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Shiloh Elementary School

Student Handbook



125 Diamond
Court
Shiloh, IL 62269
(618)632-7434
www.shi85.org



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SHILOH VILLAGE SCHOOL DISTRICT #85

2025-2026

Mon. June 16	School Board Meeting at Shiloh Elementary – 7:30 pm
Mon. July 21	School Board Meeting at Shiloh Middle – 7:30 pm
Mon. Aug. 11	Teacher Institute – NO SCHOOL for Students
Tues. Aug. 12	First Day for Students – 11:30am DISMISSAL
Mon. Aug. 18	School Board Meeting at Shiloh Elementary - 7:30 pm
Fri. Aug. 29	School Improvement Day – 11:30am DISMISSAL
Mon. Sept. 1	Labor Day Holiday – NO SCHOOL
Mon. Sept. 15	School Board Meeting at Shiloh Middle – 7:30 pm
Fri. Sept. 19	School Improvement Day - 11:30am Dismissal
Fri. Oct. 10	Teacher Institute – NO SCHOOL for Students
Fri. Oct. 10	End of First Quarter
Mon. Oct. 13	Columbus Day Holiday – NO SCHOOL
Mon. Oct. 20	School Board Meeting at Shiloh Elementary – 7:30 pm
Wed. Oct. 29	Parent-Teacher Conference (3:30-6:30 pm)
Thur. Oct. 30	School Improvement Day - 11:30am DISMISSAL Parent-Teacher Conferences (2:30pm-7:30pm)
Fri.. Oct. 31	NO SCHOOL
Tues. Nov. 11	Veteran’s Day – NO SCHOOL
Mon. Nov. 17	School Board Meeting at Shiloh Middle – 7:30 pm
Wed. Nov. 26-Fri. Nov. 28	Thanksgiving Holiday – NO SCHOOL
Mon. Dec. 15	School Board Meeting at Shiloh Elementary – 7:30 pm
Fi. Dec. 19	School Improvement Day - 11:30am DISMISSAL
Fri. Dec. 19	End of Second Quarter
Mon. Dec. 22-Fri. Jan. 2	Winter Vacation
Mon. Jan. 5	Teacher Institute – NO SCHOOL
Tues. Jan. 6	School Resumes
Mon. Jan. 19	Martin Luther King Jr. Holiday – NO SCHOOL
Tues. Jan. 20	School Board Meeting at Shiloh Middle – 7:30 pm
Mon. Feb. 16	President’s Day – NO SCHOOL
Tues. Feb. 17	School Board Meeting at Shiloh Elementary – 7:30 pm
Wed. Feb. 25	Parent-Teacher Conferences (3:30-6:30)
Thurs. Feb. 26	School Improvement Day – 11:30am DISMISSAL Parent Teacher Conference (2:30-7:30 pm)
Fri. Feb. 27	NO SCHOOL
Mon. Mar. 2	Casimir Pulaski Holiday – NO SCHOOL
Fri. Mar. 13	End of Third Quarter
Fri. Mar. 13	Teacher Institute - NO SCHOOL
Mon. Mar. 16	School Board Meeting at Shiloh Middle – 7:30 pm
Thurs. Apr. 2-Mon. Apr.6	Spring Vacation – NO SCHOOL
Mon. Apr. 20	School Board Meeting at Shiloh Elementary – 7:30 pm
Fri. Apr. 24	School Improvement Day – 11:30 am DISMISSAL
Mon. May 18	School Board Meeting at Shiloh Middle – 7:30 pm
Tues. May 19	End of Fourth Quarter
Wed. May 20	Last Day of School – 11:30am DISMISSAL
Thurs. May 21	Last Day – 1 Emergency Days Used
Fri. May 22	Last Day - 2 Emergency Days Used
Mon. May 25	Last Day – 3 Emergency Days Used
Tues. May 26	Memorial Day – NO SCHOOL
Wed. May 27	Last Day – 4 Emergency Days Used
Thur. May 28	Last Day – 5 Emergency Days Used
Fri. May 29	Last Day - 6 Emergency Days Used
	Last Day - 7 Emergency Days Used

MISSION STATEMENT

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

SCHOOL PLEDGE

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



SCHOOL SONG

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

2025-2026 Shiloh Elementary School Staff Directory

<u>Administration</u>		<u>E-Mail</u>	<u>EXT. #</u>
Superintendent	Mr. Dale Sauer	dsauer@shi85.org	203
Principal	Mrs. Rechelle Wilkinson	rwilkinson@shi85.org	201
<u>Office Staff</u>			
Business Manager/Secretary	Mrs. Christina Hefley	chefley@shi85.org	204
Administrative Secretary	Ms. Phyllis Brooks	pbrooks@shi85.org	200
<u>Custodians</u>			
Custodian	Mr. Jody Jorn	jjorn@shi85.org	
Custodian	Mr. Mike Leveling	mleveling@shi85.org	
<u>Teacher (EC-3rd Grade)</u>			
Early Childhood - EC	Ms. Skylar Boone	skylar.boone@shi85.org	303
Kindergarten - KC	Mrs. Julie Carlton	jcarlton@shi85.org	318
Kindergarten – KM	Ms. Amy Miller	amiller@shi85.org	329
Kindergarten - KS	Mrs. Denise Scagliarini	dscag@shi85.org	304
1st Grade-1B	Mrs. Teresa Beeler	tbeeler@shi85.org	305
1 st Grade -1S	Mrs. Brooke Sterns	bsterns@shi85.org	309
1 st Grade-1W	Mrs. Sarah Wehrle	swehrle@shi85.org	308
2 nd Grade-2D	Mrs. Amanda Dill	adill@shi85.org	315
2 nd Grade-2M	Mrs. Maecy Meyer	maecy.meyer@shi85.org	326
2 nd Grade-2S	Ms. Meghan Shinault	meghan.shinault@shi85.org	310
3 rd Grade-3C	Mrs. Amanda Cockrell	acockrell@shi85.org	313
3 rd Grade-3D	Ms. Charlee Dixon	cdixon@shi85.org	
3 rd Grade- 3W	Ms. Sara Wilson	switte@shi85.org	307
<u>Teachers-Special Education/Reading</u>			
Special Ed.-Primary	Ms. Marissa Gunn	mgunn@shi85.org	317
Special Ed.-Intermediate	Mrs. Erica Cage	ecage@shi85.org	318
Primary Reading	Mrs. Lauren Durkee	ldurkee@shi85.org	306
Speech and Language (EC-3)	Mrs. Angelic Berry	angelic.berry@shi85.org	320
School Psychologist	Ms. Kaitlin Carpenter	kcarpenter@bassc-sped.org	
<u>Teachers-Specials</u>			
Art	Mrs. Kay Renner	kay.renner@shi85.org	120
Band and Music	Ms. Kendra Chaney	kendra.chaney@shi85.org	321
Physical Education	Mr. Matthew Bajorek	mbajorek@shi85.org	112
Physical Education	Mrs. Jami Richter	jrichter@shi85.org	140

<u>Other School Personnel</u>			
Nurse	Mrs. Erika Hodge	ehodge@shi85.org	208
Social Worker	TBD	@shi85.org	206
Technology and Media	Mr. Edward Nooney	Edward Nooney	105
Technology and Media	TBD		105
<u>Assistants</u>			
Early Childhood	Mrs. Erin Korstad	ekorstad@shi85.org	
K-1 Special Education Assistant	Mrs. Susan Lukavsky	slukavsky@shi85.org	
2-3 Special Education	TBD	@shi85.org	
Reading/Math Interventionist	Mrs. Amber Dunham	adunham@shi85.org	
<u>Cafeteria Workers</u>			
Head Cook	Mrs. Ann Williams	awilliams@shi85.org	207
Assistant Cook	Mrs. Molly Hamilton	mhamilton@shi85.org	207
Cashier	Mrs. Angie Hernandez	ahernandez@shi85.org	214
<u>Supervisors</u>			
Lunchroom/Playground	Ms. Vivian Agnew	vagnew@shi85.org	
Lunchroom/Playground	Ms. Amanda Stitzel	astitzel@shi85.org	
Lunchroom/Playground	Mrs. Jamie Rowe		
<u>Crossing Guard</u>			
	TBD		
<u>CLP Staff</u>			
Ms. Vivian Agnew	Mrs. Molly Hamilton	Mrs. Jacinta Thompson	208
Mr. Carlos Edwards	Ms. Mandy Stitzel		
<u>Tuition Preschool</u>			
Instructor	Mrs. Becky Pajak	bpajak@shi85.org	301
AM Assistant	Ms. Paige Dill	paige.dill@shi85.org	
PM Assistant	Mrs. Rosalind Newman	rnewman@shi85.org	

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

**To contact a specific staff member, call the school at 632-7434 and dial the extension number listed.

Welcome

We are glad your child is enrolled at Shiloh Elementary School. We intend to do our best to make each child feel safe, welcome, and excited about learning. We are proud of our educational program.

The staff of Shiloh Elementary School presents this handbook as a way to summarize our educational goals and to inform you about the basic operations of our school. We believe that it is important that you know our expectations for student behavior and academic performance. These expectations can be achieved through close cooperation between the home and school.

This handbook describes activities and procedures that are based on our board policies. Please review this information with your child. Please read and use this handbook as a reference throughout the school year.

This handbook is only a summary of our board policies. The Board of Education of Shiloh Village School District #85 reserves the right to make changes at any time as deemed necessary. If you have questions, feel free to schedule a conference with the building principal, Mrs. Rechelle Wilkinson. (618.632.7434 or wilkinson@shi85.org)

The following programs have their own handbook:

- The Early Childhood Program
- The Creative Learning Program
- Tuition Preschool Program
- The Volunteer Program

Contacting the School Office

The phone number for Shiloh Elementary School and Shiloh Middle School is the same number, 618-632-7434. The phone is answered by an auto attendant and then dispatched to the appropriate school or to a requested extension.

During school hours, the phones will not be answered by the teaching staff. You will be sent directly into the voicemail, and they will return the call when they are available. Although highly discouraged, if a message must be given to your child during school hours, please speak with the school secretary not the classroom teacher.

You may enter an extension or follow the prompts to leave a message. This person will call you back when they are available. The extensions are included in this handbook on the staff directory page. If you have any concerns about the phone system, please contact the superintendent, Mr. Dale Sauer.

Shiloh Village School Board of Education

Mrs. Kelly Waldrup, President
Mrs. Holly Keller, Vice President
Mr. Ted Schaal, Member
Mr. Brian Loose, Member
Mrs. Jennifer Edwards, Member
Mr. Gary McBride, Member
Mrs. Emily Auffenberg, Member
Mrs. Christina Hefley, Secretary

Board meetings are typically held on the third Monday of each month alternating between the Shiloh Elementary School library and the Shiloh Middle School media center. The closed session portion of each meeting begins at 6:45 with open session starting promptly at 7:30.

The 2025-2026 meeting dates are:

- Monday, Aug. 18 at SES
- Monday, Sept. 15 at SMS
- Monday, Oct. 20 at SES
- Monday, Nov.17 at SMS
- Monday, Dec.15 at SES
- Tuesday, Jan. 20 at SMS
- Tuesday, Feb. 17 at SES
- Monday, Mar. 16 at SMS
- Tuesday, Apr. 20 at SES
- Monday, May 18 at SMS
- Monday, June 15 at SES

Please visit our website and online calendar for meeting changes and updates. Contacting the board of education may be done via the district website.

Meeting agenda- All agendas are posted on the entrance door of Shiloh Elementary School 48 hours prior to the meeting, and a copy may be obtained in the superintendent's office. The agenda may also be viewed on the school district's website, www.shi85.org, under the Board of Education section.

Meeting minutes- A copy of the minutes of a meeting may be obtained in the superintendent's office or viewed on the district's website under the Board of Education section after they have been approved by the Board of Education. The minutes are approved a month after the meeting (at the next board meeting).

Participation- If an individual would like to address the board, a request in writing must be made to the Superintendent seven days prior to the meeting. Without prior notice,

an individual may address the board during public comments but is limited to five minutes.

Board Policy Manual- The policy manual may be reviewed on the school district's website, www.shi85.org, under the Board of Education policy section. If you prefer to review the policy manual in person, please call the office to schedule an appointment.

Arrival and Departure

Students **cannot** enter the building without approval before **7:30am** when morning supervision begins. If students are dropped off prior to 7:30am, parents will be charged for CLP services. (For CLP registration see the CLP Handbook).

All K-3 students will enter through the gates on the blacktop and proceed to the gym to sit in their respective class lines. Parents are asked not to go past the gate upon arrival. Early Childhood and Tuition PreK students, please refer to your handbook for arrival and departure procedures.

If you pick your student up after school, please report to the blacktop and proceed to their classroom line to pick up your child from the teacher. In the case of inclement weather, please report to the gym to pick up your child.

School Day

8:00 First Bell

8:05 Tardy Bell/Opening of School

Lunch Times

11:10-11:50 Gr. K-1

11:50-12:30 Gr. 2-3

3:05 School dismissal

**The schedule noted above is subject to change.*

Weather

The closing of Shiloh Village School District #85 during bad weather and due to emergencies will be announced via an automated phone/text/email message or selected social media platforms sent by district personnel to Shiloh School families using a communication service. Closings will also be broadcast through the following news media outlets:

Channel 2

Channel 4

Channel 5

www.shi85.org

PLEASE DO NOT CALL THE SCHOOL. In the event of no announcement, it should be assumed that school will be in session.

Parents are encouraged to plan ahead with their children for bad weather conditions and the possible closing of school. Children need to know what they are to do if they arrive at home and their parents are not there. It is best to have an alternate plan, such as an agreement with a neighbor, relative, etc.

Temperature Clause

Outside activities such as recess, PE, etc. will be moved inside when:

- The wind chill or air temperature is 32 degrees or lower.
- The heat index or air temperature is 100 degrees or higher.
- Decision will be made by the building administrator.

Scheduling Appointments

We welcome parents that stop by and say hello. We also like to remain available for important matters that arise. Appointments scheduled in advance are very much appreciated and given first priority.

Emergency Data/Information

The school office MUST have current home and emergency telephone numbers along with your current address. It is essential that we have this information in case of accident or illness. ***Please either contact the Principal's Office whenever this information is changed, or log into TeacherEase/Common Goal Systems Family Access and make the requested change.*** If we cannot reach you, we will use the emergency contact information you have provided on your child's enrollment card.

Parental Concerns

We want everyone to be pleased and satisfied with every aspect of our school's operation. However, we know that on occasion you may have a concern. If the concern relates to your child, the first step is to contact your child's teacher. A concern not related to your child should be brought to the attention of the building principal, Mrs. Rechelle Wilkinson. Please contact the Principal's Office to schedule an appointment.

Parental Visitation

We are very proud of Shiloh Elementary School, its educational programs, and its faculty/staff. Parents/Guardians are always encouraged and welcome to visit our school and to schedule conferences with a teacher and/or an administrator. This is the best way of obtaining accurate information concerning your child's progress.

On occasion, parents request to observe their child in the classroom setting. We do allow classroom observations; however, to limit disruptions to the classroom setting, we have established the following guidelines:

- Classroom observations must be scheduled with your child's teacher at least one day in advance.
- Classroom observations will be limited to forty minutes in length unless permission is granted for a longer period.
- The parent cannot disrupt the educational setting, i.e. talk to or distract the child or classroom teacher during instruction.
- The parent cannot bring other siblings/children with them.
- Upon arrival, the parent must sign in at the front office and receive a visitor's badge. Once in the classroom, the teacher will show the parent where to be seated during the observation.

Parent-Teacher conferences are in the fall and the spring. You will be asked to attend formal parent-teacher conferences during the school year to discuss your child's progress. Please make every effort to attend conferences when they are scheduled. It is by working cooperatively that we can provide the best education for your child.

Parent teacher conferences will be held on the following dates:

- Oct. 29 3:30 – 6:30
- Oct. 30 2:30 – 7:30
- Feb. 25 3:30 – 6:30
- Feb. 26 2:30 – 7:30

Please see our website and online calendar for more information about conferences.
<http://www.shi85.org>

Interruptions/Classroom Disruptions

It is the intent of the staff to use instructional time to its fullest advantage, and we ask your cooperation in this effort. Messages, delivery of items, etc. to students who are in class will be limited to emergency situations only. Please make every effort prior to arriving at school to clearly communicate after school arrangements with your child.

Class Parties/Birthday Parties

Kindergarten through Third Grade students may bring treats for the entire class in recognition of their birthday. The treats are distributed during snack or lunch time.

Please contact your child's teacher prior to sending a special treat.

Treats intended for only a select group of students will not be allowed. Treats must be distributed to the entire class and prior arrangements must be made with your child's teacher.

Private birthday party invitations cannot be distributed at school unless the entire class or all children of the same gender in the class or homeroom are invited. Invitations may not be distributed at school if only a select group of children are invited.

Shiloh Elementary School hosts three all-school parties a year: Halloween, Christmas, and Valentine's Day. Please contact the classroom teacher for an alternate activity if you do not want your student to participate in a party.

***Please ONLY send commercially prepared treats with an ingredient label. Homemade treats and snacks are not allowed.**

Drop-Off Table

Students can either bring a sack lunch from home or purchase a hot lunch from our Food Service. We realize that from time to time there may be an emergency situation, so a "drop-off" table will be set up in the front lobby. If you use this table, please be sure to label the lunch clearly with your child's name and classroom and leave it on the table. Your child can pick up the lunch as they enter the cafeteria at their assigned lunchtime. ***Classroom instruction will not be disrupted for dropped off lunches and other dropped off items.***

Student Agenda Book

Every Shiloh Elementary School student will receive an agenda book at no charge. The agenda is expected to be used daily to help students manage their time and keep their parents and guardians informed about school activities.

Parents are encouraged to review their child's agenda on a daily basis to familiarize themselves with their child's activities. Also, the agenda book serves as a communication tool between the teacher and parent. Replacement agendas are available in the office for \$3.00.

Lost and Found

Children are inclined to lose things. Please mark all items clearly with your child's name. This simple measure will help us to return lost items quickly. Students may claim lost items by checking the lost and found box in the cafeteria. Lost items such as money, purses, jewelry, and glasses can be claimed in the principal's office. Items are only stored for a brief duration and then given to charity.

District Communication Day

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

Name Tags/Identification Badges

To promote school security, all faculty members, staff, students and visitors must wear identification badges at Shiloh Elementary School. The following guidelines will be observed:

- E. Identification badges will be worn at all times except in P.E.
- F. The students will wear the ID badges made by Shiloh Elementary School only. They will not be allowed to alter the badges in any way.
- G. ID badges will be turned in to the classroom teacher at the end of the day.
- H. Identification badges must be worn around the student's neck and lanyards must be appropriate to wear in an educational setting.
- I. When a student is missing their ID badge, notification will be sent home. Replacement IDs are available in the principal's office for \$3.00 for ID and \$1.00 for a lanyard.

Personal Belongings/Toys

Items brought to school should be kept inside the child's book bag, a paper bag, or other containers until needed in the classroom. Parents are urged to print names on items such as lunch bags/boxes, coats, sweaters, and backpacks. Do not allow your child to bring balls, toys, skateboards, rollerblades, footballs, or other items to school which are not part of the educational program. Toys and misc. items will be confiscated. Parents will be notified and are responsible to pick up the items from the office. The office will only store the items for a brief duration. If the items are not picked up, they will be given to charity.

Electronic Devices

Cell phones, smartwatches, and ear phones must be kept powered off and out of sight during the school day, but those items and other electronic devices may be used throughout the school day when under approved supervision of school personnel. If a student is found using an electronic device inappropriately (i.e., use involving academic dishonesty, photographic purposes, unauthorized internet use, etc.), the device may be confiscated. Use of electronic devices in restrooms will be considered as gross misconduct and disciplined as such. Students may retrieve their devices at the end of the school day on the first offense. A Level 1 discipline referral will be issued for a second offense. For all subsequent offenses, parent(s) must come personally to the SES office to claim the device.

- The school/District will not be held financially responsible for lost or stolen devices, nor are school administrators responsible for conducting searches for lost/stolen devices. It is recommended that the device locator feature be enabled if possible.
- The school/District will not be held responsible for any physical damage or data loss, including damage/data loss resulting from connecting devices to the school's wireless network or power outlets.

- School/District staff, including Technology staff, will not configure, troubleshoot, or repair student devices other than ones issued by the district.
- School officials may read, examine, or inspect the contents of any personal device upon reasonable suspicion that the contents or recent utilization of the device contains evidence of a violation of these or other rules and policies, as well as any local, state, or federal laws.

Electronic Username/Password – Social Media

As per Public Act 098-0129 an elementary or secondary school must provide notification to the student and his or her parent or guardian that the elementary or secondary school may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the elementary or secondary school has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a school disciplinary rule or policy. This serves as that notice.

Telephone Use

Students may use the office phone in case of emergency, such as: illness, program change, or circumstances deemed appropriate by the faculty, administration, and staff. To use the school phone, a student must obtain permission from their teacher. Students will be asked their reason for calling by office personnel and may use the phone to call home for a book, an assignment, athletic clothing, etc.

Parent/Guardian Involvement

Research shows that parental involvement in children's education greatly enhances the chance for student academic and social success in school. Therefore, parents and guardians are encouraged to become active in their children's schooling. Some possible ways for this involvement to occur are:

- Working with children on homework or school related activities.
- Providing a consistent, quiet study environment for students.
- Participating in school activities such as evening book fairs, the Spring Carnival, and the Thanksgiving Feast.
- Attending parent conferences.
- Assisting teachers in the classroom.
- Volunteering in the library, in other school areas, or on field trips.
- Participating in the parent organization.
- Keeping up to date on school affairs through the website and online calendar.
- Emailing teachers with questions or concerns.
- Reinforcing the importance of following school rules, making good choices, and being a person of character.

Field Trips

Classroom teachers may schedule field trips to nearby points of interest throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the local community.

Parent(s)/Guardians will receive advance notice of field trips. A permission slip will be sent home, and it must be returned with a parent/guardian signature.

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

On field trips, students should:

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

Students that do not comply with these rules may be removed or sent home with an administrator.

On field trips, chaperones should:

1. Sign in and out at the school office.
2. Wear volunteer badge provided by the district.
3. Follow the bus to the field trip site.
4. Follow the itinerary provided by the teacher(s) in charge.
5. Maintain contact with all students in the assigned group.
6. Report students not following rules to the teacher in charge.
7. See that the students under your charge are obeying the rules. These rules should be enforced consistently.
8. Contact the teacher immediately if any problems arise with a student.
9. Refrain from purchasing trinkets, snacks, drinks, etc. for any students while on the field trip.

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

Volunteer Program

Numerous volunteer opportunities are available at Shiloh Elementary School. The Volunteer Guidelines are available in the office for individuals interested in being a

volunteer. Be sure to carefully read the Volunteer Information and Guidelines included with the packet.

Visitors

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

Siblings of students are not allowed to attend class/school parties or eat lunch with Shiloh Elementary students. All visitors/volunteers must stay in the specified area of the school in which they intend to visit. Visitors/volunteers are not allowed to roam the building.

If you have any questions regarding the visitor or volunteer procedures, contact the building principal.

Please remember that individuals will need to provide the office with an updated copy of the Volunteer Sign-Up sheet which can be found on the last page of the Volunteer Guidelines as well.

Using Animals in the Educational Program

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Animal Experiments

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible.

Animal Dissection

The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with the School Code. Students who object to performing, participating in, or observing the dissection of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Superintendent or designee shall inform students of: (1) their right to refrain from

performing, participating in, or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project.

Bus Transportation

Bus service is available to eligible students within the district. This service is contracted, in cooperation with O'Fallon High and Grade Schools. Bus Service is provided by Illinois Central.

Contact the school office to determine if your child is eligible to ride the bus. **THE RIGHT OF ALL STUDENTS TO RIDE ON THE BUS IS DEPENDENT UPON THEIR BEHAVIOR AND OBSERVANCE OF THE FOLLOWING RULES AND REGULATIONS.** Safety demands complete cooperation.

Bus Rules

Listed below are some of the guidelines students must follow. **Please understand this list is not to be considered all-inclusive.**

While these general guidelines have been established for communication to students and parents, such factors as the nature of the infraction, the severity of the offense, the student's previous bus record, the age of the student, and other extenuating circumstances might reasonably be considered to determine the severity of the disciplinary action.

1. The bus driver may assign seats.
2. Be courteous.
3. No profanity.
4. Do not eat or drink on the bus; keep the bus clean.
5. Violence is prohibited.
6. Remain seated.
7. No smoking.
8. Keep your hands and head inside the bus.
9. Keep your hands and feet to yourself.
10. Do not destroy property.
11. For your own safety, do not distract the driver through misbehavior.

Misbehavior on the bus will result in disciplinary action. Disciplinary consequences will be based upon the seriousness of the offense. This may include removal from the bus for a specified number of days. In the event a student cannot attend school during the period of suspension the student will have the opportunity to make up their work.

Serious misbehavior on the bus may also be cause for punishment up to and including suspension and expulsion from school. Consequences for misbehavior are determined by the building principal.

If a student chooses not to follow the bus rules, the bus driver has the option to issue a bus write-up. The bus driver notifies the school of any issues.

Riding of the school bus is considered an extension of the school environment therefore any misconduct will follow the school's code of conduct.

Bus write-ups accumulate throughout the school year.

For severe misbehaviors, a student will be immediately removed from the bus for a specified number of days up to the remainder of the school year regardless of the number of write-ups previously issued.

Buses may be equipped with video surveillance equipment.

General Bus Information

Students are responsible to be prompt at the bus stop. The driver will not wait if you are tardy. Students should stay off the roadway at all times while waiting for the bus.

Parents are responsible to monitor their child's behavior at the bus stop.

Any damage to the bus or equipment must be paid for by the person responsible before transportation can be resumed for that individual.

Bus Pass- If it is necessary for a child to ride the bus to another location, other than the student's home, within our school district, a note from the parent/guardian requesting this change must be submitted to the office. Permission will be granted based upon seating availability. The student will receive a bus pass from the office.

Parent Notification

If there is any change in your child's transportation or after school care, the classroom teacher and the office must be notified in writing. We will not accept verbal notice from a student. A phone call will be accepted in the event of an emergency when you must make a sudden unexpected change in transportation. Please call the school office as soon as possible. We need as much time as possible to notify your child of the change. In calling too late we cannot guarantee that the change can be made. If you do not call or send written notice, we will continue with the daily transportation schedule the parent initially provided.

Safety Precautions for Walkers

Students should always walk on the sidewalk. If there is no sidewalk available, do not walk more than two people side-by-side and always face the oncoming traffic. Great care should be taken in crossing the various streets that are encountered on the way to and from school. When available, students must use the crossing guard. Students should not cross private property on their way to and from school. Never accept rides from strangers. Always report any inappropriate conversations, comments, or

invitations to the office immediately. If possible, get a description of the car, the license plate number and a description of the person driving it.

Bike Riding

A bike parking area is provided at Shiloh Elementary School. All students must put their bikes in this location during the school day. We suggest parents/guardians provide bike locks. The school is not responsible for any loss or damage to bikes. **To safeguard against injury, bikes must be walked on school grounds.**

CLP- Before and After School Program: Creative Learning Program

The Creative Learning Program (CLP) is a before-and-after school program which serves children from kindergarten through sixth grade, designed to provide children of working families with a safe, stimulating and well-supervised program when adult supervision is not present at home. This program runs from 6:30am to 6:00pm and a snack is provided daily. An additional fee is required on days when there is an 11:30am dismissal. Activities are primarily recreational in nature, including arts and crafts, sports, games, and other creative experiences.

Due to the nature of activities included in the CLP program, a certain level of independence on the part of students is required. Therefore, participants must be able to toilet and feed themselves independently, and have mobility independence. Participants must also display consistent positive behavior; students who are disruptive can be removed from the program and may be disqualified. Decisions regarding participation rest solely with program administration.

Information about CLP program prices and registration forms are available in the office. Please contact the CLP program director for additional information.

The CLP Program may be reached at 632-7434 extension 214. CLP voicemail will be checked daily at 3:00pm.

Early Dismissal for an Appointment

When a student arrives at school, he/she may not leave before the regular dismissal time. If a student must leave for reasons that are considered necessary (doctor or dental appointment, etc.) and the parent/guardian is not picking up the child personally, the student must have written permission from a parent/guardian and approval from the principal. The written permission must explain: (1) where the student is going, (2) the time he/she is to be picked up, and (3) who is picking up the student. Upon arrival, the adult will report to the office to request pick-up of their student. The office will notify the classroom while the adult remains in the office. The student will report to the office to be signed out by the adult. Failure to sign out properly will be considered an "unexcused absence".

Student appointments should be made during non-school hours if possible.

Attendance

According to the Illinois State Law, every child between the ages of 6 and 17 must attend school. School hours are from 8:00am to 3:05pm, Monday through Friday. Please try to arrange appointments with doctors, dentists, etc. after school hours.

Shiloh Elementary School functions as a CLOSED CAMPUS. Once a student arrives at school, he/she is not allowed to leave without permission from an administrator.

If a student is absent, his/her parent/guardian is required to call the school (632-7434) before 9 a.m. to report the absence and the reason for the absence. After 9:00am, a student's name will be placed on the absentee list and a parent/guardian will be contacted. If a parent/guardian is not at home, we shall attempt to contact his/her place of employment. If a parent/guardian is unable to be reached, the child must bring a note from home on the first day the child returns to school. If the student does not bring such an excuse to school, the absence will be unexcused. If a child is absent due to a communicable disease, the school must receive written permission from a physician allowing the student to return to school.

The nurse's office will contact parents or guardians of students who miss 5 consecutive days of school to inquire about the student's condition. If, after the first quarter, a student's absences exceed 10% of school days, a consultation with the principal will be mandatory. Students who are absent 40 or more days may be retained.

Missed Assignments

When a child is absent and the parent requests homework information, the parent must contact the school prior to 10 a.m. to request the assignments. Assignments can be picked up from 3:30-6:00 p.m. outside the principal's office. If a parent has a problem obtaining homework information, they should contact their child's teacher.

All absences are categorized as follows:

Excused Absence

An excused absence is an absence because of student illness, serious family illness requiring a student's presence at home, death in the family, religious holidays or medical and/or dental appointments which cannot be scheduled outside of school hours. Complete make up privileges are allowed. A doctor's note may be requested in cases of excessive absenteeism.

If a child is going to be absent for an extended period of time due to an illness, contact Dale Sauer, Superintendent, for home/hospital instruction possibilities.

Unexcused Absence

An unexcused absence is an absence without a valid cause.

Truancy

- After a student reaches 3 days of unexcused attendance, principal or designee sends 3-day letter.
- After 6 days of unexcused absences, a letter is sent from the school office stating the time and place for the Local Review Board Hearing.
- After 9 days of unexcused absences, the school district notifies the Regional Office of Education and a notification letter to appear before the Regional Truancy Hearing Board will be mailed.

Who is a 'Truant?'

(105 ILCS 5/26-2a) Sec. 26-2a.

A "truant" is defined as a child subject to compulsory school attendance and who is absent without a valid cause from such attendance for a school day or portion thereof.

What is a valid cause for a school absence?

1. Illness
2. Observance of a religious holiday
3. Death in immediate family
4. Family emergency
5. Other situation beyond the control of the student as determined by the district's board of education

What is a "Chronic Truant?"

A child at compulsory attendance age who has accumulated 5% or more unexcused absences of the previous 180 regular attendance days.

(105 ILCS 5/26-10) Sec. 26-10. Fine for Noncompliance.

Any person having custody or control of a child subject to the provisions of this Article to whom notice has been given of the child's truancy and who knowingly and willfully permits such a child to persist in his truancy within that school year, upon conviction thereof shall be guilty of a Class C misdemeanor and shall be subject to not more than 30 days imprisonment and/or a fine of up to \$500.

Students are expected to arrive promptly every day.

Planned Absence

Shiloh Elementary School strongly discourages parents or guardians from removing students from school while it is in session, except for health or family emergency reasons. In the event it is necessary to remove a student from school for reasons other

than health or family emergency, a planned absence form must be filled out and signed by the parent or guardian. The planned absence form may be obtained in the principal's office. A planned absence does not imply an excused absence.

A planned absence form must be approved by the principal in advance. If not approved in advance, the absence will be deemed unexcused.

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

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

Excused Tardy

If a student is late to school because of an appointment or illness, the tardy will be excused. The parent/guardian must escort the student to the office and sign in the student. The student will be given a pass for class by office personnel. It is the parent/guardian's responsibility to inform the office of the reason for the tardy.

If a student is late to class during the school day because they were meeting with school personnel, the tardy will be excused. It is the student's responsibility to obtain a pass from that person.

If a child arrives after 9:25am, the student will be issued a half day absence.

Unexcused Tardy

If a student arrives late to school without a valid reason, the tardy will be unexcused. The parent/guardian must escort the student to the office, and sign in the student. The student will be given a pass for class by office personnel. ***It is imperative that students arrive at school on time each day. Excessive tardies, whether excused or unexcused, impede with a student's ability to learn at their fullest potential.***

Student Grades

Student grades will be accessible to families on-line twenty-four hours a day. A username and password will be provided to each family at the start of the school year or after a student enrolls once the school year has started. To access on-line grades, the following steps will need to be followed:

- Go to the school district website, www.shi85.org.

- Click on the “Menu” section at the top of the page. Scroll to the “Parents-Student Resources” section, then click on TeacherEase/Common Goal Systems Family Access.
- Type in the login and password provided by the district.
- Click login and gradebook.

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

Student lunch account balance information and contact information is also available via the Family Access link.

Call 632.7434 or e-mail tech@shi85.org with questions, comments, concerns, or problems regarding Family Access.

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

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

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

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

- S** Satisfactory
- N** Needs Improvement
- U** Unsatisfactory

Grade Report Schedule for 2025-2026

1st Grading Period- Aug. 12 – Oct.10

- Mid Quarter Progress Report- Sept. 19
- Parent-Teacher Conferences
 - Oct. 29 - 3:30-6:30
 - Oct. 30 - 2:30-7:30
- Grade Cards Issued-Oct. 17

2nd Grading Period- Oct. 14 – Dec. 19

- Mid Quarter Progress Report- Nov. 14
- Grade Cards Issued- Jan. 9

3rd Grading Period- Jan. 6 - Mar. 13

- Mid Quarter Progress Report- Feb. 13
- Parent-Teacher Conferences
 - Feb 25 - 3:30-6:30
 - Feb 26 - 2:30-7:30
- Grade Cards Issued-Mar. 20

4th Grading Period- Mar. 16 - TBD

- Mid Quarter Progress Report- Apr. 24
- Grade cards are issued on the last day of school.

** Based upon using 0 inclement weather/emergency days. Additional days will be added to the end of the year for each day used up to May 31. 5 potential days may be added if necessary.*

Academic Integrity

We understand there are a great deal of stressors on today's student. We aim to work in conjunction with parents to help students understand the importance of dealing with challenges without letting go of one's character. Students are expected to complete their own work to the best of their ability, without assistance, unless specifically directed, such as in group work. Any student that is known to have plagiarized material in any way will be required to redo the assignment, will earn a maximum of 50% credit and will receive a Level II consequence. (Please see page 50 for a list of Level II consequences).

School Wide Assessments

All Kindergarten through Third Grade students will be given assessments at periodic intervals throughout the year in Math and Language Arts to measure their level of understanding of the concepts addressed.

Individual classroom teachers will provide more specific information on the schedule of assessments to be administered.

Retention of Students

Any student whose overall average is failing in two (2) or more academic subjects will be considered for retention. Academic subjects are defined as: Math, English, Reading,

Social Studies, and Science. The administration has the responsibility for final review and placement of all students in the school.

Meal Program:
Breakfast, Lunch & Milk

Breakfast and lunch are available for all students. The cost is:

- Breakfast – \$1.90
- Lunch – \$2.85
- Milk only – \$0.60

The breakfast/lunch program is handled through our student management system which is used to keep track of the breakfast/lunch program electronically through an individual account. Parents/Guardians deposit money in their student's account. When a child eats breakfast or lunch or purchases milk, the appropriate amount is deducted from the child's balance. When a student's balance reaches \$7.00 or less, an account balance notice is sent home with the student. Please be on the look-out for them. Once an account reaches a negative \$5.00 balance, a student is no longer permitted to purchase a regular school lunch/breakfast; their lunch/breakfast choices will become limited.

Payment should be made to the school cashier via check or cash or with a credit card via the TeacherEase/Common Goals System Family Access portal. While you may choose to pay with cash on a daily basis, we strongly encourage you to pay in advance. Advanced payment helps eliminate potential problems with students bringing cash to school and ensures that the account balance remains above zero. Please send payment in an envelope labeled with your student's name, grade, teacher, and the amount of money enclosed. Checks should be made payable to Shiloh Village School. Questions regarding an account balance notice should be forwarded to the Shiloh Elementary School lunchroom cashier. Further questions can be forwarded to the office at 632-7434.

Some families may qualify for free or reduced-price lunches. Applications and guidelines are available at registration or in the office.

Playground Rules

The playground is a place for the students to interact with other children and challenge themselves socially, mentally, emotionally, and physically. The following rules have been established for the Shiloh Elementary School playground, but additional rules may be added as needed.

1. The students must use the steps to get from the blacktop area to the lower playground area. Walking or climbing on the hill is prohibited.
2. Students must keep their hands and feet to themselves. Hands-on behavior will not be tolerated.

3. Playground equipment must be used for its intended purpose, for example jump ropes for over-the-head jumping, basketballs for shooting hoops, kickballs for kickball or catch, etc.
4. Students may not stand on top of climbing structures and must hold on at all times. If you need help to get down, send a friend to a supervisor for help or call for help.
5. No walking or standing on the red parallel bars. No sitting or flipping on the bars. No part of a student's shoes should be placed on the red parallel bars.
6. Students are to proceed down the slides one at a time on their bottoms with feet first.
7. Swings may be occupied by only one person at a time with that person sitting on their bottom, facing the school, moving back and forth only. Swingers must come to a full stop before getting off the swing.
8. Wall ball is NOT permitted.
9. No other equipment (balls, jump ropes, etc.) is to be brought on the playground apparatus.
10. Stay away from the walls and windows of the building.
11. Students must check with a supervisor to enter the building.
12. Students may not go where supervisors cannot see them.

Misbehavior on the playground will result in disciplinary action. Disciplinary consequences will be based upon the seriousness of the offense.

Please note that for safety reasons students are not permitted to go to the fence to talk with visitors to the school.

Library

As a school library, the goal is to serve the entire population, best done by providing an up-to-date collection in a wide range of subjects written at varying levels. The district's charge is to support the curriculum and at the same time provide for recreational reading. Therefore, materials selected must cover a large continuum, dealing with current issues as well as the traditional categories of literature, history, the arts and sciences.

Because these books cover a wide variety of topics/viewpoints, parents/guardians may not want their child(ren) to be permitted to read a book. To make this request, a "Library Title Form" may be obtained from the school office. Complete the form listing any books you do not want your student to read and submit it to the homeroom teacher or the building principal. The information will be entered into our database and will be made available to the library staff when your student attempts to check out a book.

When the library is considering purchasing new books, a listing of library titles will be posted to the school district website. The titles will be posted for 30 days during which public comment regarding the book titles is welcome. They will be available for parent preview for two weeks.

Response to Intervention

Response to Intervention, Rtl, is a process that allows for the assessment of students in reading so that based on the results the students can be placed in a reading intervention program that best meets their needs. The steps to the Rtl process at Shiloh Village School District #85 are as follows:

1. All students are screened three times a year, fall, winter, and spring.
2. The screening results as well as teacher input are used to determine student placement in Tier 1, 2, or 3. Tier 1 is at level instruction. Tier 2 is small group instruction. Tier 3 is intense instruction.
3. For Tier 2 and tier 3 instruction, the intervention team determines strategies to be used based on the data collected.
4. Progress is monitored for students in Tier 2 every other week. For Tier 3 students, progress is monitored on a weekly basis.
5. The problem-solving team evaluates the progress of each Tier 2 and 3 students to determine if sufficient progress has been made.
6. Interventions will be increased or decreased based on each student's needs.

CARE Team

The CARE Team is a group of staff members that meet to provide suggestions to teachers and parents/guardians regarding students that are struggling. Any student struggling either academically or behaviorally at Shiloh Elementary School should be referred to the CARE Team. The referral process works as followed:

- A CARE Team referral sheet is completed and submitted to the CARE Team by a teacher.
- The CARE Team Coordinator assigns a case manager and schedules a meeting.
- The case manager collects information from the referred student, his/her teachers, parents, the social worker, the school nurse, and administration.
- The CARE Team meets to discuss the student's case. The parent(s)/guardian(s) are invited to attend the meeting.
- Members of the CARE Team share their suggestions for strategies with the group.
- The building principal, case manager and the classroom teacher decide upon the strategies to implement.
- Interventions are implemented for 3 weeks. The classroom teacher then follows-up with the parent(s)/guardian(s).
- Interventions are implemented for 3 more weeks after which a follow-up CARE Team meeting is held to determine the student's status.
- After the CARE Team revisit meeting, the classroom teacher follows-up with the parent(s)/guardian(s).

Any parent/guardian wanting to recommend their student to the CARE Team should contact the classroom teacher.

Special Education

Shiloh Village School District 85 is a member of the Belleville Area Special Services Cooperative (BASSC). Shiloh Elementary School operates a Cross-Categorical Program and a Speech/Language Program for grades PreK-3. Many students with disabilities remain in the regular program and their least restrictive environment. Many times, services are provided by the special and regular teachers in the regular classroom. BASSC also provides several classes in the areas of mental impairment, behavioral and/or emotionally disturbed, hearing/visually impaired or speech correction throughout St. Clair County. All funds to operate these classes come from the participating schools. Special education students may follow specific behavior intervention procedures. Contact your child's case manager for specifics.

Referrals for these classes must be made through administration, prior to the student being evaluated for the program. A student may qualify for these services or be eligible for assistance under Section 504 of the Rehabilitation Act. The Superintendent acts as the Section 504 Coordinator and should be contacted under these circumstances.

For more information about BASSC visit their website- http://www.bassc-sped.org
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Physical Education

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30¹.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:²

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

Class Placement Procedure

The principal establishes class lists randomly. When the principal is making the class list, gender balance, heterogeneous mix of student abilities, and teacher recommendations are all considered.

Parents/Guardians are not permitted to request a certain teacher for their child. However, parents are welcome to provide written input into the placement of their students in the following ways:

- By indicating any special learning or behavioral needs that their students have.
- By indicating any teachers with whom the student should NOT be placed, along with a valid reason (for example, the child and the teacher are relatives; the child and the teacher are neighbors or personal friends of the family, etc.)

Emergency and Disaster Response

Student safety is a priority at Shiloh Village School District #85. In addition to physical safety, the District is concerned with students' emotional well-being and will help students cope with an emergency or disaster and its aftermath. The District's safety plan addresses all four phases of emergency and disaster management, preparedness, response, recovery, and mitigation. The Safety Program Coordinator and the Crisis Management Team at Shiloh Elementary School work closely with the faculty and staff to ensure a high level of preparedness for any emergency situation that may arise during the course of a school year.

Civil Defense Policy

In case of a disaster or a sudden violent storm, every effort will be made to provide for the safety and welfare of the children. All children will be placed in the safest possible place. After the disaster or storm, the children will be kept at school. No attempt will be made to dismiss any children. We will, however, notify parents/guardians through our emergency calling system.

Emergency Drills

Emergency drills are conducted regularly so everyone is prepared to react when it is necessary. The emergency drills that Shiloh Elementary School will conduct include: fire, tornado, earthquake, intruder, lockdown and any other drills that may be necessary. Additional information regarding these drills is available in the principal's office.

Pesticide Application

Pesticides may only be applied in the building or on the grounds of Shiloh Elementary School on the first and third Fridays of each month unless an emergency occurs. Parents who wish to be informed of pesticide application other than on the first and third Fridays of the month may sign up in the office. Questions about the Integrated Pest Management Program and pesticide applications may be addressed to Mr. Dale Sauer, Superintendent.

Asbestos Notice

The United States Environmental Protection Agency has regulations regarding asbestos-containing materials in schools. These regulations require all schools to conduct surveys to identify the presence of asbestos in their buildings, to implement appropriate response actions, and to notify the public and staff of the presence of asbestos-containing building materials. An inspection was performed at Shiloh Elementary School in compliance with these regulations. A site-specific asbestos management plan was developed and has been implemented. The plan describes in detail how any asbestos exposures will be minimized. The asbestos management plan is available for review at the superintendent's office.

Student Records: Rights of Parents and Students

Parents/guardians have the right to:

1. Inspect and copy any and all information contained in the student record.
2. Challenge the contents of the records, by notifying the Principal of an objection to information contained in the record. A conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a hearing will be scheduled and conducted by an impartial Hearing Officer.
3. Receive copies of requested records proposed to be destroyed. Records are reviewed every four years for destruction of out of date information. The records will be destroyed entirely within five years after graduation or permanent withdrawal.

4. Inspect and challenge information proposed to be transferred to another school district in the case of a move to another district.

Local, state and federal educational officials have access to student records without parent/guardian consent pursuant to a court order or subpoena; in connection with an emergency; and where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. All other releases of information require the informed written consent of the parent/guardian of the student.

The following is designated as public information and will be released to the general public unless the parent/guardian requests in writing that any or all such information not be released: student's name and address, grade level, birth date and place, parent/guardian names and address, information regarding participation in school sponsored activities and athletics, the student's major field of study and period of school attendance.

A parent/guardian or student may not be forced by any person or agency to release information from the student record in order to secure any right, privilege or benefit including employment, credit or insurance.

Complete copies of the laws, rules and regulations on student records are on file with the Superintendent of the district. Requests to have any information copied from a student file will require 24-hour notice.

All information, except public information, that we possess on any current or former student is always confidential and cannot be shared with anyone but the immediate family. If a request to access a student's records is made by the parent/guardian not having legal custody, information will be released, unless a copy of a court order, giving access to only one parent or other guardian, is on file at the school.

Video and Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Student Instructional Resource Fee & Technology Fee

Textbooks are provided by the school and are issued to students at the beginning of each year. Each student is responsible for the care of his/her textbooks. The annual fee of \$70.00 is charged for "renting" these books and is only a small part of the real value. Each child is responsible for lost or damaged books. When a student first

receives his/her books, it is his/her responsibility to let the teacher know of any damage, so that he/she will not be held responsible for the previous damage.

These fees may be paid with cash, check or money order, payable to Shiloh Village School or with a credit card via the TeacherEase/Common Goal Systems Family Access portal at registration or during the first week of school. Parents who are unable to pay these fees may obtain an Application for Fee Waiver from the principal's office or payment plan options can be arranged.

In addition, a \$25 Technology Fee will be charged for the sole use of purchasing student Chromebooks.

Health Services

The goal of Shiloh Elementary School Health Services is to provide a healthy, safe learning environment for students. The following guidelines should be followed to help ensure this environment:

1. **Accidents and Illness:** If a student should have an accident or become ill at school, his/her teacher should be notified. The teacher will send the student to the nurse or nurse assistant. The nurse or nurse assistant will determine if the student needs temporary treatment or if a parent should be notified. If a student is sent home, the student must be signed out in the office by a parent/guardian. The nurse maintains a list of emergency numbers. Please make sure that your number is up to date. Report any change of telephone number or address to the office immediately.
2. **Physical Exams/Immunizations:** Shiloh Elementary School adheres to the State of Illinois laws on physical examinations and immunizations for its students. All students must have a new physical exam upon entering preschool/pre-kindergarten, early childhood, kindergarten, and sixth grade. A new physical is also required if a student transfers from out of state/country. The **Illinois Department of Human Services, Certificate of Child Health Examination dated 1/05** (two-sided form) can be downloaded from the district website or obtained in the office. The nurse will review all health records as they arrive at school. Children with deficient health records (i.e., missing immunizations or physicals) will be excluded from school on October 16th or 30 days after enrollment.
3. **Vision Screening:** Illinois state law requires a comprehensive eye exam for children entering kindergarten or enrolling for the first time in an Illinois school. The eye exam must be conducted by a qualified eye doctor and take place within one year prior to kindergarteners starting school in the fall and for all students who are entering school for the first time in Illinois. The report card may be held for any student that does not meet the eye exam requirement by October 15th or 60 days after enrollment in the district. The vision exam form can be obtained in the school office or downloaded from the school district website, www.shi85.org.

A vision screening will be conducted, as mandated, for the following children: pre-school children 3 years of age or older, second grade, eighth grade, special education students, transfer/new students, and teacher referrals throughout the school year. Vision screening will not be performed on children that currently wear glasses as they have a known vision problem and are seen/followed by an eye doctor. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and the evaluation is on file at the school. Vision screening is not an option. If a vision examination report is not on file at the school for your child, your child in the mandated age, grade, or group will be screened.

4. Hearing Screening: Hearing screening will be conducted, as mandated, for the following children: pre-school children 3 years of age or older, kindergarten, first grade, second grade, third grade, special education students, transfer/new students, and all teacher referrals throughout the school year. Hearing screening will not be performed on children that have a known hearing loss/problem as they have routine follow-up with a doctor. Hearing screening is not a substitute for a complete hearing evaluation by a doctor. Hearing screening is not an option. If a hearing examination report is not on file at the school for your child, your child in the mandated age, grade, or group will be screened.
5. Dental Examinations: All children in kindergarten, second, and sixth grades are required to have a dental examination on record with the district. If a parent/guardian of a child in these grades fails to present proof of having been examined by a dentist by May 15th, of the current school year, the school may hold the child's report card until the child presents proof of a completed dental examination or the child presents proof that a dental examination will take place within 60 days after May 15.
6. Medications: Medications given at school will only be those that must be given during school hours to maintain the child in school. A locked cabinet will be provided for the storage of the medication. Each dose of medication given will be documented.
7. Communicable Diseases: Parents must contact the school nurse when a student has a suspected or confirmed communicable disease such as measles, chicken pox, etc. It is necessary for a student diagnosed with a communicable disease to have a doctor's release to return to school.
8. Head Lice: Lice outbreaks are common among school children. If your child is found to have head lice, you will be called to pick your child up, and you will be given a list of instructions which must be followed before the child is allowed to return to school. Effective treatment need only cause one missed school day. However, the student will be readmitted to school only if all nits have been removed and no live lice are present. To learn more about head lice visit the headlice.org website.

9. Injuries and Activity Restrictions: If a student has an injury that causes them to be unable to participate in P.E. and recess, a written note from his/her doctor must be given to the nurse stating what the injury is and the date in which the student may resume activity. Before a student can participate in P.E. and recess, the nurse **must** have a note stating it is okay to resume activity.
10. Diabetes: If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:
- Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
 - Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
 - Sign the Diabetes Care Plan.
 - Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

When Not to Send Your Child to School

Please do not send your child to school if:

- They have had a fever of greater than 100 degrees within the past 24 hours.
- They have had vomiting or diarrhea within the last 24 hours.
- They have a rash without a doctor's note stating the student is not contagious.

Please remember to call your student's absence in before 9:00 a.m.

Administering Medicines to Students Board Policy 7:270

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-

prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

School District Supply of Undesignated Epinephrine Auto-Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law.

Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors.

Upon any administration of an undesignated epinephrine auto-injector, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur. Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply. No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

A NEW MEDICAL AUTHORIZATION FORM MUST BE SUBMITTED EACH SCHOOL YEAR.

NOTE: ALL MEDICATIONS, PRESCRIPTION AND NON-PRESCRIPTION, ARE TO BE KEPT WITH THE NURSE OR OFFICE PERSONNEL.

School Operation During a Pandemic

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

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

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.

7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Guidance

A certified school social worker will assist students in making the most of their experiences at Shiloh Elementary School. The social worker's primary concern is to help the students. She will aid students with both academic and personal problems. She will listen to students' concerns, opinions and questions and make suggestions without criticizing.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Teacher Qualification Request

Any parent/guardian with a student enrolled in a school receiving funds under Title I of the Elementary and Secondary Education Act has the right to request the professional qualifications of any teacher who instructs their child and the paraprofessionals, if any, who assist them. The following information may be requested:

- Whether the teacher has met State certification requirements;

- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees. and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualification.

This request must be made in writing to the Superintendent's office.

Illinois Learning Standards/ Common Core Learning Standards

The Illinois Early Learning Standards, and the Illinois Learning Standards/Common Core Learning Standards are statements which define a core of essential knowledge and skills that all Illinois students enrolled in public schools are expected to know and be able to accomplish. The teachers are knowledgeable about the standards and use the standards as the foundation for the lessons they plan.

The classroom teachers assess these Learning Standards throughout the year in a variety of ways including class discussion, class work, homework, and tests. The state assesses the Illinois Learning Standards /Common Core Standards once a year in March or April using the Illinois Assessment of Readiness (IAR). The students are assessed in Language arts and Mathematics in 3rd through 8th grades.

To learn more about the Illinois Learning Standards / Common Core Learning Standards, please visit the Illinois State Board of Education's website at www.isbe.net.

Computer/Internet Use

Shiloh Elementary School is very fortunate to have the ability to enhance the students' education through the use of the computer, including the Internet. The Internet offers vast, diverse, and unique resources. The district's goal in providing this service is to promote educational excellence by facilitating resources, sharing innovation, and communication.

With this educational opportunity also comes responsibility. The district takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all materials and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow. To that end, the school district supports and respects each family's decision to decide whether or not to authorize Internet access.

You and your child need to read the following Authorization for Electronic Network Access and discuss it. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember

that parents/guardians are legally responsible for their child's actions. **If a student chooses to violate the Authorization for Electronic Access terms and conditions, he/she will receive a Level I, II, or III misconduct report depending on the severity of the violation. A student may also lose his/her privilege of computer or Internet use. If a student violates a federal, state or local law, the proper law enforcement authorities will be contacted.** After reading this information, please complete the Student Use Form and return it to Shiloh Elementary School. If you have any questions, please e-mail the tech department at tech@shi85.org.

Terms and Conditions

1. Acceptable Use – Access to the district's electronic networks must be (a) for the purpose of education, or research, and be consistent with the educational objectives of the district, or (b) for a legitimate business use.
2. Privileges – The use of the district's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system 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.
3. Unacceptable Use – Students are responsible for their actions and activities involving the network. Some examples of unacceptable use are:
 - 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 for personal use.
 - d. Using the network for private financial or commercial gain.
 - e. Wastefully using resources, such as file space.
 - 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. Using the network for commercial or private advertising.

- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material.
 - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette – Students 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 that 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.
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 suffered by users. This includes loss of data resulting from delays, non-deliveries, missed deliveries or service interruptions caused by its negligence or users' 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 – Network security is a high priority. If users identify a security problem on the Internet, they must notify the system administrator or building principal and not demonstrate the problem to other users. Accounts and passwords must be kept confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges and possible disciplinary

action. Any user identified as a security risk may be denied access to the network.

8. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges – The district assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per minute surcharges, and/or equipment line costs.

Publicity Release

Throughout the school year, Shiloh Village School District #85 will conduct activities that may be publicized by the school district through local and/or national news media. At the time of registration parents initiated to either grant or deny consent. In the event you wish to make a change, please contact your building principal.

Homework Policy

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

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

- *1 Day Late
Deduct 20% of Credit
- *2 Days Late to End of Chapter
Deduct 50% of Credit

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

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

Misconduct Infraction

If a student violates the student code of conduct they will be issued a Discipline Referral. The following guidelines will be enforced for a Discipline Referral Form:

A Discipline Referral Form will be entered into the Student Management System. An email and a notification will be sent to the parent regarding a child's infraction and consequence regarding Level 1 infractions. The building principal or a school representative will make communication with designated parents/guardians on Level 2 and Level 3 infractions. Level 2 and 3 infractions will also be entered into the Student Management System. .

If a parent/guardian wishes to discuss the level 1 infraction, it is their responsibility to contact the teacher or principal.

Dress Code

The Shiloh Elementary School dress code can be summed up in four words: Clean, Neat, Reasonable, and Appropriate. Proper dress is the responsibility of the student and his/her parent. However, if the student's dress is of a nature to cause a noticeable distraction and thereby affects the learning environment, then the student will not be permitted to attend class until he/she changes into appropriate attire. The dress code guidelines include:

Head

- A. Hats and other headgear are not to be worn in the buildings. When on school property or the playground, caps will be worn with the bill facing forward at all times. **Bandanas may not be worn or possessed on campus.**
- B. Makeup that causes a disruption to the learning environment is prohibited from being worn.

Feet

- C. Students must wear shoes that are safe and appropriate for the learning environment.
- D. Shoes must be worn at all times.
- E. No slippers will be permitted, unless on designated days.

Clothing-Upper Garments

- F. Shirts must cover the body appropriately.
- G. No backless or strapless shirts are allowed.
- H. Students cannot wear spaghetti straps or tank tops that are skinny enough such that an undergarment would be or is exposed. The straps must also fit correctly so that they do not continually fall off the shoulder. Shoulder straps must be two adult finger widths across.

- I. Clothing made of see through material and/or clothing which exposes the student's midriff should not be worn unless appropriate attire is worn over/under this type of clothing.
- J. Skin should not show at the waist when standing or sitting.
- K. If jersey type tank tops are worn, students must wear a t-shirt under them.
- L. Shirts with low-cut necklines are not allowed.

Clothing-Lower Garments

- M. Pants/shorts/skirts must cover the body appropriately.
- N. Pants/shorts should be worn at the waist-no undergarments should be visible at any time. No sagging under any circumstances.
- O. Pants with large rips or holes, or with rips or holes above the knees, will not be worn.
- P. Pajama pants are not permitted, unless on designated days.
- Q. Dresses/skirts/shorts should be mid-thigh or longer in length and worn at the waist.
- R. Tight fitting apparel should not be worn unless appropriate clothing is worn over these items.

Miscellaneous

- S. Long coats and backpacks are not to be worn in the building.
- T. No clothing, jewelry, or other accessories are allowed to be worn conveying messages that are culturally insensitive, crude, vulgar, profane, depicting violence/death, gang related, sexually suggestive, promoting alcohol, drugs, or tobacco.
- U. Clothing, jewelry, face paint, make-up, etc. which are distracting to the educational process will not be allowed.
- V. Chains are not permitted.

Note: It is the responsibility of the students, parents/guardians, teachers, and administration to see that the dress appearance of no pupil shall be extreme to the point of creating a disturbance or is hazardous to oneself, others, or school property, whether or not the above covers the specific case.

If students choose to wear clothing which is inappropriate, they will be asked to change.

Lockers/Searches

Lockers, desks and other school property used for storing students' items are owned and controlled by the District. School authorities are authorized to conduct general administrative inspections of school property, students, and their personal effects, without notice to or consent of the student and without a search warrant.

Sexual Harassment

Every student has a right to attend school in an environment free of sexual harassment and/or offensive use of sex-oriented jokes. Such conduct is improper, contrary to school district policy and unlawful. Sexual harassment is defined as: unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature which has the purpose or effect of interfering with an individual's school performance or creating an intimidating, hostile, or offensive school environment. Individuals who experience sexual harassment from students or staff members should make it clear that such behavior is unwelcome and offensive to them. They should report such conduct to an administrator or other staff member. Administrators will conduct an investigation with full recognition of the rights of all parties involved and maintain confidentiality of the report and details of such an investigation to the fullest extent possible. There will be no retaliation against or adverse treatment of any student who uses this procedure to resolve a concern.

Discrimination

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building principal.

Hazing

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in an organization, club, or athletic team whose members are or include other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

- Removal from the extra-curricular activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency

A student engaging in hazing that endangers the mental or physical health or safety of another may also be subject to:

- Suspension for up to 10 days
- Expulsion for the remainder of the school term

Bullying

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. The Shiloh schools are committed to reduce bullying and educate our students about the roles of victim, aggressor, and bystander. As a parent, you can:

- Assure your child that the problem can be solved.
- Let the school know that your child is being bullied.
- Communicate and cooperate with the school until the problem is solved.
- Bullies are often victims themselves.
- Bullies often have poor social skills and do not know how to behave towards others in a positive way.
- Develop your child's sense of humor and tolerance of others
- Positively reinforce your child's self-esteem and sense of self worth
- Develop your child's social skills by teaching him or her to share and to cooperate with others in group situations.

The most appropriate action is to tell someone at the school and work with the school staff to solve the problem. If bullying is reported, the school will:

- Assure the student that the problem can be solved and then provide ongoing support.
- Investigate the problems raised.
- Treat everyone involved with fairness.
- Take appropriate action. This may include:
 - Mediation
 - Disciplinary action
 - Warnings
 - Social skills instruction or counseling
 - Parent-student conference

We believe a student's right to feel safe in school is paramount and contributes significantly to his or her capacity for learning. All Shiloh schools have a protocol for reporting harassment and bullying. In general, students are encouraged to approach staff and describe the incident. However, we recognize that a significant amount of harassment and bullying may not be reported using these traditional channels of communication. In response to this concern, we have developed an online method to report harassment and bullying.

The online reporting tools may be found under the student section of the district website.

Tobacco Free Policy

In compliance with Federal Law P.L. 103-227, the Board of Education of Shiloh Village School District #85 adopts the following:

Shiloh Village School District #85 shall be a tobacco free environment. No tobacco usage will be allowed in any part of the buildings or on the grounds of Shiloh Village School District #85. This includes all classrooms, teachers lounges, offices, custodial areas, furnace rooms, hallways, restrooms, cafeterias, storage sheds, gymnasiums, playgrounds, parking lots, and all other properties owned, leased or under control of Shiloh Village School District #85. Any students caught with tobacco products will have the products confiscated and will be disciplined according to the discipline policy.

Vandalism

Any student who has initiated or taken part in any act of vandalism or arson should be aware that the policy of the Board of Education is to seek to recover damages from parent(s)/guardian(s), any minor, or from any person who has initiated or taken part in any act of vandalism or arson. 740 ILCS 115/3 and 740 ILCS 115/4.

**Please see Shiloh Village School District #85 Code of Conduct in its entirety on pages 41- 46.

Sex and Violent Offender Notification

Illinois State law requires that school districts notify parents/guardians during registration that information about sex and violent offenders against youth is available to the public. Information pertaining to Illinois sex offenders may be found at the Illinois State Police website at: www.isp.state.il.us/sor/ . Information on Illinois Statewide Child Murder and Violent Offender Against Youth may be obtained by using the following website:www.isp.state.il.us/cmvo/ .

Shiloh Village School District #85 Code of Conduct

It is necessary for schools to establish certain rules and regulations that foster an orderly learning atmosphere. These policies and procedures dealing with student conduct at Shiloh Elementary School were established to ensure that the school can function in an orderly manner, are justifiable, and will be implemented fairly and consistently. Students are prohibited from engaging in behavior that will endanger or threaten to endanger the safety of themselves or others, that will damage property, or that will impede the orderly conduct of the school program.

It is the responsibility of the student to be aware of the rules and regulations which govern them while at Shiloh Elementary School. The teacher/coach/sponsor/staff member is the person who has the primary responsibility for student control and discipline in the classroom, on field trips, at extra-curricular activities, and on school

property anywhere. It is only after repeated intervention attempts and following individual staff member's discipline plans that the child will be referred to the principal's office for disciplinary action.

Listed below are some of the more frequent problems in which students become involved, the policies regarding these problems, and the disciplinary action procedure in relation to the problems. All final disciplinary decisions are at the discretion of administration.

Please understand this list is not to be considered all-inclusive.

While general guidelines have been established for communication to students and parents, such factors as the nature of the infraction, the severity of the offense, the student's previous discipline record, the age of the student, and other extenuating circumstances might reasonably be considered to determine the severity of the disciplinary action.

It should be noted that, effective January 1, 1994, corporal punishment is not a disciplinary option and is considered a violation of state law and the policy of Shiloh Elementary School. In addition, school officials are prohibited from intentional infliction of bodily harm. However, school officials are allowed to use reasonable force to protect other persons, themselves, or property.

LEVEL 1 – ACTS OF MISCONDUCT
(These offenses are handled at the classroom level and discipline citations will be issued by the teacher or staff member.)

1. Disruptive behavior - Students are expected to act in a way which does not interfere with the rights of others to peacefully pursue their studies at Shiloh Elementary School.
2. General misconduct – Students are expected to conduct themselves in a manner which is not disruptive in the classrooms, halls, or other areas of the school.
3. Lying – Students are expected to be truthful in dealing with school issues and school personnel.
4. Writing, reading, or passing unauthorized notes while at school – Students are not permitted to read or write notes at school.
5. Failure to obey directions – Students are expected to follow directions and respond positively to corrective measures.
6. Improper bus conduct – Students are expected to follow the bus rules. The school bus routes and procedures are considered an extension of the school day.

7. Improper playground behavior – Students are expected to follow playground rules that are reviewed throughout the year and posted throughout the school.
8. Chewing gum – Students are not permitted to chew gum during the school day.
9. Excessive missing materials – Students are expected to come to school with needed supplies, planners, and materials.
10. Excessive tardies – Students are expected to be in their classes at the beginning of the class period. Students are expected to be at school on time.
11. Electronic Devices - Students are not permitted to use electronic devices during the school day without permission.
12. Dress code violations - Students are expected to follow the dress code.
13. Other acts of misconduct – Other acts of misconduct that are disruptive to the learning process and/or the wellbeing of students may be considered a Level I violation of the Code of Conduct.

Consequences for a Level I Violation (Per Quarter)

The consequence for a Level I infraction ranges from a warning to 1-2 days of lunch detention.

On the 5th Level I infraction, a meeting will be held with the student, parents, and administrator (teachers may also be invited) to discuss potential interventions to improve behavior.

Note: For the first time Level I offense of each school year, students will be given a warning and a conference with the principal.

Level II – ACTS OF MISCONDUCT

(These are handled at the classroom level and discipline citations will be issued by the teacher or staff member – Consequences will be assigned by the building administrator.)

1. Forgery – Students will not be permitted to forge anyone’s signature.
2. Verbal/Non-verbal abuse – Students are expected to treat others with respect. Name calling, profanity, or other derogatory statements or gestures will not be tolerated.

3. Stealing of school/personal property – Students are not permitted to take personal or public property. The district will work with the police to recover any damages incurred.
4. Damaging of school/personal property (vandalism) – Students are not permitted to destroy personal or public property. The district will work with the police to recover any damages incurred.
5. Cheating – Students are expected to do their own work. No student may take or give to others any property from a teacher, student, or school for the expressed purpose of cheating in a course.
6. Insubordination – Students are expected to follow directions. Refusal to follow justifiable or reasonable orders or instructions of authorized personnel is not permitted.
7. Disrespect – Students are expected to display courteous behavior to students as well as school personnel. Profanity, vulgarity, defiance of duly constituted authority, or threatening school personnel is not permitted.
8. Students leaving school grounds without proper authorization – Students may not leave campus during lunch hours or any other time other than regular dismissal without an adult signing the student out from the office.
9. Skipping class or classes – Students are required to follow their assigned schedules. If a student is later than 10 minutes to class without a valid reason, he/she will be considered to be skipping class.
10. Leaving class without permission – Students are not permitted to leave a class without the teacher's authorization.
11. Possession/distribution of inappropriate printed material or obscenity – Students shall not bring inappropriate materials on school property.
12. Pushing and Shoving- Students are expected to keep their hands and feet to themselves. Pushing and shoving is not permitted.
13. Other acts of misconduct – Other acts of misconduct which are seriously disruptive and/or destructive to school property may be considered a Level II violation of the Code of Conduct.

Consequences for a Level II Violation (Per Quarter)

The consequence for a Level II infraction ranges from 1-2 lunch detentions, after school detention, or an all-day detention depending on the severity of the infraction.

On the 3rd Level II infraction, a meeting will be held with the student, parents, and administrator (teachers may also be invited) to discuss potential interventions to improve behavior.

After School and All-Day Detentions

If deemed necessary, after school detentions will be scheduled by the principal and will be held from 3:05pm-4:00pm.

All day detentions will take place during the school day in the main office.

During after school detention and all-day detention, students will be provided work to complete and/or be permitted to complete homework.

Misbehavior during an after-school detention or day detention or failure to serve will result in an alternate consequence.

LEVEL III – ACTS OF MISCONDUCT

1. Fighting – Students are prohibited from fighting or similar altercations. The district has a zero tolerance policy regarding fighting.
2. Gang Activity – Students are prohibited from engaging in gang activity as defined in the Student Handbook.
3. Possession of dangerous weapon – Students are prohibited from possessing illegal or dangerous weapons on school grounds. This includes firearms, ammunition, knives, and any object that either looks like or may be used as a weapon.
4. Possession or use of alcohol/drugs (related paraphernalia) or substances portrayed as alcohol/drugs, vaping devices, and tobacco products – Students will not be permitted to drink, possess, or be under the influence of alcohol or tobacco products on school buses, in school buildings, on school grounds, or at any approved school activity. Furthermore, students will not possess or be under the influence of drugs.
5. Bomb threats – Students shall not make a bomb threat or initiate a pending bombing threat.
6. Physical contact against school personnel – Students are strictly prohibited from contacting a faculty or staff member in a physically aggressive manner.
7. Threats against safety- Students shall not be permitted to threaten the safety of the school, the students and/or the faculty and staff. This would include verbal threats, threats in writing and/or threats made on a website using either a personal or school district computer before, during or after school hours.

8. Shake down and/or strong arm (extortion) – Students shall not attempt to take any money or things of value from a person at school; nor shall any form of intimidation be tolerated.
9. Arson – Students shall not attempt willful or malicious burning of any building or property of Shiloh Elementary School.
10. Falsely pulling fire alarm boxes or false call to 911 – Students shall not tamper with the fire alarm boxes or set off the fire alarm without direct knowledge that there is a fire in progress at the school.
11. Other acts of misconduct - Other acts of misconduct which are seriously disruptive and/or destructive to school property may be considered a Level III violation of the Code of Conduct.

Consequences for a Level III Violation

A Level III infraction will result in all day detention or out of school suspension depending upon the severity of the infraction.

Students will receive up to ten days of out-of-school suspension, and a possible recommendation for expulsion. The proper authorities will be notified.

At the conclusion of each day of student suspension from school, information regarding missed work and tests will be forwarded to the office for pick-up between 3:30-6:00pm. It is the responsibility of the family to get this information from school each day of the suspension. It is the student's responsibility to complete the assignments and study for any tests. Assignments must be submitted, and tests must be taken on the first day of student attendance after the suspension. The student will receive full credit for the work submitted. Students shall have one day for each day of out of school suspension to makeup and turn in work.

For those students who are suspended out of school, a re-entry meeting will be held with the principal and any other necessary personnel (i.e., teacher, social worker). Parents will be consulted regarding their child's return to school.

Students serving all-day suspensions or out-of-school suspensions are not allowed to participate in extra-curricular activities, nor are they allowed to attend school functions on the day(s) the suspension is being served.

The list of offenses is not all-inclusive, and the principal has the right to make adjustments based on the situation.

Decision Authority:

All violations – Superintendent or Principal

Due Process for Students

The following procedures will be followed pertaining to a suspension from school or a permanent class suspension:

- The student will be given an oral notice of the rules, regulations, or policies violated.
- He/she will be given an explanation of the evidence and/or verification of the violation(s).
- He/she will be given an opportunity to present any relevant explanations or accounts.
- The parents will receive written confirmation of the penalty and their further rights.

The following procedures will be followed pertaining to an expulsion from school:

- The student will be informed of the violation(s) and presented with relevant evidence and/or verification of such violation(s).
- He/she will be given an opportunity to present relevant explanations, accounts, or opposing evidence.
- He/she will be notified in writing of his/her specific rights and procedures for a hearing.

Immediate suspension of a student without these procedural due process requirements is permissible only for students whose presence poses a continuing danger to people or to property or to an ongoing threat of disrupting the academic process and, in such cases, a notice and rudimentary hearing shall be provided as soon as possible.

Search and Seizure

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

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

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

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

Students Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

TITLE X (HOMELESS STUDENTS)

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

The Board of Education, Shiloh Village School District #85 commits itself to compliance with the Title X, Part C, NCLB McKinney-Vento Homeless Education Assistance Act,

which outlines rules and regulations governing the rights of homeless students. Should anyone wish to find out more about the rights of the homeless, you may contact Dale Sauer, Liaison for Homeless Children, at 125 Diamond Court, Shiloh, Illinois 62269. His phone number is 618-632-7434.