



GET INVOLVED

Shiloh CUSD #1
2023-2024
Extra Curricular Handbook

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EXTRACURRICULAR PHILOSOPHY

Extracurricular participation is a *privilege*, not a right.

The Shiloh Community Unit School District No. 1 believes that a dynamic program of extracurricular activities is important to the educational development of the student.

The Shiloh Junior High/High School extracurricular program provides a variety of experiences that contribute to a good character and a positive attitude. Extracurricular activities function as a supplement to the academic curriculum. Extracurricular activities provide the opportunity for lessons in sportsmanship, teamwork, and competition, and they contribute to pride in one's school.

Participation in extracurricular activities is a privilege that requires responsibility and self-discipline. Thus, students who wish to participate are subject to the rules and the consequences of rules not followed.

Students participating in extracurricular activities must adhere to all rules as stipulated in the Shiloh Jr. High/High School Student Handbook. However, rights to education granted in the Student Handbook do not apply to extracurricular activities, rules, or consequences.

FORWARD

This handbook is designed to give students and parents' information concerning ideals, policies, and procedures of the Shiloh CUSD #1. This handbook is not intended to contain every rule or requirement of the school, administrators, teachers, coaches, sponsors, or other school employees. This handbook is intended to inform recipients of certain rules and procedures of Shiloh CUSD #1 in effect at time of printing. This handbook does not constitute a contract or create any right of participation. The terms of this handbook and other applicable rules and procedures may be modified by the Board of Education at any time as it determines it is in the best interests of Shiloh CUSD #1. This handbook may be amended at any time in such fashion and with such notice as either the Board of Education or administration deems appropriate to the circumstances. District administrators have the authority to establish rules and regulations that are supplemental to this handbook.

This handbook is subject to change at the direction of the Board of Education. In all instances Shiloh CUSD #1 School Board Policy and State law supersede this handbook.

The entire Shiloh CUSD #1 Policy Manual is available in the Unit Office and on the district website at www.shiloh1.us.

NON-DISCRIMINATION

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

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

**SHILOH SCHOOL DISTRICT NO. 1
2023-2024 SPORTS/EXTRACURRICULAR FEE SCHEDULE**

Approved by the Shiloh CUSD #1 Board of Education on June 19, 2023

Athletics – **Must be paid *before* the 1st day of practice** (Per sport with max of \$75.00 per family) \$0.00

Returned Check Fee (per check)	\$25.00	
Certified Copy (Notary)	\$ 5.50	
Fax (sent or received)	\$ 1.00	
Photocopy	\$.35	
ATHLETIC ADMISSIONS	STUDENT	ADULT
High School (Volleyball, Football, Basketball)	\$2.00	\$3.00
Jr. High School (Volleyball, Basketball)	\$1.00	\$2.00
Family Season Passes*	\$75.00	
Individual Season Pass (District Residents)	\$35.00	
Senior Citizen Season Pass (District Residents 60+ years)	Free	

*Family Season Passes are for parent/guardian and school age children (PK-12) attending Shiloh School District.

FEE WAIVERS

The Shiloh Board of Education recognizes that some households may be unable to afford to pay student fees. To apply for a fee waiver you must complete a Fee Waiver Application (available in any school office during the school year), sign the application, and return it to any school office.

Parents Please Note: If student fees are not paid, waived, or on an approved Payment Plan, the student will **not** be permitted to participate in extracurricular/privileged activities.

All families with unpaid fees who do not have an approved Fee Waiver or Payment Plan, or who fail to make scheduled plan payments, may have those fees collected through the Illinois Debt Recovery Program or forwarded to a collection agency.

SCHOOL MEALS

All students in Shiloh CUSD #1 receive free breakfast and lunch each school day during the 2023-2024 school year.

Shiloh School District has elected to continue participation in the Community Eligibility Program (CEP) for the 2023-2024 school year which allows our schools to provide healthy breakfasts and lunches to all students each school day at no charge. *No student will be permitted to charge a la carte items.* Students must have money in their account to purchase a la carte items.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice).

Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

ATTENDANCE AND CONDUCT AT EXTRACURRICULAR EVENTS/ACTIVITIES

Athletic Events

Student attendance at games is a great way to promote school spirit. However, a parent must accompany students in grades PK-5 to all extracurricular events/activities (both Junior High and High School). Students in grades 6-12 may attend the extracurricular events/activities without a parent.

The following rules apply to all students attending extracurricular events/activities:

- No running or playing in the hallways, multi-purpose room/cafeteria.
- No drinks outside of the multi-purpose room/cafeteria.
- Students are to be in the gym while the extracurricular event/activity is going on.
- Students are not to exit the gym unless it is halftime or intermission.
- No entering the locker rooms unless you are a team member.

Students who do not follow the rules will be asked to leave and may be suspended from future attendance at extracurricular events/activities.

High School Sponsored Dances

Only students who attend the school may attend high school-sponsored dances and/or social events unless the administration approves a student's guest in advance of the event. A guest must be "age" appropriate," defined as under the age of 21.

All school rules, including the school's discipline code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

AUTOMATED EXTERNAL DEFIBRILLATOR

Shiloh School District has Automated External Defibrillators at the following locations: Southwest corner of the gymnasium on the east wall
North interior wall of the outdoor concession stand



BUS CONDUCT

All students must follow the District's *School Bus Safety Rules*.

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy, 7:190, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit for Missed Classes during School Bus Suspension

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Electronic Recordings on School Buses

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

disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

CONCUSSION INFORMATION

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Fully implement the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
 - a. The Board must appoint or approve member(s) of a Concussion Oversight Team for the District.
 - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
 - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
 - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
 - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
 - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believed that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
 - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
 - f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
 - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for Implementation of NFHS Sports Playing Rules for Concussion*, which includes its *Return to Play (RTP) Policy*. These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
4. Require all student athletes to view the Illinois High School Association's video about concussions.
5. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
6. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.

7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

Include a requirement for certified athletic trainers to complete and submit a monthly report to the Illinois High School Association on student-athletes who have sustained a concussion during: 1) a school-sponsored activity overseen by the athletic trainer; or 2) a school-sponsored event of which the athletic director is made aware.

Reference Shiloh CUSD #1 Policy 7:305 Student Athlete Concussions and Head Injuries

CONDUCT CODE FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES

When and Where Conduct Rules Apply

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

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

The Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities. A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or physician assistant. The preferred certificate of physical fitness for grades 9-12 is the IHSA "Pre-Participation Physical Examination Form." Grades 5-8 should use the IESA Physical Examination Form.
2. An Agreement to Participate in the specific activity signed by the student and the student's parent/guardian.
3. Proof the student is covered by medical insurance.

Illinois High School Association and Illinois Elementary School Association

Eligibility for most athletics is also governed by the rules of the IHSA (grades 9-12) and the IESA (grades 5-8) and, if applicable, these rules will apply in addition to this Code of Conduct. In the case of a conflict between the IHSA or IESA and this Code, the most stringent rule will be enforced.

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced during school sponsored events/practices in and out of the district.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet
6. Act in an unsportsmanlike manner;
7. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
8. Haze or bully other students;
9. Violate the written rules for the extracurricular or athletic activity;
10. Behave in a manner that is detrimental to the good of the group or school;

11. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
12. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
 1. Sanctions for violations other than drug and alcohol may be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
 - A specified period of time or percentage of events, competitions, or practices;
 - The remainder of the season or for the next season; or
 - The remainder of the student's school career.
 2. Sanctions for alcohol and other drug violations, including tobacco, nicotine and products composed purely of caffeine in a loose powdered form, may be based on the following:

First violation

 - Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty may be reduced if the student is enrolled in a drug or alcohol counseling program.
 - The student may be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second violation

 - Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
 - The student may be required to practice with the group (unless suspended or expelled from school).

Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
7. The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the superintendent or superintendent's designee.

All students remain subject to the School District's student discipline policy and the school's student/parent handbook. Reference Board Policy 7:190 Students and 7:240 Conduct Code for Participants in Extracurricular Activities

EXTRACURRICULAR ACTIVITIES

Participation in the following extra-curricular activities is offered to students at Shiloh High School. The organizations and activities listed in this section are considered to be extracurricular. For specifics on membership in any extracurricular organization, please contact the coach/sponsor.

Student attendance at extracurricular events/games is a great way to provide school spirit. However, a parent must accompany students in grades PK-5 to all extracurricular events/games. Students in grades 6-12 may attend the extracurricular events/games without a parent.

The following rules apply to all students attending extracurricular events/games:

- No loitering or horseplay in the hallways, multi-purpose room, or cafeteria.
- No drinks or food outside of the multi-purpose room or cafeteria.
- Students are to be in the designated area of the extracurricular activity.
- Students are not to exit the gym unless it is halftime or intermission.
- Students may not enter the locker rooms unless they are a team member.

Students who are not following the rules will be asked to leave and may be suspended from future attendance at extracurricular events/activities. Other disciplines may apply for violations of school rules.

All extra-curricular organizations have planned competitions, community service programs, and/or specific projects. Students must become involved in competitions, community service programs, and/or specific projects to become eligible for extra-curricular field trips. Students should complete, at the minimum, two (2) of these competitions, community service programs, or specific projects to be eligible for a school day field trip.

Junior High/High School Extracurricular Organizations/Activities

Selection of members or participants in extracurricular organizations and activities is at the discretion of the designated teachers, sponsors, and coaches.

Art Club

Sponsor: Mrs. Pollock

Students in high school who are enrolled in at least one (1) art course this year and were enrolled in one (1) art class the previous year are eligible to participate in Art Club activities. Freshmen must be enrolled in an art class to become a member.

CAMA

Sponsor: Mr. Carroll

Students interested in educating their peers on standing up against drug and alcohol use would participate. Students will be asked to present to younger children, attend meetings, and more.

Ecology Team

Sponsor: Mrs. Sadoris and Mrs. Evans

Students are invited to take a qualifying test to participate in Ecology Team activities. The meet is held in the fall. Shiloh CUSD #1 offers three (3) levels of competition. Students in grades 4-5 may participate in Nature Sleuth; grades 6-8 may participate in Junior Varsity; and, grades 9-12 may participate in Varsity.

Envirothon Team

Sponsor: Mrs. Sadoris

Students having an interest in environmental topics may participate in the Envirothon Team. Meets held in the spring involve team competition with area schools on specific topics. Envirothon teams have the opportunity to advance to state and national levels.

FBLA - Future Business Leaders of America

Sponsor: Mrs. North

FBLA inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences. Each year, FBLA helps over 230,000 members prepare for careers in business. FBLA aims to develop competent, aggressive business leadership and strengthen the confidence of students in themselves and their work.

FFA - Future Farmers of America

Sponsor: Mrs. Ennis

Any student who is enrolled in vocational agriculture is entitled to become an active member of the Shiloh FFA Chapter. To retain membership during his high school career, the student must be enrolled in at least one (1) vocational agriculture course during the school year and/or follow a planned course of study for an agriculture occupation, which includes a supervised occupational experience program.

FCCLA - Family, Career, and Community Leaders of America

Sponsor: Ms. Hendrix

Any student who is taking, or has taken, a course in Family and Consumer Science is entitled to become an active member of the Shiloh FCCLA Chapter.

Junior Beta

Sponsor: Mrs. Mixson and Mrs. North

The National Junior Beta Club is an honor organization that recognizes outstanding academic achievement, promotes strong moral character and social responsibility, encourages service to others, fosters leadership skills, commendable attitude, and provides settings for you to develop strong interpersonal skills. To be eligible students must maintain an average GPA of 3.0 or above with no more than one grade below a B. Eligible students are rated by their teachers on the four pillars of Junior Beta: Achievement, Character, Leadership, and Service

NHS - National Honor Society

Sponsor: Mrs. Pierce

Membership is by invitation only: students cannot apply. Consideration for membership will be given to students who are in the first semester of their sophomore, junior, or senior year, and who have attended Shiloh High School for at least one semester. Students must have an accumulated grade point average of 3.0 or above, out of a possible 4.0. Selected students must receive 80 percent of the total points on the NHS rating sheet as determined by the high school faculty and administration. The categories are scholarship, character, service, and leadership. A more detailed evaluation guideline is available from the NHS sponsor. NHS members must maintain the high standards by which they were selected.

Scholastic Bowl

Sponsor: Mrs. Evans

Scholastic Bowl is an IHSA activity and requires dedication and academic ability. Competition is held on two levels: Junior Varsity and Varsity. Scholastic Bowl activities are sponsored by the Lincoln Prairie Conference, IHSA, and other schools/organizations.

Science Club

Sponsor: Mrs. Evans

Students interested in science related activities will be allowed to participate. Activities will include work with drones, labs, and others. Students will meet regularly and compete in any other competitions and activities outside of the school day.

Spanish Club

Sponsor: Ms. Loop

This club offers its members exposure to the Spanish-speaking world and its rich, diverse cultures.

Student Council

Sponsor: Ms. Boland

Student Council members must have, and maintain, a "B" or higher grade point average. This leadership organization provides student government to Shiloh CUSD #1 and is responsible for the Student of the Month Scholarship Program, Homecoming/Winterfest, and other similar events, throughout the school year. Student Council members must follow the guidelines in the council's constitution. This constitution is voted on and maybe amended by the current year's council.

Yearbook

Sponsor: Mrs. North

The yearbook staff is a volunteer group of high school students dedicated to publishing Shiloh's High School and Elementary yearbooks. Yearbook will sponsor a yearbook signing day and a picture sale during the fall semester.

Additional Junior High and/or High School Extracurricular Activities Which May Be Offered

Golf	Cross Country	Homecoming
Track	Dance	Musical
Baseball	Driving to/from school	Volleyball
Basketball	Field Trips	Winterfest
CAMA	Football	Spanish Club
Cheerleading: Basketball	Prom	
Cheerleading: Football	Softball	

High School Cheerleading and Dance Guidelines—Cheerleading is hosted by Oakland and Dance is hosted by Kansas High School Cheerleading and Dance squads will comprise 8 to 12 members as determined by the coach. If possible, a minimum of 2 from each district will be selected.

IHSA states only 12 cheerleaders can be on a basketball court during the IHSA series.

Prom, Winterfest, and Homecoming Guidelines



1. As Prom, Winterfest, and Homecoming are formal occasions and extracurricular events, students are expected to conduct themselves in an appropriate manner. Students who choose to bring an outside guest must have prior approval from the high school principal. Applicable school policies are in effect at all events.
2. Shiloh students must sign-up prior to the event with the appropriate sponsor(s). All students attending must have clearance from the Shiloh School District administration and must not be in violation of any student handbook rules and/or regulations or Shiloh District policies.
3. All participants must be in good academic standing to attend.
4. All fees must be paid in advance of participation.
5. All required forms must be completed with required signatures and submitted to the student office.
5. Students must arrive at the event site by 9:00 PM in order to be admitted. Students are encouraged to stay until the event ends. Once a student leaves the event, they will not be allowed to return.
6. Boy's Formal Dress: Formal attire may be classified as a tuxedo or dress suit, including a tie, bow tie, a turtleneck, a dress shirt, or priest collar shirt, which may include a vest or cummerbund. Shirts must be worn at all times.
7. Girl's Formal Dress: Traditional formal dresses or gowns are acceptable and may be strapless or may feature spaghetti straps. A bare back or open back area is acceptable. Pantsuits are also acceptable.
8. Music Selection: A diverse selection of music may be played. Lyrics that include reference to sexual activities or explicit violence, or language that is foul or profane will not be permitted.
9. **After three (3) consecutive OR cumulative weeks of ineligibility, a student may not participate in extracurricular activities beginning the Friday before the first competition.** Students are allowed to start over at the beginning of the next semester.

EXTRACURRICULAR ATHLETICS

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility for the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. **The student must agree to follow all conduct rules and the coaches' instructions.**

6. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

Reference Shiloh CUSD #1 Policy 7:300 Extra-curricular Athletics

EXTRACURRICULAR CONFLICT AND SUPERVISION

A student is responsible for informing his sponsors/coaches of possible conflicts when said student is involved in multiple activities.

The school, extra-curricular sponsors, and coaches will endeavor to cooperate to attempt to resolve any conflict brought to their attention. However, due to the complexity of scheduling, and the priority of academic purposes of the school district, conflicts may arise which prevent students from participating in all desired activities.

At the beginning of a sports season, each student must verbally notify the Athletic Director and all coaches involved what their "priority" activity will be. When scheduling conflicts arise, the student will attend the function of the "priority" sport.

Any student who wishes to stay after school for any reason, including to use the school's athletic and/or fitness facilities must be supervised by a school employee or by a trained and approved volunteer by the Board of Education. These individuals must have signed the form in the Unit Office and been trained to use equipment. Any unsupervised students' parent/guardian will be called and the student will be sent home.

Concession Guidelines

Please observe the following guidelines when operating concessions for extracurricular activities:

1. Do not sit on tables or other equipment. Chairs are available.
2. Keep tables wiped clean and clean up the area when spills occur.
3. Begin closing up shortly after half time of the second game at basketball games. Clean the popcorn machine when you close so it will be ready for the next game.
4. Only concession workers are to operate the concession stand. Other activities are allowed. All students, except concession workers, are to be in the gym when a game is in play.
5. These same guidelines apply for outdoor concession workers.



No

EXTRACURRICULAR ELIGIBILITY

Attendance-Junior High and High School

Students must attend IHSA/IESA member schools and may represent in competition only the school in which they are enrolled. In order to participate in any extracurricular activity, event, and/or game on a particular day, a student must follow these attendance guidelines:

- A student must arrive at school by 8:30 AM and remain in attendance for the remainder of the day. A doctor's note is required if a student arrives later than 8:30 AM.
- Exceptions due to a death in the student's family, pre-arranged medical appointment, or a religious ceremony or event may be made on a case-by-case basis. These exceptions must be approved by the administration.
- A student who has been suspended from school is also suspended from participating in all extracurricular and athletic activities for the duration of the suspension.
- A student who has an unexcused absence from school on a Friday before a Saturday event will be withheld from Saturday extracurricular or athletic activities.
- **A student absent during the day of a game due to a doctor's appointment must present a doctor's note at arrival back to school for it to be counted as an excused absence. Faxed notes from the doctor's office are accepted. The district fax number is 217-531-1851.**

Grade Checks and Ineligibility

- **All district athletic and extracurricular activities: After three (3) consecutive OR cumulative weeks of ineligibility once eligibility has started, a student will be removed from the team.**
- **Reporting of Grades: Students' grades will be reported to the school administrative office before 3:00 PM on Friday, or 3:00 PM of a day preceding a holiday.**

Junior High - Sports Participation

1. Intramural teams: some fifth grade students currently may have scheduled competitions. All athletes receive playing time if they meet intramural requirements.
2. The Shiloh Junior High teams may consist of 5th, 6th, 7th, and 8th grade students and are regulated by the IESA and all athletes must meet the IESA requirements to be eligible.

GENERAL RULES: JUNIOR HIGH AND HIGH SCHOOL

Students involved in physical competition activities must turn in the following items prior to September 1st for the first sport and after the first full week of practice from then on in all other sports during the school year.

- Agreement to Participate signed by parent(s) and student
- Proof of insurance coverage or insurance waiver
- Physical examination form signed by medical personnel (as approved by IHSA/IESA)
- *All school fees paid* on or before the first practice/event
- Purchase required equipment/uniforms when necessary.
- Follow IESA/IHSA guidelines.
- Students must ride the bus to contests, meets, and/or trips which are away from Shiloh School in transportation provided by the school. *This requirement will have no exceptions.*
- Students must ride the bus home or ride home with their parent/guardian after all away competitions or events, provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid. *This requirement will have no exceptions.*



Unsportsmanlike Behavior

IESA/IHSA states: Any student ejected from a contest for unsportsmanlike conduct shall be ineligible for the next interscholastic contest at that level of competition, and all other interscholastic contests at any level in the interim, in addition to other penalties the IESA/IHSA or the school may assess.

Equipment

Students, coaches, and volunteers are responsible for the care and return of all extracurricular equipment and/or fundraiser materials issued by Shiloh CUSD#1.

- Students must turn in all materials requested by the coach/sponsor.
- Students may need to pay for any lost stolen, broken or damaged equipment/materials.

Grooming and dress policy

A member of an athletic team/extracurricular participant is expected to be well groomed. Appearance, expression and actions always influence people's opinions of athletes/extracurricular participants, the team and school. Once you have volunteered to be a member of a squad you have made a choice to uphold certain standards expected of athletes/extracurricular participants in this community.

The following grooming and dress rules will be adhered to by team/group members:

- Hair-styles are to be maintained in a neat and clean manner so as to present a positive image for both the team/group and the school.
- An athlete/extracurricular participant shall dress presentably at all times, on trips, or at assemblies or banquets.
- Only uniforms issued by the department of athletics will be permitted to be worn for a contest. Uniforms are to be worn only at games or at times designated by coaches. Uniforms should only be worn by the athlete the uniform was issued to.
- Athletes/extracurricular participants will not be permitted to participate until deviations of the above rules are satisfactorily corrected.

Injury or Illness

A student must report any injury and/or illness to his sponsor/coach prior to practice/game/event or when injury and/or illness occur.

- The coach/sponsor must document this notification as a protection to the student and the school.

- When a student is seen by a physician for injury and/or illness and the physician states in writing that the student may not participate in an extracurricular activity, the student may not resume participation without a physician's permission to participate.

Locker room regulations:

- Rough-housing and throwing towels or other objects is not allowed in the locker room. Hazing of other players is not allowed.
- All showers must be turned off. The last person to leave the shower room is expected to check all showers.
- No one except coaches and assigned players are allowed in the locker room.
- No glass containers are permitted in locker rooms.
- All spiked or cleated shoes must be put on and taken off outside of the locker room. No metal or hard-plastic spikes or cleats are ever allowed in any other part of the school building.

Vacations

Vacations by athletic/extracurricular participants during an athletic/extracurricular activity season are discouraged. Parents/athletes/extracurricular participants wishing to do so may wish to reassess their commitment to being an athlete/extracurricular participant. If an absence due to a vacation is unavoidable, an athlete/extracurricular participant must:

- Be accompanied by his/her parents while on vacation.
- Contact the head coach/sponsor prior to the vacation
- Practice one day for each practice or contest day missed prior to resuming competition. (Contest day will count as a practice day).
- Be willing to assume the consequences related to their status on that squad as a starter, 2nd string, 3rd string etc.

GUIDELINES: EXTRACURRICULAR PRACTICES AND CONTESTS

- Follow the coach, sponsor, and/or administration guidelines within the expectations outlined in the rules and expectations determined by the coach or sponsor.
- **Refer to the IESA and/or IHSA website for more information.**
 - <https://www.iesa.org/>
 - <https://www.ihsa.org/default.aspx>

PARENT/COACH RELATIONSHIP

As a parent, you have the right to understand the expectations of your child when he becomes involved in an activity/program. This begins with clear communication from the Coach. ***Parents are encouraged to sign the Parent Code of Conduct agreement, included in this handbook, before participation begins.***

Communication you should expect from your child's coach:

1. Expectations of the team and of the team members
2. A schedule of practices and games, including locations and times
3. Team requirements, i.e., fees, special equipment, off-season conditioning
4. Procedure when a team member is injured
5. Behavior and consequences that could result in non-participation on the team

Concerns the Coach expects to hear from parents:

1. Notification of scheduling conflicts well in advance

Appropriate concerns to discuss with coaches:

1. The treatment of your child, mentally and physically
2. Ways to help your child to improve
3. Concerns about your child's behavior

Athletics teach some valuable lessons including, and perhaps most importantly, that athletics (and also other activities) are about teamwork and personal sacrifice for the good of the common cause. It is in the nature of competition that there may be times when things do not go the way you and/or your child wish. Coaches make judgment decisions based on what they believe to be the best for the team/organization. It is the Coach's job to make these decisions.

Issues inappropriate to discuss with coaches:

1. Playing time
2. Team strategy
3. Play calling
4. Other student athletes

PHYSICAL RESTRAINT

Physical restraint shall be used only as a means of maintaining discipline in schools (that is, as a means of maintaining a safe and orderly environment for learning) and only to the extent that it is necessary to preserve the safety of students and others. Physical restraint shall not be used in administering discipline to individual students, that is, as a form of punishment. The use of physical restraint by any staff member shall comply with the Illinois State of Education rules, Section 1.285, Requirements for the Use of Physical Restraint.

'Physical restraint' is defined as: holding a student or otherwise restricting his or her movements. "Restraint" does not include momentary periods of physical restriction by direct person to person contact, without the aid of material or mechanical devices, accomplished with limited force and design to: (1) prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property; or (2) remove a disruptive student who is unwilling to leave the area voluntarily.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District’s goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District’s bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

Nondiscrimination Coordinator:

Mr. Bill Myers, Superintendent

Name

Shiloh CUSD #1 21751 N 575th Street

Hume, IL 61932

Address

Myersb@shiloh1.org

Email

217-531-1850

Telephone

Complaint Managers:

Morgan Wilhoit, PK-8 Principal

Name

Shiloh CUSD #1 21751 N 575th Street

Hume, IL 61932

Address

woodm@shiloh1.org

Email

217-531-1850

Telephone

Amy Jones, High School Principal

Name

Shiloh CUSD #1 21751 N 575th Street

Hume, IL 61932

Address

jonesa@shiloh1.org

Email

217-531-1850

Telephone

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

- c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

- 6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
- 7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
- 8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
- 9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
- 10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
- 11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

- 12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).

- f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- g. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

7:310, *Restrictions on Publications; Elementary Schools*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Reference Shiloh CUSD #1 Policy 7:180 Prevention and Response to Bullying, Intimidation, and Harassment.

STATEMENT OF RISK

Sports are fun, healthy experiences that anyone may enjoy. Though the concept of sports activities is positive, the risk of injury does exist. All sports pose this health threat, so athletes and parents must be aware of this possibility.

At Shiloh Jr. High/High School, numerous sports are offered for students. Throughout the various seasons, athletes are faced with the possibility of injuries to the head, neck, back, knees, and ankles. Cuts, scrapes, and other open wounds may also occur, as well as damage to the soft tissue of the body. Broken bones, dislocations, and other joint problems are injuries that may occur during an athletic career. Injuries such as these may result in not only temporary loss of function (in a rare instance, a fatality may occur), but also serious impairment of physical, psychological, and social abilities.

The Shiloh CUSD #1 coaching staff understands the inherent dangers of their sport. By teaching proper skills, techniques, training and conditioning of athletes, enforcement of training rules, and execution of safe practices, coaches endeavor to maintain a safe environment for all athletes.

The Statement of Risk is not intended to scare students away from athletics. For the most part, athletics are a healthy, positive experience for students. However, on occasion, injury may occur. All participants - athletes, coaches, and parents - must be aware that these incidents may occur. Awareness will, we hope, bring about more attention to instruction and warning, resulting in lowering the incidence of injury.

Research indicates that a student involved in extracurricular activities has a greater chance for success as an adult. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided within this handbook makes your and your child's experience with the Shiloh Jr. High/High School Athletic Program a valuable learning experience.

STUDENT ATHLETE SELECTION AND RETENTION

1. Students selected as members of an athletic team shall be considered members of the team through completion of the sports regular season unless the athlete is removed for disciplinary reasons, scholastic ineligibility, or mutual agreement between the player and the Coach.
2. Coaches are responsible for the selection of specific squad members for tournament competition and, at the time and at their discretion, may release those members of the squad not involved in the tournament series.
3. All squad members who complete the season may participate in the athletic award ceremonies regardless of whether or not they are award recipients.
4. An athlete dropped from a squad for disciplinary reasons, scholastic ineligibility, or mutual agreement of player and Coach shall not participate in the athletic award ceremonies or receive an award.

TITLE IX: EQUAL OPPORTUNITY NOTICE, POLICY, AND PROCEDURE

Shiloh Community Unit School District No. 1 is in compliance with federal regulations for Title IX of the Educational Amendment for 1972, prohibiting sexual discrimination in education. This school district does not discriminate on the basis of sex in the provision of programs, activities, services or benefits, and guarantees both sexes equal access to educational and extracurricular programs and activities, in accordance with the Sex Equity regulations of the Illinois State Board of Education and with Title IX of the Education Amendments of 1972.

Title IX grievance officers: Mr. Bill Myers, Superintendent
Morgan Wilhoit, PK-8 Principal
Amy Jones, 9-12 Principal

Reference Shiloh CUSD #1 Policy: 2:260 – Uniform Grievance Procedure

TRANSPORTATION

Students must ride the bus home or ride home with their parent/guardian after all away competitions or events, provided the parent/guardian appears and accepts custody of the student. Transportation or Alternated transportation waiver must be completed before sporting events. Notification must be made to coaches, game supervisor and/or administrator of changes in transportation.

Personal vehicles may be driven to the designated pick-up locations in order to make travel more efficient for the students and their families. In so doing, the school does not assume legal responsibility for the safety of the student. Students must record the license plate number, vehicle make, and model in the high school office if driving to school at any time during the school year.

Bus Conduct

Appropriate bus conduct is required at all times on all school buses, including to and from events, contests, and games, shuttle buses, and field trips, as well as regular school day bus routes. All students must follow the District's School Bus Safety Guidelines. Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes:

1. Prohibited student conduct as defined in the Student Discipline Policy.
2. Willful injury or threat of injury to a Bus Driver or to another bus rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the Bus Driver's or other supervisor's directives.
6. Such other behavior as the teacher, sponsor, or coach deems to threaten the safe operation of the bus and/or its occupants.

Transportation Provided By Student

Students may be allowed to drive to designated pick-up locations for extracurricular events. In so doing, the school does not assume legal responsibility for the safety of the student. The student must record license plate number, vehicle make, and model in the high school office if driving to school at any time during the school year.

Use of Video Cameras on Schools Buses

Video cameras may be used on school buses as deemed necessary by the administration in order to monitor conduct and maintain a safe environment for students and employees.

The content of the videotapes are student records and are subject to district policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the videotapes. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Building Principal, Transportation Director, Bus Driver, Sponsor, Coach, or other supervisor. If the content of a videotape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding. However, this does not imply that there is any right or expectancy of continued participation in any extra-curricular activity.

Reference Shiloh CUSD #1 Policy: 7:220 - Bus Conduct

Transportation and/or Alternate Transportation Waiver

Parents/guardians may give permission for their student to be transported or to transport him/herself to or from practice, from an away competition, or to or from other school sponsored and/or extracurricular events by completing and signing a Transportation and/or Alternate Transportation Waiver.

The Transportation and/or Alternate Transportation Waiver may be used to:

- Request to drive your own student, in your own car, to and/or from school sponsored and/or extracurricular events.
- Request that a coach/advisor/faculty member drive your student in their personal vehicle to and/or from school sponsored and/or extracurricular events.
- Request that another parent/adult to drive your student in their personal vehicle to and/or from school sponsored and/or extracurricular events
- Request that your student use his/her own vehicle or a family vehicle to travel to and/or from school sponsored and/or extracurricular events. **NOTE: Your student may only transport family members and one (1) other student in his/her vehicle according to Illinois State Law during their licensing probationary period.**

Parents should be aware that students may be at greater risk of injury or death by being transported in a private automobile instead of a school bus. By signing the Transportation and/or Alternate Transportation Waiver parents/guardians are agreeing not to hold Shiloh CUSD #1 and/or Shiloh High School, and/or any of its agents or employees, liable for any sum which they might claim as a result of injury or property damage arising out of, or caused by, any accident or occurrence during the time said student is being transported by them, driving himself/herself, driving one other student, or being the student driven by another student, or driving or riding with another adult, to or from said practice, game, or other school sponsored and/or extracurricular event in conjunction with the activities listed above. Neither the Shiloh High School nor Shiloh CUSD #1 is responsible for a student missing information provided during the trip to, or returning from, the event. Students, parents, or a student being driven, are not guaranteed admittance to any event should they be unable to meet at the appropriate place or time upon arrival at the event destination.

Students are required to notify the faculty member/coach/advisor that they will be providing their own transportation *in advance* of the activity. If the faculty member/coach/advisor decides that self-transportation for this particular event is inappropriate the student will use the transportation provided by Shiloh School District. The signed Transportation and/or Alternate Transportation Waiver, approved by a Shiloh CUSD #1 administrator, must be provided to the coach and/or the supervising staff member prior to the student being released. Persons providing a student alternate transportation must personally notify the faculty member/coach/advisor prior to leaving the event with the student.

No Shiloh student is permitted to leave any event without first checking in with the faculty member/coach/advisor in charge of the event.

Of special note to any person driving their personal vehicle as a Shiloh CUSD #1 approved volunteer while on Shiloh School District business who is involved in an accident: by law your liability insurance policy is used first. The Shiloh School District liability policy would be used only after your policy limits have been exceeded. The Shiloh School District does not cover, nor is it responsible for, comprehensive and/or collision coverage to your vehicle.

UNIFORM GRIEVANCE PROCEDURE

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60 (P.A. 100-29, final citation pending)
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may

request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed. For bullying and cyber-bullying, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information.

Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Mr. Bill Myers, Superintendent

Name

Shiloh CUSD #1 21751N 575th St Hume, IL

Address

myersb@shiloh1.org

Email

217-531-1850

Telephone

Complaint Managers:

Morgan Wilhoit, PK-8 Principal

Name

Amy Jones, High School Principal

Name

Shiloh CUSD #1 21751N 575th St Hume, IL
Address
woodm@shiloh1.org
Email
217-531-1850
Telephone

Reference Shiloh CUSD #1 Policy: 2:260 – Uniform
Grievance Procedure

Shiloh CUSD #1 21751N 575th St Hume, IL
Address
jonesa@shiloh1.org
Email
217-531-1850
Telephone

SHILOH COMMUNITY UNIT SCHOOL DISTRICT NO. 1
Extra-Curricular Handbook Receipt

**Please remove, complete, sign, and return this page to any school office
by August 31, 2023, or within ten (10) days of enrollment.**

Printed Name of Student: _____ Grade: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Shiloh Extra-Curricular Handbook. I have read this handbook and understand all of the rules, responsibilities, and expectations. In order to help keep my school safe, I pledge to adhere to all of the Shiloh Extra-Curricular rules, policies and procedures.

I understand that Shiloh Extra-Curricular Handbook and Shiloh CUSD #1 policies may be amended during the year and that such changes are available on the School District website and in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with the Shiloh Extra-Curricular Handbook and School District rules, policies, and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Shiloh Extra-Curricular Handbook. I have read the handbook and understand all of the rules, responsibilities, and expectations.

I understand that the Shiloh Extra-Curricular Handbook and Shiloh Community Unit School District #1 policies may be amended during the year and that such changes are available on the School District website and in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my student from being responsible for knowing or complying with the Shiloh Extra-Curricular Handbook and School District rules, policies, and procedures.

Parent/Guardian Signature

Date