

2026-2027

Shiloh Village School District 85

**"Working Together for the Children
and Families of Shiloh"**



Faculty and Staff Handbook

**Shiloh Elementary School
125 Diamond Court
Shiloh, IL 62269**

**Shiloh Middle School
#1 Wildcat Crossing
Shiloh, IL 62269**

Table of Contents

General Information

Mission Statement	2
Board of Education	3
District Calendar	4
Elementary Directory	5
Middle School Directory	8

Discipline/Homework Information

Homework Policy	10
-----------------	----

Procedures

Student Grades/Grading Scale	11
Grade Dates	11
School Wide Assessment Schedule	12
Evaluation process information	13
Faculty/Staff Attire	14
Jury Duty	14
Faculty and Support Staff Meetings	15
Textbook Procedures	17
SVS Communication Day	20
Breakfast and Lunch	20
Care Team Process	21
Title X (Homeless Students)	23
Substitute Procedures	23
Teacher Substitute Report	24
Parent Teacher Communication	25
Field Trip Preparation	26
Field Trip Guidelines for Chaperones	29
Field Trip Checklist	30
Field Trip Request Form	32
Fundraising Guidelines	33
Volunteer Approval Process	33
Attendance Procedures	34
Planned Absences	34
Planned Absence Form	35
Library, Computer Lab, Cafeteria, and Outside Activity Procedures	36
Pest Management Form	37
Mandated Reporter	38
Mandated Reporter Form	39
Middle School Intramurals	40
Board of Education Policy - Workplace Harassment	40

Forms

- See Section for further information

Board Policies

- See Section for further information

Handbooks

- Student/Parent Handbook
- Athletic Handbook
- Band Handbook

Shiloh Village School District #85

District Vision

Shiloh Village School District 85's vision is to be a premiere school district.

District Mission

In partnership with the home and community, Shiloh Village School District 85's mission is to provide an extraordinary education to stimulate each individual's adventure of learning, growth, and success.

SCHOOL SONG

On you Wildcats!
On you Wildcats!
Fight for vic-tor-y!
We will pledge our loy-al-ty
And forever we will be...
BLUE AND WHITE!
On you Wildcats!
On you Wildcats!
Lead us to our fame!
Fight Wildcats!
Fight, fight, fight!
WE'LL WIN THAT GAME!

SCHOOL PLEDGE

I pledge at Shiloh Village School
to respect myself and the rights
and property of others. I am
responsible for my behavior and
will not let my words or actions
hurt other people. I will accept
only the best in all that I do. I
will have a positive attitude and
be cooperative. I am a smart,
special, and valuable team
member at Shiloh Village School.

SHILOH VILLAGE SCHOOL BOARD OF EDUCATION
SHILOH VILLAGE SCHOOL DISTRICT #85
125 Diamond Court
Shiloh, IL 62269

Mrs. Holly Keller, President

Mrs. Jennifer Edwards, Vice President

Mr. Ted Schaal, Member

Mr. Brian Loose Member

Ms. Kelly Waldrup, Member

Mr. Gary McBride, Member

Mrs. Emily Auffenberg, Member

Mrs. Christina Hefley, Secretary-Treasurer

1. Meetings: Board meetings are held on the third Monday of each month. Closed session begins at 6:45 p.m. with the regular meeting beginning at 7:30 p.m. at the Shiloh Elementary School Library or at the Shiloh Middle School Media Center depending upon individual school events. The meetings are scheduled as follows:

Monday, Aug. 17 at SES
Monday, Oct. 19 at SES
Monday, Dec. 14 at SES
Tuesday, Feb. 16 at SES
Tuesday, Apr. 19 at SES
Tuesday, June 21 at SES

Monday, Sept. 21 at SMS
Monday, Nov. 16 at SMS
Tuesday, Jan. 19 at SMS
Monday, Mar. 15 at SMS
Monday, May 17 at SMS

*Board Meeting dates may be changed at the discretion of the Board of Education

2. Meeting Agenda: All agendas are posted on the entrance door of both Shiloh schools 48 hours prior to the meeting and a copy may be obtained in the superintendent's office.
3. Meeting Minutes: A copy of the minutes of a meeting may be obtained in the superintendent's office after they have been approved by the board of education. The minutes are approved a month after the meeting (at the next board meeting).
4. Participation: If an individual would like to address the board, a request in writing must be made to the superintendent seven days prior to the meeting. Without prior notice, an individual may address the board during public comments but is limited to five minutes.
5. Board Policy Manual: The policy manual may be reviewed in the superintendent's office or accessed on the school district's website, www.shi85.org, under the Board of Education section. If you prefer to review the policy manual in person, please call the superintendent's office to schedule an appointment.
6. Contacting the Board of Education: When contacting the board of education please visit the district site and use the Contact Us Link under the Board of Education tab at the top of the page.

SHILOH VILLAGE SCHOOL DISTRICT #85

2026-2027

Mon.	June 15	School Board Meeting at Shiloh Elementary – 7:30 pm
Mon.	July 20	School Board Meeting at Shiloh Middle – 7:30 pm
Mon.	Aug. 10	Teacher Institute – NO SCHOOL for Students
Tues.	Aug. 11	First Day for Students – 11:30am DISMISSAL
Mon.	Aug. 17	School Board Meeting at Shiloh Elementary - 7:30 pm
Fri.	Sept. 4	School Improvement Day – 11:30am DISMISSAL
Mon.	Sept. 7	Labor Day Holiday – NO SCHOOL
Mon.	Sept. 21	School Board Meeting at Shiloh Middle – 7:30 pm
Fri.	Oct. 9	Teacher Institute – NO SCHOOL for Students
Fri.	Oct. 9	End of First Quarter
Mon.	Oct. 12	Columbus Day Holiday – NO SCHOOL
Mon.	Oct. 19	School Board Meeting at Shiloh Elementary – 7:30 pm
Wed.	Oct. 28	Parent-Teacher Conference (3:30-6:30 pm)
Thur.	Oct. 29	School Improvement Day - 11:30am DISMISSAL
		Parent-Teacher Conferences (2:30pm-7:30pm)
Fri..	Oct. 30	NO SCHOOL
Wed.	Nov. 11	Veteran's Day – NO SCHOOL
Mon.	Nov. 16	School Board Meeting at Shiloh Middle – 7:30 pm
Wed.	Nov. 25-Fri. Nov. 27	Thanksgiving Holiday – NO SCHOOL
Mon.	Dec. 14	School Board Meeting at Shiloh Elementary – 7:30 pm
Fri.	Dec. 18	School Improvement Day - 11:30am DISMISSAL
Fri.	Dec. 18	End of Second Quarter
Mon.	Dec. 21-Fri. Jan. 1	Winter Vacation
Mon.	Jan. 4	Teacher Institute – NO SCHOOL
Tues.	Jan. 5	School Resumes
Mon.	Jan. 18	Martin Luther King Jr. Holiday – NO SCHOOL
Tues.	Jan. 19	School Board Meeting at Shiloh Middle – 7:30 pm
Mon.	Feb. 15	President's Day – NO SCHOOL
Tues.	Feb. 16	School Board Meeting at Shiloh Elementary – 7:30 pm
Wed.	Mar. 3	Parent-Teacher Conferences (3:30-6:30)
Thurs.	Mar. 4	School Improvement Day – 11:30am DISMISSAL
		Parent Teacher Conference (2:30-7:30 pm)
Fri.	Mar. 5	NO SCHOOL
Fri.	Mar. 5	End of Third Quarter
Mon.	Mar. 15	School Board Meeting at Shiloh Middle – 7:30 pm
Fri.	Mar. 26-Fri. Apr.2	Spring Vacation – NO SCHOOL
Mon.	Apr. 19	School Board Meeting at Shiloh Elementary – 7:30 pm
Fri.	Apr. 30	Teacher Institute - NO SCHOOL
Mon.	May 17	School Board Meeting at Shiloh Middle – 7:30 pm
Thur.	May 20	End of Fourth Quarter - Last Day of School
		School Improvement Day – 11:30am DISMISSAL
Fri.	May 21	Last Day – 1 Emergency Days Used
Mon.	May 24	Last Day - 2 Emergency Days Used
Tues.	May 25	Last Day – 3 Emergency Days Used
Wed.	May 26	Last Day – 4 Emergency Days Used
Thur.	May 27	Last Day – 5 Emergency Days Used
Fri.	May 28	Last Day - 6 Emergency Days Used
Mon.	May 31	Memorial Day - NO SCHOOL
Mon.	June 21	School Board Meeting at Shiloh Elementary- 7:30 pm

2026–2027 Shiloh Elementary School Staff Directory

Administration		E-Mail	EXT. #
Superintendent	Ms. Jodi Manley	jmanley@shi85.org	203
Principal	Mrs. Rechelle Wilkinson	rwilkinson@shi85.or	201
Student Service Director	Mrs. Jennifer Seely	jennifer.seely@shi8 5.org	316
Office Staff			
Business Manager	Mrs. Christina Hefley	chefley@shi85.org	204
Administrative Secretary	Ms. Phyllis Brooks	pbrooks@shi85.org	200
Custodians			
Custodian	Mr. Rick Winn	rick.winn@shi85.or g	311
Custodian	Mr. Darby McDonough	darby.mcdonough@shi 85.org	311
Teacher (PreK-3rd Grade)			
Early Childhood - EC	Mrs. Becky Pajak	bpajak@shi85.org	303
Kindergarten - KC	Mrs. Julie Carlton	jcarlton@shi85.org	318
Kindergarten - KM	Ms. Amy Miller	amiller@shi85.org	329
Kindergarten - KS	Mrs. Denise Scagliarini	dscag@shi85.org	304
1st Grade - 1B	Mrs. Teresa Beeler	tbeeler@shi85.org	305
1st Grade - 1S	Mrs. Brooke Sterns	bsterns@shi85.org	310
1 st Grade-1W	Mrs. Sarah Wehrle	swehrle@shi85.org	308
2 nd Grade-2D	Mrs. Amanda Dill	adill@shi85.org	326
2 nd Grade-2M	Mrs. Maecy Meyer	maecy.meyer@shi8 5.org	315
2 nd Grade-2S	Ms. Meghan Shinault	meghan.shinault@s hi85.org	310
3 rd Grade-3C	Ms. Amanda Cockrell	acockrell@shi85.org	313
3 rd Grade-3D	Ms. Charlee Dixon	cdixon@shi85.org	307
3rd Grade - 3W	Mrs. Sara Wilson	switte@shi85.org	314
Teachers-Special Education/Reading			
Special Ed.-Primary	Ms. Marissa Gunn	mgunn@shi85.org	317
Special Ed.-Intermediate	Mrs. Erica Cage	ecage@shi85.org	318
Primary Reading	Mrs. Lauren Durkee	ldurkee@shi85.org	306
Speech and Language (PreK-3)	Ms. Nicole Kelly	nicole.kelly@shi85 .org	320
School Psychologist	Ms. Kaitlin Carpenter	kcarpenter@bassc-sped.org	

Teachers-Specials

Art	Mrs. Kay Renner	kay.renner@shi85.org	120
Band and Music	Ms. Kendra Chaney	kendra.chaney@shi85.org	321
Physical Education	Mrs. Jami Richter	jrichter@shi85.org	112
Physical Education	Mr. Matthew Bajorek	mbajorek@shi85.org	140

Other School Personnel

Nurse	TBD	ehodge@shi85.org	208
Social Worker	Mrs. Jo Ely	jo.ely@shi85.org	206
Technology and Media	Mr. Edward Nooney	edward.nooney@shi85.org	105 109
Associate Director of Technology	Mr. Scott Gruber	scott.gruber@shi85.org	

Assistants

Early Childhood	Mr. Ernest Presto	ernest.presto@shi85.org	332
K-1 Special Education Assistant	Mrs. Susan Lukavsky	slukavsky@shi85.org	331
2-3 Special Education Assistant	Mrs. Erin Korstad	ekorstad@shi85.org	318
Reading/Math Interventionist	Ms. Sarah Lukavsky	sarah.lukavsky@shi85.org	323

Cafeteria Workers

Head Cook	Mrs. Ann Williams	awilliams@shi85.org	207
Assistant Cook	Mrs. Molly Hamilton	mhamilton@shi85.org	207
Cashier	Mrs. Angie Hernandez	ahernandez@shi85.org	214

Supervisors

Lunchroom/Playground	Ms. Vivian Agnew	vagnew@shi85.org	
Lunchroom/Playground	Mrs. Jamie Rowe		
Lunchroom/Playground	Ms. Amanda Stitzel		

Crossing Guard

TBD

CLP Staff

Ms. Vivian Agnew Mr. Carlos Edwards	Mrs. Molly Hamilton	Ms. Amanda Stitzel	208
--	---------------------	--------------------	-----

Tuition Preschool

Instructor	Ms. Kristin Munoz	kristin.munoz@shi85.org	301
AM Assistant	Ms. Paige Dill	paige.dill@shi85.org	
PM Assistant	Mrs. Rosalind Newman	rnewman@shi85.org	

*Staff members hired or any changes after publication of the Parent/Student Handbook are not reflected in this directory. Visit www.shi85.org to find up-to-date contact information for all staff members.

2026-2027 Shiloh Middle School Staff Directory

Administration

		E-Mail	EX T #
Superintendent	Ms. Jodi Manley	jmanley@shi85.org	203
Principal	Mr. Darin Loepker	dloepker@shi85.org	101
Student Service Director	Mrs. Jennifer Seely	jennifer.seely@shi85.org	316

Office Staff

Business Manager	Mrs. Christina Hefley	chefley@shi85.org	204
Administrative Secretary	Mrs. Alyssa Kaemmerer	akaemmerer@shi85.org	104

Custodians

Custodian	Mr. Julian Brooks	jbrooks@shi85.org	114
Head of Maintenance	Mr. Gerald Goodman	ggoodman@shi85.org	114
Custodian	Ms. Shelby Beck	shelby.beck@shi85.org	114

Teacher (4th-8th Grade)

4th Grade Team

4 th Grade Homeroom	Ms. Allison Howard	ahoward@shi85.org	119
4 th Grade Homeroom	Mrs. Casey Restivo	crestivo@shi85.org	117
4 th Grade Homeroom	Ms. Amber Moore	amoore@shi85.org	116

5th Grade Team

Math	Ms. Leigh Meyer	lmeyer@shi85.org	127
Language Arts	Mrs. Jennifer Finck	jfinck@shi85.org	128
Soc. Studies	Dr. Sarah Shelton	sshelton@shi85.org	125
Science	Mrs. Rebecca Cockburn	rebecca.cockburn@shi85.org	122

6th Grade Team

Math	Mrs. Jennifer Randall	jrandall@shi85.org	126
Language Arts	Ms. Crystal Haas	chaas@shi85.org	132
Social Studies	Dr. Sarah Shleton	sshelton@shi85.org	125
Science	Mrs. Rebecca Cockbrun	rebecca.cockburn@shi85.org	122

7th Grade Team

Math	Mr. Rob Gribbins	gribbins@shi85.org	133
Language Arts	Ms. Julie Carson	jcarson@shi85.org	139
Social Studies	Mr. Josh Sterns	jsterns@shi85.org	109
Science	Ms. Riley Fisher	rfisher@shi85.org	123

8th Grade Team

Math	Ms. Cristal Faust	cfaust@shi85.org	134
Science	Ms. Riley Fisher	riley.fisher@shi85.org	123

Language Arts	Mrs. Jennifer Gratteau	jgratteau@shi85.org	138
Social Studies	Mr. Josh Sterns	jsterns@shi85.org	109
<u>Special Education/Resource</u>			
Special Ed.-Cross Cat. 4-5	Mrs. Amber Dunham	adunham@shi85.org	118
Special Ed.-Cross Cat. 6 & Self-Contained	Mrs. Santana Huppe	shuppe@shi85.org	131
Special Ed.-Cross Cat. 7-8	Mrs. Diana Hassebrock-Fish		137
Speech and Language			
<u>Teachers-Specials</u>			
Art	Mrs. Kay Renner	kay.renner@shi85.org	120
Band and Music	Ms. Kendra Chaney	kendra.chaney@shi85	113
Physical Education	Mrs. Jami Richter	jrichter@shi85.org	112
Physical Education and Health	Mr. Matthew Bajorek	mbajorek@shi85.org	140
<u>Other School Personnel</u>			
Nurse	TBD		108
Social Worker	Mrs. Jo Ely	jo.ely@shi85.org	106
School Psychologist	Mrs. Kaitlin Carpenter	kaitlin.carpenter@bassc-sped.org	
Technology and Media	Mr. Edward Nooney	edward.nooney@shi85.org	107
Associate Director of Technology	Mr. Scott Gruber	scott.gruber@shi85.org	
<u>Assistants</u>			
Special Ed - Cross Cat 5-6 Special Education	Ms. Maria Poore	maria.poore@shi85.org	118
7-8 Special Education	Mrs. Erica Carpenter	ecarpenter@shi85.org	131
Intervention Assistant	Ms. Diana Dupuis	ddupuis@shi85.org	136
	Mrs. Stephanie Myint	stephanie.Myint@shi85.org	124
<u>Cafeteria Workers</u>			
Cook	Mrs. Stephanie Lieber	slieber@shi85.org	110
Assistant Cook	Mrs. Christina Belt	cbelt@shi85.org	110
Cashier	Mrs. Kristina Bradfield	Kristina.Bradfield@shi85.org	110
Lunchroom Supervisor	Mrs. Jacinta Thompson		110
Lunchroom Supervisor	TBD		110
Lunchroom Supervisor	TBD		110

*Staff members hired after publication of the Parent/Student Handbook are not included in this directory. Visit www.shi85.org to find contact information for all staff members.

Shiloh Homework Policy

Homework is designed to provide students with opportunities to deepen their understanding and skills relative to concepts that have been presented to them in school. Students are responsible for any and all homework that is assigned to them by their teacher(s). When students choose to complete their homework, they are fostering a positive learning environment. To ensure a positive learning environment, a late homework policy will be enforced. This policy will be phased in at the third grade level with full enforcement beginning in fourth grade.

Credit for late homework will be based on the following guidelines:

*1 Day Late

Deduct 20% of Credit

*2 Days Late to End of Chapter

Deduct 50% of Credit

Homework submitted after the chapter test or unit assessment has been taken will result in a zero.

If a student consistently neglects to complete homework, a conference will be scheduled with the student, parent(s)/guardian(s), teacher, and the building principal.

Homework should be limited during IAR and quarterly assessment testing.

Student Grades

Report cards are issued four times per year at the end of each quarter. Progress reports are sent home at mid quarter. The purpose of the reporting procedure is to give parents/guardians an understanding of the progress of their child.

Parents will be able to electronically access their student's grades via the internet. This information can be obtained by:

- Accessing the school district's webpage at www.shi85.org
- Clicking the link titled "*TeacherEase/Common Goal Systems Family Access*" found under **Parents** at the top of the page.
- Entering the student's username and password
- Click the login and then select grade book.

A username and password will be issued to parents at the beginning of the school year or when a student is enrolled. Please email any comments, questions, or concerns to tech@shi85.org.

As professionals, we want to ensure that families are receiving the most up-to-date information and feedback while partnering with them on their students' progress. It is imperative that grades be posted to TeacherEase/Common Goal Systems on a regular basis, preferably weekly.

For all subjects in grades 3-8 and language arts, reading, math, and formal writing in grades K-2 the grading scale is as follows:

- A 92-100
- B 83-91
- C 74-82
- D 73-65
- F 64 or below

For grades K-2, the grading scale is as follows for handwriting, science, and social studies:

- S Satisfactory
- N Needs Improvement
- U Unsatisfactory

Grade Report Schedule for 2026-2027

1st Grading Period- Aug. 11 – Oct. 9

- Mid Quarter Progress Report- Sept. 18
- Grade Period Ends - Oct. 9
- Parent-Teacher Conferences
 - Oct. 28 - 3:30-6:30
 - Oct. 29 - 2:30-7:30
- Grade Cards Issued-Oct. 16

2nd Grading Period – Oct. 12 – Dec. 18

- Mid Quarter Progress Report- Nov. 13
- Grade Period Ends - Dec. 18
- Grade Cards Issued- Jan. 8

3rd Grading Period- Jan. 5 - Mar. 5

- Mid Quarter Progress Report- Feb. 5
- Grading Period Ends - Mar. 5
- Parent-Teacher Conferences
 - Mar. 3 - 3:30-6:30
 - Mar. 4 - 2:30-7:30
- Grade Cards Issued-Mar. 12

4th Grading Period- Mar.8 -TBD

- Mid Quarter Progress Report- Apr. 16
- Grading Period Ends - TBD
- Grade cards are issued on the last day of school.

**Grades are to be posted by 8:00am the Wednesday prior to grade cards being issued.*

2026-2027 District Wide Assessment Schedule

Quarter 1

RtI Fall Sweep * Begins Aug. 17
Student Growth Pre-Test * Aug. 17-21

Quarter 2

RtI Winter Sweep * Begin Nov. 30
Student Growth Post-Test * Dec. 8-12

Quarter 3

IAR – Performance Based Assessment
Testing Window * TBD

Quarter 4

RtI Spring Sweep * Begin May 3
Student Growth Post Test to be completed
during the last 3 weeks.

*Please remember that quarterly assessments are an important part of the data collection process for the district.

Teacher Evaluation Process

All certified staff are required to be evaluated. All required documentation outlining this process is contained with the District 85 Certified Staff Evaluation Plan. Please refer to this documentation for all schedules and required forms.

2026-2027 Faculty Observation List

Non-Tenured:
Jo Ely*
Nicole Kelly*
Becky Pajak *
Amber Dunham*
Erica Cage**
Kendra Chaney**
Maecy Meyer**
Kay Renner**
Meghan Shinault**
Riley Fisher**
Jennifer Randall***
Tenured:
Dixon
Wilson
Durkee
Cockrell
Dill

* 1st Year Non-Tenured

** 2nd Year Non-Tenured

*** 3rd Year Non-Tenured

**** 4th Year Non-Tenured

Non-Certified Staff Evaluation

Non-certified staff will be evaluated using the tool included in this handbook. The building principal will complete the tool in February or March of the given school year and base the evaluation on the non-certified staff member's job performance up to that point in the school year. The building principal will then arrange an evaluation meeting

with each non-certified staff member to discuss the information included on the evaluation form.

Faculty/Staff Attire

All Shiloh Village School District #85 faculty and staff must exercise good judgment in their choice of professional appearance for work and work-related activities. Please keep this in mind with activities such as parent teacher conferences, special education meetings, etc. Athletic shorts are permitted to be worn on field trips and field days unless permission is granted otherwise by administration.

Jury Duty

If assigned local or Federal jury duty, contact the district office for any procedural requirements. Notify your building principal for substitute arrangements.

Securing of Personal Items

We know it is important and our obligation to protect our own valuables and prevent students or others from accessing any of our personal medications while at school. A locker and keyed padlock will be provided at SES or locker and combination at SMS for any staff member who needs a secure location. Substitute teachers will also be assigned a locker each day that they are in our building. Please let your principal know if you have need of one of these personal lockers for use during the school day and one will be provided.

Faculty Meetings

SES Faculty Meetings

Each quarter, a faculty meeting for all certified teachers will be conducted in the SES Media Center from 3:10-4:10. Listed below are the suggested dates for this year's meetings.

September 28
November 23

February 22
April 26

SMS Faculty Meetings

Faculty Meetings will occur quarterly. A faculty meeting for all certified teachers will be conducted in the SMS Media Center from 3:10-4:10. Listed below are the suggested dates for this year's meetings.

October 7
March 3

December 2
May 5

The deadline to submit agenda topics will be 3:00pm, three business days prior to the meeting.

The Music teacher will attend SES in the fall semester and SMS in the spring semester. The Art teacher will attend SMS in the fall semester and SES in the spring semester. Physical education teachers will split and alternate SMS and SES per semester.

Support Staff Meetings

Meetings for support staff will be conducted from 11:45-12:30 in the library at your assigned school on the following 11:30 dismissal days:

- Friday, September 4
- Thursday, March 4

The deadline to submit agenda topics will be 3:00pm, three business days prior to the meeting.

Support staff includes: interventionist, special education assistants, cashier, head cook, assistant cook, lunchroom/playground supervisors, nurse, administrative assistants, custodians. Only those staff on duty are required to attend. If you are off duty you are always encouraged to attend but not required.

Character Assemblies & Party with the Principal

<u>Character Assembly & Party with the Principal</u>
September 25
October 23
November 20
December 17
January 29
February 26
March 25
April 29
May TBD

Textbook Procedures

Textbook collection information:

All current textbooks for grades 6-8 will be housed in the storage area in the green hallway. Textbooks must be numbered on the outside spine and on the top edge of the pages. Textbook collection numbers must start with the number 1 and continue to include every book in the collection. All collections will be placed in a specified location in the storage area.

Teacher textbook collection check out procedures (if applicable):

Each year students must have textbooks to aid them in the learning process. At the start of this year, teachers will need to hand out the appropriate numbered textbook to their students that are currently in their classrooms. All remaining textbooks will be taken to the storage area and placed in sequential order. (Ex: If textbooks 1-55 are being used by students during the current school year, textbooks 56-75 will be placed in the storage room for students who will be transferring in, need extra sets, or have lost a textbook.)

Each subject area will have a textbook checkout form posted in the storage closet. Teachers will notate the number of sequential textbooks being checked out on the form. This form will remain in the closet in case teachers are in need of an extra book. Each book removed from the closet must be notated on the form. If a teacher is in need of entering the closet, they will contact the main office and a custodian will unlock the closet.

Student textbook teacher procedures:

Textbooks will be handed out to individual students in their classes by the teachers. It is the teachers' responsibility to periodically monitor the textbooks that their students are using throughout the school year. I have included the textbook student tracking spreadsheet to help with these procedures in your rooms. It is advisable to make notes about the textbooks if you notice any type of damage before the textbook is handed to the student. This information should be kept in a location that can be produced at any time so that you may record books for new or transferring students or books that have been lost. This spreadsheet then can be used at the end of the school year to check in your student books. You will also need to turn this spreadsheet in to the principal during the end of the year procedures in May.

Procedures for lost or missing textbooks:

Textbooks are provided by the school and are issued to students at the beginning of each year. Each student is responsible for the care of his/her textbooks. The annual fee of \$70.00 is charged for "renting" these books and is only a small part of the real value. A second set of textbooks may be rented for an additional \$70.00 if quantities are available. Each child is responsible for lost or damaged books. When a student first receives his/her books, it is his/her responsibility to let the teacher know of any damage, so that he/she will not be held responsible for the previous damage. A replacement fee will be charged by the district for lost or damaged books.

When a student textbook is determined missing the teacher should inform the student that the book must be found or a replacement fee will be charged. It is highly recommended that teachers notify parents at this time. The teacher will then notify the principal who will speak with the parents about the replacement fee and the issuing of a new textbook. This process will take place during the entire school year.

Teacher textbook collection check in procedures:

All 6-8 grade academic textbooks will be returned to the storage closet in the green hallway at the end of the year. To receive final approval from the principal for this portion of your end of the year procedures a teacher must:

- have all textbooks accounted for.
- place each textbook in their assigned location.
- place each textbook in sequential order starting with the number 1.
- have any textbook replacement letters filled out for missing textbooks.

SMS Textbook Tracking Spreadsheet

Date Completed: _____

	Student Name	Date Out	Date In	Book Title	Book #	Teacher	Comments: about conditions
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

SVS Communication Day

Wednesday's are district communication days. Information will be available on the school website and emailed to parents. On occasion items that require a response from a parent, a major PTO/Booster event, or directly from the teacher will be sent home in paper form in a communication folder. All other items will be delivered electronically.

Breakfast/Lunch Procedures and Schedules

SES Procedures

Breakfast Procedure

At 7:40 a.m. an assistant will dismiss those students from the gym for breakfast.

Lunch Procedure

It is the teacher's responsibility to take the student lunch count in the morning and submit it to the cafeteria by 8:45 am. If students have money, they need to turn it in to the cashier. Beginning with the primary lunches, teachers must line the students up according to what they ordered, A, C, sandwich, salad, or brought. When the class arrives at the cafeteria, the students will line up by choice.

Lunch/Recess Schedule

PreK+ & Tuition Preschool 10:55am-11:20am

Kindergarten & 1st Grade 11:10am-11:50am

2nd & 3rd Grades 11:50am-12:30pm

(**Subject to change based on final schedule*)

SMS Procedures

Breakfast Procedure

At 7:45 a.m. an assistant will dismiss those students from the gym for breakfast.

Lunch Procedure

If a student has meal money for their account, the teacher needs to instruct the student to turn it in to the cashier to credit their account. The best time to do this is before school starts or during homeroom if there is time. Please remember that it is the teacher's responsibility to issue the student a pass before they may be allowed to complete this task during homeroom.

Lunch Schedule

11:07-11:37

7th Grade

8th Grade

11:40-12:15

4th Grade

11:55-12:25

5th Grade

6th Grade

(Subject to change due to final schedule)

Shiloh Elementary School CARE Team:

Students may be submitted to the CARE team by the teacher, principal, or parents. CARE Team candidates will be referred to the Principal after progress reports are issued. If approved, names will be provided to the CARE Team Coordinator, who will assign case managers, prepare paperwork and set meeting times. The case manager will work with the classroom teacher to coordinate times to meet with the student to conduct an interview and send home the parent survey. The Team will meet monthly for either a full or half day to conduct each meeting. Meetings will start at 7:30 a.m. in the conference room. The SES Interventionist will rotate through classes to allow regular education teachers to attend meetings. Criteria for students to be referred to the CARE Team may include but are not limited to academic, behavioral, attendance, or social/emotional assistance. Team members will be assigned a student and maintain this assignment until the student is dismissed from the team through a referral for testing or positive progression.

SES CARE Team Member Responsibilities:

- Gather data when initial referral is made.
- Attend referral meeting and introduce the concerns
- Follow up with post-referral meeting notes to all stakeholders
- Schedule follow-up meetings
- Meet with student every other week to check in and review information with them pertaining to why they were referred
- Meet once per month with classroom teacher and present the following data:
 - o Current grades
 - o Current disciplinary infractions if any
 - o Current attendance
 - o Any recent medical information
 - o Documentation pertaining to incentive plans

SES CARE Team Members

- Rechelle Wilkinson, Principal
- Teresa Beeler, CARE Team Coordinator
- Kaitlin Carpenter, School Psychologist
- Jo Ely, School Social Worker
- Jami Richter, Teacher
- Lauren Durkee, Teacher
- The Referring Teacher

Shiloh Middle School CARE Team:

Students may be referred to the CARE Team by the grade level team, principal, or parents. Prior to referral to the CARE Team students will have had a meeting with the grade level team. The grade level team and/or principal will have also had at least one meeting with the parents of the student. Criteria for students to be referred to the CARE Team may include but not be limited to academic, behavioral, attendance, or social/emotional assistance. Team members will be assigned a student and maintain this assignment until the student is dismissed from the team through a referral for testing or positive progression.

SMS CARE Team Member Responsibilities:

-  Gather data when initial referral is made.
-  Attend referral meeting and introduce the concerns
-  Follow up with post-referral meeting notes to all stakeholders
-  Schedule follow-up meetings
-  Meet with student every other week to check in and review information with them pertaining to why they were referred
-  Meet once per month with team and present the follow data:
 - o Current grades
 - o Current disciplinary infractions if any
 - o Current attendance
 - o Any recent medical information

SMS CARE Team Members

Darin Loepker, Principal
Josh Sterns, CARE Team Coordinator
Kaitlin Carpenter, School Psychologist
Jo Ely, School Social Worker
Sarah Shelton, Teacher
Casey Restivo, Teacher
Jami Richter, Teacher
Cristal Faust, Teacher

TITLE X (HOMELESS STUDENTS)

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A “homeless child” is defined as provided in the McKinney-Vento Homeless Assistance Act and State law. Consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship.

The Board of Education, Shiloh Village School District #85 commits itself to compliance with the Title X, Part C, NCLB McKinney-Vento Homeless Education Assistance Act, which outlines rules and regulations governing the rights of homeless students. Should anyone wish to find out more about the rights of the homeless, you may contact Jodi Manley, Liaison for Homeless Children, at 125 Diamond Court, Shiloh, Illinois 62269. His phone number is 618-632-7434.

Substitute Procedure

When it is necessary to miss a day of work please submit your absence into AESOP as soon as possible to ensure ample time for a substitute to be acquired. After entering the absence into AESOP please contact your building principal so they are aware and can begin planning.

Please put a substitute folder together at the beginning of the school year. Please place it in your desk or somewhere easy to locate.

It is important to remember that when there is a substitute in your classroom, the quality of instruction must remain as high as when you are in the room. To ensure this quality of instruction, it is the teacher’s responsibility to provide the following for the substitute:

- Detailed lesson plans: The more specific the better
- Seating chart and class list
- A list of responsible students: Give the sub an idea of who to ask for assistance.
- Other teachers that the substitute can go to for help
- Class rules, class schedules, and duties
- Explanation of the classroom rules, consequences, and rewards, as well as the school wide discipline procedures
- Attendance and lunch procedures
- Crisis information including allergy action plans
- Any other documents that a substitute would find helpful, restroom location, lounge location, etc...

If there are concerns raised after the teacher returns, the teacher may fill out the substitute feedback form located in this handbook and deliver it to the principal. The information will be used to determine any course of action with regard to the substitute.

Teacher Substitute Report Form
Revised 7/19

Teacher Submitting Report: _____

Substitute Name: _____

Date(s) Concerns Arose: _____

Reason for Concern: _____

Teacher Signature: _____ Date: _____

For Office Use Only

Course of Action

Administrator Signature: _____ Date: _____

Parent/Teacher Communication

Throughout the school year parents may contact staff members in regards to their child's academic progress in the classroom. This communication can take place via conferences, e-mail, or telephone. Documentation should be kept of every parent contact made throughout the course of the school year.

When communicating with a parent, a teacher should remember to listen to parents closely to understand the parents' perception of the student as well as what the parent believes are the students' learning needs.

Conferences

Parent/teacher conferences are held twice yearly for the purpose of reporting student progress. Teachers are expected to make an attempt to meet with all parents during this time. A parent/teacher conference may also be requested at any time during the school year by the parent or the teacher.

In preparation for these conferences, teachers are expected to have:

1. A listing of updated student grades.
2. Student grade printouts.
3. Student work samples
4. An understanding of how each student's grade has been determined
5. An understanding of each student's strengths and weaknesses.

Teachers are encouraged to involve students in the conference as much as possible. This allows the student the opportunity to report the success or lack of success that is being demonstrated and includes them in the goal setting process.

We recommend teachers keep documentation of the date, the purpose, and the outcome of parent conferences.

E-mail

E-mail is an effective way to communicate with parents. We recommend that staff members reply to parent e-mails within a 24-hour period and to keep a copy of their correspondence with parents for future reference.

Telephone

During the school day a parent may attempt to contact teachers on the telephone. If teachers are unable to talk at that time, the office will forward the parent to the teacher's voicemail. We recommend teachers check their voicemail daily and return calls to parents the same day they received the message.

It is important to keep documentation of phone conversations, including the date and the time. Unsuccessful attempts to reach the parent should also be documented.

Remember, keeping the lines of communication open helps to promote positive relationships with parents and the community at large.

Field Trip Preparation

Leaving school premises with a teacher constitutes a field trip. All field trips and permission slips must be approved by the principal prior to sending permission slips and information pertaining to the field trip home with students. *All required forms can be found in the teacher workroom and in this employee handbook.*

A. If you plan to use a school bus

1. Fill out the *Request for Field Trip* form and submit it to the principal. The principal will approve or deny the trip and return the form to you.
2. **If approved, fill out a *Request for Transportation Services* form. Attach it to the approved *Request for Field Trip* form and submit it to the district office (Mrs. Hefley or Ms. Manley).**
3. Once your request has been approved, the district office will procure transportation. You will receive a copy of your approved request with transportation costs indicated on it.
4. Make a copy of your approved transportation services form for the cafeteria. You must give the cafeteria prior notification. Their food orders and preparation are affected by field trips.
5. A teacher or teachers involved need to bring all money associated with the field trip to the district office in a clearly legible envelope. No trickling money or money from a third party will be accepted. At no time will money be accepted in a mailbox, through an interoffice envelope, etc. A copy of the approved transportation request form as well as the permission slip sent home with the students should be attached.
6. Provide a copy of the field trip permission slip to the principal.

B. Students not attending the field trip

1. Make plans for students who are not attending the field trip.
2. These students are not excused from school or class.
3. You must communicate to the administration and the other teachers where students will go if they are not attending the field trip.
4. Middle School teachers must communicate with the administration and the other Middle School teachers to make sure their classes are covered and all students know where to report. It is the teacher's responsibility to work out a schedule to make sure their classes are covered.

C. Substitutes

If a substitute teacher is needed for you and/or other teacher chaperones, notify the principal well in advance, preferably two weeks.

D. Chaperones

1. A chaperone must abide by our volunteer guidelines and ID system check.
2. Volunteers who are not approved based on ID check in office will not be allowed to volunteer or chaperone trips.
3. It is recommended that you keep the following teacher to student ratio in mind
 - a. K and 1st Grade: 1 to 4
 - b. 2nd – 4th Grade: 1 to 6

- c. 5th – 8th Grade: 1 to 8
4. Chaperones are responsible to pay for their own entrance and any applicable fees for field trips.

**** Teachers may want to provide all chaperones with driving directions to and from the scheduled field trip in case any parents are driving themselves.**

E. Notification to teachers

- Provide the principal with a copy of the student permission slip.
- Notify the cafeteria of the field trip.
- Give the office a copy of the list of students who will be gone. (4-8)
- Pass out and collect signed permission slip forms. Every student must turn in a signed form.

F. Student responsibilities

1. Students must have a permission slip signed by a parent or guardian.
2. It is the student's responsibility to arrange with each teacher for make-up work prior to the field trip in the case of small group field trips. This is a planned absence.
3. All school rules and regulations are in effect throughout the entire trip.
4. The specific rules set up by the supervising teacher are to be observed.
5. Any violations may result in disciplinary action.
6. While on a field trip, all students represent Shiloh Village School and should exhibit dignity, respect, and pride at all times.

G. Changes

1. Any changes in plans should be reported to the principal as soon as possible.

H. Taking roll

1. You must take roll and provide a copy to the office prior to leaving. We must know what students are attending and what students are not attending the field trip prior to your departure.
2. Always include your student emergency information in your backpack.
3. You must take roll every time your students get on and off the bus. You must make sure that all students are accounted for.

I. Crisis Plan-Health, Emergency, and Medication Management

Just like your American Express Card, Don't leave home without it! Take your Crisis Plan with you and follow the guidelines and procedures in it. The following should be included within your Crisis Plan:

- Health concerns list
- Copies of your enrollment cards or emergency contact information
- Class roster for roll
- Copy of the daily attendance sheet-list of who is present and who is absent that day
- First aid backpack with Crisis Plan inside
- Cell phone
 - If you have a personal cell phone, please take it along.
- Chaperones
 - Make a list of chaperones and chaperone cell phone numbers

- Distribute prior to departing
- Contact and communicate with the school nurse prior to any field trips to discuss health concerns and medication management

J. Money

1. Teachers are responsible to collect field trip money.
2. All money associated with the field trip must be collected and given to the district office. This is a onetime collection. Money should not trickle in and should not be taken to the principal's office.
3. Field trip fees should not be excessive.
4. If a family is unable to afford a field trip and thus plan to withhold their student from the field trip, please inform the building principal of this situation.

K. Cafeteria

1. Sack lunches are available from our food services. These lunches come with a lunch meat sandwich, vegetable, fruit, juice, and a cookie. There is some variety in the side items. The cafeteria needs advance notice to order sack lunches. The cost of the sack lunch is the same as a regular lunch. These lunches are free or reduced in price to students on the free and reduced lunch program.
2. The cafeteria should have prior notification of any upcoming field trips.

Field Trip Guidelines for Chaperones
(Taken from the 2023-2024 Parent/Student Handbook)

Classroom teachers schedule field trips to nearby points of interest throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the local community. Parent(s)/Guardians will receive advance notice of field trips. A permission slip will be sent home, and it must be returned with a parent/guardian signature in order for the child to attend the event.

The school district makes arrangements for student transportation and requires that all students ride the bus to and from the field trip destination. Due to limited space on the bus, chaperones may be required to provide their own transportation to and from the field trip site following directly behind the bus.

On field trips, students should:

1. Stay with the group and chaperone assigned by the teacher.
2. Obey rules and seat assignments.
3. Follow the driver's instructions, maintain low noise, and observe the safety rules.
4. Treat chaperones with respect and comply with their requests.

Students that do not comply with these rules may be removed or sent home with an administrator and may be subject to disciplinary action.

On field trips, chaperones should:

1. Bring a valid ID to the office the morning of the field trip to be approved, receive a badge and sign in.
2. Wear volunteer sticker provided by the district for duration of field trip until you sign out in the office when it is over.
3. Follow the bus to the field trip site.
4. Follow the itinerary provided by the teacher(s) in charge.
5. Maintain contact with all students in your assigned group.
6. Report students not following rules to the teacher in charge.
7. See that the students under your charge are obeying the rules. These rules should be enforced consistently.
8. Contact the teacher immediately if any problems arise with a student.
9. Refrain from purchasing trinkets, snacks, drinks, etc. for any students while on the field trip.

Only individuals that have been designated by the district as approved volunteers are permitted to chaperone or accompany a class on a field trip. Your undivided attention is needed when serving as a chaperone, thus we require that chaperones attend the trip unaccompanied by other children.

Field Trip Checklist

Don't forget to do the following:

1. _____ Submit field trip request to building principal.
Date: _____
2. _____ Submit a copy of your field trip permission form to the principal
Date: _____
3. _____ Submit request for transportation form to district office.
Date: _____
4. _____ Submit a copy of your approved field trip request form for the cafeteria.
Date: _____
5. _____ Send and collect a field trip letter and permission/notification form home with each student after all fees are calculated. Include details of the trip along with chaperone guidelines in the letter.
Date: _____
6. _____ Collect all money and give to district office in a clearly legible envelope. Include a copy of the approved transportation request form and permission slip.
Date: _____
7. _____ Please remind your chaperones that they must present a valid ID to the office when they sign in so that we may swipe it and give approval and volunteer badge.
Date: _____
8. _____ Make a list of chaperones and chaperone cell phone numbers. Distribute prior to departing.
Date: _____
9. _____ At least 24 hours prior to the trip, share the list of chaperones with the office.
Date: _____
10. _____ Discuss health concerns and medication management with the nurse at least one week prior to the field trip.
Date: _____
11. _____ Submit attendance before you leave for the field trip.
Date: _____
12. _____ Take your Crisis Plan Book and backpack with you.
Date: _____
13. _____ Complete sub plans if necessary.

A detailed list of field trip guidelines can be found in your Faculty and Staff Handbook. Please refer to it prior to taking your trip.

Request to take a Field Trip Form

Revised 3/22

Requestor Name: _____ Position/Grade: _____

Date of Field Trip: _____

Departure Time from School: _____ Return Time to School: _____
(must be 1:55 pm per bus company)

Name & Address of Location: _____

Is this site handicap accessible? ☐ Yes ☐ No

Is a special education bus needed? ☐ Yes ☐ No

What is the entrance fee? Who pays? _____

How will lunch be provided? Who pays? _____

Lunch fee amount? Who pays? _____

Who pays the bus expense? _____

Approximate number of passengers for bus? _____

What is the purpose of the field trip? How does this activity tie in with our curriculum?

Have you previously requested to take a field trip this year? Yes No

How many field trips have you taken this year? _____

Where? _____

Are you hoping to take any other field trips this school year? Yes No

Where? _____

Teacher Signature

Date

Don't forget to take your Crisis Plan Backpack on the field trip.

Office Use Only

Approved

Denied

Need More Information

Principal's Signature: _____ Date: _____

****District Office will order the bus once this form is received.**

Fundraising Guidelines

1. Only school sponsored student organizations or parent organizations and booster clubs may sponsor fundraising activities in conjunction with Shiloh Village School District #85.
2. Fundraising activities must not conflict with instructional activities or programs.
3. Student participation must be voluntary.
4. Fundraising efforts should not burden students, their families, citizens, or merchants by being too frequent.
5. Local ordinances must be followed, merchants must approve of any activities on their property, and students must conduct themselves as ambassadors for their school.
6. Student safety is paramount and door-to-door solicitations are prohibited.
7. Sales or service campaigns to raise money should offer appropriate merchandise or services.
8. For school-sponsored student organizations, a school staff member must supervise the fundraising activities in addition to any other adult volunteers.
9. For school-sponsored student organizations, the student activity funds treasurer must safeguard the financial accounts.
10. Parent organizations and booster clubs are governed by Board policy 8:90, *Parent Organizations and Booster Clubs*.
11. The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students in general.
12. The funds must be used to the maximum extent possible for the designated purpose.

Please see the building principal if you are interested in sponsoring a fundraiser at Shiloh Village School District #85

Volunteer Approval Process

To help ensure the safety of all Shiloh District #85 students, all volunteers, including field trip chaperones, will be required to provide a valid driver's license or state-issued ID upon entry into the building which will be scanned and returned. Any person that cannot provide one of these forms of ID must contact the office 24 hours in advance of the planned visit. Once the scan is successfully completed a badge will be printed to identify that the volunteer has been approved for the school day. Any individual that cannot meet this requirement or does not receive a successful scan will not be allowed to volunteer until this requirement can be met.

Attendance Procedure

Morning Attendance – It is the teacher's responsibility to take attendance every day. Every period the homeroom teacher must submit attendance on TeacherEase/Common Goal Systems.

Students who arrive to school late must report to the office prior to going to the classroom. Students are tardy if they arrive after 8:05. If a student is tardy and does not have a pass from the office, the teacher must send them back to the office for a pass.

If a student is late to class during the school day because he/she was meeting with school personnel, the tardy will be excused. It is the student's responsibility to obtain a pass from that person. The school personnel will complete a tardy slip.

If a student is tardy to class during the school day without a valid reason, the tardy will be unexcused. The teacher will determine the disciplinary action.

Planned Absence Procedure

Below is the policy adopted by the Board of Education regarding planned absences.

Shiloh Village School District 85 strongly discourages parents or guardians from removing students from school while it is in session, except for health or family emergency reasons. In the event it is necessary to remove a student from school for reasons other than health or family emergency, a planned absence form must be filled out and signed by the parent or guardian. The planned absence form may be obtained in the principal's office. **A planned absence form must be approved by the principal/superintendent in advance. If not approved in advance by the principal/superintendent, the absence will be deemed unexcused. A planned absence does not imply an approved absence.**

It is the STUDENT'S RESPONSIBILITY to make up any missed assignments, homework, quizzes, tests, reports, etc. Teachers will provide reasonable assistance to the student upon request. However, it is understood that a student may likely suffer academically because of absence from regular classroom instruction.

Generally, any missed assignments, quizzes, tests, etc..., should be completed and turned in to the teacher no later than one week from the end of the absence. Any assignment, quiz, test, etc..., that is not completed and returned within one week from the end of the absence will be recorded as a zero and averaged in with the student's grades.

Teachers must understand that a parent must report a planned absence to the office, complete the appropriate form, and receive approval from the principal/superintendent. If you are aware of a student or family planning an absence in advance, please encourage them to get a planned absence form from the office.

Planned Absence Form

Revised 3/22

Shiloh Village School District 85 strongly discourages parents or guardians from removing students from school while it is in session, except for health or family emergency reasons. In the event it is necessary to remove a student from school for reasons other than health or family emergency, a planned absence form must be filled out and signed by the parent or guardian. The planned absence form may be obtained in the principal's office. **A planned absence form must be approved by the principal/superintendent in advance. If not approved in advance by the principal/superintendent, the absence will be deemed unexcused. A planned absence does not imply an approved absence.**

Child's Name: _____ Grade _____ Homeroom _____

Date(s) of Planned Absence:

Reason for Planned Absence:

It is the STUDENT'S RESPONSIBILITY to make up any missed assignments, homework, quizzes, tests, reports, etc. Teachers will provide reasonable assistance to the student upon request. However, it is understood that a student may likely suffer academically because of absence from regular classroom instruction.

Generally, any missed assignments, quizzes, tests, etc. should be completed and turned in to the teacher no later than one week from the end of the absence. Any assignment, quiz, test, etc. that is not completed and returned within one week from the end of the absence will be recorded as a zero and averaged in with the student's grades.

Parent or Guardian Signature

Date _____

_____ Approved

_____ Denied

Principal's Signature

Date _____

Comments:

Library Use Procedure

Teachers will request a time to have their students go and use the library at the beginning of the school year. This time will be the teacher's scheduled time for the entire year. Teachers may request additional time for the entire year once every teacher has had the opportunity to sign up. Once a schedule has been devised, a copy will be provided to each teacher and posted inside the library. (Teachers must remain with their class during their library time.)

Cafeteria Procedure

All food must be eaten in the cafeteria. A teacher can reserve the cafeteria for a specific time for the entire year or for a specific day by speaking with the principal in advance of the requested time. The cafeteria will not be available during the lunch periods.

Outside Activity/Outside Recess Procedure

In case of an emergency or when going outside with students at an unscheduled time for an activity or extra recess, a walkie-talkie must be brought outside with you. Walkie-talkies are available in the office at SMS and in the library at SES.

Integrated Pest Management: Consumption of Food in the Classroom

Integrated Pest Management procedures dictate that all food should be eaten in a single location, which at Shiloh School is the cafeteria. Classroom procedures for food are as follows:

1. In general, food should NOT be stored in classrooms. Should classroom procedures necessitate the storage of food in classrooms, it must always be kept in airtight containers. Plastic containers, such as Rubbermaid products, are effective; the most effective airtight containers are those made of metal.
2. Food is NOT to be consumed in classrooms. Teachers who feel that the consumption of food in the classroom is a necessity must fill out the form below and discuss their procedures with the principal.

Request for Permission to Consume Food in a Classroom

Teacher _____ Room Number _____

I am requesting permission to have food consumed in my classroom by students for the following purposes:

The kinds of foods to be consumed are as follows:

It is expected that these foods will be consumed: _____ daily _____ weekly _____ other

If other, please specify: _____

_____ I understand that if this request is approved, and if evidence of pests is seen in my room, permission for food consumption may be withdrawn.

Signature

Date

Office Use Only

☐ Approved

☐ Not Approved – Reason: _____

MANDATED REPORTER

Revised 7/20

Mandated Reporters are professionals who may work with children in the course of their professional duties. All school personnel are considered mandated reporters. Mandated reporters are required to report suspected child maltreatment immediately when they have “reasonable cause to believe” that a child known to them in their professional or official capacity may be an abused or neglected child.

As professionals who work with children, mandated reporters are assumed to be in the best position to recognize and report child abuse and neglect as soon as possible. It is the state’s “early warning system” to identify probable abuse early enough to avoid serious and long-term damage to a child. The State’s primary goal is to protect the child and, whenever possible, to stabilize and preserve the family so that it may remain intact.

The Abused and Neglected Child Reporting Act places several requirements on you as a mandated reporter.

- You are required to report suspected child abuse or neglect **immediately**.
- Privileged communication between professional and client is not grounds for failure to report. Willful failure to report suspected incidents of child abuse or neglect is a misdemeanor.
- You may have to testify regarding any incident you report if the case becomes the subject of legal or judicial action.
- State law protects the identity of all mandated reporters, and you are given immunity from legal liability as a result of report you make in good faith.

Should you suspect child abuse and/or neglect, please call the Department of Children and Family Services (DCFS) at 1-800-252-2873. Prior to calling the DCFS, please complete the CANTS 5 Written Confirmation of Suspected Child Abuse/Neglect Report: Mandated Reporters form and the Suspected Child Abuse/Neglect Report: Mandated Reporter form. Both forms are included in the faculty/staff handbook.

Suspected Child Abuse/Neglect Report: Mandated Reporter
Revised 03/22

1-800-252-2873

Mandated Reporters are **required** to report suspected child maltreatment immediately when they have **“reasonable cause to believe”** that a child known to them in their professional capacity may be an abused or neglected child.

*Please complete this form prior to calling the Department of Children and Family Services (DCFS). After calling DCFS, submit this report and a **copy** of the CANTS 5 Written Confirmation of Suspected Child Abuse/Neglect Report: Mandated Reporters form to the principal.*

*The original CANTS 5 form must be sent to the DCFS office at:
10 Collinsville Ave
East St. Louis, IL 62201*

Date and Time of Call to DCFS: _____

Name of Person You Spoke with at DCFS _____

Additional Comments : _____

OFFICE USE ONLY (To be completed by the principal or social worker:

Date and Time of DCFS worker visit to school: _____

Additional Comments of Notes:

Attach a copy of the DCFS worker's identification card.

SHILOH MIDDLE SCHOOL INTRAMURALS

Purpose:

To provide an opportunity to involve students not typically involved in other after school activities and reach students not developed for in interscholastic competition.

Leaders/Sponsors:

Shiloh certified staff with pay to be supplemented at \$400 per program. The sponsor promotes, creates an activity flier (examples available), supervises sessions, and collects fees to be submitted to the middle school office. An additional fee may be requested from families should consumables be needed.

Participants:

Any and all students 4th through 8th grade. Cost would be \$20 per student, with a reduction for free and reduced students.

Activities:

There are a variety of options. A sponsor, based on student interest and desire, should write up a proposal and flier for administration for the specific activity/program. The sessions should meet for at least one hour on a minimum of 10 specific dates. A minimum of 15 students should be signed up for the activity. Interscholastic sports and activities will have priority when determining use of facility and building access

SHILOH MIDDLE SCHOOL GAME CLOCK/SCOREBOOK STIPENDS

Volleyball Clock and Book- \$40 per night

Basketball Clock - \$40 per night

Basketball Scoreboard- \$40 per night

Board of Education Policy

Please Review the Following Board of Education Policy on Our District Website:

5:20 Workplace Harassment Prohibited