

Shiloh Valley Primary and Elementary Schools

Shiloh Valley Primary (PreK-2)

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Shiloh Valley Elementary (3-5)

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Follow us on our school websites @ ucps.k12.nc.us

Twitter 
@ShilohValleyES **@ShilohValleyPS**

Facebook 
Shiloh Valley Elementary School
Shiloh Valley Primary School

Instagram 
shilohvalleyeps
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Shiloh Valley After School Care
Primary 704-296-0245
Elementary 704-296-3041

UCPS Bus Concerns & Questions
704-296-0244

SVS Families-

We are very excited to welcome you to the 2023-2024 school year! Shiloh Valley Primary is our Pre-K through 2nd grade school, and Shiloh Valley Elementary is our 3rd-5th grade school. We view ourselves as one school with two buildings. We have worked to align the systems in both buildings so that we operate consistently with each other.

The alignment between the buildings is visible as we provide our students with rigorous and rewarding educational opportunities. Both schools implement the Leader in Me process, offer STEAM (Science, Technology, Engineering, Arts, and Math) classes to all students, and we continue to host the Spanish Dual Language Immersion program in each grade level, where students begin in Kindergarten to become bilingual and biliterate.

The Leader in Me framework empowers our students to take ownership of their learning and surrounds the 7 Habits of Highly Effective People. Finally, STEAM classes create a culture of learning by doing.

The spirit of collaboration between the two schools continues to grow stronger each day surrounding our school culture, leadership and academics. Throughout the school year, we encourage you to reach out to your child's teacher or to the administrative teams at either school for any questions you may have. The administrative teams at both schools stand committed to making Shiloh Valley schools the best in UCPS! We realize that we are #BetterTogether.

Thank you for your shared enthusiasm and commitment to excellence for the students of both schools. We look forward to working with you to ensure that our students are #EmpowerED & #FutureReady.

Jamee Giers,
Principal of Shiloh Valley Elementary School

Lindsey Williams,
Principal of Shiloh Valley Primary School

Our Mission: We are #BetterTogether to be #EmpowerED & #FutureReady

I. GENERAL INFORMATION

Purpose of Agenda

We ask that parents put first things first and 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.

****Shiloh Valley would like to thank Star Orthodontics for the support with providing student agendas this year!**

We are always looking for volunteers! Our amazing volunteers are parents, grandparents, and everyone in between with different levels of time available! Tell us what works for you and we will connect you to opportunities to get involved!

<https://www.ucps.k12.nc.us/Page/6566>

Contact us:

<https://sites.google.com/ucps.k12.nc.us/shiloh-valley-pta/home>

2023-2024 Student Handbook

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Disclaimer

BREAKFAST AND LUNCH PROGRAMS

Shiloh Valley Schools have nutritious, hot meals available for breakfast and lunch and students are encouraged to participate in the school food program. Unless a free/reduced lunch form has been submitted and approved, students are expected to pay for their meals. Students are to bring their money in a sealed envelope with the student's name, cafeteria number, and teacher's name on the outside of the envelope. Child Nutrition offers the option for you to put money into your child's account online and to establish a low account balance notification for the lunch account. If interested, visit <https://www.k12paymentcenter.com> and set up your account. When your child reaches the low limit you have established, you will receive notification via email that your child needs more money in the lunch account. Lunch Prepay, not UCPS or UCPS Child Nutrition, charges a 3% convenience fee per payment transaction. This fee applies to debit and credit payments made only on the website.

Parents are welcome to sharpen the saw and eat lunch with their children. Parents are to only eat with their children. Parents coming for lunch are to sit at the designated tables. If they are full, please speak to your child's teacher. Please note that the daily lunch schedule is subject to change due to unforeseen delays in the cafeteria or scheduled events.

Parents who attend lunch are not to accompany the class back to the classroom unless previously arranged with the classroom teacher. Parent lunch guidelines are subject to change depending on the NCDPI & UCPS health guidelines.

All students should know and say their lunch number when going through the cafeteria line. Students who owe money in the cafeteria are unable to charge "extra snacks" and purchase extras for lunch.

Meal prices can be found on the UCPS website.

A la carte items may be purchased separately. Visiting adults/children charges are a la carte. You may request a block on your child's account to prevent the purchasing of extra items.

Sodas/carbonated beverages are not allowed in the cafeteria.

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.

SCHOOL SCHEDULE

Shiloh Valley Primary (PreK-2)
7:05 Students enter the building 7:05 Breakfast begins 7:30 Breakfast ends 7:35 Tardy Bell Rings/Classes begin 2:05 Dismissal

Shiloh Valley Elementary (3-5)
6:55 Students enter the building 6:55 Breakfast begins 7:20 Breakfast ends 7:25 Tardy Bell Rings/Classes begin 1:55 Dismissal

At Shiloh Valley we value attendance and ask that every effort to be proactive is made to have your child in the classroom prior to the tardy bell and that he/she remains in class until dismissal. If tardy in the morning, all children will need to be walked into the building by the adult who brought them to school. Students who sign out before the dismissal bell are coded for an afternoon tardy. Early sign-outs count the same as late arrivals in our tracking system. If you plan to pick up your child early, you must do so 30 minutes prior to dismissal due to heavy office traffic and dismissal responsibilities. Additionally, we request that you send a note to the teacher informing him/her of the early dismissal. **To help students acclimate to the school environment, parents are asked to allow the children to walk into the building by themselves after the first two weeks of school.**

EARLY RELEASE DAYS

Early release dates are determined by the UCPS Board of Education and the 2023-24 calendar can be found on the UCPS homepage.

ATTENDANCE & TARDIES

Shiloh Valley 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 11:05 am (Primary)/ 10:55 am (Elementary) or arrive after 11:05 am (Primary)/ 10:55 am (Elementary) will be counted absent. Students who arrive late or leave early not only miss valuable class time, but they also disrupt the classroom. ***A child is considered tardy if s/he is not in their classroom when the tardy bell rings or if s/he leaves school before the dismissal bell. Please allow 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 4-01.)

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.

If a child is absent because of illness or injury, the parent must send/email a note to the office, preferably from a doctor, to make that absence lawful. Students in grades

K-5 who are absent 20 days, (lawful, unlawful, or OSS) may be retained. (per UCPS Policy 4-1a.)

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.

CHANGE OF TRANSPORTATION

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

Begin With the End In Mind:

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 and requested before 11:00. Please do not call the school 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. **Only individuals listed on the Student Emergency Card will be permitted to pick up your child. They will be asked to show a valid Driver's License before we release your child.**

INCLEMENT WEATHER PROCEDURES

School may be delayed or canceled due to weather conditions. The school district uses the Blackboard Connect information system, the school website and social media platforms to inform you via the telephone of school cancellations or delays due to inclement weather conditions. It is therefore imperative that current telephone numbers and emergency information are provided to the school's office personnel and classroom teacher.

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 immediately notify the school of any information changes.

MEDICATION POLICY

If under exceptional circumstances a child is required to use medication (including oral or topical medication or nasal spray) during the school hours and the parent cannot be at school to administer the medication, only the principal's designee will administer the medication with the appropriate consents on file. Parental and medical provider consents are required. **Please do not send medications with your child on the school bus. Parents are asked to hand-deliver the medication to the front office to ensure the safety of all students.**

Any medication requires the following before school staff can give the medicine:

Signed, dated doctor's orders that give complete administration instructions. (Medication Consent forms are available in the school office).

- The parent's signature requesting medication administration.
- A fresh supply of medicine delivered in its original packaging, labeled with the child's name.
- Any change in medicine, dosage or administration time requires a new Medication Consent Form.

As needed medications (used to treat chronic conditions like asthma, headaches, etc.) require the following:

- An unopened, sealed container/box, in the original package labeled with the child's name..
- Only students with diagnosed asthma, diabetes, and/or severe allergies who may require medically prescribed rescue medications (ie. Inhaler, glucagon, insulin, epi-pen, Benadryl) are allowed to Self-Carry. This requires the form

Authorization for Self-Carry by UCPS Students
Emergency Medications to be completed by the physician.

The UCPS Medication Policy requires signatures from a parent/guardian AND the student's health care provider for ANY medication to be given at school. This includes prescription as well as over the counter medication.

HEALTH CONCERNS

The nurse, teacher or the school office will notify parents of medical attention needed for their child. When sickness occurs, **students must be free of fever for 24 hours before returning to school.**

Parents are reminded to provide the school with a list of home and work telephone numbers as well as an emergency number. (Cell phone numbers are helpful also.) We must be able to reach a parent, guardian, or other adult authorized to make care decisions at all times.

Any serious health condition, such as allergic reactions to bee stings or certain foods, should be noted on the data sheets filled out by parents the first week of school. Please notify the teacher should any change occur.

STUDENT CELEBRATIONS

Please synergize with the classroom teacher regarding snacks/treats brought to the school to celebrate your child's birthday for safety purposes. If arranged, the treats must be commercially prepared, packaged and served in the cafeteria during lunch. **Homemade foods are not allowed.** We encourage catering from our school's cafeteria. Items such as fresh baked cupcakes and cookies can be ordered.

Special occasion invitations will not be distributed to students unless all students within the class are invited.

Delivery of balloons, flowers, and the like will not be accepted at campus. These items are a distraction to the instructional environment, cannot be taken on UCPS buses, and could trigger a reaction by those students that suffer from allergies.

FIELD TRIPS

Students in each grade go on a field trip per year. These trips are planned to complement the instructional program. A cost is sometimes required to cover transportation and/or admission fees. Only approved UCPS parent volunteers can serve as chaperones. Be

proactive and sign up early. 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.**

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.

LOST AND FOUND

Lost and found items will be placed on the lost and found rack for students and parents to claim. Unclaimed items will be donated once per semester.

II. TRANSPORTATION INFORMATION AND PROCEDURES

SCHOOL BUS DISCIPLINE CODE

The responsibility for safe transportation of students is shared by administrators, parents, bus drivers, and students. Students must be proactive in choosing their own actions. 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. In addition, if you are attending the school on a transfer, you will not be permitted to ride the bus to and from school for any reason.**

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 the 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.

CAR RIDERS

The morning and afternoon car rider lines are located in the front of the school. For the safety and well-being of our students, parents are to drop off students along the sidewalk, as this area is supervised by staff members. **Students are to exit the car on the sidewalk side only.** Parents arriving after this time are to walk their child into the main office. During the afternoon car rider line dismissal, parents are to remain in their vehicles while staff members assist students in the cars. Parents cannot leave their cars to retrieve students from the foyer. Individuals will be directed back to their cars as this is a part of our school's effort to protect all students. For the safety of all, parents of siblings in both buildings are expected to drop off/pick up at the primary building first.

III. SCHOOL-WIDE BEHAVIOR

PBIS

Shiloh Valley has successfully implemented a Positive Behavior Instructional Support 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.

Expectations

Shiloh Valley students will follow the PBIS school-wide expectations for the 2023-2024 school year. The LEAD acronym will be used to teach all students the expectations in each area of the school using **Lead, Engage, Act, Demonstrate.**

The behavior expectations will be taught throughout the school year and posted throughout the school for reference.

Shiloh Valley'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.

CONSEQUENCES

Students use LEAD cards to track their personal progress towards meeting behavior goals. Consequences for inappropriate behavior are as follows:

1. Student redirection and Verbal warning
2. Letter below the line
3. 2nd letter below the line: Bounce (calm down area of the classroom or across the hall or grade level)
4. 3rd letter below the line: Reflection LUNCH (Sitting next to adult), Parent Call and Ed Handbook minor offense documented (if needed)
5. 4th letter below the line: Minor Incident (May be an office referral) & Parent call

REWARDS

There are many rewards students and classes can earn throughout the year. Students and classes will be recognized in front of their peers at quarterly award celebrations. As part of PBIS, students are praised daily and given letters above the line for making good choices and showing outstanding character.

Additional awards throughout the year that students can earn are positive office referrals, blue "tickets", book vending machine token, Terrific Kid award, and many more as to be determined through our school improvement team.

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 are not permitted. In such cases, parents will be

notified. Students may be prohibited from wearing jewelry or other distracting items that are deemed to be disruptive to the learning environment. **Administration shall reserve the final authority on all dress code concerns.**

Student Code of Conduct

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. SVS Schools 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- Students cannot use electronics of any type at school unless requested by the teacher. This

includes personal iPods, Kindles, electronic readers, electronic games, smart phones, smart watches, smart devices, and iPads, 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. Remote Learning guidelines will be shared as needed.

CYBERBULLYING- This 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 Valley 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 Valley is not, and will not, be held responsible for students' on-line activities at home.

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.

TELEPHONE USE

The school telephone is always available to receive messages in an EMERGENCY or in case an UNEXPECTED SITUATION arises. Please know the plans for the day with your child before he/she leaves home for school each day.

Children will not be permitted to use the telephone to make arrangements to go home with other children from school. Homework, permission slips, books, lunch money, etc., should come to school with the student in the morning rather than having to call parents to bring them to school.

**While parent contact is encouraged and parent phone calls are welcomed, remember that teachers will not be able to return phone calls during the instructional day.*

Students will not be pulled from class to take parent phone calls.

IV. ACADEMIC POLICIES AND GUIDELINES

HOMEWORK/CLASSWORK/READING INFORMATION

All assigned homework is expected to be completed and turned in on the date due. Homework policies and nightly reading expectations will be communicated by your child's teacher at the onset of the school year.

CLASSROOM & MEDIA BOOKS/ AGENDAS

Students are asked to take extra care of all instructional materials as they are used for several years. Students must pay for lost or damaged materials, library books and agendas.

GRADING CODES

Shiloh Valley will follow four, nine-week grading periods.

K-2 Grading Scale

- 4 – Exceeds grade level expectations
- 3 – Meets grade level expectations
- 2 – Performs below grade level expectations
- 1 – Performs well below grade level expectations

3-5 Grading Scale:

Marks	Percentage	Academic Performance
A	90-100	Well above average/excellent
B	80-89	Above average
C	70-79	Average academic performance
D	60-69	Below average
F	below 60	

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

3-5 Writing

- 4 – Consistently applies strategies and exceeds grade-level expectations in composition, conventions, stamina and independence
- 3 – Most of the time applies strategies and meets grade-level expectations in composition, conventions, stamina and independence
- 2 – Some of the time applies strategies and is below grade-level expectations in composition, conventions, stamina and independence
- 1 – Does not yet apply strategies and is well below grade-level expectations in composition, conventions, stamina and independence

REPORT CARD DATES:

1st quarter	November 3, 2023
2nd quarter	February 2, 2024
3rd quarter	April 12, 2024
4th quarter	June 7, 2024

HONOR ROLL

Union County Public Schools Honor Roll Criteria –
Elementary School

A HONOR ROLL

1. Students must have all “A’s” in Reading, Math, Science/Health and Social Studies. They must have a “3” or “4” in written composition. There can be no N’s in any subcategories.
2. Students must have a “S” in Art, Music, Physical Education, and STEAM.
3. Students must have an “S” in all areas of Citizenship, Behavior & Work Habits

A-B HONOR ROLL

1. Students must have “A’s” or “B’s” in Reading, Math, Science/Health and Social Studies. They must have a “3” or “4” in Written Composition. There can be no N’s in any subcategories.
2. Same criteria as in #2 for “A” HONOR ROLL.
3. Same criteria as in #3 for “A” HONOR ROLL

STATEWIDE STUDENT ACCOUNTABILITY STANDARDS

North Carolina adopted the North Carolina Standard Course of Study in K-12 Mathematics and K-12 English Language Arts released by the National Governors Association Center for Best Practices and the Council of Chief State School Officers. The full Common Core standards can be viewed at <http://www.ncpublicschools.org/curriculum/>

In addition to state standards, there are minimum performance expectations for each grade level established by Union County Board of Education. These may be found in the Union County Board of Education Policy manual from the Union County Public Schools’ website at www.ucps.k12.nc.us.

FAMILY EDUCATION RIGHTS and PRIVACY ACT (FERPA) REGULATIONS

The United States Department of Education has released final regulations regarding the Family Education Rights and Privacy Act (FERPA) which reflect changes made to FERPA by the Improving America’s School Act of 1994 (IASA). The regulations, as amended by the IASA, require that schools afford parents and eligible students access to the educational records they

maintain. Such records may include state assessment results and information required to be kept pursuant to the Individuals With Disabilities Education Act (IDEA). On March 14, 1996, the IASA amended FERPA to permit nonconsensual disclosure of educational records to officials of the State Juvenile Justice System, as permitted by State law, and in certain circumstances, to permit the nonconsensual disclosure of information regarding disciplinary action taken against a student for behavior that posed a significant risk to the student or others. Under FERPA, parents and eligible students have the right to inspect and review the student’s educational records. They may seek amendment of any educational records believed to be inaccurate, and may consent to any personally identifiable information, except to the extent that the Act and 99.31 authorize disclosure without consent.

V. PARENT AND FAMILY INVOLVEMENT

PARENT -TEACHER CONFERENCES

The parent-teacher conference is one important opportunity to discuss how your child can best achieve in school. A partnership between parents and teachers helps to foster a positive relationship that will benefit your child throughout the year. To reinforce the partnership, Shiloh Valley Schools encourages parents to schedule conferences for concerns or progress updates. Required parent conferences will be held for students in first through fifth grades on or before the established parent-teacher conference date in Union County Public Schools. Parents of kindergarten students will be contacted for conferences.

PARENT-TEACHER ASSOCIATION (PTA)

You are encouraged to be proactive in becoming an active member of the Shiloh Valley Elementary Parent Teacher Association (PTA). Your membership and involvement will help provide the support and assistance the school needs to provide the best educational opportunities for your child. Throughout the year, there will be a variety of PTA-sponsored activities/events in which all are encouraged to participate. Details regarding these activities and dates for the PTA general meetings will be announced via Blackboard Connect, newsletter and the Shiloh Valley websites.

VOLUNTEER POLICY

The outstanding parent and community volunteerism at Shiloh Valley makes a tremendous difference in the success of the school and our students. There are numerous ways for you to be involved, ranging from

daily and monthly activities to special events and at-home projects. In order to ensure the safety of the children, UCPS has implemented a Volunteer Screening Policy. All volunteers who will have contact with students must submit to a background check. A complete description of the screening procedures and online application are available on the district's website. Please note that each person willing to assist in the school and/or serve as a field trip chaperone must be an approved UCPS volunteer.

SCHOOL VISITORS

All visitors must report to the office, sign in via electronic system and be issued a visitor's pass that must be worn while on campus. All visitors must wear a visitor's tag.

Parents/visitors on school grounds must comply with any directives given by school staff. Parents are always welcome. If you need to communicate with your student's teacher, please do so through your child's agenda, teacher email, phone or appointment. Teachers will not be able to conference with parents during the instructional day.

Those visiting for lunch are only permitted to be in the cafeteria. Upon the class exiting the cafeteria, the visitor is to report back to the office. At no time should visitors be in the classroom without permission from a school administrator or a scheduled appointment with the teacher. If a child leaves a needed item at home and the parent brings it to school, please leave it in the office and our staff will make sure the child receives it.

UCPS STUDENT HANDBOOK

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.

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 <https://files.nc.gov/dpi/documents/k-3literacy/achieve/2017excelined-rpt.pdf#:~:text=After%20Read%20to%20Achieve%20passed%20in%20July%202012%2C.contacts.%20From%20there%2C%20district%20office%20contacts%20encouraged%20principal>

Remediation will be offered throughout the school year based upon student performance on benchmark assessments and End-of-Grade tests. 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. **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.

DISCLAIMER

This handbook cannot cover every situation that may occur through the year. Shiloh Valley administration retains the right to alter or vary the application of these policies at any time. This handbook is intended to help parents, students, and school personnel work together in the best interest of our students. Many guiding statements are included in this document however, they are just a guide and do not entirely cover each situation. As new policies or regulations are developed by the school board, the State or Federal statutes, additions and/or deletions will be made to this handbook at the appropriate time. Every effort will be made by school employees to help students understand what is expected of the school. Please refer to the UCPS Elementary Student Handbook for a comprehensive listing of the county- wide rules and policies.

Please contact the school office for any other information at any time. We look forward to a very successful and productive year for all! Thank you in advance for taking the time to read our Student Handbook and for being an important part of your child's education. Welcome to Shiloh Valley Schools!