

# **Shiloh Middle School**



## **2024-2025 Student/Parent Handbook**

**SY 2024-2025 Student/Parent Handbook**  
**Shiloh Middle School**

*“We are enhancing our talents and abilities by mastering a  
challenging global framework within a supportive learning environment.”*

**General Information:**

**Address:**

Shiloh Middle School  
4285 Shiloh Road  
Snellville, GA 30039

**Telephone:** (770) 972-3224

**Website:** [www.gcpsk12.org/shilohms](http://www.gcpsk12.org/shilohms)

**School Hours:** 9:20 a.m. - 4:05 p.m.

**Building Hours:** 8:45 – 4:30 (Mon. – Fri.)

**Principal:**

Dr. Tiffany Brown

**Assistant Principals:**

Andy Bennett (8th Grade Discipline and School-wide Discipline Processes)

John Niziurski (6th Grade and School-wide Attendance)

Dr. Aisha Moore-Webb (IB)

Ms. Michelle Parker (Instruction & Scheduling)

Carol Williams (Assessment & Building Maintenance)

Dr. Beverly Johnson (7th Grade & Title I)

## **SHILOH MIDDLE SCHOOL MISSION STATEMENT**

Shiloh Middle School strives to pursue excellence by enhancing the talents and abilities of all students through a challenging framework of international education, resulting in measured improvement against local, national and world-class standards. We will use resources and technology to provide an effective, safe, and supportive learning environment where all students meet the necessary standards to achieve academic, personal, and social success and become inquiring, mindful citizens.

## **SHILOH MIDDLE SCHOOL BELIEFS**

Students are valued as individuals with unique physical, social, emotional, and intellectual needs. Students have different learning styles and are provided with a variety of instructional approaches to support their learning. Students need to demonstrate their understanding of essential knowledge and skills by being actively involved in solving problems, producing quality work, and applying learning in a variety of meaningful contexts. Students, faculty, parents, and the community share the responsibility for enhancing the school's commitment to continuous improvement, providing a safe and comfortable environment, respecting others as individuals, and focusing on lifelong learning.

## **EVACUATION COMMUNICATION TO PARENTS**

In the event of an actual evacuation, we will communicate parent reunification information on the website, we will utilize the Shiloh High School automated phone system, and we will have GCPS personnel in place to communicate the plan to parents.

## **HANDICAPPED ACCESS**

It is Shiloh Middle School's intent to have barrier free buildings and grounds. Please avoid parking in a way that blocks handicapped parking or curb cuts. If any family member who would need to attend conferences is handicapped, please notify the administrators so that arrangements can be made to meet in a barrier free area. Also, if a student becomes temporarily handicapped due to injury or illness, please let the school know so that all classes are held in barrier free areas.

## **STATEMENT OF NONDISCRIMINATION**

Shiloh Middle School does not discriminate on the basis of race, color, national origin, sex, handicap, or age in educational programs, activities, or employment practices. It is the practice of the Gwinnett County Public Schools to provide instructional and related services appropriate to individuals with documented disabilities. Individuals may contact their local school for information regarding such services.

## **STUDENT DROP OFF AND PICK-UP**

### **Student Drop Off**

Shiloh Middle School will unlock its doors promptly at 8:50 am from Monday to Friday, except on Tutorial Help Days. It's advisable for students to avoid arriving before 8:55 am, unless they carry a note from a teacher. Those who arrive early will be directed to the cafeteria, except those coming for Help Day assistance. On Content Area Help Days, students are permitted to enter the building at 8:15 am. On rainy days or when the weather turns excessively cold, students will be greeted upon arrival.

### **Extra Help/Tutoring (Monday - Thursday during Generals Time beginning at 9:20):**

Monday - Core 1

Tuesday - Core 2

Wednesday - Core 3

Thursday - Core 4

Friday - PBIS

\*Supervision is not available prior to 8:50. If a student needs to come in early for help from a teacher, he/she will need to make arrangements with the specific teacher. The teacher will meet the students at the front entrance at the designated time.

Parents who transport their children to and from school should use the front driveway or the east side parking lot. Signs will be posted to indicate the entrance for 6th grade students and separate signage for 7th and 8th grade students. Students entering early for prearranged tutoring should meet their teacher at the front entrance. As students exit the school bus or enter from their cars, students will get breakfast and report directly to homeroom classes. Students are not allowed in restrooms or any other part of the building without a pass.

### **Student Pick-Up After School**

To ensure our bus lanes are clear for dismissal purposes, parents and visitors may not park along the front curb from 3:30-4:45 PM. All students are expected to be picked up by 4:45PM. Adult supervision will not be available for students after 5:00PM. Please notify the school if there are extenuating circumstances that will delay the student pickup time. The third late student pickup may result in a DFCS referral.

\*Additional pick-up information can be found on page 7 of this handbook.

### **ATTENDANCE**

Regular attendance in school is essential for a quality education. Daily attendance helps students feel more closely associated with their classmates and improves their educational progress. The time missed from class results in loss of valuable educational experiences. Make 100% attendance a goal for this year. We want students in school every day. State law requires that students between the ages of seven and sixteen attend school and recognizes only the following reasons as legal absences: personal illness, death in the immediate family, recognized religious holidays observed by your faith, absences mandated by governmental agencies, instances where attendance would be hazardous, and service as a Page in the Georgia General Assembly.

In case of any absence from school, a student must bring a written excuse from a parent or guardian stating the reason for the absence. This excuse must be given to the homeroom teacher when the student returns.

In accordance with GHSA guidelines, any student participating in a sport (Cheerleading and Girls or Boys Basketball) must be present for at least half of the day on the day of practice/games/matches or the

day before if the contest takes place on Saturday in order to participate. Students that receive exclusionary discipline (ISS/OSS) are ineligible to participate on days that they have ISS or OSS. Please contact your grade level administrator if you have any questions about this policy.

### **Early Check-out**

Parents are to check-out students at the front desk. Only persons listed on the enrollment card, with proper identification, will be permitted to check out a student. Students will be called from class to meet parents in the front lobby. For student safety, no student will be allowed to check himself out, walk home, or leave the campus without confirmed parental permission during regular school hours. Student check out may not occur after 3:30, except in the case of extreme emergency.

### **Late Check-In**

Students and parents arriving at school after 9:20AM must check in at the front lobby. Students must be escorted and checked in by a parent.

### **VISITORS**

All visitors are required to enter the front door and to report directly to the front lobby desk to register and present a photo ID. Only persons listed as a parent, guardian, or emergency contact will be allowed to check out and/or visit a student/classroom. A visitor's badge will be issued and must be worn and remain visible during the entire visitation period. Parents are invited to visit the school regularly, to join us for lunch, and to be involved in all school activities after the first two weeks of school. If a parent wishes to observe a classroom, they may, but only with prior principal approval. Parents must be accompanied by a school staff member while on campus. Students who are not enrolled at Shiloh Middle School will not be allowed to visit during the instructional day.

In order to protect the learning environment, parents/visitors are expected to exhibit behavior that is conducive to a positive learning environment. Parents/visitors are asked to refrain from using inappropriate language, video recording, taking pictures, and exhibiting behavior that may interrupt the progression of teaching and learning. Failure to adhere to this request will lead to removal from the school campus.

Smoking is strictly prohibited at or on the grounds of Shiloh Middle School. Please understand that all movement through our building is monitored via closed circuit video cameras for student and staff safety. Parents should only be in the building for business with his/ her own child or a staff member.

Parents may eat lunch with their child, as long as it does not disturb the school environment. Parents will be seated in a designated area in the cafeteria as determined by school administration and should not bring any additional food and/or treats into the school. Please note: The parent will be seated and may only interact with his or her child.

Parents should refrain from bringing gifts and other items such as balloons, flowers, cupcakes, etc. to the school, as these items will not be allowed in the classroom or cafeteria.

Visitor and handicap parking is available in the front and rear parking lots. Visitors may not park along

the curb. These are marked Fire Lanes. Violators may be ticketed or have their automobile towed at the owner's expense.

### **SCHOOL CLOSING DUE TO WEATHER CONDITIONS**

Inclement weather conditions may cause the school to be closed. School closings are determined by the GCPS central office staff and not by the local school. Announcements of closings will be broadcasted via local news media and district communication. School will remain open unless otherwise communicated. Digital Learning Days may be implemented in the event of inclement weather.

### **TEXTBOOKS, INSTRUMENTS and SCHOOL PROPERTY**

Textbooks supplied by the State of Georgia will be issued to students. The state only provides one copy of each textbook per student (digitally). A hard copy of the textbook (if available) can be provided upon request if the student has an active Individualized Educational Plan (IEP)/504 that states the student's identified need. In the event of loss or abuse of textbooks, whether accidental or intentional, the student must pay for the book(s) in accordance with the amount determined by the Board of Education.

Band instruments, library books, and other school equipment and/or property should be considered as a loan for the period of student use or the school year, whichever ends sooner. In the event of loss or abuse of instruments, equipment, or property, charges will be determined.

**When personally owned or rented instruments or equipment are brought to school, responsibility remains with the student, parents, or guardians.**

### **CHALLENGING CURRICULUM**

The Academic Knowledge and Skills (AKS) as developed by the Gwinnett County Board of Education are the standards for excellence for all students in the Gwinnett County Public Schools. In every classroom, instruction and assessment are tailored so that all students can learn the AKS.

### **HOMEWORK**

The faculty and administration of Shiloh Middle School believe that homework is a valuable learning experience. Students will be given a reasonable amount of homework designed to enhance their learning by providing them the opportunity to practice academic skills and key vocabulary.

### **MAKEUP WORK**

When a student has a short term absence, he/she must complete missed work. In the event of a long term absence, teachers will devise a plan for make-up work that will be communicated to the student and parent/guardian. It will be the responsibility of the student to adhere to the agreed upon plan. A student who is suspended will be given the opportunity to make up assignments. Assignments will be posted on the teacher's eClass page for students to access.

### **RETEST POLICY**

Before a retest opportunity is given, the student must be provided an opportunity for re-teaching. Students who retest will be given a different test that covers the same AKS. Teachers will record the highest grade achieved on the tests. County and State Assessments are excluded from the Shiloh Middle retest policy.

## **EXTENDING STUDENTS' LEARNING**

An opportunity to extend student learning is offered each Wednesday, beginning the third full week of school. Teachers are available to provide additional support to students each Wednesday at 8:15 am. Parents will be notified in advance if Help Day is canceled.

## **GRADE REPORTS/GRADING SCALE**

Report cards are issued at the end of each semester, and mid-term progress reports are issued every two weeks. Mid-term reports will contain grades for six subjects. Parents need to contact the child's homeroom teacher if a report is missing.

## **PROGRESS REPORTS:**

Student academic progress reports are issued every two weeks by email.

## **REPORT CARDS**

Student report cards are issued after the completion of each semester.

The Gwinnett County Board of Education has adopted the following grading scale:

A = 90 - 100

B = 80 - 89

C = 70 - 79

U = Below 70

A student receives conduct and effort grades of E (excellent), S (satisfactory), N (needs to improve), or U (unsatisfactory).

## **CONFERENCES**

Early Release Days are scheduled twice a year. Parents may however contact their child's teacher to schedule a conference.

## **COUNSELING**

### **Counselors:**

Ms. Brittany Johnson	7 <sup>th</sup> Grade
Mr. Malcolm Crenshaw	8 <sup>th</sup> Grade
Ms. Sorayel Willoughby	6 <sup>th</sup> Grade
Ms. Nicole Carrington	Lead Counselor (All Grades)

The counseling program at Shiloh is available to all students and their parents. It is designed to be developmental and preventive, but at times is also one of crisis intervention. A specific counselor is assigned to each grade level to talk to students individually, in a group setting, and in classroom guidance lessons. The counselors visit the classrooms at the beginning of the year to explain how appointments are made. When a class is missed for a counseling appointment, the student must make up classroom work. Counseling and guidance services are part of the regular curriculum; parents will need to notify the school in writing if their child is not to participate in services. Parents are invited to attend our parenting

seminars and parenting courses. Conferences with the grade level counselor can be scheduled to discuss issues and concerns. Community based referral suggestions are available for both private tutoring and counseling needs.

## **POSITIVE BEHAVIOR INTERVENTION and SUPPORT (PBIS)**

Positive Behavior Intervention and Support (PBIS) is a three-tier approach, designed to encourage our students to demonstrate all of the following behaviors:

**Prepared Responsible Integrity Disciplined Engaged**

These behaviors are taught, recognized, and supported daily to enrich each child's contribution to our school community.

## **DISCIPLINE**

While at Shiloh Middle School, students are expected to behave in an appropriate manner. The best discipline is self-control. Self-control is based upon understanding the limits of one's speech and actions in relation to others. Although self-control is most desirable, it is necessary, at times, to have external controls and the use of corrective disciplinary procedures to control and change unacceptable and inappropriate behavior. Shiloh Middle follows the conduct behavior code as approved by the GCPS Board of Education. A violation of these rules may lead to a behavioral response.

Students are not permitted to bring any weapons to campus which includes mace, pepper spray, and other items deemed dangerous. See GCPS Student Code of Conduct Rule 6 for items prohibited on school campus: [CLICK HERE](#)

Students are not allowed to sell goods while on campus without permission. This includes selling snacks, merchandise, etc. on campus during school hours without the express permission of the school administration and/or participation as part of a school sponsored club/activity or fundraiser. To do so is a violation of the student discipline code of conduct.

Students and parents are expected to review and have knowledge of the behavioral expectations located in the GCPS Discipline Handbook and the associated behavioral responses.

## **PERSONAL PROPERTY**

The school will not be responsible for personal property. This includes property brought to school for instructional projects, as well as all other personal property of students. This also includes leased or rented musical instruments and other electronic devices, as well as, games, cell phones/smart watches, headphones or other accessories. Students may not bring electronics games or any toys to school.

## **CELL PHONES**

Student cell phones and all individual technology must be stored in students' backpacks throughout the school day. Failure to follow this policy may result in the phone being confiscated by an administrator and returned to a parent/guardian only. A behavioral response may be given based on the frequency of phone violations and/or refusing to turn over the phone to an administrator when requested.



## **BATHROOM USAGE**

All students must have a classroom issued hall pass to leave class for any reason. Students must sign in and out of class when leaving and returning. Students are to hang the bathroom pass on the appropriate hook outside of the bathroom to indicate that they are in the restroom. No more than 2 students are allowed in the restroom at a time. If two passes are already hung, students are to wait in the hallway until the next student leaves the restroom.

## **HEADPHONES/EARBUDS**

Headphones and earbuds should be used for academic purposes only. These devices should not be worn during transition, in hallways nor in classrooms without permission.

## **GCPS ISSUED TECHNOLOGY**

All students will receive a GCPS issued Chrome book and a charging cable. While content filtering is applied to devices, parents are responsible for monitoring the appropriate use of technology at home. Students in households with limited or no access to the internet can request a hotspot from the local school. Students are expected to use devices following the GCPS Acceptable Use Policy and the Student Conduct Behavior Code. Students should arrive at school each day ready for learning with a fully charged device. Students are expected to bring their chrome book and charging cable to and from school daily. It is the student's responsibility to maintain their chrome book/charging cable.

## **CHEATING**

Assessment is both a method of determining a student's level of achievement and a learning opportunity. Students who choose to cheat will receive a behavioral response. The staff of Shiloh Middle School defines cheating on any assignment/assessment as follows:

1. Student talking to a neighbor during an individual assessment.(All questions and conversation shall be between the teacher and the student).
2. Student looking at a fellow student's paper/information.
3. Student giving answers/information to a fellow student either verbally, in writing or through digital transfer.
4. Student possessing or using a cheat sheet or any form of written answer.
5. Student copying a fellow student's assignment.
6. Student using book or class notes during an individual assessment unless otherwise specified by the teacher.
7. Students who plagiarize by copying material from a source without giving proper credit to the source and attempting to submit the material as their own work.

An incident of cheating will result in parental contact and a possible behavioral response. Teachers may require students to redo the assignment or assessment in an alternate setting.

## **DRESS CODE FOR STUDENTS**

Students are expected to dress in a manner that is supportive of a positive learning environment and exhibits PRIDE daily. No student shall dress in a way as to distract from the learning process of other students. For safety and security reasons, clothing should be durable in cases of emergency. Learning is

our business, we dress for success!

The following articles of clothing are not to be worn at Shiloh:

- Tank tops, tops that reveal any midriff, fishnet clothing, or visible underclothing. All shirts must have sleeves.
- Tights/Leggings must be covered by a shirt that extends at least to mid thigh.
- Tight fitting body suits are not permitted.
- Skirts, dresses, bodysuits or shorts shorter than three inches above the kneecap (with or without leggings underneath)
- Clothing such as skirts, pants, shorts, etc. must be worn at the waist. Clothing shall not be poorly fitted, or sagging.
- Pants with rips/holes above the knee must have clothing underneath to cover any skin.
- Clothing that depicts or symbolizes offensive words or designs, drugs (including alcohol and tobacco), violence (blood, death, weapons), sex, or hate groups.
- Headgear of any kind may not be worn in the building, including hats, hoods, doo-rags, ski caps, bandanas, sweatbands, visors, or sunglasses.
- Distracting jewelry such as heavy chains, dog collars, or gang-related jewelry.
- Bedroom shoes/slippers, slides, pajama bottoms or lounge pants are not allowed to be worn at school.

Students are not allowed to display clothing or symbols that have been identified by the Gwinnett County Police Task Force as being commonly identified with criminal gangs. Any article of clothing, including footwear, deemed a threat or safety hazard to students or the school community will not be allowed.

Shiloh Middle reserves the right to amend and change the dress code whenever additional items disrupt the learning environment.

## **DRESS CODE VIOLATION PROCEDURES**

Students who choose to violate the dress code will be sent to the office to call their parents. Once notified, parents will be asked to bring a change of clothes. If parents are unavailable, students may be isolated for the day. Parents will be notified of the problematic clothing. Repeated violations will result in disciplinary action.

## **EXTRACURRICULAR ACTIVITIES**

### Baking Club – Sponsor: Mrs. Mattie Turner

- Do you like baking? If you do, join the new Baking Club. It will be fun! We will talk about high school and our plans for after we transition from middle school. We will also look at job opportunities for 14-15 year olds and make resumes. We also will have a party at the end of the semester. Meeting dates - Fridays from 8:20-8:50 a.m. in J Hall 3.106. Cost: \$36.

### Basketball (Girls and Boys) – Sponsor: Mr. Richardson

- Girls' and Boys' Basketball engages and promotes young talent in the technical and tactical aspects of basketball while improving the physical mind and body within a competitive environment. This group is open to 6th, 7<sup>th</sup> and 8<sup>th</sup> Graders and is limited to 15 students who must try out for the team. Cost: \$300.

#### Chess Club – Sponsor: Mr. Mills

- The Chess Club provides an after school opportunity for students to engage in playing the challenging game of chess. This group has a limit of 10 students. Cost: FREE

#### Dance Team - Sponsor: Ms. Bennett

- Dance Team will build upon the creative side of step by helping students understand tempo, technique, and etiquette while allowing students to choreograph routines and learn life skills. Students will engage in school-wide performances (all basketball home games), other after school events and community outreach projects for team building. This group is open to all grade levels and is limited to 20 students who must try out for selection to the team. Cost: \$400

#### Jazz Band - Sponsor: Mr. Belle

- Jazz Band is an extracurricular performing group. Students in the seventh and eighth grade bands will need to audition for the jazz band since it is a smaller group based on a set instrumentation. In Jazz Band, the students will learn jazz music and improvisational skills to be able to perform at our scheduled concerts and upon request by administration and the public. This group is audition-based and has a limit of 10 students. Cost: \$20 covers performance shirt

#### JLC Drill & Raider Team - Sponsor: Sgt. Hicks

- Junior Leadership Corps (JLC) Drill and Raider teams provide a fun experience for students by allowing them to participate in team building activities which include discipline, physical fitness, responsibility, and leadership skills. This will be an elite group of JLC students who will represent Shiloh Middle at various community functions, competitions, and any school-related events. Students on the Drill and Raider team will be eligible to earn a JLC Achievement pins for participation on the team. Being a part of the Drill and Raider team is voluntary for JLC students. This group is open to all grade levels and has a limit of 32 students. Cost: FREE

#### Jr. HOSA - Sponsor: Ms. Larkins

- Junior HOSA organization embraces the mission of HOSA which is "to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of health science education students, therefore, helping HOSA members and advisors to meet the needs of the health care community. The deadline to submit your application and membership dues is Friday, September 1, 2023. This group is open to all grade levels and has a limit of 20 students. Cost: \$75.00 - Membership Dues. Optional events: \$55.00 - Fall Rally; \$250.00 - Fall Leadership Conference (per Officer); and \$350.00 - State Leadership Conference (per Member)

#### LEGO League - Sponsor: Ms. Larkins

- LEGO® League introduces science, technology, engineering, and math (STEM) to children ages 4-16 through fun, exciting hands-on learning. Participants gain real-world problem solving experience through a guided, global robotics program, helping today's students and teachers build a better future together. Lego League's three divisions inspire youth to experiment and grow their critical thinking, coding, and design skills through hands-on STEM learning and robotics. The deadline to submit your application and cost to join is Friday, September 6, 2024. This group is open to all grade levels and has a limit of 20 students. Cost: \$75.00 covers dues, t-shirt, and supplies. Optional events: Field Trips - cost to be determined per trip.

#### LOTUS Mentoring Program – Sponsor: Counselor Beverly Johnson

- L.O.T.U.S. stands for Ladies of Tenacity, Uniqueness, and Strength. The purpose of this program is to establish a mentoring relationship between female school based staff that will provide your scholar with the opportunity to realize both personal development goals and academic goals. Mentors will meet with their mentees weekly to discuss any areas of academic concern and/or to complete various skill building activities. Mentees and mentors will also be expected to attend monthly whole group workshops after school. This group is open to all Shiloh MS girls. Cost: \$25

#### News Crew - Sponsor: Ms. Mathews

- News Crew is for students with advanced technology and writing skills. This group of students meet daily to create the morning announcements for our school, supports the publication of the school yearbook, and supports the technology needs and production of after school events. Students are selected based upon application and teacher recommendation. This group is open to all grade levels and has a limit of 10 students. Cost: FREE

#### Pep Band - Sponsor: Mr. Belle

- Pep Band is an extracurricular performing group. Students in the seventh and eighth grade bands will not need to audition for the pep band. In Pep Band, students will get a chance to learn and play short segments of hip hop and R&B music to play at our basketball games and other events. This group is open to all 7<sup>th</sup> and 8th grade non-beginning classes and has a limit of 60 students. Cost: \$20 covers performance shirt

#### Photography Club - Sponsor: Ms. Simpson and Mr. Jean-Noel

- The Photography Club engages students in the world of photography. Students will learn about the foundations of photography and explore digital photography and videography. Students will participate in photo walks, group discussions, hear from talented local photographers and create their own portfolio of work. This group is open to all grade levels. Cost: \$25 covers t-shirt and supplies

#### Readers Rally - Sponsor: Ms. Matthews and Ms. Owens

- Readers Rally is a club designed to support literacy and encourage all to develop a love of reading. Students will read novels from a select group of titles assigned for the county's competition. This group is open to all grade levels and has a limit of 10 students Cost: \$25 covers texts, t-shirt and field trip

#### Soccer Team - Sponsor: Coach Secrest and Coach Rivas

- Soccer Club engages and promotes young talent in the technical and tactical aspects of soccer while improving the physical mind and body within a competitive environment. This group is open to all grade levels and has a limit of 20 students per group (boys and girls). Cost: \$120 covers uniform, equipment and tournament fees

#### Student Council - Sponsor: Dr. Ballard and Ms. T. Williams

- Student Council is a student-based civic organization designed to help promote school spirit and leadership among students. Students participating in all levels of the Council will maintain a high standard of personal conduct. Council members will demonstrate leadership qualities by serving as good examples of behavior through their words and actions. All Council members will be expected to participate in approved activities, which will serve to enhance the quality of both the physical and behavior environment of the school. This group is open to all grade levels and has a limit of 25 students. Class President elections are held for 6th grade students. Cost: \$30.00 covers t-shirt and activity supplies

#### Technology Student Association - Sponsor: Ms. Larkins

- The Technology Student Association is a national student organization created to develop skills in science, technology, engineering, and mathematics as well as business education. TSA aims to develop leadership, academic, and business management skills in the workplace among students and leaders within the community. This group is open to all grade levels and has a limit of 5 students. Cost: \$60 covers dues, t-shirt, supplies and field trip

#### Yearbook Club – Sponsor: Ms. Mathews

- The Yearbook Club is a group for students who wish to assist in creating the largest document that will house their memories of this school year....the yearbook. Students will assist with taking photos and editing the yearbook throughout the school year. This group is open to all grade levels and has a limit of 10 students. Cost: \$20.00

### **BUS SAFETY and TRANSPORTATION**

GCPS standards of discipline on buses must be maintained at all times in order to satisfy safety standards. Each bus driver has complete authority over the students riding the bus. [CLICK HERE](#) for GCPS Bus Rules. [CLICK HERE](#) to access the GCPS Transportation Page

Students are expected to follow all bus rules and procedures.

1. Students will follow directions of the driver.
2. Students should be at the bus stop 5 minutes before bus arrival, waiting in a safe place, clear of traffic and 10 feet from the designated stop.
3. Students will wait in an orderly line and avoid playing. Play that results in an injury will result in possible removal from the bus for the remainder of the year or other action including a discipline panel.

4. Students will cross the roadway in front of the bus after the bus has stopped, after they have looked at the driver for a hand signal, and after they have looked in both directions for traffic--left, right, left. Students must NEVER cross behind the bus.
5. Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up the object.
6. Students will go directly to their assigned seat. Keep aisles and exits clear.
7. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
8. Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
9. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only objects that can be held in their laps.
10. Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others.
11. Students will not extend their head, arms, or objects out of the bus windows.
12. Students will be totally silent at railroad crossings.
13. Students will stay seated until time to get off the bus. The open door is the signal to get up from the bus seat.
14. Students will keep their bus clean and in good, safe condition.
15. Students shall be prohibited from using any electronic devices during the operation of the bus, including but not limited to cell phones.
16. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the bus.
17. 17. Students should talk softly (no yelling to others; no talking loud to students in another seat or in your own seat, NO LOUD talking.) Loud talking causes a serious distraction to the driver and is a safety hazard for all.
18. During exit or evacuation, students need to stay seated until the seat in front of him/her is empty.

In most cases, bus drivers use several interventions before a student receives a referral to the administrator; therefore, if the student receives a referral to the administrator, it may result in disciplinary consequences. If suspended, drop off and pick up arrangements must be made for the student by the parent. Bus safety is a serious matter; it will not be compromised at Shiloh Middle. Riding the bus is a privilege. Bus passes will be approved for emergency situations only. Parents should contact the school, should the need arise (5 days in advance). Please note GCPS buses are for transportation to/from a child's home or appropriate morning/afternoon daycare only. Buses are not to be used to deliver students to each other's houses or for any other purpose. Students may be asked to return inside the building to call a parent to pick them up if they fail to report directly to their bus in a timely manner.

### **PARENT DROP-OFF and PICK-UP LINE**

Parents who choose to transport to or pick up their children after school are asked to abide by the following guidelines set by the GCPD, the health and safety committee of our PTSA, and the SRO for our school cluster:

- Parents/Drivers must follow the instructions of the Shiloh Middle School staff located in the parent transportation line.

- Students may not enter or exit a car on Shiloh Road.
- Parents may not U-turn on Shiloh Road or on school property.
- Students must not cross lanes to come into the school or enter a car. They must only exit and enter at the curb adjacent to the school.
- **Before School:** All students must be dropped off on the Shiloh Middle School campus through the car rider lane. Students must enter through the designated doors.
- **After School:** Students may cross to the other side of Shiloh Road ONLY to participate in GCPS sanctioned activities. Students must cross at the official crossing with adult supervision.
- Parents are asked to avoid pick-up or drop-off anywhere except the Parent transportation line that is on Shiloh Middle property and Shiloh Road.
- Parents may not park along any curb at Shiloh Middle School after 3:30.

### **Drop-off and Pick-Up Traffic Routes:**

All parents should circle to the back of the parking lot for student drop-off and pick-up in the afternoons and mornings. All 7th and 8th grade parents should circle through the loop along the sidewalk nearest the building in the back. All 6th grade parents will proceed through the main parking lot back toward the front of the school to pick up their student. Signs will be provided to guide parents through the transportation line. [CLICK HERE For drop-off/pick-up video.](#)

### **WALKERS**

Students should walk on the middle school side of Shiloh Road down to Ross Road or Bethany Church Road to cross at the corner. No one may cross between corners.

### **TRANSPORTATION FOR AFTER SCHOOL ACTIVITIES**

When students are involved in after school activities, transportation must be arranged in advance. The school does not provide transportation for after school club meetings and practices. Parents are expected to pick up their students within fifteen minutes following the conclusion of any activity. Students who are not picked up within a reasonable time may be prohibited from attending the next after school function. Parents and students should not depend upon a phone being available for students to call when an event ends.

### **CLINIC SERVICES**

A clinic worker will be in the clinic each day to administer medication and help with any serious medical problems that might arise. If a student becomes too ill to remain in class, the clinic worker will contact a parent or guardian to come pick up the student.

### **ACCIDENTS**

In the event of a serious accident, parents or guardians will be notified immediately. For security, it is very important that the school office has updated telephone numbers on file at all times. Every effort will be made to give emergency treatment until parents arrive. However, the school cannot be responsible for subsequent treatment. As a reminder, parents are encouraged to purchase optional insurance; [CLICK HERE](#) to access options for purchasing insurance.

### **MEDICATION**

Our clinic strictly complies with the State of Georgia and GCPS guidelines for administering medications.

Students must have the Administration of Medication Request form completed and signed by a parent or guardian before any medication (over-the-counter or prescription) will be dispensed. No over-the-counter medications are provided by the school nor are they dispensed in the clinic. All prescription medications must be clearly identified and supplied in the original container with instructions. No loose pills of any kind will be accepted.

Inhalers may only be carried with the student if the doctor supplies a letter specifically stating that the student "must carry the inhaler at all times." Otherwise, all inhalers must be kept in the clinic. Injections must have the Administration of Medication Request and the Injection Permit Form. All medication not retrieved by the parent by the last day of the school year will be disposed of in accordance with state pharmacy regulations. Students who have over-the-counter medicines in their possession will be subject to the discipline procedures as outlined in the GCPS Discipline Handbook.

### **SCOLIOSIS SCREENING**

School systems in Georgia are mandated by law to screen public school children for scoliosis. Gwinnett County Middle School students are screened by trained parents and county health nurses. All 6th and 8th grade students are screened except those whose parents or guardians object in writing to the screening.

**CLICK HERE to access the opt-out letter.**

### **SCHOOL LUNCHES**

As of the writing of the handbook, lunch prices for the 2024-2025 school year are:

Student \$2.50

Reduced \$ .40 Extra Milk \$ .40 Adult \$3.00

### **GRAB AND GO BREAKFAST**

Student FREE

Adult \$1.75

Lunches may be paid for daily or may be paid for in advance for any quantity of days. If writing a check for lunch, please make the check payable to Shiloh Middle School Cafeteria and indicate the student's name and student ID#. Lunches can also be paid through [www.mypaymentsplus.com](http://www.mypaymentsplus.com). Digital learners and/or parents are no longer permitted to pick up meals for home.

There are several benefits to completing the School Lunch application. If you are approved, your child will be eligible for the following benefits:

- 2 SAT Exam Fee Waivers
- 2 ACT Exam Fee Waivers
- 6 FREE SAT Subject Tests
- Free or Reduced Fees for Advanced Placement Exams
- Unlimited college application fee waivers on the common application
- Unlimited SAT score reports to send to colleges
- Free or Reduced Lunch



Here are a few other items to keep in mind:

- If your child's application for free or reduced meals was approved last year, you still must reapply for the new school year.
- You do not have to be a U.S. citizen to qualify for free or reduced-price meals.

The online SY25 Free and Reduced application is now available – [SY24-25 Free and Reduced Online Application](#). You may also use this QR Code to complete the application:

Please be aware that students who have exceeded \$10.00 in lunch charges will receive a safety net lunch consisting of a cheese sandwich, fruit, and milk until the charges are cleared. For that reason, we ask that all parents ensure their child pays his/her cafeteria bills so that they can enjoy the full selection of lunch and breakfast choices. No charges may be made after April 11, 2024.

## **USE OF ELECTRONIC MEDIA**

### **Shiloh Middle & GCPs Board of Education Policy**

The Gwinnett County Board of Education and Shiloh Middle School recognize that electronic media provide access to a wide variety of instructional resources to enhance educational opportunities. Use of electronic resources must be in support of, and consistent with the vision, mission and goals established by the Gwinnett County Board of Education. Shiloh Middle makes every effort to provide quality experiences to students and teachers using the available computer services; however, inappropriate and/or illegal interaction with any information service is strictly prohibited. System data accessible over the network constitutes property and is protected by law.

1. **Personal Responsibility.** Students must accept personal responsibility for using the school's computer network. The use of the Internet must be in support of education and research and in accordance with the educational goals of Shiloh Middle School. Students may be alone with the computer but what they say and do may be viewed globally. Misuse of the network by swearing, using vulgarities, or any other inappropriate language or by engaging in activities which suggest pornography, unethical or illegal requests, racism, sexism, or any other issue described below will not be tolerated. Students are to report any misuse of the network to the appropriate school personnel.
2. **Service.** Shiloh Middle School makes no warranties of any kind, whether expressed or implied, for the services it is providing. Shiloh Middle School is not responsible for any damages suffered while on its system. These damages include a loss of data as a result of delays, non-deliveries, or service interruptions caused by the system. Shiloh Middle specifically denies any responsibility for the accuracy of information obtained through its services.
3. **Security.** Security on any computer system is a high priority. Personal information, such as home addresses or phone numbers of other students or those of colleagues, is not to be shared. If a security problem is identified, appropriate personnel should be notified immediately. Security problems and/or passwords are not to be shared with other users. Any user identified as a security risk will be denied access to the information system.
4. **Vandalism.** Vandalism is defined as any malicious attempt to harm or destroy data of another user or other networks connected to the system. This includes, but is not limited to, the uploading,

downloading or creation of computer viruses and altering or deleting other students' work. Any vandalism may result in the loss of computer services, disciplinary action, and/or a legal referral. No software may be brought from home or removed from school without the prior review and express permission of the proper authority.

Remember, access is a privilege, not a right. Inappropriate use may result in a cancellation of these privileges as well as possible assignment of disciplinary action consistent with the Gwinnett County Public School System's Student Behavior Code.

#### **TELEPHONE USE**

Telephones in the offices are for school business. Students will not be allowed to use the telephones for personal use (i.e. get permission to go home with a friend, order lunch, etc.). Lines must be kept free to conduct school business. A student may use the telephone for emergency situations. A student's illness is certainly considered an emergency situation. In accordance with the procedures regarding cell phones, students may not use their own cell phones, that of a friend or teacher in the event of illness or discipline concern. Any time a student feels ill, he/she must report to the school clinic for evaluation by our clinic worker.