

**Shiloh Hills Elementary School**

**Title One Distinguished School**



**Student/Parent Handbook  
2016 - 2017 School Year**

**[www.wilsonsd.org/shilohills](http://www.wilsonsd.org/shilohills)**

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## A MESSAGE FROM THE PRINCIPAL...

Dear Shiloh Hills Families,

I am excited and ready to begin a great year at Shiloh Hills Elementary School. I anticipate an outstanding and productive school year. I truly believe that the entire school community plays a vital role in the growth, development and safety of our young learners. I encourage you to take time to read this informative handbook so we can successfully work together to ensure a positive educational experience for our children. I am looking forward to seeing and working with all the students and parents of the Shiloh Hills community. I thank you, in advance, for your support. Best wishes to everyone for a happy, healthy and productive 2016-17 school year.

Respectfully,

Dr. Matthew R. Flannery  
Principal  
Shiloh Hills Elementary School  
Title One Distinguished School



## **ARRIVALS (For additional information, please refer to “Safety” on page 12):**

The doors open for students at 8:35 AM. **The instructional day begins at 8:50 AM and students are considered late if they are not in their homerooms by this time.** (Parents will need to walk their child into the office after 8:50 AM, sign them in, and complete a written excuse for each arrival after 8:50 AM.) The doors do not open early due to inclement weather. Please plan accordingly.

### **SIDE ENTRANCE(Drop-offs and walkers):**

Students who walk or are dropped off by parents may enter the building at the side entrance at **8:35 AM**. Students walking to school must stay on the walking path and not cut across the parking lot. Drop-offs should be done at the supervised area. If you park in the parent parking lot, you will need to walk your child to the waiting area. Students should not walk across the parking lot unattended.

**Please do not drop students off in front of the building in the bus lane.**

### **FRONT ENTRANCE:**

Bus students are dropped off in the front of the building and enter the building immediately upon arriving at school.

Breakfast - Students who eat breakfast at school enter through the front door beginning at 8:15 AM. All students coming into the building for breakfast must actually purchase a breakfast. They may not enter the building to just socialize with friends.

Parents who need to enter the building with their children need to park in the parent lot and walk into the front entrance to sign in at the office and obtain a visitor badge.

## **END-OF-DAY DISMISSAL (For additional information, please refer to “Safety” on page 12):**

At the **3:25 PM** dismissal time, students are expected to go directly home after being dismissed. Parents who pick up students at school should park, get out of the car and wait outside the school at the appropriate spot at the side entrance. If a parent gives their child permission to go to a friend’s home, stop at a neighbor, or be transported by someone not listed on the Daily Dismissal Plan, a note must be sent to school that morning informing the teacher/office of this information. **(Please note: Students may ONLY ride the bus to which they are assigned and may only get on/off at their assigned bus stop.)**

### **ATTENDANCE:**

Regular attendance at school is very important and good habits are cultivated early in life. We thank you in advance for the efforts you put forth to see that your child is in school; however, sick children will find it difficult to concentrate and learn, and should remain at home. (More information is available on the district’s website at [www.wilsonsd.org](http://www.wilsonsd.org). Click on Administration-Pupil Services-Health Services).

**Contacting the office.** As a safety measure, you must contact the school office (610-670-0180, Ext. 1910) prior to 9:00 AM when your son/daughter will not be in school on a given day. Please make homework requests at that time. Later requests may not be honored (requested homework may be

picked up after 3:25 PM). Although the school office is open from 7:45 AM until 4:15 PM each day, you can call the school office at any time (day or night) to leave a message on the school voicemail, ext. 1910. If we do not hear from you, you will hear from us via an automated phone call. We want to be sure your children are safe either at home or school.

**Late Arrivals:** If a student arrives at school past 8:50 AM and the reason is a medical appointment, a note from the medical office must be handed in when you sign your child in at the office. If for another reason, a note from the parent must be completed at the time of arrival.

**Early Dismissal:** If a student leaves school during the school day, a note must be sent to school that morning to inform the teacher/office of the time a parent/guardian will be picking up the child. Upon returning to school, a note must be given to the teacher from the appointment (doctor, dentist, therapist, etc.) for the time away from school during the school day to be considered excused.

**Absences:** Compliance with School Board Policy #204 requires the following:

A note for all absence(s) is required within 3 days of return to school or the absence(s) will be marked unexcused, which could result in a fine. (Kindergarten parents can now be fined for illegal absences.)

Any student absent for three or more consecutive days from an illness or accident that does not require a physician's care must report to the school nurse along with the parent prior to readmission.

Accumulation of 3 unexcused days (consecutively or not) will result in a letter from the Director of Pupil Services warning that each additional unexcused day will result in a referral to the District Magistrate which could result in a fine. Students that are truant may be placed on a Truancy Elimination Plan.

Student absences from school for reasons other than those allowed by school board policy (allowable include: illness, death of a near relative, religious holiday) will be considered unexcused (see above for ramifications of accumulated unexcused absences).

Parents/guardian will be notified in writing when their child has accumulated seven (7) days of absence not covered by a written physician's excuse or other approved absence to inform them that a written reason from their physician will be required for every day of absence that exceeds ten (10) days. All uncertified days beyond the ten (10) days will be treated as an unexcused absence (see above).

**Tardiness.** As per Board policy, excessive/chronic tardiness may result in making up for accumulated time. A note is required for all tardies.

**Non-school sponsored trips.** Wilson School District allows students to take up to five (5) school days per school year for a non-school sponsored trip. Please check with the office prior to the trip to complete the appropriate paperwork. No trips will be approved during the first five (5) or the last five (5) days of a school year or during state standardized testing dates (see below):

April 3-7, 2017 (grade 3, 4, 5 PSSA ELA)  
April 24 - 28, 2017 (grades 3, 4, 5 PSSA Math)  
May 1 - 5, 2017 (grade 4 PSSA Science)

**NOTE:** A Non-School Sponsored Trip form will need to be completed for students taken out of school to go to work with their parents. This day (one of the 5 allowable) is considered an excused absence.

## BICYCLES

Students in grades 4 & 5 may ride their bike to school after having completed appropriate school paperwork signed by a parent. We will record bike identification, and the use of bike locks is encouraged. As per PA state law, helmets must be worn. Upon arrival to the school property, children must dismount their bike and walk the bike to the bike rack. Students must use the walking path and not ride through the parking lot. The bike rack is located at the side of the building. The district is not responsible for lost or stolen property.

## BIRTHDAY CELEBRATIONS

Students do not celebrate birthdays in school by bringing in food or treats for other students. Individual classrooms recognize this special day within their own setting without food or individual treats (stickers, pencils, etc.) from home. However, you are always welcomed to make a contribution on behalf of your child's special day by contributing toward a class and/or school need (such as a class or library book).

Additionally, invitations for home parties are not distributed in class unless the entire class is invited. Student home addresses may be available through the PTO-sponsored directory, but will not be distributed by the school (see *CONFIDENTIALITY* section).

## BUS SAFETY (For complete transportation information, please go to [www.wilsonsd.org/transportation](http://www.wilsonsd.org/transportation).)

Riding a bus is a privilege for students. Bus students are expected to follow district safety regulations. School rules apply to student behavior at the bus stop and on the bus ride, and disregard for safety measures can result in loss of bus privileges and/or school consequences. **Please be aware that students are audio and video recorded while on the bus.**

### School Bus Safety Rules

1. Follow the driver's direction the first time it is given—*the driver is in charge of the bus and all assigned students.*
2. Board and exit the bus only at your assigned bus stop location in an orderly fashion—*wait for the bus to stop completely.*
3. Be seated immediately and remain properly seated while on the bus—*back to seat back and seat to seat bottom.*
4. Keep the aisle clear and your belongings on your lap; personal belongings should remain in your backpack—*large items, glass objects, living creatures, items that may be hazardous to students, etc. are not permitted on the bus.*
5. Talk quietly to those next to you using acceptable language—*do not put anyone down or use rude gestures.*
6. Due to choking potential—*do not chew gum, eat or drink on the bus.*
7. Keep the bus clean—*put all trash in the trash can.*
8. Follow all school rules—*no harassment/verbal abuse, no fighting, no vandalism, no use/possession of tobacco products, etc.*
9. Use the same conduct on the bus as you would in the classroom—*the bus ride is a privilege.*

### Transportation Audio & Video Recordings

1. Audio & video recorders are installed on board buses to function as a deterrent against acts of

- misconduct, thus, providing a safer environment for students, staff members and the motoring public.
2. District school buses and vans may be equipped with audio & video recording equipment so that problems can be identified and appropriate disciplinary actions may be taken. Although audio & video equipment may be installed on most district vehicles, the vehicle may or may not be equipped with functional audio and/or video recording equipment at any given time.
  3. Audio & video recordings capturing misbehavior may be used as evidence per Wilson School Board Policy 810.2.
  4. Audio and/or video recordings are not required to support school bus conduct reports written by district employees.

## **CLASS ASSIGNMENT**

Each year we work diligently to determine student placements for the following school year. Since we consider the placement process to be one of our most important tasks, we would like to share the process with you. Student placement is determined and reviewed by a team of professionals consisting of your child's present teacher, IST teacher, guidance counselor, and the principal. Additional personnel, such as the special education teachers, are consulted when appropriate. Each child's academic, social, and emotional growth and needs are discussed, as well as peer relations. We strive to create classes that are heterogeneous, function as cohesive groups, and provide each child with an educational environment that will meet his or her needs. We feel our time is well spent because we also have a personal investment in each child.

In view of the time and consideration taken in the placement of your child, **we do not take requests for a specific teacher placement.** Should you wish to share information about your child's specific needs, please write the school counselor a letter stating those areas that should be taken into consideration when making next year's placement. Any written request of this nature must be submitted by April 7. Letters that include specific teacher names and/or are received after April 7 will be discarded. We ask that you respect our professional judgment and be assured that we strive to make the best possible match for your child.

## **COMMUNICATION**

**Reaching the school:** The Wilson School District number is: 610-670-0180. The Shiloh Hills office can be reached at Ext. 1910 or 1913.

**Information/Calendar of Events about your school and the district:** This information will be available on the district website at: [www.wilsonsd.org](http://www.wilsonsd.org).

**District email addresses:** These are the first 3 letters of the last name and the first 3 letters of the first name@share.wilsonsd.org. For example, Beth Schmidt, the secretary, can be reached at [schbet@share.wilsonsd.org](mailto:schbet@share.wilsonsd.org).

**Contacting staff: Please do not call classrooms directly during the school day, as it interrupts the learning process for all students.** The office can assist you with a phone call being placed into the teacher's voicemail during the school day. Please respect that teachers will not answer nor return calls (or emails) during instructional time with students. Staff can also be reached during **non-school** hours via voicemail by dialing the district number 610.670.0180 and their extension.

**Change in your child's day:** If this information is known at the beginning of the school day, **please send a written note to your child's classroom teacher.** If you are contacting the school with information that must be dealt with in a timely fashion (e.g. "Don't send my daughter on the bus. I will pick her up." Or "I cannot attend the meeting today at 2:30."), please do not leave this message on the voicemail or send an email. Hang up and call back until you speak with someone to assure that the new information is received. Please provide as much advance notice as possible.

**Change in contact information:** It is important and necessary to keep your contact information up-to-date. If you have a home, cell or work phone number change or other emergency information update, please make the changes in Skyward Family Access. The Wilson School District has an emergency calling system, and keeping your information current helps us to best connect with you should an emergency situation arise.

For a change of address you must make an appointment by calling the Child Accounting Office at 610-670-0180, ext. 1152. At this appointment, you will be required to provide documentation.

## **CONCERNS OR QUESTIONS**

Parents often wonder where to turn to with a question or concern regarding their child or other school issues. Starting with the principal or central administration often requires information backtracking and can leave valuable allies out of the loop. When you are not happy with a particular situation, there are some handy guidelines listed that you should follow in addressing the issue.

If it is a classroom problem, start with your child's teacher. He/she is in the best position to address classroom related issues. If the problem is outside the teacher's area of expertise or control, the teacher will refer you to the right person in the building who can be of assistance.

If you have not been able to resolve your problem with the teacher, you can go next to the principal who will usually be able to resolve your problem or refer you to the right person.

The Superintendent of Schools and the Wilson School Board address policy matters for the school district. They are not involved in the day-to-day operations of the school. The Superintendent and the School Board will consider issues only after they have already been reviewed and documented by school officials.

## **CONFIDENTIALITY**

No information concerning any student can be released to any other school, agency or individual until an authorized release form is signed by the parent/guardian. This means that we cannot discuss any student information (attendance, grades, contact information, assignment, behavior, etc.) with grandparents, step-parents, paramours, doctors' offices, other parents, etc. No information can be released to parents or guardians about a child other than their own. Parents can access their child's school records by arranging an appointment to view the record with the principal or designee. Information can be released to outside agencies if the parent completes the Release of Information form (please contact the office or you may access this form on the school counselor's webpage). Please allow two weeks for completion from the date of the receipt of the request.



## DISCIPLINE & BEHAVIORAL EXPECTATIONS

We expect all staff and students to be Respectful, Responsible, and Resourceful when it comes to making safe choices. Wilson School District elementary schools enforce these important rules:

1. Follow directions the first time they are given.
2. Keep hands, feet, and objects to yourself.
3. Use appropriate language: No swearing, teasing, or name-calling.
4. No fighting.
5. Respect self, others, and the property of school and community.

When a student chooses not to follow the **district-wide** rules, there are consequences. Consequences will be determined by the principal and/or teachers based on the severity of the student's chosen behavior.

Following, are a few possibilities of potential consequences, in no particular order: Phone conference or meeting with parent/child/teacher/principal, written correspondence from school, conversation with the principal, school/community service, loss of one or more privileges, anger management or conflict resolution training, detention, suspension (either in or out of school).

### **Zero Tolerance Policy**

For the safety of our students, Wilson has adopted a zero tolerance policy for weapons in the schools. Children may not bring weapons/look-alike weapons of any kind to school (including water pistols, rubber knives, etc.). Students who break this rule may be suspended or expelled from school. Please be aware of the potential seriousness of consequences.

### DRESS CODE

During the warm weather we experience at the beginning and end of the school year (September, May, and June), we understand the need to feel comfortable. However, we do have a dress code in effect at Wilson, which restricts the wearing of tight, short, inappropriate clothing. Please take the time to check what your child has chosen to wear to school to make sure it is appropriate. Choosing to wear inappropriate or revealing attire will result in a change into extra health room attire or a call home for a change in clothes:

- **SNEAKERS MUST BE WORN ON GYM DAYS to participate.**
- No midriff tops, or tops that show a bare midriff when your hand is raised.
- No shirts with spaghetti straps. Undergarments should not be showing.
- No muscle shirts – the basketball-type sleeveless shirts that have elongated armholes, unless a shirt with sleeves is worn underneath.
- No bicycle shorts (tight, clingy shorts).
- Shorts and skirts must be longer than fingertip length when arms are placed at your side
- No shoes with wheels are to be worn in school.
- Flip-Flops are permitted to be worn during warm weather months (September, May and June). (Please be advised that flip-flops are not always the safest footwear choice for students in a school building.) A safer choice is for children to wear comfortable sneakers or shoes to school.
- No hats, hoods, or bandanas worn in the building.
- No spiked jewelry.
- Clothing may not be worn that displays messages promoting alcohol, tobacco, drug use, violence or sexual/inappropriate language.

## **ELECTRONIC DEVICES**

We do not encourage students to bring electronic devices (iPod, cell phone, MP3 players, portable game systems, etc.) to school. However there are circumstances in which students may need to have them available for use before or after school. These items should not be out of backpacks or being utilized during the school day. The school is not responsible for lost or stolen property.

## **EMERGENCY SCHOOL CLOSINGS AND DELAYED OPENINGS**

Occasionally, school will need to close early. Discuss this possibility with your child and make a plan of action with which your child is familiar and comfortable, so that s/he gets home safely.

The Wilson School District is fortunate to have an emergency calling system, should the need arise to contact large groups of parents across the district. However, the system is only effective if we have your correct and updated contact information.

Should the district (or your child's school) need to close early, open late, or not open for emergency reasons (usually inclement weather) you would receive a call alerting you to that change. You can also get that information from local TV and/or radio stations (look/listen for Wilson-West Lawn) or on the Wilson School District webpage ([www.wilsonsd.org](http://www.wilsonsd.org)).

## **HOMEWORK**

Homework is an opportunity for students to hone and practice learned skills and/or stretch and challenge their learning. Typically, daily homework should not take longer than the grade level X 10 (example: 3X10=30 minutes for 3rd graders.)

Long term projects or studying for tests may require students to budget their time accordingly.

Students are expected to complete assignments and/or ask for additional help if needed.

OOPS! It happens occasionally, despite classroom reminders and routine, that a student forgets homework. If she/he returns to school before 4:00 PM and if an escort is available, the student will be required to sign in at the office before retrieving homework. To avoid becoming a habit, access may be denied if a student becomes "too forgetful".

## **LUNCH ([wilsonsd.org](http://wilsonsd.org) Click on Administration - Food Services)**

The lunch cost during this year will be \$2.60 per day. Students bringing a packed lunch from home may purchase white milk for \$.65, low fat chocolate milk for \$.65. Free or reduced lunch is available to families who qualify. You will have the opportunity to establish an account for your child's lunch purchases which helps minimize forgotten lunch money issues. (The breakfast cost during this year will be \$1.75.)

Students who forget their lunch money (\$2.60) are permitted to borrow money in the cafeteria; however, students must pay back.

Children who are allergic to milk can bring a note from a doctor verifying the allergy, and will receive juice instead of milk. A peanut-free table is available for students with allergies.

Parents or adult family members are always welcome to have lunch with their children. To help us meet our healthier food initiatives, we ask that you refrain from bringing a fast food lunch for your child. Please call the school before 9:00 if you wish to order the school lunch. **Parents shall sign-in at the office and wait in the school office until lunch/outdoor recess begins. In the interest of safety and security for all students, parents/guardians may not go to the classroom in the event of indoor recess.**

**Student recess/lunch times are:**

	Recess/Lunch Schedule
K	11:15 – 11:55
1	11:55 – 12:35
2	12:10 - 12:50
3	11:35 - 12:15
4	12:25 – 1:05
5	12:40 - 1:20

**NURSE (wilsonsd.org Click on Administration - Pupil Services - Health Services)**

All medications (prescription or over-the-counter) require parent and doctor’s signatures. Also, students may not carry meds to or from school. Parents must hand-deliver medications to the school nurse. If it is impossible to hand-deliver the medication during your school nurse’s hours, special arrangements can be made with the school nurse. Medications not picked up by the parent at the end of the school year will be discarded.

Please refer to the district website for detailed information on medications, dental exams, communicable disease, illness, immunizations, and other miscellaneous medical information.

Our nurse, Mrs.Vath (M-T-TH-F), Mrs. Turner (W) can be reached at Ext. 1930. Nursing hours are Monday-Friday 8:30 - 3:30.

**REFUSAL OF PHOTO/VIDEO RECORDING**

Photos, video footage and personal interviews with Wilson School District (the “District”) are often used as part of the District’s Community Relations efforts and on the District’s website. If you do not want photos, video footage or interviews featuring your child used in District publications, cable access television programming or on the website, please visit the [www.wilsonsd.org/shilohills](http://www.wilsonsd.org/shilohills) and look under Quicklinks: Refusal of Photo/Video Recording to complete this form. Please sign and submit this form to Shiloh Hills office only if you choose **NOT** to participate.

## SAFETY

### Drop Off & Pick Up Procedures:

- Please be patient! We currently have 550 students in our school which makes drop off and dismissal time very busy.
- Students should exit/enter your car from the sidewalk. Smaller children who walk around to the other side of a car are difficult to see by other drivers.
- If you are parking your car, please walk your child(ren) to and from the sidewalk. Children get excited when they see their parents and might be tempted to run towards your parked car creating an unsafe situation.
- The speed limit in the parking lot is **5 mph**. Please drive slowly and carefully in this school zone and demonstrate courteous behavior towards other drivers.
- If cars are observed (by school personnel) creating unsafe situations around the school building, their license plate number may be forwarded to the Spring Township Police Dept.

Parking: If you are picking up your child from school, regardless of the time of day, you need to heed the posted signs so that your vehicle is clear from the bus/fire lane area where students are crossing, boarding or exiting school vehicles, not blocking traffic, or parked illegally along the yellow curbing. You must park and walk over to meet and walk with your child.

Forgot something? Many times during the year, parents will be coming to school to bring forgotten homework, lunch money, etc. **You must report to the office** and school personnel will make sure your child will get the items.

All visitors between the hours of 7:45 AM-4:15 PM will be required to sign in at the building office and obtain a visitor's badge before going to classrooms or other rooms in the school building. If we are to insure your child's safety, we need parents to kindly cooperate with sign-in rules. You will be required to push the button on the intercom system/security panel at the front door and wait to be admitted to the school. Please be aware you are being videotaped during this procedure. You will be stopped and questioned if you do not have a visible visitor's pass. **Please be prepared to show photo identification anytime you visit Shiloh Hills Elementary School.**

## SNACK

Snack breaks may be taken as scheduled by the teacher. Guidelines for snacks will be determined by the individual classroom teachers and/or Dr. Flannery.

## STUDENT SUPPORTS

We believe that all students can learn... at different rates and/or with different levels of support. If a parent is concerned with student progress, she/he should contact the teacher. Additional supports could include:

IST/RtII Coordinator — Mrs. Boyer, Shiloh Hills Instructional Support Teacher/Response to Intervention & Instruction Coordinator, helps the team (parents & school) focus on measurable goals and create and follow through with a plan of intervention. (Ext. 3303)

School Counselor – Mrs. Berg is available to promote and support positive social/emotional growth of students. She is a resource for students, parents and staff. (Ext. 4723)

Special Education – Shiloh Hills has two Learning Support classrooms, two Emotional Support classrooms, and two Autistic Support classrooms, as well as gifted, speech, and occupational and physical therapy services.

ELL(English Language Learners) - Mr. Stoltz is the teacher of our English Language Learners. He can be contacted at Ext. 3354.

Reading Specialists - Mrs. Glass (Ext. 3316) and Miss Hill (Ext. 3922) are the Reading Specialists at Shiloh Hills. They work with students and teachers to develop/strengthen literacy. They will gladly answer questions you may have to assist your child with their literacy skills and strategies at home.

## **TECHNOLOGY INITIATIVE**

### **Shiloh Hills Technology Contract**

The purpose of the 1:1 initiative is to enhance student learning. Having Chromebooks/Nexus Tablets in our classrooms is a privilege. In order to protect all students and classroom technology, students need to follow some important rules and procedures. The choice of a student to violate these requirements will result in that student not being allowed to use any technology for a period of time to be determined by the teacher and/or principal:

#### **Students must abide by the following expectations:**

1. NO food/drinks should be near my Chromebook/Nexus Tablet at any time.
2. All Chromebooks in the classroom should be treated with RESPECT. (No stickers, markers, etc.) Chromebooks/Nexus Tablets should not slide across the room or be thrown.
3. Chromebooks/Nexus Tablets will be carried with BOTH hands.
4. Apps, programs, and websites must be teacher approved. The Chromebooks/Nexus Tablets are not to be used for personal email or internet browsing for personal entertainment.
5. If the Chromebook/Nexus Tablet is not working properly, the teacher must be notified immediately.
6. Academic information should not be shared with classmates in any learning situation unless given permission to do so by a teacher.
7. The use of the camera or video on any device must be utilized for educational purposes such as recording learning results.
8. All technology should be properly turned off and put away safely prior to the end of the school day.

#### **All Chromebook/Nexus Tablets activity can be monitored at any time by Wilson School District teachers and administrators.**

*I understand that if I do not follow these expectations, I will not be able to use my Chromebook/Nexus Tablet for a given period of time. However, I will still be responsible for completing assignments during that time. I understand that my parents will be notified if I am not using my Chromebook/Nexus Tablet appropriately. I understand that my Chromebook/Nexus Tablet will never leave Shiloh Hills Elementary School under any circumstances.*

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*I understand that it is a privilege for my child to use a Chromebook/Nexus Tablet for educational purposes and if my child does not follow expectations, they will not be permitted to use the Chromebook/Nexus Tablet. I understand that I will be notified by the classroom teacher if this happens. I have read this contract and understand what is expected of my child when using the Chromebook/Nexus Tablet.*

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **VISITORS/VOLUNTEERS ([www.wilsonsd.org](http://www.wilsonsd.org) Quicklinks: Volunteer Information)**

All visitors to the building, regardless of purpose, must stop in the office to sign in and pick up visitor identification to wear. You will be required to push the button on the intercom system/security panel at the front door and wait to be admitted to the school. Please be aware you are being videotaped during this procedure. All visitors to the building may be asked to show photo identification upon entering Shiloh Hills.

If you are planning on volunteering throughout the school year in the building and/or classrooms, be aware that you will need to have your clearances on file. Clearances must be updated every 5 years.

**\*\* Confidentiality** — It is the expectation of all volunteers to maintain a standard of confidentiality when working with students/teachers in our school building. Please refer to the section entitled “Confidentiality” (page 8) for more information.

Any volunteer or visitor who disrupts or interferes with building procedures or the learning process will be asked to leave the building and will no longer be permitted to volunteer at Shiloh Hills.

### **Watch D.O.G.S.**

The WatchD.O.G.S. (Dads of Great Students) program will continue at Shiloh Hills for the 2016-17 school year. The program was very successful last year and the students and teachers really enjoyed having the Dad’s in our school. We are hoping to increase the number of fathers and father-figures helping out in the building this year. If you are interested in participating, you must have your Volunteer Clearances. ([www.wilsonsd.org](http://www.wilsonsd.org) Quicklinks: Volunteer Information) Mrs. Berg, School Counselor, Ext. 4723, oversees this program.

**SHILOH HILLS ELEMENTARY STAFF**

**2016-2017**

**Dr. Matthew R. Flannery, Principal**

**610-670-0180**

**Mrs. Schmidt and Mrs. Reichwein/Office Ext. 1910 and 1913**

**(Please call the office and they will connect you to the voicemail of the teacher if calling during the school day.)**

<b>Mrs. Kreider</b>	<b>Kindergarten</b>	<b>3327</b>
<b>Miss Martin</b>	<b>Kindergarten</b>	<b>1964</b>
<b>Mrs. Schiavo</b>	<b>Kindergarten</b>	<b>3326</b>
<b>Miss Zimmerman</b>	<b>Kindergarten</b>	<b>3504</b>
<b>Ms. Accordino</b>	<b>Gr. 1</b>	<b>4720</b>
<b>Mrs. Detwiler</b>	<b>Gr. 1</b>	<b>3344</b>
<b>Mrs. Gallagher</b>	<b>Gr. 1</b>	<b>3343</b>
<b>Mrs. Sanders</b>	<b>Gr. 1</b>	<b>3053</b>
<b>Miss Bergenstock</b>	<b>Gr. 2</b>	<b>6738</b>
<b>Mrs. Douventzidis</b>	<b>Gr. 2</b>	<b>3310</b>
<b>Mrs. Hanley</b>	<b>Gr. 2</b>	<b>4734</b>
<b>Mrs. Lucas</b>	<b>Gr. 2</b>	<b>6728</b>
<b>Miss Billman</b>	<b>Gr. 3</b>	<b>6743</b>
<b>Mrs. Grim</b>	<b>Gr. 3</b>	<b>4792</b>
<b>Mr. Hennigan</b>	<b>Gr. 3</b>	<b>3338</b>
<b>Mrs. Meridionale</b>	<b>Gr. 3</b>	<b>3330</b>
<b>Mrs. Shirk</b>	<b>Gr. 3</b>	<b>3337</b>
<b>Miss Hartman</b>	<b>Gr. 4</b>	<b>3527</b>
<b>Mrs. Heffner</b>	<b>Gr. 4</b>	<b>6739</b>
<b>Mrs. Snyder</b>	<b>Gr. 4</b>	<b>3520</b>
<b>Miss Tackels</b>	<b>Gr. 4</b>	<b>3312</b>
<b>Mr. Dusko</b>	<b>Gr. 5</b>	<b>3311</b>
<b>Mrs. Lechleitner</b>	<b>Gr. 5</b>	<b>3328</b>
<b>Mrs. Snavely</b>	<b>Gr. 5</b>	<b>3248</b>
<b>Mr. Strobel</b>	<b>Gr. 5</b>	<b>3105</b>

**Special Education**

<b>Mrs. Babula</b>	<b>Occupational Therapist</b>	<b>5903</b>
<b>Mr. Binder</b>	<b>Learning Support</b>	<b>4795</b>
<b>Mrs. Clark</b>	<b>Learning Support</b>	<b>3306</b>
<b>Mrs. Hottenstein</b>	<b>Speech</b>	<b>4820</b>
<b>Mrs. Moreland</b>	<b>Emotional Support</b>	<b>3307</b>
<b>Mrs. Saar</b>	<b>Gifted Support</b>	<b>6750</b>
<b>Miss Shipe</b>	<b>Autistic Support</b>	<b>6775</b>
<b>Miss Simcox</b>	<b>Emotional Support</b>	<b>3340</b>
<b>Mrs. Tallman Arnold</b>	<b>School Psychologist</b>	<b>1196</b>
<b>Miss White</b>	<b>Autistic Support</b>	<b>6747</b>

### Departmental & Specials

<b>Mrs. Barnett</b>	<b>Library</b>	<b>1920</b>
<b>Mrs. Bishop</b>	<b>Vocal Music</b>	<b>5900</b>
<b>Mrs. Boyer</b>	<b>Instructional Support</b>	<b>3303</b>
<b>Mrs. Campbell</b>	<b>Instrumental-Strings</b>	<b>3004</b>
<b>Mr. Carr</b>	<b>Art</b>	<b>3305</b>
<b>Mrs. Glass</b>	<b>Reading Specialist</b>	<b>3316</b>
<b>Mrs. Berg</b>	<b>School Counselor</b>	<b>4723</b>
<b>Miss Hill</b>	<b>Reading Specialist</b>	<b>3922</b>
<b>Mr. Laboranti</b>	<b>Instrumental-Band</b>	<b>4449</b>
<b>Miss Moore</b>	<b>Social Citizenship</b>	<b>6754</b>
<b>Mrs. Norton</b>	<b>Math Resource/ Social Citizenship</b>	<b>3332</b>
<b>Mr. Schneiderhan</b>	<b>Physical Education</b>	<b>3999</b>
<b>Mr. Stoltz</b>	<b>English Language Learner</b>	<b>3354</b>
<b>Mrs. Wojciechowski</b>	<b>Discovery</b>	<b>4727</b>

### Nurse

<b>Mrs. Vath</b>	<b>M-T-TH-F</b>	<b>1930</b>
<b>Mrs. Turner</b>	<b>W</b>	<b>1930</b>

### Support Staff

<b>Mrs. Dziamba</b>	<b>Kitchen/Lead</b>	<b>3122</b>
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### IMPORTANT EVENTS:

First Day for Students	August 29
Labor Day Holiday	September 2 & 5
Meet the Teacher Night	September 8, 6:30 PM
Picture Day	September 20
PTO - Book Fair	October 3-7
PTO - Book Fair Family Night	October 6, 6:30-8:00 PM
Picture Retakes	October 25, 1:00 PM
Parent-Teacher Conferences	November 21 & 22 (Early Dismissals) November 23 (No School)
Winter Concert (Gr. 4 & 5)	November 30 (At Sr. High School, 7:00 PM)
Winter Concert (Gr. K and 1)	December 1 (At Shiloh Hills, 9:30 AM)
Winter Concert (Gr. 2 & 3)	December 2 (At Shiloh Hills, 9:30 AM)
PTO - Book Fair	February 21 -24
PTO – Book Fair Family Night	February 23, 6:30-8:00 PM
PSSA Testing Dates	April 3-7 Gr. 3, 4, 5-English Language Arts April 24-28 Gr. 3, 4, 5-Mathematics May 1-5 Gr. 4-Science
Gr. 5 Group Picture	April 21, 2:00 PM



Spring Picture Day	May 5
Spring Concert (Gr. 5, Band and Orchestra)	May 11 (At. Sr. High School, 7:00 PM)
PTO – BOGO Book Fair	May 15-18
PTO – BOGO Family Night & Art Show	May 18, 6:30-8:00 PM
Shiloh Hills Day	June 2 (Rain Date is June 6)
Last Student Day ( <b>tentative</b> )	June 8

**EARLY DISMISSAL (Elementary dismisses at 11:45 AM):**

September 28	January 26
October 31	March 29
November 21 & 22	May 26
December 22	June 8

**NO SCHOOL FOR STUDENTS:**

Labor Day Holiday	Friday, Sept. 2 and Monday, Sept. 5
Professional Development	Monday, Oct. 10
Thanksgiving Holiday	Thursday, Nov. 23 through Monday, Nov. 28*
Winter Holiday	Friday, Dec. 23 through Sunday, January 1
Martin Luther King, Jr. Holiday	Monday, January 16
Professional Development	Friday, January 27
President’s Day Holiday	Friday, Feb. 17 and Monday, Feb. 20**
Spring Break	Monday, April 10 *** Tuesday, April 11 **** Wednesday, April 12 ***** Thursday, April 13 ***** April 14 & 17
Memorial Day Holiday	Monday, May 29

- \*1st snow make-up day, if needed
- \*\*2nd snow make-up day, if needed
- \*\*\*3rd snow make-up day, if needed
- \*\*\*\*4th snow make-up day, if needed
- \*\*\*\*\*5th snow make-up day, if needed
- \*\*\*\*\*6th snow make-up, if needed