

# Shiloh Knight Expectations

Be the Difference: We are Respectful, We are Kind, We are Responsible, We are Safe.

	<b>Respectful / Kind</b>	<b>Responsible</b>	<b>Safe</b>
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>○ Keep hands, feet, and other objects to yourself</li> <li>○ Speak kindly about self and others</li> <li>○ Be on time</li> <li>○ Use appropriate tone</li> <li>○ Use appropriate language</li> <li>○ Share</li> </ul>	<ul style="list-style-type: none"> <li>○ Be an active listener</li> <li>○ Follow directions</li> <li>○ Raise your hand during instruction</li> <li>○ Give your best effort</li> <li>○ Bring all materials and assignments to class</li> <li>○ Pick up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>○ Keep your space neat and organized</li> <li>○ Remain seated unless given permission to do otherwise</li> <li>○ Use materials appropriately</li> </ul>
<b>Walkways / Hallways</b>	<ul style="list-style-type: none"> <li>○ Keep voices low – other classes are working</li> <li>○ Give personal space</li> </ul>	<ul style="list-style-type: none"> <li>○ No cell phone use</li> <li>○ Have permission</li> </ul>	<ul style="list-style-type: none"> <li>○ Walk</li> <li>○ Keep hands and feet to yourself</li> <li>○ Keep backpacks and items lined up neatly or use a locker</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>○ Allow privacy</li> <li>○ Keep bathroom clean</li> <li>○ Turn off lights</li> </ul>	<ul style="list-style-type: none"> <li>○ Go</li> <li>● Flush</li> <li>○ Wash – use soap and water</li> <li>○ Turn off lights and leave</li> </ul>	<ul style="list-style-type: none"> <li>○ Go straight back to class or break area</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>○ Use kind language</li> <li>○ Include others</li> <li>○ Take turns and share</li> <li>○ Play with everyone / include others</li> <li>○ Don't let anyone sit alone – unless they want to.</li> </ul>	<ul style="list-style-type: none"> <li>○ Resolve conflicts peacefully</li> <li>○ Seek adult assistance when needed</li> <li>○ Help put equipment away</li> <li>○ Clean up trash</li> </ul>	<ul style="list-style-type: none"> <li>○ Stay in designated area, unless given permission to leave</li> <li>○ Line up when called / walk in an orderly manner to your class.</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>○ Clean up after yourself</li> <li>○ Use your inside voice</li> <li>○ No saving seats. Be happy to sit with whoever joins you.</li> </ul>	<ul style="list-style-type: none"> <li>○ Use time wisely to eat</li> <li>○ Place trash in the trash can</li> <li>○ Wait patiently in line</li> <li>○ Always wash hands before eating</li> </ul>	<ul style="list-style-type: none"> <li>○ Stay in your seat until dismissed</li> <li>○ Walk through the cafeteria and hallways to the playground</li> </ul>
<b>Library / Computer</b>	<ul style="list-style-type: none"> <li>○ No food or drinks</li> <li>○ Use a quiet voice or whisper</li> <li>○ Follow all directions</li> </ul>	<ul style="list-style-type: none"> <li>○ Return materials on time</li> <li>○ Treat borrowed items with care</li> <li>○ Do not download anything to a computer without explicit permission</li> <li>○ Remember to save your work</li> </ul>	<ul style="list-style-type: none"> <li>○ Keep all four chair legs on the floor</li> <li>○ Do not play with cords</li> <li>○ Use the internet responsibly</li> </ul>



# Shiloh Christian School

1282 Amity Lane Tahlequah, OK 74464  
Office: (918) 458-5041 Email: [info@shilohcs.org](mailto:info@shilohcs.org)  
Website: [www.shilohcs.org](http://www.shilohcs.org)

## **Expected School-wide Learning Results (ESLR)**

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

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

**I**nnovators who learn through academic exploration, creativity, and imagination

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

**H**onest individuals who do what is right and value integrity

**T**hinkers who critically analyze social, cultural, and academic content with a Biblical worldview

**S**tudents who are academically equipped, self-directed, goal-oriented, and responsible

*Our mission is partnering with the family to cultivate academic excellence, integrate Godly principles for living, and guide every child toward maturity in Jesus Christ.*

# SHILOH CHRISTIAN SCHOOL | 2023-2024 CALENDAR



1<sup>st</sup> Qtr: Aug 14 – Oct 13  
2<sup>nd</sup> Qtr: Oct 16 – Dec 20  
3<sup>rd</sup> Qtr: Jan 4 – Mar 8  
4<sup>th</sup> Qtr: Mar 11 – May 14

JANUARY '24						
S	M	T	W	Th	F	S
					5	6
7	8	9	10	11	12	13
14		16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 1-3 New Year Break (No School)
- 4 1<sup>st</sup> Day of 3<sup>rd</sup> Quarter
- 15 M.L. King Day (No School)

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10		12
13		15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

7-11 Professional Dev Teachers Only

11 Open House: 4-6 pm

14 1<sup>st</sup> Day of School

FEBRUARY '24						
S	M	T	W	Th	F	S
				1		3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18		20	21	22	23	24
25	26	27	28	29		

- 2 Parent Teacher Conference 3-5 pm
- 19 Presidents' Day (No School)

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3		5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20		22	23
24	25	26	27	28	29	30

4 Labor Day (No School)

21 Parent Teacher Conference 3-5 pm

22 Professional Dev Teachers Only (No School)

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10		12	13	14	15	16
17						23
24	25	26	27	28		30
31						

- 11 1<sup>st</sup> Day of 3<sup>rd</sup> Quarter
- 18-22 Spring Break (No School)
- 29 Good Friday (No School)

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15		17	18			21
22	23	24	25	26	27	28
29	30	31				

16 1<sup>st</sup> Day of 2<sup>nd</sup> Quarter

19-20 Fall Break (No School)

APRIL '24						
S	M	T	W	Th	F	S
		2	3	4	5	6
7	8	9	10	11	12	13
14					19	20
21	22	23	24	25	26	27
28	29	30				

- 1 Easter Monday (No School)
- 15-18 Standardized Testing
- 19 Professional Dev Teachers Only (No School)

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19						25
26	27	28	29	30		

17 Professional Dev Teachers Only (No School)

20-24 Thanksgiving Break (No School)

MAY '24						
S	M	T	W	Th	F	S
			1	2		4
5	6	7	8	9	10	11
12			15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 3 Walk-A-thon (8-11 am at NSU Track)
- 13 Awards Ceremony and Picnic release at noon
- 14 Graduation & End of Year Program
- 15-17 Professional Dev Teachers Only

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19				23
24						30
31						

20 Christmas Celebration dismiss at Noon

21-29 Christmas Break (No School)

*Our mission is partnering with the family to cultivate academic excellence, integrate Godly principles for living, and guide every child toward maturity in Jesus Christ.*

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Email: info@shilohcs.org

Board Approved 3-28-23



# **Shiloh Christian School**



## **FACULTY & STAFF HANDBOOK 2023 – 2024**

**Shiloh Christian School  
1282 Amity Lane  
Tahlequah, OK, 74464  
918-458-5041  
[www.Shilohcs.org](http://www.Shilohcs.org)**

To the Faculty and Staff member,

On behalf of myself and the School Board, we would like to thank you for choosing to sow into the students and ministry here at Shiloh Christian School (SCS). We feel blessed to have this opportunity to partner with you in training the next generation. 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 an employee 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 personally benefit from everything SCS has to offer by being actively involved in your classes and the programs. In this handbook, we have published general rules and regulations of SCS. You are urged to contact us with any questions. If you encounter difficulties, please seek me or a Board member out and we will do our best to help you. 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.

In His service.

Geri D. Gilstrap  
Administrator – Principal

### **Hours of Operation**

Office: 7:30 am – 4:00 pm

K5 – 8<sup>th</sup> grade: 8:00 am – 3:15 pm

**School Board:** Shiloh Christian School is governed by a Board of Directors. 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 Board of Directors 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.

**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 (SCS) 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 underlie 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 consist.” (Colossians 1:16-17). The Gospel of John states. “All things were made by Him and without 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 the words which I command you today shall be in your heart. You shall teach them diligently to your children and shall talk to 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, 1 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 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. Teachers should participate so students understand that it is not just something “children should do.”

## **EDUCATIONAL FOCUS**

Shiloh Christian School provides a teacher-taught classroom environment with a strong Christian curriculum for children in kindergarten through eighth 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. 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.

## **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. His 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 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 we 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, I 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 indwelt 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)*

## **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**

Teachers at Shiloh do more than educate students about the 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. 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 participate in regular fellowship at a local church.

## **SCHOOL PHILOSOPHY**

**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 building 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, and 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. Gaebelien. 1968, p34)

**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 and 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 you may prove what is good, and acceptable, and the 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 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 a higher standard of conduct than are the students of 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 our 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 your 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 that 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, it is our goal to be accredited by ICAA (International Christian Accrediting Association). We are currently a member of ICAA and are pursuing full accreditation. Our students have no difficulty transferring to public or other schools because of our high standards and administering annual national standardized testing.

## **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/SPIRITUAL FORMATION GOALS**

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-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 per. 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)

### **CHAIN OF COMMAND**

Teachers and staff shall report to the administrator. The administrator shall report to the board. If there is a problem with another teacher or the administrator, please talk to that teacher or administrator FIRST before pursuing another avenue. Use the Matthew 18:15-17 principle. The use of gossip divides and is not helpful or edifying. If you have an issue. You need to speak to the person.

### **HIRE/DISMISSAL PROCEDURES**

**Employment procedures shall be as follows:** Applicant shall furnish to the administrator a current resume with at least three references, fill out an application, and have an interview with the administrator. The administrator will recommend applicants for the board to interview. If no positions are open at the present time, an application will be taken and put on file.

**Dismissal procedures will be as follows:** Administrator will bring complaints from parents or personnel to the employee's attention. Both sides shall have ample opportunity to discuss problems. And solutions, followed by a time of prayer. A written report with corrective actions will be given to the employee following each meeting and both parties shall sign said report so that it is clear that both parties understand the situation and the steps to follow for correction to the problem. If difficulties are not settled satisfactorily between all parties, the employee may be terminated.

## **PAY PERIOD**

Payday will be semi-monthly on the fifteenth (15<sup>th</sup>) and the last day of the month. This pay schedule includes substitutes also. If the 15<sup>th</sup> or the last day of the month falls on a holiday or a weekend, checks will be issued on the prior workday. Checks may not be ready until the afternoon of that day. Employees will have the choice to have their paycheck direct deposited.

All teachers are paid on a 12 month schedule. Please check and make sure your deductions are correct on each paycheck. The first paycheck will be issued August 15<sup>th</sup> of the current year and the last paycheck will be issued July 31<sup>st</sup> of the following year.

## **TUITION WAIVER**

All children of staff will receive a tuition waiver equal to the amount of the employee's work hours status. However, each staff member will be responsible for his own children's books, supplies fees, field trip fees, lunches, etc.

## **INSURANCE**

You have the option of buying health insurance (Aflac) that is deducted before taxes from your check. See Administrator for details.

## **FACULTY/STAFF ABSENCE – SICK DAYS**

All faculty and staff should give the Administrator advance notice (minimum 48 hours) of planned absences. A total of three (3) paid sick days will be allowed per semester. A request for time off form must be filled out for any scheduled absences. Absence request forms can be found in the school office. Turn your form into the administrator for administrative approval. Do not assume your absence is approved. You will receive a **signed copy of the form** to notify you. **If days missed become excessive, the days may not be paid.** Make sure you leave clear lesson plans and any other important information on your desk for the substitute. If you get ill suddenly and are too sick to arrange the work for the next day. Your emergency Substitute plans will be used. For emergency requests and illness please call the Administrator as soon as possible, so she can arrange for a substitute teacher.

## **MATERNITY LEAVE**

The employee shall have four weeks of paid maternity leave per pregnancy. The employee may take off an additional two weeks without pay. A maternity leave of absence can begin in your ninth month ---or earlier, with medical documentation (restoration of health leave) ---and continues during your recuperation period. This would be six weeks after your baby's birth in a routine pregnancy and eight weeks with a C -section with medical documentation. During her time off, a substitute will be hired for the short-term. When possible, the administrator will hire a certified teacher for the block of time that the teacher is on leave. If additional time must be taken by the employee because of complications with the pregnancy or the baby, the board will decide what steps are to be taken at that time. The administrator will notify the employee of any decisions made by the board if additional leave is needed.

## **SUBSTITUTE TEACHERS**

- A. For planned absences, a substitute should be given the following:
1. Class schedules that include recesses, chapel, etc
  2. Class roster(s) for attendance
  3. Seating chart(s)
  4. Clear and concise lesson plan(s)
  5. **Teacher's edition(s) of textbooks**
  6. Classroom procedures and expectations (restroom policy, hall pass policy, etc)
  7. Consequences that are available for those who do not meet behavioral expectations

B. Prepare your students for the substitute by communicating your academic and behavioral expectations of Students while you are gone.

C. **\*\*\*Every teacher must prepare an “Emergency Substitute Packer” that can be used in case of an unplanned absence.\*\*\***

1. The packet should contain three days’ worth of lesson plans that can “stand alone.” File the packet with the school office during the first week of school.
2. The Emergency Packet will be used if no other materials are prepared for the substitute. Refill the Packet materials as they are used.
3. Information included in item A. such as schedules, rosters, and expectations, should also be included in the Emergency Packet.

## **TEACHER FUNDS**

At the beginning of each year, the teacher receives a reimbursable budget of \$200 to buy things for the classroom or be used for teaching materials. These materials and items belong to SCS and not the teacher. During the year, a teacher can request other materials she would like to use in her room. If our budget can afford it., we will try to get any materials requested.

## **STAFF CONFLICTS**

NEVER discuss problems in front of the students. Use the Matthew 18 principle (See Appendix A). If Godly solutions cannot be worked out between staff members, contact the administrator. If needed, the administrator will set up a meeting with the board and involved staff. We are a small staff and conflict, and gossip can cause dissension, we all need to pray first, speak to the person, and follow Matthew 18.

## **BOARD MEETINGS**

Board meetings will be held monthly, normally on the fourth Tuesday of the month, unless other arrangements need to be made. Teachers or parents are welcome to sit in on any board meetings. If a parent or teacher would like to be on the agenda, you must contact the administrator a week before said meeting. If needed, non-board members will be dismissed before the board goes into executive session. Matthew 18:15-17 will be the required process for any grievance issues.

## **ARRIVAL AND DEPARTURE**

### **SCHOOL DAY HOURS**

Faculty and Staff Arrival: 7:30a.m.

School day: 8:00 a.m. – 3:15p.m.

**All Faculty shall remain on campus until 3:30 at the end of the day.**

### **BEFORE SCHOOL CARE HOURS**

**7:30a.m. – 7:55a.m. (free)**

### **ARRIVAL**

Teachers will report to school by 7:30a.m. *If the teacher has children, the children must sit in the cafeteria with the other students. If any teacher arrives before 7:30, please keep the front door locked. **If you know that you are going to be late, please text or call the administrator.***

Teachers may leave as soon as all students have left and they have sanitized the desks in the classroom, have turned off their lights, fans, and shut their doors (Fire code Policy). ***Please plan to stay for a staff meeting at least once a month on the first Monday of the month.*** Teachers’ children will follow the same dismissal



procedure as the other student's. Also, no students or teachers' children are allowed outside until all students have been picked up.

If someone besides the parents or a designated person is picking up a student, the parent must call the office or write a note. **If the office has not been notified by the teacher or the parent that the student is going home with someone else, THE STUDENT WILL NOT BE ALLOWED TO LEAVE, until we have contacted the parents for verification. Even if the student is planning to ride with another student, we need to have written permission from the parent.** This can be an inconvenience for their pick-up person, but we are concerned with the safety of the student.

### **TEACHERS LEAVING CAMPUS**

- A. If a teacher must leave campus during school hours for a personal emergency, he/she **must** contact the office. The office will send a substitute to cover the class. No teacher may cover for an absent teacher without administration approval.
- B. Teachers are asked to notify the office if they leave campus during lunch or their prep period. Keep in mind, this is paid time. Teachers are expected to be on campus during prep periods.

### **PROFESSIONAL GROWTH**

Professional growth will be a continuing endeavor at Shiloh Christian School. All teachers are required to continue to grow professionally through education and training. As part of the professional growth plan. Teachers will work on individual professional development goals. Several days will be set aside for professional development.

Shiloh has invested in various programs and materials to help educators become more effective teachers.

- A. If you take any courses or seminars toward your professional growth, please let the administration know so you can receive credit in your employment file. If you have taken courses that are not on file. Notify the office.
- C. Document your professional growth and have the office put it in your personnel file.

### **TEACHER MEETING EXPECTATIONS**

***At least once a month,*** on the 1<sup>st</sup> Monday there will be a teachers' meeting starting around 3:45 pm (after all the students are picked up from school). We should complete all items in about an hour. Teachers are expected to stay for these meetings and if any teacher needs to leave early, please let the administrator know before the meeting begins.

### **OBJECTIONS OF EVALUATION**

An excellent school uses observations and evaluations to improve the effectiveness of the educational program for students, teachers, and parents. An administrator will visit your classroom periodically to observe your class. This is standard procedure for all teachers.

Observations are conducted to achieve one or more of the following objectives:

- 1. Evaluate a program
- 2. Observe a particular student
- 3. Observe a group of students
- 4. Increase an administrator's awareness of campus and classroom activities
- 5. Analyze teaching techniques
- 6. Improve instruction
- 7. Increase the students' awareness of who administrators are

### **TEACHER EVALUATIONS**

The teachers will have two formal evaluations each school year. The first formal evaluation will be during a week in October and the second formal evaluation will be in February or March. The administrator will have

you schedule at least one week in advance and set up a time. The teacher will have the opportunity to teach her best subject. No formal observation will be made during the first twenty (20) workdays of the year or from date of hire, whichever comes later. Each formal observation will be followed by a conference at which time a written observation report will be given to the teacher. This conference will take place within seven (7) working days of the observation. In the event of illness or emergency, the seven (7) days may be extended.

The first formal observation will take place before the end of the first semester, the second formal evaluation and conference will be completed by April. In no instance will a formal observation be made without a minimum of twenty (20) school days having passed since the last formal observation. Informal observations may take place at any time.

The teachers will have two unannounced evaluations each school calendar year. *The teacher will not be informed when these will occur.* The administrator and/or board member will come in the classroom and do two evaluations.

The teachers will have periodic informal evaluations where the administrator or a board member may spend time in the classroom with no paperwork. The administrator or board member may also spend time in the special (enrichment) classes as well.

## INFORMAL AND FORMAL OBSERVATIONS

### Informal

- A. Usually unannounced.
- B. May be short.
- C. May or may not be followed by a conferenced with a teacher.
- D. Information from an *informal* evaluation may be used to develop the *formal* teaching evaluation.

### Formal

- A. Each teacher will have at least one formal observation by administration each year. New teachers will have two *formal* observations.
- B. An administrator gives the teacher advance notice of the formal visit.
- C. The administrator meets with the teacher after the formal visit to discuss the observation and any subsequent recommendations.
- D. Comments or recommendations from *formal* observations are in written form.
- E. The administrator will give the teacher a copy of the comments and recommendations and retain a copy in the teacher's file in the office.

## EVALUATION PROCEDURES

In addition to periodic classroom visits and informal observations, the following observations will take place throughout the school year:

Quarter 1	Walk-through Checklist
Quarter 2	Formal Lesson Observations (All teaching staff)
Quarter 3	Peer Observations
Quarter 4	Formal Lesson Observations (New teachers and by request)

A By the end of the first quarter, the administrator and teacher will have a pre-evaluation meeting to discuss the process and review the criteria of the formal evaluation(s). Teachers will be evaluated according to the rubrics developed to measure the Standards for the Teaching Profession. The tentative areas for evaluation are:

1. Engaging and Supporting All Students in Learning
2. Creating and Maintaining Effective Environments

3. Understanding and Organizing Subject Matter
4. Planning Instruction and Designing Learning Experiences
5. Assessing Student Learning
6. Developing as a Professional Educator

B. During the pre-evaluation meeting, the teacher has the opportunity to share his/her self-reflection and areas in which to focus during the observation as well as potential professional goals. An observation form will be submitted to the administrator prior to the observation.

C Other collected data may also be factored into the *formal teacher* evaluation. Criteria may include (in no particular order).

1. Parent conference results
2. Notes from parents
3. Awards and citations
4. Professional development
5. Calls to the administration
6. Promptness and diligence in responding to requests or submitting documents
7. Completion of assigned tasks
8. Punctuality
9. Attendance at morning devotions
10. Attendance at faculty meetings

D After the *formal* evaluation session(s), the teacher meets with the observing administrator to see the written evaluation and discuss the results. The evaluation form has a place for teacher comments about the results of the evaluation or the process. Professional goals will be reviewed and modified if needed.

## **PERSONAL GROWTH**

### **SPIRITUAL GROWTH**

As a Christian, your relationship with Jesus Christ should be your highest priority. When your relationship with Christ is healthy and strong, your relationships with family, students, co-workers, and others will benefit.

In our hectic world, we do not always take the time we need to seek God in prayer, study the scriptures, and receive the spiritual nourishment that we desperately need to be effective in school and in life. Like sheep, we don't know when to stop; that's why the Lord, our Good Shepherd, "maketh me lie down in green pastures". At Shiloh, we "maketh" you take time for spiritual renewal. You benefit from the restoration, and it makes you a more effective Christian, family member, and teacher.

## **CODE OF CONDUCT**

All faculty and staff 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 all faculty, staff, and students to act in 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.

## **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.

## **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 respect to each other as we work together to maintain this atmosphere.

## **COMPUTER AND INTERNET**

Faculty and staff at SCS have the opportunity to use computers and internet access 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. SCA 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, SCA 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.

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 the 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 computer terminals 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.

## **STUDENT ELECTRONICS POLICY**

Unless your child needs a cell phone for after school activities, etc.. it would be better for them not to bring one to school. If they need to bring it to school, they will turn it off and not access it during the school day. If they are caught with their cell phone on at school without permission, it will be confiscated. We are not responsible for lost or stolen cell phones or other electronics. Students with Smart watches may also be asked to leave them 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 down 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 substance, "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. 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 SCA 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, archer 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/Jeffing 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.

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

2<sup>nd</sup> 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 clip 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 that include but are not limited to deliberate action that causes injury or endangers another person: temper tantrum; talking back to teacher, administrator, or volunteer; blatant disobedience; striking a teacher, administrator, or volunteer use of inappropriate language.* \*\*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.

- A. Teachers shall develop a discipline plan for their classroom. The administration will assist teachers in this area upon request. Discipline plans should be turned in to the principal in as part of the beginning of the year document checklist. Please submit any revisions to your discipline plan as necessary.
- B. Teachers may write an “**Orange Slip**” or student referral to the office. This can be done for repeated situations or issues that are not quite at an IR level, but need some administration guidance for the student. The Orange Slip may be placed in the Principal’s box, or the student may be sent up with it. Teachers should contact parents if an orange slip is written. The teacher should document this issue in PT conference on FACTS SIS and contact parents. *In **MOST** cases, an orange slip comes AFTER previous parent contact.*
- C. As the **last step** in a classroom discipline plan, the teacher may send a student to the office. To send a student to the office, complete an **Incident Report** and contact the school administrator. The teacher must input the concern into PT conference with greater detail than what may be on the IR, including names of ALL students involved. For ongoing issues, dates of previous occurrences/intervention should be included on the IR. *In **MOST** cases, an IR comes AFTER previous parent contact AND orange slip.*
- D. Students who are sent to the office with an **Incident Report** will have a discussion with an administrator, who will determine appropriate follow-up action.
- E. Parent communication is a vital aspect of classroom discipline. Parents should be contacted by phone before escalating/repeating behavior reaches an **Incident Report** level. (The principal may call parents if inappropriate behavior continues or as an incentive for improved behavior.)

## IN-SCHOOL SUSPENSION

At the time of 3<sup>rd</sup> 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 warring other than group discussion of rules and expected behavior. Child will be responsible for

restoration of property. Examples: poking holes in chairs, walls or doors, writing on or marking 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 65% of the maximum allowable grade on daily work, quizzes, tests, and projects. Students are 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)

Whenever relationships are close, there is potential for problems to arise between people. Nonetheless, it is God's will that we live and work together in harmony. Jesus said, "A new commandment I give unto you, that you love one another; as I have loved you, that you also love one another. By this shall all men know that you are my disciples, if you have love one for another." John 13:34-35

**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 the step. Ask the administrator to meet with both parties.
- Vs 17 – If the other person refuses to listen or agree to a resolution to the problem, consult with the board. Arrangements to meet with the board are to be made through the administrator.

There is a Godly way to handle problems between people in the Christian school that is workable and successful, for it has been given by the Lord. It is found in the scriptures in Matthew 18, thus it is known as the "Matthew 18 Principle."

### **The application is:**

1. Be sure the problem is serious enough.
2. When a serious problem arises between people in the school (and this can be any combination of people such as parent-teacher, parent-parent, parent-administrator, student-teacher, etc.) the parties involved are to meet to seek the Lord's solution in the matter. This is a Matthew 18 meeting. Almost all problems can be resolved at this level. (See additional guidelines below that will facilitate this meeting.)
3. The few problems that are not resolved at this level move on to the next level, which involves another person, usually the principal.
4. Beyond this level, the matter would go to the administrator then the school board.

If these procedures were followed with the right spirit, a matter of this type would rarely, if ever, have to go before the board. In practical terms. The application of this principle becomes clearer when members of the school family realize that they go ONLY to the people involved when starting the procedure. Staff members in positions of school authority then do not accept complaints about school personnel if the one with a grievance



has not gone to the person with whom they should, according to Matthew 18. Nor does that one with the complaint speak evil or critically of the other person within or out of the school family. THERE IS NO BYPASS OF PEOPLE FOR THINGS ARE HANDLED DECENTLY AND IN ORDER ONE STEP AT A TIME.

## **SCHOOL POLICY and PROCEDURE**

### **CAMPUS MONITORING**

While on campus, teachers shall observe campus conditions and behavior to help ensure that the school maintains a safe, positive environment that honors God. Here are some examples of how everyone can work together to maintain a clean, safe, and wholesome learning environment:

- A. Immediately report possible campus safety hazards (exposed wires, jagged surfaces, etc.) to the administration.
- B. Greet unknown visitors on campus, and politely ensure that they have checked in with administration and received their visitor badge. (Every visitor must have a visitor badge) lead them to the office if they have not checked in.
- C. Pick up and dispose of litter that you encounter on campus and in common areas. It beautifies our school and sets a good example for our students.
- D. Address or report student behavior that does not conform to school policies concerning safety, public displays of affection, dress code, language, etc.

### **CLASSROOM CLEANLINESS**

- A. A clean, orderly learning environment sends a positive message to students, parents, and visitors who see your classroom.
- B. Teachers are responsible for keeping their classrooms and surrounding outside areas clean.
- C. Teachers are responsible for cleaning classroom desks, windows, and walls.

### **CLASSROOM SUPERVISION**

- A. A teacher should **never leave a class unsupervised.** A teacher shares the liability for any harm to students or property that occurs while he/she is away from an unsupervised class.
- B. If a teacher needs to leave a classroom, he/she must call the office to arrange for someone to temporarily supervise the class.

### **CHAPEL**

Chapel is held once a week on Wednesday mornings. Each teacher is responsible to see that her students are behaving in chapel. If another teacher is closer to the student that is causing the problem, ask that teacher to get the student's attention.

If you know of someone that would make a great chapel speaker, please let the administrator know. We like to have a variety of people at chapel. If you have a special talent or would like to speak at chapel, please let the administrator know.

### **FIELD TRIPS**

Students will be allowed to attend field trips if we have a **signed Parental Agreement** and an **Authorization for Emergency Care to Minors** on file in the office (administrator will let you know if they do not). Teachers must clear all classroom field trips with the administrator at least two weeks in advance. Field trip forms must be filled out and returned to the administrator. The administrator will sign them and make two copies – one for the office and one for the teacher. The teacher will keep the copy.

Teachers will be responsible for sending out any information about class trips to the parents after the administrator has approved said trip. *No field trip will be taken if prior information was not given to parents.* Unless there is a specific reason, all field trips must be educational in value. All children going on field trips must be seat belted while the car is in motion. Even though parents will be along on field trips, teachers will still be responsible for making sure children are obedient and courteous. Please encourage parents to attend field trips. This can be a great time to get better acquainted with the parents and see them interact with their children. **The parent must sign the sign-out form if they wish to have their children ride home from the field trip with them.**

**Siblings of students:** If you have plenty of parents going and a parent would like to come with their non-school aged child, they are welcome. If you need the parent to watch some of your students. It is better if they do not bring the younger child, unless they have another person to come along and take care of the younger child.

## **LUNCH TIME**

Arrival: Kindergarten through 8<sup>th</sup> grade should be dismissed to the cafeteria at 11:20. All students must wash their hands. Before sitting down to eat or getting in line for hot lunch pick up.

Dismissal: All students will be dismissed to recess at 11:50. Those students who need extra eating time may stay inside with an adult supervisor.

### **Hot Lunch:**

There is the option of buying a hot lunch every day. All lunches every day. All lunches are \$5.00. These are lunches brought in from food vendors. During arrival lunch count will be taken.

- Monday is Frech Mexican
- Tuesday is Del Rancho
- Wednesday is Katfish Kitchen
- Thursday is Subway
- Friday is Domino's

## **MAINTENANCE AND REPAIR**

Maintenance can repair, mount, and build items for your classroom. Obtain a blank Maintenance Request Form from the office. Submit completed forms to the office. Maintenance requests are filled based on priority and the maintenance workload and availability.

## **ORDERING TEXTBOOKS**

Throughout the year, new student arrivals may require the purchase of additional textbooks. The school administrator will place the order once enrollment is verified.

## **NON-CURRICULUM MATERIALS**

If you choose to supplement with material other than what is provided, please contact the administrator about the materials. This includes books read to the class, additional pages from other workbooks, reading books, etc. Books that follow the thinking of evolution, other religions such as Hinduism or Satanism, Santa Claus, the Easter bunny etc., should not be used in the classroom.

## **PERSONAL PROPERTY**

Any teacher or staff member, who brings personal property for use at school, accepts full responsibility for it in the case of the property's damage or theft. Please label and secure your personal property. Also, do not ask students to bring their personal property to school i.e., video camera, iPod, etc. The school will not accept responsibility for any damage or theft of personal property.

## PLAYGROUND RULES

Students must swing straight ahead in swings. No twisting or swaying side to side. No jumping out of the swings. On the forts, students cannot block the stairway. Students must slide down (not walk down) the slide. Students may walk back down the stairs from a platform.

If students bring a snack for morning recess, they must eat it on the concrete at the front entrance and throw away their trash in the dumpster.

If it has recently rained, the teacher on recess duty needs to check climbing bars in the morning for dew. If wet, students should not be allowed on them. *Students must ask a teacher if they want to enter the building during recess.* They may go to the bathroom or get a drink of water. **They are not to go in their classrooms.**

***Teachers should be situated on the playground where they can see and hear what is going on at the playing field and what is going on around the swings and other play areas. It is a good idea to walk around the playground instead of staying in one place.*** If a student is not obeying the rules or if a student hits or pushes someone, they need to sit down immediately. If flagrant, it may constitute a time out. This is up to the teacher on duty. Please do not be too lenient in this area. We want the playground to be safe for all students.

## END OF THE DAY CLASSROOM CHECKLIST

1. Turn air conditioner to 76 degrees or turn heater to 68 degrees
2. Ensure all files, personal items, and supplies are secured in your room
3. Close and lock all windows
4. Turn off lights
5. Make sure the school door is locked behind you

## PRE-YEAR PROCEDURES

1. All teachers are required to attend Teacher Orientation Week the week prior to school. **All meetings are mandatory.** Training includes the following:
  - 1 Mandatory safety training
  - 2 School policy and procedure training
  - 3 Professional development training
  - 4 Faculty/staff fellowship
2. Teachers must provide the following to administrations during Teacher Orientation Week:
  - 1 Course syllabus
  - 2 Discipline plan
  - 3 Substitute Packet that contains three “stand alone” lessons in case of a teacher’s unexpected absence

## END-OF-THE-YEAR PROCEDURES

Near the end of the school year, each teacher will receive an end of the year checklist, instructions, and forms for conducting end of the year procedures. Teacher will be responsible for the following:

- A. Book Inventory – All books that remain in your classroom must be counted and recorded. Books that students have lost must be reported to the office.
- B. Consumable work tests must go home with students on the last day of school. Unused consumables must be inventoried.
- C. List instructional and general supplies you would like for next year. Please record exact publisher information.
- D. Report repairs that you would like completed over the summer.
- E. Clean the room and desks.
- F. Turn in keys to the office

## **SCHOOL FAMILY ASSEMBLIES**

Our family assemblies will be in October, January and March and also during the End-of-Year program and awards assembly. We will discuss further about the assemblies during the staff meetings.

## **SCHOOL-WIDE EVENTS AND PROGRAMS**

Teachers are expected to be at all Parent/Teacher Conferences, Staff Development Days, the annual Science Fair, the annual Art Show, Endo of the Year Programs and Graduations. If a teacher cannot attend the event, they must give notice to the administrator before the event.

## **SUPPLIES AND MATERIALS**

- A. A limited amount of classroom supplies (pens, staples, etc.) are located in the workroom and are available on a self-serve basis. Please be a good steward of God's resources.
- B. Bulletin board paper, border material and art supplies are in the teachers' workroom for teacher use.
- C. If you desire materials or supplies that are not on campus, please contact the office staff. If the request is approved, allow 10-14 days for receipt.
- D. **No purchases are to be made for the school prior to receiving approval.**
- E. **Regarding the teacher workroom, each staff member is responsible for cleaning up after him/herself.** Please ensure that you replace all materials that you use and throw away any trash.

## **SAFETY**

### **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. 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 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.

### **MEDICAL ATTENTION**

Students 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.

### **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. We will not be specifically telling parents or faculty, and staff, when we will conduct drills nor will parents be given an option to exclude their children during normal drills. Specific instructions 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.

## BE AWARE – BE PREPARED

We must be vigilant in creating a safe environment for our students, teachers and staff. Each of us must constantly exercise “situational awareness: to spot conditions, behavior or persons that may pose a threat to the health and safety of our campus population. **Here are a few things we must do every day to help protect our students and prevent possible emergency situations:**

- A. Politely approach visitors on campus to ensure they have checked in at the office. If they have not, contact the administrator immediately.
- B. Never send an elementary student to the other building alone. Always send at least two students.
- C. Do not release students from class to anyone. Elementary students must be escorted to the office to be picked up. Secondary students; may be sent to the office after the office calls to request the student’s dismissal.
- D. If you see a hazardous, or potentially hazardous condition on campus, report it to an administrator immediately. This can be everything from an icy patch of sidewalk to cars racing through the parking lot.
- E. Think “Prevention!”

## PROCEDURE FOR TORNADO DRILLS:

We will have tornado drills. The bell ring for a tornado is **three short bells tor-na-do**. When you hear the bell, have your student’s line up at the door. Put the lanyard with your student’s names on it, around your neck with the red side facing outward. All students will head to the safe room located in the small cafeteria. Make sure your students are accounted for before leaving your room. ***If you have a student using the bathroom, do not wait for the student to return. The administrator and secretary will be responsible for checking the bathrooms and escorting any children found in the bathroom to the safe room.*** All students will come to the **SAFE ROOM**, located in the small cafeteria and the teacher will make sure that all students are accounted for and then turn the card to green.

### Kindergarten – 4<sup>th</sup> Tornado WATCH to WARNING

If we are in a **tornado watch**, the administrator will make an announcement that we are in a CODE. If the weather reports change from a tornado watch to a tornado warning, the procedure for a tornado drill will begin. The teacher should remain alert for the notification.

When notified, have your students line up at the door. Put the lanyard with your student’s names on it around your neck with the red side facing outward. All students will head to the SAFE ROOM, located in the small cafeteria. The Kindergarten through Fourth graders will arrive first since they are in the same building. They will need to line up on the left side of the safe room to allow room for the older students to come in and head to the back of the safe room. Once all of the older students are in place, K5-1<sup>st</sup> grade will move to the front of the safe room.

### 5<sup>th</sup> – 8<sup>th</sup> Tornado WATCH to WARNING

If we are in a tornado watch, the administrator will come to your classroom and hand you a card with eyes on it. If the weather reports change from a tornado watch to a tornado warning, the procedure for a tornado drill will begin. The teacher should remain alert for notification.

If we have a warning, have your students’ have line up at the door. Put the lanyard with your student’s names on it around your neck with the red side facing outward. All students will come to the SAFE ROOM, located in the small cafeteria. The 2<sup>nd</sup> – 8<sup>th</sup> graders will line up from the oldest to the youngest at the back of the safe room. They will need to leave room at the back of the safe room. They will need to leave room at the front for the younger students.

## PROCEDURE FOR FIRE DRILLS:

### Kindergarten – 4<sup>th</sup> Fire Drill

Once a semester we will have a fire drill. The bell ring for a fire drill is **two long bells**. When you hear the bell, have your student's line up at the door. Put the lanyard with your student's names on it around your neck with the red side facing outward. Once all students are accounted for, exit the class through the door closest to your room. ***If you have a student using the bathroom, do not wait for the student to return. The administrator and secretary will be responsible for checking the bathrooms and escorting and children found in the bathroom to the designated area.*** Each class will meet at a designated place away from the buildings. Once at the designated area, make sure all students in your classroom are accounted for and then turn the card to green.

### **5<sup>th</sup> – 8<sup>th</sup> Fire Drill**

The new building has a fire security alarm. When you hear the bell, have your students line up at the door. Put the lanyard with your student's names on it around your neck with the red side facing outward and then exit through the door closet to your room. Lead the students to the designated place away from the buildings. Once at the designated area, make sure all students are accounted for, then turn your lanyard to green.

## **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.

### **LESSON PLANS**

Lesson plans for the upcoming week must be entered in FACTS – SIS **before** class begins on Monday morning. Lesson plans must contain what the students are learning and any assigned work. Each teacher is also responsible for familiarizing themselves with the stat requirements in the subjects grades they teach and making sure that their lessons align with the Oklahoma academic standards. Near the end of the first semester, the administrator and teacher will sit down and discuss progress. A good gauge is to finish at least 50% of the book. *If you are falling seriously behind in a particular subject, please make the administrator aware of this fact as early as possible.*

### **GRADING GUIDELINES**

- A. Teachers determine the grades for their students. Documentation may be requested by students, parents, or administrators. Grading criteria should be included in the class syllabus and communicated to students.
- B. Assessments should compose approximately 50% of the overall grade and homework should not exceed more than 10% unless approved by administration.
- C. A minimum level of achievement is required for a passing (D) grade. The following factors may also Influence a grade:
  - 1. Participation and effort
  - 2. **Behavior may affect grading only to the extent that it affects performance.** Engagement points may be used.
  - 3. Homework and other non-class assignments.
  - 4. Extra credit work should not be counted as a substitute for completion of a regular assignment and should not be assigned for non-academic reasons.
- D. Unlike a ten-question quiz, assignments such a speeches and term papers cannot readily be quantified by grading percentages. In such cases, the grading criteria should be explained to students in advance. The use of a 'rubric' is required.
- E. Projects that will compose a specific percentage of the grade (15% max recommended) need to be in the course syllabus. Projects should address specific content standards and utilize a rubric to explain grading criteria.

### **GRADING POLICY**

- A. Teachers are to maintain current student grades on a regular basis. This allows parents and administrators

- to better partner with teachers and identify students who are having difficulty in more than one class.
- B. The web-based program has many time-saving benefits that include:
1. Instant, up-to-date grade calculations
  2. Instant, personalized progress reports that list all assignment grades
  3. Print-outs that replace student names with confidential ID numbers, thus allowing assignment grades to be posted for student review.

### **PARENT/TEACHER CONFERENCES**

Parent-teacher conferences are held with each student's parents at least once a semester or once every nine weeks (needed) or as requested by the parent or teacher. Conference sign-up sheet will be sent home one week prior so parents may choose a convenient time before the conference. 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.

### **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 3<sup>rd</sup> grade report cards list skill requirements with their own evaluation keys. The report cards for 1<sup>st</sup> – 8<sup>th</sup> grade observe the following grading scale:

### **GRADING SCALE**

The following letter grades are used to reflect a student's achievement:

A: 100 – 93	B+: 89 – 87	C+: 79 – 77	D+: 69 – 67
A-: 92 – 90	B: 86 – 83	C: 76 – 73	D: 66 – 63
	B-: 82 – 80	C-: 72 – 70	D-: 62 – 60

### **ACADEMIC HONORS**

Students in grades 1-8 will be eligible to receive the following academic achievement awards: The school has family assemblies where students will receive academic awards.

- A. "Principal's Honor Roll"
1. The Principal's Honor Roll recognizes full-time students who have achieved an overall G.P. A. of 3.7– 4.0.
  2. The Principal's Honor Roll requires that no grade be lower than a "B-."
- B. "Honor Roll"
1. Honor Roll recognizes full-time students who have achieved an overall G.P.A. of 3.3 – 3.69.
  2. Honor Roll requires that no grade be lower than a "C"
- C. "Hardworking Student"
1. Students who have achieved an overall G.P.A of 3.0 – 3.29.
  2. Hardworking Student requires that no grade be lower than a "C-."
- D. Additional Awards
1. Teacher Choice
  2. Caught Being
  3. Accelerated Reader
  4. Biblical Character Traits

### **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.

## **HOMEWORK**

Because we are a Christian school and would like our families to attend church on Wednesday nights without being a hardship on their family, there will be no homework assigned on Wednesday nights with the exception of studying for tests (try to give a 2-day notice if a test is on Thursday). Try to avoid having test on Thursday (this is sometimes not possible but avoid making it the norm)

## **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 (IOWA) will be given annually in the spring for all students except Kindergarten.

## **ACCELERATED READER PROGRAM**

Each year our students participate in an Accelerated Reading Program. The administration sets goals for each of the students in class. As they reach their goals, they receive prizes for reaching 25%, 50%, 75% and 100% of their goals. Many library books have points and reading levels are on a sticker on the first page.

Benchmark & monitoring is completed quarterly with STAR assessment to ascertain literacy and mathematical levels for all students.

## **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 and 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.

## **STUDENT ATTENDANCE RECORDS**

Oklahoma law requires schools to maintain accurate attendance records for all classes. All teachers will keep current records in FACTS SIS.

- A. Teachers will record daily attendance via FACTS SIS.
- B. The office will use the information recorded in FACTS SIS to record absences and tardies for each student. They may also call the parents of absent students to verify the absence.
- C. Students may not be involved in taking roll.
- D. Elementary attendance is taken in the morning Homeroom class. Middle school attendance is taken each period.

## **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.

### **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 time frame 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 student's 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 amount 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 of 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 6:00am 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 are picked up.

### **SNOW DAYS**

When inclement weather strikes, look at our Facebook page, your email and the REMIND app for school closings. Snow days are built into our regular calendar.

## **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 from 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 notifications to the parent or guardian that school employees are exempt from liability as 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 that all dispersal of medicine be approved by administration before being given to any student.** We also require that all medicines that all 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. (NO EASTER BUNNY, SANTA, WITCHES, GOBINS, OR LEPRECHAUNS---Please do not post any of these in your rooms) Birthday parties may be celebrated by the individual classrooms with parents of the student getting **prior** approval from the teacher.

### **CHILD ABUSE REPORTING**

The State of Oklahoma requires school officials and staff members to adhere to various legal provisions enacted to protect children. Employees need to know that it is their personal obligation to report suspected abuse to

Child Protective Services according to state Law. Reporting suspected abuse to a school administrator or official does not relieve an employee of this responsibility. The administrative staff is willing to accompany an employee for moral support while the employee contacts Child Protective Services to report suspected abuse.

## PARENT 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>

## A REPORT CARD SHOULD NEVER BE A SURPRISE!

Effective teachers are committed to nurturing the parent/teacher relationship through continuous and meaningful communication.

- A. Teachers must document all communication with parents.
- B. Phone calls to parents
  1. At the minimum, teachers should use the phone to supplement written **Progress Reports** by updating parents when student performance *or behavior* does not meet school standards. Repeated phone calls get results at home most of the time.
  2. Strive to phone parents with good news or general updates early and often. This will make other calls more effective if they are needed.
  3. Phone calls foster two-way communication. And give parents the information they need to effect changes in student behavior and work habits.
  4. Most parents appreciate a teacher who takes time to phone.
  5. After phone contact is made, most parents are more inclined to call the teacher when a question or concern rises. This strengthens the teacher/parent partnership
  6. Follow-up phone calls show care and professionalism
- C. **Be professional**, nor casual, Show businesslike concern as a member of a parent teacher partnership that is committed to helping parents get the most for their tuition dollars.
- D. **Have the student present** for all or part of the session. ( You may consider having the student conduct the conference and explain his/her performance to parents.)
- E. Remember that Christ died for this child's sins just as He died for yours. We love the person even if we disapprove of his/her actions. When discussing problems, you should **discuss BEHAVIOR not the person**. "Jimmy doesn't turn in his homework" is better than "Jimmy is lazy."
- F. Highlight the achievements, potential, and good characteristics of a student before discussing areas where the student is not performing as expected.
- G. Do not apologize for any school policy.
- H. Do not become a "go between" for a parent to an administrator. If a parent wants to communicate something to an administrator, bring the two together.
- I. Do not discuss other students unless their behavior directly involves the student at the conference. Do not compare students or classes.
- J. A teacher should have a corrective action plan for the situation and involve the parent in deciding how to Implement that plan. If no plan can be agreed upon, the parent should be referred to the principal.

## FIELD TRIPS

Permission slips will be sent home for each field trip. Parents will receive notification of upcoming field trips in newsletters 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 (vans or parents), and if there are special requirements for the students such as sack lunch, money for lunch, certain attire, etc. For most field trips Shiloh shirts will be required to be worn by all students.

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 (siblings of students) may be excluded from future field trips due to behavior problems during a field trip.

All students and their siblings on a field trip must be seated and wearing seat belts. 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 and there is no note about it being part of the field trip, parents attending may not purchase items and give them to their child/dren during the field trip.

## **FUNDRAISERS**

Fundraising Events: There are various school fundraising activities and events throughout the year. In addition to our annual spaghetti dinners and Blue and Gold Sales, the SCS SPOTS Group will organize activities to benefit the school. Thank you for your support and participation in these events!

## **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 are pre-approved by the Shiloh School Board. Currently we have SPOTS (Shiloh Parent Organization for Teacher Support) Team.

## **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 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 complementary genders together reflect the image and nature of God (Genesis 1:26-27)

- I. **Purpose:** In recognition of student physical privacy rights and the need to ensure student safety and maintain school discipline, the 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.
- II. **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.
  - a) Policy: Use of school facilities - Notwithstanding any other Board Policy, student restrooms, locker rooms, and showers that are designated for one biological sex 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.

- b) 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.

**Enrollment** - in accordance with our admission policies, students exclusively and consistently asserting their gender is different than 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.

## **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 or mobile device 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.

## **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's badge. The visitor's badge must be visible while on campus. If a staff member sees any person on campus without a visitor's badge, they will request and or escort the visitor to the office to sign in and receive a visitor's 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.

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

I have read and understood the guidelines set forth in this Faculty/Staff Handbook.

Faculty/Staff Signature \_\_\_\_\_

Date \_\_\_\_\_

