	<p>The dress code policy can be found in the student handbook. If a student is in violation of the dress code, he/she should be sent to the Dean's Office.</p>
Email	<p>Each staff member is assigned a school email address. The staff email addresses are located on the school website for the convenience of parents and the community. If you are having problems with email, please contact the Help Desk at 8345 or ask a neighboring teacher to email the the Tech. Department on your behalf.</p> <p>IMPORTANT:</p> <p>Under the <i>Freedom of Information Act (FOIA)</i>, any email communications by school personnel can be requested and obtained by the public. Please ensure that your emails are professional and do not violate the Student Records Act or other privacy laws.</p>
Emergencies	<p>Emergency situation protocol is outlined in the <i>East Peoria High School Crisis Management Reference Guide</i>. Refer to the appendix section of this booklet for the protocols to follow.</p> <p>Please make sure your classroom has emergency evacuation routes clearly posted. If you have questions, please see Mike Sergenti the security officer, or Mrs. Greuter, Sup't.</p>

<p>Evaluation Process</p>	<p>Evaluations are based on 30% student growth using SLO and MAP data, and 70% professional practice.</p> <p>Non-tenured teachers will be evaluated twice during the school year on a formative basis and once on a summative.</p> <p style="text-align: center;">-(Continued on next page)-</p> <p>You will have a first semester formative evaluation, a second semester formative evaluation (which will occur before March 1st) and a summative evaluation which will occur before the March Board of Education meeting.</p> <p>Your evaluator will contact you and set-up a pre-conference. There are conference evaluation forms that you will need to access off the common drive. Once you have had a pre-conference, the evaluator will observe you at a pre-determined time and then meet with you for a post-conference within 10 days of the observation. There will also be at least one informal observation made during the school year.</p> <p>For tenured teachers, the process is the same, except they are evaluated every other year and only have one formative evaluation and one summative evaluation during the year. The administrative team also does "Walk Through" evaluations for both tenured and non-tenured teachers throughout the year. These are quick less than half a class period observations where an administrator will observe a small portion of your lesson.</p>
<p>Faculty Meetings</p>	<p>Faculty meetings will be held monthly during the Wednesday morning late start professional development time. A schedule will be distributed at the beginning of the school</p>

	<p>year. Your attendance is expected at these meetings.</p>
Field Trips	<p>Field trip request forms are located in the main office. Avoid field trips during exam time, MAP, State assessments & end of the year. Once the form has been completed, please follow the below steps;</p> <p style="text-align: center;">-(Continued on next page)-</p> <ol style="list-style-type: none"> 1. Submit the form to Lori Laredo for approval at least 2 weeks prior to the trip. Complete a transportation request form and send it along with the field trip request. 2. If the trip is approved, the teacher should email attendance and the faculty to make them aware of the trip and list the students who will be attending at least 48 hours in advance on the allstaff email. 3. On the day of the trip, a final list of students attending should be emailed to attendance. 4. You will need to make arrangements in study hall for students who will not be attending the field trip. See your lead teacher with questions. <p>Student Fees: It is important to be aware that if there is a cost to a field trip, many of our students may not be able to afford the trip. If you have a student who may need financial assistance in order to attend a trip, please contact Julie Darko in Student Services. In some cases, there are funds available to assist students in need.</p>
Finals	See new final exam exemption policy.
Grading Periods	The start and end dates of all grading periods will be emailed at the start of the year & found in the common folder. Grading periods

	are 9 weeks. please adhere to all grade windows and posting instructions.
Grading Scale	All teachers are required to use a common 90,80,70,60 grading scale here at EPCHS. The grading scale is pre-set in the Skyward student management system.
Guidance Department	See COUNSELORS
Hall Passes	<p>All students that you allow to leave your room must have one of two types of hall passes;</p> <p>Restroom Pass: Each floor has a specific colored bathroom pass for all students.</p> <p>Regular Pass (blue pass): Students needing to leave your room for any other reason are required to have a blue hall pass. If a student wants to see a counselor, the nurse, or a dean, he/she must get a pass from the classroom teacher first. If a student doesn't have a pass, they will be asked to return to class.</p> <p>Gold Sheets: In addition to a pass, students must sign out and in of your room on the gold "Sign-Out" sheet located in each teacher's room. These sheets are handed in to the Dean's office at the end of each week.</p> <p>Blank passes and Gold Sheets can be obtained in the Dean's Office.</p>
ISC In-School Suspension	<p>Some students will be disciplined with an In-School Suspension (ISC). When students are in ISC, they will ask that each of their teachers fill out a green assignment sheet for the days they will be in ISC.</p> <p>It is extremely important that teachers thoroughly complete these sheets so that the student has an ample amount of work to do during the day. Mr. Josh Johnson is the supervisor.</p> <p>ISC is located adjacent to the study hall area</p>

	of A Building. Students will have limited access to computers if needed.
Keys/Key Fobs	Keys will be issued from Erin Glover in the Main office. Your photo ID badge is your fob into the building. You will be issued an ID at orientation.
Lanyards	See STAFF ID's
Library	<p>The library is open daily for students. Students must have a pass from the classroom teacher if they are leaving class to access the library. If you would like to take your entire class to the library, please contact Brooke Nelson, the school librarian, to arrange a date and time.</p> <p>Services: Ms. Nelson is happy to assist teachers with a variety of different research related lessons and activities. Please contact her with your specific needs and she will be happy to assist you in any way she can.</p> <p>Professional Resources: In the copier room, there are a variety of professional resources available on a wide range of topics for your use. Please feel free to check out and use anything that will assist you in your classroom.</p>
Make-Up Work	See ABSENT STUDENTS

<p>Mandated Reporters</p>	<p>As an employee of a school district you are considered a "Mandated Reporter." This means that if you suspect or are told of neglect or abuse of a student, you are <u>legally responsible for reporting the information to the DCFS hotline immediately.</u></p> <p>As the person who suspects the abuse or is told about it, you must make the call, the counselors cannot do this for you. If you would like assistance with this process, the counselors, deans, or any member of the administrative team would be happy to assist you with this process.</p> <p><u>Abuse reports are made to the DCFS Hotline:</u> Ph.# 800-25-ABUSE (800-252-2873)</p> <p>Additional information about your role as a mandated reporter can be found in the appendix area of this guide.</p>
<p>Master Calendar</p>	<p>Requests for events to be placed on the school master calendar are done via an email link. Email requests are made to http://calendar.ep309.org/calendar/reserve.asp</p> <p>.</p> <p>(Link available on the ep309.net website)</p> <p>Please check the calendar on the school website (ep309.org) prior to making a calendar request to check for conflicts. Questions about the master calendar should be directed to Brad DuBois.</p>
<p>Parking</p>	<p>Parking for teachers is assigned by the union. Please see your union representative or union leadership to find out where you will need to park.</p> <p>Until your parking space is determined, you should park in Lot C, located across Washington Street next to the bus garage.</p>
<p>Parent</p>	<p>Communication:</p>

<p>Communication & Conferences</p>	<p>Parent communication is essential in providing a well-rounded experience for EPCHS students. Teachers should contact parents via phone, email, or letter in the event a student is struggling, failing a class, or is causing disruptions in your classroom. Before the counselors will contact a parent, teachers will need to make initial contact. If you receive a call or email from a parent, we ask you answer the correspondence within 48 hours, unless there are extenuating circumstances.</p> <p>Contact information can be found on Skyward under "My Students."</p> <p>After making contact, please go to ep309.net and click on the parent teacher contact link and fill out the google form. Also, teachers should keep a log of the contacts as part of your formal evaluation.</p> <p style="text-align: center;">-(Continued on next page)-</p> <p>Conferences: Parent-Teacher conferences are held at the end of the first 9 weeks grading period. If you would like to set-up a parent conference throughout the year, you are encouraged to do so. In some cases, teachers may want counselors and/or administration present. Please contact the parties who need to attend to coordinate a meeting time.</p>
<p>Personal Illness</p>	<p>See ABSENCE, TEACHER</p>
<p>Personal Leave Day</p>	<p>See Teacher Collective Bargaining Agreement in the appendices.</p> <p>Forms to request a personal day are located in the main office. Completed pink forms should be given to Lori Laredo for approval at least 48 hours in advance.</p>

Phone Access	See VOICEMAIL
Plagiarism	Please refer to Student Handbook.
Progress Reports	<p>Progress reports are posted on Family Access and mailed home mid-term during each 9 weeks grading period. They are sent to all students receiving a D or F. A progress report should also be sent home for any student who has dropped more than 2 grade levels. The progress report must have comments attached.</p> <p>Teachers can send any other progress reports at his/her discretion. Positive communications are also highly encouraged.</p>
Purchase Orders	<p>Most purchase orders for your classroom are included in your budgets submitted in March. Please see your lead teacher for details on how to submit a purchase order to the district office. Blank purchase order forms are located in the main office.</p> <p>All reimbursable purchases must be pre-approved by the superintendent. No sales tax will be reimbursed. Please get a copy of the school's tax exempt number before making purchases.</p>
Referrals	See DISCIPLINE in the Student Handbook.
Room Maintenance	If you have a maintenance issue in your room or in a lab, an email should be sent to the Schooldude email link. (Link available on the ep309.net website). If you do not receive a response in a reasonable amount of time, please contact Brad DuBois.
Software Additions	Software can only be added to your computer after approval from Paul Stanford, the technology coordinator. Contact Paul for more information.
Staff I.D.s/ Lanyards	<p>Staff members are required to wear their I.D.s on a lanyard or clip at all times while in the building. This is also your fob into the building.</p> <p>Replacement I.D.s can be obtained in the Dean's Office.</p>

<p>Student Aides/Lab Assistants</p>	<p>A teacher may be allowed one student assistant per semester. The student will assist the teacher during his/her regular study hall. Students must adhere to the following conditions in order to remain an assistant;</p> <ol style="list-style-type: none"> 1. Must maintain a passing grade in all classes during their time as a lab assistant/student aide. 2. Students cannot be on the Dean's "No Pass List." <p>If you are interested in having a student be your assistant/aide, please contact the student's counselor.</p>
<p>Suicide Intervention</p>	<p>If an individual has indicated he/she is suicidal, follow the below protocol;</p> <ol style="list-style-type: none"> 1. Notify the Nurse, a Dean, or the counselor immediately. 2. Student <u>must</u> remain with an EPCHS staff member at all times until a parent/guardian arrives. At no time should the child be out of a staff member's sight. 3. If administration or the counselors are unavailable, contact parent/guardian immediately. If parents/guardian cannot be reached, contact the East Peoria Police Department at 698-4700. 4. Document the entire incident and the steps

	<p>taken and who the student was released to. This documentation should be sent to the Nurse, Dean and the counselor.</p>
Supplies	<p>Supplies are requested along with your budget in March. The request form can be found in the common folder. The form can be turned into your Lead Teacher at budget time. At the beginning of each school year, you will need to stop by the library supply room, and pick up your items requested for classroom supplies.</p>
Tardy Policy	<p>School Policy: A tardy is defined as being less than 5 minutes late to class. If a student is more than 5 minutes late to class, he/she should be marked absent and sent to the Dean's Office.</p> <p>Teachers are responsible for keeping track of tardies (actual date & hour) and turning in a referral form to the Dean's office after the 3rd tardy. If a referral form is not turned into the Dean's Office, there is no other way that tardies are tracked. Tardies start over at the start of a new semester.</p> <p style="text-align: center;">-(Continued on next page)-</p> <p>Classroom Policy: Each teacher defines a tardy in a different manner. For instance, one teacher may define being tardy as not being in their seat when the bell rings, while another teacher might only require that students be in the room when the bell rings. You need to determine your tardy policy and be sure to clearly convey your expectations to your students at the beginning of the school year.</p>
Tenure	<p>The superintendent will make tenure recommendations to the Board of Education in accordance with School Code.</p>
Textbooks	<p>Students receive their textbooks at registration. All textbooks are barcoded and</p>

	<p>checked out to a specific student. In some cases, classroom sets of textbooks have been purchased. If this situation applies to you, the classroom sets and teacher materials will be checked out to the teacher.</p> <p>Semester Classes: If you teach a semester long class, you must bring your students to the library before 1st semester finals to check in their textbooks. If this doesn't occur, students often do not return their textbooks and shortages for 2nd semester classes occur. This will ensure that 2nd semester students all have the instructional resources they need. Email the Library Aide to arrange a time to drop off texts for your class.</p>
Theft/ Vandalism	Please see Mike Sergenti, Security Officer to report any incidents of theft or vandalism.
Visitors	<p>All visitors must check in at the main entrance, Door #1, located off of Rosedale Avenue. If you are expecting a visitor, please send an email the day you are expecting the visitor to Janelle Hobbs and Lisa Mews at the Main Entrance so that the visitor will be allowed to enter the building without delay. All visitors will be asked to present a valid picture ID (Drivers Lic., state ID, etc) upon entering. Once their ID has been scanned and cleared, they will be permitted to enter the building.</p> <p>Please inform your visitors of this, so they can arrive a few minutes early.</p> <p>Visitor parking spaces are located near the main entrance, in the small lot on the corner of Washington & Rosedale. If all spaces are full, visitors should park across Washington Street in Lot C near the bus garage.</p>
Voicemail	At the beginning of the year, the Tech Department will assist you in the setting up of the teacher's voicemail system. There is an option to check to see if you have

	notification of voicemail messages on your classroom computer. If you would like to utilize this technology, email the Help Desk and request "message manager."
Work Hours	<p>Work Hours: Working hours are defined in the collective bargaining agreement located in the appendices. The work day for certified staff is from 7:30 a.m. - 3:30 p.m. In the event that you need to leave before 3:30 p.m., please see Mrs. Greuter or Mrs. Laredo. Staff should also electronically sign-out using the sign out form available on the ep309.net website.</p> <p>Leaving the Building: If you need to leave the building during the day, you must sign-out electronically using the sign out form available on the ep309.net website. Please remember to use the form to sign back in upon your return.</p>

Who Do I Ask?

504 Plans, Concerns	Jill Thornton
Activities, Extracurricular including Eligibility questions	Jay Bowman
Activity Funds	Scott Moore
Announcements	announcement@ep309.org
Announcements-Outside School Sign	Amy Porter
Athletics including Eligibility questions	Jay Bowman
At-Risk Student	Counselors Deans Carol Gnehm- Freshman

Attendance, Student	Janelle Hobbs Lisa Mews
Booster Club	Jay Bowman
Budget	Lead Teacher Amy Porter Marjorie Grueter
Buses: Field Trips	Brad Dubois Shawn Dasgupta-Bus Garage
Cleaning Issues	Schooldude email Jim Booth or Vince Barcomb
Computer Needs/Assistance	Schooldude email Paul Stanford Allen Hayes
CO-OP/Teacher Cadet Program	Mary Ann Day
College/University Course Request & Reimbursement	Deb McIntyre
Curriculum	Lori Laredo or Carol Gnehm
Graduation	Lori Laredo
Handbook, Student	Deans
Homebound Tutoring	Jill Thornton
IDs	Dean's Office
IEPs	Jill Thornton
Insurance (Staff)	Marjorie Greuter
Keys	Erin Glover
Lockers	Maintenance/Dean's office
Lunch, Free & Reduced	Mark Debonis
Parking (Staff)	Union Representative

Parking (Student)	Mike Sergenti
Publicity	Marjorie Grueter
RtI	Carol Gnehm or Sarah Haas
School Improvement Plan/ Strategic Plan	Marjorie Grueter
Security	Mike Sergenti/Deans/Resource Officer
Staff Development	Marjorie Grueter Lori Laredo
Substitutes	Deb McIntyre
Summer School	Lori Laredo
Student Records	Angie Robinson Tricia Lambrich
Testing (MAP, SAT, ISA)	Lori Laredo Carol Gnehm
Textbooks	Library Aide
Twilight School	Julie Olt-Hull

East Peoria Community High School Offices

Student Services Office

- School counselors are located here
- Student records (past & present) are kept in this office
- New students begin registration here
- Former students obtain transcripts here
- Present students visit their counselors here
- Student scheduling is done here
- Students and parents make address and emergency contact changes here
- Miscellaneous services pertaining to students, i.e. Work permits, etc. occur here
- The Assistant Superintendent/Principal is located here

Dean's' office

- The Deans and school liaison officer are in this office
- Discipline records are maintained in this office
- Students report locker problems here
- Lost & Found is here (valuable items are left with the security officer)

Special Services Office

- The Special Services director, social worker, psychologist, and secretary are here
- Special Education records are maintained and stored here
- IEP meetings take place here

Main Entrance

- The receptionist and attendance clerk are here
- The main phone line (694-8300) is answered here
- All outside visitors are met and greeted here
- Student absence reporting is done here
- Students can pay school fees and purchase PE suits and safety goggles here
- The Athletic Director's Office is located here
- The Truancy Officer is located here
- Teacher substitutes are applied for and are assigned by this office
- High School Activity Accounts (clubs) are maintained here

Library

- The librarian and assistant are in this office
- This area processes, distributes, and collects all classroom textbooks
- Library and reference materials are located here
- The largest-sized printer/copier in the building (large copy jobs done here) is housed here
- Classroom and office supplies are located here

Main Office

- The Superintendent & Director of Operations are located here
- Board of Education records are located here
- Accounts payable and payroll functions are done here
- Requisitions forms needing approval are turned in to this office
- Staff can pick-up procurement cards and credit cards here
- Staff personnel records are maintained here
- Question regarding staff health insurance issues should be reported here