

Shiloh CUSD #1

2024-2025

Faculty and Staff

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ADMINISTRATION, FACULTY, AND STAFF

Shiloh Community Unit School District #1

21751 N 575th Street
Hume, Illinois 61932

Phone: 217-531-1850

Fax: 217.531.1851

Administration

Morgan Wilhoit	Superintendent
Amy Jones	Principal
Amy McClain	Dean of Discipline
Theresa Sisk	Athletic Director

Shiloh Elementary Faculty – PreKindergarten-5

Prekindergarten	Elizabeth Smothers
Prekindergarten	Olivia McKee
Kindergarten	Erika Kohlmeyer
Kindergarten	Lauren Moses
Grade 1	Jamie Eastin
Grade 1	Kristina Milburn
Grade 2	Dana Franz
Grade 2	Jessica Slater
Grade 3	Hannah Climaco
Grade 4	Mallory Brinkley
Grade 5	Gwen Gordon
Resource	Megan Young
Title	Katie Clodfelder
Elem P.E.	Theresa Sisk
Library/Media	Penny Krabel

Shiloh Jr/Sr High School Faculty – Grades 6-12

Art, PK-12	Randi Pollock
Agriculture	Emma Ennis
Business	Julia North
FCS, JH/HS	Carey Hendrix
Industrial Arts	Kyle Sims
Language Arts, JH	Tarne Mixson
Language Arts, JH/HS	Amy McClain
Language Arts, HS	Dorene Boland
Language Arts, Spanish	Chris Loop
Math, JH	Amanda Gill
Math, HS	Pamela Harper
Math, HS	Tim Hendershot
Music, PK-12	Amy Nickell
Driver Ed	Deb Derby
P.E./Health	Donna Dean
P.E.	Brett Dyer
Resource, JH	Jennifer Burch
Resource, HS	Cristie Thevenin
Social Studies, JH	Noah Allen
Science, JH, HS/JR Math	Lisa Lorenzen
Science, JH, HS	Pam Evans
Social Science	Tim Carroll

Administrative Support Staff

Bookkeeper	Zachary Werkheiser
Elementary/ Jr High Secretary	Jennifer Weber-Hall
HS Secretary	Aly Barry
Unit Secretary	Teresa Hawkins
School psychologist	Ann Titus
Guidance Counselor	Megan Evans
Speech Language Pathologist	Jamie Honemann

District Support Staff

Nurse	Kara Bosch
Building & Maintenance Director	Lonnie Davidson
Asst. Building and Maintenance director	Ross Bennett
Bus Driver, Transportation Asst	Dana Bogle
Bus Driver	Deb Derby
Bus Driver	Anita Bell
Bus Driver	Julie Sherer
Bus Driver	Jeri Hayes
Custodian	Donna Bell
Custodian	Jayne Dillon
Custodian	Gavin Bell

Elementary/HS Support Staff

Classroom Aide	Angela Allen
Classroom Aide	Julie Bange
Classroom Aide	Jennifer Purcell
Classroom Aide	Kennetta Barth
Classroom Aide	Elizabeth Eveland
Classroom Aide	Erin Pope
Classroom Aide	Phoebe Allen
Classroom Aide	Natalie Thompson
Classroom Aide	Kylie Mixson
Classroom Aide	Sheila Holmes
Pre-K Aide	Lauren Grise
Pre-K Aide	Kaylee Rideout
P.I.P. Supervisor/Home Visitor	Lori Carroll
P.I.P. Parent Educator/Home Visitor	
P.I.P. Parent Educator/Home Visitor	Gaby Becerra
P.I.P. Parent Educator Home Visitor	Katrina Maxedon

PHILOSOPHY OF EDUCATION

All students are capable of learning.

All students must be afforded a positive climate in which to develop academically, socially, physically, and morally.

All students deserve the opportunity to choose success in an education environment.

All students, parents, teachers, and administrators can impact achievement through a system of mutual respect and understanding.

Through a sound work ethic, students can experience success by taking responsibility for their own actions and by striving to earn the credentials of grades, promotion, awards, and a high school diploma.

The goal of the entire Shiloh School District staff is to support and prepare all students for a successful higher education experience and a productive work experience in society.

VISION STATEMENT

Students should feel eager to come to school.

Students can be their unique self and feel confident in their abilities.

Students should come to school and feel heard, welcomed, and included.

Students should feel independent in their work.

Students recognize their worth within their school and community through classes, clubs and sports.

Students are able to learn in a safe environment, not focused on their differences.

Students leave Shiloh with the ability to learn efficiently.

Our educational environment meets our students where they are and strives to bring them where they need to be.

MISSION STATEMENT

Shiloh cultivates the desire and ability to live a fulfilled life.

BOARD OF EDUCATION

Shiloh Community Unit School District #1 is governed by a Board of Education composed of seven elected members. The school district covers over 227 square miles in the counties of Edgar and Douglas. The towns served by this district are Brocton, Hume, Metcalf, Murdock, Newman, and Redmon.

The Board of Education is responsible for the financial health of the district and for the development of policies to govern the school system. The board generally meets on the third Monday of each month.

High School students in the district attend Shiloh High School. Prekindergarten through Grade 5 attend Shiloh Elementary. Students in grade 6-8 attend Junior High. All are closed campuses.

NON-DISCRIMINATION

Shiloh Community Unit School District No. 1 does not discriminate against employees, students, or applicants on the basis of race, color, national origin, age, disability, gender, political affiliation or beliefs, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, veteran status, reprisal or retaliation for prior civil rights activity, or because all or part of an individual's income is derived from any public assistance program, or any other basis protected by law.

NOTE: Words imparting one gender shall be extended and implied to either gender, i.e. such words, as used in this Handbook, shall henceforth be interpreted to mean either gender, e.g. "his" shall mean "his/her," "he" shall mean "he/she." Further, "parent" or "parents" shall mean "parent/guardian" or "parents/guardians."

FORWARD

The information contained in this handbook is in addition to that which is covered in the student and extra-curricular handbooks. Teachers and Education Support Staff are expected to be familiar with the contents of the handbooks for their own benefit, as well as that of the students.

This handbook is not intended to contain every rule or requirement of the school. District administrators have the authority to establish rules and regulations that are supplemental to this handbook.

This handbook contains a variety of general information, administrative procedures, and Board policy. There may be additional topics that are not included. Please refer to the student and faculty handbooks often and feel free to address any questions concerning them to the Building Principal.

This handbook is intended to be used as a guide. This handbook is not a contract of employment.

Shiloh Community Unit School District No. 1 does not discriminate against employees, students, or applicants on the basis of race, color, national origin, age, disability, gender, political affiliation or beliefs, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, veteran status, reprisal or retaliation for prior civil rights activity, or because all or part of an individual's income is derived from any public assistance program, or any other basis protected by law.

Please refer to the Shiloh CUSD#1 District Policy Manual, available in the Unit Office and online at www.shiloh1.us, for additional clarification. In all instances the Collective Bargaining Agreement between Community Unit School District #1 and the C.U.S.D. #1 Education Association, IEA-NEA Shiloh CUSD #1, School Board Policy, and State law superseded this handbook.

This handbook was approved by the Shiloh CUSD #1 Board of Education June 17, 2024

CONTACT INFORMATION:

For all questions, please contact the building principal, Ms. Amy Jones: 217-841-5557 or jonesa@shiloh1.org

For all financial or district level questions, please contact Mrs. Morgan Wilhoit: 217-246-2908 or woodm@shiloh1.org

ABSENCE REPORTING: STUDENTS

Each staff member/ teacher who has a class or study hall, reports student absences each period using the on-line program immediately after class begins. Office staff will call parents of students who are absent if they have not already called to report their child absent. Parents are responsible for reporting absences on E-Learning days. If a parent reports an absence to you, please forward the information to the offices.

Accurate attendance records are crucial to effective administration of compulsory attendance laws as well as General State Aid revenue.

ABUSED AND NEGLECTED CHILD REPORTING

A district employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to Illinois Department of Children and Family Services. Always play it safe and on the side of the child. Make the call and let DCFS decide whether it is reportable. Employees shall personally report evidence of child abuse to the DCFS Hotline. No employee shall prevent or dissuade another employee from making this mandated report. The employee shall notify the Superintendent or Building Principal that a report was made.

All employees shall sign a statement to the effect that the employee has knowledge and understanding of the reporting requirements of the Abused and Neglected Child Reporting Act.

ACADEMIC PROGRESS REPORTS

Academic Progress Reports will be issued through TeacherEase at the midway point of each quarter. Academic eligibility is checked on a weekly basis on Fridays at 3pm or the last student attendance day of the week.

ACTIVITY FUND

All fund-raising activities must be pre-approved by the Building Principal.

Fundraising Activities

Student clubs and organizations may hold fundraisers as authorized by the principal. A complete accounting of all funds must be maintained. Sponsors are to work closely with class or club treasurers to maintain accurate records of receipts and expenditures.

All student organization money is to be deposited in the High School Office within 24 hours of collection or by 8:00 a.m. Monday morning, whichever comes first. All money to be stored overnight will be put into the Unit Safe. ***Money must be counted and ready for deposit before it is turned in to the office.***

A complete accounting of all funds must be maintained. The high school office will deposit all funds for Jr. High and High School activities into the Activity Fund. Each organization will be credited for the amount deposited. A receipt for all deposited monies will be given to the sponsor of the organization.

Sponsors may request a check by completing and submitting an Activity Fund Check Request form to the high school secretary at least two (2) days *before* the check is needed. No school funds may be committed to these activities unless specifically designated by the administration. Sponsors must submit an Activity Fund Check Request before a check will be issued. A student making a purchase is responsible for obtaining the sponsor's approval and notifying the office by the end of the first hour.

Class sponsors are to hold expenses for the Junior/Senior Prom to approximately \$5,000.00. Additional funds may be raised to fund senior expenses, such as cap and gown rental, announcements, flowers for graduation, etc.

Any imbalance in concession money after your class/club has overseen concessions will be reimbursed to concessions by your activity fund.

Overview of the USDA Interim Final Rule Nutrition Standards for ALL foods sold in Schools

(FNS 2011-0019-4718) (Subject to Change)

Note: USDA finalized the Transitional Standards for Milk, Whole Grains, and Sodium, which take effect July 1, 2022.

These standards are intended to be temporary and in effect for only two school years (SY 2022-23 & SY 2023-24) in order to provide immediate relief to schools during the return to traditional school meal service following extended use of COVID-19 meal pattern flexibilities. The meal pattern requirements outlined in this chapter for milk, whole grains, and sodium are updated to reflect changes for SY 2022-23 under the Transitional Standards for Milk, Whole Grains, and Sodium.

For more up to date and detailed information on USDA and ISBE guidelines for food service, please refer to ISBE's guidelines at <https://www.isbe.net/Pages/SchoolNutritionAdminHandbook.aspx>

AFTER SCHOOL

It is your responsibility to make sure students are out of your classroom on time to catch their bus.

Teachers may not permit a student or group of students to remain after school, to stay in at noon or recess, to come to practice, or to work on an activity or event *unless the teacher is present*.

ANNOUNCEMENTS

Teachers must submit announcements to the high school office by 8:30 AM. A daily announcement of coming events and notices is broadcasted to the junior high and high school classrooms each morning. Announcements are also posted on the school website – www.shiloh1.org.

ASSEMBLY PROGRAMS

Assembly programs of various types are scheduled on a limited basis throughout the school year. During assembly programs where students are present, staff are to be present in order to assist in supervision, including pep assemblies. In all assemblies other than pep sessions, *staff is to sit among the students*. Students are to sit with their classmates at all assemblies. Students who are rude, noisy, and/or uncooperative are to be escorted out of the assembly area to the Principal's office.

ATTENDANCE

Each staff member should take pride in daily attendance. Staff must judge when personal illness or personal "needs" merit time away from job responsibilities.

Staff members should leave the classroom unattended only for an emergency or to go to the restroom. When leaving the room, the teacher must:

1. Instruct all students to stay in their seats.
2. Be sure all students have an assignment to work on.
3. Have the next-door teacher look in on their class.

Dock Days

Dock Days must have prior approval from administration. A staff member cannot call into work and request a dock day. *The dock day must be pre-approved.*

Personal Leave

Teachers may earn up to three (3) Personal Leave Days per school year. ESP's may earn personal leave days according to their full or part time position. A personal leave day is defined as a day to allow professional personnel time to conduct personal business. One unused personal leave day in a school year will be credited as a personal leave day to be used the next year. Remaining personal leave days will be credited to the cumulative sick leave.

The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, personal leave requests should be submitted to the Building Principal 2 days in advance of the requested date
2. No personal leave days may be used immediately before or immediately after a holiday unless the Superintendent grants prior approval
3. Personal leave may not be used in increments of less than one-half day
4. Personal leave days are subject to a substitute's availability
5. Personal leave days may not be used during the first and/or last 5 days of the school year
6. Personal leave days may not be used on in-service and/or institute training days
7. Personal leave may not be used by more than 10% of the teaching staff in each building at the same time

Personal Leave days are to be requested *in advance* by completing a Request for Substitute Form and submitting it to the Principal for signature. The form will be returned to you *only if it is denied*.

Sick Leave

If you are too ill to report to school or if an illness exists in your immediate family, contact the Substitute Scheduler AND building principal (Megan Young, 217-264-1158; Amy Jones, 217-841-5557), as soon as possible.

Teachers on sick leave are to notify the Substitute Scheduler before 3:00 p.m. of their expected return or need for additional time.

If it is apparent the day or night before that you are going to miss school the next day, please notify the Substitute Scheduler at that time or before 10:30 p.m. Having more time helps in locating substitutes and gives the substitute more time to prepare.

If you are too ill to provide instruction during an E-Learning day, you must contact Ms. Jones, and/or the offices via email to report.

PLEASE NOTE: Contacting substitutes is the responsibility of the Substitute Scheduler.

Calling a substitute on your own without prior administrative approval and/or the Substitute Scheduler's knowledge is unacceptable and will be considered insubordination.

Employees shall not make improper use of sick leave or personal leave. Sick leave may only be used for illness in the

immediate family. Immediate family shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardians, aunts, uncles, first cousins, nieces and nephews.

Once you return to work from an unexpected absence, complete the appropriate paperwork (gold and white forms) and submit it to your building principal.

Substitute Folders

Teachers should be well prepared in case a substitute teacher is needed. The teacher will provide a folder that will include the following information for the substitute:

1. Specific classroom information about your class or classes
2. Updated class lists/seating charts
3. Updated schedules, supervision, and assigned duties
4. Instruction about extra work or activities for the students
5. Discipline procedures
6. Names of responsible students

It is your responsibility to contact the Substitute Scheduler, **Megan Young, 217-264-1158** to arrange for a substitute. Staff members needing to leave during the school day will not be able to leave until substitute arrangements have been made. All requests to leave during the school day must go through the Building Principal.

Reference Shiloh CUSD #1 Policy 5:180 Temporary Illness or Temporary Incapacity, 5:185 Family and Medical Leave, 5:220 Substitute Teachers, and 5:330 Sick Days, Vacation, Holidays and Leaves

AUTOMATED EXTERNAL DEFIBRILLATOR

Shiloh School District has Automated External Defibrillators at the following locations:

- Southwest corner of the gymnasium on the east wall
- North interior wall of the outdoor concession stand

CANCELLATION OF SCHOOL

Local radio and television stations are notified of cancellations as early as possible. During severe weather, tune in. To help ensure that no one makes an unnecessary trip to school during a closing, the TeacherEase telephone notification system will be activated.

CHANGE OF ADDRESS, NAME, OR PHONE NUMBER

Please fill out an Employee Change of Address, Name, or Phone form if your information changes. It is important that we have correct information for mailings, payroll, and benefits such as TRS, IMRF, insurance, etc. *Submit the form to the bookkeeper, Zachary Werkheiser.*

CHILDREN AT SCHOOL

Employees should not bring their own children to school while the employee is “on the clock” without prior approval from the principal. An exception would be the brief period between when students are released from school and when you leave for the day IF they are under your direct immediate supervision.

CHROMEBOOK USE

Shiloh School District Student Technology Commitment

PURPOSE: It is our expectation and belief that students and staff will use technology responsibly and that they understand the appropriate and acceptable use of both the technology and District network resources. We also expect that students will “Be Respectful, Be Responsible, Be Ready, and Be Safe” with their District-issued devices.

Reference Shiloh CUSD #1 Policy: 6:235 Access to Electronic Networks

Reference Internet Access page 20

CLASSROOMS

Display of the flag

The United States flag should be properly displayed in each classroom as stated in The School Code of Illinois.

Pledge of Allegiance

All classes are required to recite the Pledge of Allegiance after morning announcements. The Pledge will be recited each morning by each class and followed by a moment of silence. Illinois state law requires that "The Pledge of Allegiance shall be recited each school day by pupils in elementary and secondary educational institutions supported or maintained in whole or in part by public funds.

Cleanliness

Maintenance and custodial staff work hard keeping our buildings clean and in good condition. Staff can help by having students pick up paper, debris, etc. Work Orders are available in all administrative offices for any custodial, repair,

maintenance, or technology work needed. If at any time your room is not clean or necessary repairs are not made, please inform the Building Principal.

CLOSED CAMPUS

Shiloh CUSD #1 is a closed campus. Students are not to leave during school hours without express consent from the office. If a student is observed leaving school, report it to the Building Principal. Students are not to leave school to run errands for a teacher. Students are to check in and/or out at the appropriate office. Parents picking a student up during the school day should be directed to the appropriate office, ***not to a classroom***. Faculty and staff members will not leave campus to pick up lunch/food for students. Special celebrations are not included in this directive.

Reference Shiloh CUSD #1 Policy 7:185 Closed Campus

COMMEMORATIVE HOLIDAYS

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in The School Code to study and honor the commemorated person or occasion. The Board of Education may, from time to time, designate a regular school day as a commemorative holiday.

CONFIDENTIALITY AND CONDUCT

Confidentiality

Staff members and administrators shall observe professional courtesy by following the **appropriate chain of command**. If you have questions, ask them. **Work as a team player.**

Employees shall protect sensitive information and confidential records of the District, its students, and employees. Furthermore, employees with authorized possession of or access to sensitive or confidential documents or student records are personally responsible for protecting the unauthorized disclosure, improper use or distribution of information contained in these documents. At no time should these records leave the building premises without prior authorization of the building principal.

Please discuss students only while at school - not in public. Meeting conversations should be kept confidential from the public to avoid misrepresentation. Be vigilant in not violating the Student Records Act by disclosing information to other individuals. Student information is *confidential*. We may have parent or community volunteers in classrooms or workrooms who should not hear confidential student, employee, or district information. Employees are not authorized to disclose any information regarding District partners, employees, students, or vendors without their expressed written consent.

Drug and Alcohol Free Workplace

All district workplaces are drug and alcohol-free workplaces. All employees shall be prohibited from:

1. Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on district premises or while performing work for the district.
2. Distribution, consumption, use, possession, or being under the influence of alcohol while on district premises or while performing work for the district.
3. Employees shall not work when under the influence of any intoxicating liquor or illegal drug. The employee shall notify the immediate supervisor if any medication causes the employee to have diminished alertness or to substantially alter the employee's ability to perform work. An employee shall not conceal or maintain any intoxicating liquor or illegal drug in or on any school property or at any school-sponsored activity. An employee shall not consume alcoholic beverages on any workday between the beginning and end of his work assignment. No employee shall work bearing the odor of alcohol or illegal drugs, such as marijuana, or be under the influence of any alcohol or illegal drugs while performing any duty or activity for Shiloh CUSD #1.

Personal

Employees shall not exploit their relationship with students by promoting the service, products, ideologies (political, religious, or organizational), or goals of non-school organizations, exclusive of educational goals.

All district employees are expected to:

- maintain high standards in their school relationships
- demonstrate integrity and honesty
- be considerate and cooperative
- maintain professional relationships with students, parents, staff members, and others
- maintain professional relationships on Social Media. You MAY NOT include students on Social Media unless it is a school group which has been approved by the administration.

Profanity

Due to the sensitive nature of public and student employment, employees shall not use profanity when speaking to parents or students, or address other employees utilizing profanity. This language used toward or in front of students or parents may result in employee discipline.

Respect

Employees must show respect to administrators, other employees, parents, and students. As an employee of the Shiloh School District you are expected to treat everyone with respect. **Employees that show outward disrespect and/or**

insubordination toward administrators, other employees, parents, and/or students may result in employee discipline.

Employees shall not engage in any behavior while at school, at its sponsored events, or during working hours, which constitutes gross disrespect for the property or rights of others. For example, employees shall not engage in insensitive remarks about another person's race, color, religion, creed, national origin, sex, age, ancestry, or marital status. Such remarks will result in employee discipline. Employees shall not argue in the presence of students or parents.

Theft

An employee shall not use, retain without authorization, or steal money or property of Shiloh CUSD #1, students, employees, or others.

Reference Shiloh CUSD #1 Policy 5:120 Ethics; Conduct; and Conflict of Interest

COPYRIGHT LAWS

No employee shall violate any copyright, including, but not limited to, copyright in software, information, music, data, or material obtained over the Internet.

Reference Shiloh CUSD #1 Policy 5:170 Copyright

CORPORAL PUNISHMENT

Corporal punishment is prohibited. Teachers shall not use disciplinary methods that may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling, or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) may not be used. Teachers may use reasonable force as needed to keep students, school personnel, and others safe, or for self-defense or defense of property.

Reference Shiloh CUSD #1 Policy 5:230 Maintaining Student Discipline, 7:190 Student Behavior

CURRICULUM

Teachers will have input regarding decisions on curriculum materials to be used at each grade level. After a decision is reached pertaining to appropriate instructional materials, **teachers are required to use the materials.** Any plan for deviation from the existing curriculum must be pre-approved by the Building Principal.

DAMAGE TO DISTRICT PROPERTY

Staff is held responsible for safeguarding district property. Staff must pay for the loss or damage to, teaching materials or other district property.

DISCIPLINE

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference
3. Withholding privileges
4. Temporary removal from the classroom
5. After-school detention served based on the schedule
6. Saturday school detention
7. In-school suspension
8. Seizure of contraband, confiscation and temporary retention of personal property that was used to violate school policy
9. Suspension of bus riding privileges
10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from school grounds.
11. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity such as illegal drugs, "look-alikes", alcohol or weapons, extreme physical altercations, or other circumstances as authorized by the reporting agreement between the district and local law enforcement.

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

Reference Shiloh CUSD #1 Policy 5:230 Maintaining Student Discipline

DISTRICT VEHICLES

On occasion, staff members may find it necessary to use a district vehicle. Any employee who drives a school-owned vehicle must first complete a **Motor Vehicle Records form**. Arrangements for use of a school vehicle shall be made with the Transportation Director **one week in advance of the event**.

EMAIL AND OTHER ELECTRONIC COMMUNICATION

Shiloh CUSD #1 reserves the right to monitor and intercept email, voice mail, and other electronic communication.

Employees should limit the use of school technology to educational purposes. The employee's use of the system constitutes consent to the District monitoring and interception of electronic communications.

Staff must have pre-approval from their building administrator before creating any type of video in which students appear. The video must then be viewed and given final approval by the building administrator before it is released in any format. *Failure to follow this rule will result in disciplinary action.*

Any interoffice email from administration or the school offices is **STRICTLY CONFIDENTIAL** and is **NOT** to be shared with other employees, parents, or students.

Texting and the use of Social Networking Sites for Personal Use

Texting and the use of social networking sites must not be accessed during instructional time and must be limited to:

- when the employee is in private
- during plan time
- during break time
- when the employee does not have students under their supervision

As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our reputation as a school, the standards for appropriate online communication at Shiloh CUSD #1 are necessarily high. While we respect the right of students, employees, alumni, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students and faculty at all times, as well as by alumni and all other users who participate in Shiloh CUSD #1 sponsored sites.

Shiloh CUSD #1 respects the right of employees to use social media and networking sites, as well as personal websites and blogs, but it is important that employees' personal use of these sites does not damage the District's reputation, its employees, or its students or their families. Employees should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without their knowledge or consent. The District strongly encourages all employees to review the privacy settings on any social media and networking sites they use and exercise care and good judgment when posting content and information on such sites.

When using a social media site, an employee may not include current students as "friends," "followers," or any other similar terminology used by various sites. If an employee maintains or participates in a Shiloh-sponsored online community that extends to persons who are parents, alums, or other constituents, he must exercise good judgment about any content that is shared on the site. Additionally, employees should adhere to the following guidelines, which are consistent with the District's workplace standards on harassment, student relationships, conduct, professional communication, and confidentiality:

- An employee should not make statements that would violate any of the District's policies, including its policies concerning discrimination or harassment;
- The employee must uphold the District's value of respect for the individual and avoid making defamatory statements about the District, its employees, its students, or their families;
- An employee may not disclose any confidential information of the District or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families.
- If the District believes that an employee's activity on a social networking site, blog, or personal website may violate the District's policies, the District may request that the employee cease such activity. Depending on the severity of the incident, the employee may be subject to disciplinary action.

EMERGENCY DRILLS AND EVACUATION PROCEDURES

Emergency Drills

Fire, tornado, and intruder drills are conducted at regular intervals throughout the school year.

One long continuous tone indicates a fire, beeps indicate a tornado, a slow whoop tone indicates an earthquake, and an all building announcement will indicate an intruder.

Exit routes and instructions are posted in each room and reviewed with students by teachers.

Fire	One long continuous tone
Tornado	Beeps
Earthquake	Slow whoop tone
Intruder	All building announcement

Evacuation Procedures

When an Earthquake Strikes

When an earthquake strikes for a minute or two the solid earth may pitch and roll like the deck of a ship. The motion is frightening, but, unless it shakes something down on you, it is harmless. Keep calm and ride it out. Your chances of survival are good if you know how to act.

During the Shaking:

- * If indoors, stay indoors. Hide under sturdy furniture. Stay near the center of the building. Stay away from glass
- * Turn on a radio or television for emergency bulletins
- * After the quake stops, if possible move to the designated safe place. Stay out of damaged buildings; aftershocks can shake them down

Fire Escape Information

Exit per the Emergency Exit Map

When the alarm sounds:

- * Stand and follow your teachers directions
- * No talking
- * Leave books, bags, etc. Do not stop at lockers
- * Stay in your group
- * Teacher will turn off lights when the room is empty, exit the room last, and close the door
- * Walk quickly and quietly out of the building
- * Get a safe distance from the building and stay together
- * Teacher will take attendance once the entire group is outside
- * Everyone must stay out of the building until the All Clear is given and they are asked to return to class

Lock Down (Intruder) Procedure

Lock Down procedures may be implemented in situations involving dangerous intruders or other incidents that may result in harm to those inside the building.

- * Lock Down notification will be announced over the P.A. system or by messenger to each classroom
- * Direct all students, staff, and visitors into classrooms or a designated safe place
- * Secure your classroom
- * Lock classroom doors
- * Move everyone away from windows and doors and have them take cover and/or leave the premises if applicable
- * Place the RED/GREEN cardstock over the window of the door and behind the number on the outside window
- * If possible, cover room windows – close blinds
- * Keep everyone as quiet and calm as possible
- * Refrain from using the classroom phone and cell phones. Use only if there is an extreme emergency
- * Do not allow anyone outside the classroom to enter until the all clear message is given by the Superintendent, Principal, or designated person

Storm & Tornado Procedure

The storm/tornado warning is several short rings of the bell.

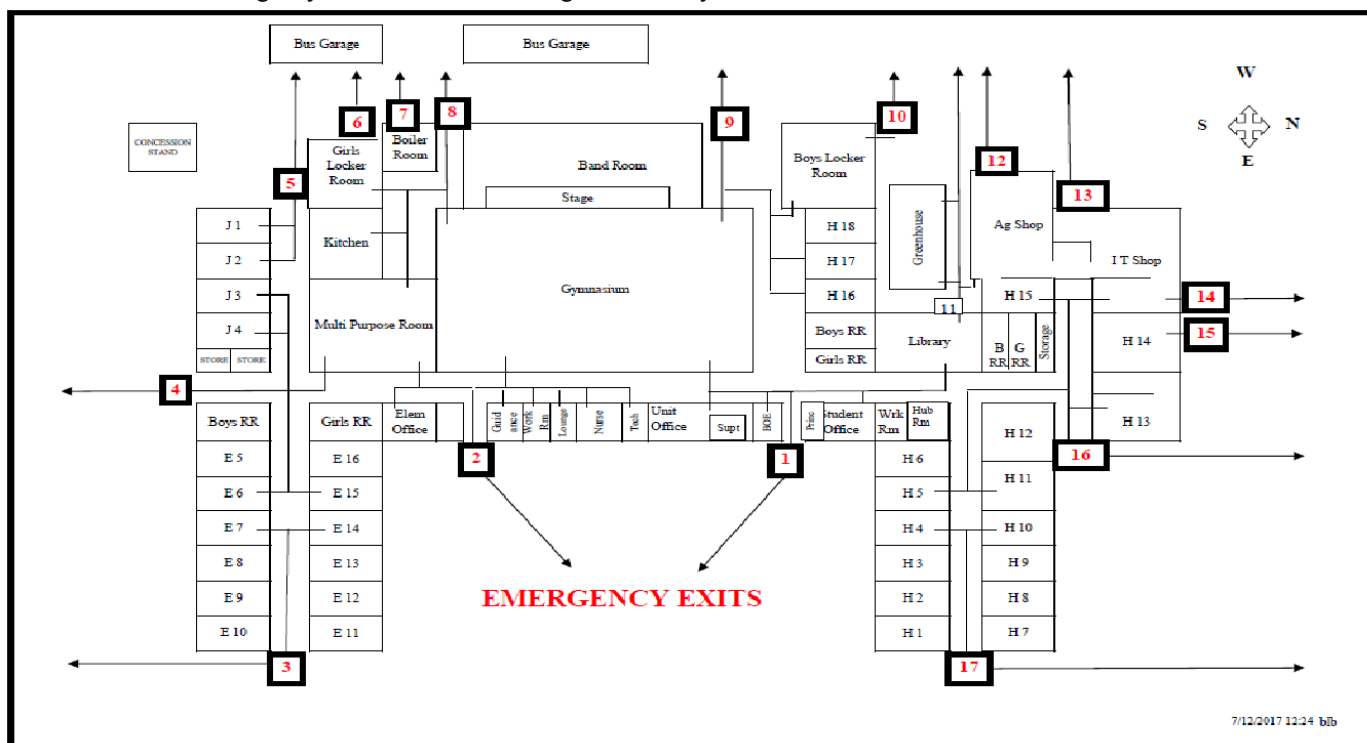
At the warning, students are to go to the tornado shelter located under the stage in the gym. They will sit with their heads down using their arms to protect them. They are not to sit where a door might blow open and hit them.

Elementary Wing	proceed toward the main hall, staying to the right proceeding through the south gymnasium doors to the South/East shelter entrance
Junior High Wing	proceed staying to the left through the Multi-purpose room, proceeding through the kitchen hallway to the South/East shelter entrance
High School Wing	proceed through the Science hallway to the North/East shelter entrance

Teachers: Remember to take your class roster.

Exit Routes

Watch for cars and emergency vehicles when crossing all driveways.



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EMERGENCY OR DISASTER SITUATION

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the school has prepared to respond effectively to such situations.

Should we have a major disaster during school hours, your student(s) will be cared for at the school. Our School District has a detailed emergency operation plan which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at their school until they are picked up by an identified, responsible adult who has been identified as such on the Registration/Emergency Procedure Form which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
 - He/she is 18 years of age or older.
 - He/she is usually home during the day.
 - He/she could walk to school, if necessary.
 - He/she is known to your child.
 - He/she is both aware and able to assume this responsibility.
3. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency. Students will be released only to parents and persons identified on the Registration/Emergency Procedure Form. During an extreme emergency, high school students will be released at the west parking lot and elementary students will be released at the front circle drive. Parents should become familiar with the School Emergency Disaster Plan and be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives. Because local telephone service may be disrupted, also list an out-of-state contact on the Registration/Emergency Procedure Form, as calls may still be made out of the area while incoming calls are affected.

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified. In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and district personnel. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian.

In the event a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to their home after school, the students will be delivered to the Hume Community Center or the Shiloh Township Building. This decision will be based on the safest route. Staff will contact parents to inform them of the students' whereabouts.

In case of a hazardous release event (chemical spill) near the school area, Shelter-in-Place procedures will be implemented to provide in-place protection. All students and staff will clear the playground and all playing fields, report to their classrooms

and all efforts will be made to prevent outside air from entering classrooms during the emergency. Students arriving at school during a hazardous release drill or event should report to the school office or to a previously designated area at the school because classrooms will be inaccessible.

When the dangerous incident has subsided, an all-clear signal will be given.

Please discuss these matters with your immediate family. Planning will help alleviate concern during emergencies.

EMPLOYMENT

It shall be the duty of all staff to keep informed concerning the rules, policies, and regulations of the Board of Education.

All Employees of Shiloh CUSD #1:

- shall have a fingerprint based Criminal History Records Information Check (CHRI) conducted prior to their first day of employment.
- shall read and agree by signature to be a Mandated Reporter.
- shall have the Blood Borne Pathogens in-service training.
- are required to have a physical completed within 30 days of beginning employment.
- shall be truthful to the Board of Education and/or the administration regarding matters relating to employment or directly related to the employee's work duties.
- shall not falsify documents, or create documents, which are substantially misleading.
- shall not make false claims for insurance or any other benefits.
- shall not misrepresent to any person the extent of her or his job authority, or purport to act on behalf of the district when not authorized to do so.
- shall observe all school regulations.
- have the right, upon request, during regular business hours, to review the contents of their personnel file, provided an administrative representative is present at such review. Employees have the right to attach a response to any material contained in their files and may copy any information contained therein at their expense.

Certified Staff

All certified staff must have updated *original* transcripts in their district personnel file. *Transcripts must be sent directly from the university.* A transcript issued to you, even if issued in a sealed envelope, or a copy of a transcript, shall not be accepted.

Certified staff must provide a copy of all teaching certificates for their personnel file. If you are uncertain whether your file is complete, please check with the bookkeeper and request to see your file.

Certified staff shall seek professional growth and participate in curriculum study.

Required Employment Forms

The following employment forms/documents must be completed within three (3) days of the first day you report for work:

- Immigration and Naturalization Service Form (I-9) as required by law including providing the required original proof of identity documents.
- W-4 Withholding Exemption Certificate forms for federal and state taxes. These documents must be on file with the bookkeeper before a paycheck will be issued. To make changes in the number of exemptions you claim, contact the bookkeeper.
- DCFS Mandated Reporter
- Direct Deposit information
- Payroll selection
- Job Not Covered by Social Security – certified staff
- TRS Member Information – certified staff
- IMRF Enrollment – education support staff
- Employee Emergency Information form. A file of employee emergency information is maintained in the unit office in the event of an emergency. Please keep phone numbers and addresses current.

Conviction of any felony offense that would have precluded an employee's initial employment as a matter of law, irrespective of the jurisdiction, shall be cause for dismissal. Any employee who has been convicted of any felony offense involving dishonesty or violence or who has committed any criminal acts involving substantial risk of harm to other persons or property may be unsuitable for school employment and is subject to discharge at the discretion of the Board of Education.

Employee Dress

Although there is no formal dress code for staff, staff will dress professionally, the personal dress and appearance of faculty and staff members has an influence on the attitude and conduct of the students, as well as has a distinct effect on how people in our communities view our school and the teaching profession. It is important that the entire staff maintain a professional appearance and demeanor. Employees of the Shiloh School District are expected to wear clothing in a neat, clean and well-fitting manner. Dress, accessories, and grooming shall be consistent with educational objectives. All staff are expected to be clean and odor free; and to maintain a high standard of personal hygiene. Low and/or plunging

necklines, bare shoulders, bare backs, and bare midriffs are unacceptable. Dress and grooming shall neither present a risk to the health, safety, or general welfare of students in the school nor interfere with, nor disrupt, the educational environment or process. Staff who fail to adhere to these guidelines shall be immediately required to change their attire into something appropriate. The employee may be given the option to leave school and return with appropriate attire or be docked for the remainder of the day.

Extra Duties

All employees may apply for paid supervision/sponsor positions such as: ticket takers, sport supervision as needed, class sponsor, extra-curricular club sponsor, and school event supervision as needed.

Insubordination

Employees shall not willfully refuse to obey written or oral instructions of the immediate supervisor, administrative team, or in an emergency involving a non-certificated employee, the instructions of a teacher. Employees shall not engage in willful behavior that interrupts the orderly process of school affairs. Such behavior may result in employee disciplinary action.

No employee shall willfully refuse to obey the policies, rules and regulations of the Board of Education, or attempt to violate a Board of Education policy, rule, or regulation.

School Funds

No employee shall fail to promptly deposit, report, or account for any funds, gate receipts, or other money or property of the school district, students, or others, coming into the employee's hands as a result of the employee's work responsibilities, duties, or employment.

Staff members outside employment or activities may not interfere with the performance of their duties.

Supervision

Staff and faculty are required to actively supervise classrooms, hallways, playground, lunchroom, restrooms, and gymnasium. Active supervision includes but is not limited to asking a student where they are supposed to be; asking for their planner; while on duty, walking around the area; being consistent with implementation of district/classroom/playground rules.

Reference Shiloh CUSD #1 Policy Section 5 – Personnel

EQUAL EMPLOYMENT OPPORTUNITY AND MINORITY RECRUITMENT

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; use of lawful products while not at work; being a victim of domestic or sexual violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Morgan Wilhoit, Superintendent

Name

Shiloh CUSD #1 21751 N 575th Street

Hume, IL 61932

Address

woodm@shiloh1.org

Email
217-531-1850 Ext. 4001

Telephone

Complaint Manager:

Amy Jones, Principal

Name
Shiloh CUSD #1 21751 N
575th Street
Hume, IL 61932

Address

jonesa@shiloh1.org

Email

217-531-1850 Ext.3005

Telephone

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

Reference Shiloh CUSD #1 Policy 5:10 Equal Employment Opportunity and Minority Recruitment

EVALUATION PROCEDURES**Certified Staff**

Prior to the performance of any given formal evaluation, the administration shall acquaint the teacher to be evaluated with the evaluation procedure and instruments. Administration shall advise the teacher as to who shall observe and evaluate. No formal evaluation shall take place until orientation is complete. Formal observations of teaching performance shall occur during the period of mid-September to mid-April for those teachers not on a tenured teacher remediation plan, unless an emergency occurs. Then the principal shall contact the Association with the intent of reaching an agreeable time for the evaluation. The evaluation instrument will reflect four (4) ratings categories: unsatisfactory, needs improvement, proficient, and excellent.

Observation

Each formal observation shall consist of at least one (1) in-class observation for those teachers regularly assigned to classroom instruction. Observation for teachers not teaching classes shall be made in respect to performance of their duties.

Non-tenure Minimum Evaluation

Non-tenured teachers shall be formally observed and evaluated at least twice each school year.

Tenure Minimum Evaluation

Tenured teachers shall be formally observed and evaluated at least once every three (3) years.

Part-time Teacher Evaluation

Part-time teachers employed by the School District for more than two (2) years shall be evaluated at least every other year beginning with the third year. Nothing herein shall prevent evaluation prior to the third year.

EvaluWise

The administration shall evaluate each teacher through **EvaluWise** (online platform). The teacher shall receive a copy of the evaluation, digitally or paper copy, whichever is preferred. The teacher and the evaluator shall sign to verify that the evaluation has been reviewed and discussed by the parties. The teacher's signature does not signify an agreement with the evaluation, but merely represents the teacher has seen the document.

Evaluation Conference

A conference shall be held between the teacher and the evaluator within ten (10) days of formal in-class observation to discuss the observation and written evaluation.

Evaluation Response

The teacher shall have the right to attach a response to any evaluation.

Informal Evaluations

Nothing herein shall prevent the Board/administration from conducting informal evaluations and observations as it may deem necessary at any time.

Education Support Personnel

The ESP's evaluation instrument will be provided at the time of employment or at the request of the ESP.

The administrator (Principal, Superintendent, or Maintenance/Transportation Director) shall evaluate each ESP in writing. The ESP shall receive a copy of the evaluation.

The work performance of ESPs shall be evaluated annually the first two (2) years of employment and every three (3) years thereafter. In the event that the second evaluation results in a summative rating of "Needs Improvement," the ESP shall continue to be evaluated annually until achieving a rating of "Meets Expectations." by administration (Principal, Superintendent, or Maintenance/Transportation Director).

The ESP and the evaluator shall sign to verify the evaluation has been reviewed and discussed by the ESP and administrator (Principal, Superintendent, or Maintenance/Transportation Director). The ESP's signature does not signify an agreement with the evaluation, but merely represents the ESP has read and signed the document.

Evaluation Response

The ESP shall have the right to attach a response to the evaluation. A response to an evaluation shall be read and signed by the evaluator before it is attached to the evaluation. The ESP may submit written, dated notification of a forthcoming response to be attached within one (1) work week from receipt of the evaluation.

Informal Evaluations

The administration (Principal, Superintendent, or Maintenance/Transportation Director) may conduct informal evaluations of ESPs at any time.



FACULTY MEETINGS

Staff members will meet for **monthly all staff and weekly team** meetings as scheduled to discuss curriculum and review classroom procedures and problems. Staff is required to attend these meetings. If you have an item for the agenda, notify the principal no later than the day before the meeting. The principal may also schedule other faculty meetings as needed throughout the school year.

FAITH'S LAW

Faith's Law (PA 102-676) amended multiple state statutes to close legal loopholes related to combatting grooming. It added Section 5/22-85.5 of the School Code which defines sexual misconduct and requires districts to incorporate the definition into the employee code of conduct policy. The Faith's Law trailer bill (PA 102-702, effective July 1, 2023) further combats grooming by adding new Section 5/22-94 to the School Code which requires applicants seeking employment at a school in a position that requires direct involvement with children or students to authorize an employment history review as part of the application process.

The applicant must swear or affirm that they are not disqualified from employment and complete a form that includes contact information for current or former employers that were schools or school contractors where the applicant had direct contact with children. The applicant must also provide a written statement of whether the applicant has been the subject of a sexual misconduct allegation, been discharged, been asked to resign, or was disciplined due to an adjudication or finding of sexual misconduct. The district in receipt of the application shall initiate a review of the employment history by contacting the employer listed and request pertinent information from the current/former employer as required by the statute.

Under Section 5/22-94, ISBE is required to create the templates for the forms used by districts to complete the employment history review. The two templates herein were created by ISBE with input from IASB, IASA, IASPA and other stakeholders to fulfill ISBE's obligation to provide the employment history review templates. The employment history review requirements take effect on July 1, 2023.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act is a Federal law that protects the privacy of student education records. The law applies to schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents of eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible students has the right to place a statement with the record setting forth his view about the contested information

FAMILY MEDICAL LEAVE ACT**

The Family Medical Leave Act (FMLA) entitles eligible employees to take up to 12 work weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons, or for any “qualifying exigency” arising out of the fact that a covered military member is on active duty, or has been notified of an impending call or order to active duty, in support of a contingency operation. The FMLA also allows eligible employees to take up to 26 work weeks of job-protected leave in a “single 12-month period” to care for a covered service member with a serious injury or illness.

The FMLA applies to all public agencies, including state, local and federal employers, local education agencies (schools), and private-sector employers who employed 50 or more employees in 20 or more workweeks in the current or preceding calendar year, including joint employers and successors of covered employers. Additional information regarding FMLA is available in the Unit Office.

FIELD TRIPS

All field trips must first be pre-approved by the building principal, then by the Superintendent. To view field trip dates for the district, please see the District’s GoogleCalendar. **All overnight and out-of-state field trips must be approved by the Board of Education at a meeting prior to the trip.**

To request permission for a field trip, complete, sign, and submit a Bus and Field Trip Request form at least 15 days prior to the date of one-day, in-state trips, to your building principal. Be sure to complete the tentative itinerary on the *back* of the form. Incomplete forms will be returned to you.

Field trips involving transportation require a permission slip signed by a parent of each student. There are no exceptions to this rule.

Teachers are to notify staff and send notice of the trip to parents at least 1 week in advance. Any student who does not turn in a parent signed permission slip will not be allowed to attend the field trip. Staff is always on supervision duty during field trips

Students that have an "F" on the ineligible list from the week prior to the field trip will not be permitted to go unless it is an educational field trip.

Students absent the day before a field trip must have written permission from all of his teachers before being allowed to go on the field trip.

Students who are chronically truant may not be allowed to attend.

When a student has been absent from school for a reason that is not acceptable to the school or the Illinois State Board of Education, the student will only be allowed to participate in educational classroom field trips.

If a student’s inappropriate behavior is a safety concern to himself or to others, the student may not be permitted to participate in school day events, activities, and/or field trips. Final determination shall be made by the administration.

Field trip guidelines will be approved by administration.

FLOWERS AND MEMORIALS

Flowers are sent or memorials shall be made for the following:

- Death of an employee, employees spouse, employees parent, parent-in-law, or employees child
- Hospitalization of an employee or employees spouse for more than two (2) nights
- To honor the birth of employees child

Please keep the office informed when flowers/memorials should be sent as at times we simply do not know of the situation. We certainly do not want to overlook anyone.

FORMS

District forms are color coded and available in the Unit Office and in every administrative office. Incomplete forms, out of date forms, or forms which have been copied onto the wrong color paper will be returned to you.

The following is the color code used for forms and these forms are readily available in every administrative office.

Forms must be filled out completely or they will be returned to you.

Application and Permit for Use of School Building (duplexed form)	White
Application for Credit on Salary Schedule	White
Bus and Field trip Request (duplexed form)	Blue
(For <i>extra</i> events/activities only – not for scheduled athletic events)	
Conference Request	Yellow
Request for Course Approval/Tuition Reimbursement	White

Expense Reimbursement Request	Pink
Extra-Curricular Stipend Payment	Pink
Imprest Check Request	White
Inservice Stipend Record	White
Internal Substitute Request	White
Master Calendar Scheduling (For <i>extra</i> events/activities only – not for scheduling athletic events)	White
Motor Vehicle Records (to operate any school vehicle)	White
Payroll Selection 10 or 12 Month	White
Parent Permission for Field Trip w/sack lunch option	White
Parent Permission for Field Trip w/out sack lunch option	White
Requisition Form	White
Request for Substitute	White
Certified Substitute Time Record	Goldenrod
ESP Substitute Timesheet	Green
Work Order	White

GRADEBOOKS

All grades will be entered into the electronic grading system – TeacherEase. A hard copy may be kept by the teacher as a safeguard. Teachers are required to have a **minimum of two (2) grades entered every week**. This could include participation or segmented projects. The first grades should be entered by the second week of each quarter.

Parents have online access to their students' grades, behavior, and notes sent by faculty or administration.

GRADING SYSTEM

At the beginning of each JH/HS semester in each class, the teacher is to explain how unit, chapter, nine weeks, and/or semester exams are to be weighted, as well as class preparation grades and any other criteria used. Your grading statement must be filed in the principal's office. Teachers are to make certain that there are at least two (2) grades per week entered into Teacher Ease for each student during each grading period.

Grades are based on a four (4) point system. Each teacher will issue a copy of the curricular-classroom objectives and how work will be graded at the beginning of each class or semester. A copy will be kept on file in the school office for inspection.

Grading Scale

Grades 1-12

A+	100
A	90-99
B	80-89
C	70-79
D	60-69
F	59 and below

High School and Junior High teachers will post their grading scale in their class syllabus. High School students' semester finals will count as 20% of their semester grade.

Students must consult with teachers to ensure that the appropriate work is being completed. Incomplete assignments not completed within a reasonable time period to be determined jointly by the administrator, teacher, and parent/guardian will be notified of any missing assignments.

Weighted Grades

Weighted courses are advanced courses that are academically challenging. Weighted grades will be given to students receiving A, B, C, or D only. Students receiving a failing grade will not receive a weighted grade. Students desiring a program of academic excellence should take the Honors and Advanced Placement (AP) or dual credit courses.

HALL MONITORING

All teachers and support staff are responsible for monitoring the hallways during passing times.

HOMELESS STUDENTS

Homeless Liaison

The coordinators/liaisons for the homeless children are Morgan Wilhoit and Amy Jones.

Rights of Homeless Students

The school district shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available. A student is considered “homeless” if he or she is presently living:

- In a shelter
- Sharing housing with relatives or others due to lack of housing
- In a motel/hotel, camping ground, or similar situation due to lack of alternative, adequate housing
- At a train or bus station, park, or in a car
- In an abandoned building
- Temporarily housed while awaiting DCFS foster care placement

All Homeless Students Have Rights to:

- **Immediate school enrollment.** A school must immediately enroll students even if they lack health, immunization or school records, proof of guardianship, or proof of residency.
- **Enroll in:**
 - *the school he/she attended when permanently housed (school of origin)
 - *the school in which he/she was last enrolled (school of origin)
 - *any school that non-homeless students living in the same attendance area in which the homeless child or youth is actually living are eligible to attend.
- **Remain** enrolled in his/her selected school for as long as he/she remains homeless or, if the student becomes permanently housed, until the end of the academic year.
- **Priority** in certain preschool programs.
- **Participate** in a tutorial-instructional support program, school-related activities, and/or receive other support services.
- **Obtain** information regarding how to get fee waivers, free uniforms, and low-cost or free medical referrals.
- **Transportation services:** A homeless student attending his/her school of origin has a right to transportation to and from the school of origin as long as (s)he is homeless or, if the student becomes permanently housed, until the end of the academic year.
- **Dispute resolution:** If you disagree with school officials about enrollment, transportation or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. The school district must refer you to free and low cost legal services to help you, if you wish. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. Every Illinois Public School has a Homeless Education Program Liaison who will assist you in making enrollment and placement decisions, providing notice of any appeal process, and filling out dispute forms. If you have questions about enrollment in school, or want more information about the rights of homeless students in Illinois Public Schools, call the appropriate Regional Homeless Education Liaison from the listing below or call the Illinois State Board of Education at (1-800) 215-6379.

ICU

ICU (Intensive Care Unit) is a program of support for students and staff alike. Parents/guardians will receive an email and a text message when their student has a missing assignment. Our hope is that having a parent/guardian made aware of missing assignments, they can help encourage their student to get their missing work completed and turned in to their teacher. The school will provide additional tutoring and support when a student is unable to help get the assignment complete. Tutoring will be after school from 3:05-4:00, during the 2:05 outs on Wednesdays, during lunch, and sometimes on Saturdays. Depending on the consistency of students not completing their homework, tutoring can be mandatory or not. More information about The Power of ICU can be found at: <https://www.poweroficu.com/> Homework completed late through the ICU process will not have deductions of late points. Our focus is THAT learning happens, not WHEN learning happens

INTERNET/COMPUTER USAGE

All use of the Network/Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This *Authorization* does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Network/Internet Access* may result in disciplinary action, and/or appropriate legal action.**

Signatures on the Authorization for Network/Internet Access are legally binding and indicate the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. Acceptable Use—Access to the District's Network/Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. Privileges—the use of the District's Network/Internet is a privilege, not a right. The district retains ownership of the Network and communications services. While respecting the privacy rights of both district users and outside users, Shiloh CUSD#1 reserves the right to log network use, monitor file server space utilization, as well as monitor electronic communications and downloaded material. Inappropriate use may result in disciplinary action. The Building Administrator will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final. Appeals will be handled according to normal district practice.
3. Unacceptable Use—you are responsible for your actions and activities involving the network. Some examples of unacceptable uses include but are not limited to:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
 - c. Downloading copyrighted material and not adhering to the Fair Use Guidelines;
 - d. Using the network for private financial or commercial gain or advertising.
 - e. Wastefully using resources such as file space, network bandwidth, participating in chain letters/forwards, or excessive paper printouts
 - f. Gaining unauthorized access to resources or entities;
 - g. Invading the privacy of individuals;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
 - l. Using the network while access privileges are suspended or revoked.
 - m. District Staff shall comply with state and federal student Records Acts.
4. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
 - a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
 - d. Recognize the electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property of the author and treat it as such
5. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*.
7. Security - Shiloh CUSD#1 has installed technology protection measures, which limits access to visual depictions that are obscene, child pornography, or harmful to minors. These measures will monitor access to Internet sites of concern such as:
 - a) The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
 - b) Unauthorized access, including hacking and other unlawful activities by minors online.
 - c) Unauthorized disclosure, use, and dissemination of personal identification regarding minors; and
 - d) Measures designed to restrict minors' access to material harmful to minors.

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator.

Network security is a high priority. If you can identify a security problem on the Network/Internet, you must notify the Building Administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Network/Internet as a system administrator may result in disciplinary action.

8. Vandalism -Vandalism will result in disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses, spyware, Trojans and use of key-loggers.
9. Unauthorized Charges - The District assumes no responsibility for any unauthorized charges or fees.

Reference ChromeBooks page 7

Reference Shiloh CUSD #1 Policy 6:235 Access to Electronic Networks

JURY DUTY

Employees who lose work time in the District on days they are scheduled to work due to service on jury duty shall lose no salary provided that:

1. They provide notice to the administration of the scheduled dates of their absences upon receipt of the jury duty notice; and
2. They remit to the District any money received for such service less any paid mileage.

LESSON PLANS

Lesson plans are an essential part of the teaching process. Use of the online tool - Planbook - for lessons will be monitored weekly by administration. Substitute teachers will have access to your plans through Planbook. These plans are valuable not only to the teacher, but also to a substitute teacher. Full detailed lesson plans are required during formal observation/evaluations. For E-Learning purposes, lesson plans will be posted on the district website for all students and families. Lessons should be uploaded every Monday by 8am.

LIBRARY

Teachers are responsible for scheduling needed library time for research and special projects in advance with the librarian.

Teachers are encouraged to use the school library and the Illinois Heartland Library System (IHLS). The library has books, magazines, and audio-visual equipment available for checkout from the librarian.

Books owned by Shiloh CUSD #1 has a faculty loan period of sixty days. Lost books will have a \$5.00 processing fine plus the actual cost to replace the book. When borrowing materials from the IHLS the borrower must follow the borrowing policies, including fines, of the owning library and the Illinois Heartland Library System.

LUNCH COUNT

Elementary Teachers: please complete lunch count in the first hour via Teacher Ease. If you have a morning substitute, the substitute should send a *responsible* student to the elementary office with the lunch count. Staff members must adhere to the lunchroom schedule. If one class is late, the entire schedule is late. Staff members should also discuss proper lunchroom behavior, eating habits, and table manners with students. If classes are early, the kitchen will not be ready. It is against district policy not to follow this directive.

If you wish to purchase a school meal you may include your order with your student lunch count or call the kitchen at 3232 to place your order for a school meal.

MAILBOXES

Staff members should check mailboxes regularly.

MASTER CALENDAR SCHEDULING

Email Teresa Hawkins at hawkinst@shiloh1.org to have an updated event added to the school district calendar and Mrs. Wilhoit at woodm@shiloh1.org to have an updated event added to the GoogleCalendar. A calendar of the next month's events is emailed to all district contacts as a News Release during the last week of each month. Please email as soon as you know of a change or addition to the calendar.

MEALS

Staff members have a \$20.00 charge limit and any balance on your account should be paid by the end of each month. Adult lunches cost \$4.00 and adult breakfasts cost \$2.50.

On student attendance days each employee shall be entitled to receive one (1) free breakfast or one (1) free lunch from the cafeteria if the cafeteria is serving those meals during the employee's scheduled working hours.

Breakfast and lunch are served in the multi-purpose room. Students in grades 2-12 will use an ID card for lunch. If an ID lunch card is lost there will be one (1) free replacement. Additional cards will be \$2.00 each and will be charged to the student's meal account.

Please adhere to the following serving schedule:

PreK – Grade 5 Serving schedule begins at 11:10

Junior High Serving schedule begins at 12:00

High School Serving schedule begins at 12:07

Reference Shiloh CUSD #1 Policy: 7:190 Student Discipline

PARENT CONTACTS

Parent-teacher communication is vital to the educational process and to the success of our students academically. All teachers are required to have 15 parent contacts per 1st, 2nd and 3rd quarters through TeacherEase. A list of parents contacted should be included in your teaching portfolio as part of your evaluation. At least one positive parent contact should be provided per quarter per student.

What counts as a parent contact? Parent-Teacher conferences, daily communication folders, written notes, telephone calls, conversation with a parent addressing positives/negatives, homework/grades, progress notes, notes written in assignment books, class Dojo, school supported social media, attendance at IEP meetings when parents are in attendance, and strictly school related text messages. Be mindful that text messaging is unreliable as a secure source and could easily be compromised. It is *strongly* recommended that a text message be followed up by a phone call.

We have implemented a paperless system by asking parents at registration if they are interested in receiving only paperless communication regarding discipline, grades, and other information regarding their student.

PARKING

Parking space is available for staff members on the south side of the north parking lot or behind the school. Parking is not allowed in the front cross through or in the front circle drive.

Students will have available parking spaces in the north parking lot only. Please report any student parking in an area reserved for staff.

PASSES

The office will only issue tardy passes for the first hour of the day. If a student enters a class late, the teacher is to record the tardy in TeacherEase. The teacher will be responsible for disciplining students who are tardy. For repeated tardies, please see the Principal or designee. There are no *“permanent passes,” students should be issued a yellow passing ticket each time.*

Students are not to be sent to the nurse except when they are injured or obviously ill. If a teacher feels that a student should see the nurse, the pass is to be written to the office. Call the office or nurse to be sure they are aware the student is coming. If the nurse does not answer, *do not* send the student looking for her.

Passes to the guidance counselor are to be issued in the same manner unless the counselor has an appointment with the student and has written a pass *in advance*.

PAY PERIOD

District staff is paid every two weeks on Friday. If the end of a regular pay period falls on a day when school is not in session, checks shall be paid on the last workday prior to the regular pay date. Staff may choose to be paid over a ten month or twelve-month period. Paychecks may be electronically deposited; hand delivered or mailed the day prior to the payday.

PERSONAL EQUIPMENT

Employees shall not bring personally owned equipment or furniture to school without advance written authorization from the Building Principal. If permission is granted, the district assumes no liability for lost, damaged, or stolen personal property.

PERSONAL INJURY

If you are injured at any time while at school, please see the nurse for immediate treatment. Notify Teresa Hawkins as soon as possible as all injuries must be reported to the insurance company.

PRINCIPAL APPROVAL REQUIRED

Staff must have approval from the building principal (some require approval by the superintendent as well) prior to being acted upon by staff:

1. Special activities and projects, such as field trips, fundraisers, sports camps, etc.
2. Special use of the school building or grounds.
3. Fundraising activities
4. Loan of school equipment or property.
5. Use of school letterhead.
6. Any purchase made with district funds or activity account funds.
7. Alternate use of classroom aides.

PROFESSIONAL GROWTH

Certified staff is required to attend at least one professional development workshop before the fourth quarter begins.

Requests for attendance at conferences or workshops must be made in writing by submitting a Conference Request Form to the Principal. If approved, the Principal will submit the form to the Superintendent for further consideration. A copy of the form indicating the action taken will be returned to the teacher.

PUBLIC LIABILITY

Public liability insurance is carried by the Board of Education and protects every employee on any suit which might be filed against an employee while in the pursuit of his regular school duties. To be assured of this protection, an employee must report every major or minor accident or possible cause of liability to the Principal. Illinois State Law prohibits corporal punishment.

REPORT CARDS

Report cards are issued four (4) times during the school year at the end of each grading period. Teachers will be notified of deadlines for placing grades on cards. Pluses and minuses may be used on cards but will not be considered in computing cumulative grade point average. A "4" point grading system will be used, with a "INC" or an incomplete assignment assigned to a student who does not turn in work after ICU on a particular assignment that may result in a "0" zero. To assure proper operation of the grade reporting system, it is critical that all teachers meet established timelines and deadlines for grade reporting.

REQUISITIONS

Any classroom supplies (i.e. furniture, shelving, boards, etc.), student materials (i.e. snacks, crafts, supplies, etc.), or teacher materials (i.e. teacher supplies, curriculum, online subscriptions, classroom books, etc.) that the teacher requests for the District to purchase must be pre-approved by Administration prior to the purchase of materials and/or supplies. Anything purchased by the district will be inventoried and is the possession of the school. If a teacher retires, resigns, or is dismissed, anything the district has purchased must remain in his/her classroom. If a teacher chooses to be reimbursed for materials that have been approved instead of the District purchasing, reimbursement sheet must be turned in to Administration at least one week prior to the board meeting to be paid during that particular month.

SAFETY AND SECURITY

Conduct: Employees shall conduct themselves in a safe manner at all times. Employees shall read, understand, and apply all safety instructions related to procedures or equipment. Employees shall use safety glasses, ear protection, seat belts, and all other safety devices supplied by the employer. Safety devices must be in working order and all guards in place before any machine is operated. Employees shall not defeat any safety device.

Employees shall not, at any time during working hours, engage in acts that are dangerous to the property, health, safety, or welfare of the district, students, other employees, or the public. This rule shall not be deemed violated by accidental acts that are not intended by the employee; but employees shall always act with prudence and ordinary caution. Employees shall not engage in activities during non-school hours that intentionally cause injury or harm or attempt to cause injury or harm to children, other employees, their property, or the school district or its property.

Employees shall immediately report to their supervisor any conduct by other employees which is dangerous to the health, safety or welfare of students or other employees, including, but not limited to, violation of these rules.

Custodial Parent: An employee shall not knowingly hand over or deliver a child to a person other than the child's parent (or in the case of divorce, the custodial parent) or other guardian, without advance approval from the parent, legal guardian, or the Building Principal. No employee shall intentionally hand over or deliver a child to a person who is prohibited from such contact by an Order of Protection or other Order of Court.

Emergencies: *All emergency posters must be posted in your room* near the classroom door where they are visible when leaving the room. Please explain to students what to do in emergency situations – EARTHQUAKE – FIRE – INTRUDER – TORNADO.

Please refer to the directions and evacuation map on pages 8-9 and 23-24.

Fire drills are indicated by one continuous tone. Tornado drills are indicated by an intermittent tone.

The first rule is to not panic. During an emergency, if an administrator closes your classroom door, ***do not*** let students out into the hallway.

Always remember to take your class list.

Review and become familiar with the Crisis Management Plan. If possible, take the Crisis Management Plan with you as you leave the room in the event of an emergency.

Gym and Playground: Gym and playground rules are listed in the student handbook and will be posted outside. Staff members are to know and enforce the rules. If a student activity looks dangerous, stop it. Students continually ignoring playground and gym safety rules should be referred to the Building Principal. Staff responsible for playground duty *must*

work at it. That means moving around and watching for students involved in dangerous activities on the playground or in the gym. Limit the amount of visiting with other staff members while on playground duty.

Extra-Curricular: Coaches and sponsors must work together to ensure equal opportunities for all students. Special meetings may be called on nights and/or at times other than set meeting dates. Short meetings may also be held at/or during the noon hour. Sponsors need to respect other scheduled meeting times during noon. Try not to schedule on top of other club/organizations meeting times.

Sponsors and coaches are responsible for students while they are in the building or on school property. If a meeting ends before the shuttle bus arrives, please ask the students about transportation home. If they must wait for the shuttle bus, they *must* be chaperoned until the shuttle bus arrives. DO NOT leave a student unattended in or around the building after an event or practice. **It is the coach or sponsor's responsibility to stay with the student until they leave by car or by shuttle bus.**

Injury/Illness: Safety is always a good rule concerning students when reporting an injury/illness. Staff members should use good judgment in determining the seriousness of the injury/illness. If in doubt, send the student to the nurse's office. If a student returns to your room following an injury/illness, observe that child – return him to the nurse if necessary.

Supervision: Students are not to be left unattended by any member of the professional staff. **A staff member who is in charge of any group in the building or on school property must provide supervision at all times.** This is for the protection of the student and teacher. Coaches and club sponsors are to supervise their students following a meeting or practice until they leave by car or by shuttle bus.

Those holding after school activities, practices, or events are responsible for turning off the lights and securing the building after all students have left.

During the school day teachers are to step to the doorway of their classroom soon after the bell rings to aid in supervision in the hallway. When students have finished with their lockers and the hallways begin to clear, teachers should move to their desk or teaching area to prepare for their next class. Visibility of the teacher during class time and passing time will greatly reduce horseplay, scuffling, and profanity among the student population.

SECURITY AFTER HOURS

Staff members planning to be in the school after hours are responsible for making sure lights are off, windows are closed, copiers and other equipment are turned off, and doors are locked. If providing supervision to students using the school facilities, make sure to fill out the form in the unit office and store all materials back in appropriate storage areas.

SEMESTER EXAMS

Semester exams at the high school level will be based on teacher discretion. If a teacher deems final exams necessary, all students will be required to take the exam. This must be discussed with the building principal prior to exam dates.

- **Dual credit courses are required to take a final exam.**
- **Math, English and Science classes are required to take a final exam.**

SERVICE CREDIT (CLASSROOM AIDES)

Only students in 11th and 12th grades are eligible for service credit (classroom aide). Students are NOT allowed to work as a classroom aide during their study hall. ALL classroom aides must be approved by the Principal before it is added to their schedule.

SEXUAL HARASSMENT

Employees shall not engage in any sexual or romantic relationship with any student. Employees shall not make sexually suggestive remarks or engage in sexual conduct, or sexual acts on or toward students. Employees shall not illegally discriminate against students based on the student's sex. Employees shall personally report evidence of any such activity to the Superintendent. No employee shall prevent or dissuade another employee from making this mandated report.

Employees shall not make unwelcome sexual advances toward, or request sexual favors from, other employees.

Employees shall not engage in any verbal or physical conduct or communication of a sexual nature, which constitutes sexual harassment or otherwise creates an intimidating, hostile, or offensive working environment. Any employee who is the recipient of any unwelcome sexual advance, sexual favor, or other form of sexual harassment is strongly encouraged to contact the Building Principal or Superintendent immediately.

The school district shall provide employees a safe working environment free of any type of conduct or communication constituting sexual harassment as defined and otherwise prohibited by State and Federal law.

District employees shall not make sexual advances or request sexual favors or engage in any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of a substantially hostile, or offensive working environment. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating,

hostile, or offensive include, but are not limited to, conduct which has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all circumstances.

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

Employees should report claims of sexual harassment to the Nondiscrimination Coordinator and/or use the Uniform Grievance Procedure. Employees may choose to report to a person of the employee's same sex. Initiating a complaint of sexual harassment shall not adversely affect the complainant's employment, compensation, or work assignments.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

SMOKING

Smoking or use of tobacco, E-Cigarettes, vape pens, Mods, or similar devices, powdered caffeine materials, alcohol, drugs, inhalants, and/or drug paraphernalia is prohibited while engaged in schoolwork or at school related events or activities.

SPECIAL CLASSES

Classroom teachers must adhere closely to the time schedule for special classes. Classroom teachers are legally required to work with special education teachers in the implementation of an individual student's IEP.

All students are to go to special classes at the assigned time. The only exception is when the classroom teacher and the specialist teacher *mutually* agree not to send a child to a special class.

SPORTS PASSES

Shiloh sports passes are issued to all staff, their spouses, and their school age children (grades PK-12) living in their home. Sports passes are for all Shiloh home games and Tri-County Co-op home games (except conference tournaments). If you have not received your passes, please let the unit office know.

STUDENT ABSENCE/TARDY

If a student is continually absent or tardy, the Principal is to be informed. State law defines excessive absenteeism as missing 10% of the attendance days within the last 180 school days. Parents requesting to take students out of school for an extended period of time must notify the classroom teacher and building secretary.

STUDENT DRESS CODE

The Student Dress Code is in effect during the school day, on field trips, and at all school events, at contests, and games – both home and away. Students in the Shiloh School District are expected to wear clothing in a neat, clean, and well-fitting manner. Dress and grooming shall neither present a risk to the health, safety, or general welfare of students in the school nor interfere with, nor disrupt, the educational environment or process.

Daily appearance is an important part of each individual's positive attitude and of the overall atmosphere of the school. Students are expected to dress and groom themselves in a manner that does not detract from or disrupt the educational process of the school.

Students are expected to dress and groom themselves in a manner that does not detract from or disrupt the educational process of the school. Dress and grooming will be consistent with educational objectives and not promote alcoholic beverages, illegal drugs, tobacco, illegal or violent behavior, or have sexual connotations. Bare backs and bare midriffs are unacceptable. Clothing that exposes undergarments is not acceptable. Sleeveless shirts must be at least two inches wide at the shoulder. Hats and sunglasses shall not be worn in school during the day, except for special occasions approved by administration. Accessories that can be deemed a safety issue are not acceptable. Wallet chains and studded jewelry are two examples. The items listed above are examples and not all inclusive.

The administration shall make final judgment of questionable student dress.

Students who violate the Student Dress Code shall be immediately required to change their attire into something appropriate. If necessary, the student will be asked to call home and arrange for a parent to bring alternate clothing. If needed, the school may ask the child to turn the clothing inside out or the school may provide alternate clothing for the student. Absence to change clothing is not an excused absence. Reference Shiloh CUSD #1 Policy: 7:130 Student Rights and Responsibilities, 7:190 Student Discipline

STUDENT RECORDS

In conjunction with the Illinois Student Records Act, School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction

by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

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

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

Employees shall not release, disclose, or grant access to information found in any student record except in the exercise of job responsibilities, or when such disclosure would constitute a violation of the Illinois School Student Record Act or the Family Educational Right to Privacy Act. Employees may seek clarification of their responsibilities under this rule from their immediate supervisor. In no event shall an employee disclose the contents of student records to anyone other than a student's parents or legal guardian, the student, or certificated employees without advance consultation with the Building Principal.

Reference Shiloh CUSD #1 Policy 7:340 Student Records

SURVEILLANCE CAMERAS

Electronic video and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of video and other electronic recordings are student records and are subject to District policy and procedure concerning student records. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Reference Shiloh CUSD #1 Policy 7:220 Student Bus Conduct, 7:340 Student Records

SURVEYS

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District's educational objectives as identified in School Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Reference Shiloh CUSD #1 Policy: 7:15 Student and Family Privacy Rights

TELEPHONE AND CELL PHONE USE

School telephones are for business purposes. Personal calls should not be made during class time. Staff members must make arrangements to use their cell phones during academic teaching time or wait until their break time. Students are to come to the office to use their cell phones. No cell phone usage in the classroom for any reason unless approved by administration.

Cell phones must be set to silent or vibrate during school hours. It is important that you have access to your cell phone in case of a school related emergency. We do not recommend that you turn your phone off. Staff should only make personal/professional calls during break or lunch time as in the case of Class DoJo.

Cell phones are not used as a reward or for entertainment during the academic classroom hours. Earbuds or headphones are only used with Chromebooks for academic purposes.

USE OF SCHOOL PROPERTY AND EQUIPMENT

Employees shall be responsible for the proper care of all books, apparatus, bulletins, supplies, and furniture owned by Shiloh CUSD #1 under the Board of Education.

Employees shall not engage in unauthorized use of district equipment and/or materials including, but not limited to, telephone, photocopying or duplicating equipment, computers, sports equipment, tools, motor vehicles, fuel, etc.

Staff shall not make modifications in equipment or buildings including heating, cooling, electrical, water, or sewer systems unless authorized by their job description or supervisor.

Staff members are responsible for all equipment and/or materials they use or allow students under their supervision to use. The equipment and/or materials must be returned to the area from which they came.

Care of equipment is everyone's responsibility. If equipment is not working properly, the Principal should be notified.

Loaning, borrowing, or selling of any school property by any school employee is prohibited unless approved by the Building Principal or Superintendent.

The laminating machine is an expensive piece of equipment. Laminating film is an expensive supply to keep on hand, please be conservative. *Please do not run all the film off the roll.* Notify the librarian when a new roll is needed.

Staff is held responsible and must pay for the loss or damage to, teaching materials or other district property.

VIOLENCE

Bullying

Shiloh School District will provide all students with a safe school environment that facilitates learning. Using any form or type of aggressive behavior that does physical or psychological harm to someone else, disrupts the learning environment, and/or urges students to engage in such conduct is prohibited. Shiloh School District will seek to prevent such incidents and will investigate and take corrective actions for violations of this policy. Further, retaliation against those who seek remedies under this policy is prohibited and will be punished under the guidelines in the student handbook.

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

Bullying is defined as any kind of ongoing and/or severe physical or verbal mistreatment where there may be an imbalance of power. A power difference usually exists between the bully and the victim. Aggressive behavior or bullying is any behavior that may subject a student to insults, taunts, or challenges whether verbal or physical in nature (either isolated or repeated behavior), which are likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this manner.

For purposes of this handbook, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical

violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

Examples

The main types of aggressive behavior may be, but are not limited to:

- Physical: hitting, kicking, grabbing, spitting, giving wedgies, etc.
- Verbal: name calling, racist remarks, put-downs, extortion, etc.
- Indirect: spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer group, taking and hiding/destroying others papers (homework, and/or possessions, etc.)
- Written: threatening email, sexting, notes, and/or graffiti, etc.

Grounds for disciplinary action may apply whenever the student's prohibited aggressive behavior is reasonably related to school and/or school activities, including, but not limited to:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

Reporting Procedures

Any faculty, staff member, or student in the Shiloh School District who has witnessed or has reliable information that a pupil or staff member has been subject to "bullying," as defined above, or a person in the above categories who has experienced the aggressive behavior/bullying, shall report such incident to the principal. Confidentiality to the fullest extent possible will be observed at all stages of the investigation and for any hearings that take place. Further retaliation against those who seek remedies under this policy is prohibited.

The Principal or designee is initially responsible for receiving oral or written reports of violations of this policy. The principal shall conduct the investigation.

Training

The principal and/or counselor may develop age-appropriate methods of discussing the meaning, substance, and application of the policy with staff and students in order to minimize the occurrence of bullying and for staff to effectively respond to any such incidents. The students will review what bullying is, how to avoid such actions, and how to report any incidents of this unwanted behavior. The counselor's office is always open for discussion about concerns in the bullying/aggressive behavior area. The counselor is available to discuss such behaviors and consequences with students at any time.

Discipline

If the investigation of said complaints concludes that a pupil has engaged in bullying conduct prohibited by this policy, the pupil shall be subject to appropriate disciplinary actions as outlined in the student handbook. Such discipline will be continuous and could result in suspensions, etc. Any such disciplinary action shall be taken in accordance with applicable Shiloh School District policy and legal requirements from the state and federal sources.

Bullying, Intimidation, and Harassment Prohibited

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

Sexual Harassment Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;

- b. Creating an intimidating, hostile, or offensive educational environment;
- c. Depriving a student of educational aid, benefits, services, or treatment; or
- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

Making a Complaint: Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Morgan Wilhoit, Superintendent

Name

Shiloh CUSD #1 21751 N 575th Street

Hume, IL 61932

Address

woodm@shiloh1.org

Email

217-531-1850 Ext. 1002

Telephone

Complaint Managers:

Amy Jones, Principal

Name

Shiloh CUSD #1 21751 N 575th Street

Hume, IL 61932

Address

jonesa@shiloh1.org

Email

217-531-1850 Ext. 3005

Telephone

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Student Grievance Procedure

This procedure, along with explanations, due process, and directions are available for inspection in the offices of the Superintendent and Building Principal. Time limits refer to days when school is in session.

- Step 1:** The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days after the discussion.
- Step 2:** If the problem is not resolved, the grievance should be referred informally to the building principal. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days after the meeting.
- Step 3:** If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the superintendent. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and district representative within ten (10) days and a written response made within five (5) days after the meeting.
- Step 4:** If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the superintendent or designee within ten (10) days from the receipt of the response on Step 3. A meeting between parties will be held within ten (10) days and a written response made within five (5) days after the meeting. A complete record of this meeting shall be kept and signed by both parties for possible future reference.
- Step 5:** If the issue is not satisfactorily resolved on Step 4, the grievant(s) may appeal the grievance issue in writing to the Board of Education within five (5) days from the receipt of the written response. The Board of Education shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days after board consideration.

Fighting

Fighting and physical altercations of all kinds are prohibited. However, employees may take reasonable steps to protect themselves from physical violence and may reasonably restrain a student to protect themselves, other employees, students, or district property.

Firearms

No employee may bring onto school property or to any school activity any type of firearm, ammunition, explosives, fireworks, or other substance or devices likely, or capable of causing, harm to persons or property. This does not include approved equipment or machinery required for the employee's duties.

Reference Shiloh CUSD #1 Policy 5:20 Workplace Harassment Prohibited, 6:235 Access to Electronic Networks, 7:20 Harassment of Students Prohibited, 7:180 Preventing Bullying, Intimidation, and Harassment, 7:190 Student Discipline, 7:310 Restrictions on Publications and Written or Electronic Material

VISITORS

Accommodation

Appropriate accommodations will be made for parents and/or visitors with disabilities who come to our schools or attend school functions. Special requests prior to the visit/event would be appreciated but are not required.

Parking

Parking space is available for staff members on the south side of the north parking lot or behind the school. Parking is not allowed in the front cross through or in the front circle drive. Students will have available parking spaces in the north parking lot only. Please report any student parking in an area reserved for staff.

Security Passes

Visitors must be buzzed into the building through Door #1 or Door #2 at the front of the building. All visitors must report to the student office, no exceptions.

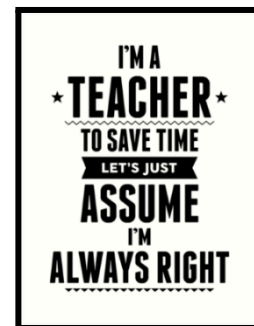
State Law requires that all visitors entering Shiloh School District buildings must report immediately to an administrative office, sign in, secure a pass, and request permission to visit. Staff will be notified before visitors are permitted to leave the office. Failure to do so will necessitate that the person be escorted from the building. This precaution applies during school hours when classes are in session.

Do not allow parents to come directly to your classroom. Should this occur, direct them to the office. If you suspect that an unauthorized person is on school property, immediately notify the administration.

Shiloh CUSD#1 reserves the right to deny any individual access to the building when cause exists.

WORK HOURS

Morning Arrival



Teachers should be in their classrooms by 7:45 AM. ESP's should arrive according to their personal work day shift.

After Dismissal

Teachers should remain at school until 3:25 PM. ESP's should remain on the job until their scheduled shift has been completed. Friday's staff may leave at the 3:05 bell, as long as there are no students in their classroom.

Leaving Early

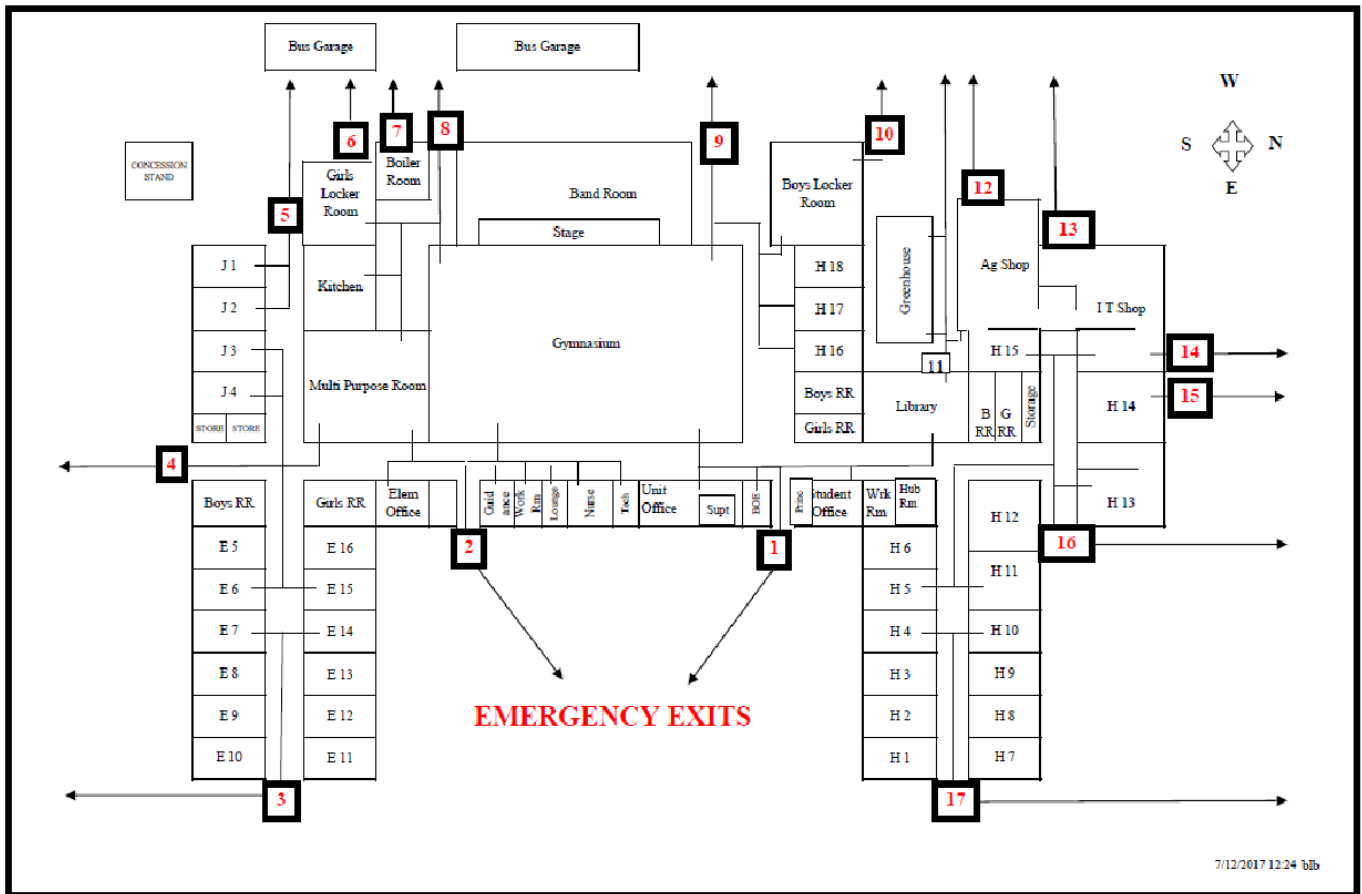
If you must leave early, notify the Principal.

ESP Overtime

Education Support Personnel are only permitted to work overtime hours at the request of the Superintendent.

WORK ORDERS

Work Orders are available in all administrative offices. Please complete a work order for all custodial, repair/maintenance, or technology work needed and submit it to the building principal.



FIRE ESCAPE INFORMATION

Exit per the Emergency Exit Map

When the alarm sounds:

Teachers: Remember to take your class list.

- * Stand and follow your teachers directions
- * No talking
- * Leave books, bags, etc. Do not stop at lockers
- * Stay in your group
- * Teacher will turn off lights when the room is empty, exit the room last, and close the door
- * Walk quickly and quietly out of the building
- * Get a safe distance from the building and stay together
- * Teacher will take attendance once the entire group is outside
- * Everyone must stay out of the building until the All Clear is given and they are asked to return to class

WHEN AN EARTHQUAKE STRIKES

The earthquake **warning is a beep tone.**

When an earthquake strikes for a minute or two the solid earth may pitch and roll like the deck of a ship. The motion is frightening, but, unless it shakes something down on you, it is harmless. Keep calm and ride it out. Your chances of survival are good if you know how to act.

During the Shaking:

- * If indoors, stay indoors. Hide under sturdy furniture. Stay near the center of the building. Stay away from glass
- * After the quake stops, if possible move to the designated safe place. Stay out of damaged buildings; aftershocks can shake them down

LOCK DOWN (INTRUDER) PROCEDURE

Lock Down procedures may be implemented in situations involving dangerous intruders or other incidents that may result in harm to those inside the building. Shiloh CUSD 1 has adopted the ALICE response protocol for emergencies in our schools. Working with county and local law enforcement this protocol teaches a proactive response to school emergencies including intruder emergencies. All AAPS employees have been trained in the ALICE protocol which has been shown through recent research to increase the rate of survival during an active shooter incident.

- * Lock Down notification will be announced over the P.A. system or by messenger to each classroom
- * Direct all students, staff, and visitors to a safe space - exit the building if able
- * Secure your classroom
- * Lock classroom doors
- * Keep everyone as quiet and calm as possible
- * Refrain from using the classroom phone and cell phones. Use only if there is an extreme emergency
- * Keep everyone secure until the all clear message is given by the Superintendent, Principal, or designated person

STORM & TORNADO PROCEDURE

The storm/tornado **warning is a slow whoop tone.**

At the warning, students are to go to the **tornado shelter** located under the stage in the gym. They will sit with their heads down using their arms to protect them. They are not to sit where a door might blow open and hit them.

Elementary Wing proceed toward the main hall, staying to the right proceeding through the south gymnasium doors to the South/East shelter entrance

Junior High Wing proceed staying to the left through the Multi-purpose room, proceeding through the kitchen hallway to the South/East shelter entrance

High School Wing proceed through the Science hallway to the North/East shelter entrance

Teachers: Remember to take your class list.



State of Illinois
Illinois Department of Public Health



To file a complaint:

www.smoke-free.illinois.gov

866-973-4646

TTY 800-547-0466 (hearing impaired use only)



Smoke-Free Illinois Act 95-0017



State of Illinois
Illinois Department of Public Health

Emergency Care for **CHOKING**

CONSCIOUS VICTIM

If victim **CAN** breathe,
cough or make sounds,
DO NOT INTERFERE.



Give quick upward
thrusts above the
belly button and
below the ribs until
object is forced out,
victim can breathe
again, or victim
becomes unconscious

If victim **CANNOT** breathe,
cough or make sounds,
ask if you can help.



UNCONSCIOUS VICTIM

Send someone to call 911 and get the Automated External Defibrillator (AED).
IF YOU ARE ALONE, perform 5 sets of 30 compressions and 2 breaths before
leaving to call 911. Follow these steps.



1
Give 30 compressions pushing
down **AT LEAST** 2 inches on the
center of the chest. Place one hand
on top of the other. Push hard.



2
Open the airway and check
the mouth for objects.
Remove the obstructing
object only if you see it.



3
With the airway open,
attempt to give **TWO** breaths.
If unsuccessful, return to
compressions.

Repeat steps 1, 2 and 3 until victim starts breathing or until emergency medical help arrives.

Illinois Department of Public Health
Emergency Medical Systems and Highway Safety
422 S. 5th St., Third Floor
Springfield, IL 62701 • 217-785-2080

Standards for CPR and ECC are consistent with
American Heart Association recommendations.

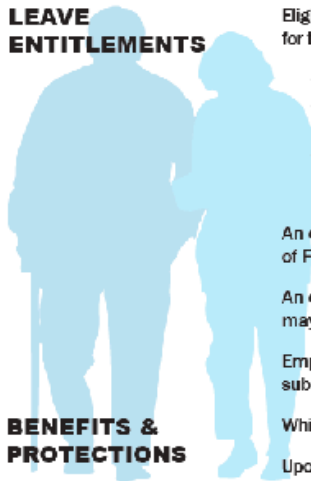
IOGI 14-210

- Have someone call for an ambulance, rescue squad or EMS.
- **DO NOT PRACTICE ON PEOPLE.** Abdominal thrusts may cause injury.
- Use back blows and chest thrust on infants. Use chest thrust on pregnant women and obese victims.
- For children 1 to 8 years of age, compress at the depth of approximately 2 inches.
- Learn to perform emergency care for choking and cardiopulmonary resuscitation (CPR).
- For CPR training information, call your local American Heart Association or American Red Cross chapter.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-689-5627

www.dol.gov/whd

U.S. Department of Labor Wage and Hour Division



WORKERS' COMPENSATION



is a system of benefits provided by law to most workers who have job-related injuries or illnesses. Benefits are paid for injuries that are caused, in whole or in part, by an employee's work. This may include the aggravation of a pre-existing condition, injuries brought on by the repetitive use of a part of the body, heart attacks, or any other physical problem caused by work. Benefits are paid regardless of fault.

IF YOU HAVE A WORK-RELATED INJURY OR ILLNESS, TAKE THE FOLLOWING STEPS:

1. GET MEDICAL ASSISTANCE. By law, your employer must pay for all necessary medical services required to cure or relieve the effects of the injury or illness. Where necessary, the employer must also pay for physical, mental, or vocational rehabilitation, within prescribed limits. The employee may choose two physicians, surgeons, or hospitals. If the employer notifies you that it has an approved Preferred Provider Program for workers' compensation, the PPP counts as one of your two choices of providers.

2. NOTIFY YOUR EMPLOYER. You must notify your employer of the accidental injury or illness within 45 days, either orally or in writing. To avoid possible delays, it is recommended the notice also include your name, address, telephone number, Social Security number, and a brief description of the injury or illness.

3. LEARN YOUR RIGHTS. Your employer is required by law to report accidents that result in more than three lost work days to the Workers' Compensation Commission. Once the accident is reported, you should receive a handbook that explains the law, benefits, and procedures. If you need a handbook, please call the Commission or go to the Web site.

If you must lose time from work to recover from the injury or illness, you may be entitled to receive weekly payments and necessary medical care until you are able to return to work that is reasonably available to you.

It is against the law for an employer to harass, discharge, refuse to rehire or in any way discriminate against an employee for exercising his or her rights under the Workers' Compensation or Occupational Diseases Acts. If you file a fraudulent claim, you may be penalized under the law.

4. KEEP WITHIN THE TIME LIMITS. Generally, claims must be filed within three years of the injury or disablement from an occupational disease, or within two years of the last workers' compensation payment, whichever is later. Claims for pneumoconiosis, radiological exposure, asbestosis, or similar diseases have special requirements.

Injured workers have the right to reopen their case within 30 months after an award is made if the disability increases, but cases that are resolved by a lump-sum settlement contract approved by the Commission cannot be reopened. Only settlements approved by the Commission are binding.

For more information, go to the Illinois Workers' Compensation Commission's Web site or call any office:

Toll-free: 866/332-3033 Chicago: 312/814-6611 Peoria: 309/671-3019 Springfield: 217/783-7087
Web site: www.iwcc.il.gov Collinsville: 618/346-3430 Rockford: 815/987-7292 TDD (Deaf): 312/814-2939

BY LAW, EMPLOYERS MUST DISPLAY THIS NOTICE IN A PROMINENT PLACE IN EACH WORKPLACE AND COMPLETE THE INFORMATION BELOW.			
Party handling workers' compensation claims	Teresa Hawkins		
Business address	21751 N 575th Street, Hume, IL 61932		
Business phone	217-887-2364		
Effective date	11/01/2018	Termination date	11/01/2019
Policy number	NFA 0084838	Employer's FEIN	371327358 X

ICPW 10/11 Printed by the authority of the State of Illinois.



Department of Labor IDOL

State of Illinois ★ ★ ★ ★ ★

Job Safety and Health

Required Posting for Public Sector Employers

EMPLOYEES:

- You have the right to notify your employer or IDOL about workplace hazards. Your name can remain confidential upon request.
- You have the right to request an IDOL inspection if you believe that there are unsafe or unhealthy working conditions in your workplace. You or your representative may participate in that inspection.
- You have the right to see IDOL citations issued to your employer.
- You must comply with all occupational safety and health standards issued under the Acts that apply to your own actions and conduct on the job.
- You can file a complaint with IDOL within 30 days of retaliation or discrimination by your employer for making safety and health complaints or for exercising your rights under the Acts.
- You have the right to copies of your medical records and records of your exposures to toxic and harmful substances or conditions.

EMPLOYERS:

- You must furnish your employees a place of employment free from recognized hazards.
- You must comply with the occupational safety and health standards issued under this Act.
- You must post this notice in your workplace.
- You must post any citations issued by IDOL at or near the place of the alleged violation(s).
- You must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.

NOTIFICATIONS:

Within eight(8) hours after the death of any public sector employee from a work related incident or the in-patient hospitalization of one (1) or more employees as a result of a work related incident, you must orally report the fatality/hospitalization by telephone 24/7 Notification – (800) 782-7860

The Illinois Occupational Safety & Health Act (820 ILCS 219) provides job safety and health protection for employees of State and local government agencies. The Illinois State Plan is a developmental plan partially-funded by Federal OSHA. Any concerns regarding the administration of this program can be forwarded to OSHA Region V.

www.osha.illinois.gov

160 N. LaSalle Street, C-1300
Chicago, IL 60601
(312) 793-7308
(312) 793-2081 fax

900 South Spring Street
Springfield, IL 62704
(217) 782-9386
(217) 785-8776 fax

OSHA Region V
230 S. Dearborn St., Room 3200
Chicago, IL 60601
(312) 353-2220
(312) 353-7774 fax



EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

\$7.25

PER HOUR

BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can readily see it.

OVERTIME PAY

At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR

An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

TIP CREDIT

Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

NURSING MOTHERS

The FLSA requires employers to provide reasonable break time for a nursing mother employee who is subject to the FLSA's overtime requirements in order for the employee to express breast milk for her nursing child for one year after the child's birth each time such employee has a need to express breast milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

ENFORCEMENT

The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

ADDITIONAL INFORMATION

- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.
- Some state laws provide greater employee protections; employers must comply with both.
- Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243
TTY: 1-877-889-5627
www.dol.gov/whd



WH1000 REV 07/16



Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

FREE ASSISTANCE to identify and correct hazards is available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

Contact OSHA. We can help.



Equal Employment Opportunity is **THE LAW**

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within

three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

RETALIATION

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at OFCCP-Public@dol.gov, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Programs or Activities Receiving Federal Financial Assistance

RACE, COLOR, NATIONAL ORIGIN, SEX

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

INDIVIDUALS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

EMPLOYEE RIGHTS

EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

PROHIBITIONS Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

EXEMPTIONS Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

The law does not preempt any provision of any State or local law or any collective bargaining agreement which is more restrictive with respect to lie detector tests.

EXAMINEE RIGHTS Where polygraph tests are permitted, they are subject to numerous strict standards concerning the conduct and length of the test. Examinees have a number of specific rights, including the right to a written notice before testing, the right to refuse or discontinue a test, and the right not to have test results disclosed to unauthorized persons.

ENFORCEMENT The Secretary of Labor may bring court actions to restrain violations and assess civil penalties against violators. Employees or job applicants may also bring their own court actions.

THE LAW REQUIRES EMPLOYERS TO DISPLAY THIS POSTER WHERE EMPLOYEES AND JOB APPLICANTS CAN READILY SEE IT.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243
TTY: 1-877-889-5627
www.dol.gov/whd





YOUR RIGHTS UNDER USERRA

THE UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

REEMPLOYMENT RIGHTS

You have the right to be reemployed in your civilian job if you leave that job to perform service in the uniformed service and:

- ☆ you ensure that your employer receives advance written or verbal notice of your service;
- ☆ you have five years or less of cumulative service in the uniformed services while with that particular employer;
- ☆ you return to work or apply for reemployment in a timely manner after conclusion of service; and
- ☆ you have not been separated from service with a disqualifying discharge or under other than honorable conditions.

If you are eligible to be reemployed, you must be restored to the job and benefits you would have attained if you had not been absent due to military service or, in some cases, a comparable job.

RIGHT TO BE FREE FROM DISCRIMINATION AND RETALIATION

If you:

- ☆ are a past or present member of the uniformed service;
- ☆ have applied for membership in the uniformed service; or
- ☆ are obligated to serve in the uniformed service;

then an employer may not deny you:

- ☆ initial employment;
- ☆ reemployment;
- ☆ retention in employment;
- ☆ promotion; or
- ☆ any benefit of employment

because of this status.

In addition, an employer may not retaliate against anyone assisting in the enforcement of USERRA rights, including testifying or making a statement in connection with a proceeding under USERRA, even if that person has no service connection.

HEALTH INSURANCE PROTECTION

- ☆ If you leave your job to perform military service, you have the right to elect to continue your existing employer-based health plan coverage for you and your dependents for up to 24 months while in the military.
- ☆ Even if you don't elect to continue coverage during your military service, you have the right to be reinstated in your employer's health plan when you are reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

ENFORCEMENT

- ☆ The U.S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.
- ☆ For assistance in filing a complaint, or for any other information on USERRA, contact VETS at 1-866-4-USA-DOL or visit its website at <http://www.dol.gov/vets>. An interactive online USERRA Advisor can be viewed at <http://www.dol.gov/elaws/userra.htm>.
- ☆ If you file a complaint with VETS and VETS is unable to resolve it, you may request that your case be referred to the Department of Justice or the Office of Special Counsel, as applicable, for representation.
- ☆ You may also bypass the VETS process and bring a civil action against an employer for violations of USERRA.

The rights listed here may vary depending on the circumstances. The text of this notice was prepared by VETS, and may be viewed on the internet at this address: <http://www.dol.gov/vets/programs/userra/postech.htm>. Federal law requires employers to notify employees of their rights under USERRA, and employers may meet this requirement by displaying the text of this notice where they customarily place notices for employees.



U.S. Department of Labor
1-866-487-2365



U.S. Department of Justice



Office of Special Counsel



1-800-336-4590

Publication Date — April 2017

Illinois Department of Employment Security

NOTICE to workers about Unemployment Insurance Benefits

THE POSTING OF THIS NOTICE IS REQUIRED BY THE ILLINOIS UNEMPLOYMENT INSURANCE ACT.

FILING A CLAIM

The Illinois Unemployment Insurance Act provides for the payment of benefits to eligible unemployed workers and for the collection of employer contributions from liable employers. It is designed to provide living expenses while new employment is sought. Claims should be filed as soon as possible after separation from employment. Claims can be filed online at www.ides.illinois.gov or at the nearest Illinois Department of Employment Security office to the worker's home. To be eligible for benefits, an unemployed individual must be available for work, able to work and actively seeking work and, in addition, must not be disqualified under any provisions of the Illinois Unemployment Insurance Act.

Each employer shall deliver the pamphlet "What Every Worker Should Know About Unemployment Insurance" to each worker separated from employment for an expected duration of seven or more days. The pamphlet shall be delivered to the worker at the time of separation or, if delivery is impracticable, mailed within five days after the date of the separation to the worker's last known address. Pamphlets shall be supplied by the Illinois Department of Employment Security to each employer without cost.

A claimant may also be entitled to receive, in addition to the weekly benefit amount, an allowance for a non-working spouse or a dependent child or children. The allowance is a percentage of the average weekly wage of the claimant in his or her base period. The weekly benefit amount plus any allowance for a dependent make up the total amount payable.

If, during a calendar week an employee does not work full-time because of lack of work, he or she may be eligible for partial benefits if the wages earned in such calendar week are less than his or her weekly benefit amount. For any such week, employers should provide employees with a statement of "low earnings" which should be taken to their Illinois Department of Employment Security office.

NOTE: Illinois unemployment insurance benefits are paid from a trust fund to which only employers contribute. No deductions may be made from the wages of workers for this purpose.

Unemployment insurance information is available from any Illinois Department of Employment Security office. To locate the office nearest you, call 1-800-244-5631 or access the locations through our website at www.ides.illinois.gov.

BENEFITS

Every claimant who files a new claim for unemployment insurance benefits must serve an unpaid waiting week for which he has filed and is otherwise eligible.

The claimant's weekly benefit amount is usually a percentage of the worker's average weekly wage. The worker's average weekly wage is computed by dividing the wages paid during the two highest quarters of the base period by 26. The maximum weekly benefit amount is a percentage of the statewide average weekly wage. The minimum weekly benefit amount is \$51. The statewide average weekly wage is calculated each year.

If Your Benefit Year Begins:

This year between:

Jan. 1 and March 31

This year between:

April 1 and June 30

This year between:

July 1 and Sept. 30

This year between:

Oct. 1 and Dec. 31

Your Base Period Will Be:

Last year between:

Jan. 1 and Sept. 30 and the year before between Oct. 1 and Dec. 31

Last year between:

Jan. 1 and Dec. 31

Last year between:

April 1 and Dec. 31 and this year between Jan. 1 and March 31

Last year between:

July 1 and Dec. 31 and this year between Jan. 1 and June 30

In order to be monetarily eligible, a claimant must be paid a minimum of \$1,600 during the base period with at least \$440 of that amount being paid outside the highest calendar quarter.

If you have been awarded temporary total disability benefits under a workers' compensation act or other similar acts, or if you only have worked within the last few months, your base period may be determined differently. Contact your local IDES office for more information.

REPORTING TIPS

Each employee who receives tips must report these tips to employers on a written statement or on Form UC-51, "Employee's Report of Tips." In duplicate. Employers can furnish this form on request. The report shall be submitted on the day the wages are paid, or not later than the next payday, and shall include the amount of tips received during the pay period.

TAXATION OF BENEFITS

Unemployment Insurance benefits are taxable if you are required to file a state or federal income tax return. You may choose to have federal and/or Illinois state income tax withheld from your weekly benefits. Since benefits are not subject to mandatory income tax withholding, if you do not choose to withhold, you may be required to make estimated tax payments using Internal Revenue Service Form 1040 ES and Illinois Department of Revenue Form IL 1040 ES.

For additional information, call these toll-free numbers:
Internal Revenue Service 1-800-829-1040.
Illinois Department of Revenue 1-800-732-8866.

This poster fulfills all posting requirements for the Illinois Department of Employment Security.
EMPLOYERS ARE REQUIRED TO POST THIS NOTICE IN A CONSPICUOUS PLACE FOR ALL EMPLOYEES.



PREGNANCY and your RIGHTS in the WORKPLACE



Are you pregnant, recovering from childbirth, or do you have a medical or common condition related to pregnancy?

If so, you have the right to:

- Ask your employer for a reasonable accommodation for your pregnancy, such as more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk, or time off to recover from your pregnancy.
- Reject an unsolicited accommodation offered by your employer for your pregnancy.
- Continue working during your pregnancy if a reasonable accommodation is available which would allow you to continue performing your job.

Your employer cannot:

- Discriminate against you because of your pregnancy.
- Retaliate against you because you requested a reasonable accommodation.

PREGNANCY and your RIGHTS in the WORKPLACE

It is illegal for your employer to fire you, refuse to hire you or to refuse to provide you with a reasonable accommodation because of your pregnancy.

For more information regarding your rights, download the Illinois Department of Human Rights' fact sheet from our website at www.illinois.gov/dhr

Es ilegal que su empleador la despidan, se niegue a contratarla o a proporcionarle una adaptación razonable a causa de su embarazo. Para obtener información sobre el embarazo y sus derechos en el lugar de trabajo en español, visite: www.illinois.gov/dhr



For immediate help or if you have questions regarding your rights.

Call (312) 814-6200 or (217) 785-5100 or (866) 740-3953 (TTY)

CHICAGO OFFICE
100 West Randolph Street,
10th Floor
Intake Unit
Chicago, IL 60601
(312) 814-6200

SPRINGFIELD OFFICE
222 South College St.,
Room 101-A
Intake Unit
Springfield, IL 62704
(217) 785-5100

The charge process may be initiated by completing the form at:
<http://www.illinois.gov/dhr>

SHILOH COMMUNITY UNIT SCHOOL DISTRICT NO. 1

2024-2025 FACULTY AND STAFF HANDBOOK

ACKNOWLEDGEMENT OF RECEIPT

I, _____ understand and agree that I am required
Print Your Name

to read, apply, and adhere to all rules of the Shiloh School District.

I understand and agree that this handbook is not an employment agreement or guarantee of employment of any length or duration.

I understand and agree that if I violate any rule I may be disciplined. I further acknowledge that discipline, in some circumstances, may include my discharge.

There have been no statements, agreements, promises, representations, or understandings made by any administrator, employee, or agent of Shiloh CUSD #1 inconsistent with this acknowledgement form.

By my signature below, I certify that I have read and fully understand the rules and procedures contained in 2024-2025 Faculty and Staff Handbook. I acknowledge my full responsibility to follow them faithfully in all respects.

By my signature below, I hereby acknowledge receipt of the 2024-2025 Faculty and Staff Handbook.

 Signature of Employee

 Date

Sign and return this form to any school office by

Friday August 23, 2024

or within **five** days of your first day of employment.