



Middle School and High School  
**Student Handbook**

2020-2021



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## INTRODUCTION TO SHILOH CHRISTIAN SCHOOL

Shiloh Christian School administrators, teachers, parents, and students prepared this information to serve as your guide to school procedures and activities. Most information you will need to have a successful tenure at Shiloh Christian is included in this handbook. The administration will gladly provide further information at your request.

## SHILOH CHRISTIAN SCHOOL STATEMENTS

### MISSION STATEMENT

Shiloh Christian is a private interdenominational school established to provide students with “Academic Excellence on a Christian Foundation,” teaching them to **know, love and SERVE** God.

### PAST AND PRESENT

Shiloh Christian opened in 1978 with 47 students and has grown to become one of the largest independent Christian schools in a three-state area. To provide expanded facilities for the 230 students enrolled in the fall of 1989, Shiloh moved from Mandan to rented facilities at 6117 E. Main, Bismarck. Shiloh moved to a permanent home at 1915 Shiloh Drive, Bismarck, in July 1996, following the completion of the first phase of construction. In 2003, Shiloh completed the second building on the campus, which includes a gymnasium, stage/auditorium and classrooms for the high school and middle school. Shiloh Christian is a member of the Association of Christian Schools International (ACSI) and North Dakota High School Activities Association (NDHSAA).

### WHY DID WE CHOOSE THE NAME SHILOH?

The term “Shiloh” was the place name of an Old Testament city which was the first established worship center in Israel (Judges 18:31). It was there that an annual pilgrimage of God’s people ended in worship of Israel’s God, Yahweh. (Judges 21:19; 1 Sam. 1:3). Samuel, a leader of God’s people, was brought to the house of the Lord at Shiloh that his whole life would be given over to the Lord. There the Lord revealed himself to Samuel through His word so that Samuel would minister before the anointed one always (1Sam. 1:28, 2:35). Shiloh Christian School, like its Old Testament counterpart, provides a place where God is revealed through His Word, giving the standard for all instruction.

## **DECLARATION OF FAITH**

- We believe in one infinite God (Ps. 90:2; 1 Tim. 1:17) in whom are three persons – Father, Son and Holy Spirit (Matt. 28:19, 2 Cor. 13, 14, Eph. 1:3-14).
- We believe in Jesus Christ, fully God and fully man (John 1:1-18; Phil.2:6-8), His virgin birth (Mt. 1:18-25; Lk. 1:26-38), His sinless life (2 Cor. 5:21; Heb. 4:15), His miracles (Jn. 30:30, 31), His substitutionary and atoning death through His shed blood on the cross (Rom. 5:1-12; 2 Cor. 5:16-21; Heb. 9-10), His ascension to the right hand of the Father (Acts 1:9-11; 7:55,56; Eph. 1:20-23), and His personal, physical return in power and glory (Zech. 14; Rev. 19).
- We believe in the ministry of the Holy Spirit (John 14:16), who is fully God (Acts 5:3,4); that He indwells every born-again believer (Rom. 8:9- 11; 1 Cor. 6:19), giving power to live a godly life (Gal. 5:22,23; Eph. 4:30; 1 John 2:20-27).
- We believe that the Bible is the only verbally, fully inspired Word of God (2 Tim. 3:16; 2 Pet. 1:20, 21), inerrant and infallible in matters of both fact and faith (Mt. 5:17; John 10:35); that it has absolute authority over all earthly wisdom (1 Cor. 1:18-31) and that it teaches us what we are to believe and how we are to live (James 1:19-27).
- We believe that man has a sinful nature from conception (Ps. 51:5; Ps. 58:3), is totally dead in sin (Eph. 2:1), unable to save himself (Tit.1:15, 16), and in need of a Savior (Rom. 3).
- We believe salvation consists of the remission of sins, the imputation of Christ's righteousness and the gift of eternal life received by faith alone, apart from works (Eph. 2:8, 9; Tit. 3:5). All who repent of their sins and believe on the Lord Jesus Christ, being freely justified by the Father are born again by the Holy Spirit (Romans 1-5; Eph. 1:3-14).
- We believe in the existence of Satan (Luke 11:18), his warfare against God (Acts 26:18, 2 Cor. 4:4; 1 John 3:8-10), and his defeat on the cross (Col. 2:15) for eternity (Rev. 20:10).
- We believe in the literal, supernatural creation (Gen. 1, 2; Job 38-41) –everything existing according to God's power (Col. 1:15, 17).
- We believe in the resurrection of the saved unto everlasting life and blessedness in heaven (Dan. 12:2; John 5:28-29; 14:1-3; Rev. 21, 22) and in the resurrection of the lost unto everlasting conscious punishment in hell (Rev. 20:11-15).
- We believe The Church is the Body of Christ, composed of all born again believers (Eph. 4:1-16; 5:25-27; Col. 1:18), meeting together in local assemblies for worship and fellowship (Acts 2:42-47; Phil. 1:1; 1 Th. 1: Rev. 1:4).

## **STATEMENT OF PURPOSE**

Recognizing that the eternal God created all things, and “since the creation of the world, His invisible attributes, His eternal power and divine nature have been clearly seen, being understood through what has been made” (Rom. 1:30). Our purpose is to bring our students to understand more of their Creator through what He has made. Though sinful men “suppress the truth in unrighteousness” (Rom. 1:18), we commit our school to the study and teaching of the truth in every discipline,” “...destroying speculation and every lofty thing raised up against the knowledge of God, and ...taking every thought captive to the obedience of Christ”...”in whom are hidden all the treasures of wisdom and knowledge” (2 Cor. 10:5; Col. 2:3), “teaching every man with all wisdom, that we may present every man complete in Christ” (Col. 1:28). Our purpose is therefore:

- To acknowledge the limits of our human minds and the effects of sin on our thinking and understanding and, therefore, seek the help of God, through His Holy Spirit, in all of our learning.
- To study the whole world and life on it, man and his behavior, to understand after the pattern of God’s understanding, to see the world as God sees it and to see God’s glory in it.
- To use the Bible as the trustworthy, inerrant, verbally and fully inspired standard of truth in all areas of study, whether study of the Bible itself, the humanities or sciences.
- To use the Bible, the written, authoritative Word of God, as the standard for all our administrative decisions in choosing staff and teachers, planning curriculum, selecting texts, materials and methods of teaching and discipline.
- To seek in our students not only an academic understanding of God and His world through their study, but also an increased commitment to faith and obedience toward God through His Son Jesus as Lord and Savior.

## **STATEMENT OF PHILOSOPHY**

Shiloh Christian School accepts, as its premise, an individual’s need for a relationship with God and the abiding truth of God’s revelation which comes through Jesus Christ and the written Word. The general purpose of the school is to maintain a learning institution of academic excellence in which elementary and secondary education is provided in harmony with the Christian faith, adhering to the necessity of a certified, professionally competent faculty committed in personal faith to Jesus Christ.

## **NONDISCRIMINATORY STATEMENT**

Shiloh Christian School will not, either by action of the board of directors or by administrative practice, discriminate against any student because of race, color, or ethnic origin.

## **OWNERSHIP AND APPROVAL**

Shiloh Christian School offers classes for grades Pre-K-12 and is an interdenominational, private institution. It is incorporated under the laws of North Dakota, and its administration is under the control of the Board of Shiloh Christian School, which is an appointed board. Shiloh Christian School is classified by the North Dakota Department of Public Instruction as a fully-approved school. Shiloh Christian School is recognized from the State of North Dakota as meeting North Dakota’s required standards. Shiloh Christian School is accredited by Cognia.

## GENERAL INFORMATION

### **ABSENCES/ATTENDANCE**

Regular and punctual attendance is necessary for a student to achieve success in school. It is not only important for the student's academic success but also for building proper attitudes toward responsibilities. Regular attendance is a parent responsibility and will be regarded in compliance with North Dakota Compulsory Attendance Statute (15.1-20).

### **ATHLETIC BAGS/ BACKPACKS**

Students will utilize lockers to store backpacks and personal items. Students should not leave any backpacks or athletic bags in the hallways or unattended except during lunch. Teachers have the discretion to allow or prohibit athletic bags/backpacks in the classroom. This includes lunch time, chapel, and at the end of each school day. Shiloh does not assume responsibility for any unattended backpacks/athletic bags.

### **CHURCH OBSERVANCES**

In consideration of the importance of our students participating in their local church, activities, athletics, organizations, etc. will not be scheduled after 6:00 p.m. on Wednesdays. Homework may be given on Wednesday nights and tests may be given on Thursdays. Additionally, no NDHSAA competitions will be scheduled on Sundays.

### **CLOSED CAMPUS**

Shiloh Christian School is a Closed Campus meaning that the doors are locked daily during school hours and everyone must enter/exit through the school office. Parents/guardians are permitted to take their own student off campus for appointments, lunch, etc. but must notify the school office.

Exceptions: Juniors and Seniors are exempt from the closed-campus rules which includes flex/lunch, free periods, and study halls. Sophomores are exempt from the closed-campus rules only for the flex/lunch periods.

**Parents or administration may revoke this privilege if abused. If there are excessive tardies or absences, or academic concerns arise, students may lose this privilege. Students leaving/returning to campus must sign in and out in the school office.**

### **COUNSELING AND GUIDANCE SERVICES**

The purpose of the counseling program is to aid students in developing to their fullest potential. Teachers, administrators, staff, counselor, and the school chaplain are actively involved in the guidance program and have a deep interest in the total well-being of each student.

**Academic, Educational, and Vocational Guidance:** The Counseling Staff is available to students to explore academic, educational, and vocational opportunities.

- Assistance is given to students in the selection and scheduling of classes. Aid is given to students who could benefit from an academic contract or who may need special help such as tutoring.



- Assistance is given to students by providing information on colleges, universities, vocational-technical schools, and military service opportunities.
- Assistance is given in applying for scholarships and other awards, and in providing financial aid information and materials.
- The Counseling Staff and/or Shiloh Learning Center Director administer various tests and assist in interpretation of the results.

**School Counseling:** Services are provided by a credentialed school counselor and include classroom guidance lessons, individual and group counseling, parental consultation when requested, and referral to outside agencies when appropriate. Counseling can be initiated by a request from a student, parent or guardian, or school personnel.

The campus pastor is available to discuss spiritual concerns or questions.

## **ELECTRONIC DEVICES**

The use of electronic devices (i.e.; cell phones, laptop computers, electronic notebooks, ipods, chrome books, etc.) by students in grades 6-12 is permitted during school hours. However, for all students **CELL PHONES are NOT permitted in classrooms at any time during the school day and CELL PHONES are NOT permitted in chapel. Students in grades 6-8 are NOT permitted to use CELL PHONES during lunch.**

When electronic devices are not used appropriately, these items will be:

FIRST OFFENSE: Confiscated by the teacher and returned at the end of the school day.

SECOND OFFENSE: Confiscated by the teacher and given to the Principal. Student can pick up the device at the end of the school day.

THIRD OFFENSE: Confiscated by the teacher and given to the Principal. Student's parent can pick up the device at the end of the school day.

**Continued infractions can result in prohibiting the use of electronic devices while at school.**

## **FIRE AND TORNADO DRILLS AND EMERGENCY PROCEDURES**

Instructions will be posted and reviewed by teachers with their classes for immediately evacuating the area. Emergency procedures will be reviewed annually and each classroom is equipped with a Classroom Emergency Kit.

## **FOOD/BEVERAGES IN CLASSROOMS**

**FOOD is NOT permitted in any classrooms during the school day.** Beverages are permitted in classrooms but only at the discretion of teachers. Each teacher will have guidelines for beverages in their Classroom Expectations and will be distributed/reviewed with students at the start of the school year.

## **FOOD SERVICE**

A full meal including a salad bar is available daily. Parents will pay for school lunches through the FACTS SIS system by maintaining a credit balance on their account. Milk may be

purchased by students who bring their own lunch. Ala Carte breakfast will be served from 7:30 to 8:00 a.m. daily.

### **HEALTH SERVICES**

All students must have a completed Certificate of Immunization on file in the office. If parents choose not to immunize a student due to religious or philosophical reasons, a note must be signed and given to the main office.

### **LOCKERS**

Students in grades 6-12 will be assigned a locker. Only one student may use a locker and it will be his/her responsibility to keep it clean. Stickers, posters or pictures not consistent with Christian values will not be allowed in the lockers. Lockers are the property of the school to be used for students' personal property. Combination locks are available for use by students from the school office. The student is responsible for books and personal possessions at all times. Valuable items should be left at home. Student items are to be placed in lockers, not in hallways, restrooms, etc. The school owns the lockers and reserves the right to inspect a student's locker at any time if authorities/school officials have a reasonable suspicion.

### **LOST AND FOUND**

Most lost articles are turned in at the office and are kept in containers in the Commons. Please check this area often. All unlabeled and unclaimed items will be given to charity periodically during the school year.

### **PARENTS UNAVAILABLE FOR EMERGENCY CONTACT**

If parents are leaving their student in the care of another family or other adult, please leave permission for him/her to sign for any emergency treatment that may be necessary. Please notify the office to let us know who is responsible for your child(ren) while you are away. This is in case of a serious accident or illness.

### **PETS**

Due to a variety of personal and physical issues, Shiloh Christian holds a policy that does not allow pets on school property, outside of personal vehicles.

### **RECORDS**

Information in a student's permanent file will not be transferred until release forms are properly signed and all school obligations are met. The school should be informed of any change of address, phone number, marital status, e-mail address, or other pertinent information.

### **SCHOOL FACILITIES USE**

The use and scheduling of Shiloh Christian buildings and grounds is under the direction of the Activities Director and Facilities Manager.

## **SCHOOL HOURS**

The school office is open 7:45 a.m. to 4:00 p.m., Monday through Friday during the school year. The front doors are opened daily to receive students at 7:15 a.m.

Preschool	8:15 a.m. – 2:45 p.m. (partial days offered)
Grades K-5	8:25 a.m. – 3:10 p.m.
Grades 6-12	8:00 a.m. – 3:24 p.m.

## **SCHOOL PICTURES**

Individual, colored pictures are taken each year and are available for purchase through the school. Individual and group pictures are taken in the fall. Dates for pictures will be scheduled on the school calendar.

## **STUDENT COUNCIL**

Student Council is comprised of students elected and appointed by the student body. Two Councils are in place; one for students in grades 6-8 and one for students in grades 9-12. Students will be provided information on the Councils. The Councils will foster a Christ-like and faith-filled climate through chapel, spiritual emphasis week, ministry-related events, and student life events.

## **STUDENT ILLNESS/INJURY**

In case of injury to a student or an unexpected illness, the student will be treated in the office. Should additional medical attention be necessary, and the parents are unavailable, a designated relative or neighbor will be contacted. Students must have an admit slip to return to class.

## **STUDENT TRIPS**

Different trips are available to students that vary from year to year. Washington DC, New York, Medora, Caribbean Mission Trips are a few examples. Information will be provided when these trips are being planned.

## **TELEPHONE CALLS**

Students may not receive incoming calls during the school day. Students will not be called out of class for messages except in emergency situations. Grades 6-8 students will be notified through an e-mail to appropriate teachers.

## **TRANSPORTATION TO OUT-OF-TOWN SCHOOL EVENTS**

Transportation to events sponsored by the school or a school organization is under the jurisdiction of the school. If students participate in an out-of-town activity, they must ride in school approved transportation unless permission has been granted to do otherwise.

## **VEHICLES ON CAMPUS**

Having a car on campus is a privilege and should be treated as such. Students are required to use designated student parking (west lot in front of gym entrance and north lot next to dome) and obey all parking lot guidelines (slow speed, one way signs, do not enter signs, etc.). A student driver that violates these guidelines will lose driving privileges. Parents/guardians will be notified of infractions.

## VISITORS

Parents/guardians are always welcome and encouraged to visit. All visitors during the school day are required to check in at the school office.

## WEATHER-RELATED ANNOUNCEMENTS

Emergency conditions sometimes make it necessary to close the school. In most cases this will be due to snow or icy conditions which make the roads impassable or unsafe. In case of an emergency closing, every effort will be made to communicate this decision as early as possible in the morning or even the night before. The decision to close school will rest with the Superintendent. All school closings will be communicated through a text alert system and posted on our local television stations.

# ADMINISTERING MEDICINES TO STUDENTS

## POLICY STATEMENT

The giving of prescription and/or “over the counter” medications will not be approved without the prior consent of a parent or legal guardian. Only upon written order of a physician, and with written consent of the parent or legal guardian, may a member of the school office staff assist in the administration of any prescription medication. Students who must depend on receiving medication during school hours must have a written order from a physician giving specific directions for taking the medication. Directions should be clearly marked on the bottle or container. **The medication is not to be given to the student or the classroom teacher.**

## GUIDELINES

- Any medication sent or brought to the school to be given to a student must be accompanied by a signed request from the parent or legal guardian or physician.
- The parent or legal guardian must complete the *Student Health Form* which will be provided by the school.
- The following information must be included in the physician’s written request:
  1. Student’s name
  2. Amount of dosage
  3. Time to be administered
  4. Name of medicine
  5. Instructions as to possible side affects
  6. Any special instructions.
- All medicines will be kept in the school office.
- A record will be kept of the administration of the medication, noting the date, time and staff member helping the student.
- At the end of the school year parents/guardians should pick up any medication in the possession of the school. Any medication not picked up will be thrown away.

## ATTENDANCE POLICY

Regular and punctual attendance is essential for success as a student. When an absence or tardy occurs, the student is responsible for any class work missed and must arrange with the teachers to make up assignments, tests and quizzes. **Parents/guardians must call the main office (221-2104) by 7:50 a.m.** the morning of an absence to report any absence or tardiness of their child(ren). If the school is not called, the office staff will telephone a parent/guardian to determine the reason for the absence. All absence and tardy admit slips are issued in the main office. Students will not be allowed in class without an admit slip.

**The North Dakota Compulsory Attendance Statute (15.1-20) requires us to communicate to the Department of Public Instruction any student that exceeds 20 absences in a given school year. Additionally, we have the responsibility to determine if the absences should result in a grade retention and/or the retaking of a class.**

The limit of 20 absences does NOT include school activities or funerals. Any requests to modify this policy must be made to the Principal.

### ACTIVITY ATTENDANCE

Students that are involved in extracurricular activities, must be in attendance the entire half day, a minimum of 4 FULL periods, before an activity to be eligible for participation in the activity that afternoon or evening (in accordance with NDHSAA policy). Students are expected to attend all classes the day following a school activity.

### MAKEUP WORK

It is the student's responsibility to arrange for makeup work due to absences. All makeup assignments must be completed according to the teacher's directions and time frame. Generally, one day of makeup time is granted for each day of excused absence. Assessments given during the planned absence will be taken upon the return of the student from the planned absence.

## TARDY POLICY

Arriving in class on time is courteous and important. Tardiness is a distraction to the class and the teacher. Students will report to the office for an admit slip if arriving after the bell. A student will not be allowed into a classroom for admittance without an Admit Slip issued by the administrative office.

### GUIDELINES

- After **15** minutes the tardy becomes an absence.
- A student that is detained by staff member that presents a note from that staff member explaining the reason for the tardiness and stating the time the student left to go to class will serve as an excuse.

- After six tardys per quarter, consequences that can be applied include the following: revoking off-campus privileges, detention and suspension depending upon the level of violation. Parents will be notified.

## CITIZEN RESPONSIBILITY AND EXPECTATIONS FOR BEHAVIOR

Shiloh Christian School will subscribe to the philosophy of the “Respect & Protect” program. Student issues will be addressed proactively. A comprehensive copy of the “Respect & Protect” program is available upon request. It is mandated that students conduct themselves in a manner which respects the rights of other students and staff.

These rights include:

- The right to a safe, nonthreatening environment
- The right to courtesy at all times
- The right to a clean school
- The right to hear only acceptable language
- The right to an environment free from public displays of affection

\*Training will take place with staff and students throughout the year

### STUDENT APPEARANCE (GRADES 6-12)

Shiloh Christian School recognizes that our physical bodies are the dwelling place of the Holy Spirit (EPH 2:21,22). Therefore, at Shiloh, students are expected to dress and groom themselves neatly, modestly, and conservatively in clothes that are suitable for school. Clothing and accessories worn are not to detract from the educational process.

Although personal grooming and dress are primarily matters of concern between the students and their parents/guardians, Shiloh Christian School reserves the right to determine standards of dress which faculty and administration have deemed appropriate.

- Students must wear appropriate footwear at all times.
- Tops may be worn that cover any part of the bra including the straps, covers the midriff and cleavage areas, and are not see through.
- Shorts and skirts are allowed provided they come below the middle finger tip area. (Athletic shorts may be worn in gym class with spandex underneath.)
- Tank tops or exposed boxers/underwear for men are not allowed.
- Jeans with holes may be worn provided the holes are below the finger tips.
- Printed clothing and any accessories must be appropriate and within the values of Shiloh Christian School.
- Head or face coverings (hats, caps, bandannas, headscarves, sunglasses etc.) must be removed while in school buildings and classrooms during the school day. Exceptions may be made for “Hat Day Friday” and dress up days.

Teachers and staff who identify what appears to be a violation of dress code, will communicate this concern to the Principal.

## **CAFETERIA BEHAVIOR**

Students are expected to display good manners and positive behavior during lunch. **All food purchased in the cafeteria** is to be eaten in the cafeteria by **all students** unless prior permission is obtained. Students are expected to clean up their place at the table when finished eating. Fast food may not be ordered or eaten in the cafeteria per state law. **Food is NOT permitted in the classrooms at any time. ONLY students in grades 9-12 are permitted to use CELL PHONES during lunch.**

## **CHAPEL BEHAVIOR**

Chapel attendance is required unless there is prior approval by administration. We intentionally set aside this time weekly so that we can corporately focus on our Lord. Students are expected to participate respectfully in chapel. **CELL PHONES are NOT permitted in chapel.**

## **SPIRITUAL RETREATS**

An annual spiritual retreat is planned for the middle school and high school students. All students are expected to attend. Details are provided at the start of the school year.

## **CLASSROOM BEHAVIOR AND ASSIGNMENT COMPLETION**

At Shiloh Christian we want everyone to feel respected and to be treated with sensitivity, kindness and respect. In addition, Shiloh Christian is an academic institution where students who disrupt the learning environment will not be allowed to remain in the classroom. Students are expected to have assigned work done on time. Teachers in the middle school and high school will have guidelines pertaining to late work in their Classroom Expectations and will distribute/review with students at the start of the school year.

# **POLICY ON PROHIBITED ACTIVITIES AND SUBSTANCES**

## **DISCIPLINARY & CORRECTIVE MEASURES**

When disciplinary or corrective measures are needed to change behaviors, the following options are considered depending upon the circumstances.

- A. Application of Respect & Protect procedures.
- B. Revoking of off-campus privileges and/or study hall exemptions.
- C. Counseling.
- D. Conferences with parents/guardians and student.
- E. On-campus detention; 3:30-4:00 pm, Monday thru Thursday.
- F. Off-campus suspension; all participation in school activities revoked on day of suspension and no credit given for missed assignments, assessments, participation, etc. on day of suspension.
- G. Expulsion; permanent removal from being enrolled at SCS.

## **RESPECT AND PROTECT PROCESS/PROCEDURE**

Disrespect/violence is any mean word, look, sign or act that hurts a person's body, feelings or property. No one is entitled to be disrespectful or use violence. Situations will follow the Bullying Policy and "Respect & Protect" procedures outlined below.

**Brochures are available upon request.**



Shiloh Christian School has a **Respect and Protect** procedure in our school. “Everyone has a right to a learning environment where he or she feels respected, protected and safe.” To provide that environment, violence/disrespect will NOT be tolerated. That is why the **Respect and Protect** Prevention and Intervention Program has been adopted.

### **Why is a Violence/Disrespect prevention and intervention needed for Shiloh Christian School?**

We have decided to take a positive and proactive approach to resolving issues involving violence/disrespect at Shiloh Christian School to provide a safe environment for all. It is a process that involves empowerment to confront and a restorative justice process for the perpetrator that allows for healing and establishing trust.

### **Who is involved in this program?**

The entire staff of SCS has received training originated by Dick Schaefer, developer of the **Respect and Protect** program at Johnson Institute. Over the past three decades, the Johnson Institute has become the international leader in adapting the process of intervention to solve problems that threaten the functioning of whole systems – families, workplaces, and schools. **Respect and Protect** has proved to be effective in school systems across the country in that it promotes collaborative efforts at resolving conflicts in a manner that is both healing and restorative.

### **How does the program define violence/disrespect?**

Violence/disrespect can take many forms, from a cruel comment about someone’s appearance to an act of physical aggression. Our working definition is as follows:

**Violence/Disrespect is any mean  
Word, look, sign, or act that  
Threatens or hurts a person’s body,  
Feelings, reputation, or things.**

### **What types of school violence/disrespect are happening?**

Most often, violence/disrespect stems from **normal conflict** that escalates because those involved lack skills of anger management and conflict resolution. As part of our **Respect and Protect** program, Shiloh strives to teach students these skills.

**Bully/victim violence** is a very serious matter. Bullying is a type of violence that occurs whenever a person intentionally, repeatedly, and over time inflicts or threatens to inflict physical or emotional injury or discomfort on a person’s body, feelings, or possessions. Bullies and victims need special assistance and this program addresses their needs.

### **How will the staff respond to violent or disrespectful acts of misbehavior?**

Acts of violence/disrespect will be documented in the office. Parents will be notified. Consequences to the student will depend on the type of misbehavior, its severity, and the frequency of the student’s misbehavior. The purpose of every consequence is to help the student understand why the action was wrong and think of better ways to handle the anger or other feelings that erupted in the misbehavior.



To make our schools violence-free and safe from bullying, we will:

- Tolerate no bullying in our school
- Intervene in bullying behaviors and strictly enforce rules against bullying
- Empower students to report bullying behavior and to treat one another with respect

Please refer to the **Respect and Protect** Levels of Intervention & Prevention and the definition of violence/disrespect on the brochure.

### **As a concerned parent, what can you do?**

Discuss the definition of violence/disrespect with your child. Establish family consequences for violent acts and carry through consistently. Take care not to enable violence/harassment nor convey attitudes of entitlements to, and tolerance of any violent/disrespectful behavior. Please work with us to make sure that everyone at Shiloh Christian School is respected and protected. All of our students have the right to learn in a safe, respectful, and secure environment.

## **BULLYING POLICY**

### **“BULLYING” MEANS:**

**A.** Conduct that occurs in a school, on school premises, in a school owned or leased school bus or school vehicle, or at any school or school sanctioned or sponsored activity or event and

- (1) is so severe, pervasive, or objectively offensive that it substantially interferes with the student’s educational opportunities;
- (2) places the student in actual and reasonable fear of harm;
- (3) places the student in actual and reasonable fear of damage to property of the student; or
- (4) substantially disrupts the orderly operation of the school; or

**B.** Conduct that is received by a student while the student is in a school, on school premises, in an owned or leased school bus or school vehicle, or at any school or school sanctioned or sponsored activity or event and

- (1) is so severe, pervasive, or objectively offensive that it substantially interferes with the student’s educational opportunities;
- (2) places the student in actual and reasonable fear of harm;
- (3) places the student in actual and reasonable fear of damage to property of the student; or
- (4) substantially disrupts the orderly operation of the school.

**C.** “Conduct” includes the use of technology or other electronic media. Forms of bullying include, but are not limited to the following:

- (1) physical contact/assault or attempted physical contact/assault.
- (2) name calling, verbal assaults, or other putdowns.
- (3) damaging or destroying property.
- (4) social ostracism.
- (5) threats of any kind. A threat is defined as a statement that would be interpreted by a reasonable person as a serious expression of intent to harm or assault another or to damage property.
- (6) intimidation, either physical or mental.
- (7) extortion or attempted **extortion**.

## PROHIBITIONS

While at school, on school premises, in a school owned or leased school bus or school vehicle, or at any school or school sanctioned or sponsored activity or event, a student or school staff may not

- A. engage in bullying; or
- B. engage in reprisal or retaliation against
  - (1) a victim of bullying;
  - (2) an individual who witnesses an alleged act of bullying;
  - (3) an individual who reports an alleged act of bullying; or
  - (4) an individual who provides information about an alleged act of bullying.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including Expulsion, in accordance with policy and law. School staff found to be in violation of this policy shall be subject to disciplinary action up to and including termination of employment in accordance with policy and law.

## REPORTING

A victim or witness of bullying should immediately report the behavior to a teacher, counselor, or school administrator. Upon receipt of a complaint, the recipient shall forward it on to a Principal or the superintendent if the Principal is the subject of the complaint. Complaints alleging bullying based on an individual's race, color, religion, gender, national origin, age or other class protected by law (hereafter protected class) shall be handled in accordance with the school's harassment/sexual harassment reporting policy.

## REPORTING OPTIONS FOR STUDENTS AND COMMUNITY MEMBERS

Students and community members (including parents) may report known or suspected violations of this policy. The complainant will complete a written report and submit to the school principal. Complainants have the option of filing their complaint anonymously, but this may limit the school's ability to investigate and respond to the alleged violations.

For bullying initiated off campus and received on campus (e.g., cyber-bullying), the school only has authority to impose disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat.

## HARASSMENT

Harassment or intimidation will not be tolerated, and those found guilty of such conduct may receive a disciplinary warning, a suspension or may be withdrawn from school, depending on the seriousness, and/or repetitiveness of the misconduct. Harassment is **unwelcome behavior to the recipient** and may include actions such as:

1. **Verbal:** Unwelcome teasing, taunting or other verbal messages
2. **Physical:** Unwelcome physical contact such as pushing, shoving, hitting and carrying
3. **Intimidation:** Arousing fear in an individual by emotional tormenting, threatening gestures, ridicule, put-downs, exclusion from a group, humiliation, and any other frightening behaviors
4. Sex-oriented verbal "kidding" or abuse
5. Subtle or overt pressure for sexual activity
5. Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats.

Any school employee who observes or becomes aware of another employee or student who commits any act of prohibited harassment is required to consult with their supervisor. A student who believes he/she may have been a victim of the above actions, should make a complaint to a teacher or the Principal.

### **ANTI-GANG POLICY**

The schools in the Bismarck-Mandan area recognize the harm done by the presence and activities of gangs in schools. Gang activities can create an atmosphere of intimidation in the entire school community. Gang activity is disruptive to the process of education and school activities. As a result, any dress, hand signs or gestures or other activities identifying gang membership is absolutely prohibited.

### **DISCRIMINATION**

According to the provisions of Title IX of the Educational Amendments of 1972, any student of Shiloh Christian School who believes he or she has been discriminated against, denied a benefit, or excluded from participation in an educational program or activity on the basis of sex, may file a written complaint with the Principal.

### **FIGHTING**

Fighting on campus may result in the involvement of the police. A student's parents/guardians will be notified. Disciplinary action may include suspension or expulsion.

### **SCHOOL AND PERSONAL PROPERTY**

The property of the school and individuals should be treated with respect. "Borrowing" someone else's possessions or supplies without his/her permission is stealing. Defacement or destruction of any property is vandalism. Disciplinary action will be taken, with repair and/or replacement as a minimal result.

### **THEFT**

Theft of property from another person or from Shiloh Christian will be investigated by the police. If it is determined a student is guilty, his or her parent/guardian will be notified. Disciplinary action will result in complete restitution.

### **WEAPONS**

Student possession of and/or use of weapons on school property, or at school events, is a serious offense. Possession of a weapon is strictly prohibited. If a student is found in possession of a weapon in the school building, on school grounds (including vehicles on school grounds), or at school-sponsored activities, the police will be contacted, the weapon will be confiscated, and parents/guardians will be notified. "Weapon" is defined as any firearm, whether loaded or unloaded; any device designed as a weapon or through its use, is capable of producing bodily harm or death. Federal regulations mandate a one year expulsion. Any joking about or threatening of the use of a weapon on school property or outside of the school will be investigated and will be subject to the discipline of the school.

### **USE OF ALCOHOL, TOBACCO AND OTHER DRUGS**

Shiloh Christian School recognizes that the possession and use of alcohol, tobacco, and other drugs by students is unlawful, harmful and wrong. Possession is defined as, "not removing

yourself from the presence of drugs, alcohol, or tobacco as soon as you realize it is present.” Any prohibitive substance that jeopardizes the health or clear thinking of an individual diminishes effectiveness for God’s will.

Prohibited substances include:

1. Tobacco
2. Alcohol or any alcoholic beverage
3. Any controlled substance or dangerous drug
4. Any abuse of glue or aerosol paint or any other chemical substance
5. Any prescription or nonprescription drug not taken in accordance with the authorized use policy.

It is against school policy for any student, including students age 18 or older:

- To sell, deliver, give, or attempt to sell, deliver or give to any person any of these substances or what the student represents or believes to be any of these substances.
- To possess, procure, purchase or receive, or to attempt to possess, procure, purchase or receive any of these substances or what the student believes to be any of these substances. The student will be determined to be “in possession” when the substance is on the student’s person or in the student’s locker, car, and bag or when s/he owns it completely or partially.
- To be under the influence of (legal intoxication is not required), or to use or consume or attempt to do so, the listed substances or what is represented by the student to be any of the substances.

The policy applies to any Shiloh Christian student who is on school property, who is in attendance at school or at a school-sponsored activity or whose conduct at any time or in any place interferes with or obstructs the mission or operations of Shiloh Christian or the safety or welfare of our students. Shiloh Christian’s first concern is to help students who are using prohibited substances. We want to do all we can to encourage students to seek help for themselves or their friends without fear of punishment.

1. *Student contacts staff member in regard to use by another student.* There are no consequences. The student who contacts a staff member is encouraged to get the friend or classmate with the problem to seek assistance personally from the school counselor and/or campus chaplain.
2. *Student voluntarily informs staff member about personal alcohol, tobacco or drug use and asks for help.* There are no consequences. The student is informed of local services available and encouraged to seek help from them or from a counselor and/or chaplain. Parents/guardians may be notified only with the consent of the student, unless there is clear and imminent danger.
3. *Student uses tobacco on school property or at any school-related activity on or off school property.* Student is confronted and the administration is notified. The student, his/her locker, car, and possessions will be searched. There will be confiscation of any tobacco substances found. Parents/guardians will be notified. Participation and perfect attendance at a tobacco use program approved by Shiloh Christian will be required. Parents/guardians will pay for the cost of the course. Refusal to attend or complete the tobacco program will result in suspension until the student has started the course. The school Principal or chaplain will conduct a conference with the student, the parents/guardians and the Principal upon completion of the tobacco use program.

4. *Student possesses drug-related paraphernalia but shows no evidence of use.* The Principal will be notified and paraphernalia confiscated. The student, his/her locker, car, and possessions will be searched. There will be confiscation of any substances found. Parents/guardians will be notified. Police will be notified and any paraphernalia and substances found will be turned over to them.
5. *The student possesses, uses, or is under the influence of alcohol or other prohibited substances at a school-related activity on or off school property.* The chaperone/staff member will confront the student and contact Administration. The student, his/her locker, car, and possessions will be searched. There will be confiscation of any substances found. Parents/guardians will be notified immediately and will make arrangements to get the student home. The student will be detained until arrangements are made by the parents/guardians. Police may be notified and illegal substances found will be turned over to them. The student may be required to submit to drug/alcohol testing.
6. *A student is distributing alcohol, drugs or controlled substances on campus or at any school-related activity.* The student will be confronted and the Principal will be notified. The student, his/her locker, car, and possessions will be searched. There will be confiscation of any substances found. Parents/guardians will be notified and requested to come immediately. Police will be notified and the illegal substance(s) will be turned over to them as evidence. The student will be turned over to parents/guardians and/or police.

If it seems advisable in steps 4, 5, or 6, the student will be removed from campus while the school's response to the infraction is being considered. The student will be suspended for a specified period of time. The school's response may include:

- Expulsion
- If the student is to remain at Shiloh Christian the following may be required:
  1. Participate in a Drug/Substance Abuse evaluation.
  2. Participation and perfect attendance in a chemical abuse/drug rehabilitation program approved by Shiloh Christian. Parents/guardians will pay for the cost of the program. Refusal to comply will result in suspension until there is cooperation. The chaplain or counselor will meet with the student periodically.
  3. Submit to periodic drug testing paid for by the parents/guardians.
  4. Be willing to have behavior closely monitored while on campus.

### **Students Involved in Extracurricular Activities**

There are additional consequences for students involved in extracurricular activities as outlined in Section XII of the North Dakota High School Activities Association Constitution and By-Laws. It states:

- The use or possession of tobacco, alcohol, or any controlled substance as defined by North Dakota Law is prohibited. Any extracurricular participant who is in violation of the foregoing shall be suspended from participation in interscholastic contests or activities for a minimum period of six consecutive school weeks for the first offense and a period of eighteen consecutive school weeks for any subsequent offense.
- The use, possession or sale of non-prescriptive anabolic steroids by any student athlete at any time during the school year is prohibited. Any student athlete found to

be in violation of this policy shall be subject to the penalties provided in Section 12 of Article 13 of the Constitution and By-Laws of the Association. The use or possession of anabolic steroids prescribed or directed by a physician shall not be in violation of this section.

When a violation is reported, the Principal/Activities Director shall immediately investigate the alleged violation. If the Principal/Activities Director finds probable cause to believe that this rule has been violated, he shall give the student notice as provided below:

- The period of suspension shall begin from the date and time notification is given to the student by the Principal/Activities Director.
- The student shall have the right to a hearing within three school days after such notification.
- During the period between notification and hearing, the suspension may be deferred for good cause shown. However, if the suspension is not imposed and the student is found in violation of the alcohol, tobacco, and controlled substance rule, any interscholastic contests or activities participated in by that student after initial hearing will be forfeited and the suspension will start from the date that guilt was established.
- Such hearing shall be on notice and conducted by the Principal/Activities Director.
- The student shall have the right to be present at the hearing and offer such testimony and other evidence the student deems material.
- Such student shall also have the right to confront and question the person or persons who complained of such student's violation of this NDHSAA rule.
- If the student is not satisfied by the ruling of the hearings officer, such student shall have the right to have the ruling reviewed by the Activities Director.

### **INELIGIBILITY TO PARTICIPATE**

Students ineligible under the policy on prohibited activities and substances will have the same restrictions as listed for academic ineligibility. Additionally, these students will not be eligible for participation in school extracurricular activities, lettering, or individual awards if they fall within the period of their ineligibility. Any variance to this policy is at the discretion of the Principal/Activities Director.

### **ADDITIONAL COUNSELING RESOURCES**

Additional outside counseling resources are available. Contact the school counselor for information and contacts.

Bismarck Police Youth Bureau – Travis Rau  
Private Schools SRO (School Resource Officer)  
Karin McNamee

355-1888  
[sro@shilohchristian.org](mailto:sro@shilohchristian.org)  
527-7591

## **ACADEMIC POLICIES**

Electronic progress reports will be given at midterm and a report card will be sent electronically at the end of each quarter. Parents are strongly encouraged to monitor student academic progress and maintain regular contact with teachers.



## **COURSE REQUIREMENTS FOR GRADUATION**

The proper selection of courses by students is an important matter. Each course should be carefully selected as an integral part of the student's four-year educational plan. Carefully thought-out course selections are equally important to the school as commitments for staffing for the ensuing year are based on student selections.

### **25.5 Credits Required for Graduation**

There are 17.5 credits of required courses and students may select at least 8 credits of elective courses. The courses required for graduation from Shiloh Christian School include the North Dakota Graduation requirements plus 2 ½ credits of Bible courses over 4 years.

#### **High School Grade Level Status:**

- Grade 9: Must have completed grade eight
- Grade 10: Must have earned a minimum of 6 credits
- Grade 11: Must have earned a minimum of 12 credits
- Grade 12: Must have earned a minimum of 18 credits

#### **Shiloh requires the following yearly course load to be considered a full-time student:**

- Grade 9: 6 credits + Bible (1/2)
- Grade 10: 6 credits + Bible (1)
- Grade 11: 6 credits + Bible (1/2)
- Grade 12: 5 credits + Bible (1/2)

Each year students take a half credit of Bible except in grade 10 when they will take 1 credit of Bible. Students are not permitted to enroll in courses at another school that are offered at and required by Shiloh. Courses taken off campus may not interfere with courses required at Shiloh. Any variance to the standard course load of a student is at the discretion of the school administration.

#### **Required Credits for Graduation**

Bible	2.5
English	4
Science	3
Math	3
Social Studies	3
Physical Education/Health	1
Computer	1
Electives	8
<b>Total</b>	<b>25.5 Credits</b>

## High School Course Offerings

### Math

Pre-Algebra	1 credit
Algebra I	1 credit
Geometry	1 credit
Algebra II*	1 credit
Pre-Calculus*	1 credit
Statistics	½ credit
Calculus*	½ credit
CREAM Math	½ credit

### Science

Physical Science	1 credit
Biology*	1 credit
Chemistry*	1 credit
Physics	1 credit
Anatomy & Physiology	1 credit

### English

English/Lit. 9	1 credit
English/Lit. 10	1 credit
English/Lit. 11*	1 credit
English/Lit. 12*	1 credit
Applied Communications	½ credit
Yearbook	½ credit
CREAM English	½ credit

### Physical Education

Physical Education	½ credit
Health	½ credit
Sanford Lifting	½ credit
Weights	½ credit
Fitness	½ credit

### Foreign Language

Spanish I*	1 credit
Spanish II*	1 credit
Spanish III*	1 credit

### Social Studies

Geography	½ credit
Civics	½ credit
World History	1 credit
U.S. History*	1 credit
Problems of Democracy*	1 credit

### Bible

Mastering Bible Study Skills	½ credit
Understanding the Faith	½ credit
Understanding the Times	½ credit
Outreach & Missions	½ credit
Senior Bible Capstone	½ credit

### Art

Art 1	½ credit
Art 2	½ credit
Art 3	¼ credit
Art 4	¼ credit
Art 5	¼ credit
Art 6	½ credit

### Music

Choir	½ credit
Band	½ credit
Music Lessons	½ credit

### Business/Computer/Career/IS Projects

Business Applications	½ credit
Business Fundamentals	½ credit
Accounting I*	½ credit
Accounting II*	½ credit
Personal Finance	1 credit
JETS	¼-½ credit

\*Denotes A CLEP Course (College Credit Through Testing Out Process)



## HONORS DIPLOMA REQUIREMENTS

For those students that desire to obtain an Honors Diploma, all the requirements below must be completed prior to the end of their senior year in addition to the normal graduation requirements required for a diploma. To initiate this request the student must complete an SCS Application for Honors Diploma in the Guidance Counselor's office.

\*4 years of mathematics: Courses must include Algebra I, Algebra II, Geometry, and 1 yr. of the following: Pre-calculus (1 yr.) OR College Algebra (1 sem.) AND/OR Statistics (1 sem.) AND/OR Calculus (1 sem.).

\*4 years of science: Courses must include Physical Science, Biology, and 2 yrs. of the following: Anatomy/Physiology (1yr.) AND/OR Chemistry (1 yr.) AND/OR Physics (1 yr.).

\*3 years of Spanish: Courses include Spanish I, II, & III.

\*20 hours/year of Community Service while in high school (use SCS Community Service Verification Form to submit hours to School Counselor).

\*Student cannot exceed 10 absences/year while in high school.

## ADORNMENT OF GRADUATION CAPS

SCS recognizes the importance to our Native American families the traditions practiced when they reach milestones in their lives. Graduation from high school is one of those milestones.

In order to be respectful of our Native American students, SCS will permit the following at our high school graduation:

1. Native American graduates can decorate their mortar board head covering with beads, eagle feather and plume.
2. Native American graduates can utilize star quilts at the ceremony.

All non-Native American graduates will honor our Native American students by refraining from decorating their graduation caps or any other part of their graduation attire as has been tradition for many years.

## TRANSCRIPTS

A student or graduate may request the Guidance Counselor to send a transcript to a post-secondary institution. The first 2 transcripts are free; all additional transcripts cost \$2 each.

A student file transfer request should be submitted to the main office. Transcripts will not be sent for students whose parents have an unpaid balance on their parent account.

## MARKING SYSTEM

Grades are calculated at the end of each quarter. Grades at Shiloh Christian are indicated by letters as follows:

A+	=4.00 grade points (98-100%)	C+	=2.33 grade points (82-84%)
A	=4.00 grade points (95-97%)	C	=2.00 grade points (79-81%)
A-	=3.67 grade points (93-94%)	C-	=1.67 grade points (77-78%)
B+	=3.33 grade points (90-92%)	D+	=1.33 grade points (74-76%)
B	=3.00 grade points (87-89%)	D	=1.00 grade points (71-73%)
B-	=2.67 grade points (85-86%)	D-	=0.67 grade points (69-70%)
		F	=0.00 grade points

General Grading Scale	
A	93-100
B	85-92
C	77-84
D	69-76
F	68 & Below

### **ADDING OR DROPPING A CLASS**

The Counseling Staff will help recommend changes to a student's schedule. **The add or drop change must take place within the first two days of the semester.** A student cannot begin a class if it has met six times unless an exception is granted. The process for adding or dropping a class is as follows:

1. Student obtains a Course Exchange Slip from the office **or** Counseling Staff.
2. Student presents the add/drop course change to the Counseling Staff to insure proper credit requirements.
3. Student must secure signatures from all teachers involved in the course change and from a parent.
4. The completed form is submitted to the Counseling Staff for final approval.

### **CHEATING**

Shiloh Christian places high value on integrity. Any student caught cheating, or helping someone else cheat in any form, will receive consequences. The administration will investigate all accusations of cheating. Consequences may include, but are not limited to, receiving a "zero," redoing the work/retaking a test, and suspension. Parents will be notified.

### **COLLEGE COURSES FOR DUAL CREDIT**

Juniors and seniors, with approval from the Counseling Staff, may take college courses and earn both the college and high school credit. Students who wish to receive high school credit for their college course need to fill out the dual credit paperwork with the Distance Education Coordinator and have the course approved by the Counseling Staff before starting the class. For each college course that a student successfully completes, the student will earn .5 high school credit. College courses taken for dual credit will appear on the high school transcript and the grade will be included in the cumulative GPA. Tuition and books for college classes are the responsibility of the student. If a student takes a dual credit over the summer, student must notify the school counselor and Distance Education Coordinator of intentions and fill out the appropriate forms ahead of time with approval from both the college institution and our school.

### **ELIGIBILITY TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES**

In order for a student to participate in activities, he/she must meet eligibility requirements set forth by the NDHSAA and Shiloh Christian School. All students at SCS who choose to participate in activities will be subject to grade checks and eligibility reports. Eligibility Reports will be run every Monday at 8 AM. Any student who has a GPA below 2.0 at that time will not be eligible to participate in any activity sponsored by the NDHSAA or otherwise for one calendar week. This policy includes fine arts activities and productions put on by the school along with any club or organization within the school.

Students, parents, and coaches will be notified if a student is found to be ineligible. If ineligible, student will not be able to participate in activities until the next grade report is completed. If school is not in session on the next Monday, a grade report will be completed and notification made on the next official school day. Ineligibility will remain in place until the next official school day. Eligibility reports will begin following the first full week of classes in each semester.

Eligibility will be determined by a student's GPA under the following guidelines:

<b>Students' Grade/GPA</b>	<b>Eligibility Status</b>
GPA of 2.0 and higher	Eligible
GPA of less than 2.0	Ineligible

There may be exceptions for students who receive services in the Learning Center. Student grade reports could be checked daily but the GPA requirement is the same. Learning Center staff will communicate these exceptions to the Activities Director.

## **INELIGIBILITY TO PARTICIPATE**

### **Athletics**

Ineligible students may practice with the team.

The student will not travel with the team.

The student will not take part in related activities such as scoring, time keeping, videotaping, etc.

There will be no interscholastic competition until the ineligibility period is complete.

### **Music**

Since choir and band are classes for which the student receives credit, the student has a responsibility to take part in public performances. The ineligible student may not take part in public performances during the school day that might take him/her out of other regular classes.

- Ineligible students may practice with the group.
- Vocal solos resulting from private lessons are not considered an extracurricular activity and will be permitted. These performances must not take the student out of regular classes during the school day.
- Students will not be allowed to take part in competitions. This includes large group contests, regional and state solo and ensemble contests.
- The student must remain in the music classroom and complete written assignments given by the teacher so class credit will not be lost.
- Awards and letters are given to music students exhibiting excellence in choir or band. In order to receive music letters or awards, students are required to meet specific criteria. Criteria may be given ahead of time upon request.

### **Student Council**

The student will not attend meetings or activities of the Student Leadership Council. If ineligibility is long-term, the council may decide to replace the student.

### **Speech and Drama**

There will be no participation in contests or performances during the time of academic ineligibility.

### **Additional Information**

Although the activities covered in this policy are considered “extra” curricular, Shiloh Christian considers them to be important to the growth and development of a student. We want to see students involved in these activities. It is our desire to help students recognize that their first priority is to academic studies. We want to encourage students to improve their academic performance by focusing on that aspect of school life.

Because Shiloh Christian feels a responsibility to assist students who are academically ineligible, we want to provide a way for students to achieve satisfactory academic achievement. Shiloh staff will work with students to determine a plan of action that will accomplish this goal.

### **FINAL EXAMINATIONS/PROJECTS**

Final Exams or projects are required in the following classes in high school: English, Math, Science, Social Studies and Spanish. These assessments are given at the end of each semester and count as 10% of the semester grade. Modified schedules will be provided prior to the end of each semester for Final Exams. Students do not have to be at school if they do not have a Final Exam. If a teacher elects to substitute a Project, it will be due the week that Final Exams are scheduled. Teachers that are administering Final Exams or Projects will only use the week Final Exams are scheduled to prepare students or work on Projects.

Students that are absent 3 days or less in a semester and have a prior two-quarter grade of a B or higher will have the OPTION to NOT take their Final Exams/Projects.

### **GRADE POINT AVERAGE (GPA)**

GPA is the cumulative mathematical average of the grades students have received in high school courses taken in grades 9-12 and any college courses approved. When 8th grade students are enrolled in Algebra I the earned grade will count towards the GPA.

### **HONOR ROLL**

The following categories are determined by GPA after each quarterly grading period:

**President’s List:** 3.75-4.00

**A Honor Roll:** 3.50-3.74

**B Honor Roll:** 3.00-3.49

### **HOMESCHOOL STUDENT PARTICIPATION**

Homeschool students in grades 6-12 are permitted to take classes at SCS. Enrollment is based upon availability and the final determination is made by the Principal. Homeschool students must comply with all application procedures and pay all associated fees. Costs for classes will be calculated by dividing the grade level tuition by 8. Homeschool students must be enrolled in at least one class to be able to participate in student activities. Learning Center and tuition assistance/discounts do not apply to homeschool enrollments. All fees incurred by homeschool students will be paid in full prior to attending SCS.

### **INCOMPLETES**

Incompletes (I) must be approved by the Principal. The incomplete must be made up within two weeks after the end of the quarter in which the incomplete is given. If the incomplete

work is not turned in within the allotted time, a grade of zero will be given for the incomplete work and a final grade will be calculated.

### **PARENT-TEACHER CONFERENCES**

The purpose of the parent/teacher conference is to provide a direct means for closer and improved relationship between home and school and to evaluate together the student's development. Conferences may be scheduled at any time a teacher believes it is important or at any time a parent requests. Conferences are scheduled following the first and third quarters.

### **PROGRESS REPORTS AND REPORT CARDS**

Mid-term progress reports will be emailed to parents/guardians and students in the middle of each grading quarter.

Report cards will be emailed to parents/guardians and students at the completion of each grading quarter.

### **RETAKING A CLASS**

**Grades 9-12:** A course taken at Shiloh Christian in which a student receives a grade of D+ or lower can be retaken through NDCDE at the cost to the parent, through an accredited summer school program, or online course approved by Principal. Exceptions may be approved for retaking courses receiving a grade above a D+. Only one of the courses shall be counted toward graduation. The course with the higher grade will become a part of the GPA. The course with the lower grade will be removed from the transcript.

Transfer grades earned from institutions other than Shiloh Christian cannot be removed from the transcript.

**Grade 8:** 8th grade students have a high school transcript only when they take Algebra I. Shiloh Christian does not issue credit to middle school students for pre-algebra.

### **SECTION 504 STATEMENT**

Shiloh Christian School abides by Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of disability.

### **SHILOH LEARNING CENTER (SLC)**

Our Shiloh Learning Center is available as a resource for students in grades K-12. The SLC gives extra support and reinforcement to students that may need help with their academics. The SLC oversees educational services including Shiloh Building Plans, 504 Plans and coordinates with Bismarck Public Schools to service students on Individualized Service Plans. If parents desire to utilize these services, they should please contact the Shiloh Learning Center.

Kim Melin (K-8 SLC Director); [melink@shilohchristian.org](mailto:melink@shilohchristian.org)

Allison Hein (9-12 SLC Director); [heina@shilohchristian.org](mailto:heina@shilohchristian.org)

### **Skyhawk Center (grades 6-12)**

Skyhawk Center is a program overseen by our SLC. It is a tutoring center that will provide academic support to students in the form of accountability and homework assistance. It will be open daily and is available to any student for the following purposes:

- Students who have low grades (D's or F's)

- Students that do not have any kind of diagnosis and are not on a plan
- Students with missing work
- Students who are transitioning to Shiloh
- Students who will be gone and would like to take a test or quiz before their absence

### **Skyhawk FLEX (grades 6-12)**

We have a 30-minute block of time set aside daily (M thru Thur.) for students to do a number of different things. One aspect of this is Skyhawk FLEX which is a program overseen by our SLC. It provides one-on-one academic support for those students that need it. Teachers are available in their classrooms during this time and can request students to see them.

### **STUDY HALL EXEMPTION**

Students who obtain the designated GPA or higher are exempt from study halls for the quarter are given the option of deciding whether they wish to attend scheduled study halls:

- Freshmen: GPA => 3.75
- Sophomores: GPA => 3.50
- Juniors: GPA => 3.25
- Seniors: All Seniors are Exempt (no GPA requirement)

Exemption from study hall only allows Juniors and Seniors the open campus privilege.

All students in grade 9 are required to attend study hall for the first quarter they are enrolled. First quarter exemption criteria for grades 10-11 is based on the fourth quarter from the prior school year. New students in grades 10-11 will follow the study hall exemption guidelines based on GPA.

Students in grades 9 and 10 will be expected to be on campus 8<sup>th</sup> period. Students in grade 11 will be able to leave campus if they meet the GPA requirement. Students may lose this privilege if there are excessive tardies or absences, or academic concerns are noted in the middle of a quarter.

### **TAKING COURSES NOT OFFERED BY SHILOH CHRISTIAN**

High School students have the option of taking classes that Shiloh Christian does not offer through one of the following methods:

- North Dakota Center for Distance Education (NDCDE)
- Bismarck Career and Technical Education Center (Career Academy)
- Central Regional Area Career & Technical Center (CRACTC)
- Other area high schools
- Dual Credit Opportunities (local colleges)

Students should consult with the Counselor prior to registering for courses to ensure there is not conflict with the Shiloh course schedule or requirements. Students must maintain a full time status and the following policies shall regulate classes taken off campus:

- Required courses are not permitted to be taken off campus
- Schedules at other locations may **not interfere** with regular class periods at Shiloh

Students who receive credit from off campus courses need to request that a transcript be sent to Shiloh for the course to appear on the final transcript.



## **ACADEMIC PROBATION**

If a student earns a GPA below 1.30 for a given quarter, s/he will be placed on academic probation. While on academic probation, the student and his/her parents/guardians will be required to meet with the counselor to devise a plan of action with an ultimate goal of raising the GPA above 2.0.

## **ACHIEVEMENT TESTS**

Standardized testing procedures are used during the school year to exemplify our student progress. These tests serve to point out the areas of strengths and/or weaknesses in the child's overall development and measure curriculum effectiveness. We will share results of these tests with parents in a timely manner. The results are sent to the school in the spring. Parents will be sent a copy and records are retained in the students' files. Remember no single test should be taken as an absolute measure of aptitude, ability or achievement.

Standardized achievement tests help students, parents/guardians, teachers and administration to assess academic performance and progress. Grades 6-8 and 10 take the State Assessment Test, (NDSA) in the spring. Grades 6-7 administer a STAR Reading and Math test at the beginning of the year and at the end of each quarter. Grade 11 take the PSAT and ASVAB tests in the fall, followed by the ACT Practice Test, ACT Boot Camp and ACT test in the spring.

STAR Test results are shared with students and sent to parents by classroom teachers.

NDSA results are sent home with students to be shared with their parents/guardians. Parents/guardians are welcome to call the Principal if they have questions regarding any of the tests or the test results.

## **BOOK SELECTION**

The Board of Shiloh Christian recognizes the right of free access to many different types of instructional materials. The board also recognizes the right of teachers and administrators to participate actively in the selection of up-to-date instructional materials which are in accord with the statement of philosophy and objectives of the school.

General principles for the selection of instructional materials are:

- Instructional materials shall be chosen for values of study and interest to all students in the Shiloh Christian community. Materials shall not be excluded because of the author's race, nationality, political or religious affiliation.
- Materials shall be provided which present the problems and issues of our times. Instructional materials of sound factual authority shall not be prescribed or removed from use because of doctrinal approval or disapproval.
- The final decision for challenged instructional materials shall rest with the board after careful examination and discussion of the materials with school personnel or anyone else the board may wish to involve.
- The board recognizes the right of an individual parent to request that his or her child not have to read or view assigned instructional materials. The board also recognizes that no parents or group has the right to determine the instructional materials for any student other than their own child.

- Any individual who wishes to request reconsideration of instructional materials must follow the school policy. The Instructional Materials Selection Policy and Procedure for Reconsideration of Materials is available in the school office.

## **STUDENT PREGNANCY**

The student's health and well-being will be considered. The affirmation of life and Christian values of love, care, compassion, and forgiveness will be expressed by the school. The school retains the right to have the student complete her academic program off-campus, if her health, and/or emotional well-being are in question.

## **LIFESTYLE POLICY**

The Biblical and philosophical goal of Shiloh Christian School is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents and/or students may personally believe differently, while enrolled at SCS, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school. SCS retains the right to explicitly define Biblically appropriate human relationships and behaviors, and inappropriate human relationships and behaviors.

## **ELECTRONIC COMMUNICATIONS, NETWORK, AND INTERNET**

### **GENERAL REQUIREMENTS FOR NETWORK AND INTERNET USE**

Employees and students that use the school's computer network and/or access to the Internet must be in accordance with Internet Acceptable Use Policy and the network guidelines outlined in the handbook. No account sharing will be permitted, and each authorized user is responsible for all activities, transmissions, or actions that occur under that account identifier. Any user who identifies a security problem with the network must immediately notify the Principal and may not communicate the problem to any other person.

### **MONITORING USE**

Use of a personal network account or access to the Internet through the school's system is voluntary and constitutes a privilege provided by the school, not a right. All network usage is subject to monitoring, examination, and investigation by the system administrators without prior notice or the specific consent of the user.

Professional employees overseeing student instructional use of the school's computer network or access to the Internet will be vigilant in determining that students are using the school's system only in compliance with this policy to enhance student safety and security. This is particularly important when students are using electronic mail, chat rooms authorized under this policy, and other forms of direct electronic communication.

### **STUDENT EMAIL ACCOUNTS**

Student email accounts are automatically created for incoming students in grades 6-12. When a student graduates from SCS or leaves prior to graduation, school email accounts will be deleted within 3 months of the departure.



## **SUSPENDING OR REVOKING PRIVILEGES**

Access to the network, the Internet, or both may be suspended or revoked and user IDs deleted if a student or employee is determined to have violated this policy or the Acceptable Internet Use Policy. Any user identified as a security risk or who has a history of violations with other computer systems will be denied access to the network. A user whose access has been suspended or revoked may request a conference with the Principal and Technology Coordinator to discuss the basis for that action and have an opportunity to respond. A decision by the Principal to suspend or revoke system privileges may be appealed to the Superintendent. System privileges are revoked during any appeal.

## **DISCLAIMER**

The school makes no warranties of any kind, expressed or implied, for its network facilities and bears no liability for users' copyright violations; users' inappropriate or tortuous use of the network system or resources; any damages incurred by users, including loss of data resulting from the action or inaction of any school employee or a user's errors or omissions; and phone charges, credit card charges, or any other charges incurred by users without prior school authorization and according to established purchasing procedures. The school specifically denies any responsibility for the accuracy, age-appropriateness, or quality of information obtained through its network facilities.

Shiloh Christian School strives to provide reasonable supervision of Internet and network facility use while in the classroom and on campus. Parents acknowledge Shiloh Christian School cannot supervise student technology use at all times. Parents acknowledge Shiloh Christian School has implemented a number of safe guards to prevent harmful and unchristian content and activities from being accessed but realize not all objectionable content may be blocked. Parents acknowledge the above mentioned risk and allow their students access to Shiloh Christian School's network facilities and Internet.

## **INTELLECTUAL PROPERTY RIGHTS**

Students retain the copyright and all other intellectual property rights to works of any kind they create using the school's electronic information resources and system, including those created in fulfillment of course requirements or through participation in extracurricular activities.

## **CHROME BOOK POLICY**

Students in grades 6-12 will be asked to sign the chrome book policy/procedures/contract agreement when using one of Shiloh Christian School's chrome books. A copy of this agreement may be obtained at the main office.

## **INTERNET ACCEPTABLE USE POLICY**

Shiloh Christian School believes that the Internet has much to offer students with its wide variety of resources. It is our goal to educate students about efficient, ethical, and appropriate use of those resources. Within the context of our mission statement as a school, the Internet connection will be used to meet the goals in our curriculum. Specifically, students will have the opportunity to enhance their learning through

1. a wealth of additional resources and research,
2. consulting with experts in a variety of fields,
3. communicating with other students and individuals in areas or situation they are studying,

4. learning to conduct searches, evaluate resources, and locate relevant material, and
5. interacting with up-to-date sources.

It is to be understood that Internet access for students is a privilege, not a right. All users of the Internet will agree to adhere to the following Code of Ethics:

I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others I communicate with on the Internet. I agree to follow Shiloh Christian School's basic rules. I will strive to apply Philippians 4:8 to my electronic communication. "Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things."

The use of personal e-mail accounts for students is allowed. The primary purpose of the Internet at Shiloh Christian School is to further the academic process.

The Internet user is held responsible for his/her actions whenever using the Internet. Unacceptable uses of the system will result in the suspension or revoking of these privileges. Some examples of unacceptable use are:

1. using the system for any illegal activity
2. using the system for financial gain or initiating any financial transactions
3. degrading or disrupting the equipment or system performance
4. vandalizing the data of another user
5. wastefully using finite resources
6. gaining unauthorized access to resources (i.e. attempting to bypass censor ware)
7. invading the privacy of individuals (this includes reading any e-mail)
8. posting any personal communication that is not involved in the academic assignment
9. downloading viruses or attempting to circumvent virus protection programs
10. posting rude and inappropriate messages.

The Internet user and his/her parents must understand that he/she uses the Internet at his/her own risk. Considering the provisions mentioned above, SCS cannot assume responsibility for:

1. the reliability of the content of a source received by a user. Students must evaluate and cite sources appropriately.
2. costs that the students incur if they request a product for a fee.
3. any consequences of disruption in service that may result in lack of resources. Though every effort will be made to ensure a reliable connection, there may be times when the Internet service is down or scheduled for use by teachers, classes, or other students.
4. the technology coordinator and the administration reserve the right to investigate possible misuses or to monitor any e-mail that comes through SCS computers.

## ADMISSIONS AND FINANCIAL INFORMATION

### **BILLING AND COLLECTION PROTOCOL**

All parents are expected to pay their tuition and miscellaneous bills through our FACTS SIS system. Parents can register and manage their financial obligations to SCS with this system. There is an annual cost for each SCS family for this system; \$20 if paying tuition

in two payments, or \$50 if paying tuition monthly. We do accept payments at the school in the form of cash, check and credit card. Credit card charges will incur a processing fee. All returned checks will incur a processing fee.

#### **Non-Payment Procedures:**

All bills not paid within the initial grace period (30 days) will be addressed with the following procedures:

- 30 days late: Contact will be made with the family to determine most effective method for payment.
- 60 days late: Contact will be made with the family to determine one of two courses of action: (1) Appeal to the Board of Directors to consider family circumstances with a plan of action, or (2) Preparation for removal of children from school.
- 90 days late: Execute the Board's plan of action or removal of the children from the school.
- Once a delinquent account has been determined to be uncollectible, the Board of Directors will determine whether it is sent to small claims or a collection agency.

#### **Past Due Parent Accounts:**

Families that are past due on paying their parent account will:

- \*not be permitted to charge the cost of any goods or services to their parent account.
- \*not be able to have student records forwarded to another school if transferring.
- \*not be able to have transcripts forwarded to a college or university.
- \*not receive a diploma if graduating.

### **FINANCIAL ASSISTANCE AND DISCOUNTS**

SCS recognizes the financial challenges in paying for a private education and our goal is to be able to provide access to our excellent program to as many people as possible. In order to do so we have in place a number of programs that can assist families with the cost of a private education (does not apply to Preschool). Our programs are identified below. Please contact the school business office for details.

- Direct Tuition Assistance (application process required); max. 50% of tuition cost
- Service Scholarships
- Multi-Child Discounts
- Pastor Discounts
- Early Pay Discounts
- Refer-a-Family Discount
- TRIP/SCRIP Program

### **NEW ENROLLMENT PROCEDURES**

1. Contact the school to arrange a tour, visitation and student shadowing.
2. Schedule an interview with the Admissions Director. At this time the enrollment process will be communicated, tours of the school will be given, and questions will be answered.
3. Complete the registration process on FACTS.
4. Place testing is required for all new students.

5. The Admissions Director will contact you to confirm the completion of the admission process.
6. In the event that a potential student cannot be accommodated and enrollment is denied, all registration fees that have been paid will be refunded.

### **PRIORITY RE-ENROLLMENT PROCEDURES**

Re-enrollment for the next school year for present students is set aside during the month of January. Also at this time, parents can newly enroll siblings. The purpose of this process is to ensure that current families never lose their spot and are able to add siblings before enrollment is opened to new families. Re-enrollment can be completed in FACTS. Re-enrollment registration fees are non-refundable if a family decides not to return after having paid the fees. **Registration for student class schedules in middle school and high school for the following school year will not be permitted if a student is not re-enrolled.** Enrollment is open to the public beginning in February. At this point all available seats will be offered to new students on a first-come, first served basis until we are full. All parent accounts must be maintained in good standing to be enrolled for the next school year. **If a parent account from the prior year has not been paid by the start of the next school year, students are not permitted to return to SCS.**

### **WITHDRAWALS**

If a family withdraws a student from the school during the year, they are responsible for paying tuition through the last day of attendance. A parent who plans to withdraw a child from Shiloh Christian School must:

- Obtain an Official Withdrawal Notice from the school office. Complete the form and return it to the school office.
- Return all textbooks and any other school property (library books, athletic equipment, technology, etc.) before date of withdrawal.
- Parent accounts must be paid in full on or before the official date of withdrawal. Any refunds will be mailed to parents directly.
- All student records will be retained at Shiloh Christian School until a proper release form is received from the student's new school.

## **STUDENT AWARDS AND SCHOLARSHIPS**

### **SHILOH CHRISTIAN SCHOOL SKYHAWK AWARD**

The Skyhawk Award for Shiloh Christian School has been established to honor a member of the senior class. The Skyhawk Award is awarded by vote of the secondary faculty and administration and is awarded for excellence in academics, leadership, citizenship, community service and extra-curricular participation.

### **MYRON G. NELSON ENDOWMENT AWARD**

This scholarship shall be awarded to one or more Shiloh Christian high school students presently in grades 9-11 who best exhibit a persuasive, leadership ability and a sensitive, compassionate spirit. These qualities must further be used to encourage others by way of example and speech to "live a life worthy of the Lord and please Him in every way." (Col. 1:10) The high school faculty will choose this student(s).

### **MARJORIE SKARSGARD DWYER ENDOWMENT AWARD**

This scholarship shall be awarded to the senior(s) at the school who has exhibited the qualities of kindness, compassion, and sincerity, and who has best exemplified a servant's heart. The High School Faculty will choose the student(s).

### **LANCELOT AND HELEN PATCHELL ENDOWMENT AWARD**

This scholarship shall be awarded to one or more Shiloh Christian School student(s) who best demonstrate(s) perseverance in spite of difficulties (Phil.3:12-14). The high school faculty will choose the student(s).

### **THE KEVIN AND SUE BACHMEIER AWARD**

This scholarship will be awarded to a junior student who exhibits the qualities of hard work, tenacity, and accountability in their studies and extracurricular activities. They also should model servant leadership in the ways they interact with their peers, teachers, and family.

### **KATIE SCHINDLER-PRINS MEMORIAL SCHOLARSHIP**

This scholarship will be awarded to a student that is attending Shiloh Christian School for tuition expenses. The Schindler family will choose the student.

### **NATIONAL HONOR SOCIETY**

Juniors and seniors with a cumulative GPA of 3.60 or above and who have attended Shiloh for at least one full semester are eligible for membership. Selection is based on service, leadership, scholarship and character. Induction ceremonies are held in the spring.

### **SENIOR HONOR STUDENTS**

Seniors with a 3.60 cumulative GPA or above will be designated as a senior honor student and receive gold cords.

### **VALEDICTORIAN**

This award is given to the person(s) with a cumulative GPA of 4.0 or highest GPA in the senior class at the end of the seventh semester. Class rank is based on a cumulative GPA that is carried out three decimal places.

### **SALUTATORIAN**

This award is given to the person(s) with the next highest cumulative GPA in the senior class at the end of the seventh semester. Class rank is based on a cumulative GPA that is carried out three decimal places.

## **ACTIVITIES AVAILABLE TO STUDENTS**

The following activities are available to our middle school/high school students at Shiloh Christian School.

- Acalympics
- Math Counts and Math Competitions
- Chess Club & Tournaments
- Geography Bee
- Science Olympiad

- NASA Near Space Balloon Competition
- Speech
- One Act
- Musical Productions
- Choir
- Jazz Choir
- Music Lessons
- Band
- Pep Band
- Jazz Band
- Debate (Mandan)
- Spiritual Retreats
- Prayer Buddies
- TNT Mentoring
- Key Club
- Student Councils
- Trap Shooting
- Football
- Volleyball
- Cross Country
- Soccer (BPS-boys, St. Mary-girls)
- Basketball
- Baseball
- Softball (BPS)
- Golf
- Track & Field
- Wrestling (St. Mary)
- Swimming & Diving (BPS)
- Tennis (BPS)
- Gymnastics (BPS)
- Ice Hockey (BPS)
- Field Trips
- Washington DC/New York Trip
- Caribbean Mission Trips