



Title IX: Discrimination Complaint Form (Student) (including sexual harassment)

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive federal financial assistance. When the form has been completed and, signed by you, and then signed by the Title IX Coordinator, your complaint has been properly received and noted by the school system. We will provide you with a copy of this form as well as complete information about the Title IX complaint process.

The Title IX Coordinator and/or designee investigate complaints by faculty, staff, and students who believe themselves to be harmed by sexual harassment or discrimination and harassment related to gender.

Shiloh Christian School

School: _____ Date of Complaint: _____

I am filing this complaint as a: check one: ☐ Faculty ☐ Staff

Name (Student's) _____

Grade Level: _____ Homeroom Teacher: _____

Person Filing Complaint (if not student) _____

Phone _____ Home Address _____

Have you brought this matter to the attention of any school personnel? If so, please list the names of all other persons with whom you have discussed this matter.

Type of Complaint Check all that apply

☐ Bullying(due to sex/gender) ☐ Cyber bullying

☐ Gender Discrimination

☐ Gender Inequity

☐ Sexual Harassment

☐ Sexual Assault

☐ Sexual Misconduct

☐ Stalking

☐ Retaliation

☐ Relationship Violence

☐ Rape

Complaint: Describe your complaint. Please summarize below and attach additional pages describing your complaint if necessary.

Name of person or persons you believe committed the offense against you and how you have contact with them.
(supervisor, co-worker, faculty, parent, student)

Describe the corrective action you are seeking. Attach additional pages if necessary.

' Title IX: Discrimination Complaint Form (Faculty/Staff)

(including sexual harassment)

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For retaliation complaints, please explain why you believe someone retaliated against you:

Witnesses (The relationship information requested means: students, school faculty, staff, etc.)

Name	Relationship	Phone Number

I certify the aforementioned is true and correct.

Your Signature

Date

For the Title IX Coordinator and/or Designee Complaint taken by

Signature	Print Name	Date
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To file a complaint with the Shiloh Christian School Board, please complete this form and submit to the Office of Human Resources. If you are unable for any reason to complete this form and would like to make a verbal complaint, please call 918-458-5041 or 918-797-0265. The Shiloh Christian School Board is required to investigate Title IX discrimination complaints and the SCSB will use its best efforts not to disseminate information concerning the complaint beyond those who have a need to know. Please feel free to contact our office if you have any questions regarding the process for filing or investigating complaints of discrimination (including sexual harassment).

Non-Discrimination Statement

In compliance with Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Acts of 1964, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, The Shiloh Christian School Board does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding the nondiscrimination policies: Geri Gilstrap (admin@shilohsc.org), ADA, Section 504, Title II, & Title IX Coordinator

in the office if they are caught accessing the internet or texting any time during the school day. This includes during lunch, recess, specials (enrichment) time etc. If a parent needs to contact their children 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 TELEPHONE USE

No student should be using a telephone unless they have permission to do so. 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.

FACULTY PHONE USE

Turn your cell phones to vibrate during the school day (unless it is a bad weather day). Check messages only during breaks and recess.

ALCOHOL AND DRUG POLICY

Faculty and staff 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. There is no use of tobacco, vaping, or similar products on campus at any time. Suspicion of employee drug use can and will result in drug testing of said employee. Failure to follow this policy may lead to immediate termination.

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.

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.

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.

DRESS CODE

APPROPRIATE ATTIRE

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

Teachers need to dress neatly----skirts, blouses, shirts, dress pants, capris, etc. Staff must adhere to length requirements, the legging/jegging rule, no holes in clothing rule, etc. No spaghetti straps or tank tops, low cut shirts (in the front or back), shirts with holes in the shoulders, etc. Any tattoos will need to be covered and body piercings (anything other than earrings) will also need to be removed during school hours. Male teachers will not be allowed to wear earrings during school hours. The students are expected to adhere to the dress code policy and teachers/staff need to set the example by following the same guidelines.

SPECIAL EVENTS

Staff and Faculty 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, staff must adhere to length requirements, the legging/jegging rule, no holes clothing rule, etc. No spaghetti straps or tank tops, low cut shirts (in the front or back), shirts with holes in the shoulders, etc. While the staff enjoy these days, they must remember that clothing should always be modest and not distracting.

VIOLATIONS

If there is a dress code violation, the administrator will then address the violation to the faculty or staff member. If it continues, a corrective action plan will be put in place.

STUDENT 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 examples 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.