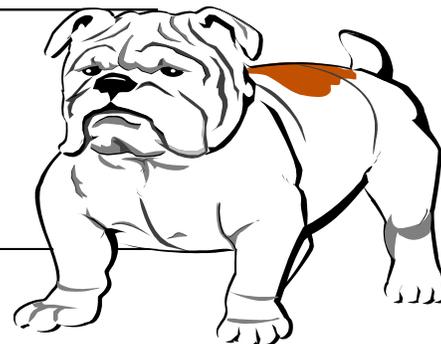


2018-19
This handbook belongs to:



Print your full name on the line so it can be read.
My teacher is _____ My lunch # is _____

Shiloh Elementary School

5210 Rogers Rd. Monroe, NC 28110
Phone: 704-296-3035
Fax: 704-296-3039
<https://www.ucps.k12.nc.us/Domain/42>

Dear Parents and Students,

The faculty and staff of Shiloh Elementary would like to welcome you and your child to a new school year! As a school community, we believe in maintaining high standards and expectations for our students. We are proud to say that we were a 2013 National Blue Ribbon School, and we met our expected growth on the 2017 NC End of Grade tests. We will continue to work with your children each day in order to help them be successful learners. I encourage you to contact the office or your child's teacher if you have any questions. I am honored to return for an eighth year as your principal.

We greatly value volunteerism in our school. For a parent or other family member to help at school, or attend events such as field trips and/or Field Day, s/he must be an approved UCPS volunteer. If you think that you would like to help *in any way*, please go ahead and begin the process for approval. Grandparents, aunts, uncles, and other family members are welcome to volunteer as well! Our hope is that you will support us and that you will become an active participant in your child's education.

To register as a new volunteer, follow the steps below:

Step One

Go to the web page (<https://www.ucpsvolunteers.com/>)
Click the link "New volunteer? Click here to register" in the white box.

Step Two

Enter in the required information and click "Submit." A confirmation will appear. Open the e-mail sent by the Volunteer Management System. Click the link provided in the e-mail to confirm your registration.

Step Three

The VMS Home screen will appear. Login using your username and password. Complete online volunteer application and submit to Shiloh. *Union County Public Schools will maintain strict, professional confidentiality regarding the Volunteer Management System. In addition, Union County Public Schools has taken steps to maintain the highest level of security.*

This School Agenda/Student Handbook has been provided by your PTA and Starr & Dickens Orthodontics. Each child is responsible for his/her copy. The purpose of the agenda is to help teach our students responsibility, organization and study skills, and to maintain consistent communication with parents by allowing you to monitor homework assignments and student progress on a daily basis. Each student will be given an agenda and is expected to use it appropriately. **If the agenda is lost, the student will be required to pay a \$5.00 fee for a replacement copy.**

We ask that parents check the agenda daily for assignments, notes, reports of student progress, and other communication. Please sign the appropriate spaces as directed by your child's teacher.

We're excited about the opportunity for strong communication and encourage you to use this agenda to monitor your child's on-going academic progress. We look forward to another great year at Shiloh. We are ready for 2018-19!

Sincerely,

Scott Spencer, Principal

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I. Shiloh Attendance Procedures

MAKE-UP WORK

Assignments and class work missed may be made up if the absence is excused. **This is the responsibility of the student. If the work is not made up within two days of the absence, it will affect the student's grade.** If the student is absent, the parent may pick up assignments after school in the office. Please do not expect the teacher to provide the assignments during the school day. **Requests made prior to 12:00 may be picked up after 2:30 the same day.**

EARLY DISMISSAL

Students are expected to be present for the duration of each school day. This expectation is critical to the success of your child and must be adhered to.

THERE WILL BE NO EARLY DISMISSALS PERMITTED BETWEEN 1:30 AND 2:00!

On the RARE occasion that a student must leave school during the day (e.g., dentist appointment), a note should be sent to the teacher in advance. For your child's protection, a student WILL NOT be permitted to leave school before the regular dismissal time of 2:00 pm, unless the parent comes to the school and clears the dismissal with the office. In such cases it is necessary for the parent or guardian to sign the child's name and his/her name in the office for early dismissals.

PARENTS ARE NOT PERMITTED TO PICK UP STUDENTS DIRECTLY FROM CLASSROOMS.

Students will be called to the office to be dismissed. To protect instructional time, parents will NOT pick their children up from classrooms. Parents, not the school, are responsible for notifying after school day care centers when their child leaves school early, including daycare buses/vans.

PARENTS MAY NOT WALK STUDENTS TO CLASSROOMS IN THE MORNING. Exceptions to this are as follows: the first week of Kindergarten, parent/teacher conferences, helping students carry something heavy to class, or prior administrative permission. **YOU MUST SIGN IN AT THE OFFICE BEFORE ENTERING THROUGH THE SECURITY DOORS.**

ABSENCE NOTES UPON RETURN TO SCHOOL

If a child is absent because of illness or injury, the parent must send a note to the office, preferably from a doctor, to make that absence lawful. **Notes should not be emailed to teachers.** **Students in grades K-5 who are absent 20 days, (lawful, unlawful, or OSS) may be retained. (per UCPS Policy 4-1a.)**

TARDIES/ATTENDANCE

Shiloh strives to maintain an orderly environment for our students' education. Students must be in school 1/2 a day to be counted present. Those who leave before 11:00 am or arrive after 11:00 am will be counted absent. Students who arrive late or leave early not only miss valuable class time, but also disrupt the classroom. *A child is considered tardy if he/she is not in their classroom when the tardy bell rings at 7:30 or if he/she leaves school before 2:00. Please leave extra time in the morning if driving to avoid tardies.*

Attendance in school for the entire school day is essential for student success. However, at the 10th unexcused tardy or early leave the student will be referred to the school attendance counselor for discussion with parents. At the 15th unexcused tardy or early leave, the student and his/her parents will be required to meet with the school principal to determine a plan that allows the student to be on time and in school all day. A student who has been tardy/early leave 20 times (unexcused) may be referred to Truancy Court (per UCPS School Board policy 4-1a.)

When a student has accumulated three unexcused absences, the principal or designee shall notify the parent/guardian/custodian of the absences. When a student has accumulated six absences for any reason, the principal/designee shall notify the parent/guardian/custodian by mail that the student has accumulated this number of absences, and that the parent/guardian/custodian may need to consult with school personnel pertaining to attendance and possible future consequences. School personnel will be available to assist the student and family in solving any attendance problems. When a student has accumulated ten absences for any reason, the principal/designee shall have a conference with the student and his/her parent/guardian/custodian to discuss the accumulated absences and to develop a plan relative to school attendance for the remainder of the school year.

TARDIES

Students who are late to school **MUST** be signed in at the **School Office by their parent** to receive a tardy slip. When a student has accumulated four tardies (within a nine-week quarter) the parent(s) will be notified and the student will be assigned to **MANDATORY After School Tardy Hall on Thursdays from 2-3 pm.** Thereafter, for each tardy within the nine-week quarter, the student will attend the After School Tardy Hall. At the beginning of each nine-weeks, the four count for tardies will start over. During the After School Tardy Hall, students will be expected to complete work assignments as designated by the teacher. *The purpose of this After School Tardy Hall is to provide students supervised time to make up missed school time/work.* Parent(s) will pick up their children promptly at 3:00 from Tardy Hall. Siblings are not allowed to wait in the office or elsewhere unattended. An accumulation of tardies (20 or more unless medically excused) will result in a student with perfect attendance missing the perfect attendance certificate. **To earn the handprint on the wall, there can be no a.m. or p.m. tardies.** The Union County Public Schools Tardy Policy will be enforced in addition to the above.

CHANGE OF TRANSPORTATION

The following guidelines should be followed when parents need their child to take a different form of transportation home.

All changes of transportation MUST BE in writing. For security reasons, **NO** transportation changes will be accepted by phone. **Students cannot ride a bus other than their assigned bus for any reason.**

Please send a written note to the teacher noting:

1. Car, bus, or specified day care provider
2. Person and address to which the child should be delivered
3. The date or dates the change is effective
4. Legible parent signature

A last minute daily change should occur only in the event of an emergency. All changes must be made in writing or faxed and requested before 11:00. Please do not call the school or tell a teacher at lunch about transportation changes. Written documentation of a change is required so participating parties can be accurately informed.

PLEASE LIMIT THE NUMBER OF TRANSPORTATION CHANGES. MULTIPLE CHANGES INCREASE THE RISK OF MIX-UPS FOR YOUR CHILD! Anyone who is not on your emergency contact list will be asked to show a valid Driver's License before we release your child.

II. Academics

GRADING CODES

Grading codes for Grades K-2 will be printed on the report card.

Grading codes for Grades 3-5:

A (90-100)	Excellent
B (80-89)	Above Average
C (70-79)	Average
D (60-69)	Below Average
F (Below 60)	Failing

Grading on Effort and Citizenship

S = Satisfactory, N = Needs Improvement, U = Unsatisfactory

REPORT CARD DATES:

1st quarter	October 24, 2018
2nd quarter	January 16, 2019
3rd quarter	March 20, 2019
4th quarter	May 29, 2019

HONOR ROLL



Students in grades 3, 4, and 5 who have an “A-B” average, with no N’s or U’s, will appear on our “A-B Honor Roll” which will be printed in the local newspapers. To make the “A Honor Roll” the student must have all “As” and no N’s or U’s in any area including conduct.

PHYSICAL EDUCATION

Physical Education is required by the state for all students unless the student has an excuse from a physician due to a physical disability or medical condition. If a child must be excused for a temporary illness, a note from the parent or doctor must be sent with the child. Any illness extending more than a week must be excused by a doctor. For safety reasons, athletic shoes are required for PE class.

AFTER SCHOOL STUDY HALL

One very important element of the educational process is assigned homework being completed and turned in when due. Homework helps to reinforce content taught in class as well as develop basic study skills. Shiloh Elementary has established **MANDATORY After School Study Hall** for students in Grades 3-5 that do NOT turn in homework assignments. After School Study Hall is held on **Thursdays from 2:00-3:00**. Students are to record homework assignments in their agendas. Parents are expected to monitor assignments due and the progress of their child. By looking at the agenda each evening, parents can determine what homework is due on the next school day.

On the third day of missed homework per nine-weeks grading period, students will be assigned to After School Study Hall. Each day of missed homework thereafter will result in another After School Study Hall. Homework must be complete. If the entire assignment is not done, it will count as a missed homework. At the beginning of each nine weeks, the count for homework will start over.

Parents are responsible for picking students up promptly at 3:00 after study hall. Students are not allowed to wait in the office or elsewhere. Once the number of study halls exceeds the number of Thursdays left in a grading period, then alternative consequences will be enforced (loss of privilege or special activities).

Remember, students must complete **all** homework, including daily/nightly reading, assigned each day. Your cooperation in this endeavor will assist your child in becoming more responsible and better educated. Weeknight outings, athletic practice/events, and/or participation in other after school activities are not excusable reasons for missed homework.



III. Behavior Guidelines



STUDENT RESPONSIBILITIES

Students are to assume the following responsibilities:

- They are to go directly to their classrooms or to the cafeteria for breakfast when they arrive at school. **Students should not arrive prior to 7:00. Parents dropping their children off prior to 7:00 will be contacted.**
- They are required to be punctual and in attendance each day. If the student goes to breakfast, s/he must be finished and in class before 7:25. Breakfast is served from 7:00-7:20.
- Students are to **bring their agenda to and from school each day.**
- Students who arrive to school before 7:15 must bring a book to read. These students read silently in the hallways until being admitted to class at 7:15.
- Students are expected to show their best Bulldog behavior at all times. **This includes appropriate use of UCPS technology.**

DRESS CODE

Dress must not disrupt the learning environment, cause destruction of school property, or be a hazard to the health and safety of students. Students are not allowed to wear tank tops, muscle shirts, spaghetti straps, pajamas, halter or midriff tops. Shirts printed with offensive and mature language, gang emblems, or drug/alcohol related content shall not be permitted on campus. Shorts and skirts must come to the fingertips of individual students when holding their hands down by their sides. In addition, pants must sit at the waist. Student undergarments should not be seen at any time. Hats and headgear may not be worn indoors. Flip-flops, sandals, cleats, roller shoes, or other potentially unsafe shoes, such as crocs, are not permitted. In such cases, parents will be notified. Students may be prohibited from wearing jewelry or other distracting items including, but not limited to, hair colors, facial paint, tattoos, etc., that are deemed to be disruptive to the learning environment. **Administration shall reserve the final authority on all dress code concerns.**

CYBERBULLYING

Cyberbullying includes using the internet, e-mail, text messaging or other electronic media to **repeatedly** threaten, hurt, single out, embarrass, spread rumors, and/or reveal secrets about others. Shiloh addresses cyberbullying and online safety issues with intermediate students via guidance lessons and by utilizing other resources.

Students are asked to report all bullying or cyberbullying to their teachers, guidance counselor, or school administration. It is the ultimate responsibility of parents to monitor their children’s on-line activities while at home. Shiloh is not, and will not be held, responsible for students’ on-line activities at home.

Administration reserves the right to revoke technology privileges as a result of misuse of the school’s technology.

FIELD TRIPS

Students in each grade may go on one field trip per year. These trips are planned to compliment the instructional program. A cost is sometimes required to cover transportation and/or admission fees. Only approved UCPS parent volunteers can serve as chaperones. All parent chaperones will be selected/invited by teachers. Parents are not to attend field trips without prior discussion with the teacher. Siblings or younger children may not attend field trips. Parents who are not chaperones or approved volunteers who show up to a field trip will not be permitted to have contact with our students. Any chaperone who will drive their children home from the trip must contact the teacher and fill out any related paperwork prior to the day of the trip.

REFUNDS CANNOT BE GIVEN.

SHILOH “PAWS” EXPECTATIONS

Shiloh Elementary has successfully implemented a Positive Behavior Instructional Support program, which we refer to as our “PAWS” (Prepare for Success, Attitude Matters, Work Respectably, Stay Safe) program. That means our staff deals with student misbehavior in a positive, consistent, and fair manner. The necessity for maintaining an orderly educational environment, combined with our concern for each student’s safety and welfare, enters into each disciplinary action. Refer to your child’s copy of our Universal Expectations Matrix for our Shiloh behavior guidelines.

****Shiloh’s character education teaches students to, most importantly, keep their hands and feet to themselves at all times and to treat each other with kindness and respect. Inappropriate touching or comments of any kind will not be tolerated.**

AREAS OF CONCERN

WEAPONS- No student shall come on the school premises with a firearm, explosive weapon or device, knife, or any other dangerous or illegal instrument. This includes any and all look-alike items or toy weapons. Examples of prohibited items include, but are not limited to: airsoft guns, paintball guns, Swiss Army knives, blades of any size, etc.

FIGHTING- Fighting assumes a variety of forms (wrestling, horseplay, physical attacks, rough play, etc.). These types of behaviors will be viewed as serious. Threatening, harassing, and intimidating others are behaviors that will not be tolerated.

PROPERTY DAMAGE- Students are not to deface, mark, or otherwise damage or destroy any type of school property. The students and parents will be held financially responsible for any damage to school property. Students are also expected to respect the property of other students and adults.

DISRESPECT- Students are to show proper respect towards school personnel, or any adult, including substitutes and volunteers. Arguing, back-talking, eye-rolling and rudeness will not be tolerated.

DEFIANCE- The failure to respond to or carry out a reasonable request by a staff member is considered defiant. Shiloh School expects students to respond in a respectful manner when addressed by adults and school staff.

DISRUPTION OF THE EDUCATIONAL PROCESS- Students who consistently disrupt class to the point that instruction is hindered will be removed from the classroom. The act of deliberate and willful conduct detrimental to the normal functions of the class and/or school will not be tolerated.

PROFANITY- Students are not to use any insulting, abusive, or profane words, signs, gestures, or other acts towards any school employee, student, or adult on school property or at school functions.

TOYS- Students should not bring toys to school. This includes anything that may become a disruption to the learning environment. Also included are any types of playing/trading cards or balls unless the teacher has requested that they be brought for educational purposes. No lasers, flashlights or similar objects may be brought on the bus or to school.

ELECTRONICS- Per Shiloh’s site based team, students cannot use electronics of any type at school unless requested by the teacher. This includes personal iPods, Kindles, electronic readers, electronic games, etc.

TOBACCO— No tobacco of any kind is permitted on school property. This includes the school parking lot and car rider line. **E-cigarettes are not permitted by anyone, including adults, on campus at any-time.**

COMPUTER USE—Student laptops are only to be used as directed by the teacher. Students are responsible for appropriate behavior on school computers just as they are in a classroom or school hallway. Students and parents must be aware that access to electronic resources will be withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations (accessing inappropriate websites) established by the Union County Public School System and the individual schools.

The entire Code of Student Conduct is included in the UCPS Student Handbook. Please review this with your child. It is available on the UCPS website.

SCHOOL BUS DISCIPLINE CODE

The responsibility for safe transportation of students is shared by administrators, parents, bus drivers, and students. Riding a bus is a privilege and must not be abused. Necessary action will be taken by school officials to ensure that all students conduct themselves properly at all times. Where there is evidence of misconduct by any student, immediate action will be taken to correct the situation. The school principal or designee has the responsibility to investigate and enforce the school bus discipline code. Bus drivers shall report to an administrator the name of any student whose conduct interferes with safe driving or who acts disruptively. The principal or assistant principal will notify parents by phone and/or mail of repeated bus misbehavior. **Due to limited seating, the transportation department requests that students only ride their assigned bus.**

BUS RULES

1. Follow directions the first time given.
2. Please keep noise level low. No yelling, sharp noises, or otherwise loud noises will be tolerated.
3. Remain seated at all times during the bus ride.
4. Do not vandalize the bus by marking or tearing seats, etc.
5. No eating or drinking on the bus.
6. No fighting or use of profanity while on the school bus.
7. No smoking, use of illegal drugs or alcohol while on the bus or at the bus stop.
8. No throwing objects on the bus or from the bus. Students/parents may be responsible for damage to vehicles damaged by objects thrown from bus.
9. No live animals, oversized projects, plants, etc., are permitted while riding the bus.
10. Respect the driver and other students while on the bus.
11. No possession of weapons.
12. Do not delay the bus schedule. Always be at your assigned stop 10 minutes prior to the scheduled pick up time.

****The administration reserves the right to discipline students for other acts that disrupt the safe operation of the bus, but are not specifically mentioned above.**

Bus riding privileges may also be revoked for any of the following:

1. Improper boarding and departing procedures.
2. Moving to an unassigned seat without permission from the driver.
3. Hitting, pushing, or fighting (including play fighting).
4. Spitting or littering in or out of the bus.
5. Using iPods, video games, or any other electronic equipment.
6. Bringing unnecessary items (including toys and balls, lasers, flashlights or similar objects) on the bus that may cause disruptions or distractions to the driver or other students.

Parents are responsible for transportation while students are suspended from the bus.

All of the rules apply on the bus and at bus stops. Please refer to the Student Code of Conduct for additional information regarding the classification of behavior infractions on the bus. If a student chooses to break a rule, the following consequences will apply. Administration reserves the right to bypass any consequence level if warranted by severity of infraction.

Level 1 Infractions: Parent contact, bus privileges suspended for 1 day, then 2 days, then 3-5 days.

Level 2 Infractions: Parent contact and bus privileges suspended for 0-5 days, then for 10 or more days.

Level 3 Infractions: Parent contact and bus privileges suspended for 5-10 days, then 10 days or more, then the remainder of the school year.

Level 4 Infractions: Parent contact and bus privileges suspended for the remainder of the year.

IV. Procedures

CAFETERIA

Shiloh has an excellent cafeteria and lunch program in place. **Charges may be made only in a lunch emergency. Breakfast may not be charged. Visitors, including parents, may not charge to a child's account. Soda is not permitted.** Parents may eat with their own children, but not with other children. Parents coming for lunch are to sit at the designated tables located near the serving lines. If they are full, please speak to your child's teacher.

Parents who attend lunch are not to accompany the class back to the classroom unless previously arranged with the classroom teacher.

WE STRONGLY ENCOURAGE PARENTS TO NOT BRING FOOD FROM OUTSIDE ESTABLISHMENTS (FAST FOOD, PIZZA, ETC.) INTO THE CAFETERIA FOR THEIR CHILDREN OR THEMSELVES. BRINGING FOOD FROM RESTAURANTS CREATES COMPETITION WITH UCPS CHILD NUTRITION, AND IS UNFAIR TO OTHER STUDENTS.

Our cafeteria sells great treats!

All students should know and say their lunch number when going through the cafeteria line.

When paying by check, parents should write the child's first and last name as well as cafeteria number on the check. If you are paying by cash, please put the money in an envelope with the child's name, teacher's name, and lunch number. You may access your child's account and pay at www.LunchPrepay.com

Report cards may be withheld for students with outstanding lunch or other school-related balances. It is the parent's responsibility to monitor the status of their child's account.

2018-19 Meal Prices:

	Student
Breakfast	\$1.15 (cannot be charged)
Lunch	\$2.30
Reduced Lunch	\$.40

**Visiting child / adult will be charged a la carte prices which may not be charged to a student's account.

OUTSIDE FOOD ITEMS

No homemade food items may be brought to school to share with classmates. Please remember that many students have allergies. Due to safety concerns, please only share with classmates prepackaged, store-bought foods that include nutrition and ingredient information.

CONTACT / EMERGENCY INFORMATION

It is very important for emergency and administrative reasons that every student maintain an up-to-date address record in the office. It is required that an emergency form be on file at the school. Notify the school office and the classroom teacher immediately if you have a change of address, telephone number, or place of employment. Also, update the early dismissal procedures for your student if this changes during the school year. **For the safety of your child, please make sure we are always able to contact you by phone immediately if the need arises. Up-to-date information is also needed for Connect-Ed messages. It is important to notify the school of any information changes.**

VISITORS/VOLUNTEERS

Per Union County Public Schools policy, all parents, approved volunteers, and visitors must follow appropriate school guidelines regarding Shiloh Elementary School's Visitation Policy. All visitors are to check in at the office, sign the visitor's log, and get a visitor's pass at all times, **including at the beginning of the school day.** THIS INCLUDES ALL PARENTS, GRANDPARENTS, or RELATIVES. Approved Volunteers also need to sign in and get a badge. **TEACHERS CANNOT CONDUCT CONFERENCES DURING THE SCHOOL DAY. Please do not accompany your child to his/her class in order to meet with a teacher.** If you are coming for lunch, please send a note with the child and meet your child's class at the door of the cafeteria at the appropriate time. **DO NOT MEET THEM AT THE CLASSROOM OR FOLLOW THEM BACK TO THE CLASSROOM AFTER LUNCH.** These guidelines are for every child's safety and to minimize disruptions. The Union County Sheriff's Office will be contacted in the event of trespassing or visitors causing a disturbance on campus. **PARENTS MAY NOT WALK STUDENTS TO CLASSROOMS IN THE MORNING.** Exceptions to this are as follows: the first week of kindergarten, parent/teacher conferences, helping students carry something heavy to class, or prior administrative permission. **YOU MUST SIGN IN AT THE OFFICE BEFORE ENTERING THROUGH THE SECURITY DOORS.**

Parental visits during lunch are welcome at anytime. *We do ask that classroom visits are scheduled with your child's teacher and/or with the school's administration with a minimum of a 24-hour notice. It is important that we make the most of our allotted instructional time. Unannounced or unscheduled classroom visits will not be allowed including before school begins. Parents are not allowed to sign in and visit the classrooms without permission from administration and/or the teacher. Unannounced visitors and "parent observations" in the classroom can distract children and disrupt instruction. For the benefit of all the children, it is critically important that the teacher is aware of potential visitors and can then prepare the children as much as possible.* For safety reasons, and to allow the teachers to prepare for the day's instruction, there will be no parental conferences between 7:00 a.m. and 2:15 p.m. unless an appointment is scheduled with the teacher.

We welcome and encourage your involvement and participation in our school. If you are planning to accompany your child's class on a field trip, please be advised that the volunteer screening process may take several weeks for clearance, so plan accordingly. Also, only UCPS approved volunteers may attend school field trips, Shiloh's Field Days, or other volunteer activities. Teachers will notify parents if they are selected as chaperones. Approved volunteers are not allowed to show up at a field trip destination and serve as chaperones without prior teacher consent. Administration shall reserve the right to make any final decisions on the above.

Please understand that your children are still expected to follow all Shiloh class rules while a visitor is present.

SCHOOL SCHEDULE

The instructional day at Shiloh will begin with the first bell at **7:15 am. (7:30 am is the tardy bell)**

7:00	Buses unload
7:00-7:20	Breakfast
7:15	First Bell
7:30	Tardy Bell/Moment of Silence
2:00	Students dismissed

MORNING ARRIVAL—CAR RIDERS SHOULD

NOT ARRIVE BEFORE 7:00 AM. SUPERVISION IS NOT PROVIDED UNTIL 7:00 AM. THEREFORE, THE BUILDING WILL NOT BE OPEN TO THEM.

AFTERNOON DISMISSAL—PARENTS WILL NOT BE ALLOWED TO SIGN STUDENTS OUT BETWEEN 1:30 PM AND 2:00 PM. PARENTS ARE NOT TO PARK AND WALK IN TO PICK UP THEIR CHILDREN DURING DISMISSAL. THIS DISRUPTS THE SCHOOL DAY AND IS UNFAIR TO THOSE WAITING IN THE CAR LINE.

VI. UCPS Student Handbook Table of Contents

The following items can be found on the UCPS website. Parents may refer to this document for additional information or questions concerning the following topics:

1. Appeals Process
2. Attendance
3. Checks
4. Communicable Diseases
5. Code of Student Conduct Administrative Guidelines
6. Connect Ed Messages
7. Discipline: Code of Student Conduct
8. Disability Discrimination Harassment Complaint Procedures Administrative Guidelines
9. Dress Code
10. Exceptional Children
11. Federal Law
12. Food Allergies
13. Gangs: Prohibition of Gangs and Gang Activities
14. Healthy Schools and Healthy Youth
15. Housing Emergencies
16. Integrated Pest Management
17. Internet Safety
18. Internet Use
19. Medication
20. Non discrimination Policy
21. Parent Involvement
22. Prohibition Against Unlawful Discrimination, Harassment, Bullying (Students)
23. Race Discrimination Harassment Complaint Procedures Administrative Guidelines
24. Seclusion and Restraint
25. Sexual Harassment Complaint Procedures for Students
26. Social Media
27. Student Promotion and Accountability
28. Student Records
29. Title IX
30. Tobacco Policy

Union County Public Schools maintains a comprehensive website at <http://www.ucps.k12.nc.us>. The homepage contains the Board of Education Policy Manual, news, current events and links to each department and school. Parents and students can find curriculum resources, current calendars, lunch menus, school assignment maps and many other items of interest on this site.

Annual Notification of Rights: The superintendent/designee is responsible for providing parents or eligible students (those at least 18 years old or married) with annual notification of their rights under the Family Educational Rights and Privacy Act (FERPA). Please visit the UCPS website for details.

VII. NC Student Accountability

Union County Public Schools believes that required standards or accountability reviews for student promotion are optimum for student success. In general, students in all grades must show grade level proficiency in order to be promoted to the next grade level. Various assessments used in grades K-5 are also used to make decisions regarding the promotion and retention of students. UCPS will follow the components outlined in the NC Read to Achieve program. For more information on this program, please visit <http://www.ncpublicschools.org/docs/k-3literacy/resources/guidebook.pdf>

Remediation will be offered throughout the school year based upon student performance on benchmark assessments and End-of-Grade tests. Summer school is no longer provided for remediation at the conclusion of the academic year. Based on the current NC Read to Achieve guidelines, summer camp *may* be required for 3rd graders not showing grade level proficiency at the end of 3rd grade. And a small number of students in grades 1 and 2 may also attend. Depending on funds, a small number of teacher-selected students in grades 3-5 *may* be able to attend remediation during our Intersessions. (our BREAK program). The **principal has the authority to grade and classify students.**

Union County Board of Education Policy 5-12, regarding student promotion and retention, can be reviewed in entirety at www.ucps.k12.nc.us. If you have any questions regarding the progress of your child you are encouraged to speak with his or her teacher, school counselor, or principal.

INVITATIONS

Party invitations may not be distributed at school unless every student in the class is invited. Parents must consult with the classroom teacher prior to bringing birthday treats for the class. Individually wrapped treats are preferred (i.e. cookies, cupcakes) and will be served during lunch. **Homemade foods are not allowed.** Only store-bought, prepackaged items will be allowed. Our cafeteria can provide treats!

New Student Orientation

All students new to Shiloh will be offered a New Student Orientation by a staff member or student leader.

V. Academic Programs, Clubs, Special Programs

The following programs and clubs were offered during the 2017-18 school year. Depending on staffing and budgeting, each may be offered during the 2018-19 school year, as may new programs or clubs.

ACADEMIC PROGRAMS

Buddies Learning Together (BLTs)
CORE, Great Leaps, Language!
LLI (Leveled Literacy Intervention)
WIN (What I Need)
Spelling Bee
Small Group Tutoring
BREAK (Bulldogs Receiving Education and Knowledge)
SHAPE (Shiloh's Afterschool Providing Enrichment)

AFTERSCHOOL CLUBS* (4-5)

Girls on the Run (3-5)
Let Me Run
Flag Football
Coding Club
Chorus
Orff Ensemble
Shiloh School News Club
Library Assistants Club
Battle of the Books

*Students staying for a club or any after school activity must provide their own transportation and be picked up on time. Students picked up tardy more than twice may be dismissed from a club/activity.

STUDENT RECOGNITION PROGRAMS

Excellence Awards
Attendance Rewards/Celebrations
Blazing Bulldogs
Bullseye Classes
Honor Roll
Most Improved
Principal's Paw
Pride Parties
Terrific Kids
TAGS Celebrations
PBIS Tickets
Bus of the Month

