



Shiloh Elementary School 2020-2021 Handbook

Grades PK - 5



SHILOH COMMUNITY UNIT SCHOOL DISTRICT NO. 1

Dr. Allen Hall, Superintendent

Beth Harbaugh, Principal

21751 N 575th Street Hume, Illinois 61932-9707

Phone: 217-887-2364

Fax: 217.887.2448

Dear Shiloh School District Parents/Guardians and Students:

This handbook is a summary of board policies governing the district. Shiloh CUSD #1 Board policies are available to the public in the district office and on the district website: www.shiloh1.org.

This handbook may be amended during the school year without notice. The handbook is a communication tool of policies and procedures to all employees expected to execute and comply with them. In all instances Shiloh CUSD #1 School Board Policy and State law supersede this handbook.

This handbook is provided to inform you of the procedures and requirements of our school community. The handbook is organized by sections and contains basic information regarding the schedule, fees, district calendar, attendance, student conduct, and other relevant information. Please keep this information as a reference for questions that you might have during the school year.

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

In the Shiloh School District, we stress the work ethic, responsibility for behavior, and the earning of credentials, i.e., grades, awards, and ultimately, a high school diploma. Students who are responsible, courteous, and who handle themselves in a mature and honest fashion seldom need to worry about infractions of the guidelines and standards.

Because of our common goal of insuring students' academic progress, we urge you to visit our offices or call when you have a question or concern. We are all here to provide the best educational experience for your students.

With you, we commit ourselves to the success of each student in their educational career at Shiloh.

Sincerely,

Dr. Allen Hall
Superintendent

Beth Harbaugh
Principal

This handbook was approved by the Shiloh CUSD #1 Board of Education on June 15, 2020

**Proudly serving the communities of
Brocton, Hume, Metcalf, Murdock, Newman, and Redmon**

TABLE OF CONTENTS

Introduction	
Philosophy of Education	1
Vision.....	1
Mission Statement.....	1
Board of Education	1
Non-Discrimination	1
Forward.....	1
Administration, Faculty, and Staff	2
Calendar	3
Fee Schedule.....	5
Part I Student Conduct	
Attendance	6
Bullying, Intimidation and Harassment Prohibited.....	8
Bus Conduct, Rules, and Guidelines	11
Cafeteria.....	12
Discipline	12
Dress Code.....	18
Plagiarism/Cheating.....	18
Search and Seizure.....	18
Spinners and Other Fidget Devices.....	18
Part II General Information	
Abduction Education	19
Abused and Neglected Child Reporting.....	19
Academic Achievement	19
Address Change	19
Admissions and Transfers.....	19
Annual Parent Notice – Right to Request Teacher Qualifications	20
Asbestos.....	20
Automated External Defibrillator	20
Cancellation of School	20
Chromebooks	21
Conferences	24
Convicted Child Sex Offender.....	24
Curriculum	25
Education of Children with Disabilities	25
E-Learning.....	26
Electronic Devices	28
Electronic Recordings on School Property	29
Emergency Drills	29
Emergency or Disaster Situation.....	30
English Language Learners.....	30
Equal Educational Opportunities	30
Fees and Fee Waivers	30
Field Trips.....	31
Food Allergy Management Program.....	31
Grading System.....	32
Home and Hospital Instruction	32
Home School.....	32
Homeless Students.....	32
Honor Roll – Grades 3-5.....	32
Internet Access.....	32
Library	34
Lockers	34
Make-up Work.....	34
Meals.....	34
Medical	37
No Social Promotion (Grades K-5).....	37
Non-Discrimination	38
Non-School Sponsored Publications.....	39
Parent School Visitation Rights	39
Parent/Student Notice of Rights Concerning a Student’s School Records	39
Pesticides: Public Act 910525.....	42
Physical Restraint.....	42
Residency	42
School Accountability	43
School Calendar	44
Social and Emotional Learning-Character Ed.....	44
Special Deliveries	44
Standardized Testing.....	44
Stevens Amendment	44
Students At-Risk of Academic Failure	44
Suicide and Depression Awareness and Prevention	45
Support Services	45
Surveys	45
Teacher Qualifications	45
Theft.....	45
Title I Programs	46
Transportation	46
Vending Machine Use.....	47
Visitors	47
<u>Form to sign and return</u>	
Student/Parent Receipt of Handbook	48

PHILOSOPHY OF EDUCATION

All students are capable of learning.

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

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

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

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

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

VISION STATEMENT

Students eagerly attend school excited by the acquisition of knowledge; social interactions with staff and peers; and contributions they make to the community.

Students recognize they are responsible for their education with the support, coaching, and mentorship of school staff and the community. As a result, students are active in all aspects of school and have personal satisfaction and pride in their growth and accomplishments.

Because the school is a major component of our community and the strength of both are linked, students seek opportunities to engage with the community realizing that they contribute to the success of their community through their actions.

Shiloh Fosters:

- Inclusion in community
- Competency in navigating daily life
- Confidence in their ability to think critically, solve problems, and make decisions resulting in the lifestyle of their choosing.

MISSION STATEMENT

We are focused on meeting the unique needs of each individual and creating a safe environment where learning has no boundaries. We, along with the community, are committed to providing opportunities for life-long learning in a changing world.

BOARD OF EDUCATION

The Shiloh Community Unit School District #1 is governed by a Board of Education comprised of seven elected members.

The school district covers over 227 square miles in the counties of Edgar and Douglas. The towns served by this district are Brocton, Hume, Metcalf, Murdock, Newman, and Redmon.

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

High School and Junior High students, grades 6-12, attend the Shiloh Junior/Senior High School building in Hume. Prekindergarten through Grade 5 students attend Shiloh Elementary School in Hume. All are closed campuses.

NON-DISCRIMINATION

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

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

FORWARD

This handbook is designed to give students and parents' information concerning ideals, policies, and procedures of the Shiloh District and is not intended to contain every rule or requirement of the school. This handbook is a summary of board policies governing the district. Board policies are available to the public in the district office and on the district website: www.shiloh1.us. This handbook may be amended during the school year without notice. The handbook is a communication tool of all policies to persons expected to execute and comply with them. In all instances Shiloh CUSD #1 School Board Policy and State law supersede this handbook.

ADMINISTRATION, FACULTY, AND STAFF

Shiloh Community Unit School District #1

21751 N 575th Street
Hume, Illinois 61932

Phone: 217-887-2364

Fax: 217.887.2448

Administration

Dr. Allen Hall..... Superintendent
Beth Harbaugh..... Principal

Shiloh Elementary Faculty – Prekindergarten-5

Prekindergarten Elizabeth Smothers
Prekindergarten Erika Kohlmeyer
Kindergarten..... Chelsea Witmer
Grade 1 Jamie Eastin
Grade 2 Morgan Wilhoit
Grade 3 Kristina Milburn
Grade 4 Amy Kincaid
Grade 5 Gwen Gordon
Grade 5 Mary Greifenkamp
Resource..... Megan Young
Speech Jamie Honemann
Title Katie Clodfelder
Elementary P. E. Theresa Sisk

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

Art, PK-12 Randi Pollock
Agriculture Daphne Austin
Business..... Glenda Milam
Business..... Julia North
JH/HS FCA Carolyn McIntyre
History..... Tim Carroll
Industrial Arts, A.D. Rich Knofsky
Language Arts, JH..... Kailey Carey
Language Arts, HS Dorene Boland
Language Arts, Spanish..... Noah Allen
Math, JH..... Nichole Sheckles
Math, HS Pamela Harper
Music, PK-12 Amy Nickell
Driver Ed Theresa Sisk
P.E. T. J. Blake
Shani Weiss
Resource, JH..... Jennifer Burch
Resource, HS Mitzi Glick
Social Studies, JH..... Phyllis Stone
Science Kendra Sadoris
Science, JH..... Pam Evans
Health Shani Weiss

Administrative Support Staff

Bookkeeper Zachery Werkheiser
Elementary Secretary Jennifer Weber-Hall
JH/HS Secretary..... Aly Barry
Unit Secretary Teresa Hawkins

District Support Staff

Nurse..... Kara Bosch
Building & Maintenance Director Dick Wagoner
Bus Driver, Transportation Assistant..... Dana Bogle
Bus Driver Teresa Trammel
Bus Driver Julie Sherer
Bus Driver Tara Eakle
Bus Driver Brandon Richards
Bus Driver Jeri Hayes
Bus Aide Wanda Moore
Custodian Jayme Dillon
Custodian Glen Hawkins
Custodian Lonni Davidson
Custodian Gale Johnson

Support Staff

Classroom Aide Kennetta Barth
Classroom Aide Elizabeth Eveland
Classroom Aide Noah Allen
Classroom Aide Abigail Bush
Classroom Aide Erin Pope
Classroom Aide Kaylee Rideout
Library Aide Pam Julian
Pre-K Aide Jessica Slater
Pre-K Aide Julie Bange
P.I.P. Aide, Bus Driver Marcia Silver
P.I.P. Supervisor/Home Visitor Lynn Holm
P.I.P. Parent Educator/Home Visitor.....Lori Carroll
P.I.P. Parent Educator/Home Visitor.....Penny Krabel
P.I.P. Parent Educator/Home Visitor.....Molly Fearneyhough
Title Aide Sue Biddle

**SHILOH SCHOOL DISTRICT NO. 1
2020-2021 FEE SCHEDULE**

Approved by the Shiloh CUSD #1 Board of Education on March 16, 2019

REGISTRATION FEES **Registration fees must be paid on or before the first day of school**

High School (Grades 9-12).....	\$90.00
Junior High (Grades 6-8).....	\$60.00
Elementary (Grades K-5).....	\$55.00

OTHER FEES

Chromebook rental – Required Grades 2-12	\$10.00
P.E Uniform – Required Grades 6-12 (available at registration & during the school year) S-XL	\$15.00
.....XXL	\$16.00
.....XXXL	\$17.00
Driver Education – Must be paid before the 1st day of class	\$100.00
Athletics – Must be paid before the 1st day of practice (Per sport with max of \$75.00 per family)	\$15.00
Padlock.....	\$2.00

THE FOLLOWING COSTS ARE NOT COVERED BY A FEE WAIVER

Dual Credit Fee – **Must be paid before the 1st day of class**

Bio II	\$ TBA	Speech.....	TBA
Environmental Biology	\$ TBA	Comp 101.....	TBA

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

*Family Season Passes are for the custodial parent(s)/guardian(s) and their 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 extra-curricular/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 2020-2021 school year.

Shiloh School District has elected to continue participation in the Community Eligibility Program (CEP) for the 2020-2021 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 ala carte items.* Students must have money in their account to purchase ala 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.

3/18/2020 2:30 PM

PART I **STUDENT CONDUCT**

ATTENDANCE

Attendance is the responsibility of each student and his parents. Compulsory attendance laws stipulate that students must attend public school or show cause why they are not in school. -

Shiloh Elementary School is a Closed Campus. Therefore, students are not to leave during school hours without the express consent from the appropriate office. If a student is observed leaving school, or if it becomes apparent that a student has left campus without permission, this must be reported to the Principal's office.

Students are not permitted to leave school to run errands for a teacher. Parents must sign out their student in the appropriate office when leaving for an appointment or when picking them up during the school day.

Absence-Excused Absence

An excused absence indicates a legal absence from school with parental and school permission. Examples of an excused absence are, but are not limited to:

- ◆ Student illness or serious family illness
- ◆ Medical and dental appointments
- ◆ Death of a relative, close friend, or fellow student
- ◆ Unavoidable accident
- ◆ Religious holidays or occasions
- ◆ Field trips or school business trips

Unexcused Absence

An unexcused absence indicates the student is absent from school with or without the consent of parents but for a reason which is not permitted by the school or Illinois law. Appropriate disciplinary actions will be applied to the student. Full credit will not be given for work from unexcused absences.

Examples of unexcused absences are, but are not limited to:

- ◆ Oversleeping
- ◆ Missing the bus
- ◆ Duties at home of a non-emergency nature
- ◆ Personal business
- ◆ Shopping or recreational trips
- ◆ Dance, promotion, or similar event arrangements
- ◆ Completing homework

Make-up Work

After one or more consecutive days of excused absence, the student shall have one day for each day absent (up to five [5] school days) to make-up missed work. The Principal may approve a period of time exceeding five (5) days.

Reporting an Absence¹

Parents must report student absences to the relevant school office by 10:00 AM each day that their student is absent. Notices may be in person, by written and signed notification – including email, or by a phone call or by text to the Emergency cell phone number provided. Absences may also be reported through the website attendance portal. ***Absence reporting applies to e-learning as well as a normal school day.*** Administration reserves the right to verify any student's absence.

When leaving a phone message, please include the following information:

1. Your name and phone number
2. Student's name
3. Student's grade
4. Reason for absence

Please leave your message at the appropriate extension:

Shiloh Junior/Senior High School	217-887-2364 Ext. 2	Junior/Senior High School Grades 6-12	barrya@shiloh1.org
Shiloh Elementary	217-887-2364 Ext. 1	Elementary Grades PK-5	weber-hallj@shiloh1.org
Grades PreK-12 (Shiloh Cell Phone)	217-921-4072	Call or Text	

If a student is absent five (5) consecutive days, or when absences become frequent, or a pattern of absences is apparent, a signed doctor's excuse will be required to verify the reason for the absences.

For the safety of students, the Illinois School Code Section 5/26 requires the school to contact a parent if a student does not attend or is reported absent, unless the absence has been approved in advance by the parent. This law requires the school district to obtain telephone numbers of parents prior to enrollment.

Planned/Prearranged Absences

¹ The Administration may verify student's absences via any method deemed suitable.



Vacation periods are established by the Board of Education when the school calendar is adopted for the school year. If parents plan to extend vacation periods, arrangements must be made in advance for such absences. Parents and students should understand that such extension of vacations during the school year may not be in the best educational interest of the student.

It is the responsibility of the parent and student to arrange all make up work for those absences. Such arrangements must be made in advance to ensure that the absence is excused.

All absences for any trip or vacation when the student is *not accompanied* by a parent, such as a youth group, must be pre-approved through the school office. If not, the absence will be unexcused, and no provision will be possible for making up work.

Parents must contact the office at least five (5) days prior to a planned absence. They must explain the proposed absence in writing. Failure to follow the planned absence procedure, except in the case of emergency, may result in an unexcused absence, which means "Incomplete" on all missed homework. This procedure is designed to improve communication between the teachers and students, so the student does not suffer academically due to an absence.

Medical appointments which cannot be scheduled outside the school day may qualify as a planned absence. If the planned absence procedure is not followed, the student may not receive credit.

Administration may verify the reason for any planned absence by whatever means they deem appropriate.

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 are accepted. The district fax number is 217-887-2448.

Tardiness

Tardiness is arriving to school after 8:05 AM. If a student is late to school, the student must sign in and receive a pass from the office. Arriving late to school because of verified reasons, such as a medical appointment or late school bus, will be counted as an excused tardy. Continued late arrivals will result in an administrator meeting with the student's parents.

Truancy

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

Illinois School Code Section 26.2A provides that whoever has custody or control of a child between the ages of 7 and 17 years; or if the child is under 7 years of age or over 17 years of age and enrolled in school, shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session during the regular school term; provided, that the following children shall not be required to attend the public school:

- Attending a private or a parochial school where children are taught the branches of education taught to children of corresponding age and grade in the public schools, and where the instruction of the child in the branches of education is in the English language;
- Physically or mentally unable to attend school, such disability being certified by a competent physician or a Christian Science practitioner residing in the State and listed in the Christian Science Journal; or who is excused for temporary absence for cause by the Principal;²
- Necessarily and lawfully employed if excused by the Regional Superintendent, Superintendent, or certification of the facts by the recommendation of the School Board.
- Over 12 and under 14 years of age while in attendance at confirmation classes.
- Absent from a public school on a particular day or days or at a particular time of day because the tenets of the child's religion forbid secular activity on a particular day or days or at a particular time of day. The parent of a child who is to be excused from attending school due to the observance of a religious holiday must give at least five days' notice, to the school Principal.

Truant/Excessive Absences

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

A "Chronic or habitual truant" shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days.

Upon a student's fifth unexcused absence the school will send a "Notice of Absenteeism" letter to the parent/guardian concerning the child's absences. The Regional Office of Education Attendance Officer will be notified of the student's unexcused absences.

After a student has nine unexcused absences, the school will contact the Truant Officer. The State's Attorney will be notified about processing a "truant minor in need of supervision."

Legal action may include the following: Any person having custody or control of a child subject to this compulsory school attendance, to whom notice has been given of the child's truancy within that school year, and who knowingly and willfully permits such a child to persist in their truancy within that school year, upon conviction of a Class C misdemeanor shall be subject to not more than 30 days imprisonment and/or a fine up to \$1,500.00.

Any person who induces or attempts to induce any child to be absent from school unlawfully, or who knowingly employs or harbors, while school is in session, any child absent unlawfully from school for three (3) consecutive school days, is guilty of a Class C misdemeanor and shall be subject to not more than 30 days imprisonment and/or a fine up to \$1,500.00.

² Pregnant students are required to attend school unless physically or mentally unable to do so.

Reference Shiloh CUSD #1 Policy: 7:70 Attendance/Truancy

No chronic or habitual truant shall be subject to punitive action including out of school suspensions, expulsions or court action, and no action shall be taken against chronic truants for such truancy unless available supportive services and other school resources have been provided to the student.

Consequences of Truancy

Students defined as truant may be retained in their current grades as stated in the No Social Promotion Policy. The following services or consequences will be utilized to assist the student and his family to increase attendance:

1. Parent Notification
2. Counseling/Referral to school Social Worker
3. Regional Office of Education Truancy Officer
4. Removal from extracurricular activities
5. Alternative education programs

Reference Shiloh CUSD #1 Policy: 7:70 Attendance and Truancy, 7:80 Release Time for Religious Instruction/Observance, and 7:90 Release During School Hours

BULLYING, INTIMIDATION, AND HARASSMENT

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:

Dr. Allen Hall, Superintendent
 Name
Shiloh CUSD #1 21751 N 575th Street
Hume, IL 61932
 Address
halla@shiloh1.org
 Email
217-887-2364 Ext. 6
 Telephone

Complaint Managers:

Beth Harbaugh, Principal
 Name
Shiloh CUSD #1 21751 N 575th Street
Hume, IL 61932
 Address
harbaughe@shiloh1.org
 Email
217-887-2364 Ext. 3234
 Telephone

Megan Pierce, Guidance Counselor
 Name
Shiloh CUSD #1 21751 N 575th Street
Hume, IL 61932
 Address
piercem@shiloh1.org
 Email
217-887-2364 Ext. 3228
 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.
 - h. 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.

BUS CONDUCT, RULES, AND GUIDELINES**General Guidelines**

These rules and guidelines are always in effect on all school buses. This includes to and from contests, events, and games, shuttle buses, and field trips, as well as regular school day bus routes. Transportation is provided to all students in the district who live more than 1.5 miles from the school. The Transportation Director schedules all buses, routes, shuttles, and co-curricular trips. Bus drivers, teachers, and administrators present safety rules to students.

Instructions to School Bus Riders

1. Be on time at the designated school bus stop; help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until instructions are given by the driver.
7. Always keep hands and head inside the bus after entering and until leaving the bus. Do not throw anything out the bus windows.
8. Remember that loud talking and laughing or unnecessary confusion divert the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching and crossing railroad crossings.
10. Treat bus equipment as you would valuable furniture in your home. Never tamper with the bus or its equipment.
11. Assist in keeping the bus safe and sanitary at all times. No eating is allowed on the bus.
12. Carry no animals on the bus (except with special permission of the district).
13. Keep books, backpacks, coats, and all other objects out of the aisles and away from emergency exits. These items should be placed under the school bus seat while in transit.
14. Leave no books, lunches, or other articles on the bus.
15. Be courteous to fellow pupils and the bus driver. To earn respect, you must first show respect.
16. Help look after the safety and comfort of smaller children. Keeping distractions to a minimum will help the bus driver ensure your safety while in transit.
17. Do not ask the driver to stop at places other than the regular bus stop. He or she is not permitted to do this except by proper authorization from a school official.
18. Observe safety precautions at discharge points. Know and observe the rules. When it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Wait for the signal from the school bus driver permitting you to cross.
19. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.

Procedure for Unacceptable Bus Behavior

1. Bus driver contacts the parent/guardian about the incident.
2. Bus driver submits discipline report to the Principal and/or designated discipline director.
3. Principal and/or transportation personnel view videotapes.
4. Principal may meet with student and/or parents.
5. Decision is made regarding consequences of misbehavior.
 - Offenses are cumulative for the semester.
 - Safety of other students is the primary consideration.
 - Consequences include detention, suspension, and/or withdrawal of bus privileges.

Bus Conduct

Appropriate bus conduct is always required 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. 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 the 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 the bus driver's or other supervisor's directives.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

Consequences of Unacceptable Bus Behavior Written referral

- First referral: Written warning and loss of recess
- Second referral: Suspension of bus privileges for one day

- Third referral: Three-day suspension from riding the bus - including shuttle buses, field trips, and to and from events, contests, and games
- Fourth referral: Suspension of bus privileges for the remainder of a semester or thirty days, whichever is longer.

Students will be held responsible for payment or replacement for any damage of school transportation vehicles. Continued or serious problems will result in suspension from riding the bus for the balance of the semester and/or school year.

If a bus driver attempts to drop a student off at the child's house and no one is home, we call the parent. If we are unable to get ahold of the parent, we take the student back to school. The parent must then pick the student up at school. This creates supervision issues for school personnel as someone must stay with the student until the child is picked up.

All parents should have a second phone number for us to call in the event no one is home when the bus attempts to drop their student off.

The third time that we have to take a child back to school, we will call the sheriff's office. If there is a fourth time, we will call DCFS—Department of Children and Family Services.

Students will be held responsible for payment or replacement for any damage of school transportation vehicles. Continued or serious problems will result in suspension from riding the bus for the balance of the semester and/or school year.

CAFETERIA

Children need healthy meals to learn. Shiloh School District offers a healthy breakfast and lunch which meet the USDA meal requirements.

Students in grades 2-5 will use an ID card for lunches. If an ID lunch card is lost there will be one (1) free replacement. Additional cards will be \$2.00 each and will be charged to the student's meal account.

Students are expected to follow the rules of common courtesy and safety while going to and from, and while within, the cafeteria.

- **Students in grades PK-8 may not bring pop or energy drinks to school nor purchase pop or energy drinks during school hours.**
- The for-profit sale of any food or beverage while school meals are being served is strictly prohibited. Example: Boy/girl scout candy sales, bake sale items, or any other type of food fund raiser.
- Recyclable materials should be placed in the receptacles provided.

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

DISCIPLINE

Introduction/Philosophy

School guidelines and rules, with respect to appropriate behavior, are designed to ensure that teaching and learning can occur in an environment free from personal harassment, disrespect, disruptive noise, and abuse. Behavior must contribute to an environmentally safe, physically safe, and emotionally stable educational setting.

When a student enters the school environment of the Shiloh CUSD#1, the staff commits itself to assist the student in the development of self-respect, self-discipline, and self-directed learning. The staff is also committed to listening to the concerns and issues of parents. We request that parents be open to the mission of a sound education in a safe environment and work with us in developing ways to help students progress.

The Shiloh Staff shall set the standard to treat others in the way that they expect to be treated. Teachers, administrators, and support staff are advised to not embarrass students who are making inappropriate choices. School personnel will make every effort to redirect and diffuse inappropriate behaviors. School personnel will seek assistance when needed. While corporal punishment is not legally permissible, adults may use reasonable force if a situation becomes serious and/or threatening.

Rules and guidelines are applicable in all school and school-related settings. Students and school personnel are representatives of Shiloh CUSD#1, and their behavior and actions speak to the public at large.

The following rules and guidelines are the basis on which we choose appropriate behavior:

1. Treat all people with respect and consideration. Recognize that all people have value. This applies to verbal and physical behavior such as name calling, harassing, fighting, and backtalking, which will not be allowed.
2. Treat all property with respect. This includes individually owned property and school and community property. Vandalism, defacing, or theft of any property will not be allowed.
3. Refrain from offensive behavior. Abusive or crude language, obscene gestures, interrupting others, and disrupting a classroom are unacceptable.
4. Abide by the laws of the State of Illinois and our country.
5. The use of tobacco, E-Cigarettes, vape pens, Mods, or similar devices, powdered caffeine materials, alcohol, drugs, inhalants, and/or drug paraphernalia on school grounds or at any school event is not permitted. Possession, use, delivery, sale or transmittal of any illegal substance, or look-alike, is not permitted on school grounds or at any school event.
6. Weapons are illegal and are not permitted on school grounds or at any school event. Using, possessing, controlling, or transferring a weapon is prohibited.
Weapon is defined as
 - a. a firearm, meaning any gun, rifle, shotgun, as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. §921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/25-1)

- b. a knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm,
- 7. Items such as electronic games, CD players, MP3's, boom boxes, headphone devices, cameras, trading cards, trading card catalogs and magazines, and comic books are not allowed in classrooms without prior approval from administration.
- 8. Gang activity is not permitted on school grounds or at any school event.
- 9. Strive to resolve conflict in a peaceful manner. Help your fellow students. Be kind.
- 10. Seek assistance when you find yourself in need of help.
- 11. Be honest about your own behavior. Do not leave school without permission. Do not create false emergencies. Do not protect those who refuse to be responsible for their own actions.
- 12. Be prepared for class with required materials and homework assignments.

Guideline Consequences

Staff will follow a pattern of responses to student misbehavior:

- warning
- loss of privileges
- office referral
- parent contact and conference(s)
- noon detentions
- in-school suspensions
- out-of-school suspensions
- withdrawal from bus privileges
- police involvement

Note: Possession of a weapon will result in a minimum one (1) year expulsion and a maximum of up to two (2) years expulsion.

Pre-kindergarten

Suspension

- In School/Program Suspension: The child may be temporally removed from classroom and/or class peers. Child may be sent to some other part of the school/program (e.g., other classroom, director's office) for part of the day or multiple days in response to problem behavior. This includes when the child is removed from the classroom to spend extended time with administrator, counselor, behavior therapist or another adult.

Grades K-2

The Classroom Management Plan follows a pattern of responses with the following procedure:

- 1st infraction: Name on the board (warning)
- 2nd & 3rd infraction: Teacher intervention (Teacher held detention. Teachers shall assign detention time to be served before school, at noon, or after school)
- 4th infraction: Referral to Principal

The administration may use, but is not limited to, the following list of violations when dispensing discipline.

Skipping class	Horseplay
Tardy/late arrivals	Inappropriate Behavior
Truancy, skipping school	Insubordination
Bus Write-Up	Internet Violations
Cell phones, cameras, other electronic devices	Language – General, At Another Person, At Staff Member
Cheating/Plagiarism	Parking Lot Violations
Destructive Actions	Passport Violation
Dress Code Violation	Possession of Weapon regardless of its composition, any object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm
Drugs, Drug Paraphernalia, or Alcohol	Public Display of Affection
Fighting	Theft
Forgery	Tobacco Products, E-Cigarettes, Vape pens, Mods, or similar devices, or powdered caffeine materials
Graffiti - Non-Vulgar, Vulgar	Vandalism
Harassment/Bullying, Harassment/Bullying Student to Teacher	Vandalism

*For all out-of-school suspensions a parent and the student are required to attend Parent/Teacher/Administrator Conference before re-admittance to school. Additional absences due to failure to attend the Conference may be treated as unexcused.

Noon Detention Guidelines

Students who receive notice of a noon detention will serve the detention on the assigned days. Parents may be notified prior to the assigned detention.

1. Students will eat a supervised lunch at an assigned time.
2. Students are not allowed to leave the room except at designated times or with the permission of the noon detention supervisor.
3. Students are expected to stay busy at their seats doing assigned work.
4. Students may not converse, socialize, or sleep.
5. Students may not use any electronic devices during noon detention.
6. Students will not be permitted to participate in any extracurricular activities on the day they serve noon detention.
7. Failure to follow all the above rules may lead to further punishment, loss of privileges, or suspensions.

Suspension

When a student has been assigned an in-school or out-of-school suspension, the student may not participate in any extracurricular activities or attend a school function. (Example: athletics, classroom, or club field trips, etc.)

Students are required to complete assigned homework given during a suspension. Students will receive credit if their homework is turned in when they return from the suspension.

Suspension and Expulsion

If a student is considered a danger to himself other students, faculty or school property, the student may be excluded.

School districts are required to inform parents and students of the Suspension and Expulsion Policy and Procedures to ensure that the rights of students are met. Suspension of a student is a method by which the school alerts parents that repeated occurrence of the behavior may result in additional suspensions or expulsion.

An administrator may suspend a student, whose behavior is judged to be gross disobedience or gross misconduct, from class activities, school, transportation, and/or extracurricular activities.

A student suspended from school is *automatically suspended from all extracurricular activities during the suspension*. Students are required to complete assigned homework given during the suspension. Assigned homework must be completed upon return from the suspension. Teacher will determine the amount of credit received.

The Superintendent shall implement suspension procedures that provide, at a minimum, for the following:

1. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained, and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parents/guardians. A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parents/guardians of their right to a review of the suspension. The School Board must be given a summary of the notice, including the reason for the suspension and the suspension length.
4. Upon request of the parents/guardians, a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parents/guardians may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Discipline of Special Education Students

The District shall comply with Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's act of gross disobedience or misconduct is a manifestation of his or her disability.

However, if the student is considered a danger to himself other students, faculty or school property, the student may be temporarily excluded in a non-disciplinary action.

Such exclusion shall not exceed ten (10) days unless the District and the parents agree. The Superintendent shall immediately contact the Director of Special Education (EIASE) and legal counsel.

Recommendation for Expulsion

Any student suspended for 10 or more days will be considered for expulsion. In some instances, a first offense will be sufficient for an expulsion recommendation.

Expulsion Procedures

Gross disobedience or gross misconduct shall result in expulsion. The student and his parents shall be notified in written form of the charges and evidence.

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

The following are expulsion procedures:

1. Before a student may be expelled, the student and his or her parents/guardians shall be provided written notice to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:
 - a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.

- b. The time, date, and place for the hearing.
 - c. A short description of what will happen during the hearing.
 - d. A statement indicating that The School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
 - e. A request that the student or parents/guardians inform the District if the student will be represented by an attorney and, if so, the attorney's name.
2. Unless the student and parents/guardians indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
 3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parents/guardians may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco, E-Cigarettes, vape pens, Mods, or similar devices, or powdered caffeine materials Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
2. Using, possessing, distributing, purchasing, or selling:
 - a) Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b) Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
 - c) Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d) Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
 - e) Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f) "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - g) Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
3. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
4. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing a nd indecent visual depiction of oneself or another person using a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy, or by the Building Principal, all electronic devices must be powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
5. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
6. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
7. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving, or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
8. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student or urging of other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
9. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

10. Being absent without a recognized excuse: State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
11. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member
12. Being involved in gangs or gang-related activities, including displaying of gang symbols or paraphernalia.
13. Violating any criminal law, including, but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
14. Engaging in any activity, on or off campus that 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.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply 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 which 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.

Disciplinary Measures

Disciplinary measures may include:

1. Referral to school Social Worker/Interventionalist—May include counseling
2. Disciplinary conference.
3. Withholding of privileges.
4. Seizure of contraband.
5. Suspension from school and all school activities for up to 10 days provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
6. Suspension of bus riding privileges, provided that appropriate procedures are followed.
7. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
8. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons
9. Notifying parents/guardians.
10. Temporary removal from the classroom.
11. In-school suspension.
12. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons

A student, who is determined to have brought one of the following objects to school, to any school-sponsored activity or event, or to any activity or event that bears a reasonable relationship to school, shall be expelled for at least one calendar year, but no more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. §921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).

2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she (1) observes any person in possession of a firearm on or around school grounds, however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian, "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior. The Superintendent, Building Principal, Assistant Building Principal, or Director of Discipline is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Misconduct by Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Reference Shiloh CUSD #1 Policy: 2:240 Board Policy Development, 5:230 Maintaining Student Discipline, 6:110 Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program, 7:70 Attendance and Truancy, 7:130 Student Rights And Responsibilities, 7:140 Search And Seizure, 7:150 Agency and Police Interviews, 7:160 Student Appearance, 7:170 Vandalism, 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment, 7:190 Student Behavior, 7:200 Suspension Procedures, 7:210 Expulsion Procedures, 7:220 Bus Conduct, 7:230 Misconduct by Students With Disabilities, 7:240 Conduct Code for Participant's in Extracurricular Activities, 7:270 Administering Medicines to Students, 7:310 Restrictions on Publications and Written or Electronic Material; 8:30 Visitors to and Conduct On School Property

DRESS CODE

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

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

- ◆ All students and employees MUST wear a mask at school during the pandemic. Everyone entering the building MUST wear a mask. This is the requirement as per the State Board of Education and the Illinois Department of Public Health. It is always possible that this requirement could be relaxed, but as of now this is what we have to follow.
- ◆ Dress and grooming will be consistent with educational objectives and not promote alcoholic beverages, illegal drugs, tobacco, illegal or violent behavior, or have sexual connotations.
- ◆ Bare backs and bare midriffs are unacceptable.
- ◆ Clothing that exposes undergarments is not acceptable.
- ◆ Dress, accessories, and grooming shall not display sexual, racist, lewd, vulgar, obscene symbols, questionable sayings, or of fensive language. This includes face coverings/face masks.
- ◆ No jewelry, patches, or other clothing depicting gangs and/or drugs will be allowed.
- ◆ Students are not to wear clothing of event artists or groups that are known for their use of satanic or demonic images, violence, profanity, sexual images, discrimination, or criminal acts in their performances or promotion and for the glorification of said event, artist, or group.
- ◆ Painted chests, midriffs, arms, and/or backs are prohibited.
- ◆ No exposed fitness bras or bare chests are allowed at sporting events.
- ◆ Low and/or plunging necklines, bare shoulders, bare backs, bare chests, and bare midriffs are unacceptable. Halter tops, tank tops, tube tops, mesh tops, sports bras, fitness bras, or apparel that shows bare midriffs, are see-through, or have large sleeveless openings are not permissible. Appropriate sleeveless shirts and/or tops must have a minimum 2" strap/shoulder width.
- ◆ Appropriate footwear must always be worn.
- ◆ Hats, coats, gloves, hoods and sunglasses shall not be worn in the school building during the school day, except for special occasions approved by administration.
- ◆ Book bags shall not be carried from class to class during the school day.
- ◆ Spiked apparel, accessories, and/or chains may not be worn.
- ◆ Accessories that can be deemed a safety issue are not acceptable. Wallet chains and studded jewelry are two examples.
- ◆ The torso will be covered from a reasonable length from the neck to mid-thigh so as not to reveal any body parts or underwear beneath while sitting, standing, squatting, or walking. This includes jeans and low rider jeans, shorts, skirts, pants, etc.
- ◆ Clothing made of mesh, fishnet fabric, or clothing with holes that expose the chest, abdomen, genital area, buttocks, undergarments, or the leg above mid-thigh, shall not be permitted. This rule applies when wearing tights, leggings, yoga pants, or similar garments.
- ◆ Shorts, skorts, skirts, etc., shall not be shorter than 5 inches above the knee cap.
- ◆ Tattoos that violate any of the provisions of the Student Dress Code must always be covered while students are on school property and/or in attendance at school-sponsored activities.

The administration shall make final judgment of questionable student dress.

Students who violate the Student Dress Code shall be immediately required to change their attire into something appropriate. If necessary, the student will be asked to call home and arrange for a parent to bring alternate clothing. If needed, the school may ask the child to turn the clothing inside out or the school may provide alternate clothing for the student. Absence to change clothing is not an excused absence.

Reference Shiloh CUSD #1 Policy: 7:130 Student Rights and Responsibilities, 7:190 Student Behavior

E-LEARNING

- ◆ Letter grades will be given for both E-learning and at school instruction. Pre-K-2 will have paper packets sent home. There could be limited E-learning in grades Pre-K-2.
- ◆ Daily attendance and engagement by student(s) is required
- ◆ Regular communication and feedback from students and parents will be required.
- ◆ Grading, GPA, and graduation requirements will be in effect and fully implemented per District guidelines.
- ◆ Per ISBE, a minimum of five (5) clock hours per day is required.
- ◆ Access to internet is in order for students to participate in remote learning (the District may have a limited number of access devices)
- ◆ Students choosing to participate in remote learning will not be eligible to participate as a member of any extra-curricular or co-curricular activities/sports.

PLAGIARISM/CHEATING

Plagiarism/cheating is misrepresenting another person's work as your own. The copied work could be from a book, the Internet, a peer, etc. If a student has plagiarized/cheated, zero credit will be received for that assignment or test. Students that plagiarize/cheat may be suspended from the Internet, suspended from the use of school computers, or other disciplinary action.

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

SEARCH AND SEIZURE

To maintain order 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 Superintendent 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

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 District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive considering the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

- Outside the view of others, including students
- In the presence of a school administrator or adult witness; and
- By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search and given to the Superintendent.

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

State law requires the District to notify students and their parents/guardians that school officials may 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. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

Reference Shiloh CUSD #1 Policy: 7:130 Student Rights and Responsibilities, 7:150 Agency and Police Interviews, 7:190 Student Behavior

SPINNERS AND OTHER FIDGET DEVICES NOT APPROVED

Any type of spinner or fidget device deemed necessary and approved by the administration shall be provided by the school.

Spinners or other types of fidget devices that are not approved for use as an educational supported intervention shall not be used in the classroom or at any time during the school day.

These devices must be left at home as they will be confiscated by school staff.

PART II **GENERAL INFORMATION**

ABDUCTION EDUCATION

All PK-8 classroom teachers will conduct a unit on abduction education in accordance with Illinois state law.

ABUSED AND NEGLECTED CHILD REPORTING

All district employees who have reasonable cause to suspect that a student may be an abused or neglected child are required to report this information to the Illinois Department of Children and Family Services hotline: 1-800-252-2873

ACADEMIC ACHIEVEMENT

Students may be recognized each quarter for academic achievement. Those students who achieve at a high level may be designated as Honor Students. Notice of Honor Roll is sent to local newspapers and continued high grades may result in recognition during the Elementary Awards Program.

Academic Progress Reports

Academic Progress Reports may be mailed, or upon request will be mailed, to parents halfway through each quarter. These notices were established to encourage students to review their approach to studying and working.

ADDRESS CHANGE

Please inform the school office of any change of home address, home/business phone numbers, or emergency contact information. The safety and welfare of your child depends on the school's ability to reach you in the event of a medical or other emergency. Shiloh School District, as well as the Illinois State Board of Education, requires that a working emergency phone number be listed with the school.

ADMISSIONS AND TRANSFERS**Age**

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. A child entering first grade must be 6 years of age on or before September 1 of that school term. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten, was taught in kindergarten by an appropriately certified teacher, and will be 6 years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Students must be enrolled in Shiloh Schools using their legal name. Parents/guardians of students enrolling in the District for the first time must present:

1. A *certified copy* of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Reference Shiloh CUSD #1 Policy: 6:140 Education of Homeless Children, 7:50 School Admissions & Student Transfers To & From Non-District School

ANNUAL PARENT NOTICE: RIGHT TO REQUEST TEACHER QUALIFICATIONS

Our schools receive federal funds for Title I programs that are part of the *No Child Left Behind Act of 2001*. Throughout the school year we will continue to provide you with important information about this law and your child's education.

You have the right to request the information regarding the professional qualifications of your child's classroom teacher(s). If you request the information the district or school will provide you with the following as soon as possible:

- If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction
- If the teacher is teaching under an emergency status for which state licensing requirements have been waived
- The type of college degree major of the teacher and field of discipline for any graduate degree or certificate; and
- If your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

ASBESTOS

In accordance with EPA regulations, Shiloh Schools are inspected semi-annually for friable (easily crumbled) materials which contain asbestos. Asbestos containing materials are present in the Shiloh School buildings. Records of inspections, as well as diagrams of locations, are available in the offices of each building.

AUTOMATED EXTERNAL DEFIBRILLATOR

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

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

CANCELLATION OF SCHOOL

The Board of Education, Administration, and Transportation Department have developed the following plan for school cancellation and/or snow routes. Snow routes will be used as a last resort if snow, ice, or mud prevents the buses from using country roads.

Keeping parents informed is a top priority of the District. We offer the Blackboard Connect5® Notification Service. Blackboard Connect5® allows us to notify you in the event of an early dismissal, school closing, or major emergency. If you want to receive Blackboard Connect5® notification in the event of a weather related delayed opening, early dismissal, school closing, or other emergency, fill out an Blackboard Connect5® Participation Request Form and return it to your child’s teacher or any school office.

If school is cancelled or if buses are operating on *snow routes*, the information will be provided to the following radio/and television stations:

WCIA/WCIX Channels 3/49	WTHI Channel 10	Illini Radio Group
WICD Channel 20	WTWO Channels 2/8	Champaign-Urbana Radio Group
WAND TV Channel 17	WPRS/WACF 98.5	

Please discuss this information with your child and share this information with your child’s emergency contacts.

Snow Routes: Pickup for *out-of-town* (country) students will be:

<u>Town</u>	<u>Morning Pick-up Time Bus will LEAVE at</u>	<u>Afternoon Drop-off Time Bus will Drop Off at</u>	<u>Location</u>
Redmon	7:25 AM	3:45 PM	Post Office
Brocton	7:30 AM	3:40 PM	Brocton Store
Metcalf	7:40 AM	3:30 PM	Community Center
Hume	7:40 AM	3:25 PM	Grafton Memorial Park
Murdock	7:20 AM	3:50 PM	Corner of Third & Main
Newman	7:40 AM	3:30 PM	Newman Park

NOTE: During adverse weather conditions, pick-ups may not be at the normal time. Buses will *attempt* to make all in-town stops.

Delayed Opening: If a *delayed opening of one or two hours* is announced, the following schedule for all pickups will apply:

One Hour Delay – School will begin at 9:05 and dismiss at the regular time.
Pick-ups will be one hour late. Example: 7:15 pick-up will be at 8:15 7:45 pick-up will be at 8:45

Two Hour Delay – School will begin at 10:05 and dismiss at the regular time.
Pick-ups will be two hours late. Example: 7:15 pick-up will be at 9:15 7:45 pick-up will be at 9:45

Please discuss this with your child and share this information with your child’s emergency contacts.

Special Note about FOG: Because some families in the district live on main highways, we are concerned about children crossing the highway during times of low visibility. The Transportation Department will contact those families individually to arrange precautions for pickup and delivery on extremely foggy days.

Reference Shiloh CUSD #1 Policy: 4:110 Transportation

CHROMEBOOKS

Shiloh Community Unit School District is committed to providing a digital learning environment that encourages responsible collaboration, communication, and innovative problem-solving. Technology is a tool to promote authentic learning and to empower all stakeholders with a local and global voice to make this world a better place.

1. Receiving Your Technology Device
 - a. Parent/Guardian Orientation: All parents/guardians are required to sign the Technology Agreement before a device can be issued to their student.
 - b. Student Distribution: Students must also sign the Technology Agreement prior to receiving their device.
 - c. Transfer/New Student Distribution: All transfer/new students will be able to pick up their device, after they have registered for classes and have attended/viewed the presentation. Both students and their parents/guardians must sign the Technology Agreement prior to picking up a device.
2. Returning Your Device
 - a. End of Year: At the end of the school year, students must turn in their device and accessories. Failure to turn in the device may result in the student being charged the full replacement cost of the device. The District may also file a report of stolen property with the local law enforcement agency.
 - b. Transferring/Withdrawing Students: Students who transfer out of or withdraw from Shiloh must turn in their device and accessories to their school’s Main Office on their last day of attendance. Failure to turn in the device and accessories may result in the student being charged the full replacement cost of the device and power cord. Unpaid fines and fees of students leaving Shiloh may be turned over to a collection agency, and official transcripts will not be sent until all dues and fees are paid. The District may also file a report of stolen property with the local law enforcement agency.
3. Taking Care of Your Device: Students are responsible for the general care of the device they have been issued by the school. Devices

that are broken or fail to work properly must be reported to the teacher where your device is charged. Students must provide any information they may have as to why the device does not work properly. A help desk ticket will then be submitted by the teacher as soon as possible for a replacement. Students shall never leave their devices unattended. **Failure to take proper care of the device and power cord may result in disciplinary action and/or being charged up to the full replacement cost of the device. NOTE: Lost or stolen power cords will not be replaced.**

- a. General Precautions
 - Food or drink should not be next to a device.
 - Cords, cables, and removable storage devices must be inserted carefully into a device.
 - Power cords must not create a tripping hazard.
 - Devices must remain free of any writing, drawing, stickers, and labels.
 - Heavy objects should never be placed on top of devices.
 - Do not lean on the devices.
- b. Carrying devices
 - Never lift a device by the screen.
 - Never carry a device with the screen open.
- c. Screen Care: The device screen can be damaged if subjected to heavy objects, rough treatment, cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure.
 - Do not put pressure on the top of a device when it is closed.
 - Do not store a device with the screen open.
 - Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, paper clips or flash drives).
 - Only clean the screen with a soft, dry microfiber or anti-static cloth.
- d. Asset Tags/Serial Number/Barcodes
 - All devices will be labeled with a District asset tag and barcode.
 - The asset tag and barcode may not be modified or tampered with in any way.
 - Students may be charged up to the full replacement cost of a device for tampering with a District asset tag or barcode or turning in a device without a District asset tag or barcode.
4. Expectations for Using Your Device at School: Students are expected to charge their devices at the end of each school day and bring their devices to all classes unless specifically advised not to do so by their teacher. **Failure to bring a charged device to class each day may result in disciplinary action.**
 - a. Replacing your device
 - Loss or theft of the device is also the student's responsibility and may result in the student being charged and a police report being filed.
 - Estimated Costs for lost or theft items (subject to change): Device Replacement - \$215.00 / Power cord - \$15.00
 - b. Backgrounds and Themes
 - Students may set school appropriate backgrounds and themes for their device.
 - Inappropriate media may not be used as device backgrounds or themes. The presence of such media may result in disciplinary action.
 - c. Sound
 - Sound must always be muted unless permission is obtained from a teacher.
 - Headphones/earbuds may be used at the discretion of the teachers.
 - Students should have their own personal set of headphones/earbuds for sanitary reasons.
 - d. Printing
 - Students will be encouraged to digitally publish and share their work with their teachers and peers.
 - Students may print their work directly from school as directed by their teachers.
 - e. Logging into a Device
 - Students will log into their devices using their school issued Google Apps for Education account.
 - Students should never share their account passwords.
 - f. Managing and Saving Your Digital Work with a Device
 - The majority of student work will be stored in Google Drive and can be accessed from any device with an Internet connection.
 - The District will not be responsible for the loss of any student work.
 - Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.
5. Operating System and Security: Students may not use or install any operating system on their device other than the current version of Chrome OS that is supported and managed by the District.
 - a. Updates
 - The device operating system, Chrome OS, updates itself automatically. Students do not need to manually update their devices.
 - b. Virus Protection
 - Devices use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
 - There is no need for additional virus protection.

- c. Malicious Use
 - Students are bound by the Shiloh Acceptable Use Policy, Administrative Procedures, and all other guidelines and appendices attached to this document for all device use.
- 6. Content Filter: The District utilizes an Internet content filter that follows the federally mandated Children's Internet Protection Act (CIPA).
 - All devices, regardless of physical location, will have all Internet activity protected and monitored by the District.
- 7. Software
 - a. Google Apps for Education
 - Devices seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs, Spreadsheets, Presentations, Drawings, and Forms.
 - All work is stored in the Cloud.
 - b. Chrome Web Apps and Extensions
 - The Shiloh Acceptable Use Policy applies to all Chrome web apps and extensions individually added by the student
 - Students can install appropriate Chrome web apps and extensions from the Chrome Web Store with teacher approval.
 - Students are responsible for the web apps and extensions they install on their devices.
- 8. Device Identification
 - a. Records
 - The District will maintain a log of all devices which includes the device serial number, asset tag number, barcode and name and ID number of the student assigned to the device.
- 9. No Expectation of Privacy
 - a. Anyone using a District owned device, using District equipment and/or the District network systems has no expectation of privacy in such use. The District has the right to, and does, monitor use of these systems.
 - b. Monitoring Software
 - Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on a student device.
- 10. Appropriate Uses and Digital Citizenship: District owned devices are to be used for educational purposes and students are always to adhere to the Shiloh Acceptable Use Policy and all of its corresponding administrative procedures.

Shiloh School District Student Technology Commitment

PURPOSE: Students will utilize technology as a tool to challenge, expand and enhance learning. Shiloh CUSD #1 may provide and assign student digital learning tools for use at school as a means to promote achievement and provide flexible learning opportunities. This document provides guidelines and information about District expectations for students who are being issued these one-to-one (1:1) digital learning tools, as well as students who are issued devices to be used in the classroom. Additional rules may be added as necessary and will become a part of this guide.

It is our expectation and belief that students will use technology responsibly and that they understand the appropriate and acceptable use of both the technology and District network resources. We also expect that students will "Be Respectful, Be Responsible, Be Ready, and Be Safe" with their District-issued devices. Our policies and procedures include the following specific responsibilities and restrictions.

Responsibilities

The student will:

1. Be permitted access to the District's Network/Internet for the purpose of education or research and be consistent with the educational objectives of the District.
2. Understand that the use of the District's Network/Internet is a privilege, not a right. The district retains ownership of the Network and communications services. While respecting the privacy rights of both district users and outside users, Shiloh CUSD#1 reserves the right to log network use, monitor file server space utilization, as well as monitor electronic communications and downloaded material. Inappropriate use will result in a cancellation of those privileges. The Building Administrator will make all decisions regarding whether a user has violated this Authorization and may deny, revoke, or suspend access at any time; his or her decision is final. Appeals will be handled according to normal district practice.
3. Adhere to this technology commitment.
4. Charge their 1:1 device daily in order to make sure it is ready each day with a full charge.
5. Communicate in a responsible, ethical, and polite manner, avoiding profanity, obscenity and offensive or inflammatory speech.
6. Respect the Internet filtering and security measures included on the digital learning tool.
7. Backup important data files using cloud storage (such as Google Drive) regularly.
8. Use technology for school-related purposes only.
9. Follow copyright laws and fair use guidelines. Only download or import music, video, or other content that students are authorized or legally permitted to reproduce or use.
10. Allow an administrator or teacher to inspect the content of any school-issued digital learning tool; understanding that any content may be viewed, monitored, or archived by the District at any time.
11. Abide by the generally accepted rules of network etiquette.
12. Recognize the electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities
13. Consider all communications and information accessible via the network to be private property of the author and treat it as such.

The student will not:

1. Use 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.
2. Download unauthorized software, regardless of whether it is copyrighted or de-virused.
3. Use the network for private financial or commercial gain or advertising.
4. Wastefully use resources such as file space, network bandwidth, participating in chain letters/forwards, or excessive paper printouts.
5. Gain unauthorized access to resources or entities.
6. Invade the privacy of individuals.
7. Use another user's account or password.
8. Post material authored or created by another without his/her consent.
9. Post anonymous messages.
10. Access, submit, post publish, or display any defamatory, inaccurate, abusive obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
11. Use any email other than Shiloh's email system.
12. Use instant messengers and other forms of direct electronic communications without the District approval.
13. Use the network while access privileges are suspended or revoked.
14. Be abusive in messages to others.
15. Swear or use vulgarities or any other inappropriate language
16. Reveal the personal addresses or telephone numbers of students or colleagues.
17. Use the network in any way that would disrupt its use by other users.
18. Mark, deface, or place stickers on the school-issued digital learning tool.
19. Attempt to override, bypass, or otherwise tamper with the Internet filtering software, device settings, hardware, software, or network configurations.
20. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
21. Share passwords attempt to discover passwords, 'hack' to gain access other than your own.
22. Download harmful, malicious, or inappropriate content including the intentional introduction of computer viruses and other spyware.
23. Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials. The criteria for acceptability are demonstrated in the types of material made available to students by teachers and administrators.
24. Reveal or post identifying personal information, files, or communications to unknown persons.
25. Participate in Cyberbullying, including personal attacks or threats toward anyone made while using either District-owned or personally owned technology.
26. Use the District-issued device for commercial or political purposes.

In addition to the specific requirements and restrictions detailed above, it is expected that students will apply common sense to the care and maintenance of district-provided computer technology.

The District is not responsible for any loss resulting from use of District-issued technology and makes no guarantees that the technology or the District network systems that support student use will always be available.

Consequences for Network/Internet Infractions may include:

- **Repeated infractions** may result in loss of computer privileges for a period no less than 1 week and could be as long as the remainder of the school year. This is at the discretion of the technology committee.
- **Gross Misconduct:** infraction penalties may be escalated if the technology committee determines gross misconduct on the part of a student.

By signing the policy, you agree to abide all the conditions listed above and assume responsibility for the care and proper use Shiloh issued technology. You understand that should you fail to honor all of the terms of this commitment, access to 1:1 technology, network access, and other electronic media may be denied in the future. Furthermore, students may be subject to disciplinary action outlined in the Student Handbook.

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

Reference Internet Access page 30

CONFERENCES

Parent-teacher-student conferences are encouraged, and regular conference times are scheduled each year. The school urges parents to schedule a conference when a concern exists. School personnel will make every effort to meet at a time that is mutually convenient. Conferences may be held via virtually.

CONVICTED CHILD SEX OFFENDER

Persons Prohibited on School Property without Prior Permission

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the School Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent or designee shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

Criminal Background Check and/or Screen

The Superintendent or designee shall perform the criminal background check and/or screen required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. He or she shall take appropriate action based on the result of any criminal background check and/or screen.

Notification to Parents/Guardians

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

Reference Shiloh CUSD #1 Policy: 4:175 Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications

CURRICULUM

The curriculum shall contain instruction on subjects required by State statute or regulations.

Character Education

The social, emotional, and ethical development of young people is just as important as their academic development. It is, in fact, the precursor to academic achievement.

Character Education a learning process that enables students and adults in a school community to understand, care about, and act on core ethical values such as honesty, respect, justice, diligence, fairness, fortitude, civic virtue, citizenship, responsibility, and respect for self and others.

Character Education includes and compliments a broad range of educational approaches such as whole child education, service learning, social-emotional learning, and civic education. All share a commitment to helping young people become responsible, caring, and contributing citizens.

Character Education lessons support the social, emotional, and ethical development of students. Shiloh C.U.S.D. #1 supports a proactive effort to instill these values in our students.

Health Education

The State of Illinois requires instruction for students in areas of health education that may be considered sensitive or controversial by parents.

Parents are encouraged to support the curriculum requirements, as the school treats all subject areas in an objective and respectful manner. Parents may inspect any instructional materials or textbooks.

Any parent, who does not want their child to participate in instruction regarding AIDS/sexually transmitted diseases, how to avoid sexual abuse, abduction, and how to report incidents to the proper authority, needs to notify the classroom teacher. Students who are excused will receive other homework material to complete.

Physical Education

Physical education (P.E.) is a state requirement for all students. Temporary or physical handicaps may require cessation of activities or an adaptation to the P.E. program for those students. The school will make those adaptations, as necessary.

The wearing of jewelry and body piercing jewelry is not acceptable during class time. Students who choose to wear jewelry or body piercing jewelry during class time will receive a reduction in points. Students may be asked to cover inappropriate tattoos during physical education class.

A student may be excused from some or all physical education activities when the appropriate documentation is submitted to the school by a parent or by a person licensed under the Medical Practices Act. Medical permission is required for a health excuse from P.E. classes.

Alternative activities and/or units of instruction will be provided for pupils whose physical or emotional conditions, as determined by a person licensed under the Medical Practices Act, prevents their participation in the physical education courses. Students who cannot participate in physical activity may be asked to assist the teacher, complete a project for physical education, or bring study materials.

Reference Shiloh CUSD #1 Policy: 6:60 Curriculum Content 7:260 Exemption from Physical Activity

EDUCATION OF CHILDREN WITH DISABILITIES

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term “children with disabilities,” as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education’s *Special Education* rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of a disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student’s parents/guardians to examine relevant records, an impartial hearing with opportunity for participation by the student’s parents/guardians, and representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts which shall assist the School District in fulfilling its obligations to the District’s disabled students.

If necessary, students may also be placed in nonpublic school education programs or education facilities.

In its continuing commitment to help school districts and special education cooperatives comply with ISBE requirements for procedure, the special education committee of the Illinois Council of School Attorneys prepared model special education procedures. ISBE has approved these procedures as conforming to 23 Ill.Admin.Code §226.710. This ISBE rule contains the requirements for special education procedures that must be adopted by each school district and cooperative entity. The IASB/ISBE model procedures are approximately 80 pages and are available on the IASB website: <http://iasb.com/law/icaspedced.cfm>.

Reference Shiloh CUSD #1 Policy: 6:120 Education of Students with Disabilities

E-LEARNING

Policies and Expectations:

This model of education is based upon the guidelines provided by the Illinois State Board of Education. Shiloh CUSD#1 views this circumstance as an opportunity to deliver a quality education in an innovative way. We believe that we will learn from this experience and that it will equip our entire school community to better navigate the tools and resources available to 21st century learners.

Participation in these activities is a necessary and mandatory part of each student’s learning.

Attendance will be determined by the submission of work and students will need to meet the due dates and deadlines set forth by their teachers. If students do not meet these expectations, students will be not given credit for attendance on those days/weeks of instruction.

IMPORTANT--This program will require students to demonstrate mastery of the standards and skills outlined for each subject and grade-level. Graduation and/or promotion to the next grade levels will be determined based upon the evidence of learning provided by each student. *Communication with the offices and administrative staff will be expected for any unique circumstances that may arise.*

To fulfill the guidelines, set by the Illinois State Board of Education, “daily interaction” with teachers must occur. We have established specific preschool and K-12 E-Learning calendars that will identify the schedule of instruction, work completion deadlines, and teacher feedback.

E-Learning days may be days when new instruction is delivered by all teachers. Instructional videos and assignments will be posted to the “E-Learning Tab found on the district web page or through alternative messaging prearranged between teacher and student. Students will be expected to access and complete these assignments on these days. These assignments will be due by noon or the teacher set time the following day of class. Teachers will review student work, provide feedback, and plan the next lesson.

Preschool

Students in preschool **WILL NOT** have access to a school issued technology device. Therefore, curriculum created by teachers will either be play-based, hands-on, or disseminated via paper copy. Instruction by the teachers may be delivered by video format through Class Dojo or by using the preschool link on the Elementary E-Learning Tab. If web-based learning is assigned, families may need to provide access to a web-based device.

Student folders and hard copy resources will be available for parent pick-up at the elementary. Completed work can be submitted to the teacher by simply taking a picture of the worksheet or the student completing the hands-on

Commented [H1]: Something that needs to fit us and our expectations

activity. Please send these pictures to the classroom teacher via Class Dojo, email or dropped off in the designated receptacle by noon the following school day or as the teacher has assigned.

Grades K-1

Students in these grades **WILL NOT** have access to a school issued technology device unless specifically requested of the school. Therefore, it is likely that some of the curriculum created by staff within these grade-levels will be disseminated via paper copy. Instruction by teachers will still be delivered by video format, but student work will vary from web-based to paper copy. For staff that choose to assess learning online, families will need to provide access to a web-based device much like the current snow day format.

Student folders and hard copy resources will be available for pick up at the elementary office on the first E-Learning day of each week to maintain social distancing guidelines. Students/Parents may need to initiate conversations with student office staff to access their work packets/handouts if they are not readily visible at the site.

Completed work should be returned in the format that accommodates your student's needs. Online resources will be accessible by 8:10am on E-Learning days and students will be expected to meet the daily/weekly deadlines for work completion as designated by the classroom teacher.

Grades 2-6

Students in these grades **WILL** have access to a school issued technology device. The classroom Chromebook, charging block and cord, that is issued to your child will be sent home on the first day of the school year and available for home use in the event of an E-Learning day is enacted. These devices will need to be returned in their current condition at the end of the distance learning experience. Devices that are damaged or destroyed will need to be repaired or replaced at the cost of each family.

Most of the content at this level will be delivered and completed digitally. Online content (instructional videos and corresponding assignments) will be delivered on E-Learning days. Given assignment will be designated a time for teachers to review student work, provide feedback, and plan the next lessons.

Staff will identify on their E- Learning tab the mode of learning (paper or digital) for each day. Like the primary grades (preK-1), hard copies of student work (when necessary) will be available for pickup at the elementary office on the first E-Learning days and should be completed and returned the following day or when the classroom teacher designates. Staff will provide online resources and will be accessible for support of students and families by 8:10am daily.

Elementary Specialists (PE, Music, and Global/Media Literacy):

Just as in the homeroom classes, elementary specialists may be delivering new content on each E-Learning day. Students will be responsible for accessing the instructional videos and/or work tasks within the classroom lesson or by the distance learning tab under the teacher's name. Assignments will be due as designated by the specialist teacher's directions.

Elementary Special Education:

Special education services will take place in accordance with guidance provided by the Illinois State Board of Education. Case managers will be in direct contact with parents of special education students to discuss how these services will be conducted.

Title Services:

Students that are receiving Title I services will continue to have access to supplementary support. Elementary paraprofessionals will be accessible via Google Meet and will be reaching out to the students that they serve to provide additional support.

Delivery of instruction

Through the use of various teacher-generated methods, teachers will deliver new instruction for each subject area on E-Learning days. Instruction will be specific to the current essentials being emphasized within that course. Instructional videos may include actual teaching/modeling of a learning target or standard and will highlight tasks or skills that students should practice on supplemental resources. For classes that are in a review mode, a general spiral of review activities may also be assigned.

Teacher availability for parents/students:

Staff will set time for availability for parents and students. In person instruction occurs from 8:05-3:05 daily. It will be difficult to answer any questions that may arise during this time. Parents may choose from a various means of communication to contact the teacher. The teacher will follow up and address areas of concern or questions at their earliest convenience. If a family wishes to establish a regular online meeting time, they are encouraged to contact their student's teacher to arrange that communication. Email through Teacherease will be our primary tools for parent communication.

Staff may also utilize the online video chat tool, Google Meet (app found on each student's school-issued device), to allow for face-to-face contact with students. Most of these feedback sessions will take place with individual students and small groups on E-Learning days. Students are encouraged to check their Gmail accounts regularly throughout each day to check for invitations to Google Meet feedback sessions with their teachers.

Technology Contacts/Resources:

Our district technology staff are available daily to assist with any tech-related issues that you may encounter. Tech staff can be reached by emailing: barrya@shiloh1.org and/or hall-webberj@shiloh1.org.

Contacts:

Please feel free to contact either building office (217 887-2364 ext. 1 for elementary and 217 887-2364 ext. 2 in high school) with any questions. We look forward to working with you and anticipate a successful experience throughout our school and community.

ELECTRONIC DEVICES

Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any time unless the Building Principal specifically grants permission.

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or another similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules, or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian may be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student may be required to leave the device in the school office during the school day for up to 10 days. If the student is found in possession of the device during this period, the student may face consequences for insubordination.
4. Fourth and subsequent offenses – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. The student may be required to leave their device in the school office during the school day for the remainder of the school year. If found in possession of the device during this period, the student may face consequences for insubordination.

School officials may investigate or 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 a school disciplinary rule or policy. During an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Cell Phones and Other Personal Electronic Devices

The possession and use of cell phones and other personal electronic devices, other than paging devices and two-way radios, are subject to the following rules:

1. **CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES MAY NOT BE OUT AND/OR USED FOR ANY REASON DURING THE SCHOOL DAY.**

2. They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.
3. They must be turned **off** during the regular school day.
4. Students must go to the Elementary School Office to use their cell phone or they may use the office phone.
5. **Electronic study aids may be used during the school day if use of the device is provided in the student’s IEP, 504 Plan, or permission is received from the student’s teacher.**

Examples of electronic devices that are used as study aids include devices with audio or video recording, laptop computers, Chromebooks, and iPads®.

Examples of electronic devices that are **not** used as study aids include: hand-held electronic games, CD players, MP3 players, iPods®, global positioning systems (GPS), radios, cell phones (with or without cameras), and other portable mobile computers capable of transmitting images or pictures.

The School District is not responsible for the loss or theft of any electronic device brought to school.

Reference Shiloh CUSD #1 Policy 7:190 Student Handbook, Electronic Devices

ELECTRONIC RECORDINGS ON SCHOOL PROPERTY

Electronic visual and audio recordings may be used on school property to monitor conduct and to promote and maintain a safe environment for students and employees. Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board’s discipline policy and shall reimburse the School District for any necessary repairs or replacement.

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

Reference Shiloh CUSD #1 Policy: 4:110 Transportation, 4:170 Safety, 7:130 Student Rights and Responsibilities, 7:170 Vandalism, 7:190 Student Behavior, 7:200 Suspension Procedures, 7:340 Student Records

EMERGENCY DRILLS

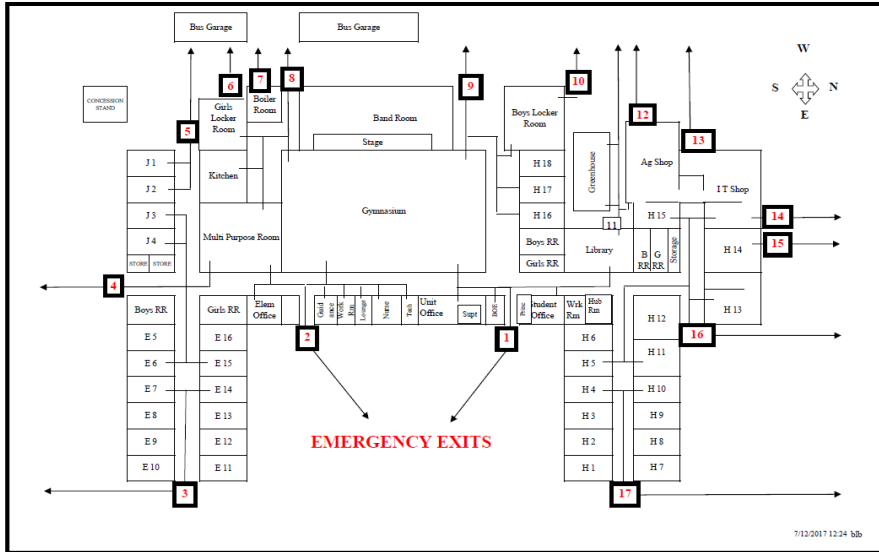
Fire, tornado, and intruder drills are conducted at regular intervals throughout the school year. One long continuous tone indicates a fire, beeps indicate a tornado, a slow whoop tone indicates an earthquake, and an all building announcement will indicate an intruder.

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

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

Exit Routes

Watch for cars and emergency vehicles when crossing all driveways.



EMERGENCY OR DISASTER SITUATION

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

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

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at their school until they are picked up by an identified, responsible adult who has been identified as such on the Registration/Emergency Procedure Form which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
 - He/she is 18 years of age or older.
 - He/she is usually home during the day.
 - He/she could walk to school, if necessary.
 - He/she is known to your child.
 - He/she is both aware and able to assume this responsibility.
3. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified on the Registration/Emergency Procedure Form. During an extreme emergency, high school students will be released at the west parking lot and elementary students will be released at the front circle drive. Parents should become familiar with the School Emergency Disaster Plan and be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives. Because local telephone service may be disrupted, also list an out-of-state contact on the Registration/Emergency Procedure Form, as calls may still be made from the area while incoming calls are affected.

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

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

In case of a hazardous release event (chemical spill) near the school area, Shelter-in-Place procedures will be implemented to provide in-place protection. All students and staff will clear the playground and all playing fields, report to their classrooms and all efforts will be made to prevent outside air from entering classrooms during the emergency. Students arriving at school during a hazardous release drill or event should report to the school office or to a previously designated area at the school because classrooms will be inaccessible.

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

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

ENGLISH LANGUAGE LEARNERS

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. The Superintendent or designee shall develop and maintain a program for English Language Learners.

Reference Shiloh CUSD #1 Policy: 6:160 English Language Learners

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, age, physical or mental disability, and where applicable, sex, potential marital status, familial status, potential parental status, including pregnancy, ancestry, religious beliefs, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

Reference Shiloh CUSD #1 Policy: 7:10 Equal Educational Opportunities

FEES AND FEE WAIVERS

The Superintendent will recommend to the School Board for adoption what schedule of fees, if any, will be charged to students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for loss of, or damage to, schoolbooks or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for a fee waiver as described in Shiloh CUSD #1 Policy 4:140 Waiver of Student Fees. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the School Board which additional fees, if any, the District will waive for students who meet eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost books, damaged books, locks, materials, supplies, and equipment.

The 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, sign the application, and return it to any school office. You may call the Unit Office at 217-887-2364, ext. 6 for more information.

Fee Waivers must be submitted **within 10 days of enrollment**. **Fee Waivers are NOT retro-active**. If you do not submit your application within ten (10) days of enrollment your fees will be pro-rated to the date of *approval* and you will be responsible for paying that amount.

If student fees are not paid, waived, or on a Payment Plan pre-approved by the Superintendent, the student will not be permitted to attend or participate in any extra-curricular/privileged activities, including, *but not limited to*: sports, cheerleading, club field trips, dances, driving to and from school, promotion or graduation exercises, etc.

PLEASE NOTE: Parent(s)/Guardian(s) may be held financially responsible for all school debt incurred by their student(s). 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 Local Debt Recovery Program or forwarded to a collection agency.

The "Local Debt Recovery Program" will allow units of local government, including school districts, and public universities, to collect outstanding debt in coordination with the Illinois Comptroller's Office. This includes a wide variety of debts such as fines, fees, parking tickets, and other types of outstanding local obligations. The Comptroller's Office can also access a processing charge of up to \$15 per transaction.

In short, the Local Debt Recovery Program may provide school districts with a collection tool against parent(s)/guardian(s) who are anticipating funds (tax return refunds) from the State of Illinois.

Reference Shiloh CUSD #1 Policy: 4:45 Insufficient Fund Checks and Debt Recovery, 4:140 Waiver of Student Fees

FIELD TRIPS

Students participate in a variety of field trips to enhance classroom instruction. Clubs and organizations also participate in field trips as an extension of those activities. Overnight and out-of-state field trips must be approved by the Board of Education at a meeting prior to the trip. However, Board of Education approval may be waived at the Superintendent's discretion.

The school, prior to a field trip, must receive a permission form signed by a parent. Students that have an "F" on the ineligible list from the week prior to the field trip may not be permitted to go unless it is an educational field trip.

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

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

FOOD ALLERGY MANAGEMENT PROGRAM

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

The Superintendent or designee shall develop and implement a Food Allergy Management Program that:

1. Fully implements the following goals established in The School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.
2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Illinois Department of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Schools*, available at: www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf
3. Complies with State and federal law and is in alignment with Board policies.

Reference Shiloh CUSD #1 Policy: 7:285 Food Allergy Management Program

GRADING SYSTEM**Grading System**

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

Grading Scale: Grades 3 – 5

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

**HOME AND HOSPITAL INSTRUCTION**

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

Reference Shiloh CUSD #1 Policy: 6:150 Home and Hospital Instruction

HOME SCHOOL

Upon transferring from a home school, a student will be tested, and grade placement will be determined by the results of the test(s).

Reference Shiloh CUSD #1 Policy: 7:40 Nonpublic School Students, Including Parochial and Home-Schooled Students

HOMELESS STUDENTS

A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. 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. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. Reference Shiloh CUSD #1 Policy: 6:140 Education of Homeless Children, 7:50 School Admissions and Student Transfers To and From Non-District Schools.

HONOR ROLL GRADES 3-5

High Honors Student..... A student must receive all A's.

Honor Student..... A student must receive two (2) or more A's in these core subject areas: English, Reading, Math, Science, and Social Science.

All other grades must be a B or above.



INTERNET ACCESS

All use of the Network/Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This *Authorization* does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the Authorization for Network/Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** Signatures on the Authorization for Network/Internet Access are legally binding and indicate the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. Acceptable Use—Access to the District's Network/Internet must be for the purpose of education or research and be consistent with the educational objectives of the District.
2. Privileges—the use of the District's Network/Internet is a privilege, not a right. The district retains ownership of the Network and communications services. While respecting the privacy rights of both district users and outside users, Shiloh CUSD#1 reserves the right to log network use, monitor fileserver space utilization, as well as monitor electronic communications and downloaded material. Inappropriate use will result in a cancellation of those privileges. The Building Administrator will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time; his or her decision is final. Appeals will be handled according to normal district practice.
3. Unacceptable Use—you are responsible for your actions and activities involving the network. Some examples of unacceptable uses include but are not limited to:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-licensed;
 - c. Downloading copyrighted material and not adhering to the Fair Use Guidelines
 - d. Using the network for private financial or commercial gain or advertising.
 - e. Wastefully using resources such as file space, network bandwidth, participating in chain letters/forwards, or excessive paper printouts
 - f. Gaining unauthorized access to resources or entities
 - g. Invading the privacy of individuals
 - h. Using another user's account or password
 - i. Posting material authored or created by another without his/her consent
 - j. Posting anonymous messages
 - k. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
 - l. Use of any e-mail other than Shiloh's email system
 - m. Using, chat rooms, instant messengers, and other forms of direct electronic communications
 - n. Using the network while access privileges are suspended or revoked.
 - o. District Staff shall comply with state and federal student Records Acts.
4. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
 - a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
 - d. Recognize the electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.

- f. Consider all communications and information accessible via the network to be private property of the author and treat it as such
5. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
 6. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*.
 7. Security - Shiloh CUSD#1 has installed technology protection measures, which limits access to visual depictions that are obscene, child pornography, or harmful to minors. These measures will monitor access to Internet sites of concern such as:
 - a) The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
 - b) Unauthorized access, including hacking and other unlawful activities by minors online.
 - c) Unauthorized disclosure, use, and dissemination of personal identification regarding minors; and
 - d) Measures designed to restrict minors' access to material harmful to minors.

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

Network security is a high priority.

If you can identify a security problem on the Network/Internet, you must notify the Building Administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Network/Internet as a system administrator will result in cancellation of user privileges. 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, spyware, Trojans and use of key-loggers.
 9. Unauthorized Charges - The District assumes no responsibility for any unauthorized charges or fees.

Consequences for Network/Internet Infractions:

- 1st Infraction: loss of Network/Internet for one month. The student will only be allowed to use the computer for school assignments under the direct and constant supervision of a staff member.
- 2nd Infraction: loss of Network/Internet for personal use for the remainder of the school year. The student will only be allowed to use the computer for school assignments under the direct and constant supervision of a staff member.
- Gross Misconduct: infraction penalties may be escalated if the technology committee determines gross misconduct on the part of a student.

Infractions will accumulate from grades 3-5 and then start with zero (0) for grades 6-8. Students will enter high school with zero (0) infractions. Infractions will accumulate during a student's high school career.

Reference Chromebooks page 21

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

LIBRARY

Students are encouraged to use the school library and the Illinois Heartland Library System (IHLS). Books owned by Shiloh CUSD #1 have a loan period of two weeks and an overdue fine rate of \$.05 per day. Students may have four items checked out at a time; however, the librarian may approve additional items. An overdue item from the current year counts as two items out. Lost books will have a \$5.00 processing fine plus the actual cost to replace the book. When borrowing materials from the IHLS the student must follow the borrowing policies, including fines, of the owning library and the Illinois Heartland Library System.

LOCKERS

Lockers are the property of the Shiloh School District, are loaned to the student, and are subject to inspection. Students may be assigned lockers at the beginning of the school year. Students are responsible for the actual cost to repair and/or replace damaged lockers.

Reference Shiloh CUSD #1 Policy: 7:130 Student Rights and Responsibilities, 7:140 Search and Seizure, 7:150 Agency and Police Interviews, 7:190 Student Behavior

MAKE UP WORK

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Everyone will get one day per absence up to 5 working days unless specifically stated in an IEP or administrative approval. **NO ASSIGNMENTS WILL BE ACCEPTED AFTER 5 DAYS.**

Reference Shiloh CUSD #1 Policy: 7:70 Attendance and Truancy

MEALS

Children need healthy meals to learn. Shiloh School District offers healthy meals every school day which meet the USDA meal requirements.

Shiloh School District will continue to participate in the National School Lunch and School Breakfast Program called the Community Eligibility Provision (CEP) for school year 2020-2021.

Schools that participate in the CEP can provide healthy breakfasts and lunches each day at no charge for ALL students enrolled in the CEP school during the 2020-2021 school year. If you have any questions about the CEP program, please call the Unit Office at 217-887-2364 extension 6.

No student will be permitted to charge a la carte items. Students must have money in their account to purchase these items.

Breakfast after the Bell Mandate: Per PA 99-0850, every public school in which at least 70% of the students were eligible for free or reduced-price lunches in October of the preceding year must operate a breakfast after the bell program. Breakfast after the Bell means breakfast is provided to children after the instructional day has officially begun. Shiloh Elementary School will continue to provide breakfast before the school day begins. In addition, Shiloh Elementary students will have the option to pick up a bagged breakfast from the cafeteria from 8:50 to 9:00 and will be permitted to eat their bagged breakfast in their classroom.

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.

State Board of Education 23 Illinois Administrative Code Ch. 1, Section 305.15 (2006) requires that all schools participating in the free lunch and breakfast programs adhere to the following regulations regarding food and beverage sales to students in grade eight and below during the regular school day (Also outlined in the School-Based Child Nutrition Programs Administrative Handbook (2008)). Beverages sold to students shall include only (1) flavored, or plain whole, reduced fat (2%), low-fat (1%), or nonfat milk, (2) reduced fat and alternative dairy beverages (i.e., rice, nut or soy milk or any other USDA-approved alternative beverage), (3) fruit and vegetable drinks containing 50% or more juice, (4) non-flavored, sweetened non-carbonated water, (5) yogurt or ice based fruit smoothie that contains less than 400 calories and no added sugars and is made from fresh or frozen fruit or fruit drinks containing at least 50% fruit juice, (5) any beverage exempted from USDA's list of Foods of Minimal Nutritional Value. In addition, all schools participating in the free lunch and breakfast programs in which grades five and below are operating must prohibit the sale of all confections, candy and potato chips to students during meal periods. Gatorade machines are turned off during school hours.

The School-Based Child Nutrition Programs Administrative Handbook (2008) outlines requirements for foods sold to students in participating schools in the food service area during meal periods. Any foods sold outside of the reimbursable meal to grades Pre-K-12 in the food service area during meal periods cannot include any FMNV (chewing gum and certain candies [hard candy, jellies and gums, marshmallow candies, fondant, licorice, spun candy, and candy coated popcorn]) unless exempted by the USDA. Schools with grades 5 and below must prohibit the sale to students of all confections, candy, and potato chips during meal periods. Foods sold to grades 8 or below outside the food service area or within the area other than during meal periods shall include only nuts, seeds, nut butters, eggs, cheese packaged for individual sale, fruits or non-fried vegetables, or low-fat yogurt products; or any food item that meets all of the following criteria:

- Total calories from fat do not exceed 35 percent
- Total calories from saturated fat do not exceed 10 percent
- Total amount of sugar by weight does not exceed 35 percent; and
- Calories do not exceed 200.

USDA is focused on improving childhood nutrition and empowering families to make healthier food choices by providing science-based information and advice, while expanding the availability of healthy food. Highlights of the Smart Snacks in School nutrition standards include:

- *More of the foods we should encourage.* Like the new school meals, the standards require healthier foods, more whole grains, low fat dairy, fruits, vegetables, and leaner protein.
- *Less of the foods we should avoid.* Food items are lower in fat, sugar, and sodium and provide more of the nutrients kids need.
- *Targeted standards.* Allowing variation by age group for factors such as portion size and caffeine content.
- *Flexibility for important traditions.* Preserving the ability for parents to send their kids to school with homemade lunches or treats for activities such as birthday parties, holidays, and other celebrations; and allowing schools to continue traditions like fundraisers and bake sales.
- *Ample time for implementation.* Schools and food and beverage companies will have an entire school year to make the necessary changes, and USDA will offer training and technical assistance every step of the way.
- *Reasonable limitations on when and where the standards apply.* Ensuring that standards only affect foods that are sold on school campus during the school day. Foods sold at afterschool sporting events or other activities will not be subject to these requirements.
- *Flexibility for state and local communities.* Allowing significant local and regional autonomy by only establishing minimum requirements for schools. States and schools that have stronger standards than what is being proposed will be able to maintain their own policies.

America's students now have healthier and more nutritious school meals due to improved nutrition standards implemented as a result of the historic Healthy, Hunger-Free Kids Act of 2010.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating based on 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

MEDICAL

- A student who becomes ill at school should immediately notify his teacher and request to see the nurse. If the student should need home or hospital attention, the school nurse will contact all parties, including the administration.
- No student may be sent to school ill. If a student has a fever above 99.9 degrees may NOT attend school until they are fever free for at least 24 hours.
- If you suspect your child is infected with COVID-19, do not send them to school until you contact your primary physician.
 - If your child is experiencing a cough, fever, chills, muscle pain, shortness of breath, sore throat or loss of taste or smell, they should remain at home for 14 days per health guidelines from the State of Illinois or until a negative test result is provided.
- If a student tests positive for COVID-19:
 - DO NOT send your child to school
 - You MUST notify the school nurse immediately
 - A student may not return to school until they have a negative test. Proof of negative test must be sent to the school nurse prior to the student's return.
- Your child may be required to have multiple temperature checks throughout the day and may be required to wear a face mask.

Accidents/Student Injury

All accidents and/or injuries occurring at school, or on the way to and from school, should be reported to the school nurse or the office. First aid is provided at school, and parents will be notified if the injury appears to be serious. All parents must fill out an emergency procedure form listing their doctor and another responsible adult who may be notified in case of an emergency when the school is unable to reach a parent.

Administration of Medication

Only the school nurse or an administrator may administer medications during school hours. *There are no exceptions to these guidelines:*

- ◆ The parent must complete a Request for Administering Medications form.
- ◆ A doctor must sign this form and all medication must be in a pharmacy labeled container with the student's name and current date.
- ◆ The school retains the right to approve or deny the request.
- ◆ Parents may choose to come to school to administer medicine to their own child. This is permissible.

School personnel are prohibited from administering any over-the-counter medication to a child/student. This includes sunscreen.

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, e.g., EpiPen®, and/or asthma medication prescribed for 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, because 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. 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. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. School nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. On or after June 1, 2018, see the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

Void Policy; Disclaimer

The **School District Supply of Undesignated Epinephrine Auto-Injectors** 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.

The **School District Supply of Undesignated Opioid Antagonists** 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 opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Alcoholism and Other Drug Abuse and Dependency Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

Upon any administration of an undesignated epinephrine auto-injector or an opioid antagonist, 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 and/or opioid antagonist. This policy does not guarantee the availability of an epinephrine auto-injector and/or opioid antagonist; students and their parents/guardians should consult their own physician regarding such medication(s).

Dental Examination

All children in kindergarten, 2nd grade, 6th grade and 9th grade must present proof of having been examined by a licensed dentist before May 15 or the current school year in accordance with rules adopted by the Illinois Department of Public Health.

Eye Examination

All students enrolling for the first time in a public, private, or parochial school are required to have an eye examination.

Head Lice

If a student is found to have head lice or nits, the school nurse may send him home after inspection. A parent is expected to meet with the school nurse and learn how to perform home treatments. Students are expected to receive treatment at home.

The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease, including head lice (*Pediculu Humanus Capitis*). A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies.

The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns. A student found to have head lice or nits shall be excluded from school until the day after the first shampoo, lotion, or cream rinse pediculicide is properly applied.

Immunizations and Health Examinations

Students entering Prekindergarten, Kindergarten, 6th grade and 9th grade are required to provide evidence a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Department of Public Health, within one year prior to:

1. Entering Prekindergarten, Kindergarten, or the 1st grade
2. Entering the 6th and 9th grades; and
3. Enrolling in an Illinois school, regardless of the student's grade.

Students entering kindergarten, 2nd grade, 6th grade, and 9th grade, also must have a dental exam performed. In addition, students entering kindergarten must have a vision screen.

As required by the Illinois Department of Public Health, a diabetes screening must be included a required part of each health examination; diabetes testing is not required.

Parents of children six (6) years of age and younger must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning in accordance with State law.

New Requirements:

Students may be required to wear a mask or other PPE while at school. Students may also be required to have their temperature checked before entering the building and at other times during the school day. Proper hygiene and hand washing will also be required during the school day. Students may be required to practice Social Distancing.

Students entering the 5th grade are required to show proof of one dose of recent meningococcal conjugate vaccine (MCV) received on or after 11 years of age.

Students entering the 12th grade are required to show proof of receiving two doses unless the first dose was administered after 16 years of age. In this case, only one dose after 16 years of age is required.

Records of immunizations and screenings must be turned in to the school nurse by the first day of school. Students entering Shiloh CUSD#1 for the first time must submit evidence of immunizations by October 15, or within 45 days after entrance to the school.

Infectious Disease

The Shiloh School District is aware of the possible exposure to infectious diseases and has developed procedures to eliminate or minimize such exposure. The Superintendent will make the decision, when necessary, to close the school in order to prevent the spread of an infectious disease. If it becomes necessary to close school in part or in full, E-Learning procedures will be followed.

Sports Physical

All students participating in extra-curricular athletic activities must provide evidence of a physical examination before they may participate in any practice and/or athletic activities.

Exemptions

A student may be exempted from the above examination and immunization requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption
3. Health examination or immunization requirements on medical grounds if a physician provides written verification
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Reference Shiloh CUSD #1 Policy: 7:100 Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students, 7:270 Administering Medicines to Students

NO SOCIAL PROMOTION POLICY (GRADES KINDERGARTEN – FIFTH)

Students are promoted or retained according to grades, achievement test scores, and teacher recommendation. Each student is considered individually. No student may be placed or socially promoted to the next grade. If a student is in danger of not being promoted, parents will be notified. Policy and guidelines in accordance with law have been approved by the Board of Education.

The Shiloh School District is dedicated to the best total and continuous development of each pupil enrolled. Therefore, students will progress from grade to grade based on their successful completion of the curriculum and their mastery of basic skills. Students will progress from task to task and level-to-level based upon individual achievement. To ensure uniformity of evaluation and decisions about promotion or retention of students, the following guidelines will be used.

Grades K-2

- A. Promotion shall mean that the student's needs can best be met at the next grade level. Retention shall mean that the student's needs can best be met at the present grade level.
- B. The teachers and Principal will consider the following factors in evaluating a student's progress for promotion:
 1. Proficiency in basic skills necessary for successful performance at the next grade level.
 2. Classroom performance, performance on standardized tests, ISAT, teacher observation, and assessments, or other criteria, as established by the Board of Education.
 3. Chronic Truancy
 - a. "A chronic truant" shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from such school attendance for 5% or more of the 180 regular attendance days.
 - b. "Without valid cause" may include, but is not limited to, unexcused absences defined in the student handbook.
 4. A student with an Individual Education Plan (IEP) may be promoted to the next grade if the student is making satisfactory progress toward reaching his IEP goals. The satisfaction of the progress will be determined at the annual IEP review.
- C. The level of proficiency that will be used in determining student progress will be:
 1. Students in grades K-2 who have not mastered the basic skills in mathematics and language arts, which include reading, writing, spelling, and grammar, will not be promoted to the next grade level.
- D. Students may have the opportunity to participate in summer school (if offered) or other programs to accelerate student performance to meet the requirements for promotion. If additional instruction or summer work is done outside the Shiloh School District, it should be approved by the building Principal.
- E. When retention is being considered, the Principal and staff will review the student's progress with parents. Parents of students who do not meet the mastery of learning objectives required or the requirements as stated above will meet with the child's teacher to determine a course of action, which is determined to be in the best interests of the child. Based upon the above criteria, the Principal and teacher will make the final decision about the next year's assignment and notify the parents. The school has the right to make the final decision.

Grades 3-5

- A. Promotion shall mean that the student's academic needs can best be met at the next grade level.
- B. Retention shall mean that the student's academic needs can best be met at his present grade level.
 1. A student must show proficiency in skills necessary for successful performance at the next grade level.

- a. In grades 3-5, a student must receive a passing grade in reading, math and one other subject. A passing grade of D- indicates 65% of the material has been mastered. Students with an IEP in the reading and/or math subject areas will be exempt from this guideline.
- b. Student performance on standardized testing will be considered.
2. Students who meet the criteria established for a "chronic truant" will not be promoted.
 - a. "A chronic truant" shall be defined as a child subject to compulsory school attendance and who is absent without valid cause from such school attendance for 5% or more of the 180 regular attendance days.
 - b. "Without valid cause" may include, but is not limited to, unexcused absences defined in the student handbook.
 - c. Compulsory school attendance is defined in the Illinois School Codes as beginning at age seven (7).
- C. If a student does not qualify for promotion based upon the successful completion of a passing grade in reading, math and one other subject, then the teacher, auxiliary staff and Principal may consider that student's academic performance in the following areas as a basis for promotion.
 1. The use of other criteria, such as medical, personal, or family problems may be considered in a retention/promotion decision.
 2. If additional instruction or summer work arranged by the parent is done outside of Shiloh School District, the plan should be approved in advance by the building Principal and the current teacher.
 3. The use of other criteria such as medical, personal, or family problems may be considered in a retention/promotion decision.
- D. Parents will be notified no later than the end of the third quarter if their child is at risk for retention.
- E. When a student demonstrates a continued lack of proficiency in basic skills at the end of the school year, the classroom teacher, Principal and auxiliary staff will hold a conference regarding the student's academic progress and will make the final decision about placement for the next school year. The parents will be notified of the decision.

NON-DISCRIMINATION

All Shiloh School District #1 educational opportunities are offered without regard to race, color, national origin, age, physical or mental disability, and where applicable, sex, potential marital status, familial status, potential parental status, including pregnancy, ancestry, religious beliefs, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program.

Inquiries in reference to educational opportunities may be directed to: Dr. Allen Hall, Superintendent
 Non-Discrimination Coordinator
 21751 N 575th Street
 Hume, IL 61932
 Phone: 217-887-2364

Shiloh CUSD#1 is obligated to use non-sexist language in district publications. 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."

NON-SCHOOL SPONSORED PUBLICATIONS ACCESSED OR DISTRIBUTED ON-CAMPUS

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, and (2) audio-visual material, on any medium including electromagnetic media (e.g. images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or on-line (e.g., any website, social networking site, database for information retrieval, etc.).

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language; or *sexting* as defined by School Board policy and Student Handbooks;
4. Is reasonable viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources if the material to be distributed is primarily prepared by students.

Accessing or distributing "on-campus" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student who engages in gross disobedience and misconduct may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Reference Shiloh CUSD #1 Policy: 7:310 Restrictions on Publications

PARENT SCHOOL VISITATION RIGHTS

The School Visitation Rights Act permits employed parents who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their child attends. 820ILCS147/1 seq.

1. Upon written request, employers must grant employees leave of up to eight (8) hours per school year, not to exceed classroom activities or school conferences, which cannot be scheduled during non-work hours.
2. For regular scheduled non-emergency visitations, the school district will make time available for visitation during both regular school hours and evening hours.
3. The school district will provide documentation to the parents' assertion of their rights under this law.

PARENT/STUDENT NOTICE OF RIGHTS CONCERNING A STUDENT'S SCHOOL RECORDS

Upon the initial enrollment or transfer of a student to the school, the school must notify the student and the student's parent(s)/guardian(s) of their rights concerning school student records. This notification may be distributed by any means likely to reach the parents/guardians.

The contact information for each School's Official Records Custodian follows: Megan Pierce, Guidance Counselor
Shiloh CUSD #1
21751 N 575th Street
Hume, IL 61932

This notice contains a description of your and your student's rights concerning school student records.

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. The District maintains two types of school records for each student: *permanent* record and *temporary* record.

The permanent record includes:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)
2. Academic transcripts, including grades, class rank, graduation date, grade level achieved, scores on college entrance examinations, and the unique student identifier assigned and used by the Illinois State Board of Education's Student Information System
3. Attendance record
4. Health record defined by the Illinois State Board of Education as "medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27-8.1 of the School Code"
5. Record of release of permanent record information that includes each of the following:
 - a. The nature and substance of the information released
 - b. The name and signature of the official records custodian releasing such information
 - c. The name and capacity of the requesting person and the purpose for the request
 - d. The date of release
 - e. A copy of any consent to a release
6. Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12)

The permanent record may include:

1. Honors and awards received
2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

All information not required to be kept in the student permanent record is kept in the student temporary record.

The temporary record must include:

1. Record of release of temporary record information that includes the same information as listed above for the record of release of permanent records.
2. Scores received on all State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
3. Completed home language survey
4. Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
5. Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act shall be placed in the student record.
6. Health-related information, defined by the Illinois State Board of Education as "current documentation of a student's health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act or other privacy laws, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs (e.g., glucose readings), long-term medications administered during school hours, and other health-related information that is relevant to school participation, e.g., nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports"
7. Accident report, defined by the Illinois State Board of Education as "documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student

not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation, regardless of whether the parent, guardian or student (if 18 years or older) or an unaccompanied homeless youth has followed through on that request.”

8. Any documentation of a student’s transfer, including records indicating the school or school district to which the student transferred.
9. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course as a substitute for a high school or graduation requirement.

The temporary record may include:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement test results
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records
9. Other disciplinary information
10. Special education records
11. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973
12. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student’s education

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. **The right to inspect and copy the student’s education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parents/guardians or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15)).

2. **The right to request the amendment of the student’s education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building Principal or the Official Records Custodian, clearly identify the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents/guardians or eligible student when notified of the right to a hearing.

3. **The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to

these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s). Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information concerning the parent's/ guardian's child.

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parent(s)/guardian(s) names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise.

No photograph highlighting individual faces is allowed for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student, as applicable; and no image on a school security video recording shall be designated as directory information.

6. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is: Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Reference Shiloh CUSD #1 Policy: 7:340 Student Records

PESTICIDES: PUBLIC ACT 910525

Public Act 910525 requires that parents of students be informed within 48 hours of pesticide use within the school building. Shiloh School District has contracted Orkin to control any pest problems the district might have. The initial spraying will be after school has been dismissed in the spring. Subsequent spraying will occur throughout the school year. If you have any questions or wish more information about the chemicals Orkin uses in their operation, you may contact Orkin at 309-663-9546, and they will provide you with a material safety data sheet.

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 him self, herself, or another or damage to property; or (2) remove a disruptive student who is unwilling to leave the area voluntarily.

RESIDENCY

Resident Students

Only students who are residents of the District may attend a District school without tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Requests for Non-Resident Student Admission

Non-resident students may attend District schools upon the approval of a request submitted by the student's parents/guardians for non-resident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parents/guardians will be charged the maximum amount of tuition as allowed by State law.
4. The student's parents/guardians will be responsible for transporting the student to and from school.

Admission of Non-Resident Students Pursuant to an Agreement or Order

Non-resident students may attend District Schools tuition-free pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with a cultural exchange organization and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a non-resident student.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedures, govern the enrollment of homeless children.

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. Tuition charge shall not exceed 110% of the per capita cost of maintaining the schools of the district for the preceding school year: the maximum amount of tuition as allowed by State law. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105 ILCS 5/10-20.12b.

Reference Shiloh CUSD #1 Policy: 7:60 Residence

SCHOOL ACCOUNTABILITY

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the State Board of Education prepared State Goals for Learning with accompanying Illinois Learning Standards.

The School Board gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

Quality Assurance

The Board continuously monitors student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State statute and State Board of Education rules, and continuously keep the Board informed:

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.
2. If applicable, implement a No Child Left behind Act plan, including the completion of the NCLB Consolidated Application, and seek Board approval where necessary or advisable.
3. Continuously assess whether the District and its schools are making adequate yearly progress as defined by State law.
4. If applicable, develop District and School Improvement Plans, present them for Board approval, submit them to the State Superintendent for verification, and supervise their implementation. If applicable, develop a restructuring plan for any school that remains on academic watch status after a fifth annual calculation.
5. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.

School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action, or Restructuring

This section applies to only those students enrolled in a school identified by the Board for school improvement, corrective action, or restructuring as defined by federal law. Those students may transfer to another public school within the District, if any, that has not been so identified. If there are no District schools available into which a student may transfer, the Superintendent or designee shall, to the extent practicable, establish a cooperative agreement with other districts in the area. A student who transfers to another school under this policy may remain at that school until the student completes the highest grade at that school. The District shall provide transportation only until the end of the school year in which the transferring school ceases to be identified for school improvement or subject to corrective action or restructuring. All transfers and notices provided to parents/guardians and transfer requests are governed by State and federal law. Students from low-income families shall be provided supplemental educational services as provided in federal law if they attend any District school that: (1) failed to make adequate yearly progress for 3 consecutive years, or (2) is subject to corrective action or restructuring.

Reference Shiloh CUSD #1 Policy: 6:15 School Accountability

SCHOOL CALENDAR

The Board of Education, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

Commemorative Holidays

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

School Day

The Board of Education establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance.

Reference Shiloh CUSD #1 Policy: 6:20 School Year Calendar and Day

SOCIAL AND EMOTIONAL LEARNING-CHARACTER EDUCATION

All students will receive instruction on social and emotional learning that will contribute to the betterment of their social and emotional well-being.

SPECIAL DELIVERIES

Delivery of flowers, balloons, etc., to individual students is strongly discouraged. Such deliveries will be kept in the office and the student will be notified to pick up the item at the end of the day.

STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades 3 - 11 will take standardized tests in the spring. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year
2. Ensure students get a good night's sleep the night before exams
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein
4. Remind and emphasize for students the importance of good performance on standardized testing
5. Ensure students are on time and prepared for tests, with appropriate material
6. Teach students the importance of honesty and ethics during the performance of these and other tests
7. Encourage students to relax on testing day.

Reference Shiloh CUSD #1 Policy: 6:340 Student Testing and Assessment Programs

STEVENS AMENDMENT

Projects or programs funded in whole or in part with Federal grant money must credit the Federal government for the Federal government's portion of the financial support.

The Shiloh CUSD #1 web page informs the public that the use of Federal dollars in the Shiloh CUSD #1 meets the Steven's Amendment requirement. Staff development opportunities, resource purchases, and personnel have been funded in whole or in part with Federal entitlement dollars.

STUDENTS AT RISK OF ACADEMIC FAILURE

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include:

- Parent-teacher conferences
- Counseling services by social workers, interventionist, or guidance counselor
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional educational programs
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time-to-time
- Illinois Hope and Opportunity Pathways through Education (IHOPE) Program

Reference Shiloh CUSD #1 Policy: 6:110 Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program

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.

Reference Shiloh CUSD #1 Policy: 7:290 Suicide and Depression Awareness and Prevention

SUPPORT SERVICES

The following support services may be provided by the School District:

1. Health services supervised by a qualified school nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a school social worker. A student's parent/guardian must consent to regular or continuing services from a social worker.
4. Guidance and school counseling services.
5. A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health problems that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such problems.

Reference Shiloh CUSD #1 Policy: 7:250 Student Support Services

SURVEYS

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

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

TEACHER QUALIFICATIONS

A teacher, as the term is used in this policy, refers to a District employee who is required to be certified under State law. The following qualifications apply:

1. Each teacher must:
 - a. Have a valid Illinois certificate that legally qualifies the teacher for the duties for which the teacher is employed.
 - b. Provide the District Office with a complete transcript of credits earned in institutions of higher education.
 - c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with a transcript of credits earned since the date the last transcript was filed.
 - d. Notify the Superintendent of any change in the teacher's transcript.
2. All teachers with primary responsibility for instructing students in the core academic subject areas (science, the arts, reading or language arts, English, history, civics and government, economics, geography, foreign language, and mathematics) must be *highly qualified* for those assignments as determined by State and federal law.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately certified and *highly qualified* for their assignments
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I money are notified: (a) of their right to request their students' classroom teachers' professional qualifications, and (b) whenever their child is assigned to, or has been taught for 4 or more consecutive weeks by, a teacher who is not *highly qualified*.

Reference Shiloh CUSD #1 Policy: 5:190 Teacher Qualifications

THEFT

Shiloh School District does not assume responsibility for vehicles or personal articles that are damaged or stolen while on school property. Vehicles that are illegally parked or left on school property are subject to towing at the expense of the owner.

Students are discouraged from bringing valuable items to school. Neither the school district personnel nor the administration is responsible for valuables brought to school by students. Students caught stealing are subject to suspension from school and authorities may be notified.

TITLE I PROGRAMS

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived students.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parental Involvement

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

Reference Shiloh CUSD #1 Policy: 6:170 Title I Programs

TRANSPORTATION

Transportation is provided to all students in Shiloh CUSD #1. A fleet of 6 buses serves 227 square miles of Edgar and Douglas counties. Bus schedules, shuttles, and routes shall be determined by the Transportation Director. No school employee may transport students in school or in private vehicles unless authorized by the administration.

Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period more than 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.

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

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks, and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings, or aisles.
2. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely, and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.
12. Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

If a bus driver attempts to drop a student off at the child's house and no one is home, we will call the parent. If we are unable to reach the parent, we will take the student back to school. The parent must then pick the student up at the school. This creates supervision issues for school personnel as someone must stay with the student until the child is picked up.

All parents should have a second working phone number to call in the event no one is home when the bus attempts to drop their student off.

The third time that we must take a child back to school, we will call the county sheriff to take your child to their office and the parent can pick their child up at the sheriff's office. If there is a fourth time, we will call DCFS—Department of Children and Family Services.

For questions regarding school transportation issues, contact: Dick Wagoner, Transportation Director, at 217-921-1041 or Dana Bogle, Assistant Transportation Director, at 217-264-6552.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated any time a bus is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

A shuttle is provided for the following events/activities:

- ◆ To and from away extra-curricular contests
- ◆ As needed when school is in session – check the weekly bus schedule for specific times

Shuttle drop off sites are:

- ◆ Brocton Brocton Store
- ◆ Hume Grafton Memorial Park
- ◆ Metcalf Community Center
- ◆ Murdock Corner of Third and Main
- ◆ Newman Park
- ◆ Redmon Post Office

Reference Shiloh CUSD #1 Policy: 4:110 Transportation, 7:220 Bus Conduct, 7:230, Bus Conduct, Electronic Recordings on School Buses

VENDING MACHINE USE

The for-profit sale of any food or beverage while school meals are being served is strictly prohibited.

VISITORS

Accommodation

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

Parking

No vehicles other than buses will be permitted in the circle drive in front of the school between 7:35 a.m. and 8:00 a.m. This is the time that the buses arrive at school and unload students. There will be cones set up from 7:35 until 8:00 a.m. to restrict vehicles from this area. We will have a person assigned to the circle drive to keep vehicles out of the bus drop off area.



Visitors may park in the circle drive from 8:00 AM until 2:45 PM. The buses will be pulling around to load students at 2:45. We must restrict vehicles from the circle drive while the buses are pulling around and loading students.

The reason for this policy is student safety. There have been incidents that almost caused an accident, and we want to do everything possible to make sure no one is harmed.

Security Passes

Visitors must enter the building through Door #1 or Door #2 at the front of the building.

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

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

SHILOH COMMUNITY UNIT SCHOOL DISTRICT NO. 1

**Please remove, complete, sign, and return this page to any school office
by August 31, 2021, or *within ten (10) days of enrollment.***

Print Name of Student: _____ Grade: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Shiloh Elementary School Handbook and Shiloh Community Unit School District #1 policy on student behavior. I have read these materials and understand all the rules, responsibilities, and expectations. To help keep myself and my school safe, I pledge to adhere to all Shiloh Elementary School Handbook and Shiloh Community Unit School District #1 rules, policies, and procedures.

I understand that the Shiloh Elementary School Handbook and Shiloh Community Unit School District #1 policies may be amended during the year and that such changes are available on the Shiloh 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 Elementary School Handbook and Shiloh School District #1 rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Shiloh Elementary School handbook and Shiloh Community Unit School District #1 policy on student behavior. I have read these materials and understand all rules, responsibilities, and expectations.

I understand that the Shiloh Elementary School Handbook and Shiloh Community Unit School District #1 policies may be amended during the year and that such changes are available on the Shiloh 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 Elementary School Handbook and Shiloh Community Unit School District #1 rules, policies, and procedures.

Parent/Guardian Signature

Date