# Shiloh Christian School

****

**STUDENT & PARENT HANDBOOK**

**2025 – 2026**

**Shiloh Christian School**

**1282 Amity Lane**

**Tahlequah, OK 74464**

**918-458-5041**

[**www.Shilohcs.org**](http://www.Shilohcs.org)

# Student and Parent Handbook

To the Parent/Guardian:

On behalf of the School Board, administration, faculty, and staff, we would like to thank you for enrolling your child at Shiloh Christian School (SCS). We feel blessed to have this opportunity to partner with you in training the next generation. In this handbook, we have published general rules and regulations of SCS, as well as provided a school calendar. You are urged to contact us with any questions. These rules are not all-inclusive but are used as a guideline. Administration always reserves the right to make a final decision when it is in the best interest of the students and/or school.

To the Student:

We would like to welcome each of you to SCS for this coming year. We are looking forward to assisting you in fulfilling your educational goals. It is our goal to help equip you in your pursuit of service to the Lord. SCS strives to provide a balanced spiritual, academic, social, and physical growth experience for every one of our students. As a student of SCS, you are encouraged to set goals, to strive for excellence in all you do, to make this a better place, and to positively impact those people around you. You can benefit from everything SCS has to offer by being actively involved in your classes and the programs offered. If you encounter difficulties, please seek out any of our staff, and we will do our best to help you. We care about you and are here to make your years in school as successful, yet educationally challenging, as possible. We welcome the opportunity to help you as you proceed through your school career. These rules are not all-inclusive.



In His service,

Geri D. Gilstrap

Head of School - Principal

# Hours of Operation

Office: 7:30 am – 4:00 pm K5 – 9th grade: 8:00 am – 3:15 pm

**School Board:** Shiloh Christian School is governed by a School Board. The Board holds their meetings on the fourth Tuesday of each month. Parents and teachers are welcome to attend. The Board hears the Administrator’s Report and takes action as needed. The School Board hires and oversees an Administrator who is responsible for setting the vision and direction for the school, establishing policies and budgets, hiring and terminating staff, and generally overseeing the day-to-day operations of the school, all done with the oversight and approval of the School Board.

**School Board Meetings:** Any individual wishing to address the Shiloh Christian School Board shall make such a request in writing no less than four (4) days in advance of the regularly scheduled monthly School Board meeting.

**Administration:** Geri D. Gilstrap, Head of School and Principal

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# INTRODUCTION

## SHILOH MISSION STATEMENT

“Partnering with the family to cultivate academic excellence, integrate godly principles for living, and guide every child toward maturity in Christ.”

## SHILOH HISTORY

Shiloh Christian School was established in July 1991 as an independent, non-profit educational organization to provide and promote a quality, Christ-centered education for kindergarten through eighth grade. A small group of parents prayerfully gathered with a burden for their children. From the small but significant beginning, God directed plans and the hearts of men. He gloriously provided facilities, equipment, teachers, parents, and children. We praise Him for he is the Creator of Shiloh.

## STATEMENT OF PURPOSE

The purpose of Shiloh Christian School is to provide a sound academic education based upon a firm foundation in the authoritative and inerrant Word of God. The Bible is specific in stating the principles which underline Christian education. The apostle Paul stated, "For by Him were all things created, that are in the Heaven, and that are in the earth...And He is before all things and by Him all things are held together." (Colossians 1:16-17). The Gospel of John states, "All things were made by Him and without Him, nothing was made that has been made." (John 1:3)

Functioning as an extension of the Christian home, Shiloh Christian School supports parents who seek to obey the Bible instruction, which gives them ultimate responsibility for the education of their children. This is taught in Deuteronomy, "And these words which I command you today shall be in your heart. You shall teach them diligently to your children and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates." (Deuteronomy 6:6-9). Because the Christian approach to learning differs significantly from the secular viewpoint, Shiloh Christian School offers a curriculum rooted in a God-centered view of life. This view holds that God's truth is the standard for all truth. The curriculum taught by a qualified Christian faculty, allows parents to provide their children with academic instruction consistent with the Christ-centered teaching received at home and at church.

As a Christian school, we can never forget or ignore our mission statement and the purpose of our existence. The Lord Jesus Christ has given us a commission and has entrusted as His children into His care the honor of serving the living God. Let us seek Him in everything.

## SPIRITUAL FOCUS

At Shiloh Christian School, we make Jesus Christ the center of attention. We teach the children the importance of trusting Jesus Christ as their Savior and Lord. We also teach God’s principles for living a godly life.

## PATRIOTIC EMPHASIS

We at Shiloh believe patriotism should be encouraged and taught in accordance with the Word of God. Romans 13:1, I Timothy 2:1, 2. The curriculum we use teaches respect for authority and the responsibilities each owes to community, state, and nation. Salutes to the American flag, Christian flag and Bible, as well as related songs are an important part to the beginning of each day. Every child will participate by reciting pledges, singing songs and standing at attention.

## PLEDGES

Pledges to the American Flag, Christian Flag, and Bible are done on a daily basis during the Morning Assembly. All students are required to participate. Protesting and sitting out during this time can lead to expulsion.

## EDUCATIONAL FOCUS/Vision

Shiloh Christian School provides a teacher-taught classroom environment with strong Christian curriculum for children in kindergarten through ninth grade. Our goal is to promote academic excellence and instill godly principles for living. The Board has chosen curriculum from different sources that are challenging and interesting with BJU being the primary curriculum. Parents may preview curriculum at any time. We believe God does the work of education, but it is the responsibility of parents and teachers to make themselves and their resources available to the task. To measure the effectiveness of the students’ educational experience, Shiloh participates in standardized testing (IOWA TEST/OSTP).

## DOCTRINE

Because we have families from different denominations, we will do no doctrinal teaching, except one: Jesus Christ, is the Son of God, born of a virgin. He is Lord and Savior of the world. Asking Him to forgive us of our sins and live in us and direct our lives is the ONLY way to Heaven. He was crucified for us and rose three days later to overcome death. THE BIBLE IS OUR FINAL WORD ON EVERYTHING. IT IS INFALLIBLE. EVERY WORD IN IT IS THE TRUTH.

## STATEMENT OF FAITH

Shiloh Christian School was founded and functions upon the basic fundamental principles of the Word of God and espouses the historic Christian view as presented in the Bible, Every Shiloh employee and school family holds the following statements of faith and practice. We believe:

1. We believe in the Scriptures of the Old and New Testaments as verbally inspired by God, as inerrant in the original writings, and as the supreme and final authority in faith and life. II Timothy 3:16; II Peter 1:21.
2. We believe in one God, eternally existing in three persons – Father, Son and Holy Spirit. These three persons have precisely the same nature, attributes and perfections and are worthy of precisely the same homage, confidence, and obedience. I John 5:7.
3. We believe that Jesus Christ was begotten (conceived) by the Holy Spirit, was born of the virgin Mary, and is the true God and true man, and is the only Mediator between God and man. Luke 1:26-38, Luke 2:1-7, I Timothy 2:5.
4. We believe that man was created in the image of God; he sinned and thereby incurred physical death and spiritual death, which is separation from God. Genesis 1:27, Romans 5:12
5. We believe in the vicarious death of the Lord Jesus Christ as a substitutionary sacrifice for our sins, and that all who believe in Him are justified on the grounds of His shed blood. Romans 5:12-19, 1 John 1:7.
6. We believe that all who receive the Lord Jesus Christ by faith are born again of the Holy Spirit and thereby become children of God. All such are indwelled by the Holy Spirit and baptized by Him into that spiritual body (church) of which Christ is the head. John 3:3-7, 3:15-21, I Corinthians 12:12, 13.
7. We believe in the eternal security of all who trust in our Lord Jesus Christ. John 3:16, 3:36, 10:28, 29.

*Shiloh Christian School is a religious institution providing an education in a distinct Christian environment and it believes that its biblical role is to work in conjunction with the home to mold students to be Christ-like. It is our policy that on those occasions in which the atmosphere or conduct within a particular home and/or individual is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; homosexual acts or sexual orientation; promoting such practices; or otherwise the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).*

## STUDENT GENDER AND PHYSICAL PRIVACY POLICY

We believe that God wonderfully and foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complimentary genders together reflect the image and nature of God (Genesis 1:26-27)

1. Purpose: In recognition of student physical privacy rights and the need to ensure student safety and maintain school discipline, this Policy is enacted to advise school site staff and administration regarding their duties in relation to student use of restrooms, locker rooms, showers, and other school facilities where students may be in a state of undress in the presence of other students, in addition with participation in activities where biological gender versus identified gender may be an issue.
2. Definitions: "Biological sex" means the biological condition of being male or female as determined at birth based on physical differences, or, when necessary, at the chromosomal level.
   1. Policy: Use of school facilities - Not withstanding any other Board Policy, student restrooms, locker rooms, and showers that are designated for one biological sex shall only be used by members of that biological sex. In any other school facilities or settings where a student may be in a state of undress in the presence of other students (i.e. changing costumes, changing for PE, etc.), school personnel shall provide separate, private areas designated for use by students based on their biological sex.
   2. Activities - For All non-coed activities and sports based on gender such as girls’ softball and boys baseball, etc., gender determination for participation will be based on biological sex for eligibility.
3. Enrollment - In accordance with our admission policies, students exclusively and consistently asserting their gender is different from their biological sex/ identifying themselves as other than their biological sex, may not be permitted to remain enrolled at Shiloh Christian School due to fundamental differences in theology and disagreement with the school's statement of faith.

## OUR ROMANS 2:11 POLICY

SCS makes no distinction in admissions or employment concerning race or ethnic background. We recognize that God makes no preferential treatment concerning these things as stated in Romans 2:11.

## TEACHERS AND STAFF

Teachers at Shiloh do more than educate students about textbook subjects. Faculty and staff members are carefully screened to ensure that they meet the academic, spiritual, and personal qualifications of SCS. Teachers must hold a minimum of a bachelor’s degree from an accredited institution. Additionally, they must maintain professional development requirements from OSDE and/or ICAA, working toward standard certification. Teachers are required to maintain their certification for continued employment. Our teachers and staff must exemplify Christ’s love and power in their lives, knowing that they are to serve as Godly role models for all students. At Shiloh, teaching must be more than “just a job” to a teacher. Teachers must feel God’s calling to serve in this ministry and share the school’s commitment to excellence. Our teachers have a genuine love for the Lord, for students, and parents. To that end, and to have like-mindedness, all Shiloh staff is required to be in regular fellowship at a local church. ALL faculty/staff members upon hire will be required to have a national background check every 5 years.

## SCHOOL PHILOSOPHY/Philosophy of Education

**Shiloh Christian School was founded to provide a sound academic education based upon a firm foundation in the authoritative and inerrant Word of God.** Shiloh supports parents who seek to obey the biblical instruction, which gives them the ultimate responsibility for the education of their children. The school is also an extension of the local churches and promotes a collaborative relationship with it, the family, and members of the body of Christ.

**The principles on which Shiloh Christian School were founded were drawn from the Holy Bible.** We believe in the authority, authenticity, and reliability of the Bible as the complete and final revelation of God concerning all matters of faith, truth, and practice. In John 17:17, Jesus states “Thy word is truth.” SCS accepts God the Father, Jesus Christ, and the Holy Spirit as the source of truth and the Holy Bible as the divinely inspired written record of God’s Word. The Bible is therefore the central focus and guiding light of the school, and the Trinity is the divine source for its direction.

**Our view of the world is based on the basic truths from God’s Word.** They are: “The existence of the living God, the maker of Heaven and earth; man’s creation in the image of God, an image ruined through the fall beyond human power to repair, but not beyond God’s power to regenerate; the incarnation of God the Son and His redemption of lost humanity; the activity of God the Holy Spirit in calling out of this present world a community of believers which is Christ’s Body, the church; finally, the end of earthly history through the glorious appearing of the great God and our Savior, Jesus Christ.” (The Patterns of God’s Truth, by Frank E. Gaebelein, 1968, p. 34)

**The purpose of a Christian education is to educate students in the truth and provide an appropriate wealth of knowledge.**  While some truth is discovered by man, it all originates from God. Since all truth is God’s truth, He must be at the center of all we teach. We believe that truth is absolute and objective and therefore must be taught objectively. The curriculum and course content must embody an understanding of God.

**We acknowledge that the ultimate goal of education is that each student will work out the good, acceptable, perfect will of God in his life.** It is therefore our primary concern that each student will come to a saving knowledge of Christ Jesus as his Lord and Savior. Romans 12:2 states that you are to be “transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God.” Our focus in every aspect of the educational process is to better acquaint students with Jesus that they might seek to be like Him. Students need to recognize who people are without God, and who they can become if they are part of God’s plan. They are encouraged to study to show themselves approved unto God, (II Timothy 2:1).

**Shiloh Christian School strives to nurture character development in students so that they can become the person God wants them to be.** Ultimately, the student will recognize that his/her self-worth lies in a right relationship with God. As students acquire appropriate knowledge through seeking God’s truth, they will grasp that they are rational beings made in God’s image. The educational process should culminate with an individual who is motivated to use the knowledge he has gained to please God, improve himself/herself, and society.

**Students at Shiloh Christian School are held to higher standards of conduct than are the students at secular schools.** They are expected to show a commitment first to Christ, second to family, and thirdly to their school. They have a desire to attend SCS and a willingness to learn.

**Shiloh Christian School recognizes the home as the primary learning arena**. The character of the parents and the lifestyles that are practiced are extremely important in the development of the child. We strongly encourage regular attendance at a Bible teaching church. The Bible instructs parents in their responsibility to be their child’s teacher in Deuteronomy 6:5-7: “You shall love the Lord your God with all your heart, with all your soul, and with all your might. And these words which I command you today shall be in your heart; you shall teach them diligently to you children, you shall talk of them when you sit in your house, when you walk by the way, when you lie down and when you rise up.” Parental involvement, support and encouragement are the most important factors in their child’s success.

**Shiloh Christian School believes that all staff members should have a personal commitment to Christ Jesus and regularly attend a local Bible believing church.** The Christian school staff has an awesome responsibility as role models to the students. Staff members must maintain an active relationship with the Lord, enabling them to minister to the needs of the students. Teachers are counseled in James 3:1 concerning their great responsibility: “My brethren, let not many of you become teachers, knowing that we shall receive stricter judgment.” And in Matthew 18:6 we are warned: “Whosoever shall offend one of these little ones which believe in me, it were better for him that a millstone were hanged about his neck, and that he were drowned in the depth of the sea.” Teachers, administrators, and staff members must live their professional as well as private lives in subjection to God’s Word. They should be qualified for their position and love serving students and parents.

## ACCREDITATION STATEMENT

A system of accrediting private or public schools is not required nor provided for in state law. However, we are accredited by OSDE and ICAA (International Christian Accrediting Association). We are currently a member school of ICAA and ORUEF and have attained full accreditation. Our students have no difficulty transferring to public or other schools because of our high standards and administering annual national standardized testing (IOWA TEST/OSTP).

## BIBLICAL LIFESTYLE POLICY

*Shiloh Christian School is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold students to be Christ-like.* ***It is our policy*** *that on those occasions in which the atmosphere or conduct within a particular home and/or individual is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse employment of an applicant or to discontinue employment. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; homosexual acts or sexual orientation; promoting such practices; or otherwise the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).*

## SCHOOL-WIDE LEARNING RESULTS

The school has formed our “Expected School-wide Learning Results” to define the skills, achievements, and attributes every student must develop while attending Shiloh. Commonly called ESLRs (pronounced “ess’-lers”), the Expected School-Wide Learning Results are goals that give students, teachers, and parents standards by which to measure student learning and achievement in the spiritual, academic, social, and physical aspects of their lives.

K – Kind, genuine, and humble citizens who place God and others first and are valuable contributors to the community

N – Non-conformers to this world who work harmoniously and collaborate effectively with others in diverse environments

I – Innovators who learn through academic exploration, creativity, and imagination

G – Godly students who grow and model Christian ethics in their walk with Jesus, as they study, understand, and obey the word of God

H – Honest individuals who do what is right and value integrity

T – Thinkers who critically analyze social, cultural, and academic content with a Biblical worldview

S – Students who are academically-equipped, self-directed, goal oriented, and responsible

## PARENTAL PARTNERSHIP GOALS

Shiloh supports the biblical alliance of school, family, and church. We are committed to supporting school families through the pursuit of the following parent-school partnership goals. SCS is committed to:

* + - 1. Aiding families in Christian growth and helping them develop Christ‑centered homes. (Eph. 5:22‑3 & II Pet. 3:18)
      2. Cooperating closely as servants to the parents in every phase of the student's development, especially as it relates to the school program. (Mark 10:45)
      3. Helping the parents to understand the school's purpose and program.
      4. Encouraging regular attendance and involvement in the local church. (Heb. 10:24-25)
      5. Encouraging parents to realize and shoulder their responsibility for the spiritual, moral and social education of their children. (Deut. 6:4‑7, Proverbs 22:6)

# ADMISSIONS POLICY

## ENROLLMENT

To enroll a student in Shiloh Christian School:

Provide the following:

* Enrollment Application
* Request for Student Records
* Acknowledgment of Limited Support Services
* Parental Agreement
* Authorization for Emergency Care to Minors
* Copy of Birth Certificate
* Copy of Immunization Records or Vaccination Waiver
* Current Student Records if transferring
* Copy of CDIB card

## ENROLLMENT FEE

A $100 enrollment fee is collected with every new student enrolling at Shiloh Christian School. It is non-refundable and due upon enrollment. This fee must be paid by cash or check. It will not be charged through FACTS. A child is not officially enrolled until the fee is paid.

## TUITION FEE

**The tuition price for the 2025 -2026 Shiloh program is: $5500.00 per student.**

Our payment plans make tuition more manageable by allowing you the option to make 10 or 12 monthly payments starting in August and ending in May/July. You may also elect to make quarterly or semester payments. In the event of withdrawal, tuition fees shall be refunded on a monthly pro-rated basis.

**\*Shiloh Christian School contracts through FACTS Tuition Management Program for ALL monthly tuition payments. At time of enrollment, you will be given a financial contract to sign that will set up your payment plan with FACTS or the school office.**

There is a **family discount** for each additional child from the same family. The second child’s tuition is discounted 3%, the third an additional 3%, etc.

## BOOK & INCIDENTAL FEE

A **Book & Incidental Fee of $500 is required each year for every student.** This fee is **non-refundable**. A family may choose to pay the entire fee before the start of school or elect to include the fee in their FACTS Tuition Management Program.

## LATE TUITION AND BOOK FEE POLICY

A letter will be sent when an account is 30 days past due, stating the outstanding balance and late fees.

At 45 days, a second letter will be sent by email and/or registered mail outlining the past due amounts.

At 60 days, a third letter will be sent, the School Board will be notified, and the School Board will make a decision on the next steps to be taken in the situation.

All balances and fees for the prior year must be paid in full before the student will be allowed to re-enroll at Shiloh.

## NON-DISCRIMINATION POLICY

Shiloh Christian School does not discriminate on the basis of race, color, gender or national/ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other administered programs, subject to and in conformity with the school’s religious beliefs and practices as embodied in its rules and regulations. It does, however, screen applicants on the basis of academic ability, deportment, and compatibility with the school’s religious purpose, philosophy, and goals.

## IMMUNIZATION

Immunization records can be obtained from your doctor. We adhere to the state recommendation on student immunizations, which is as follows:

*“It is unlawful for any student to attend school for longer than one month unless the child has been immunized against polio, diphtheria, measles and rubella, and hepatitis A & B, unless exemptions have been made by a physician or a parent/guardian and filed with the school. Those students not in compliance with the Oklahoma Immunization Law will be excluded from school. All new students will be given thirty calendar days to meet compliance standards.”*

## SCHOLARSHIPS AND GIFTS

Those parents seeking a scholarship toward their child’s tuition should contact the administrator for the information on availability. If you know of someone who would like to make a difference in the life of a child, please let them know that Shiloh receives yearly calls from parents who wish to send their children but cannot afford the tuition.

Shiloh Christian School will accept funds and/or other resources for use in school. If it is for a specific use, it will be designated at the time of the gift. Receipts will be issued to the donors. These gifts are fully tax-deductible under 501C3 non-profit/tax exempt status. Perhaps your family or business would benefit from making a tax-deductible donation, which would also benefit the work at Shiloh. Gift-In-Kind donations are non-cash items such as stocks, bonds, furniture, cars, videos, computers, etc. which are tax-deductible at fair market value. Endowment gifts are also accepted. They would be more beneficial to the school since they would provide income for the work over an extended period of time. Memorials will be provided, in any manner possible, when gifts are made for that reason.

# ACADEMICS

Standard grading systems often fall short of fully revealing a child’s abilities and achievements. Since children achieve at different rates, harmful competition and open criticism will be avoided.

## PARENT/TEACHER CONFERENCES

Parent-teacher conferences are held with each student’s parents at least once a semester or once every nine weeks (if needed) or as requested by the parent or teacher. A conference sign-up sheet will be sent home *one week* before conferences in order for the parents to schedule the time. Every effort will be made to accommodate parents in attending these conferences. On occasion, a teacher or parent may ask the administrator to be present at a conference.

**GRADING SCALE**

## PROGRESS REPORTS

Students’ progress can be seen daily by accessing our Student Information Portal “FACTS-SIS”. In order to access this portal, a current email address must be submitted to the school office. All parents and students can access grades via FACTS SIS.

## REPORT CARDS

Students must be enrolled 25 days to receive a grade for the quarter. Students will receive a report card at the end of each quarter. They must be signed by a parent and returned to the teacher in a timely manner.

Kindergarten through 3rd grade report cards list skill requirements with their own evaluation keys. The report cards observe the grading scale noted above.

**Academic Honors**

Students in grades 3-9 will be eligible to receive the following academic achievement awards. The school has a family assembly where students in grades 3-9 will receive academic awards.

1. “Principal’s Honor Roll”

Principal’s Honor Roll recognizes full-time students who have achieved an overall GPA of 3.7-4.0.

Principal’s Honor Roll requires that no grade be lower than a “B-.“

1. “Honor Roll”
2. Honor Roll recognizes full-time students who have achieved an overall GPA of 3.3-3.69.
3. Honor Roll requires that no grade be lower than a “C.”
4. “Hardworking Student”
5. Students who have achieved an overall GPA of 3.0-3.29.
6. Hardworking Student requires that no grade be lower than a “C.”

D. Awards

1. “Caught Being”

2. “Accelerated Reader”

## CHEATING

Any student caught cheating in any form, including plagiarism, will receive an Incident Report and a “zero” for the assignment with no opportunity to re-do. The second offense of cheating may result in an “F” grade for the quarter and disciplinary action up to and including expulsion.

## PLAGIARISM

Plagiarism, copying someone else’s work and then passing it off as one’s own, is a serious offense and is considered to be a form of cheating. To avoid plagiarism, all research papers must include a Works Cited/Reference page in order to be accepted. Students must follow guidelines in citing sources and crediting the original author.

## STANDARDIZED TESTING

Standardized Tests will be given annually in the spring for all grades.

# ATTENDANCE

Regular attendance is a critical component for success in school and the development of a sense of responsibility for students. Oklahoma State Law mandates that all children between the ages of 6 and 18 attend school unless they are exempted by law or have graduated from high school. Studies show a direct correlation between academic success and regular school attendance. Parents should notify the school office by 9:30 am if their child is absent from class for any reason. All students are required to check out at the office if they leave school before the school day is completed. A student must attend class for a half-day or more to be counted present for the day. For attendance purposes 11:30 am will be considered the cutoff time. Excessive absences may result in disciplinary action, such as a behavior contract, and academic failure. To ensure student success, students must be in class to receive valuable instruction and complete assignments.

## ATTENDANCE POLICY

Attendance is important. SCS allows up to 5 excused absences per quarter (9 weeks). Normal reasons for absences are medical/dental appointments, temporary illness, injury, legal matters (with court documentation), and funerals. Teachers may integrate participation points into their grading system that students may not be able to make up. A student is considered absent after missing 10 minutes of class. Three tardies count as one absence.

## TYPES OF ABSENCES

EXCUSED ABSENCE

An excused absence with the knowledge and consent of parents and school administrator falling into one of the following three categories: medical absence, school related-absence, and educational travel.

Court and Family Matters:

Students who are absent due to a death in the family or court appearances are excused with proof of the event.

Medical absence:

If a doctor's note is provided, medical absences will not count toward the number of excused absences allowed. However, excessive absence based on medical need may lead to alternate education considerations.

School related absence:

Students who are absent due to a school-sponsored field trip or event in which the student is participating, such as SCS archery tournament, will be excused from attendance without penalty. These students should notify their teacher before their planned absence to begin arrangements for make-up work. Make-up work will follow the school policy as noted below.

Educational Travel:

On a case-by case basis, students and their families who are traveling, may request to have their absence excused by the school administrator. Families will need to complete a Pre-Planned Absence Notification Form. Students would be expected to complete a travel journal/log to document their educational experiences. Form must be completed and submitted prior to trip.

\*Students who have excused absences will be allowed to makeup assignments or tests/quizzes they missed. In all cases as noted above, it is up to the student to make timely arrangements with the teacher for completing assignments and assessments. *Students will have the same number of days to make up work as they were absent.*

UNEXCUSED ABSENCE

An unexcused absence is one that either does not meet the criteria for excused absence OR meets the criteria, but parents have NOT notified the school. Absences for almost all other reasons are considered unexcused, even if they are absences requested or approved with consent and knowledge by the student’s parent/guardian. Unexcused absences include, but are not limited to vacations, oversleeping, incomplete homework, suspension, transportation issues, child-care issues, visiting family members, or other personal matters.

\*Students may have the opportunity to make up work based on teacher discretion. If allowed, the assignments will fall under the individual teacher's late-work policy.

EXPLAINED ABSENCE

An explained absence is any absence that is an Excused Absence but which the school has not received proof of the absence such as a doctor’s note. Credit will be given for daily work and all tests that are made up. Responsibility for all make-up work is solely with the parent and student. Students will be given one day to make up work for each day of the explained absence.

**PRE-PLANNED ABSENCES**

SCS desires to support families and their needs. Students wishing to take assignments with them for a pre-planned absence must complete the Absence Notification Form. In order for arrangements to be made with the teacher(s), we request this form at least two weeks in advance of the absence. Students will not be allowed to take test/quizzes with them. While efforts will be made to accommodate student and family needs, absence excusals will be made on a case-by-case basis.

**EXCESSIVE ABSENCES**

All absences become a part of your child’s permanent record. Excessive absences, whether work is due or not, will negatively impact your learning and your grades. Unexcused or excessive absences could lead to truancy issues. Oklahoma defines legally "truant" as a student who has accumulated three or more unexcused absences. Parents and students will be notified in writing if the student is considered "truant" according to the state mandate. Parents will be notified by letter once a student reaches 3 unexcused absences within 9 weeks.

If a student exceeds 5 unexcused absences within a 9 weeks he/she will be considered “truant.” The student will then be placed on an attendance contract and meet with the principal to encourage attendance and academic success. If excessive absences continue, the academic grade will be impacted, the student and parents may be required to meet with the school board.

**RETURNING FROM AN ABSENCE**

When you return to school after an absence, go to the school office, and make sure that your absence is cleared in the office. The office staff will mark it excused in FACTS SIS and your teachers will know that you can make up the work.

**ASSIGNMENTS**

Being absent on the day an assignment is due does not automatically excuse you from turning in the assignment on time. If you are absent on the day an assignment is due, have your parent take your completed assignment to the office that day. The office will give the assignment to your teacher, so you get full credit for turning it in on time. Teachers have the choice of not accepting late assignments or giving late assignments a lower grade.

**TARDIES**

Tardies are a disruption to classroom instruction. Please make every effort to have your child/ren to school by 7:55 a.m. to protect class instruction time. If your child is tardy, the parent *must* come inside to sign the child in to school after 8:00 am. A student is tardy if they are not in the gym ready for the Morning Assembly at 8:00 am.

\*Three excused tardies/early withdrawals are equivalent to one excused absence.

\*Three unexcused tardies/early withdrawals are equivalent to one unexcused absence.

Parents will be notified by letter once a student reaches 3 tardies within 9 weeks. If a student reaches 6 tardies, the parent and student will need to meet with the Administrator. If a child reaches 10 or more tardies within a 9-week period, the student and parent will be required to sign an attendance contract.

**TYPES OF TARDIES**

EXCUSED TARDY

Example of an excused tardy is a doctor appointment. School work may be made up and tests or portions of missed test may be taken.

UNEXCUSED TARDY

Examples of an unexcused tardy are oversleeping or attending a non-school activity (such as a parade, non-Shiloh competition or event, etc.) School work may be made up and test or portions of missed test may be taken. For Perfect attendance awards, three unexcused tardies in a school year equal one unexcused absence.

**EARLY DISMISSAL**

Excessive early dismissal must be avoided and will be addressed on an individual basis. Early dismissals will be counted and recorded using the handbook criteria. The administration may designate days where students may check out early without penalty.

**MISSING WORK POLICY - ABSENCE**

Each teacher distributes assignments daily to their students. The students are expected to complete and turn in their work within the timeframe given by the teacher. If a student fails to turn in any assignment, the teacher will send a note home to the parent notifying them of the missing assignment(s). The student will have 48 hours from the time the note is sent home to turn in the missing assignment(s). If any assignment is not received within the allotted 48 hours, the student may receive a zero for the missing work.

**SICK WORK**

If a student is out sick, the parent must notify the teacher and make proper arrangements to pick up the students missed work. The student should make every effort to complete the missing assignments and turn them in once they return to school. If they do not, the student will have the same number of days to complete the work as the number of days they missed. (2 days out sick, 2 days to complete missing homework, etc.)

If a student is absent several days for reasons other than being sick, it will be at the discretion of the teacher and/or the administrator to make alternative plans for make-up work. The student will be allowed 48 hours to turn in missing homework assignments once they have returned to school. If a student has a scheduled trip or other type of activity that causes them to miss school, the parent will need to contact the teacher prior to the scheduled absence to obtain homework for the days they will miss. The student must turn in all assignments on the day they return to school. They will not be allowed additional time to turn in the missing work.

**ILLNESS**

In cases of illness, please notify the office by calling the school the day of the absence. Leave a message on the answering machine if necessary. Please notify the office if your child has a communicable disease, is hospitalized, or is expected to be out of school for an extended period of time so that arrangements can be made concerning class work. *Remember: a child should remain home 24 hours after fever breaks, and 24 hours after vomiting.*

For all flu and viruses, please adhere to the following guidelines:

* A child should remain at home 24 hours after fever breaks.
* A child should remain at home 24 hours after vomiting.
* A physician must check a child with a rash before returning to school. The teacher should be notified of any rash after a physician visit.

**SCHOOL ACTIVITIES**

Students who have an excused/unexcused absence from school that day may not attend or participate in any after school activities.

**SEVERE WEATHER**

School will be dismissed in cases of severe weather. Since we do not have school buses, we do not always close when Tahlequah Public Schools close. The administrator will call teachers first. Then we post the closing on our website and on Channel 8. *On possible snow days, please call the administrator by 6:00 am if you do not feel you can drive safely to work.* In cases of snow falling later in the day, the office staff keeps abreast of changing weather conditions and on occasion dismisses school. If any parents cannot be reached, the administrator will stay with the children until they can be picked up.

**SNOW DAYS**

When inclement weather strikes, look at our Facebook page, your email, and the REMIND app for school closings.

**ADMINISTRATION ALWAYS RESERVES THE RIGHT TO MAKE A FINAL DECISION WHEN IT IS IN THE BEST INTEREST OF THE STUDENT AND/OR THE SCHOOL.**

# CODE OF CONDUCT

All students are encouraged and expected to conduct themselves in an appropriate manner at all school events, home and away, as well as in the classroom. Respecting others as well as others’ property and person are expected. SCS strives to encourage students’ appropriate and commendable behavior through both positive recognition and corrective consequences.

## CLASSROOM EXPECTATIONS

Rules, procedures, and expectations have been developed as a school and in each classroom. Following these will help students attain success in the classrooms. Students are responsible for the expectations communicated in each room.

## CAMPUS EXPECTATIONS

All children present on the premises will be expected to obey the rules established by Shiloh teachers, administration, and board (even when the parent is present). **\*See Appendix C: Shiloh Knight Expectations**

Public Display of Affection: Shiloh has a NO PDA rule. This refers to students hugging, kissing, or holding hands in a girlfriend/boyfriend relationship.

Specials Class rules: The students attend a specials class each afternoon of the school day. This includes Fine Arts, Archery, Library/AR, Physical Education, and STEAM. Students are expected to abide by the same school and classroom rules as they would under their regular teacher. Quiet voices, no yelling, or rowdiness will be allowed during specials time. Students must be respectful to the designated specials teacher during their allotted time in the class. The specials time is a privilege and unruly behavior will result in the loss of specials time for students involved in any misbehavior.

**LANGUAGE**

Staff and faculty will not use vulgar or inappropriate language in any way at school. Part of the school’s mission is to integrate godly principles for living and students should not engage in conversation that does not honor Christ or Shiloh’s mission. Staff and faculty will not speak impolitely to one another, teachers, staff, or any individual representing the school i.e. (volunteers, parents, grandparents, etc.). Students may not make inappropriate references that are suggestive in nature or encourage other students to look at or participate in behavior that does not honor Christ.

**RESPECT**

As followers of Christ, our desire is to foster a positive atmosphere of respect. Staff and students are expected to exhibit courtesy and to respect each other as we work together to maintain this atmosphere.

TEACHERS AND OFFICE DESKS

At no time should a student or parent remove an item from or read anything on a teachers’ or office persons’ desk without permission. This includes file drawers and shelves with supplies.

## CHRISTIAN RELATIONSHIPS

It is wonderful to see God at work in the lives of our students as He builds friendships and relationships based on principles found in His Word. We encourage our students to get to know one another and to establish friendships.

Students who have an interest in one another beyond friendship have both a responsibility and a privilege to build that relationship based on purity. Out of concern for them as well as those who observe, we do not allow students at Shiloh to engage in boyfriend/girlfriend relationships while at school. We desire that students focus on school, friendships, and who they are in Christ.

## COMPUTER AND INTERNET

Faculty and staff at SCS have the opportunity to use computers and internet access in the library and classrooms for research and preparation for school-related projects. SCS recognizes the potential education benefit to each student and the school as a whole by making such access available. SCS also recognizes that with the benefit there is a balance of care and concern that must be administered when accessing the information that is available on the internet. It is not all truthful nor is it all morally beneficial. For this reason, SCS relies on the educational partnership between the family and the school to help in administration of a policy that guides the usage of the computers provided by the schools for educational purposes. Teachers utilize the Remind App for communication as well. Teachers will never text a student individually.

The partnership responsibilities can be described as follows:

It is the responsibility of the school to provide internet access to enhance the learning process included in this is the basic functioning and security of the network as well as adult supervision of the students. It is the responsibility of each student to make responsible and ethical choices while accessing electronic information. It is also the responsibility of each student to abide by the terms and conditions set forth in this Handbook and Student Code of Conduct. It is the responsibility of the parents to provide guidance and oversight of their students by evaluating electronic information retrieved by the student either while using the school or home computer.

SCS will provide computers (Chromebooks) for each student for students to conduct research and to communicate with others regarding school related projects. **Usage of the computers is a privilege; it is not a right.** Given sufficient evidence or reasonable suspicion of misuse of the computer network, school administrators may review files and/or communications to maintain system integrity and to insure responsible usage. Users should not expect that communication and/or records of usage would be private. Teachers utilize the Remind App for communication as well. Teachers will never text a student individually.

## ELECTRONICS POLICY

Students are not allowed to have cell phones or smart watches during school hours. If they bring it to school, it will be confiscated and locked in the Principal’s office until the end of the day. We are not responsible for lost or stolen cell phones or other electronics. If a Smart watch is brought to school the same policy will apply, the watch will be confiscated and locked in the Principal’s office. If a parent needs to contact their child/ren or vice versa, they may contact the office or use the office phone.

Kindles and electronic devices for reading books only are allowed, but are not to be used for taking pictures, accessing the internet or any other use at school. If other uses are noted, the student will not be allowed to bring the device to school for any reason or use someone else’s device at school.

## STUDENT PHONE USE

No student should bring a phone during school hours. If students need to use the phone, they need to ask their teacher if they can come to the office and use the phone. Acceptable topics for phone use are a student that has forgotten their lunch, a student does not know what they are doing for lunch, a student forgot to take some medicine, a student needs a change of clothes, a student forgot their backpack or books. Unacceptable topics for phone use are wanting someone to come over after school, things unrelated to school. **Students must use the office phones to call home as they will not be allowed to have a cell phone or smartwatch at school during school hours.**

## ALCOHOL AND DRUG POLICY

Student use, possession, distribution, sale, or being under the influence of alcohol, marijuana and other illegal drugs, controlled substances, “look-alike” drugs, steroids, or possessing drug paraphernalia on any school premise or at any school function (home or away) is strictly prohibited. This includes additional items such as vape pens, matches, lighters, marijuana, cigarettes, and other non-listed items. Minimum penalty for violation of this policy may be suspension from school; however, violation of this policy could result in permanent expulsion from school. Law enforcement officials may be contacted upon initial investigation and verification of the violation.

## ANTI-BULLYING POLICY

It is our commitment to provide a safe learning environment. We take accusations of bullying seriously, and we work to help students resolve issues. “*Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose*,” (stopbullying.gov). It is important for students to discern between bullying and behaviors that might be classified as being a bad friend. It is also very important that bullying behaviors are reported so that they may be addressed. Begin with the classroom teacher and continue communication until the issue is resolved. Continued bullying will not be tolerated and can end in suspension or expulsion.

## SEXUAL HARASSMENT

In compliance with Oklahoma Education Code, Shiloh Christian School has adopted a policy regarding sexual harassment. SCS is committed to a work and educational environment in which all individuals are treated with respect and dignity and each child has the opportunity to learn in a professional and caring atmosphere. Sexual harassment is a violation of Title IX of the Education Amendment of 1972, Title VII of the Civil Rights Act of 1964. SCS strongly condemns, opposes and prohibits sexual harassment of individuals, whether verbal, physical, or environmental, by anyone. Any student who violates this policy will be subject to discipline, up to, and including, expulsion.

SCS has also established a written policy on sexual harassment in the Faculty/Staff Handbook. Parents who would like to obtain a copy of this policy may request such from the office administration at any time.

If parents, staff members, or students become aware of comments or behaviors on the part of staff, or other students that could be considered sexual harassment, the matter should be reported to the Administrator. The School Administrator will review the matter, and depending on the nature of the report, may also convene with the School Board, for a formal review. A confidential investigation will be conducted with the intent to ensure prompt and equitable outcome to the family making the report, the child, any witness, and alleged perpetrator. The family will be notified as to the determination of the investigation. If it is found that unlawful harassment has occurred, effective remedial action commensurate with the severity of the offense will be taken. SCS will not retaliate against the person making the complaint and will not knowingly permit retaliation by any SCS employee or other student or family member. State reporting mandates will be followed. A Title IX information sheet with a formal complaint form is posted on our website and is readily available in the school’s main office.

Library Policy

Library books are available to teachers, staff and students K-9. We seek to choose books that appeal to our students. Shiloh library includes books from all genres with an emphasis on books that support our Christian world view and mission. We also choose books that provide writing models for strong characters, settings, and descriptive language. There are no books placed in the Shiloh Christian School library that do not agree and/or align with our mission statement and our Christian values and beliefs.

# DRESS CODE

## APPROPRIATE ATTIRE

As Christians, we want to please the Lord and be good witnesses to others in appearance and behavior. Students must dress modestly, neatly, and appropriately without drawing undue or excessive attention to the wearer.

### Tops

* All students must wear a **solid color** Shiloh screened or embroidered t-shirt or polo shirt each day.
* The shirt must be in good condition i.e., clean, not extremely faded, no holes, no stains, not too big or too small.
* Tops must be long enough to cover the stomach when arms are raised above the head.
* Sleeveless tops, tank tops, tube tops, excessively tight tops, and spaghetti straps are prohibited, as are garments that are made of thin or clinging fabric.
* The Shiloh shirt should be visible and not hidden under other clothing items. Long sleeve shirts should be worn **under** a Shiloh shirt.

### Bottoms

* Only *solid one-color* pants, jeans, or shorts are permitted; any bottoms with prints e.g., stripes, plaid, hearts, stars, camouflage etc. are not allowed.
* Shorts must be no shorter than fingertip length when arms are held straight down to your side.
* Girls may wear solid one-color skirts, skorts, or jumpers no shorter than fingertip length as well.
  + *Solid one-color* jeggings or leggings may only be worn underneath a skirt, skort, or jumper. If worn as pants a shirt must be long enough to completely cover the students’ buttocks. *The skirt, skort, or jumper must meet the required length,* *even when the student is wearing leggings/jeggings*.
* Students must wear their pants pulled up.
* Undergarments should never be visible.
* Bottoms must be in good repair: no slits, tears, holes.

### Shoes

* Shoes or sandals must be worn at all times.
* K-4th grade students must wear shoes that have a strap around the back of their heel. They can wear tennis shoes, sandals with straps, etc.
* 5th-8th graders can wear shoes without straps around the back, but no flip-flops or athletic slides.
* To ensure safety when playing on the playground, elementary students should not wear shoes with heels.
* House slippers, sliders and/or flip-flops are not allowed.
* Athletic shoes must be worn for PE.

### Accessories (Piercings, Jewelry, Hats, Makeup)

* Ear piercings are allowed for girls only. It may not be excessive (more than two holes per lobe).
* Boys may not wear any type of piercing.
* Jewelry may be worn in moderation.
* No hats or novelty headbands (headbands with large items or antennas of any kind) in the classroom.
* Hats may be worn only outside by students with the bill forward at all times. Students must wait until they have exited the building to put on their hat.
* Only girls in 7th-9th grade may wear light make-up, but it may not be reapplied at school.
* Chains, wallet chains, dog collars, studded belts, inappropriate belt buckles, spikes, etc. are prohibited.
* No visible tattoos are allowed on campus including temporary ones.

### Hair:

* Hair should be neatly combed for all students. Girls’ hair must be always kept out of the eyes.
* Boys’ hair should be neatly cut. The length must be no longer than the collar and not past the eyebrows.
* Extreme hairstyles, including an insignia shaved or dyed into hair, Mohawks, or hairstyles that draw attention are not permitted.
* Students may have *subtle* highlighting, or natural hair color dyes (no unnatural colors).

## SPECIAL EVENTS

Students must adhere to the dress code policy during all school events and/or activities. The dress code rules apply for every school function e.g. Walk-A-Thon, archery tournaments, field day, skate house day, field trips, etc. In the event of a “wear what you want” celebration day, students must adhere to length requirements, the legging/jegging rule, no hole’s clothing rule, etc. The student’s tops must have sleeves. No spaghetti straps or tank tops, low cut shirts (in the front or back), shirts with holes in the shoulders, etc. While the students enjoy these days, they must remember that clothing should always be modest and not distracting.

## VIOLATIONS

If there is a dress code violation, the teacher will not address the child but will notify the administrator. The administrator will then address the violation to the parentsvia telephone, requesting the parent bring proper attire for the student.

# DROP OFF AND PICK UP PROCEDURE

## DROP OFF

Students may arrive no earlier than 7:30 am. The teachers may arrive before 7:30 to prepare for the morning, but the door will remain locked until 7:30 am, *no sooner*. Cars will pull up under the awning to drop child/ren off at the door. Please make sure your child/ren leave the car in a timely manner. If you are not first in line, do not let your children get out of the car until you are the first car under the awning *(Some SUV’s and trucks cannot see the children walking beside their vehicles and it is very dangerous if the vehicle starts moving forward!*).

Students will come through the front doors only. Kindergarten through fifth grade will put up their belongings on their hook before heading to the gym for our Morning Assembly. Sixth through ninth graders will put their belongings in their locker before heading to the gym for our Morning Assembly. There will be an adult supervising the students in the gym before our Morning Assembly begins. *Students are late if they are coming in the front door at 8:00 am. They should be in the Gym ready for the Morning Assembly at 8:00 am*.

## PICK UP

Vehicles will begin lining up at the front edge of the awning. When the 3:15 pm bell rings, a staff member will be at the door to release each child to the car as it pulls up under the awning. If you need someone else to pick up your child/ren besides the designated people, you must call the office by 3:00 pm and let us know. *We will not release your child/ren to another person until we can call you to verify that they are allowed to pick up your child/ren.*

If you need to pick up your child/ren before the bell rings, you will need to come in and sign them out – this should only be if they have an appointment, *not on a daily basis*. If your child/ren are signed out before 3:00 pm and a written note for a doctor, dentist, or orthodontist appointment, etc. has not been provided within 48 hours, it will count as an unexcused tardy. If your afterschool arrangements are changing from your normal routine, please call the office before 3:00 pm.

# LUNCH & BREAK

## LUNCH ACCOUNT

Parents can prepay for lunches by sending money or a check with their child. Please put the check or money in an envelope, and the child will give it to the school office. They will then record money received to each student’s account. If you have more than one child, send the money with the oldest or most responsible child and a credit will be placed on your family account. We will keep track of the meals ordered by your child and notify you at the end of every month of their hot lunch account.

## PROCEDURES

Lunchtime for Elementary students is 11:20 am. Lunchtime for MS student’s 6th-8th is 12:00 noon and lunch for 9th grade is at 12:25pm. We have lunch in the Cafeteria/Activities Room. The lunchroom rules are that students can get up for refills and lunch related needs but are not allowed to play until dismissed for recess. Quiet voices must be used, and no yelling or rowdiness is allowed.

Students may leave for lunch with a parent or guardian. When a parent arrives for lunch, they must report to the front office, check in with a staff member, and sign the student out for lunch. Students must return by the time their lunch recess is over.

Parents may also drop off hot food for their child. When the parent arrives with the lunch, they must report to the front office and check in with a staff member. Please write the child’s name on the sack. If you are bringing lunch for your child/ren, be sure it arrives by 11:20 am for Elementary students and 12:00 noon for MS student’s 6th-8th or 12:25 for 9th grade students.

**Pack a Lunch:** Students may also bring their lunch every day. We encourage parents to pack everything their child will need to eat their lunch. \*\* We do allow students to use the microwave to warm items. If it becomes an issue, we will alert parents.

## Forgot Lunch

If a child forgets their lunch and did not order a hot lunch, they will be served ramen noodles/or macaroni and cheese.

**Break:** Each day we have a morning break time. During this time for all students they may purchase snacks and drinks from our snack cart. They are 50 cents per item. We have different options for the students to pick from on the cart. Items typically on the cart are granola bars, peanut butter/cheese crackers, breakfast bars, honey buns, juice boxes, water etc. A student must pay at the time of picking from the cart or pre-purchase a snack card from the office. All proceeds go to replenishing the snack cart. Snack cards are $10.00 a card.

**Lunch:** We have a different local restaurant offer lunch each day. The lunches are $5.00 per meal which includes a drink. The lunch also includes their choice of a side item. The items change regularly. The family can pay ahead for lunches and the office keeps track of the lunch account record of when students order. Reminders are sent home at the end of every month with the lunch account balances. You can also send money in on the day your child wants to order a hot lunch but pre-paying on the account is preferred.

**Drinks:** We have a number of different drink options that are offered daily at lunchtime. Students who purchase a drink may get refills of that drink during lunch. Drink options include: Water, Apple Juice, White Milk and Chocolate Milk and in the cold season we offer Hot Chocolate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| **Frech Mexican** | **Del Rancho** | **Log Store** | **Subway** | **Domino’s** |
| Quesadilla  Meat or Bean Burrito  Hard or Soft Taco  Nachos | Hamburger / Cheeseburger with Fries | Chicken Strips with Potato Logs/Fries  Or  Catfish with Potato Logs/Fries | Ham, Turkey, Meatball or Pizza Sub | Cheese or  Sausage or Pepperoni Pizza |

\* We are willing to offer additional lunch or snack options, please contact Mrs. Gilstrap with your request.

# DISCIPLINARY PROCESS

Proverbs 22:6 says to train up a child in the way he should go. We would like to partner with you to do just that! Training involves learning from real life situations and includes carefully chosen routines and rituals that help every child to feel safe and connected. Modeling through adult example and teaching specific skills are also important aspects of training/disciplining a child.

Our goal is to increase your child’s learning potential, strengthen feelings of community, lay a solid biblical foundation for your child’s emotional needs (well-being), and encourage the evidence of Godly character traits. The purpose of discipline is to disciple students in the Lord’s way. When viewed as only punishment, discipline becomes cold and impersonal. However, when viewed with eternity in mind, discipline becomes the key to a life that is pleasing to God.

One of the most important reasons for maintaining discipline in the classroom is to provide the framework necessary to build faith in Christ. If we allow ungodly attitudes and behaviors to control our classrooms, we will be ineffective in pointing our students to Christ. The school is an extension of the home. Just as the school must support the home, the home must support the school. At Shiloh, we want to partner with you in discipline. It is with these thoughts in mind that the board prayerfully established a school-wide procedure for discipline.

Our school-wide policy is that correction of the students must be done in love.

1st offense – Warning to the student directly (verbal or visual reminder)

2nd offense (same day) – Student will sit out from recess for 5 minutes

3rd offense (same day) – The student will sit out for one full recess. An Orange Slip will be written and submitted to the school Administrator. The school administrator will meet with the student to discuss the ongoing behavior problem and send home the orange slip for parents to sign and return to the school administrator the next day.

If a student frequently misbehaves, the administrator will meet with the student, depending on the severity of the situation and the age of the student, the student may receive an Incident Report. The Incident Report may have further consequences given to the student which will be determined on a case-by-case basis. In the event the behavior continues a Student Success Team meeting will be scheduled with the Student, Parent, Teacher, and Administrator to seek a solution to the underlying problem and discuss how to help the student become successful in class. Repeated problems in behavior may need corrective measures and incentive plans not outlined here. These child-specific discipline plans should have the consensus of the parent, teacher, and administrator.

If the teacher and administrator agree that extreme behavior has occurred, they will begin the process for administering a student suspension either in school or out of school suspension. Extreme behavior is defined as: *Types of behavior included but not limited to deliberate action that causes injury or endangers another person; temper tantrum; talking back to a teacher, administrator, or volunteer; blatant disobedience; striking a teacher, administrator, or volunteer; use of inappropriate language as well as bullying.* \*\*Depending on the severity of the offense, if a student does something that is deemed as extreme behavior, it may supersede steps 1- 4 resulting with an automatic Incident Report. The teacher or administrator will always contact the parents. Each occurrence will be reviewed on a case-by-case basis.

## IN-SCHOOL SUSPENSION

At the time of the 3rd offense, the student may need to be removed from the classroom setting. They will be given seatwork to do under supervision of the administrator. The child at this point may need to spend an additional day in “In-school suspension” depending on the severity of the occurrence, each will be reviewed by the administrator. If the administrator decides they need an additional day, the student will be required to finish all class work for that day, eat lunch, etc. in a designated area away from classmates. For some infractions, there will be no warning other than group discussion of rules and expected behavior. The child will be responsible for restoration of property. Examples: poking holes in chairs, walls or doors, writing on or marring in any way, furniture, walls or doors, destruction or removal of property belonging to someone else.

## OUT-OF-SCHOOL SUSPENSION

The parent will be notified to take the student home the day of the occurrence. If a parent cannot be notified immediately, the student will be kept in a designated area until the close of the school day. Days of suspension are considered as Unexcused Absences from school and are marked by a 65% of the maximum allowable grade on daily work, quizzes, tests, and projects. Student is not allowed on campus during off-campus suspension.

# RESOLVING PROBLEMS AND ADDRESSING CONCERNS

## MATTHEW 18 PRINCIPLE

We recognize that in any organization, regardless of the best intent and effort, disagreements and misunderstandings may arise. It is not the problems that measure the institution, but how those problems are managed. As a Christian organization, it is important to follow Biblical standards; to take concerns directly to those who are involved (Matthew 5:22-24, 18:15-20).

**BEFORE YOU TALK TO ANYONE, PRAY ABOUT THE SITUATION.** Matthew 18:15-17 provides the following procedure for handling conflicts:

* Vs. 15 – If your brother offends you, go talk to him alone. Don’t talk about it with other staff or parents. Note: Parents may not interrupt class time to talk with a teacher. Please call the teacher or the office ahead of time to make an appointment.
* Vs 16 – If your brother will not listen to you, take one or two others along as witnesses of what is said and of your attempt to resolve the problem or disagreement. At this step, ask the administrator to meet with both parties.
* Vs. 17 – If the other person refuses to listen or to agree to a resolution to the problem, consult with the board. Arrangements to meet with the board are to be made through the administrator.

If you have a question about something in the classroom, be sure to call or text the teacher FIRST before talking to someone else or taking other action. Most things can be resolved in this manner.

# GENERAL INFORMATION

## ADMINISTRATION OF MEDICATIONS (Statute 70-1-116.2 (1984))

Allows a school nurse, or an administrator or school employee in the absence of a nurse, to administer nonprescription and prescription medications. Each school is also required to keep a record of which student the medicine was administered to, the date of administration, the name of the person administering the medicine, and the type or name of medicine administered. The statute requires that medicine be properly stored and only accessible to the designated officials who are permitted to administer it. Further, a designated school employee shall not be liable to the student or a parent or guardian of the student for civil damages for any personal damages resulting for the administration of medication.

Self-Administration SB343 (2003) and Statute 70-1-116.3 (2003) requires each school district to adopt a policy permitting self-administration of inhaled asthma medication by a student. The statute requires the authorization of a parent or guardian, a written statement from a physician stating that the student is capable of self-administering the medication, written notification to the parent or guardian that school employees are exempt from liability as a result of any injury from self-administration, and a signed statement by the parent or guardian acknowledging that the school will incur no liability.

Shiloh requires also that all medicines that are over the counter or prescription drugs (example, cough medicine) must have a written note from the parent with the student’s name, quantity to be given and at what time to give a dosage. Prescription drugs must be scripted for the particular child.

## ANIMALS

Pets are not allowed on campus without prior written consent from the parent, teacher, and administration. If permission is granted, the animals must be caged and kept in designated areas. Parents are to supervise the animal at all times. Animals regularly maintained within the classroom environment and under teacher supervision are to be respected by all.

## ASBESTOS HAZARD EMERGENCY RESPONSE ACT

The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. We are pleased to announce that Shiloh Christian School is asbestos free. A copy of the Management Plan results is available in the office of the administrator for your viewing.

## BIRTHDAY PARTIES AND HOLIDAYS

All National holidays may be recognized and celebrated at Shiloh, as long as the emphasis remains historical or Christ-centered. Class parties such as birthdays, may be celebrated by the individual classrooms with prior approval from the teacher. Please send a note or call the teacher a few days in advance to discuss the time, etc. Also, with prior notification to the teacher, you may choose to drop off a birthday treat in the morning and have the teacher pass it out at his/her discretion.

ATTENTION: If you choose to bring invitations to school to pass out, all students in the grade or class must receive an invitation, or if it is an all-girl party or all-boy party, all students of that gender must receive an invitation. If your child can only invite a few from their grade or class, the invitations must be mailed to the children’s individual homes and cannot be given out at school.

## CAMPUS SAFETY

For the overall safety of SCS students, the following procedures and policies have been instituted:

ACCIDENTAL INJURY

Minor accidents may be handled with the first aid kit in the school office or classroom. The administrator or office assistant will take care of the student. If a more serious accident occurs, we will contact the parent or guardian and let them know the circumstances to decide if they think the student needs to see a doctor, optometrist, or dentist. In non-emergency cases, it is the parent’s responsibility to take them to the doctor. In serious accidents, we will take them to the emergency room or call 911 while someone at school tries to contact the parent or guardian. We will use the Authorization for Emergency Care to Minors form that is on file if the parent cannot be reached. The staff will fill out an accident report and file it in the student’s file and have a copy for parents. There are first aid kits in each classroom.

MEDICAL ATTENTION

The student must have a Medical Emergency Card form on file in the office in the event of an emergency. Parents will be notified of accident situations and are responsible for transporting students, except in cases of extreme emergency. Parents are responsible for any fees incurred if it is deemed necessary.

## CHILD ABUSE REPORTING

The State of Oklahoma requires school officials and staff members to adhere to various legal provisions enacted to protect children. Shiloh Christian School receives professional development annually on this topic and will report child abuse immediately upon evidence of such as per the training and the law requires.

## COMMUNICATION

We encourage you to access our website and social media for updated and continued communication. Website: [www.shilohcs.org](http://www.shilohcs.org) ; Facebook: <https://www.facebook.com/shilohcs>

Parents are welcome to contact the classroom teacher with questions or concerns regarding student progress. Teachers may be contacted after school hours each day and parents may leave a message with the school office for the teacher. Additionally, you may email a teacher at any time. Teachers will make concerted effort to return calls or emails by the end of the next business day. Teachers utilize the Remind App for communication as well. Teachers will never text a student individually.

## EMERGENCY AND FIRE DRILLS

As part of a comprehensive safety program, SCS conducts regular fire, tornado, and lockdown drills during the school year. Fire drills, as required by law, will be held at regular intervals. Such practice is important and should be approached seriously. Please know that if you are on campus during one of these drills, you will be required to participate as part of our emergency preparedness efforts. In addition, we will not be specifically telling parents when we will conduct drills nor will parents be given an option to exclude their children during normal drills. Specific instructions for evacuation of the building will be given to the students by their teacher. Students will leave the room immediately on signal. There must be minimal conversation. Lines should be kept well organized and moving rapidly. The first student out of a door should step aside and hold the door open for those that follow. Each classroom is equipped with emergency backpack, supplies and emergency handbook.

## FIELD TRIPS

Permission slips will be sent home for each field trip. Parents will receive notification of upcoming field trips in notes home and email. Information will be handed out prior to all field trips so that parents will be informed about when and where the students are going, who will be taking them (bus, vans, or parents), and if there are special requirements for the students such as sack lunch, money for lunch, certain attire, etc.  *Most field trips will be without cost.*

When the school is taking a bus or van, all students must ride on the bus or van TO the destination. This ensures that all students arrive at the same time. If you choose to drive separately, your child/ren still need to ride the bus or van. When the field trip is over, if you have driven separately and are not responsible for getting other students back to school, you can choose to take your child/ren at this time AFTER you have signed them out with their teacher.

### FT BEHAVIOR

Parents are encouraged to attend field trips, teachers maintain their roles of disciplinarians and educators. Teachers will talk to any Shiloh student or sibling that is unruly, disobedient, or discourteous, even if the parent is present. Students will be reminded of the rules in the presence of attending parents to give clout to both parents and teachers.

Going on a field trip is a privilege. Students (or siblings of students) may be excluded from future field trips due to behavior problems during a field trip.

### FT TRANSPORTATION

All students and their siblings on a field trip must be seated and wearing seat belts (seatbelt exception only on a school bus). All field trip drivers must have a valid driver’s license with a copy of the license in the school’s office. If there is a need to drive cars to the field trip, every child must have a working seatbelt. If you are taking students in your vehicle, you cannot stop for drinks or food unless the whole group has planned to stop. If the field trip destination has a gift shop or items available to purchase it will be noted on the permission slip sent home.

We enjoy parents joining us for field trips, so we hope that you can come on at least one this year!

## FUNDRAISERS

Fundraising Events: There are various school fundraising activities and events throughout the year. In addition to our annual Walk-A-Thon, Blue and Gold Sales will take place at least twice during the school year. Thank you for your support and participation in these events!

## INSURANCE

Medical insurance is the responsibility of the parents or guardians and not the responsibility of SCS.

## NON-DISCRIMINATION POLICY

Shiloh Christian School does not discriminate on the basis of race, color, gender or national/ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other administered programs, subject to and in conformity with the school’s religious beliefs and practices as embodied in its rules and regulations. It does, however, screen applicants on the basis of academic ability, deportment, and compatibility with the school’s religious purpose, philosophy, and goals.

## SCHOOL CLUBS OR ORGANIZATIONS

All clubs or organizations at Shiloh must be pre-approved by the Shiloh School Board.

## SEARCH AND SEIZURE PROCEDURES

There is no right to privacy at a private school. Authorized school personnel may conduct a reasonable search of a student or his/her locker, desks, automobiles, cell phones, and/or personal belongings when they have reasonable cause to believe that the student has an item in his/her possession which may constitute a criminal offense under the laws of this state, or other items prohibited by the school rules. The use of lockers, desks, and parking areas is a privilege, not a right. In addition, the Administration of SCS reserves the exclusive right to have the Cherokee County Sheriff’s Department do routine and random checks for illegal drugs anywhere on campus. Students also understand and agree that SCS shall have the right to monitor or examine any electronic device at the school or any SCS activity.

## STUDENT INFORMATION SYSTEM (FACTS SIS)

FACTS SIS is an internet-based school management system that serves the various needs of administration, staff, teachers, students and parents. It is a private and secure website that will allow you to see complete information specific to your child, while protecting your child’s information from others. You will need an internet-capable computer to view this information. This is a beneficial tool to improve your children’s academic development and communication between school and home.

## STUDENT RECORDS

Pursuant to the Education Code of Oklahoma, you are hereby given notification of privacy rights of parents and students. Full access to all personally identifiable written records maintained by SCS must be granted to natural parents, adoptive parents, or legal guardians.

Parents may review individual records by making a request to the administration which will ensure that explanations and interpretations are provided if also requested. Parents may also receive a copy of any information in the records at a reasonable cost per page. When a student moves to a new school, records will be forwarded upon the request of the new school. All unpaid balances must be paid and all books returned prior to the transfer of records. At the time of transfer, a parent may review, receive a copy of the records.

## TOYS AT SCHOOL

We do not allow students to bring toys to school (except for show-n-tell) It has been our experience that problems do arise when toys are brought from home. There may be a time when a teacher asks children to bring something from home, but otherwise, please do not bring toys to school.

## VISITORS

Parents or other visitors are welcome to visit the school. All visitors must sign in at the office and obtain a visitor’s badge. You may be asked for an ID to receive a visitor badge. The visitor badge must be visible while on campus. If a staff member sees any person on campus without a visitor badge, they will request and/or escort the visitor to the office to sign in and receive a visitor badge.

## VOLUNTEERS

At SCS, we consider ourselves to be in a partnership with parents in educating their children and welcome parent involvement in the school. Volunteers must check into the school office to obtain a visitor pass prior to volunteer activity. Those who are interested in volunteering regularly need to fill out a volunteer application. These may be picked up in the school office. Volunteers are required to dress modestly. Parents who take part are welcomed by the staff, feel a part of the school, give their children something special, and bless the school by providing volunteer assistance.

## WITHDRAWAL POLICY

The parent of a student that is transferring from SCS to another school should inform the office at least one week prior to withdrawal, if possible. A Withdrawal Form must be completed. This will assist in the expedition of the transfer to the next school. A SCS withdrawal form must be completed for each student to officially complete the withdrawal process. In order for student records to be released all fees must be paid and books returned.

**This handbook is intended to be a guideline to support a positive academic environment and rich educational experience. The administration reserves the right to make final decisions regarding each situation.**

**I have read and understood the information contained in this Shiloh Student/Parent Handbook.**

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_