

2026-2027

SHILOH CUSD #1

PK-12 STUDENT HANDBOOK



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SHILOH COMMUNITY UNIT SCHOOL DISTRICT NO. 1
2026-2027 Calendar

August 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2026	9
19, 20, 21, 26	2:05 dismissals
17	School Improvement Day
18	Teacher Institute
19	First day of student attendance (2:05 dismissals 8/19-8/21)

September 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	30				

September 2026	20
2, 9, 16, 23	2:05 dismissals
7	Labor Day
18	1st Quarter Midterm

October 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October 2026	20
7, 14, 21, 28	2:05 dismissals
9	Teacher Institute Day 8:00-1:00
12	Columbus Day
16	End of 1st Quarter
21	Parent-teacher conferences 3:30-7:00
28	Parent-teacher conferences 3:30-7:00

November 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November 2026	16
4, 11, 18, 24	2:05 dismissals
3	Election Day (closed)
13	2nd Quarter Midterm
24	2:05 dismissal
25	Fall Break
26	Thanksgiving
27	Fall Break

December 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December 2026	15
2, 9, 16, 17, 18	2:05 dismissals
16	Semester Final Exams 8th Hour; 2:05 Dismissal
17	Semester Final Exams Odd Hours; 2:05 Dismissal
18	Semester Final Exams Even Hours; 2:05 Dismissal; End 2nd Quarter
25	Christmas
21	No school (PPT)
Dec 22-Jan 3	Winter Break



January 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2027 — 18

6, 13, 20, 27 2:05 dismissals
4 Teacher Institute
18 MLK Day

February 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February 2027 — 19

3, 10, 17, 24 2:05 dismissals
5 3rd Quarter Midterm
15 Presidents Day
17 Parent-teacher conferences 3:30-7:00
24 Parent-teacher conferences 3:30-7:00

WInterfest, FCCLA, and FBLA(?) 2/8-

FFA week 2/20-2/27

March 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March 2027 — 20

3, 10, 17, 24, 31 2:05 dismissals
12 End of 3rd Quarter
15 School Improvement Day
25 No school (FPT)
26, 29 Spring Break

April 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April 2027 — 22

7, 14, 21, 28 2:05 dismissals
16 4th Quarter Midterm

May 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 2027 — 15

5, 12, 19, 20, 21 2:05 dismissals
13 8th Grade Promotion
14 High School Graduation
20 Semester Final Exams Even Hours; 2:05 Dismissal
21 Semester Final Exams Odd Hours; 2:05 Dismissal
21 Tentative Last Day of School; End 4th Quarter
24 Teacher Institute
31 Memorial Day
25-28, 1 Emergency Days (after using eLearning Days)

SHILOH COMMUNITY UNIT SCHOOL DISTRICT NO. 1

Please complete, sign, and return this page to any school office by August 28 2026 or within 10 days of enrollment.

Printed Name of Student: _____ Grade: _____

Student Acknowledgement and Pledge

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

I understand that the Shiloh CUSD #1 Handbook and 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 CUSD #1 Handbook and rules, policies, and procedures

Student Signature_____ Date_____

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Shiloh CUSD #1 Handbook and policy on student behavior. I have read these materials and understand all rules, responsibilities, and expectations.

I understand that the Shiloh CUSD #1 Handbook and 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 child from being responsible for knowing or complying with Shiloh CUSD #1 handbook, rules, policies and procedures.

_____ _____

Parent/Guardian Signature Date

Chapter 1 General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.shiloh1.org or at the Unit Office, located at:

21751 N 575th St.
Hume, IL 61932

The School Board governs the school district, and is elected by the community. Current School Board members are:

Tara Duzan, President
Brian Rhode, Vice-President
Kyrie Mixson, Secretary
Justin Wood, Member
Caryn Happ, Member
Grant Norman , Member
Kraig Key, Member

The School Board has hired the following administrative staff to operate the school:

Corey White, Superintendent
Amy Jones, PK-12 Principal
Teresa Hawkins, Unit Office Secretary
Zachary Werkheiser, Bookkeeper
Jennifer Weber-Hall, PK-8 Secretary
Alyson Barry, 9-12 Secretary
Dana Bogle, Transportation
Lonnie Davidson, Building Maintenance

The school is located and may be contacted at:
21751 N 575th St.
Hume, IL 61932
217-531-1850 (phone)
217-531-1851 (fax)

MISSION STATEMENT

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

NOTE TO PARENTS

This handbook is issued in order that students and parents become familiar with the general policies of the school. It contains information that should be known by all those connected with the school. Answers to common questions can be found in the material which follows. If changes seem advisable, they will be made by the administration and reported to the Board of Education. The school reserves the right to make changes to the handbook without notice; however, if a change is made, it will be communicated to the parents through TeacherEase. Appropriate action will be taken by the administration for any situation or incident not specifically covered in this book. All school personnel serve as mandated reporters.

EQUAL EDUCATIONAL OPPORTUNITIES

Shiloh CUSD #1 ensures equal educational and extra-curricular opportunities are offered to all students regardless of race, color, national origin, age, sex, religion, or handicap. Shiloh School has established a policy using non-sexist language in all publications. Questions in reference to educational opportunities may be directed to Superintendent Corey White, Shiloh CUSD #1, 21751 N 575th St., Hume, IL 61932. 217-531-1850. A student who wishes to file a complaint may do so with the Superintendent or Building Principal, Corey White or Amy Jones.

Student Registration

Students must be registered by the parent or court-appointed legal guardian living in the Shiloh School District to attend Shiloh CUSD 1. A notarized affidavit stating that the parent will allow their child to live with a person to attend school at Shiloh will not be acceptable. Each new student transferring from an Illinois Public School must have a STUDENT TRANSFER FORM (form ISBE 33-78) from their previous school verifying whether the student was in good standing prior to leaving and that medical records are up to date and complete. Students transferring from an out-of-state school or home school should provide transcripts and school information. A 24 hour waiting period will be incorporated before new students will attend school. During that time, information will be gathered pertaining to that student's eligibility and/or needs for attendance. Homeless students will be enrolled immediately as per the McKinney Vento Act.

NOTIFICATIONS

Parent's Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents 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 review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will arrange for access and notify the parents or eligible students of the time and place where the records may be inspected.
2. The right to request the amendment of the student's educational records that the parents, or eligible student, believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the students' education records, except to the extent that FERPA authorizes disclosure without consent. 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.
4. The right to file a complaint with the U.S. department of Education concerning alleged

failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Parents' rights under the Protection of Pupil Rights Amendment (PPRA) are those regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. The rights include:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education:
   a. Political affiliations or beliefs of the student or student's parent;
   b. Mental or psychological problems of the student or student's family;
   c. Sexual behavior or attitudes;
   d. Illegal, anti-social, self-incriminating, or demeaning behavior;
   e. Critical appraisals of others with whom respondents have close family relationships;
   f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
   g. Religious practices, affiliations, or beliefs of the student or parents; or
   h. Income, other than as required by law to determine program eligibility
2. Receive notice and an opportunity to opt a student out of:
   a. Any other protected information survey, regardless of funding;
   b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
   c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use:
   a. Protected information surveys of students;
   b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
   c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

If you do not want your child to participate in surveys funded by the U.S. Department of Education, notify the principal in writing before October 1 of the school year.

Military Information

Shiloh School must notify parents that as a result of the No Child Left Behind Law, the school is required to provide to any branch of the military their high school student's name, address and telephone number unless the parent notifies the school that they do not want this information given out.

Sex Equity Policy
No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits, or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational, vocational, and extracurricular programs and activities.

Homeless Liaison
The coordinators/liaisons for the homeless children are Corey White and Amy Jones.

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

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

All Homeless Students Have Rights to:

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

If you have questions about enrollment in school, or want more information about the rights of homeless students in Illinois Public Schools, call the appropriate Regional Homeless Education Liaison from the listing below or call the Illinois State Board of Education at (1-800) 215-6379.

Asbestos Notification
Shiloh CUSD #1 is officially making notification that there is asbestos material in the buildings (including TLC). This material is covered and is safe for students. There is no exposure for students, staff or parents. Please contact the Principal's Office with questions.

Lost Materials
Material which cannot be located at the end of school may be charged to the student who checked it out.

Notice of Accommodations Available
Accommodations will be made at any school-related function for those individuals with disabilities. An individual needing an accommodation should notify the Principal's Office in advance to help ensure these accommodations are made in a timely manner.

Pledge to the Flag
Each school day begins with the Pledge to the Flag. "I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

The American's Creed
I believe in the United States of America as a government of the people, by the people, for the people. Whose just powers are derived from the consent of the governed; A democracy in a Republic, a sovereign nation of many Sovereign States, a perfect Union, one and inseparable; Established upon those principles of freedom, equality, justice, and humanity, for which American patriots sacrificed their lives and fortunes.
I therefore believe it is my duty to my Country to love it, to support its constitution, to obey its law, to respect its flag, and to defend it against all enemies.

Parent-Teacher Conferences
Access for monitoring your child's progress is available quarterly by report cards and weekly through the electronic gradebook program "Teacher Ease." If you still have questions or feel that there has been a misunderstanding, please call the school for an appointment with the classroom teacher or guidance counselor. A parent who wishes to talk with a teacher should request a conference with the teacher before or after school or at a time convenient to both during the day. Teachers may also request conferences with a parent in order to keep the parent up to date regarding a student's progress. Parents may make appointments for conferences with teachers or administration by telephoning the school office at 217-531-1850.

Student Release and Information Release
A student can only be released or "signed out" by approved individuals. A parent must provide written documentation regarding individuals other than the legal guardian to authorize a student to leave school. Information for students may only be released to approved individuals as well. In matters of assigned custodial orders, a copy must be filed in the Principal's Office. It will be included in the student's records.

Accidents and Illness
The school will make every effort to inform the parents of any accident or illness occurring at school that may need care or observation at home. However, no student will be sent home unless a responsible adult is there to receive him/her. It is the parent's responsibility to provide the school with the names of additional persons to provide care for your child if you are unavailable. Please list that person(s) when

registering for school each year.

Surveys
Throughout the school year, parents/students may be asked to fill out surveys. This will be strictly voluntary and no punishment will be given if not filled out.

Student Records
Shiloh CUSD #1 complies with Illinois School Student Records Act of 1975. All student records are maintained in a safe and secure location. Student permanent records are kept for a minimum of 60 years. These consist of basic identifying information, grades and class rank, graduation date, college entrance examination scores, attendance records, accident reports and health records, and a list of who these records have been released to.

Temporary records consist of all information not required to be in the student's permanent records. These records are kept for five years after graduation. This is considered long enough that they will not be of help to the student.

Parents have the right to inspect and review these records in the Principal's Office and copy them. You can control who has access and challenge their accuracy. Ask the Principal's secretary for assistance in this matter. At the age of 18, the student assumes control of his/her records.

Fines, Charges, and Athletic Fee
Students will be expected to pay for any willful damage to school property or for loss of school books. In addition, the Board may establish a few fees/charges for some extracurricular activities.

Students shall not be denied educational services or academic credit due to the inability or unwillingness of parents or guardians to pay textbook fees, fines, other school fees or charges for damaged property. The parent is legally responsible for such indebtedness, not the student, and any action taken by the District to collect such fees should be taken against the parent.

Grievance Procedure
Any person feeling that the School Board, its employees, or agents have violated their rights may file a grievance according to the following procedure:

Title IX Coordinator
For complaints in regards to Title IX, contact the Title IX coordinator and investigator, Amy Jones at jonesa@shiloh1.org or 217-531-1850

Filing a Complaint
Any person wishing to file a complaint must do so in writing with the manager. The manager for the 2026-2027 school year, Corey White, Superintendent.

Investigation
Upon receiving a complaint, the manager or his/her designated appointee, will investigate the complaint. If the complainant is a student, the manager will notify his/her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved.
Within 10 school days of the date the grievance was filed, the manager will file a report with his/her findings with the superintendent.

Decision
Within 5 school days after receiving the manager's report, the superintendent shall render his decision. The superintendent will notify the complainant and manager by either mail or phone. If the complainant is not satisfied with the superintendent's decision, he/she may appeal to the school board. The complainant must notify the superintendent that he/she wishes to appeal to the school board no later than one week before the regularly scheduled school board meeting. As such, all information regarding the investigation and decision will be given to the school board for their consideration.

Social Security Numbers

Disclosure of your social security number is voluntary. No legal right, benefit or privilege will be denied as a result of any failure to disclose your social security number. Student social security numbers collected will be used for educational research purposes only, and will primarily be used for employment tracking of those who have completed the Vocational Education program in accordance with the Carl D. Perkins Vocational Education Law, 20 U.S.C. Sed. 2301 et seq., and State law, Ill. Rev. Stat. 1987, ch. 122, para. 697. Names of individuals will not accompany social security numbers included in any data file transmitted to the Illinois State Board of Education.

Parent/Guardian State Pupil Transportation Reimbursement Program

This program is for parents/guardians to whom free bussing is **not** provided. It is also utilized by parents/guardians who live less than 1.5 miles from the school and have a Serious Safety Hazard approval on file with their Regional Office of Education. The reimbursement rates are usually prorated, and are paid out on a per pupil basis.

The purpose of the Parent/Guardian Pupil Transportation Program is to reimburse parents or guardians of eligible students for qualified transportation expenses. Statutory authority for this program can be found in the Illinois School Code at 105 ILCS 5/29-5.2. Student eligibility criteria for this initiative includes the following:

- The pupil must be under age 21 at the close of the school year;
- The pupil must be a full-time student in grades K-12;
- The pupil must live either;
    1. 1 ½ miles or more from the school attended; or
    2. Within 1 ½ miles of the school attended, where a verified safety hazard exists (similar to the safety hazard mechanism in regular/vocational transportation reimbursement); and
- The pupil did not have access to transportation to and from school provided at public expense.

Objectionable Topics and Activities

Sex education is provided through Health, PE and additional programs such as CPR, DARE and others. This information is given to educate and inform students so they may make proper decisions as they are confronted with situations. Parents have the right to withhold their children from portions pertaining to sex education, recognizing and avoiding sexual abuse and certain activities/courses based on religious beliefs if the parents submit a written objection. Parents/Guardians of students in grades K-8 will be notified five (5) days before the start of classroom activities that include recognizing and avoiding sexual abuse.

Drivers Education Requirements

Each student must complete a minimum of thirty clock hours of classroom instructions and six hours of school driving. Students who do not meet the class requirement may not take the class until the next school year. The fee for Driver Education is exempt based on district policy. Families do not have to pay

fees in Shiloh district. Students cannot miss more than three days of this class in order to pass.

Married Students

Married students, pregnant students, and students with children shall have the same educational opportunities as unmarried students. They shall be expected to assume the same responsibilities and abide by the same rules and regulations governing all other students.

Food in Lockers, Gym, and Classrooms

Lockers may be inspected by administration, faculty, or staff at any time when deemed necessary. Students are permitted to store food and drinks in lockers; however, lockers must be kept clean and free of trash. All food should be properly sealed, and perishable items should not be left overnight. Food and beverages in the gymnasium and classrooms are subject to teacher and administrative expectations. Students are expected to follow all classroom and school rules regarding food and drinks. Due to safety, cleanliness, and maintenance concerns, restrictions on food and beverages may be modified or revoked at any time by administration. Classroom teachers may establish additional expectations regarding food and beverages in their classrooms, and students are expected to follow teacher directives.

Valuables

Please do not bring valuable items to school. If it is necessary to have an item at school, leave it in your locker and utilize the combination padlock supplied by the District. Administration will do the best job possible to safeguard student possessions. Ultimately, the District is not responsible for items that are lost or stolen.

Telephone Usage

The office telephones are business phones and may be used by students with supervision from the secretaries, administrators, or staff members. Students are encouraged to go to the offices to make phone calls home, as there is a no cell phone policy in the building.

Office Machine Usage

Copy machines may not be used by students without permission of the Principal or office staff. There will be a $.25 per copy charge for personal copies.

Senior Trip

The senior trip is a privilege given to the senior class for their years of working together. It is to be funded through their efforts and limited to what they can afford. Behavior on class trips is expected to be exemplary. Students must demonstrate this behavior throughout the year to merit this trip. Eligibility to attend will be determined by class sponsor and building principal.

Regulations for Shop and Lab Classes

Because these classes present certain safety problems, the following policies shall be in effect for each class:

1. Students do not wear jewelry or loose fitting clothing that could cause injury while using special equipment.
2. Students do not wear excessively long hair that could be caught in machinery or be exposed to sparks or flame. This means that when the hair is in the person's eyes hanging down into the machinery or a flame, teachers are instructed to prohibit operation of machinery until hazard is removed.
3. Aprons or coveralls may be required by the instructor.
4. Safety glasses must be worn at all times.
5. Students must adhere to all safety rules as set forth by the instructor. Students will be

instructed in the proper use of machinery and the safety regulations of each shop area before beginning shop training.

6. Students who receive an injury of any kind must report it to their instructor. Students who violate any of the above policies will not be allowed to participate until correction is made. Students may be permanently removed if their presence poses a threat to others.

Announcements

Students are responsible for knowing information shared through school announcements. If students or staff wish to submit an announcement, requests should be sent to **announcements@shiloh1.org** by **8:30 a.m. on the day the announcement is to be shared**. Morning announcements will be produced by Mr. Carroll's 1st hour Current Events class through video announcements. Teachers are expected to view the morning announcements with students during 2nd hour each day. Additional announcements may be shared throughout the school day as needed.

Library Rules and Policies – Student Responsibilities

1. Observe library rules. Disregard for established rules will result in the termination of library privileges for a length of time designated by librarian, teacher or principal.
2. If material cannot be located, ask the librarian. His/her purpose is service.
3. Work quietly. Unnecessary talking will not be allowed.
4. Library privileges will be restricted to one time daily. Additional usage will be allowed if the student obtains a teacher's pass from a classroom teacher or the librarian **BEFORE** the beginning of the period.
5. If a student signs out for the library, he/she should go directly to the library. When leaving the library, the student should return directly to his assigned room.
6. Return materials promptly.
7. Protect all materials.

Library Loan Policies

Library books, paperbacks, pamphlets, magazines, pictures and clippings may be checked out for two weeks and renewed for two weeks unless requested by someone else. It is at the librarian's discretion as to whether or not reference books (encyclopedias, dictionaries, etc.) may be checked out.

Reserve Books: Room use only, unless permission is granted.

A V Materials: Room use only. Teachers may request material for classroom use.

Playground Rules

The following rules will be enforced by the playground supervisor:

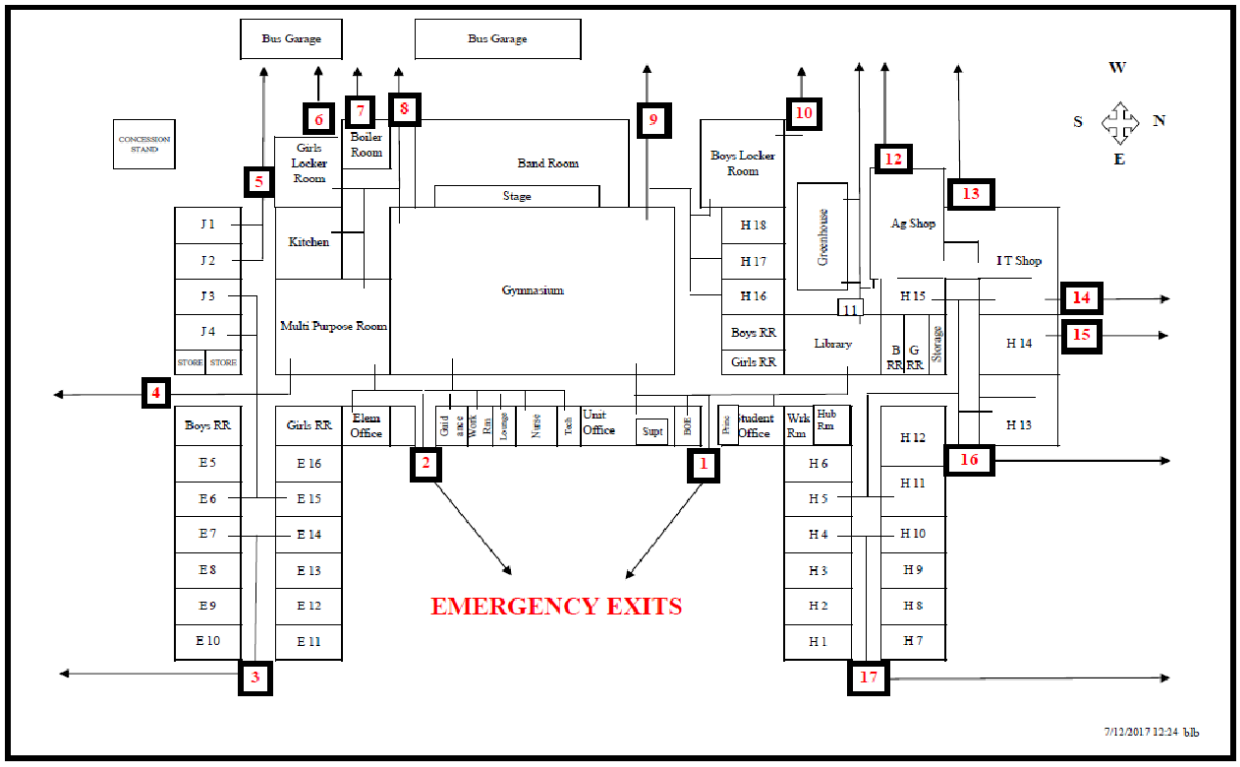
1. No tackle football, hardballs, foul language, snowball throwing, skateboards, roller skates or roller blades.
2. Stay away from windows.
3. Do not throw balls or objects against the top window panels of the gym.
4. Keep your hands to yourself.
5. No fighting, arguing or screaming.
6. You should be responsible for any object taken outside.
7. Share the equipment.
8. Students will follow the playground supervisor's rules pertaining to equipment usage and location.
9. Students will conduct themselves in a responsible and safe manner to preserve their safety and others on the playground.
10. Students must wear appropriate clothing for the weather. This includes coats, hats, and gloves during cold temperatures, and rain gear when conditions are wet. Recess will be held

outdoors unless weather conditions are unsafe, so please dress accordingly. These expectations apply to all grade levels.

Emergency Drills

Emergency drills at regular intervals are required by law and are an important safety precaution. In the event of an intruder or evacuation drill, a note will go home with the student explaining the practice drill after it has taken place.

In the event of an actual emergency situation, which could involve the possibility of an immediate evacuation from a room or the building itself, the administration will determine the steps needed to provide for the safety and security of any or all students and staff.



Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

Cheating/Plagiarism

Plagiarism/cheating is misrepresenting another person's work as your own. The copied work could be from a book, AI, 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. This may include the use of AI.
Reference Shiloh CUSD #1 Policy: 7:190 Student Discipline

School Operations During a Pandemic or Other Health Emergency

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

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

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school

function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

Additional Visitor Expectations
All visitors must check in with school personnel upon arrival and wear a visitor identification sticker or badge in a clearly visible location while on school property. Visitors wishing to meet with or pick up a student during the school day must remain in the office or designated foyer area while school personnel contact the student. Visitors should not proceed through the building to locate students. Parents/guardians attending classroom activities or visiting instructional areas may be escorted to and from classrooms by school personnel when deemed appropriate by administration. Parents/guardians delivering lunches, personal items, homework, or other materials for students should leave those items in the office. School personnel will notify the student or arrange delivery at an appropriate time. For school assemblies, performances, and other school events, visitors should follow all posted event guidelines and arrival procedures. Please note and follow published door opening times, as visitors may not be permitted access to the building prior to designated entry times.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Corey White at whitec@shiloh1.org or by phone at 217-531-1850.

Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

Discrimination and harassment on the basis of race, color, or national origin negatively affect a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or

stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidents of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: https://dhr.illinois.gov/about-us/contact-idhr.html or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

Any district employee who is determined, after investigation, to have engaged in conduct by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by

this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to Corey White or Amy Jones.

School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the building principal prior to assisting at the school. Forms are available in the school office. Teachers wishing to utilize parent or community volunteers in their classrooms must receive prior approval from the building principal. Teachers who have approved volunteer opportunities will notify parents as needed. For school-wide volunteer opportunities, please contact the building principal.
Volunteers are required to sign in and out at the office.

Invitations & Gifts

If a student brings an invitation to school for distribution, all students in the classroom must receive an invitation. If all students do not have an invitation, no students will be allowed to receive the invitation. The office is unable to release addresses and phone numbers of students.

Treats & Snacks [K-8]

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. We have implemented the robo call and text program to make mass contact with parents/guardians in the district. **It is very important that your phone number is up to date in the school office**. You may have an alternate phone number on our list as well for those who will be caring for your child while you are away.

School closings for any reason will be announced as early as possible. If bad weather or other emergency occurs during the day, you will be notified through our Alert Now program. Also, please listen to local media stations (Channel 3 in Champaign) and watch Facebook, if time permits.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. The safety of our students is paramount.

If we dismiss early for an emergency, after-school functions will be determined separately.

E-Learning Plan
In the event of snow days or other emergency closures, students will continue their education without interruption. Notification will be sent out via TeacherEase, automated phone calls, and local news stations in the event of an e-learning day. Participation in e-learning is required and attendance will be monitored through online checks and work completion. The e-learning plan provides flexibility in our school day, while also ensuring students are engaged and stay on track with learning goals. The e-learning plan can be found on our website.

Video & Audio Monitoring Systems

The District may utilize video and/or audio monitoring systems on school buses and video monitoring systems in public areas of school buildings and on school property. These systems are used to help maintain a safe and secure environment for students, staff, visitors, and school property.

Recordings may be reviewed and used to investigate student misconduct, safety concerns, or violations of school rules and policies. Information obtained from these recordings may be used as part of the student disciplinary process.

If recordings capture suspected violations of law or criminal activity, the District may provide copies or access to recordings to law enforcement or other appropriate authorities in accordance with applicable laws and District policies

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

MTSS - Multi-Tiered System of Supports

The Shiloh District believes in providing interventions to students who are not meeting the standards the district believes are necessary for a successful completion of a high school diploma. Research has shown that approximately 80% of students are successful with the general education classroom approach and with the general education materials. Some students' learning styles and processes require different strategies and different materials in addition to the materials used. It should be noted that this does not mean that the child is disabled or anything is wrong with the child. Children are all different and have different learning styles and respond differently to materials. Some students learn by hearing, some by reading, some by doing, and some by watching. All of us learn differently and at different rates.

In order to provide the most effective education for ALL children, we believe we must start with providing an effective education for EACH child. In the Shiloh District, we utilize a three-tier approach with varying levels of support beyond that used as the core curriculum. Tier I consists of regular classroom instruction. In Tier II, the classroom teacher will use different strategies and may use additional or different materials so that the child is successful. In Tier II we employ an Intervention Team approach where school staff meet to review a child's progress and to tailor an individual academic support plan that provides supplemental instruction to the child in the area of need. Many children respond well to Tiers I and II, and are successful in meeting standards with the supplemental help. In the event that the child needs additional help to meet the standards we utilize a Tier III, which provides additional and more frequent help. At this tier, it may be necessary to alter the child's schedule and make some choices

regarding subjects and provision of educational services so that the educational interventions may occur. The Intervention Team meets to address the child's needs and to review the progress of the child during the intervention period. We encourage the parents to be actively involved in their child's progress. Please contact the classroom teacher with any questions you may have.

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 the school district's policy, is posted on the school district website. Information can also be obtained from the school office.
For immediate help, please visit:
https://988lifeline.org/?utm_source=google&utm_medium=web&utm_campaign=onebox

If you or someone you know is experiencing emotional distress, suicidal thoughts, or a mental health crisis, help is available 24/7:

- **988 Suicide & Crisis Lifeline**
  Call or text **988** to connect with a trained crisis counselor. This free, confidential service is available nationwide, including Illinois, at any time.
  dhs.state.il.us+5teenvogue.com+5dhs.state.il.us+5

- **Crisis Text Line**
  Text **HOME** to **741741** to reach a trained crisis counselor via text message. This service is free, confidential, and available 24/7. hfs.illinois.gov+3crisistextline.org+3isbe.net+3

- **Safe2Help Illinois**
  Call **844-4-SAFEIL**, text **SAFE2** to **72332**, or email **HELP@Safe2HelpIL.com** to report concerns or seek help.

You are not alone. If you are struggling, please talk to any administrator, counselor, teacher, or trusted adult at school. We are here to support you and can help connect you with the resources you need.

Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse at 217-531-1850 ext. 1019.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Care of Students with Diabetes

The school nurse works diligently to provide all accommodations to students with diabetes. Please notify the school nurse or building secretary of diabetic concerns immediately. A plan of care will be created with the school nurse and classroom teachers.

Employee Conduct Standards

5:120 Employee Ethics; Code of Professional Conduct; and Conflict of Interest

All District employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

The Superintendent or designee shall provide this policy to all District employees and students and/or parents/guardians in their respective handbooks, and ensure its posting on the District's website, if any.

Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The Superintendent or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the *Code of Ethics for Illinois Educators*, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.

2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program*.

3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:

a. Transporting a student;

b. Taking or possessing a photo or video of a student; and

c. Meeting with a student or contacting a student outside the employee's professional role.

4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.

5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:

a. Violates expectations and guidelines for employee-student boundaries.

b. Sexually harasses a student.

c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).

d. Engages in *grooming* as defined in 720 ILCS 5/11-25.

e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, *sexual misconduct. Sexual misconduct* is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:

i. A sexual or romantic invitation.

ii. Dating or soliciting a date.

iii. Engaging in sexualized or romantic dialog.

iv. Making sexually suggestive comments that are directed toward or with a student.

v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.

vi. A sexual, indecent, romantic, or erotic contact with the student.

Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

Incorporated
by reference: 5:120-E (Code of Ethics for Ill. Educators)

LEGAL REF.:

U.S. Constitution, First Amendment.

2 C.F.R. §200.318(c)(1).

5 ILCS 420/4A-101, Ill. Governmental Ethics Act.

5 ILCS 430/, State Officials and Employee Ethics Act.

30 ILCS 708/, Grant Accountability and Transparency Act.

50 ILCS 135/, Local Governmental Employees Political Rights Act.

105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, 5/22-85.5, and 5/22-93.

325 ILCS 5/, Abused and Neglected Child Reporting Act.

720 ILCS 5/11-25, Criminal Code of 2012.

775 ILCS 5/5A-102, Ill. Human Rights Act.

23 Ill.Admin.Code Part 22, Code of Ethics for Ill. Educators.

Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).

Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Termination and Suspensions), 7:20 (Harassment of Students Prohibited)

Adopted: December 19, 2022

Chapter 2 Attendance, Promotion, & Graduation

Student Absences

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. The student may be provided study hall time to complete missed assignments if assignments are not completed within the time frame. See ICU policy. Equivalent academic credit will be given for all assignments. Parent/guardian will be notified.
Reference Shiloh CUSD #1 Policy: 7:70 Attendance and Truancy

Office must be notified in advance of any prearranged absences or vacations. A student absent during the day of a game due to a doctor's appointment must present a doctor's note at arrival back to school for it to be counted as an excused absence. Faxed notes from the doctor's office are accepted. The district fax number is 217-531-1851. The school may require documentation explaining the reason for the student's absence.

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 CUSD #1 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. Students must sign out in the appropriate office when leaving for an appointment or when parents are picking them up during the school day.

Make-Up Work Policy for Field Trips/Vacations/Sick days

Students are responsible for making up any missed work, including quizzes and tests, after an absence. The time allowed to make up work is based on the number of days absent:

- 1 day absent = 1 day to make up work
- 2 days absent = 2 days to make up work
- 3 or more days absent = maximum of 3 days to make up work

This policy also applies to school-related absences such as field trips. ICU sessions are available after school and on Saturdays to provide additional time and support for making up work. Students must be proactive in communicating with their teachers about missing assignments, quizzes, and tests.

Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Necessity of Good Attendance

Each day something is present in an organized course, which contributes to the knowledge of some material or subject matter. Any absence causes the student to miss part of the work, delays his/her progress, and slows down the whole school process. People of school age have a job of attending school. It is important that you do not fall down on your first real job.

Tardies

It is important for students to arrive on time to school. A student is considered tardy when they arrive after 8:05. Arriving late to school causes students to miss valuable instructional time, and it also disrupts the classroom when students arrive late to class. Chronic tardiness affects instructors and other students as well as your own student.

Absences

The parent must report student absences to the relevant school office by 9:00 AM each day that the student is absent. Notices may be in person, written, and/or verbal notification – including email, or by a phone call 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

If a student is absent 3 or more consecutive days, a doctor's note will be required to excuse the absences.

If a student misses 5 or more days total in a school year, and does not have an IEP or 504, a doctor's note will be required for all additional absences in the same school year.

If a student with an IEP or 504 misses 10 or more days total in a school year, a doctor's note will be required for all additional absences in the same school year.

Please leave your message at the appropriate extension:

Shiloh High School	217-531-1850 Ext. 2	barrya@shiloh1.org
Shiloh Elementary/JH	217-531-1850 Ext. 1	weber-hallj@shiloh1.org

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
- Pre-approved college visitation days

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.

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
- Making prom or graduation arrangements
- Completing homework

College Visitation/Job shadowing

College visitations/job shadowing should be for high school students only. Two pre-approved excused absences per school year are permitted for juniors and seniors who are exploring options for higher education and careers. Students are required to receive approval from the administration on college visits or employers. Written parent permission must be received in the high school office prior to the visitation day. Students going on a pre-approved visit must complete and return to the High School office a signed form from the employer, college or university.

Truancy

If a child is above the age of 6 or below the age of 17 and enrolled in school, persons in custody of the child are also responsible for regular attendance of the child during the regular school term. Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school

days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

Students who miss 10% or more of the current attendance days with or without valid cause are considered chronic absentees. Chronic absenteeism will result in the same steps as chronic truancy.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Credit for Proficiency, Non-District Experiences, Course Substitutions and Accelerated Placement

Credit for Non-District Experiences

A student may receive high school credit for **successfully completing** any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program.
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Proficiency Credit

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

Vocational or technical education. A student in grades 9-12 may satisfy one or more high school

courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

Registered Apprenticeship Program. A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program listed by the school district. Students may find a registered, but not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the school district.

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. 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 before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse 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.
For information on home or hospital instruction, contact: Superintendent, Corey White at 217-531-1850.

Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.
The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

ACADEMIC INFORMATION

Honor Roll

Grades 9-12 Honor Roll

High Honors Student	A student must receive all A's.
Honor Student	A student must have a 3.5 GPA. No grades lower than a C

Grades 3-8 Honor Roll

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.

Grading 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. Weighted grades are on a four point five (4.5) scale and unweighted grades are on a four (4) point scale. Students desiring a program of academic excellence should take the Honors and Advanced Placement (AP)/dual credit courses: Biology II, Speech, Stories Matter, Comp 1, and Comp 2. Any dual credit class a student takes is weighted and will count towards GPA and be on the student's report card.

Grading Scale for all grades (Weighted and Unweighted)

Scale

Letter Grade	State Code	Min %	Weighted GPA	Unweighted GPA	Notes	Passing	Letter Grade	State Code	Min %	Weighted GPA	Unweighted GPA	Notes	Passing
A+	A+	99	4.5	4	Excellent	Yes	C	C	73	2.3	2	Average	Yes
A	A	93	4.5	4	Excellent	Yes	C-	C-	70	2.3	2	Average	Yes
A-	A-	90	4.5	4	Excellent	Yes	D+	D+	67	1.1	1	Below Average	Yes
B+	B+	87	3.4	3	Very Good	Yes	D	D	63	1.1	1	Below Average	Yes
B	B	83	3.4	3	Very Good	Yes	D-	D-	60	1.1	1	Below Average	Yes
B-	B-	80	3.4	3	Very Good	Yes	F	F	0	0	0	Failure	No
C+	C+	77	2.3	2	Average	Yes							

Semester Exams and Semester Grades

High school semester finals are required per teacher discretion, administration has the final approval. Semester grades are earned at 40% quarter and 20% final. Semester grades are posted to student transcripts. If a student has not missed more than 3 days in the semester and has an A or B in the class, the student may be exempt from taking the final. Final exams must be taken on the scheduled days and class period.

Incomplete Grades

Report card grades may be recorded as "Incomplete" if a student has not met all the requirements of a course for that particular grading period. It is the student's responsibility to complete the make-up work and get the "Incomplete" changed to a grade. "Incomplete" may disqualify a student from the honor roll. If incomplete grades are not resolved within two weeks after the grading period, the incomplete becomes an "F" unless prior arrangements have been made with the Teacher/Principal before the end of the grading period.

Transfer Grades/Credits

Coursework transferred to Shiloh High School by a transfer student will be evaluated by the guidance counselor or his/her designee to determine class placement. Transfer credits may or may not be accepted for graduation requirements at Shiloh High School, pending a review of course descriptions.

The student who transfers from a school that is not accredited by the Illinois State Board of Education or other accrediting agency (including homeschooled students) will have his/her transcript reviewed following these guidelines:

1. The Principal or his/her designee has the right to place the student into the appropriate grade or class based on transcript review, standardized tests, or proficiency examinations.
2. The Principal shall determine whether a transcript of grades earned from a non-accredited school will be accepted as grades for credit toward graduation or if the student shall be asked to demonstrate his/her abilities in each class by the use of a final examination provided by a member of the Shiloh faculty.

3. Grades transferred to Shiloh from a home school shall not be weighted.

Students transferring into the District from schools that use different scheduling practices will have their incoming credits and transfer grades evaluated by the Principal or his/her designee to determine the appropriate credit to be awarded. If the previous school of attendance does not send grade percentages, the following guideline will be used:

A	95	C	75
A-	90	C-	70
B+	89	D+	69
B	85	D	65
B-	80	D-	60
C+	79	F	59

When a student transfers from another district by the end of either the 1st or 3rd quarter and there is a conflict matching classes, he/she will still earn full credit for the class he/she is placed in for the remainder of the semester. When a student transfers in from another district after the 1st or 3rd quarter and there are conflicts matching classes, he/she will earn full credit for the transfer credit if he/she has completed at least 80% of the semester. Driver's education, P.E., band and chorus will receive the same amount of credit that Shiloh schools awards to our students.

Proficiency Test

The Board will not grant any credit toward elementary or high school graduation gained through proficiency tests.

Class Offerings

A full description of course offerings at Shiloh High School is available from the office.

Dual Credit Classes

Dual Credit classes are taught through Lake Land College, Eastern Illinois University, Parkland College, and Danville Area Community College. Juniors and seniors will be given a list of course offerings from local area colleges. Students are able to earn college credit in addition to high school credit. If interested in taking a dual-credit class see Guidance Counselor. If a student fails or drops out of a dual-credit course paid by the district, the student is responsible for course fees. <u>If the student does not pay back the course fee after failing or dropping, he/she will not be able to graduate until the fee is paid in full. Shiloh will pay for passing classes in the fall and spring semester only and not to exceed each class to be $1,000.</u>

High School and Junior High School Eligibility

Students participating in extracurricular must be passing all classes to compete in interscholastic competitions. The Athletic Director will check grades beginning on Friday at 3pm of the second week of the quarter. If a student is failing one or more classes, he/she will not be allowed to participate in interscholastic activities for the following week. The Principal may use his judgment as to whether enough grades have been entered in a class to accurately assess the student's progress. A student may be passing all classes and still be ineligible. The eligibility report is run every Friday and is based on cumulative GPA for the semester.

Class Load

Students may be registered for one study hall. A minimum of 6 major subjects plus Physical Education and Band/Chorus constitutes a full class load. A student carrying a full class load plus Physical Education

is considered a member of good standing with passing grades of the Shiloh student body. If a student is dismissed from a class for disciplinary reasons, he is no longer a member in good standing. Therefore, he/she is ineligible to participate in any school sponsored activity until he/she is fully reinstated.

Class Schedule Changes

Students may request a class schedule change within the first five (5) school days of the semester. Students are encouraged to first consult with the classroom teacher regarding concerns prior to requesting a schedule change. After the fifth school day, students will not be permitted to add, drop, or change a regular class unless there are extenuating circumstances, including an excused absence or administrative approval.

Requests for schedule changes based solely on preference, including wanting to be with friends, requesting a specific teacher, avoiding homework, or wanting an easier course load, will not be considered valid reasons for a schedule change.

Grade Reporting/Changing of Grades

In accordance with Illinois School Code Section 5/10-20.92, the classroom teacher maintains the responsibility and right to determine the student's final grade. If the student and/or parent wish to challenge a grade, the following procedures will be as follows:

1. Challenge must be made within one week (five school days) of the end of the quarter (not five days from when report cards are distributed).
2. Student/parent is responsible for arranging time to meet with the teacher to discuss the challenge.
3. If after the meeting it is determined that a grade will be changed, the teacher holds the responsibility of proving the validity of the grade change (Note: extra credit will not be given to improve a grade).
4. If after the meeting it is determined that the grade will not be changed, the student/parent cannot appeal the decision to the administration or school board. The teacher's decision will be final.

Social Promotion

In accordance with Public Act 90-548, there is no social promotion at Shiloh Schools.

Class Advancement

If a parent or guardian requests that a student be considered for grade acceleration, the following procedures shall apply:

1. The parent or guardian must submit a formal written request to the building administrator.
2. The District shall conduct appropriate assessments and gather relevant academic data to determine the student's readiness for grade advancement.
3. Factors considered in the decision may include, but are not limited to:
    - Academic performance and achievement;
    - Standardized and/or district assessment results;
    - Demonstrated ability to perform work at the proposed grade level;
    - Social and emotional maturity;
    - Attendance and behavior records;
    - Input from parents, teachers, counselors, and administrators.
4. Final decisions regarding grade acceleration shall be made by the administration after reviewing all relevant information and determining that advancement is in the student's best educational interest.

Alternative Education

Shiloh Schools offers different online opportunities for students:

*APEX Virtual Learning – These are online classes students may take that Shiloh Schools does not offer. Students may also take these classes if there is a conflict with the master schedule. All IVS classes may be approved or denied at the discretion of the Principal. If a student is taking a class due to a conflict in schedule caused by failing any previous class work, the student will be responsible for all costs of the class. All classes taken through IVS will be assigned a weight of 4.

In addition, any student with vision/hearing disabilities will be given information on other educational opportunities offered by the state of Illinois.

A student may complete classes prior to his/her senior year. Any student interested in APEX classes and Dual Credit Courses need to see the guidance counselor or building principal for more information.

Dropping Out

If it should become necessary for a student to drop out of school, the student and parents or guardian should:

1. Seek counseling through the school and thus perhaps find a solution to the problem that would make it possible to continue schooling.

If no other solution can be found, the parent/guardian of a student under the age of 18 or the student, if 18 or over, presents to the office a signed, written request asking for the student to be dropped from the attendance register.

Home-Schooled Students

Shiloh requires homeschooled students enrolling in grades 1-9 to undergo an academic evaluation with the school psychologist to determine the appropriate grade level placement. This evaluation may include standardized tests to assess proficiency in core subjects, a developmental screening, and a review of the homeschool curriculum. Based on the results, the psychologist will recommend a grade level that aligns with the student's academic abilities and developmental readiness. Parents will be informed of the placement decision and may appeal if they have concerns. This policy ensures that homeschooled students are placed in the most suitable grade level for their success. For students who are enrolling in high school, please speak with the building principal.

Exemption from Physical Education Requirement [HS]

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

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officers Training Corps (ROTC) program sponsored by the District;
3. Ongoing participation in an interscholastic or extracurricular athletic program (grades 11 & 12);
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

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

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

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

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

The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30.

Exemption from Physical Education Requirement [K-8]

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

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

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

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

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

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

High School Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Participating in the State assessment required for graduation.

State Mandated Graduation Requirements

(a) Four years of language arts.
(b) Two years of writing intensive courses, one of which must be English and the other of which may be English or any other subject. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
(c) Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
(d) Two years of science.
(e) Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and American government. Within the two years of social studies requirement, one semester of civics is required.
(f) One year chosen from (A) music, (B) art, (C) foreign language, which shall be deemed to include American Sign Language, (D) vocational education, or (E) forensic speech (speech and debate). A forensic speech course used to satisfy the course requirement for language arts may not be used to satisfy the course requirement under this subdivision (f).
(g) One semester of health education.
(h) Physical education classes quarterly (see exemption policies)
(i) A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
(j) Nine weeks of consumer education.
(k) For students first entering high school in the 2025-26 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

Shiloh School minimum graduation requirements

English	8 semesters	4 credits
U.S. History	2 semesters	1 credit
Government/Geography	1 semester	½ credit
Mathematics	6 semesters	3 credits
Science	6 semesters	3 credits
Electives (including PE)	26 semesters	13 credits
History Elective	1 semesters	½ credit
Health	1 semester	½ credit
Consumer Economics	1 semester	½ credit
Community Service	20 hours	
	TOTAL:	**26 credits**

A student may take only nine (9) Shiloh Junior/Senior High School classes in a semester. A total of no more than four (4.5) credits per semester (nine (9) credits per year) may be earned from Shiloh Junior/Senior High School. Early graduation shall be permitted. High school semester finals are required per teacher discretion, administration has the final approval. Semester grades are earned at 40% quarter and 20% final. Semester grades are posted to student transcripts.\

Physical Education Requirements

All students are required to complete four (4) years of Physical Education in order to meet graduation requirements.

- During the freshman year, Health and Driver's Education will fulfill the student's Physical Education requirement for that year.
- Students in grades 11 and 12 may qualify for a Physical Education exemption if they participate in an approved school-sponsored athletic program during that semester.
- Athletic participation exemptions are granted only for the semester(s) in which the student is actively participating in the sport.

Examples of P.E. Exemptions

- Football participation fulfills the Physical Education requirement for the fall semester only.
- Basketball participation fulfills the Physical Education requirement for both fall and spring semesters due to the length of the season.
- Additional sports may qualify based on the season of participation and approval by school administration.

Students must maintain eligibility and complete all required exemption paperwork in accordance with school policy.

Work-Based Learning (WBL)

The Work-Based Learning (WBL) program at Shiloh High School provides juniors and seniors with valuable hands-on experience in a professional setting. Students have the opportunity to explore careers

connected to their future goals while gaining real-world skills both at local businesses and within the school district.

Students in the program participate in weekly classroom instruction focused on career readiness, including resume writing, workplace communication, and professional "soft skills," while also completing supervised work experience during the school day. Participants must complete at least 60 work hours each semester and are expected to maintain professionalism, strong attendance, and communication with both their employer and the WBL Coordinator.

The goal of the program is to help students build confidence, develop career skills, and make informed decisions about life after high school through meaningful workplace experiences.

Students participating in the work program are expected to maintain satisfactory attendance, academic performance, workplace behavior, and completion of school assignments.

Students who exceed five (5) absences related to the program, skip classes, fail to complete assigned schoolwork, demonstrate poor academic performance, violate school or workplace expectations, or fail to remain engaged in scheduled classes and work assignments may be subject to disciplinary action, removal from the work program, loss of exempt periods, reassignment, or other consequences at the discretion of school administration and the program coordinator.

Students are expected to attend and actively participate in all scheduled classes during the school day. Attendance at school without participating in assigned coursework, refusing to complete assignments, or using exempt periods inappropriately may result in disciplinary action and/or removal from the program.

If a student is terminated from employment, repeatedly violates employer expectations, or demonstrates unprofessional conduct, continued participation in the program may be reviewed by the Coordinator and Administration.

Health Occupations Program

The Health Occupations program through Eastern Illinois Education for Employment System (EIEFES) is available to juniors and seniors interested in exploring careers in the healthcare field. Students attend classes and participate in hands-on training at Horizon Health in Paris or Sarah Bush Lincoln Health Center in Mattoon while gaining valuable real-world experience in medical settings.

Students learn essential healthcare skills, including CPR certification and Certified Nursing Assistant (CNA) training, with the opportunity to take the CNA certification exam. The program also includes field experiences and job shadowing opportunities, allowing students to explore a variety of healthcare careers and gain firsthand exposure to different medical professions.

In addition to classroom and clinical experiences, students earn dual credit hours through Lake Land College, helping them get a head start on college and future healthcare careers. The Health Occupations program prepares students with professional skills, technical knowledge, and meaningful experiences that support success after high school.

Because students work in professional healthcare environments, strong attendance, responsibility, professionalism, and communication skills are expected. Regular attendance is important to ensure students successfully complete clinical hours, hands-on training requirements, and maintain eligibility for certifications and workplace experiences. After three missed sessions, a meeting may be scheduled with the student and parent/guardian to discuss attendance, program performance, and develop a plan to ensure the student is able to meet program expectations. Students who are unable to meet attendance or program

expectations may risk removal from the program, may not be eligible to continue participation, and may be required to reimburse program-related fees and expenses paid on their behalf.

LIFT Program

The LIFT program in Mattoon is available to juniors and seniors who are interested in gaining hands-on experience and career-focused training in a variety of high-demand fields. Students have the opportunity to explore career pathways while building real-world skills that prepare them for college, technical training, or the workforce after graduation.

Career pathways offered through the program include Childcare, Communications, Culinary Arts, HVAC/Green Energy/Robotics, Information Technology, Leadership, Manufacturing, Architecture, and Construction. Students participate in engaging, hands-on learning experiences designed to connect classroom instruction with real-world applications.

All LIFT departments offer dual credit opportunities, industry certifications, and workplace experience, allowing students to earn college credit and develop professional skills while still in high school. The program helps students build confidence, explore career interests, and prepare for future success in their chosen field.

Because students participate in hands-on and career-based learning experiences, strong attendance, responsibility, professionalism, and communication skills are expected. Regular attendance is important to ensure students remain successful in coursework, workplace experiences, certifications, and dual credit opportunities. After three missed sessions, a meeting may be scheduled with the student and parent/guardian to discuss attendance, performance, and develop a plan to support student success in the program. Students who are unable to meet attendance or program expectations may risk removal from the program and may be required to reimburse program-related fees and expenses paid on their behalf.

Community Service

Understanding the value of community involvement is an important part of student development. At Shiloh, we encourage volunteerism as a way to foster responsible citizenship. To graduate, students must complete a total of 25 community service hours. A form to log these hours is available on the school website or in the office. All service must be completed under adult supervision, and the supervising adult may not be a family member. Students new to the district must complete 3 hours of community service for each semester they are enrolled. Of the 25 required hours, students are responsible for independently securing at least one hour on their own. If a student is having difficulty completing that final hour, they should contact the school counselor for assistance. To help students meet these requirements, Shiloh will offer community service days twice a year, allowing students the opportunity to earn up to 3 hours per semester.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

(1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.

(2) File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance

necessary to comply with this requirement.

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

Proficiency Test

The Board will not grant any credit toward elementary or high school graduation gained through proficiency tests.

Class Assignment

The Board of Education has the authority to assign students to specific grade levels. The Principal is authorized to oversee the scheduling of students at the secondary level and placement of students in the elementary level. Juniors and seniors requiring 21 credits for graduation are assigned to class by the following standard:

Considered to be a freshman with fewer than 5 credits
Considered to be a sophomore with between 5 and 10 credits
Considered to be a junior with between 10.5 and 15 credits
Considered to be a senior with 15.5 credits or more

Students requiring 26 credits for graduation are assigned to class by the following standard.

Considered to be a freshman with fewer than 6.5 credits
Considered to be a sophomore with between 6.5 and 13 credits
Considered to be a junior with between 13.5 and 19.5 credits
Considered to be a senior with more than 19.5 or more credits

Early Graduation

Early graduation requests will only be honored under extenuating circumstances for students that will complete graduation requirements at the end of seven semesters of high school attendance. Students must not expect early graduation requests to be routinely granted. In order to request early graduation, a student must meet the following criteria:

1. Amass all required credits with the exception of physical education by the close of the seventh semester of high school and have demonstrated responsible attendance and behavior.
2. Provide the building principal, prior to the end of the sixth semester of high school attendance, a letter requesting early graduation. In the letter, the student must indicate the reason(s) for requesting early graduation. If the student is under the age of 18, the letter must be co-signed by his/her legal guardian.
3. School activities of midterm graduates cease at the time of graduation. Early graduates may participate in regular spring commencement activities at the discretion of building principal.

Valedictorian or Salutatorian

To be eligible for designation as Valedictorian or Salutatorian, a student must have been enrolled as a full-time student at Shiloh CUSD #1 for a minimum of four (4) semesters. Students not meeting this residency requirement shall remain eligible for Latin honors recognition but shall not be considered for Valedictorian or Salutatorian status.

Valedictorian and Salutatorian rankings shall be determined based on cumulative weighted grade point average (GPA) earned after eight (8) semesters of high school coursework. Eligible coursework shall include all courses accepted for high school credit by Shiloh CUSD #1, including approved dual credit,

transfer, and cooperative education courses in accordance with District graduation requirements and grading procedures.

The student(s) earning the highest cumulative weighted GPA shall be recognized as Valedictorian. The student(s) earning the second highest cumulative weighted GPA shall be recognized as Salutatorian. In the event of a tie in cumulative weighted GPA, multiple students may share the designation of Valedictorian and/or Salutatorian. Traditionally, the Valedictorian and Salutatorian may be invited to provide remarks during the commencement ceremony.

Class rank calculations and determinations regarding Valedictorian and Salutatorian status shall be made by school administration based upon official academic records and District-approved GPA calculations.

Latin Honors

Students may also be recognized through the following Latin honors distinctions based upon cumulative weighted grade point average earned after eight (8) semesters of high school coursework completed through Shiloh CUSD #1 and approved dual credit coursework:

- **Summa Cum Laude** – cumulative weighted GPA of 4.00 or higher
- **Magna Cum Laude** – cumulative weighted GPA of 3.80 to 3.99
- **Cum Laude** – cumulative weighted GPA of 3.50 to 3.79

Multiple students may qualify for each honor designation.

Final GPA calculations and determinations regarding Valedictorian, Salutatorian, and Latin honors shall be reviewed and verified by school administration. No preliminary announcements or guarantees regarding honors shall occur prior to final administrative approval.

SchooLinks

SchooLinks is the district's official college and career planning platform for students in grades 9–12. It allows students to explore careers, set goals, plan high school courses, search for scholarships, build a resume, and prepare for life after graduation. Students are expected to log in regularly using their school credentials, complete assigned tasks, and keep their profiles updated. If you need help using SchooLinks, please reach out to your school counselor.

Physical Education

To meet graduation requirements all students are required to take Physical Education unless the student is excused by a physician. Failure to participate in physical education, for any other reason when present in school, will result in a "no dress" grade for that day. Students may be failed for documented no-dress in P. E.

- Each student participating in the physical education program must wear athletic clothing for class. Appropriate athletic clothing includes athletic shorts, joggers, sweatpants, tights, school appropriate t-shirts or sweatshirts. Students will be graded on dressing for physical education pending supervision of locker rooms.
- Gym shoes are required. Shoes that will damage the floor are not allowed. Shoes that can possibly lead to injury are not allowed, including hey dudes and crocs.
- If a student does not have athletic wear (excluding shoes) the physical education teacher will provide a Shiloh t-shirt and shorts that will need to be returned at the end of the year. While a student has Shiloh property, they may not alter the items. No cut off t-shirts allowed.

Complaints About Curriculum, Instructional Materials, and Programs

Parents/guardians have the right to inspect instructional materials used as part of their child's educational program. If a parent/guardian believes curriculum, instructional materials, or programs violate rights guaranteed by law or Board policy, they may file a complaint in accordance with the District's Uniform Grievance Procedure.

Parents/guardians with concerns, suggestions, or objections regarding curriculum, instructional materials, or programs may complete a Curriculum Objection Form, available in the school office. A parent/guardian may also request that their child be exempt from using a particular instructional material or participating in a specific program, when permitted by law or District policy. For additional information, please contact the building principal or Superintendent.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up for all missed work, including homework and tests, for equivalent academic credit

Late Work Policy

At the high school level, students are expected to complete and submit assignments by the established due dates. Late work is generally not expected to be accepted. If a student fails to submit an assignment by the due date, the student must email the teacher explaining the reason for the late submission. In the email, the student should indicate that they have discussed the missing assignment with their parent/guardian. Acceptance of late work will be at the discretion of the classroom teacher and/or principal and may be considered on a case-by-case basis.

Teachers are encouraged to provide students with at least one opportunity to complete or submit missing work. However, once a student accumulates three (3) missing and/or late assignments within a class, the teacher is no longer required to accept additional make-up or late work.

Students are encouraged to communicate proactively with teachers regarding circumstances that may impact assignment completion. School personnel may contact parents/guardians regarding concerns related to missing assignments or academic performance.

At the junior high level, acceptance of late work will be handled on a case-by-case basis at the discretion of the classroom teacher and/or principal. Students earning below a C in a course and/or demonstrating missing, incomplete, or poor-quality work may be required to attend academic support opportunities to complete assignments and improve academic progress. Students may be assigned time during lunch, which is available daily, and/or after-school work sessions held on Mondays, Tuesdays, and Thursdays from 3:00–4:00 p.m. Failure to attend assigned academic support sessions or work completion opportunities may result in disciplinary consequences at the discretion of the Dean of Discipline and/or Administration. As students progress through junior high, expectations for responsibility and timely submission of assignments will increase. At the 8th grade level, fewer late work opportunities may be provided as students are prepared for the expectations and responsibilities of high school.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. When a homework request is made and the homework is not picked up, future requests will not be

honored. Please make homework requests by 8:30am and have picked up the work by 3:00pm. If a student is absent, it is the responsibility of the student to check Google Classroom and retrieve any class work that is due. If a student will be a remote learner (in instance of a pandemic), as a 7th through 12th grader, the student will receive APEX classes to complete online.

Chapter 3 Student Fees & Meal Costs

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent/guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or

2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Waiver Appeal

If after applying for a "Fee Waiver," the parent /guardian is not approved, the following appeal process will be utilized:

1. The Building Principal will use the school district's approved hearing procedure in cases of challenge of a student's continued eligibility.
2. The parents/guardians may appeal the denial of a fee waiver application by submitting the appeal in writing to the Superintendent within fourteen (14) days of the denial.
3. The Superintendent or his designee shall respond to the parent/guardian's appeal within fourteen (14) days of receipt of the appeal.
4. If the Superintendent or his designee denies the application for the student's waiver of fees, the parents/guardians may submit a written appeal to the School Board.
5. The School Board shall respond to the appeal in a reasonable length of time. The School Board's decision is final.

School Breakfast & Lunch Program

Breakfast is served every school day from 7:35 a.m. to 8:00 a.m. Lunch is served every school day from 11:00 a.m.-11:25 a.m. (K-2), 11:30 a.m.- 11:55p.m. (3-5), 12:00 p.m.-12:35 p.m. (JH/HS). All meals are free for students.

Chapter 4 Transportation and parking

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. 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 in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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 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.

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.

For questions regarding school transportation issues, contact the building principal or your child's bus driver. Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

Bus Conduct

General Guidelines

These rules and guidelines are in effect at all times 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 bus stop. Do not move toward the bus until the bus has come 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. Keep hands and head inside the bus at all times 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 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. Students are responsible for cleaning up all messes.
12. Do not bring animals on the bus (except with special permission of the district administration).
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. Do not leave books, lunches or other items 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. The driver is not permitted to do so 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 school trips as you observe between home and school. Follow the directions of the chaperone(s) appointed by the school.

Procedure for Unacceptable Bus Behavior

1. Bus driver notifies administration
2. Discipline report submitted to the dean of discipline/principal.
3. Principal/ dean of discipline views videotapes, as needed.
4. Principal/dean of discipline meets with student and/or parent/s.
5. Decision is made regarding consequences of misbehavior.
    - Offenses are cumulative for the semester.
    - Safety of other students is the primary consideration.
    - Consequences may include detention, suspension, and/or withdrawal of bus privileges.

Bus Conduct

Appropriate bus conduct is required at all times on all school buses, including to and from events, contests, and games, shuttle buses, and field trips, as well as regular school day bus routes. All students must follow the District's School Bus Safety Guidelines. The administration 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 Discipline.*
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.

Any of the following behaviors listed above could be possible consequences for unacceptable bus behavior:

- Warning
- Detention
- Parent notification
- Suspension of bus privileges
- Long-term suspension of bus privileges - including shuttle buses, field trips, events, etc.
- Suspension of bus privileges for the remainder of the semester, 30 days, or the end of the school year

For all students Preschool through 2nd grade, a parent or adult MUST BE VISIBLE TO THE DRIVER FROM THE BUS STOP. If the driver does not see someone at the stop, the child will not be allowed off the bus. 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. 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.

**For questions regarding school transportation issues, contact: Lonnie Davidson, Transportation Director, at 217-712-9801 or Dana Bogle, Assistant Transportation Director, at 217-808-0815.

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

Parking/Driving to School (HS)

Students must park their vehicles in the student parking lot. Vehicles should be driven safely and must yield to pedestrians. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school. This includes any student, staff member, or visitor who parks on school property during school hours or in the evening/weekend.

The student's vehicle must remain on the campus until the student is dismissed from school for the day, unless cleared through the Principal's Office first. In order to drive to athletic activities, a transportation waiver must be signed and on file in the principal's office. In order to be a passenger in another student's car you must have a signed transportation waiver on file in the principal's office.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

<u>It is the Student's Responsibility to Report</u>

Report issues relative to school safety to school personnel. Knowledge of weapons, drugs, threats to do harm to staff, students, school or its property, and knowledge of damage that has occurred should be reported to school personnel immediately.

Chapter 5 Health & Safety

Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases **by the 1st day of school or 10 days after the start of school**** prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Original Birth Certificate

Shiloh Schools are required to obtain and keep an original certified birth certificate for each student.

Exemptions

A student will be exempted from the above 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 or access to a physician licensed to practice medicine in all of 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.

Student Medication

Taking medication during school hours or during school-related activities is prohibited 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 medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form." If a parent or guardian is sending in medication, it must be hand-delivered from the legal guardian to the school nurse. A student may not bring medication to school.

No school or district employee is allowed to 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 is allowed to 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 procedure.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. 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 injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

The district has not adopted board policy to administer medical cannabis. Any type of cannabis - medical or recreational is not permitted on school grounds.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

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

K-12 Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.

3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Head Lice

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Parents/Guardians are responsible for treatment and are expected to return children to school as soon as possible. Excused absences will be limited to 5 days maximum after initial infestation. After that, absences will be unexcused. Additional steps to minimize absences will include contacting the AIM, the Department of Children and Family Services (DCFS), and the Edgar County Public Health Department. Students will not be allowed to ride the school bus until they are cleared through the office. An informative letter telling parents that lice has been found in a classroom will be sent home elementary school wide. There will be head checks done at the beginning of every school year.

Outdoor Weather Guidelines

Students are encouraged to go outside for recess whenever weather conditions permit, as outdoor activity promotes both physical and mental well-being. The following guidelines will be used to determine outdoor recess eligibility:

- **Recess will be held outdoors** if the temperature or wind chill is **at or above 25°F**.
- If the temperature or wind chill is **below 25°F**, recess will be held indoors.

Students must wear appropriate winter clothing, including coats, hats, and gloves. If the **temperature is below 32°F**, students must be wearing a coat in order to go outside. **Students without proper outerwear will not be allowed outside, even for a few minutes.** They will remain indoors for their safety.

Chapter 6 Discipline and Conduct

General Building Conduct

Students shall not arrive at school before 7:35 a.m., classes begin at 8:05 a.m. Pick-up students are dismissed at 3:05 p.m., while students riding the bus will be dismissed at 2:55 p.m. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.

- Students shall not write on walls, desks or deface or destroy school property.
- Water guns, play guns, and/or real guns are not permitted at school.

Expectations	School Events	On Campus	Technology	24/7
BE RESPECTFUL	* Enter quietly * Listen and be attentive * Positively respond to presenters/performers	* Use your manners * Be kind and respectful * Use appropriate voice levels * Listen and be attentive * Use appropriate language * Help anyone who needs assistance * Be patient	* Be aware how your post will affect others * Keep your online presence positive * Use all equipment appropriately	* Treat all people the way you want to be treated * Be a little kinder than necessary * Be honest and tell the truth
BE RESPONSIBLE	* Sit appropriately * Follow all directions * Accept the outcome of an event * Be humble in victory or defeat	* Report incidents that threaten the safety of others * Worry about yourself * Return things the way you found them * Clean up after yourself * Ask for help when struggling (academically or emotionally)	* Make good choices when engaging online *Question/consider your sources * Know that everything online is not always factual	* If you make a mistake, own it * When things get tough, ask for help * Work hard and be the best person and student you can be
BE SAFE	* Exit quietly and always walk when dismissed * Keep your hands and feet to yourself * Look for directions from the adult in charge	* Quietly wait your turn * Keep your hands and feet to yourself * Use equipment appropriately * Follow all directions * Tell an adult if you are worried about a friend	* Keep all passwords and personal info safe * Do not engage with strangers * Know the rules of school equipment and use appropriate websites	* Don't worry about what others are doing * Do the right thing, in the right place, at the right time

Working Together

Good discipline originates in the home. The parents are the first teachers of their children and should develop in them good behavior habits and proper attitudes toward school. Please, talk with your child about school activities; show an active interest in his report cards and progress. Your interest and support at home are important to your child and is greatly appreciated by his teachers.

We at Shiloh CUSD #1 feel that a good working relationship between parents and teachers is the beginning of good student discipline. If there are any concerns regarding discipline in our school, please feel free to contact the classroom teacher or the principal.

While the discipline of each individual is taken on a case-by-case basis, the following guideline is the premises for establishing discipline in Shiloh CUSD #1. As it is impossible to anticipate all specific instances of misconduct, the administration reserves the right to impose a consequence for specific situations not addressed in the discipline policy. Typically, any consequence will be related to the action of the individual.

Parents are hereby notified that physical restraint may be used at Shiloh School. We have several staff members trained in Crisis Prevention Intervention (CPI).

Behavior Guidelines

Rules and guidelines are applicable in all school and school-related settings. Students and school personnel 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 back talking, 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, taser, pepper spray, 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, airpods 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 by bringing all required materials and completed homework assignments. Students are expected to bring their Chromebook to school each day fully charged and ready for use.

Students who are employed must make arrangements with their employer if they are to serve a detention.

The Administration may utilize the following Discipline Progression System when addressing student misconduct. The Dean of Discipline and/or Administration reserves the right to use professional judgment and discretion when determining appropriate disciplinary consequences based on the severity, frequency, and circumstances of the behavior.

- Referral to school Social Worker/Interventionist—May include counseling
- Noon Detention (for K-5)
- In-School Suspension
- Out of School Suspension
- Before school of After School Detention
- Saturday School Detention (8:30-11:30)

- Expulsion Eligible
- Students who dismiss before 6th period, and warrant a detention will have to stay for one hour within 3 days of the warranted detention

Grades K-12 Discipline

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

Skipping class/leaving class without permission	Horseplay (pushing, shoving, rough conduct—separate from fighting)
Tardy/late arrivals	Inappropriate Behavior/Vulgar language
Disruptive Classroom Behavior	Insubordination (Failure to Follow School Rules or Staff Directions)
Bus Write-Up	Internet Violations/Academic Misconduct Using AI
Cell phones, cameras, other electronic devices	Language – General, At Another Person, At Staff Member (Inappropriate, abusive, profane, or disrespectful)
Cheating/Plagiarism	Parking Lot Violations/Driving recklessly
Destructive Actions	Chromebook violations
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 (physical and/or verbal)	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	Refusal to Serve Detention/suspension/consequence
False Reports / False Accusations	Threats or Intimidation
Loitering / Unauthorized Presence in Restricted Areas	Inappropriate Use of Restrooms or Locker Rooms
Unauthorized Recording / Photographing Others	Misconduct During Assemblies, Field Trips, or Extracurricular Activities
Possession of Stolen Property	Other Conduct Which Substantially Disrupts the Educational Environment

After School and/or Saturday Detention Guidelines

Students who receive notice of an after school detention will serve the detention on the Tuesday or Thursday following the offense. After school detentions are from 3-4pm. Saturday detentions will be offered every other Saturday. Parents may be notified prior to the assigned detention. Transportation is not provided for Saturday detentions. After school detention assignments conflicting with extracurricular

activities will be determined by the building principal. Saturday school is from 8:30-11:30am. Cell phones are not allowed during both of these times.

1. Students are not allowed to leave the room except at designated times or with the permission of the noon detention supervisor.
2. Students are expected to stay busy at their seats doing assigned work.
3. Students may not converse, socialize, or sleep.
4. Students may not use any electronic devices during detention except their school assigned Chromebook for homework, this includes airpods.
5. Failure to follow all of the above rules may lead to further consequence, loss of privileges, or suspensions.

Suspension

When a student has been assigned an in-school or an out-of-school suspension, the student may not participate in any extracurricular activities, or be in attendance at a school function. (Example: athletics, classroom, or club field trips, dances, etc.) Attendance however is counted as "absent" for the day.

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 oneself, 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.
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.

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, powdered caffeine materials.
2. 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.
3. 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.

4. 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.
5. 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 and 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.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. 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.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving, or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. 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.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse: State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
12. 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
13. Being involved in gangs or gang-related activities, including displaying of gang symbols or paraphernalia.

14. Violating any criminal law, including, but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. 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. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. 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.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. 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.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school suspension.
11. After School or Saturday Detention
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.

13. Restorative Practices in disciplinary measures

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 theater, 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.

Definitions

1. Exclusion means any denial of educational services, programs, or transportation, as the case may be,
   to which a student would otherwise be entitled.
2. Suspension means exclusion for a period not to exceed ten (10) school days
3. Emergency means a situation where the student's presence poses an immediate or a continuing danger to persons or property or constitutes an on-going threat of disrupting the education process.
4. Bus Suspension means an exclusion from riding a school bus for up to 10 days. The Board may suspend in excess of 10 days for safety reasons.
5. Expulsion means exclusion for a period of more than 10 school days, up to but not to exceed two calendar years as determined on a case by case basis (S.H.A. 105 ILCS 5/10-22.6).

Tardy

A tardy will be issued to students arriving at school or class late. Any student arriving late in the morning or returning from lunch must sign in at the Principal's office. Students late to class will be issued a tardy by the classroom teacher to be turned into the Principal's office. The accumulation of three tardies per midterm will result in one after school detention. Continued excessive tardiness may result in additional disciplinary action at the discretion of the Dean of Discipline and/or Administration.

Hallway Conduct

Students must receive permission before leaving any classroom, including study hall or classes in which they believe they have completed their work. Once permission is granted, students are expected to go directly to their destination (e.g., restroom, office, nurse) and return promptly. Roaming the halls, visiting other classrooms, congregating in hallways, or using hall privileges to avoid instruction is prohibited. Students who misuse hallway privileges may receive disciplinary consequences, including detention and/or additional consequences based on the frequency and severity of the behavior, at the discretion of the Dean of Discipline and/or Administration.

Study Hall/Detention Policies

1. Study hall and detention is a time to study and complete homework. For this reason, playing games, playing on the computer, and talking are not allowed.
2. If a student is planning to go to another teacher's room during study hall, that student must have a pass from the other teacher before the last bell rings. No one will leave the study hall to obtain a pass.
3. All other trips out of the study hall will be permitted at the teacher's discretion and **only** if the student has his/her pass with them.
4. A student may ask another student a question about an assignment with the permission of the teacher in charge.
5. Study hall and detention computers may be used for research and the completion of assignments only. No Internet "surfing" or game playing will be permitted.
6. No candy or pop is permitted in detention.
7. Students are expected to use their assigned ICU time and study hall periods to complete missing or late assignments. This time is provided as additional support to help students stay on track academically.
8. Failure to attend scheduled ICU sessions or refusal to use study hall time productively may result in a detention. Repeated non-compliance will lead to further disciplinary action.

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. Please see the district's RTO Plan posted on the Shiloh website and attached at the end of this handbook.

Corporal Punishment

Corporal punishment is illegal and will not be used. 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 Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the Unites States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(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 may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Targeted School Violence Prevention

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate.Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the

process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non‑verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Reporting to the Police

Any threats of violence, assaults, or possession of drugs or alcohol as defined in the Student Handbook will be reported to the Edgar or Douglas Police Department.

Interview of pupils by Law Enforcement or government agencies

Any request by any law enforcement agency or government agencies shall be handled according to the following procedure:

Interview by Police

1. The administration will check the credentials of the police officer and any legal papers such as warrants for arrest, search warrants, or subpoenas to be served.
2. The administration will contact the student's parent/guardian to notify them that the student is subject to an interview.
3. All interviews will be conducted in a private setting. If the parent/guardian cannot be present, then an administrator or designee will sit in on the interview.
4. All interview proceedings will be documented in writing for inclusion in the student's temporary records.
5. No minor student shall be removed from school without the knowledge of the parent/guardian.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Prevention of and Response to Bullying, Intimidation, and Harassment

Attached is the Shiloh CUSD #1 Bullying Policy and Prevention Document. This document is posted on the district webpage and shared with families and staff at the beginning of each school year. We take bullying very seriously and work hard to create a safe space for all students in our district. Our policies are consistent with the school board and public school policies directed by the state of Illinois. Bullying is

contrary to State law and the policy of the non-sectarian nonpublic school and is consistent with subsection (a-5) of this Section [free exercise of religion]. Nothing in this Section 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 United States Constitution or under Section 3 of Article 1 of the Illinois Constitution. With feedback from a survey completed by community members, students, and parents, the district policy on bullying has been reshaped and formed to fit the needs of all stakeholders. The district will prohibit retaliation against any person who reports an act of bullying. There will be consequences and appropriate remedial actions for a person who engages in retaliation.

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 and school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge from military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, actual or marital status, parenting status, pregnancy, parenting status, 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.

If an employee, student, or other persons suspects an incident of bullying, please contact the following administrators:

Bullying Policy Managers:

Corey White, Superintendent	Amy Jones, Principal
Shiloh CUSD #1 21751 N 575th Street Hume, IL 61932	Shiloh CUSD #1 21751 N 575th Street Hume, IL 61932
Email whitec@shiloh1.org	email jonesa@shiloh1.org
Telephone 217-531-1850	Telephone 217-531-1850

Bullying - as defined in 105 ILCS 5/27-23.7:

"Bullying" includes "cyber-bullying" 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.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to Corey White or Amy Jones. Anonymous reports are also accepted by phone call or in writing

Bullying Procedures

<u>Reporting:</u>

1. If a student is reported being bullied, documentation will begin immediately. The incident will be logged into TeacherEase, the school’s online system which includes the school and staff email address, as well as a phone number for the person giving the report. This will not be considered a disciplinary action upon report. However, it will be logged in the instance that other reports occur.
2. If a student/or witness reports an incident of bullying and would like to remain anonymous, the report will be logged in TeacherEase and the report will be identified as anonymous.

3. A prompt interview will be conducted following the report with all parties involved including, but not limited to: students, staff members, bus drivers, and/or additional personnel. This will be completed within 10 school days after the report that bullying has occurred. All noted interviews will also be logged in the TeacherEase school system.
4. The principal will be notified of the incident immediately after the report has been received and documented, in the circumstance when the principal was not the initial recipient of the report.
5. Parents/guardians of all parties involved will be contacted and asked to meet with the building administrator to discuss the incident, interview, and investigation, as well as the actions taken to address the incident. Contacting parents/guardians will be consistent with federal and State laws and rules governing student privacy rights.

Follow-up and Consequences:

1. Restorative practices will take place with all parties involved as well. The school psychologist and/or school counselor will work with the students. Restorative practices as stated in the Policy Guidelines 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.

   (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Illinois Human Rights Act.

2. Restorative measures stated includes the interventions that can be taken to address bullying, which may include, but are not limited to, school social work services, social-emotional skill building, counseling, school psychological services, and community-based services.
3. Consequences for a student bullying others will be decided upon by stakeholders involved. Consequences could be, but are not limited to: detention, in school suspension, online learning, and in severe cases, expulsion from school. Restorative measures could be but are not limited to: counseling services provided by the district, a change of schedules, rerouting buses, online learning, and social-emotional learning.
4. Consequences for a student falsely accusing someone of bullying, with the defined use of bullying above, could be, but are not limited to: detention, in school suspension, social-emotional learning, and/or online learning.
6. Consequences for retaliation after a bullying incident has been reported could be, but are not limited to: detention, in school suspension, social-emotional learning, and/or online learning.
7. Appropriate conferencing would occur prior to the consequence with administration, parent/guardian, student, teacher, and any other stakeholder necessary (including IEP/504 meeting, as applicable).

Documentation of Bullying:

- Documentation will be held in a locked file cabinet in the corresponding administrator's office.
- Documentation could include any of the following: identified reports made, anonymous reports made, unfounded reports, interviews, dates and times of conferencing, intervention plans, modifications to schedule, additional services provided, etc.

Review of Bullying Policy:
As part of the process of reviewing and re-evaluating the policy, the building administrators, school counselor, and school psychologist will assess the outcomes and effectiveness of the policy that includes, but is not limited to, factors such as the frequency of victimization; student, staff, and family observations of safety at a school; identification of areas of a school where bullying occurs; the types of bullying utilized; and bystander intervention or participation. The information developed as a result of the policy evaluation will be made available on the school website.

A student will not be punished for reporting bullying or supplying information, even if the school'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.

Student Dress Code

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

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

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

Harassment & Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or

expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Nondiscrimination Coordinator:

Corey White
21751 N 575th St, Hume, IL 61932
217-531-1850
whitec@shiloh1.org

Complaint Managers:

Amy Jones, Principal	**Amy McClain Dean of Discipline**
21751 N 575th St., Hume, IL 61932	21751 N 575th St., Hume, IL 61932
217-531-1850	217-531-1850
jonesa@shiloh1.org	mcclaina@shiloh1.org

Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation 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. In the course of 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.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Student Use of Electronic Devices: cellphones

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. The possession and use of cell phones and other personal electronic devices are subject to the following rules:

1. **CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES MAY NOT BE OUT AND/OR USED <u>FOR ANY REASON</u> DURING THE SCHOOL DAY.**
2. They must be kept in a locker or vehicle and put away.
3. They must be turned off or on silent during the regular school day if placed in a locker.
4. Students must go to the student office to use their cell phone or they may use the office phone.
5. Cell phones are not to be used for academics, entertainment or as a reward or time filler.

Disciplinary measures will be taken when a student is using/having cell phones visible during the school day

First offense – The device will be confiscated by school personnel. Automatic Saturday school detention will be assigned. The student may receive the device back at the end of the day in the school office. Parent/guardian will be notified.

Second offense – The device will be confiscated. Student can pick up at the end of the day in the school office. A second Saturday school detention may be assigned. Parent/guardian will be notified.

Third offense – The device will be confiscated. A Saturday detention will be assigned. Additionally, the student will 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. Parent/guardian will be notified.

Fourth and subsequent offenses – The device will be confiscated. A Saturday detention will be assigned. 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. Parent/guardian will be notified.

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.

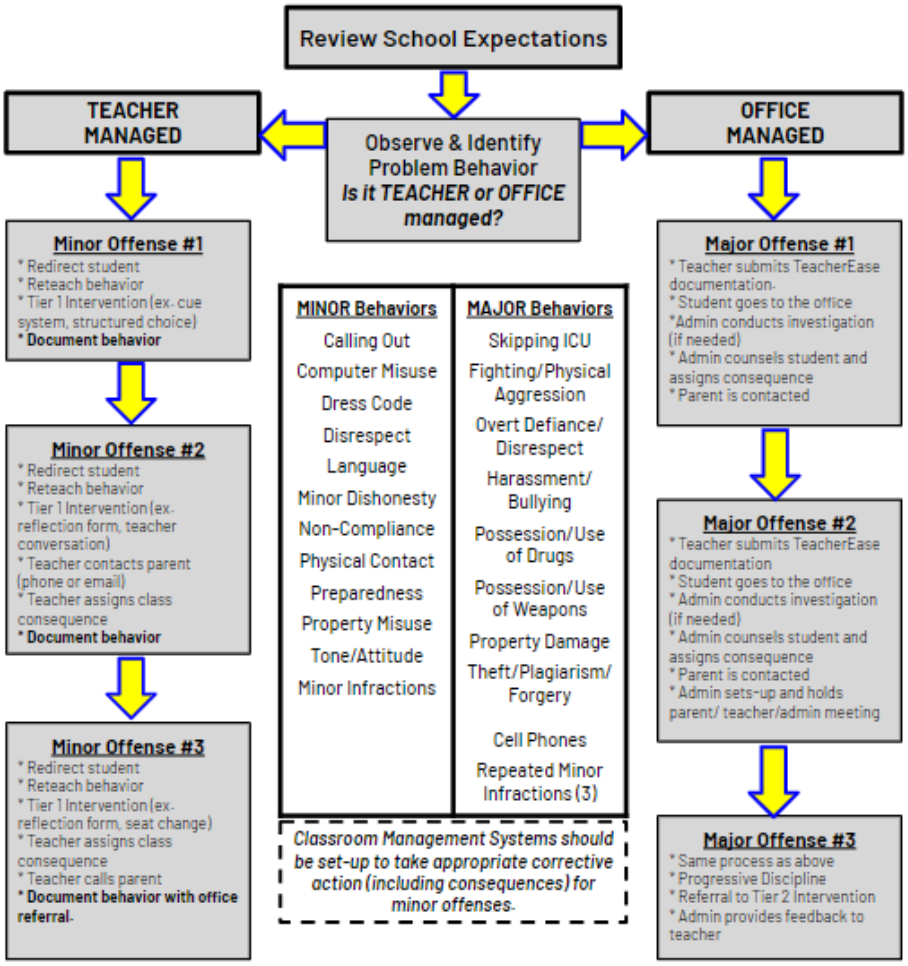
Examples of electronic devices that are used as study aids include devices with audio or video recording, laptop computers, Chromebooks, and iPads®.

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), Smartwatches, and other portable mobile computers capable of transmitting images or pictures.

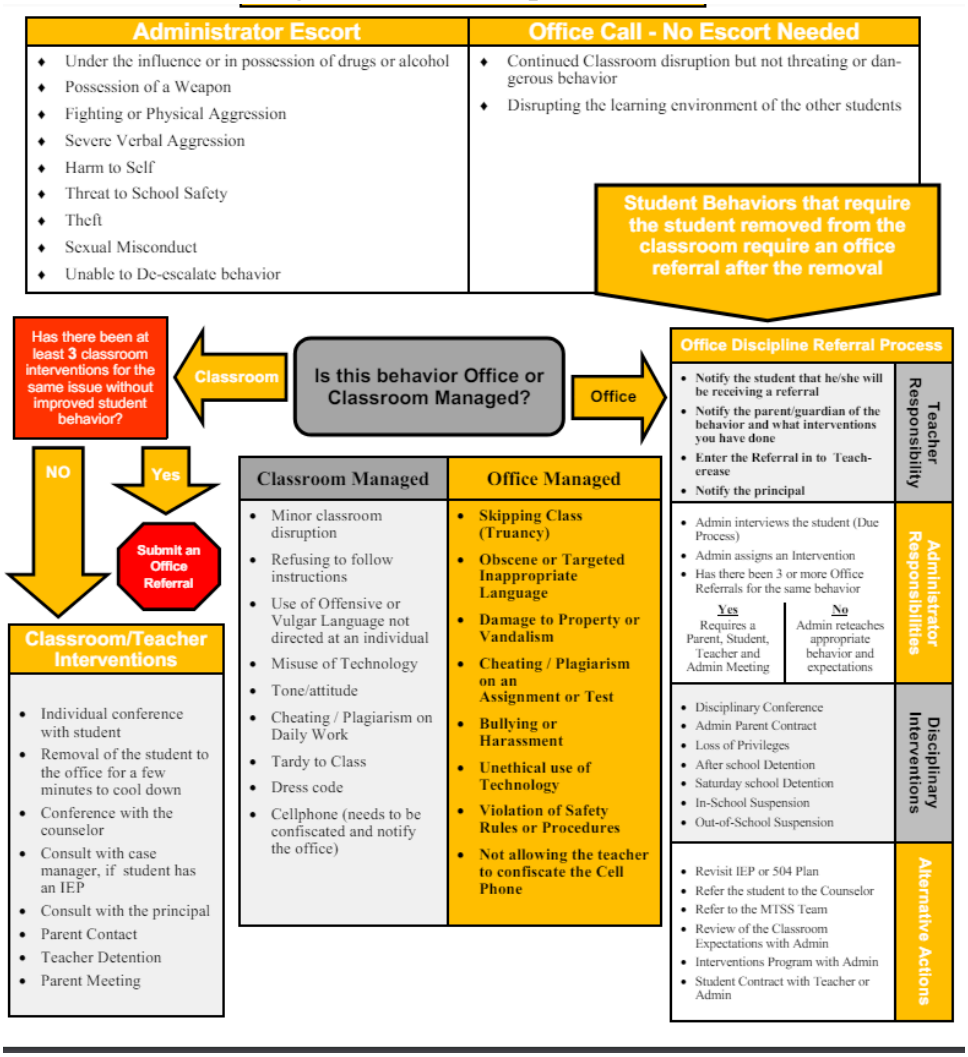
The School District is not responsible for the loss or theft of any electronic device brought to school.

School officials may conduct an investigation 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. In the course of 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.

Shiloh PK-8
Behavior Management
Flow Chart



High School Discipline Matrix



Chapter 7 Internet, tech, & publications

Chromebook Agreement

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 Chromebook Agreement before a device can be issued to their student.

b. Student Distribution: Students must also sign the Chromebook 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 student office. Students must provide any information they may have as to why the device does not work properly. A replacement Chromebook may be issued while the damaged device is assessed. 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. No stickers should be added or taken off of the device. If a sticker is found on the device, automatic disciplinary action may be taken. NOTE: Lost or stolen power cords will not be replaced without a fee of $15.**

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.

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. Managing and Saving Your Digital Work with a Device
   - Most of the 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
   - District provides 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.

<u>Shiloh School District Student Technology Commitment</u>

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 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. Administrator or teacher may 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. Gain unauthorized access to resources or entities.
5. Invade the privacy of individuals.
6. Use another user's account or password.
7. Post material authored or created by another without his/her consent.

8. Post anonymous messages.
9. Access, submit, post publish, or display any defamatory, inaccurate, abusive obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
10. Use any email other than Shiloh's email system.
11. Use instant messengers and other forms of direct electronic communications without the District approval.
12. Use the network while access privileges are suspended or revoked.
13. Be abusive in messages to others.
14. Swear or use vulgarities or any other inappropriate language
15. Reveal the personal addresses or telephone numbers of students or colleagues.
16. Use the network in any way that would disrupt its use by other users.
17. Mark, deface, or place stickers on the school-issued digital learning tool.
18. Attempt to override, bypass, or otherwise tamper with the Internet filtering software, device settings, hardware, software, or network configurations.
19. 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.
20. Share passwords attempt to discover passwords, 'hack' to gain access other than your own.
21. Download harmful, malicious, or inappropriate content including the intentional introduction of computer viruses and other spyware.
22. 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.
23. Reveal or post identifying personal information, files, or communications to unknown persons.
24. Participate in Cyberbullying, including personal attacks or threats toward anyone made while using either District-owned or personally owned technology.
25. 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 violations of Chromebook Agreement and rules may include:

- Students being put in the "penalty box" for an amount of time to be determined by administration. The penalty box limits Chromebook activities to only those websites and apps specifically needed to do homework.
- Loss of Chromebook privileges for a specific amount of time to be determined by administration. During the loss of privileges students will complete paper forms of homework.

By signing the Chromebook Agreement, you agree to abide by all of the conditions listed above and assume responsibility for the care and proper use of Shiloh issued technology. You understand that should you fail to honor all the terms of this commitment, access to 1:1 technology, network access, and other electronic media may be denied in the future

Reference Shiloh CUSD #1 Policy: 6:235 Access to Electronic Networks Reference Internet Access page 41

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise

follow these procedures.
Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.
Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
The system administrator and Building Principals shall monitor student Internet access.

Chromebook Responsibility and Homework Support
Students are expected to bring their Chromebook to school each day fully charged and ready for instructional use. Students are responsible for making sure their devices are charged each evening. If a student is unable to charge their Chromebook at home, arrangements may be made with teacher permission or through the school office to leave the device at school for charging. Students who need additional time to complete assignments, access the internet, or receive homework assistance may utilize after-school work time offered on Mondays, Tuesdays, and Thursdays from 3:00–4:00 p.m. Students are encouraged to take advantage of these opportunities if they need academic support or do not have reliable internet access outside of school. Failure to follow Chromebook expectations, including repeatedly coming to school without a charged device or misusing school technology resources, may result in disciplinary consequences and/or loss of technology privileges at the discretion of school administration.

Use of Artificial Intelligence (AI)
"Artificial intelligence" or "AI" refers to technology that allows computers to perform tasks that typically require human intelligence, such as learning, reasoning, generating content, and solving problems. Examples include ChatGPT, chatbots, and other large language models. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI-generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission from a teacher or administrator is prohibited. Unauthorized use of AI for these purposes may constitute cheating, plagiarism, or academic misconduct and may result in disciplinary consequences. In certain situations, AI may be used as a learning tool or study aid. Students wishing to use AI for legitimate educational purposes must first obtain permission from a teacher or administrator. Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generation technology, to violate school rules or District policies. To help maintain academic integrity, assignments, tests, projects, papers, and other schoolwork may be reviewed using plagiarism detection tools, AI screening tools, and other methods. Determinations regarding academic dishonesty will not be based solely on automated detection tools and may be reviewed by school personnel.

Chapter 8 Search and Seizure

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

<u>School Property and Equipment as well as Personal Effects Left There by Students</u>

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student,

without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

Students Searches

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

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

Chapter 9 Extra Curricular Activities and Athletics

Extracurricular and Athletic Activities Code of Conduct

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's or Illinois Elementary School Association "Pre-Participation Physical Examination Form."

2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.

3. Proof the student is covered by medical insurance.

4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.

5. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Illinois High School Association or Illinois Elementary School Association

Eligibility for most athletics is also governed by the rules of the Illinois High School Association/Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

Academic Eligibility

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

In order to be eligible to participate in extracurricular and athletic activities, a student must maintain a cumulative grade for the semester that is passing (above 59.5%) A student may not be failing a designated class during the time the eligibility report is ran, however, if the student had a failing grade 1st quarter or 3rd quarter, they may be ineligible during the 2nd or 4th quarter. Any student failing to meet academic requirements will be suspended from the sport or activity for 6 calendar days (Monday-Saturday) or until all academic requirements are met, whichever is longer. A student may be passing all classes and still be ineligible. The eligibility report every Friday and again is based on cumulative GPA for the semester.

Eligibility Checks

The Athletic Director will begin eligibility checks two weeks into the quarter or when there are a reasonable number of grades are posted by a teacher. Checks will be made on Fridays at 3pm. Suspensions will be from Monday morning through the following Saturday. Teachers will be required to submit two grades per week. If an assignment grade cannot be taken due to a project type curriculum, a participation grade may be taken for a grade. Participation grades should not add up to more than 15% of the class grade.

Absence from School on Day of Extracurricular or Athletic Activity

To participate in any extracurricular or athletic activity (including practices) on a given day, a student must be present at school by 8:30 a.m. The student must be here the entire school day. Exceptions may be granted for justifiable reasons, including:

- A medical absence with a doctor's note
- A death in the student's family
- A religious ceremony or event

Any exception must be approved by the principal in advance. A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension. A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

Travel

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Code of Conduct

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

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

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

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of

weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;

6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any 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 detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

Due Process Procedures

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

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
   - A specified period of time or percentage of performances, activities or competitions;
   - The remainder of the season or for the next season; or
   - The remainder of the student's school career.
   -
b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

c. First violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

d. Second violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

e. Third violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.

7. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee.

All students remain subject to all the School District's policies and the school's student/parent handbook.

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols,

policies and bylaws of the Illinois High School Association or Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Attendance at School Dances

Attendance at school-sponsored dances is a privilege.
Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code. Students must be in good academic standing (passing all courses to be eligible to attend dances).

Dances and Prom

Permission slips are required to be signed and presented to the office to attend a dance or prom and/or to bring a guest to a dance or prom. Rules and requirements are listed on the permission slip. Yearly dances include, but not limited to, Homecoming, Prom, Junior High dances. Students must attend school the day before all dances, including prom. The principal may waive certain circumstances such as extenuating circumstances. Jr high students are not allowed to attend prom, nor are guests of jr/sr high students over the age of 20. Students must be in good academic standing (passing all courses to be eligible to attend dances).

Chapter 10 Special Education

Title I

If Title I services are offered, the purpose of the services are to help participants succeed in the district's regular academic program, learn the skills and knowledge appropriate for their grade level, and improve their mastery of basic and more advanced skills. Title I services must be supplemental and of such size, scope and quality to accelerate student's educational progress. Title I services have flexibility and designs that best meet the goals and objectives of the students.

While participating in the Title I services, students may be grouped in any way that makes sense educationally. Our most prevalent practice for providing services has been the pull out model, where students are pulled from other activities to receive Title I services for a limited amount of time. Another practice for providing services to the students is serving students individually or in groups within the regular classroom or skills based group instruction.

Section 504

A student who does not qualify for an IEP may qualify under Section 504 if the student is between the ages of 3 and 22 years of age and has a disability, which is defined as a physical or mental impairment that substantially limits one or more major life activities. Major life activities include caring for one's self, walking, seeing, hearing, speaking, breathing, working, performing manual tasks, and learning. Some examples of impairments that may substantially limit major life activities, even with the help of medication, aids or devices are: attention deficit hyperactivity disorder (ADHD), asthma, allergies, blindness or visual impairment, deafness or hearing impairment, diabetes, epilepsy, heart disease, and mental illness.

Multi Tiered System of Supports (MTSS)

The Shiloh School District believes in providing interventions to students who are not meeting the standards the district believes are necessary for a successful completion of a high school diploma. Research has shown that approximately 80% of students are successful with the general education classroom approach and with the general education materials. Some students' learning styles and processes require different strategies and different materials in addition to the materials used. It should be noted that this does not mean that the child is disabled or anything is wrong with the child. Children are all different and have different learning styles and respond differently to materials. Some students learn by hearing, some by reading, some by doing, and some by watching. All of us learn differently and at different rates.

In order to provide the most effective education for ALL children, we believe we must start with providing an effective education for EACH child. In the Shiloh School District, we utilize a three-tier approach with varying levels of support beyond that used as the core curriculum. Tier I consists of regular classroom instruction. In Tier II, the classroom teacher will use different strategies and may use additional or different materials so that the child is successful. In Tier II we employ an Intervention Team approach where school staff meet to review a child's progress and to tailor an individual academic support plan that provides supplemental instruction to the child in the area of need. Many children respond well to Tiers I and II, and are successful in meeting standards with the supplemental help. In the event that the child needs additional help to meet the standards we utilize a Tier III, which provides additional and more frequent help. At this tier, it may be necessary to alter the child's schedule and make some choices regarding subjects and provision of educational services so that the educational interventions may occur. The Intervention Team meets to address the child's needs and to review the progress of the child during the intervention period. We encourage the parents to be actively involved in their child's progress. Please contact the classroom teacher with any questions you may have.

Education of Children with Disabilities

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 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

Ann Titus, School Psychologist
217-531-1850
21751 N 575th St.
Hume, IL 61932

Discipline of 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 the 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.

Certificate of High School Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the building principal.

Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at https://www.dhs.state.il.us/page.aspx?item=41131.You may also contact Ann Tutus, school psychologist, for more information.

Chapter 11 Student Records & Privacy

Student Privacy Protections

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of

their child's educational curriculum within a reasonable time of their request.

Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian has consented; or (2) to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

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 (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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 school records. They are:

1. The right to inspect and copy the student's education records within 10 business 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. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. 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 the student.

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each

college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian 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 parent/guardian or eligible student when notified of the right to a hearing.

4. 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 school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian 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. 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 or contractual obligation with the district.

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 or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, 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.

5. 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/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. The right to prohibit the release of directory information.

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

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian 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.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information 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 student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. 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.

9. 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:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Requests from Military or Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Chapter 12 Parental rights notification

Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: IAR (Grades 3-8), ISA (Grades 5, 8, & 11), ACT w/essay (Grade 11), PACT (Grades 9-10),

Parents/Guardians 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/Guardians 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 students and emphasize the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
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.

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes:

Educational organizations and schools:
_____

Food bank and meal programs:
Murdock Food Pantry - Food provided to students on Fridays upon request

Local service organizations (Goodwill, Salvation Army, etc.):
Goodwill of Champaign or Terre Haute

Family shelters:

Medical services:
Douglas County Health Department, Promise Healthcare, Horizon Health

Other support:
Please contact Corey White

Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.
Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.
For questions related to this program or to express input in the school's English Learners program, contact Corey White, 217-531-1850.

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Corey White
Superintendent
21751 N 575th St.
Hume, IL 61932
217-531-1850

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Unsafe School Choice Option

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from the building principal.

Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer

Sex Offender & Violent Offender Community Notification Laws

Date:
To: Parent(s)/Guardian(s)
Re: Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor
Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY
Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

Parent Notices Required by the Every Student Succeeds Act

I. Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
b. The teacher is teaching under emergency or other provisional status.
c. The teacher is teaching in the field of discipline of the certification of the teacher.
d. Paraprofessionals provide services to the student and, if so, their qualifications.

II. Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, contact Corey White.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

III. Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.kusd3.com.

IV. Unsafe School Choice Option

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from the building principal.

V. Student Privacy

Students have certain privacy protections under federal law. For additional information, contact Corey White.

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

VI. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.
Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact the school at 217-531-1850.
The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

VII. Homeless Students

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.
Assistance and support for homeless families includes:

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. Please find our Isolated Time Out, Time Out, and Physical Restraint plan below.

Isolated Time Out, Time Out, and Physical Restraint Plan 2026-2027

Provide details of a plan to support a vision for cultural change that reinforces the following: **A) Explain how the entity plans to adopt and utilize positive behavioral interventions and support rather than physical restraint, time out, and isolated time out;**	The district will implement more social emotional lessons, specifically for the K-2 age range. Classroom teachers will implement morning meetings and will notify someone on the team if there is a student that is having a difficult day. Someone can then pull that student to discuss how the school can best help him/her. There will be pull-out groups for more intensive and individualized lessons based on groups of need conducted weekly. The staff will be trained on CPI instead of TCI. One staff member in the building will complete the trainer program. The district implemented MTSS to provide more specific interventions to students in need during the 23-24 school year.	1. Teachers provided a social emotional curriculum. 2. A meeting with teachers and the team to set up pull-out groups, times, and dates. 3. Monthly review of social emotional learning and MTSS students with behavioral needs. 4. The team provides staff training on de-escalation supports and techniques.	Numbers 1-2 will be completed prior to the first day of school. This will be completed on August 20, 2024. Number 3 will be completed on the last Wednesday of every month from 2:00-3:00pm. Number 4 will occur during our Teacher Institute day in October, which is October 11, 2024.	Oversight team All staff members

	That will continue and data will continue to be taken on student behavioral and/or academic needs or concerns.			
B) Identify effective ways/best practices to deescalate situations to avoid physical restraint, time out, and isolated time out;	Best practices to deescalate situations would be to manage the environment - keep lighting appropriate, adequate space, etc. Using prompting or caring gestures to students, redirection and distractions, standing closer to students that are getting escalated, or having a plan to take a walk with an adult are all effective ways to deescalate as well.	De-escalation training will be provided to all staff, which includes teaching them each of these strategies and when to use them. Along with that, there will be one trained CPI member for every two grade levels. Teachers will help de-escalate students as needed.	De-escalation training provided annually for teachers at the August Teacher Institute. CPI training provided for those that are certified annually.	Training provided through EIASE Oversight team
C) Describe how the entity will utilize crisis intervention techniques as an alternative to physical restraint, time out, and isolated time out; and	Crisis intervention techniques include taking deep breaths, stepping back away from students, giving the student time to cool off, sitting down if able, and to be cognizant	Trained staff members will be utilized in times of crisis. Staff members will call for one of the eight trained staff members to assist in the recovery of students in crisis to get	Ongoing	Oversight team Trained TCI Members

	of facial expressions when talking with students that are in crisis.	students back down to their baseline behaviors.		
D) Describe the entity's plan to utilize debriefing meetings to reassess what occurred and why it occurred and to think through ways to prevent use of intervention the next time.	Debriefing meetings will occur after school on the day of a crisis situation. A handout from EIASE will be provided to all staff involved in the debriefing. The questions included in this debriefing will be: How was the staff member involved feeling? What were the students feelings, needs or wants? What was the student's behavior? What was happening in the environment? What influences might the student's level of development have had on the situation? What is the student's history of trauma? What co-regulation/interventions did the staff use? What was the student's response to those? Did those interventions increase or decrease risk?	A scheduled debriefing will occur immediately following the incident of crisis. The questions will be asked to all members of the team and staff involved. These forms will be held in the office for the remainder of the year and will be reviewed at the end of the year.	As soon as possible following crisis incidents	Oversight team and staff members involved
E) Include action step(s)	Student academic and	Well-maintained MTSS	Monthly MTSS meetings	Team and staff members

that describe procedures to ensure that appropriate school personnel are fully informed of the student's history, including any history of physical or sexual abuse, and other relevant medical/mental health information. Such disclosures of student information must be consistent with federal and state laws and rules governing student confidentiality and privacy rights.	school behavioral information will be included in the MTSS plan. Any additional information that is known that would be considered confidential such as trauma history and/or health information would be disclosed in confidence to only specific parties involved compliant with the student information privacy acts.	plans for students with behavioral needs. Including specific interventions that work for that particular child will be given to teachers of those students. Regular monthly meetings will be held to update those plans as needed.		involved
F) Identify steps to develop individualized student plans as required by PA 102-0339. Plans should be separate and apart from a student IEP or 504 Plan.	Safety plans and/or MTSS plans will be implemented as needed. Students with any behavioral or academic concerns will be given an MTSS plan to provide specific interventions and supports. A safety plan might be put in place for students consistently causing concern for the safety of	MTSS plans and safety plans will be created using the district-created templates. Regular meetings will occur to update those plans monthly, or more regularly depending on the need.	As needed following the guidelines of RTO	School admin teachers and parents

	staff and/or students in the building.			
G) Describe how the information will be made available to parents for review.	Parents will be notified of any plans in place for students through email, phone calls, or through TeacherEase. Parents will be asked to join the meetings conducted on their child. Along with that, any data and information will be given to parents for viewing. This RTO plan will be posted on the district's website for all community and parents to be aware of the plans in place.	Communication with parents will be consistent and regular as needed throughout the year. Parents will be notified via TeacherEase of any and all discipline incidents. Parents will be called via phone as well for discipline, crisis, and to notify of meetings.	As needed	Crisis Response Team
H) Describe a modification process (as necessary) to satisfy aforementioned goals.	Modifications to the process will be made as needed. Team members will meet quarterly (or more) to discuss any changes or modifications needed to meet the goals that have been set.	Quarterly meetings will be scheduled for team to meet. Additional meetings may be set based on need.	Quarterly/more often as needed	Oversight team

For further information on any of the above matters, please contact the building principal.

Forms

SHILOH HIGH SCHOOL
SHILOH COMMUNITY UNIT SCHOOL DISTRICT NO. 1
Corey White, Superintendent
Amy Jones, Principal
21751 N 575th Street
Hume, Illinois 61932
Phone: 217-531-1850 Fax: 217-531-1851

Dear Shiloh Families,

We would like to inform you about the attendance policy for students enrolled in a 0-hour class. It is important for students to maintain consistent attendance to benefit fully from these early morning courses.

Students are allowed to miss up to 5 days during the semester. If a student exceeds this limit and misses more than 5 days, they will be dropped from the class.

We appreciate your support in ensuring that your student attends regularly and makes the most of this educational opportunity. If you have any questions or concerns, please feel free to contact us.

Thank you for your understanding and support.

Please sign below to indicate you understand expectations being enrolled in 0 hour classes.

_____ _____

Student Date

_____ _____

Parent/Guardian Signature Date

SHILOH HIGH SCHOOL
SHILOH COMMUNITY UNIT SCHOOL DISTRICT NO. 1
Corey White, Superintendent
Amy Jones, Principal
21751 N 575th Street
Hume, Illinois 61932
Phone: 217-531-1850 Fax: 217-531-1851

Dear Shiloh Families,

We are excited to announce that your student has the opportunity to enroll in a dual credit class or participate in a co-op program such as Work-Based Learning, Health OC, LIFT, Horizon Health EMS, and ECCA. These programs offer valuable experiences and academic advancement for our students. Any class taken through a community college that the Shiloh school district pays for will be added onto your students transcript. It will be counted towards your GPA.

Please be aware that enrollment in these courses comes with financial responsibilities. Families will be responsible for covering the costs associated with these programs. This may include tuition, fees, textbooks, and other related expenses. The Shiloh school district is happy to pay for these costs, however, if your student fails or drops the class, the student will be responsible for the costs associated with the class/program.

Students are allowed to miss up to 5 days during the year. If a student exceeds this limit and misses more than 5 days, they will be dropped from the class and be financially responsible to pay the school back. This does not exclude those with a 504 plan or an I.E.P., they are still required to meet the attendance requirements.

We encourage you to discuss these opportunities with your students and consider the benefits they offer. If you have any questions or need further information, please do not hesitate to contact our office.

Thank you for your understanding and support.

Please sign below to indicate you understand expectations being enrolled in such classes/programs.

_____ _____

Student Date

_____ _____

Parent/Guardian Signature Date