



Elementary School  
**Family Handbook**

2021-2022



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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 School, an interdenominational school for Grades K-12, is commissioned by parents to provide training in which the Lordship of Jesus Christ is exemplified in the lives of those who teach and nurtured in the lives of those who learn. Biblical principles are an integral part of all activities, consistent with our founders' vision, "Academic Excellence on a Christian Foundation."

### 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, middle school, and upper elementary students. 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 admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at the school. It does not discriminate on the basis of color, national and ethnic origin in administration of its educational policies, admissions policies, athletic and other school administered programs.

## **OWNERSHIP AND APPROVAL**

Shiloh Christian School offers classes for grades K-12. Shiloh 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 required standards. Shiloh Christian School is accredited through 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).

**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.**

It is important students are on time for school. In order to set up your child for success in their academics and to not disrupt their class, we ask that students be brought to school on time and please minimize the amount of tardiness.

The school day begins at 8:25 a.m. Dismissal for elementary students K-5 is 3:10 p.m. The school office is open from 7:45 a.m. to 4:00 p.m. Breakfast will be available in the Commons area from 7:30-8:00 a.m. for students of families that must drop off before 8:00 a.m. Students are expected to go outside from 8:00-8:20 a.m. at an outside supervised recess. Classrooms are open at 8:20 a.m. Your child should be picked up by 3:15 p.m. The only exception to these times would be at teacher discretion or if the child is part of an after-school program or activity.

If your child will be absent, it is important to contact the office and classroom teacher between 7:30 and 9:00 a.m. In this way, we can be assured accuracy for our records and the reason for the absence. If the school does not receive a call, we will attempt to make contact to ensure the safety of your child.

Early Leave: Any student who anticipates leaving school during the day must bring a note signed by a parent and present it to the classroom teacher in the morning. The note should indicate the time the student is to be dismissed and, if appropriate, the time he/she will return. It must also indicate who will be picking the child up.

#### Tardiness Policy

- Morning-students arriving in the classroom after 8:30 a.m., but before 10:00 a.m. will be counted tardy for the morning. Students arriving after 10:00 a.m. will be counted absent for one-half day.
- Afternoon- Students leaving for the day before 2:00 p.m. will be counted absent for one-half day.

**Students arriving late should be accompanied by an adult to check in at the office.**

### **ACADEMICS**

Shiloh Christian School strives to provide a quality Christian education focused on a traditional presentation of the core disciplines.

#### **ACCELERATED READER**

Accelerated Reader is a program primarily used in grades 1-7. We use the on-line version of Accelerated Reader. This allows access to parents and students of any book tests that Accelerated Reader has available and creates great opportunities with more selection. However, it also means that parents are responsible to assure appropriate reading material for their child. Teachers will also assist students with reading selections. Ask your child's teacher the expectations and required reading for his/her grade.

#### **BEFORE/AFTER SCHOOL CARE**

CREA will be offered at Shiloh Christian School as a Before/After school program. Parents must register through this program if interested. Please contact the CREA program coordinator on fees. CREA is offered each school day from 7:00-8:10 a.m. and 3:00-6:00 p.m. Scheduling of activities and programming are subject to change.

#### **DROP-OFF/PICK-UP PROCEDURES**

See **Appendix V** (page 31)

## **ATHLETICS**

Athletics at the elementary level are not organized through Shiloh Christian School, but through voluntary parents willing to coach and organize teams. The following organizations are listed below to be of help to you. Students and parents are encouraged to participate. It may be helpful to check with your child's classmates/parents to see what the interest level would be if desiring Shiloh teams or students will be placed on mixed teams in the Bismarck area. The various local organizations include Parks and Rec., YMCA, Bismarck Youth Baseball, and Bismarck Youth Football Leagues. You may contact these organizations on fees.

### Elementary Athletic Opportunities Available to Shiloh Families

3 <sup>rd</sup> and 4 <sup>th</sup> grade football YFL (Youth Football League)	<a href="http://www.youthfbleague.com">www.youthfbleague.com</a>
5 <sup>th</sup> and 6 <sup>th</sup> grade football BMFL (Midget Football League) & Cheer	<a href="http://www.bismarckmidgetfootball.com">www.bismarckmidgetfootball.com</a>
Grade 1-4 basketball YMCA – girls and boys	<a href="http://bismarckymca.org">bismarckymca.org</a>
4 <sup>th</sup> and 5 <sup>th</sup> grade basketball Parks & Rec., YMCA - girls and boys	<a href="http://www.bisparks.org">www.bisparks.org</a>
4 <sup>th</sup> and 5 <sup>th</sup> grade volleyball Parks & Rec. - girls	<a href="http://www.bisparks.org">www.bisparks.org</a>
Grade 1-5 baseball Parks and Rec. & BYB (Youth Baseball League)	<a href="http://www.bismarckouthbaseball.org">www.bismarckouthbaseball.org</a>

### Transportation

All transportation and travel responsibility rests with parents. It is the parent's responsibility to get their child to/from games, meets, matches, etc.

### Participation

Participation in athletic programming is a privilege and not a right of those attending Shiloh Christian. Students are expected to remain committed to the team for the entire season. Elementary teams are instructional in nature. They emphasize teaching fundamentals and strategies as well as encouraging teamwork and active participation.

The athletic programs at Shiloh Christian will be successful and beneficial if parents are supportive of the goals of the program and the school. This includes, but is not exclusive of, such components as modeling Christian behavior at events and practices to coaches, players, fans, and visitors; supporting in word and deed, the coach's authority, and being responsible and committed to pick up/drop off schedules for these programs.

## **BAND PROGRAM**

Shiloh Christian Elementary offers an instrumental band program for students in grade 5. In order for students to make a fair determination of the program and their talents, and for the consistency of the program, it is recommended that students who enroll in the fall for Fifth Grade Band be committed for the year. For more information, contact the Shiloh band instructor.

## **BIRTH CERTIFICATE**

Upon entering Kindergarten, a copy of your son/daughter's birth certificate must be kept on file in the main office. Please turn in a copy to the main office. Preschool keeps record of birth certificates.

## **BIRTHDAY CELEBRATIONS**

Birthdays are a terrific way to celebrate children. To make the day even more special for children, they may bring a treat for their class when they celebrate their birthday or half-

birthday (for those with a summer birthday). Please consider treats that are sensible and easily shared by the students.

Birthday invitations are exciting; however, they can also be the cause of hurt feelings. Please send invitations through the mail versus distribution at school in front of other students unless inviting the whole class. We would ask for your good taste and judgment in bringing gifts or sleep over attire for after school parties, as well.

### **BOOK ORDERS, FAIRS, VENDORS**

School distributed book vendors are opportunities for families to purchase quality resources. These companies offer teachers the opportunity to receive free, or at a reduced cost, resources for the classroom.

Shiloh Christian endorses the ideal of what these book companies offer families and schools. However, the school realizes some of the materials offered in the book orders are items that Shiloh Christian, as an institution, would **not** promote or endorse.

Families are free to purchase materials of their choice from these book companies. Not all books are deemed suitable for all students and parents are encouraged to select materials for their individual child. Shiloh Christian School does not endorse, in whole, all the materials offered through the book companies.

### **BULLYING/RESPECT AND PROTECT PROCEDURE**

See **Appendix III** (page 22)

### **CAFETERIA BEHAVIOR**

Students are expected to display good manners and positive behavior during lunch. **All food purchased in the food service** 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. No food is to be taken out of the cafeteria without the consent of an activity advisor. Fast food may not be ordered or eaten in the cafeteria or classroom per state law.

### **CANDY, CHEWING GUM, COUGH DROPS**

Candy and chewing gum are not allowed at school unless given to students by the classroom teacher. Cough drops will be allowed at the discretion of the classroom teacher.

### **CELL PHONE USE-STUDENTS**

If students choose to bring cell phones to school, they may only be used in case of an emergency during the school day. All student cell phones must be placed in their backpacks and turned off for the school day. If a message needs to be relayed to your child, you may either send an e-mail to your child's classroom teacher or contact the main office and they will be sure to get the message to your child. Smart watches worn will be at the discretion of the teacher and student may be asked to remove if it becomes a distraction.



## **CHANGE OF ADDRESS/PHONE NUMBER/E-MAIL**

When the address, telephone number, or e-mail of a student and family has changed, it is the parent's responsibility to notify the office immediately. Be sure to notify the office of changes in work or cell phone number, as well.

## **CHAPEL**

Chapel services are held on a weekly basis and located in the Heringer Auditorium. Chapel programs are varied and involve pastors, students, teachers, guest speakers, and parents. Student attendance is mandatory. Parent and visitor attendance are welcomed.

## **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.

## **COMMUNICATION**

Regular communication (written note, emails and phone calls) from families to teachers, administrators and staff are welcomed to provide essential information. The faculty will gladly receive phone and written messages and will return them. We ask that you allow appropriate response time on the behalf of the faculty and staff.

Frequent and open communication is crucial to diminish the opportunity for conflict and serious concerns to arise.

### Communication procedure for addressing issues or concerns

- Go directly to the staff member with whom you have an issue.
- If not resolved, the principal should be contacted.
- Unsettled matters from the previous meetings should be directed to the Superintendent.

## **COMPUTER AND INTERNET USE**

Technology integration is a goal of the Shiloh elementary. Each classroom, grades K-5, is equipped with a SmartBoard or Interactive TV. In addition, programs such as Brain Pop Jr. (grades K-3), IXL math/language arts (grades K-5), Science4Us (K-2), Go Math curriculum (K-5), and Science Fusion curriculum (3-5) will be integrated into the various areas to enhance the learning experience. Student chromebooks are utilized on a 1:1 ratio in K-5 classrooms.

See **Appendix IV** (page 28)

## **CONFERENCES (PARENT-TEACHER)**

Formal conferences between parents and teachers are scheduled two times per year. Informal conferences between parents, teachers and/or administrators will be scheduled as needed.

## **CURRICULUM**

Shiloh Christian reserves the right to select the appropriate curricular materials as selected by the teachers, administration, and school board. We ask parents to trust the trained educators

and experts and respect the decisions made by the school as all things are prayerfully considered. If a parent has a concern with the curriculum, they may contact the Principal.

### **DAMAGE/LOST SCHOOL PROPERTY**

Students are to respect themselves, peers, staff, and others, as well as the property of the school and the property of others. Students shall not at any time, misuse, damage, or destroy school property or personal property of others. Destruction of such property may result in the student paying to replace the misused, damaged, or destroyed item(s).

### **DISCIPLINE**

In order to provide all students with the best educational environment, an orderly atmosphere must be maintained in the school and self-discipline must be developed by each student. No student will be allowed to disrupt the educational process of another student.

The discipline procedures and guidelines at Shiloh Christian School are intended to be proactive versus punitive. We strive to reinforce the positive behaviors of students to inspire appropriate behavior. If a student refuses to adhere to the ideal that others are to be respected and rules are to be followed, appropriate consequences will be applied. Consequences may include, but are not limited to, the following: counseling with students, assigning a logical consequence, contacting parents, loss of privileges, detention, suspension or expulsion.

Student behavior must conform to the acceptable standards of conduct as established by the administration and teachers. Shiloh Christian School requests parental support in maintaining appropriate conduct in our school. Please contact your classroom teacher for the individual classroom disciplinary procedures.

### **DISTRIBUTION OF NON-SCHOOL SPONSORED MATERIALS**

The office must approve any distributed materials. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school has adopted regulations and procedures regarding distribution of non-school sponsored material on school property and at school activities.

### **DOORS**

In order to ensure the safety of those in the school, all outside doors will be locked after school begins except the main office door in which you may access through the front doors.

### **DRESS CODE**

See **Appendix I** (page 20)

### **EARLY ENTRANCE PROCESS**

When a student does not meet the age requirement set by law (State Law 15.1-06-01) of entering kindergarten or first grade, but can demonstrate superior academic, talents, or abilities and social and emotional readiness for that next grade and parents want to pursue early entrance into a grade, Shiloh Christian refers the family to go through the BPS Early Entrance Criteria and Process. This information must be presented to the Principal for consideration.

## **EMERGENCY DRILLS**

Schools are required to maintain a level of preparedness for emergencies. These emergencies include situations such as tornado, fire, lockdown, and shelter in place. Drills will be held to practice contingency plans for the protection of students.

## **FIELD TRIPS**

Classrooms may take various field trips. Shiloh Christian School has adopted a new revised policy with parent drivers when transporting students on field trips recommended by Shiloh Christian School's insurance company. Parent vehicles and drivers **may** be a means of transportation for Shiloh-sponsored events such as field trips if parents follow the new procedure. If interested in being a parent driver, a packet of information may be picked up in the main office. The steps must be followed and completed before driving. All field trips and transportations must be communicated by the classroom teachers.

## **GIFTED & TALENTED PROGRAM**

Shiloh has a gifted and talented program to provide enrichment through STEM initiatives. For more information you can contact your classroom teacher, the principal or the program coordinator.

## **GRADING SCALE**

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

<b><u>Break Out Points with Grades</u></b>					
<b>(2 in each)</b>		<b>(3 in each)</b>		<b>(3 in each)</b>	
93-94	A-	95-97	A	98-100	A+
85-86	B-	87-89	B	90-92	B+
77-78	C-	79-81	C	82-84	C+
69-70	D-	71-73	D	74-76	D+

## **HEAD LICE POLICY**

We ask parents to be diligent in notifying the school when their child has a case of lice. This is the best prevention of the spread of lice. When a teacher is notified of a case of lice, the following procedure will be followed.

1. Principal will be notified.
2. Our custodial staff will follow recommended guidelines on cleaning procedures.
3. School volunteer nurse LPN will do head checks on the impacted class and siblings.
4. If a student is found to have nits or live bugs as they are checked, the nurse will pull out what is seen and parents will be contacted by the principal on the recommendations of treatment.

We utilize the Burleigh County Nursing and are complying with recommendations for treatment and prevention of future outbreaks from the Centers for Disease Control and Prevention (CDC) and the North Dakota Department of Health which states:

If when checking your child, you do see evidence of head lice (the live nits typically are a quarter inch from the scalp or less; there may also be live bugs) the recommendation from the ND DPH is to treat the specific child, pull the live bugs and nits out of the hair, and please bring a return slip from your physician or a nurse from Burleigh County Nursing to the school to show it is not active. The ND DPH also recommend you retreat the hair within 7-10 days after it has been cleared to assure it is gone.

5. Students may be sent home depending upon the severity of the case, but in most cases if contained student may finish his/her day as to keep this a confidential matter. But when returning the next day, parent will be asked to follow the above policy.
6. Depending on the severity of the case, teachers may bag soft items in the classroom and students may be asked to bag their personal items going to school and back home for a 2-week period.
7. If there is more than one identified case in a given period, a letter will be sent home to parents for their awareness.
8. Occasional head checks may take place throughout the school year in order to assure students' health and safety in the prevention of head lice.
9. Absences resulting from lice or nit infestations will be excused.

You may learn more about head lice on these websites: [www.cdc.gov](http://www.cdc.gov), [www.headlice.org](http://www.headlice.org) or [www.ndhealth.gov](http://www.ndhealth.gov).

## **HEALTH ISSUES/ILLNESS**

School staff must report suspected cases of health-related concerns, specifically any communicable disease. Whenever a principal and/or teacher in any private, parochial or public school has reason to suspect that any pupil is suffering from a contagious or infectious disease, he/she will exclude the child and report the occurrence to the school office and parent(s) will be notified to come immediately to pick up the child. If your child has a temperature of 100 degrees or above, has diarrhea, has vomited, or has had pink eye within 24 hours, please keep your child home until symptoms have cleared for 24 hours.

## **HOMEWORK**

Teachers strive to create an educational experience where homework is appropriate and relevant for each grade level. When a child does not finish an assignment at school or when he/she has been absent, the assignments may be completed at home at the discretion of the teacher.

## **ILLEGAL AND ILLICIT SUBSTANCES**

See **Appendix III** (page 22)

## **IMMUNIZATIONS**

Updated Booster shots are a requirement by the state upon entering Kindergarten. These are not the same immunizations from preschool. To comply with state law, the following will be the procedures for all students:

- Students must have verification of the required immunization upon admission to Shiloh Christian. This is part of the application process.
- The un-immunized student will not be able to attend school until documentation of the vaccines is received at the school.
- 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.

## **LIBRARY**

The Elementary Library is located in the Elementary Wing. These books may be checked out by students to read, all on Accelerated Reader. Library hours will be communicated to teachers.

## **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.

## **LOCKER/DESK SEARCHES**

Lockers and desks are the property of the school. School officials may inspect lockers and desks at any time they have "reasonable suspicion." Under some circumstances, further search of the person or personal property is warranted. Procedure would follow Due Process for the rights of the student and the student body/school.

## **LOST AND FOUND**

Most lost articles are located in the trunk in the elementary lobby or on the table in the Commons. If the article is labeled, we will notify the student and he/she can pick it up. All unlabeled and unclaimed items will be given to charity periodically during the school year.

## **MAKEUP WORK**

It is the parent/student's responsibility to arrange for makeup work due to absences. All makeup assignments must be completed according to the teacher's directions and timeframe. Generally, one day of makeup time is granted for each day of absence.

## **MEDICATIONS**

The school office may assist any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, if the school district receives:

- A written request for medication completed by the parent or guardian indicating the medication and dosage required.

- The medication in the original bottle with the instructions from the physician on the prescription bottle.

These guidelines also include over the counter medication such as cough syrup or pain medication such as Tylenol. **The school will not be able to provide Tylenol for students.**

## **MEDIA**

Shiloh will have different forms of media coverage throughout the year. Some may include television or newspaper. Other forms may include Shiloh publications or our website. Please notify the office if you do not want your child's picture to be taken or do not want him/her to be in any form of media.

## **MOVIES/SUPPLEMENTAL MATERIALS**

In our current age of technology, there is an abundance of quality materials that can be used to enhance the study of different areas in the curriculum and adjunct units of study. Classroom teachers are permitted and encouraged to move outside the textbook in a variety of ways. With that said, we will be respectful of the needs and "best practices" methods when making decisions on what shall be used in the classroom. The use of movies, video and computer games will be held to a minimum and used with discretion. Teachers are to consult the principal before using these types of materials.

## **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.

## **PARTIES/CELEBRATIONS**

We celebrate the following occasions: Fall Harvest (Thanksgiving), Christmas, Valentine's Day, and End-of-the-Year. Ask your classroom teacher for more specific details on your child's party dates. Parents may be contacted to help with these parties.

## **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. If bringing a pet for show and tell, please first communicate with the classroom teacher to see if any students in that class have allergies. We ask that pet show and tell times be held outside to prevent any serious allergy issues.

## **PHYSICAL EDUCATION**

All P.E. classes require students to have a pair of non-marking gym shoes not worn outside. This is to prevent extra scratching and marking of the wooden court.

## **PLAGIARISM**

Plagiarism will not be tolerated. Plagiarism is presenting another person's work as your own, without giving proper credit to that person. This includes copying/posting from the Internet and the retrieval of research papers from the Internet. Each individual teacher will determine the most appropriate consequence in each isolated situation.

## **PROGRESS REPORTS**

Students in grades 1-5 will receive Progress Reports at the middle of each grading quarter through FACTS in the form of an email. Teachers will be responsible to communicate deficits in a timely manner.

## **PROMOTION/RETENTION**

Students need to be making academic progress for recommendation by the teacher for promotion to the next grade level. When a student begins to struggle, the classroom teacher will be in contact with the parent or guardian and a conference may be scheduled. Interventions will be used to bring the student to the acceptable level of proficiency and progress.

Decisions regarding promotion and retention will be a joint consultation between parent, teacher, school counselor, SLC coordinator, and principal. Retention and promotion will be made in the best interest of the student after a careful evaluation of all the factors relating to the advantages and disadvantages of alternatives. Factors such as physical and social maturity, effort, stress, health, attitude and opportunity to improve are important factors to consider when this decision is made.

## **RECESS/PLAYGROUND**

Students in all grades are given time during the day to recreate. National tests and reports show how important physical play is for the health of students. Recess will be outside unless it is raining or the weather, specifically wind chill conditions, does not permit safe outdoor play.

**Please dress your child appropriately for spending recess time outdoors each day.**

Children will need snow boots, hat, snow pants, coat, and mittens/gloves. School officials will let children and parents know when snow pants and boots, or other wet/winter gear, are no longer needed. Until that time, children will be asked to wear the specified gear. Children should also bring extra shoes to prevent excess tracking of mud. If a child has been ill and needs to stay indoors, the parents must send a note.

### **Outerwear Requirements:**

40 degrees and Above	Light coat or sweatshirt
40 degrees and Below	Winter coat, hat, and gloves
-10 degrees and Below	Stay inside
When snow is present	Must wear boots and snow pants

The behavior on the playground will exemplify respect for the equipment and for other students. There will be no exceptions to this expectation of appropriate behavior. Students will follow the directions and guidance of the adult supervisors with respect.

## **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.

## **REPORT CARDS**

Student report cards will be e-mailed to parents quarterly in grades 1-5. Kindergarten students will receive a hard copy report card to take home to parents quarterly.

## **ROOM PARENTS**

Volunteer room mothers/fathers assist the classroom teacher or delegate assistance with special school activities such as field trips and parties. In addition, our PTO and Skyhawk Booster Club is looking for representation from each classroom. Contact your classroom teacher if you are interested in being a homeroom parent.

## **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 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.

## **SHILOH LEARNING CENTER**

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.

See **Appendix II** (page 21)

## **SHILOH PTO**

Shiloh Christian School is fortunate to have an active Parent Group (PTO) that meets to plan activities that support the education and advancement of the school. All parents and teachers are invited to become active in this organization. Notifications of meetings are carried out by the PTO leadership.

## **SKATEBOARDS**

The use of skateboards, scooters, Heelys Skate Shoes, and roller blades are not permitted during the school day. We ask parents to supervise their children in the use of these items after school hours.

## **SKYHAWK BOOSTER CLUB**

Shiloh Christian School is fortunate to have a Booster Club that involves all students and parents in Preschool through grade 12. Our school family in one location provides us with many opportunities to be involved in efforts that bring us together and support the many initiatives at Shiloh. Our Skyhawk Booster Club Coordinator oversees this program and is your point of contact.

## **SPEAKERS**

To enrich the experiences of learning and school climate, Shiloh on occasion has guest speakers and presenters come to visit. We try to keep parents informed of these visits when they occur. If you would choose for your child to not attend a presentation, please communicate with your classroom teacher.



## **STUDENT 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.

## **TEACHER/CLASS REQUESTS**

In order to assure a balanced student placement in classes, it is important to look at a number of factors for the best interest of your child and the whole class. The following process is followed, all steps surrounded in careful consideration and prayer.

1. Feedback is gathered from previous classroom teacher on academics and concerns of individual students and/or class dynamics.
2. Shiloh Learning Center coordinator is consulted to offer feedback on students with learning needs so we are to create a fair balance in servicing needs of individual students.
3. School Counselor is consulted on emotional impact of class splits.
4. Parent requests are a consideration; friendship concerns and/or teacher requests.
5. The Principal will assimilate all information and establish class assignments.

If a parent would like to request a particular classroom teacher for his/her child, he/she may fill out a form in the main office called **TEACHER REQUEST FORM**. All requests are considered, but it is not guaranteed that all requests can be granted and must be turned in by May 1 for the next school year if to be considered.

## **TESTING**

Standardized testing procedures are used during the school year to exemplify our student progress. These tests are administered to students in grades 3-8, 10 and serve to point out the areas of strengths and/or weaknesses in the child's overall development and measure curriculum effectiveness. Shiloh Christian School does take part in the North Dakota State Assessments. We will make an effort to share results of these tests with parents in a timely manner. Results are retained in the student's files. Remember that no single test should be taken as an absolute measure of aptitude, ability or achievement.

If a parent chooses to not have their child participate in the NDSA Assessment, they may opt out by filling out the parental directive form on our website or in the main office. Students are tested in grades 3-8 and grade 10. In opting out, the following choices are given to parents:

1. An alternate environment to read during testing will be provided.
2. Students may take an excused full day of absence on testing dates.

Grades K-1 use Early Literacy STAR testing and Grades 2-5 use STAR testing as a means of monitoring student progress in reading and math throughout the school year. Classroom teachers will have the information for parents.

A Kindergarten Readiness Test (KRT) is administered to incoming kindergarten students by kindergarten teachers during the month of June to determine a student's maturity/academic readiness for entering kindergarten.

Running Records is a formative assessment that elementary teachers in K-5 utilize in the area of reading to monitor progress of students throughout the school year.

### **TRANSPORTATION RELEASE FORM**

It is very important that school personnel know who will be picking up your child from school. If an individual other than a parent/guardian is picking up your child, it is important that you notify the school office and classroom teacher. Be sure your child is aware of with whom he/she is allowed to leave the school.

### **VISITORS/VOLUNTEERS**

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.

## **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 (work study)
- 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.

## **REFER-A-FAMILY PROGRAM**

As an incentive for families, we have a Refer-a-Family program to help grow enrollment. If a family refers another family to Shiloh, the referring family will receive a \$500 tuition credit per student who enrolls and is accepted in Kindergarten through grade 12. The credit cannot exceed the referring family's tuition for the current year. Such credit will be limited to one family per student. This incentive will only apply for the first year of enrollment. The new family may not have been previously enrolled and attending K-12 at Shiloh Christian School.

Staff will be eligible for the program but will only receive \$500 per student. Certain staff positions will not be eligible for the discount and these include the Superintendent, Director of Admissions, Principal, and Chief Financial Officer.

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# APPENDIX I

## Shiloh Christian Elementary School

### Dress Code

#### GENERAL POLICY

Shiloh Christian School recognizes that our physical bodies are the dwelling place of the Holy Spirit (Eph. 2:21, 22). Therefore we will uphold this position in Christ by wearing clothes that are modest, clean and in good repair.

#### Grades K-5

- Students may wear shorts, skirts, and dresses with no holes or tears that reach the top of the knee. Capri pants are acceptable on hot days as well. Shorty shorts are not allowed in school.
- Girls: Only modest, sleeveless garments may be worn; no halter tops, spaghetti straps, or tank tops. Shirts or blouses must completely cover the midriff and all straps and undergarments must be concealed.
- Boys: Only modest clothing should be worn. Baggy pants will need to fit and not expose skin and undergarments must be concealed.
- **No caps** may be worn in the building.
- Clothing that promotes alcohol, drugs, tobacco, violence, has obscene or vulgar language, pictures, symbols, or slogans on clothing must be consistent with Christian principles. Gothic or Satanic dress is not allowed including skulls or cross bones.

#### SHOES/SOCKS

- Students should wear shoes appropriate for recess and physical education activity.
- Wearing socks, and shoes or sandals are most appropriate.

#### FITTING & APPEARANCE

- All clothing must be appropriate size for the student as modesty can be an issue in the upper grades.

#### SCHOOL DAY DRESS

- Upon entering the building, all students must follow the dress code guidelines until the end of the school day or until the last bell has rung, unless directed otherwise by school personnel.

## APPENDIX II

### Shiloh Learning Center Process

Shiloh's Learning Center (SLC) exists to assist the non-traditional learner and is comprised of a multi-disciplinary team of professionals. Services are provided through Shiloh's Learning Center staff, as well as, Bismarck Public School's (BPS) Strategists. Support available through the SLC include counseling, support in English as a Second Language Learner, Title I Reading, Speech and Language, Learning Disabilities (reading, writing, and math) and individualized programming based on student's documented/medically diagnosed disability. A formal assessment in the area of Speech/Language and Learning Disabilities (reading, writing, and math) can be done in conjunction with Bismarck Public Schools if a student meets the criteria for an evaluation. Other services such as informal academic screenings and classroom observations are also available. Shiloh is able to support students with mild to moderate needs that fall within the resources available to our school.

If a student is struggling in a classroom, teachers or parents may contact the Principal. The following is the process Shiloh follows in identifying an academic need.

1. After initial discussion with teachers and parents, the Shiloh team will review the student's academic progress. This will include daily performance in the classroom, classroom test grades, teacher observations, and standardized test scores.
2. If the team feels the student would benefit from further evaluation, the student's name will be brought before BPS in a Child Find meeting. If further assessment is deemed beneficial, a meeting with parents, teachers and administration will be scheduled to discuss testing options. If the team feels that the situation may be behavioral, emotional or an environmental concern, a student may be placed "on watch." The classroom teacher will be given recommended classroom interventions and progress will be monitored over a set period of time before further evaluation would be conducted.
3. If a student qualifies for services through BPS, they will be placed on an Individual Service Plan (ISP) or a Title I Reading Plan to accommodate their needs. If an ISP is written, the Learning Center will cooperatively work with BPS in providing services to those students. All ISP plans will outline the student's specific educational strengths and weaknesses, accommodations and/or modifications necessary, and goals for the school year. Parents, Teacher and Administration will have copies of the plan to refer to. Meetings to review and/or revise the plan will be held at least annually but may be called whenever needed.
4. If a student does not qualify for services through BPS, but the team feels that extra support services through the SLC would benefit the student, individualized programming can be arranged. A Shiloh Building Plan or a 504 will be written to accommodate those needs.

**SECTION 504 STATEMENT:** Shiloh Christian School abides by Section 504 of the Rehabilitation Act of 1973 which prohibit discrimination on the basis of disability.

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)

## APPENDIX III

### POLICY ON PROHIBITED ACTIVITIES AND SUBSTANCES

#### **BULLYING/HARASSMENT**

Harassment or intimidation through bullying 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 of the misconduct. Harassment is **unwelcomed behavior to an individual** such as teasing, name calling, inappropriate touching, sexual innuendos, damage or intended damage to another's property, etc. Bullying also includes exclusion of individuals in a purposeful manner by a group.

#### **Shiloh Christian School**

#### **Bullying Policy (adopted June – 2012)**

#### **“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:
- (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.

## **DISCIPLINARY & CORRECTIVE MEASURES**

Students that the school has found to have violated this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to the following:

- A.** impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the school's suspension and expulsion policy shall be followed;
- B.** make restitution if applicable; refer the student to a school counselor;
- C.** hold a conference with the student's parent/guardian and classroom teacher (s), and other applicable school staff;
- D.** modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
- E.** If applicable, contact the administrator of the website on which the bullying occurred to report it. If the misconduct does not meet this policy's definition of bullying, it may be addressed under other school disciplinary policies.

For bullying initiated off campus and received on campus (e.g., cyber-bullying), the school only has authority to impose any of the above disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off-campus bullying received on-campus, the school may only take corrective measures as described in items five through seven above.

If the perpetrator is a school staff member, the school shall take appropriate disciplinary action including, but not limited to: a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with any applicable law.

## **RESPECT AND PROTECT PROCEDURE**

**Brochures are available upon request.**

Shiloh Christian School has a **Respect and Protect** procedure in our schools. "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.

## **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 compliance administrator.

## **FIGHTING**

Fighting on campus may result in the involvement of the police. Your parent(s)/guardian will be notified. Disciplinary action may include suspension or expulsion.

## **THEFT**

Theft of property from another person or from Shiloh Christian will be investigated by the police. If it is determined you are guilty, your parent(s)/guardian will be notified. Disciplinary action will result in complete restitution and may include suspension or expulsion.

## **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 suspension. 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.

## **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.

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

Shiloh Christian School recognizes that the possession and use of alcohol, tobacco and other drugs, by our students, is unlawful, harmful and wrong. Any substance that takes away our health or clear thinking diminishes our effectiveness in determining and carrying out God's will for our lives.

Prohibited Substances include: 1. Tobacco; 2. Alcohol or any alcoholic beverage; 3. Any controlled substance or dangerous drug; 4. Any Abu sable 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:

- 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, bag, or when he/she 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 you to seek help for yourself or your friends without fear of punishment.**

## **SCHOOL COUNSELING PROGRAM**

The mission of the Shiloh Christian School Counseling Program is to promote the spiritual, academic, career, and personal/social growth of all students. The counseling program provides programs and services to achieve this mission, in partnership with parents and in collaboration with school personnel.

Counseling services are provided by a credentialed school counselor. Counseling services 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, a parent or guardian, or school personnel.

Occasionally, it is desirable to seek help from outside agencies. A list of counseling resources is available in the counseling office. Contact the school counselor for information and contacts.

Kathleen Wrigley (PreK-5 Guidance Counselor); [wrigleyk@shilohchristian.org](mailto:wrigleyk@shilohchristian.org)

Bobbie Jo Young (6-12 Guidance Counselor); [youngb@shilohchristian.org](mailto:youngb@shilohchristian.org)

## APPENDIX IV

### 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.

#### **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 safeguards 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.

## **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 insure 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.



## APPENDIX V

### Shiloh Christian Elementary Student Drop-Off/Pick-Up Procedures

The school day begins at **8:25 a.m.** and ends at **3:10 p.m.** Students can be dropped off at 7:30 am and picked up no later than 3:30 p.m. at the Commons Main Entrance. The school office is open from 7:30 a.m. to 4:00 p.m. Breakfast is available in the Commons Area from **7:30-8:00 a.m.** Students are expected to go outside from 8:00-8:20 a.m. and students will be supervised during this time. Classrooms are open at 8:20 a.m.

If students need to be dropped off earlier than 7:30 a.m. and/or need to stay after 3:30 p.m. they must be enrolled in our Before/After Care Program overseen by CREA.

Please follow the **ONE WAY** and **DO NOT ENTER** signs for everyone's safety.

#### **Drop Off Options:**

- 1. To drive through to drop off your child**, please use the Commons main entrance. **Vehicles are not permitted to park next to the sidewalk between 7:30 and 8:30 am.** We must keep the traffic flowing during this time.
  - If possible, please have your child exit through the passenger side of the vehicle closest to the front sidewalk. If this is not possible, please have your child cross *in front* of your vehicle to the sidewalk or front entrance.
- 2. To walk your child into the building**, please use the following procedure:
  - If walking your child inside the building, please park your vehicle in the parking lot.
  - Use the crosswalks to move from the parking lot to the sidewalk.
  - Enter through the Commons main entrance and either send your child to their classroom or walk your child to their classroom.
  - Please do not park in **Handicapped spots unless authorized to do so.** We want to keep these areas open for those with disabilities. Those who do not have an authorized handicapped vehicle may be fined.
  - Please do not park in **Skyhawkktion spots.** These have been purchased by families at our annual Skyhawkktion event.

#### **Pick-Up Options:**

- 1. To drive through to pick up your child**, please use the Commons main entrance. **Vehicles are not permitted to park next to the sidewalk between 3:00 and 3:30 p.m.** We must keep the traffic flowing during this time.
  - Line your vehicles up based upon the photo below. We will begin the movement of the Pick-Up line at 3:10 a.m. Please follow the guidance and direction of our parking attendants. You cannot use this option if you are picking up middle/high school students as they get out of school later. You must park in the parking lot for this purpose.
- 2. To walk in and pick up your**, please use the following procedure:
  - If picking up your child inside the building, please park your vehicle in the parking lot.

- Use the crosswalks to move from the parking lot to the sidewalk.
- Enter through the Commons main entrance and wait for your child to be sent to you. All K-5 children are assembled in the Commons.
- Please do not park in **Handicapped spots unless authorized to do so**. We want to keep these areas open for those with disabilities. Those who do not have an authorized handicapped vehicle may be fined.
- Please do not park in **Skyhawkktion spots**. These have been purchased by families at our annual Skyhawkktion event.

