



2019-2020  
Parent/Student  
Handbook

Shiloh Christian Elementary

*A Ministry of Cross Church of Springdale*  
Committed to Quality Christ-Centered Education

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Springdale, AR 72762

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# SHILOH CHRISTIAN SCHOOL PHILOSOPHY STATEMENT

Shiloh Christian School strongly adheres to the belief that all truth is God's Truth. God the Father must be recognized as the creator and organizer of the universe before true mastery of worldly facts can be established.

Shiloh Christian School believes that Christian education is the process of teaching and learning conducted by born-again Christian teachers in an environment where God and His Word are the highest authority. The primary objective is to bring all knowledge into a living relationship with the Truth of the Word of God.

We believe it is our responsibility to nurture the growth of students, not only in academic, social and physical parameters, but in the spiritual realm as well.

The entire learning process should produce individuals who are capable of being both productive members of society and contributing members to the body of Christ.

## STATEMENT OF FAITH

1. We BELIEVE the Bible to be verbally inspired in its original form, the only infallible, authoritative Word of God. (II Timothy 3:16-17; II Peter 1:20-21)
2. We BELIEVE that there is one God eternally existent in three Persons: Father, Son and Holy Spirit. (John 14:16 – 18, John 17:11)
3. We BELIEVE in the Deity of Christ (John 1:1-14, John 14:9, Colossians 1:15-17), in His conception by the Holy Spirit (Luke 1:35), in His virgin birth (Matthew 1:18-25), in His sinless life (II Corinthians 5:21), in His miraculous works (John 2:23), in His substitutionary death through His shed blood (1 Peter 2:24), in His literal, bodily resurrection (John 20:10-29), in His bodily ascension to the right hand of the Father (Mark 16:19), and in His pre-millennial, imminent bodily return (Acts 1:11, Revelation 20:1-9, Matthew 24:27, I Thessalonians 4:13-17).
4. We BELIEVE in the totally depraved and lost condition of man by nature (Jeremiah 17:9, Romans 3:23) and in salvation by grace through faith in the Lord Jesus Christ wholly apart from works, (Ephesians 2:8-10, John 3:3-7, John 1:12-13, Titus 3:5-7), the evidence of which is works of righteousness (Ephesians 2:10, James 2:14-18).
5. We BELIEVE that all who receive by faith the Lord Jesus Christ as their personal Savior are born again of the Holy Spirit, and thereby become children of God. (John 3:5, 16; Romans 3:21-30, Galatians 4:4-7).

6. We BELIEVE in the personality of the Holy Spirit and in His present ministry of conviction, regeneration, indwelling, enlightening, and guiding. (John 16:7-11, John 3:5, I Corinthians 6:19, John 14:26, John 16:13).
7. We BELIEVE in the resurrection of both the saved and the lost; those who are saved unto resurrection of life and those who are lost unto the resurrection of damnation (John 5:28-29). First resurrection (I Thessalonians 4:13-17). Second resurrection (Revelation 20:13).
8. We BELIEVE in the spiritual unity of all believers in Christ (John 17:11, Ephesians 4:13).

## ACCREDITATION

Shiloh Christian School is accredited by ANSAA (Arkansas Non public School Accrediting Association), ACSI (Association of Christian Schools International) and AdvancEd. Accreditation status is reviewed on a periodic basis, therefore, Shiloh maintains continuous self-study and improvement mechanisms. Shiloh maintains membership in all three ANSAA, ACSI and AdvancED.

## ACCOUNTABILITY

Shiloh Christian School is a member of Evangelical Council for Financial Accountability (ECFA).

## EXPECTED STUDENT OUTCOMES

In summary, Shiloh Christian School's Mission Statement, Philosophy of Education, and Statement of Faith are intended to graduate men and women:

- who know, love, and serve Jesus Christ;
- who are academically prepared for college or further training;
- who are teachable and exhibit a love for learning;
- who are well read;
- who communicate effectively in writing and orally to present their point of view;
- who can think, work as a team, and solve problems;
- whose experiences reveal the diversity of the human race and prepare them for a life of evangelism and service to others;
- who commit to a life of service, loyalty, and leadership to a local church;
- whose participation in athletics (inter-scholastic or intramural) equip them to take a Christian approach to wellness and who are capable of exhibiting their faith in competitive situations;
- who apply biblical principles to their church, family, and work;
- whose actions reveal their Christian character; and
- who live as disciplined, culturally different men and women, and as leaders, engage their world and change it.

It is our belief that if all of these results are achieved in the lives of our students, the academic results will be equally high.

# SCHOOL HOURS

## **Students will move to the classrooms at 8:00am.**

An elementary staff member will be on duty to greet elementary students at 7:30 near the Kidz Theatre when the Christian flag is posted. Only ONE LANE will be used under the white awning for children to get out of vehicles – the lane closest to the sidewalk. Students should be prepared to exit. If you need to walk your student in the building, park in the parking lot and walk with your student across the traffic. Never let a student cross traffic alone.

All PK children must be signed in/out each day. A supervisor will be present from 7:30 to 8:10. PK teachers and K teachers will pick up students from Hope Hall and walk them to their classrooms at 8:00.

1<sup>st</sup> through 5<sup>th</sup> grade students will sit by grade level in Lower Hope Hall from 7:30-8:00. Teachers collect their students from the Lower Hope Ramp at 8:00 and walk them to class.

All students arriving after 8:05 should go to their classroom. Elementary students will be tardy at 8:15.

**Tardies are a disruption to classroom instruction. Five minutes missed by one student per day multiplied times 178 days equal 890 minutes or 2 ½ days of lost instruction. Please make every effort to be at school by 8:15 to protect instruction. Four tardies per semester is considered excessive.**

If a student arrives after 8:15am, the student should report directly to the elementary office **with a written note of explanation or email to receive an excused tardy**. The receptionist will sign the student in and send them to class with a note. Parents of late PK and K students must walk PK and K students to class with the note.

## **Dismissal PK and K will dismiss at 3:00. 1<sup>st</sup>-5<sup>th</sup> grades will dismiss at 3:15.**

Look for specific car line information on Parent Orientation Meeting night.

All students will be dismissed to the parent or secondary sibling or person designated on the blue card which parents will review on Parent Orientation Night. You will be called from the office before a student will be allowed to leave with anyone except the designated persons on the blue card.

Any student (1<sup>st</sup>-5<sup>th</sup>) who does not have an adult to account for him/her by 3:30pm will be taken to H108. Students will be moved to Extended Care and must be picked up there. Once students are checked into Extended Care, parents will be charged \$10 beginning (after 3:30). Secondary students that have the responsibility of meeting an elementary student at dismissal time must sign the student out no later than 3:45 from the Hope Hallway.

Cars may not park along the sidewalk to pick up students from 3:00 to 3:30 unless a teacher motions for you to move up due to inclement weather.

All elementary bus students will wait in the library until the bus driver picks them up.

Parents picking up students before 3:15 must sign the student out in the elementary office.

For early dismissals, students will be at dismissal points at the announced time. If students haven't been picked up within 15 minutes of the announced time, teachers will bring students to the elementary office (when there is no Extended Care) to call home.

## **SCHOOL CLOSINGS**

In case of bad weather, school closings will be announced through emails, on our website at [www.shilohsaints.org](http://www.shilohsaints.org), Twitter, and Facebook. We appreciate your support in the event of bad weather that usually comes to Northwest Arkansas, and we petition your patience with us on those "decision days" of closing or opening school.

On days when school is open but questionable conditions exist (icy and snow packed streets), your decision as a parent to keep your child home until conditions improve will be honored by the school by note/email sent to [elemfrontdesk@shilohsaints.org](mailto:elemfrontdesk@shilohsaints.org)

## **VISITORS**

Parents or other visitors are welcome to visit the school.

All visitors must sign in at either the elementary office or administration office between 8:15 and 3:15.

All visitors will swipe their driver's license in order to receive a visitor's badge.

Student visitors may be on campus with the Elementary Dean's prior permission.

## **CUSTODIAL/NON-CUSTODIAL PARENT RIGHTS AND RESPONSIBILITIES**

Shiloh Christian School presumes that the person who enrolls a student in school is the student's custodial parent. It is the responsibility of the parent to provide any documentation regarding the restrictions of a non-custodial parent. Shiloh Christian School, unless otherwise informed, assumes that there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's school progress and activities.

If restrictions exist to the above rights, the custodial parent is requested to submit a certified copy of the court order which curtails these specific rights.

Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, will be given access to all of the student's educational records, including but not limited to, the student's cumulative file, records kept by the teacher, and the student's special education file (when applicable). Upon written request, the non-custodial parent may conference with the student's teacher(s) or meet briefly with the student. Under no circumstances will the student be permitted to visit with or be released to anyone, including the non-custodial parent, without the approval of the custodial parent.

Administrators sometimes find themselves in the middle of a struggle over a child between estranged or divorced parents. It is imperative that the custodial parent be aware of the following procedures:

Only a legal document (i.e. final divorce decree which includes specific denial of visitation or a restraining order denying visiting rights) can prevent a parent from participating in the activities named above.

While both parents can see the child at school, only the custodial parent has the right to remove the child from school property. If the non-custodial parent asks to take the child from school, the following steps should be followed:

1. The principal or his or her designee is to explain that the school staff is responsible for the child's welfare while at school. In front of the non-custodial parent, telephone the custodial parent and explain the request. If the custodial parent agrees, then comply with the request.
2. If the custodial parent objects, explain the rights of both natural parents. Confirm that the school will allow a brief visit (maximum of 15 minutes) and describe the conditions so that both parents hear the information. Emphasize that the child will stay in the office area for the visit, will return to class afterward, and will not leave school property.

The principal or his/her designee should escort the child to the office. Do not send the parent to the classroom. Explain to the child how the visit will be handled. Emphasize that you will return the child to class when the visit is finished. Provide a place for the visit which can be observed by office staff. Escort the child back to class after the visit.

## Access to Recordings

Video recordings obtained from surveillance cameras that contain images of students are student records, which are protected under the Family Educational Rights and Privacy Act (FERPA). Requests for such video records shall be processed in accordance with FERPA requirements.

## STATE COMPULSORY ATTENDANCE LAW

Act 292 of 1991 – Amended by the State of Arkansas' 92<sup>nd</sup> General Assembly during the 1999 Regular Session.

Every parent, guardian, or other person residing within the State of Arkansas having custody of or charge of any child age five (5) through seventeen (17) years on or before **AUGUST 1** of that year shall enroll and send the child to a public, private, or parochial school, or provide a home school for the child, as described in 6-15-501 et.seq.

## ATTENDANCE POLICY

Shiloh Christian School recognizes that for a quality education to occur, regular student attendance is necessary and required. Absence from school is detrimental to the academic progress of the student. Learning comes in the classroom and often outside a textbook. These learning experiences can never be duplicated, and when a student is not in attendance, they are missing some portion of their

total educational experience. Class discussions and lectures cannot be repeated and make-up tests are very difficult to schedule. Our attendance policy is reflective of this philosophy.

## **Absences**

- Ten (10) absences or more per semester is considered excessive.
- Four (4) tardies per semester is considered excessive.
- Normal reasons for absences are medical /dental appointments, temporary illness, and injury. Absences are discouraged for reasons such as vacations, shopping, and outside events.
- If a student accrues 10 or more absences (excused, unexcused, planned or unplanned) a letter will be sent to parents and placed in the permanent file stating actions taken.
- All absences (excused, unexcused, planned or unplanned) will count toward the total number of absences.
- All absences will be recorded on the student's permanent file.
- Students who come to school later than 10:30am will receive ½ day attendance credit. Students who are checked out before 1:00pm will receive ½ day attendance credit.
- Absences which will not be counted toward the 10-day limit per semester are: Absences related to school-sponsored activities, court/legal appointments, and bereavement. Each of these absences need an email sent to [elemfrontdesk@shilohsaints.org](mailto:elemfrontdesk@shilohsaints.org)
- Parents should send an email to [elemfrontdesk@shilohsaints.org](mailto:elemfrontdesk@shilohsaints.org) verifying **all** absences on the day the child returns to school or bring medical notes to the office.
- Because learning builds one skill upon another skill, a student must make-up whatever work the teacher and administration deem necessary for future success. The student must make-up work within the time frame equal to his absence. For example, if the student is absent for two days, he has two days to complete the make-up work after he returns to school.
- Generally make-up work will be assigned after the student returns to school. Parents may contact teachers through the office or email and pick up assignments after 3:00. Please do not interrupt the instructional time to ask for assignments.
- To reduce the workload of teachers, please do not ask for make-up work before planned absences.
- All absences and tardies will be entered into RenWeb as unexcused. All absences/tardies (excused and unexcused) are recorded on the student's permanent record.
- No student may leave the school premises during school or absent themselves from school-sponsored functions and events without express permission of the Dean. A student who violates this rule will be subject to disciplinary action at the Dean's discretion.
- If a student is in the nurse's office or administration office waiting to be checked out by a parent, he will be considered absent from the class.
- Students must be in attendance for a half (1/2) day in order to participate in or attend the extracurricular activities of the day.

## **Penalties for Excessive Absences**

Students and parents will be notified on the end of semester reports of the accumulated number of absences per semester.

Any student accumulating more than 10 absences may lose credit for the semester.

- At the discretion of the Dean, students with excessive absences but appropriate documentation and completed assignments may regain credit status based on an academic committee review.
- At the discretion of the Dean, students with excessive absences, incomplete assignments, and no documentation may be denied credit for the semester based on an academic committee review.
- Parents will be notified by letter if the student has violated this attendance policy by accumulating an excessive number of absences and a review by the academic committee is necessary.

## PERMANENT RECORDS

Student transcripts reflect only semester grades, recording both letter and percentage grade as explained below:

1. Grades are based on homework, tests, and projects as assigned and graded by the teacher within a semester.
2. Semester grades are cumulative with a final semester grade.
3. PK students' grades will not be recorded on the permanent record, although reports will be included in the permanent file.
4. K-5<sup>th</sup> students' grades will be recorded on the permanent record.

## STANDARDIZED TESTING

Shiloh Christian School administers spring semester standardized testing to students in grades K-5. Results of these tests are placed in the student's cumulative folder and made available to parents or guardians.

## GRADING POLICIES

A. **All PK and K** students will receive quarterly progress reports beginning in October at the Parent/Teacher Conferences.

### B. Academic Grading System for Grades 1-5:

<u>Percentage</u>	<u>Letter Grade</u>	=	
90-100	A	=	Excellent
80-89	B	=	Above Average
70-79	C	=	Average
60-69	D	=	Below Average
0-59	F	=	Failing

### C. Report to Parents



1. Grades for 1<sup>st</sup>-5<sup>th</sup> students are available on RenWeb after the 2<sup>nd</sup> week of each semester. Parents are encouraged to check it often as work that has not been turned in will be recorded as a "0". Only semester grades will be recorded on student cumulative files.
2. Parent/Teacher conferences will be conducted after the 1<sup>st</sup> nine week grading period.
3. Student-led conferences will be conducted after the 3<sup>rd</sup> nine week grading period. Conferences with the teacher are available after Spring Break upon request.
4. Additional meetings between parents and teachers are encouraged.
5. Shiloh Christian Elementary School encourages the use of daily progress checks through the use of assignment planners, weekly packets (on Tuesdays), and RenWeb.
6. Handwriting grades will be recorded as S, S-, S+ on the permanent transcript.
7. PE, Music, Spanish, Computer, Library and Art grades will be recorded as S, S-, S+ quarterly.
8. Students conduct and work study skills will be recorded as S, S-, S+ per quarterly.
9. Any student, grades 1-5, making an "F" for the final average in reading, math, language, science, or social studies will not be promoted to the next grade.
10. Fifth grade students with "D"s in two or more subjects must be retested through the secondary admissions process before entering SCS Secondary School.
11. Students failing reading and/or math may recover semester credit with 40 documented hours of tutorial with prior approval through the Elementary Dean.

## **HOMEWORK/MAKE-UP WORK**

### **A. Homework (Grades 1-5)**

The completion of the homework assignments is an important aspect to develop responsibility as well as practice academic skills. Parents should expect 10-30 minutes of homework daily. In upper grades, computer keyboarding (30 minutes per week), music recorder (30 minutes per week), and Spanish (30 minutes per week) will be assigned. All students should read or be read to 15 minutes per day.

### **B. Calling for homework**

Assignments will be posted on RenWeb by grade level by 3:00 daily. If a parent needs textbooks, call the office or email the teacher and books will be available in the office at 3:00.

### **C. Late Assignments**

In order to help our students learn the importance of turning in completed work in grades 1-5, late assignments will be entered in RenWeb as "0". Students are reminded verbally by the teacher and given a sheet with missing work from absence. Late assignments will earn an automatic 1/2 credit. Parents should check RenWeb often and ask their children about missing work.

Students with chronic incomplete work may miss specials, pep rallies, parties, programs and/or fieldtrips in order to complete assignments.

### **D. Make-up Work (Grades 1-5)**

Upon returning to school from an absence, a student must approach his/her teachers(s) and ask for make-up work and tests. All make-up work will be marked in RenWeb a "0" until it has been returned to the teacher and graded. Students have the number of days they were absent to make up work after they return to school with an excuse note. Make-up work turned in late will result in half credit.

## **DISCIPLINE**

### **A. Philosophy and Goals**

The ultimate goal of Shiloh Christian Elementary School's discipline system is to teach students to become effective modifiers of their own behavior. Staff must help students to:

1. Express feelings in a controlled, productive way.
2. Think about their actions and assume responsibility for their actions.
3. Identify the cause of their misbehavior and change them to a more appropriate behavior.
4. Understand that behavior is shaped and modified by its consequences.
5. Model desired behavior.
6. Learn problem-solving skills.

### **B. General Policies**

1. Shiloh Christian Elementary expects PK-5<sup>th</sup> students to be kind to all, to listen and be quick to obey, to use self-control to take care of their voice and body, and to be diligent in all work.

Classroom rules will be posted in classrooms with consequences.

2. Emphasis is placed on a skill to be developed rather than a rule to be broken.
3. Good classroom discipline is first and foremost the responsibility of the classroom teacher.
4. Consequences for not meeting the school expectations may be loss of points/dollars, removal from group activity, walking during recess, loss of social time at lunch or loss of fieldtrip privileges.
5. Serious or continuous disciplinary offenses will be referred to the Dean of Students.
6. Parents will be notified by phone, email, or conference when students are referred to the Dean's office for serious or continuous disciplinary offenses.

### **C. Major Offenses**

The following are considered major offenses. Consequences, at the discretion of the Dean, will be severe. Immediate Suspension (in-school or out-of-school) or expulsion may be given for the following offenses:

1. Defiance of school authority (Dean, teacher, or staff member)
2. Consistent lack of cooperation both within and outside the classroom
3. Willful destruction of school or church property
4. Fighting, biting, hitting or intentional aggressive behavior
5. Bringing or using alcohol, tobacco in any form, and/or illegal drugs on school grounds
6. Bringing pocket knives, firearms, bullets or any type of weapon on the school or church grounds
7. Intentional verbal abuse, profanity, obscene gestures, language, pictures or drawings.
8. Leaving campus or designated area without permission
9. Theft

10. Cheating
11. Throwing any object at people or vehicles
12. Use of technology in a way that is unkind to others, obscene in content, or steals virtual/real items.

#### **D. Field Trip Participation**

Fieldtrips are considered a privilege. Students in PK through 5<sup>th</sup> grades who have more than one visit to the Dean/Dean of Students may not be allowed on their next fieldtrip. Classroom teachers may have an established classroom management system within the classroom with specific criteria which must be met in order for a child to attend a fieldtrip. Parents will be notified if such a system exists. At times, for the safety of the child, parents will be requested to attend the fieldtrip with the child. Parents will be notified if this is a requirement.

#### **E. Suspension**

Suspension is defined as the temporary removal of a student for disciplinary reasons. Students may be excluded by the Dean/Dean of Students for serious reasons for a period of time not to exceed ten (10) days. Suspension may be in-school or out-of-school suspension. The Dean/Dean of Students will notify the student and the student's parent(s)/guardians(s) of the reason for the suspension, type of suspension, the time of the suspension, and the requirements for reinstatement. If in-school suspension is assigned, the following rules apply:

1. Students must report to the Dean's Office by 8:00 a.m. NO LATER. Dismissal will be at the end of the school day.
2. Students will bring a sack lunch.
3. Restroom breaks and lunch will be scheduled at appropriate intervals.
4. Because it costs the school \$80 to monitor a student for one day in exclusion, after the third time a student is assigned to exclusion, the student's account will be charged \$80 for each day spent in suspension when staff is hired to facilitate the suspension.
5. Homework missed in class will be completed the evening of the suspension and must be turned in the following day.
6. At times, students will be removed from class for the remainder of the day. This will be classified as in-school suspension. Students will be counted as absent for the time they remain in suspension.
7. Three (3) suspensions (in-house or out-of-house) during an academic year may result in a student losing the privilege of attending Shiloh.

#### **F. Expulsion**

Expulsion is defined as the permanent dismissal of a student from school. Expulsion from school will be the decision of the Dean. A written report containing reasons for the expulsion will be sent to the student's parents(s) or guardians(s). Students (1<sup>st</sup>-5<sup>th</sup>) who serve 3 suspensions during an academic year may be expelled at the discretion of the Dean.

#### **G. Separation**

Separation is defined as a separation from the school for the remainder of the school year with an option to return at the beginning of the new school year. Separation may occur for one of the following reasons:

1. **Disruption of Instruction**—Shiloh wants to ensure every student gets the most from each school day. Disruptive behavior whether the student is defiant or without the ability to change behavior are reasons Shiloh Christian may not be able to provide an educational setting for a child. Parents will be notified by email each time the Dean/Dean of Students is called to the classroom to remove the child for disrupting instruction. If the Dean/Dean of Students cannot calm the child, parents will be notified and must pick up the child for the remainder of the day. After the Dean/Dean of Students has been called to the classroom three times for disruptive behavior in the classroom, the Dean/Dean of Students will call a meeting with parents to discuss a plan for improvement. On the seventh visit by the Dean/Dean of Students, parents will be called to pick up the child and a date for separation will be set.

2. **Potty-Trained Behaviors**--Preschool and kindergarten students must be potty-trained to attend Shiloh. The teacher will contact parents and the Dean by email when “accidents”. After 5 “accidents” have been documented by email within one month, the dean will contact parents in regard to separation from the program. PK students attending 3 days a week will have no more than 4 accidents within a month. Exceptions will be made when students with medical conditions have a plan of action on file with the school nurse. Classroom teachers are not allowed to clean up PK or K students. Parents will be called for help and an extra set of clothes.

3. **Biting or Extremely Hurtful Behaviors**--If a student bites another student and the nurse or Dean can see the marks, parents will be called and the student must go home for the remainder of the day. Not only is biting a painful experience for the other child, biting can break the skin causing health-related diseases. Parents will be contacted for a student that has been sent home more than 3 times during a year for biting.

## **H. Child Maltreatment Complaint**

If a complaint of child maltreatment is filed against any owner/operator, staff or other person in a child care facility, the Child Care Licensing Specialist shall evaluate the risk to children and determine the suitability of the person(s) to supervise, be left alone with children, have disciplinary control over children or remain in the center during hours of care until the allegations have been determined true or unsubstantiated. (Pending the evaluation of risk to children by the Child Care Licensing Unit, the person(s) alleged shall not be left alone with the children.)

## **DRESS CODE**

Updated 2-12-19

### **Chapel Dress (Thursday)**

1. **Prescribed** navy polo shirts with embroidery logo (available through the elementary office for \$20 or on Parent Orientation Night).
2. White or navy turtlenecks or t-shirts may be worn under chapel polo shirts.
3. Students may wear **navy sweaters, sweatshirts, or jackets in the classrooms.**

4. Everyone will wear **khaki pants** or shorts, capris, skorts, skirts that are within 2” of the top of the knee cap.

### **Monday, Tuesday, Wednesday**

1. Polo shirts with a collar and buttons on plaque, long-sleeved or short-sleeved in any solid color.
2. Solid colored long sleeve t-shirts or turtlenecks may be worn under polo shirts.
3. Navy, khaki or blue jean shorts....length must be within 2” of the top of the knee cap.
4. Navy, khaki or blue jean pants, without holes.
5. Navy or khaki skort or skirt.....length must be within 2” of the top of the knee cap.
6. Navy or khaki jumper....length must be within 2” of the top of the knee cap.
7. Girls may wear polo dresses which are within 2” of the top of the knee cap.
8. If students are cold in the classroom, they may wear **navy** sweaters, jackets, or sweatshirts with polo or turtleneck shirts beneath them.

### **Friday**

1. Spirit shirt – any t-shirt or sweatshirt labeled with Shiloh Christian.
2. Everyone will wear Monday-Wednesday-approved bottoms.

### **Miscellaneous**

**-Leggings are not approved bottoms with tops or shirts.**

**-Tennis shoes are required.**

-No hats in the building.

-Boys’ hair should be neatly trimmed above the ear, eyebrows and collar.

-Navy sweaters, jackets, or sweatshirts may be worn in the classroom over polo or turtleneck shirts.

-Extreme fads are not permitted

**Dress code violations will be dealt with through warnings, deductions in class points, appropriate changes, or a call home for a change of clothes.**

## **TORNADO DRILLS**

For a tornado drill, all students will get in the tornado position along their designated wall. Students will not kneel below windows, and should not be more than two persons deep. Diagrams are provided in each room. During the drill, strictest discipline must be maintained.

## **FIRE DRILLS**

When the fire alarm sounds, the following procedure should be followed:

1. As soon as the alarm sounds, students will leave the building in a quiet, orderly manner, according to instructions.
2. Students should take only personal belongings with them. All books and supplies should remain in the classroom.
3. The teacher will lead the students out of the classroom.
4. Class groups should remain together as they move outside.

5. All students will be accounted for.
6. When the fire alarm stops, students are to return in a quiet, orderly manner.

## **LEARNING LAB**

Shiloh Christian School provides a Learning Lab for students who have documented ADD/ADHD, have been diagnosed with a mild learning disability, or are working one grade level below the current grade assignment. Learning Lab instruction is offered in the areas of written expression, basic reading skills, reading comprehension, listening comprehension, math calculations, and math reasoning. Parent/teacher recommendation, current diagnostic evaluation, observation, and classroom work samples are used to determine a student's eligibility for special services. Enrollment is limited and involves a yearly fee.

## **SCHEDULED THERAPIES**

Although SCS wants to provide time during the day for all counseling, physical, occupational, and speech therapies, it is not possible to meet state guidelines as noted by the AR Department of Education. Therefore, beginning in 2019, unless specified in the directed service plan and updated annually with proper documentation, parents may schedule therapies between 8:00-8:30, during lunch, recess, or pick up students at 2:55. For further clarification, please schedule a time to meet with our coordinator for directed services.

## **GIFTED/TALENTED CLASSES**

Shiloh Elementary offers Gifted/Talented classes for students who need additional educational challenges and are referred based on results from achievement testing. Students are evaluated in areas of academics, creativity, problem-solving and productivity. Enrollment is limited and involves a yearly fee.

## **PHOTOS**

Student photos may be public on the website or used in informative pamphlets.

## **RECESS**

Students will go outside at recess periods. If, for health reasons, a child cannot go outside, a written note from a parent to the effect will be required.

## **LOST AND FOUND**

Lost and found items may be obtained in the Fellowship Gym. Items left in the gym over one month become the property of the school and may be discarded or donated to a charitable organization.

## **LOST BOOKS**

The teacher will contact the parents through notes regarding the replacement value of lost books.

Parents should pay for replacement text books immediately.

## **PROPERTY DAMAGE**

When there is damage to school or church property, the person responsible for such damage should promptly report it and pay for the damage. Any time a student is guilty of vandalism, either during school or non-school hours, he/she will be subject to disciplinary action in addition to restitution.

## **FORGOTTEN BOOKS, HOMEWORK, ETC.**

Forgotten books, homework, or lunches should be delivered to the elementary office. The elementary office staff will deliver forgotten items to the classroom.

## **ARTICLES PROHIBITED FROM SCHOOL**

Items such as toys, questionable literature, gum, matches, lighters, and dangerous weapons are not permitted at school at any time. No metal water bottles.

## **GIFTS DELIVERED TO SCHOOL**

If you have gifts to be delivered to your children, bring them by the office and they will be delivered to the student **at the end of the school day**.

## **CELL PHONES**

Students are not permitted to use cell phones anytime during the school day. If a cell phone is seen in use or is heard ringing, it will be held in the Dean's office and returned only to the parent. If a student must contact a parent during the day, office phones may be used.

## **TECHNOLOGY**

E-readers will be used in class only under the direction of the teacher. E-readers are solely for the use of the individual students. They may not be shared. E-readers must go home every night. Parents/students are responsible for the books and content on the reader. The school is not responsible for lost or stolen e-readers. If students are visiting sites instead of reading, parents will need to pick up the reader from the elementary office. E-readers (or technology) may not be used before school or after school on the ramp. (See Technology Agreement in application process for further policies for e-readers)

Iphones will not be allowed in the elementary classrooms during the school day.

## **PLANNERS**

**Planners must be signed daily by parents of 1<sup>st</sup>-5<sup>th</sup> grade.**

# LUNCHES

1. Sack lunches should include one milk product, one meat/meat alternative, two fruits and/or vegetables, and one bread product. If the sack lunch does not meet the requirement, parents will be charged for a tray lunch. Milk will be added to all **PK lunches**—sack or bought. These are DHS requirements.
2. DO NOT send food that needs to be microwaved for PK and K students.
3. Do not bring any food to school **to be shared with classmates without teacher permission.**
4. Only milk is served with tray lunch. Students must bring water or juice if an alternative drink is needed. Students with milk allergies must have a physicians' note on file in the nurse's office.
5. Parents are invited to eat lunch in the cafeteria after they have signed in as visitors through the office.
6. If you send a check to be deposited in the lunch account, please label the envelope with the child's name and grade.
7. Parents are encouraged to set up reminders in RenWeb for low lunch balances.
8. Parents may bring a lunch for their child. If there are empty tables you may sit at them with your child. Other children may not move from assigned seating.

# BIRTHDAYS

**We will not celebrate birthdays specifically this year. We will celebrate each child on a designated day. Teachers will share guidelines through emails on how to sign up and what to bring. We want this to be a special day for your child.**

# LIBRARY

1. The library is open to students and teachers from 7:45 a.m. until 3:20 p.m. each school day. The library will be closed during the librarian's duty and lunch periods.
2. No library materials may leave the library without being checked out by the librarian.
3. Library books may be checked out for two weeks and may be renewed for an additional two week period if there is not a waiting list for the book.
4. Students are responsible for the books they check out and will be charged for lost/damaged books.
5. No eating or drinking in the library.
6. Reference books may be checked out overnight, weekly, or used exclusively in the library at the discretion of the librarian.
7. Students shall not check out books in their teacher's name unless the teacher gives written permission.
8. Any students using the library should work quietly.
9. A student may use the computers in the library with the permission of the librarian.

# SCHOOL NURSE SERVICES

School Nurse services are provided to support both overall school population health and safety needs



and individual student's acute illness and injury, developmental, and special health needs. The scope of services is guided by the Arkansas Departments of Health and Education, the Arkansas State Board of Nursing, and the National Association of School Nurses. **The school nurse does not make medical diagnoses.** Therefore, parents must seek medical advice from a licensed independent practitioner.

The School Nurse Office is located on the lower level of the Faith Hallway. Office hours are 8:00-3:30. When away from the office serving students, the elementary and secondary offices may page the nurse. At times, the staff nurse may have to be away from campus. If available, a substitute nurse will be assigned. If a substitute is not available, basic health needs and medications will be coordinated through the school offices. In case of emergencies, it is our goal to provide basic first responder care until community emergency medical personnel and/or parents assume responsibility.

### **Medical/Health Registration, Updates, and "Special Alerts"**

Any special/diagnosed medical conditions must be documented in the student's official school health record at the time of application. Updates are required annually and a plan of action must be on file in the nurse's office. A "Special Alert List" will be provided to your student's dean, teacher, and "special" teachers. If you would like your student's condition to be exempt from this limited use, you may request that the nurse keep the information confidential.

### **A. Acute Illness and Injury**

Students who become injured or ill at school are assessed and treated in the context of the best interest of both health and academics. This may result in the recommendation that a student goes home or attempts to go back to class to see if symptoms improve. Reassessment is coordinated with the student and faculty.

### **B. Communicable Disease**

The Arkansas School Health Services Manual provides guidelines for excluding students with known or suspected communicable disease from school. Students whose temperature is 100.0 degrees or over, vomiting, diarrhea, contagious skin or eye condition will be excluded from school. Students should be fever-free or without vomiting for 24 hours without the use of fever reducing medicine before returning to school. Students requiring antibiotic therapy must follow the guidelines of their independent licensed physician.

Lice – When lice have been detected, students must go home for 24 hours. Parents must bring students by the nurse's office for a **check with the label of the shampoo used to treat the lice. If lice or nits are detected, the student may not go back to class until cleared by the nurse.**

### **C. Parent notification of visits to the nurse's office**

Emails from the health office are sent when students have received a pre-authorized, over-the-counter medication or if student needs further observation at home for ailment.

### **D. Medications**

Medications, including antibiotics and most allergy and behavioral medications, should be given at

home. Medications that must be administered three times per day should be administered at home. In the rare instance when home administration is not possible, medication administration can be requested as follows:

The parent must provide an unexpired prescription in the original container with an original label that includes the student's name, provider's name, date, drug name and directions, along with a signed parental request. Forms are available in the school nurse office for this purpose.

For the safety of all students, all medications should be contained in the nurse's station with the exception of rescue medications, which have an approved plan of action documented with the nurse.

Medications containing narcotics cannot be administered in the school setting.

### **E. Exemptions for Immunizations**

Parents may request an annual exemption from state immunization requirements by contacting:

Director of Communicable Disease/Immunization Division  
Arkansas Department of Health  
4815 West Markham Street, Slot 48  
Little Rock, AR 72205  
Phone: 1-800-235-0002

The parent must notify the school nurse when an exemption request is in process and provide a copy of the approved exemption notification to the school office upon receipt. Please note that local health departments and private providers are not authorized to provide immunization exemptions.

### **F. Health Screenings**

Students will receive health screenings as mandated by the Arkansas Department of Health and Education. These include hearing, vision, height, weight, and scoliosis. If a student fails any screenings, a written referral to a licensed independent provider evaluation is provided. This referral must be completed and returned to the School Nurse for completion of mandatory state reports.

### **G. Immunizations**

According to Arkansas state law, students must meet current immunization requirements. Immunizations must be on file in the nurse's office. The nurse will contact parents for updates. Updates must be completed in a timely manner.

## **TUITION**

All payments are due on the first of each month and are past due after the 15<sup>th</sup>. (A \$15.00 penalty will be charged after the 15<sup>th</sup> on all delinquent accounts.)

ALL STUDENT ACCOUNTS MUST BE KEPT UP-TO-DATE IN ORDER FOR STUDENTS TO CONTINUE THEIR EDUCATION AT SHILOH CHRISTIAN SCHOOL. Responsible parties of delinquent accounts will be contacted for a review of their account and the student's status in the

school.

## RE-ENROLLMENT

1. Shiloh does not discriminate on the basis of race, sex, color, handicap, or national/ethnic origin in the administration of its educational, admission, scholarship, athletic, and other school-administered programs.
2. The specific procedures for re-enrollment are outlined online at [shilohsaints.org](http://shilohsaints.org). For help with online applications, please call the administration office at 479-756-1140.
3. A student will not be readmitted if there is an outstanding tuition balance from the previous year.
4. Past behavior and Christian conduct will be considered as part of the enrollment recommendation for all students.

## PARENT INVOLVMENT

We encourage all parents to become involved in some way within their children's classrooms. Volunteer forms will be available during parent/orientation night. Parents are encouraged to sign up to help. Classroom teachers will email specific grade level needs through weekly newsletters.

## SPECTATOR SPORTSMANSHIP

Shiloh Christian School is committed to the highest level of athletic competition within the limits of our school's resources. Shiloh Christian is dedicated to the behavior of players, coaches, cheerleaders and spectators that honors God and others. Shiloh Christian believes that a spirit of respect for all involved in athletics – players as cooperative competitors, coaches as professional educators, referees as professional arbiters, and fans as encouragers – is essential for Shiloh Christian to be distinctly Christian.

As such the Board of Trustees, the Administration, the Coaches, and players expect spectators to:

1. Focus on encouraging the team;
2. Refrain from any degree of critical, sarcastic, or negative spirit;
3. Demonstrate an appreciation of the skillful play of opponents;
4. Support our cheerleaders' efforts and respect the efforts of the opponents' cheerleaders;
5. Refrain from booing any player, coach, or referee;
6. Refrain from personal comments about any coach, player, or official;
7. Set positive examples to students and adults as role models of mature Christian behavior by displaying the Fruit of the Spirit of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control (Gal. 5:22-23)
8. Submit to the authority of the game officials, coaches, and school administration whether at home or away (Romans 13:1);
9. Use the principle of "right place, right time, and right spirit" when speaking with a coach or official. Immediately following a game is not the right time or right place to meet with someone over a concern; and give glory to God in victory and defeat.

# CONFLICT RESOLUTION

Conflict is bound to occur in any given relationship. Truly, “all have sinned and fall short of the glory of God” (Rom 3:23). Differences of opinion, misconduct, hurtful words and violations of trust are found in the Christian community as well as the world. The presence of such conflict is common to both; however, the manner in which the Christian deals with conflict is to be different than the typical approach of the unbeliever. This is a testimony of the transformed life (Romans 12:1-2)

God has given us guidelines in His word regarding the resolution of conflict.

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church, and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.” (Matthew 18:15-17)

The practical application of this truth as Shiloh Christian School is as follows:

1. Talk to God about the matter before speaking to anyone else. Give Him opportunity to calm your spirit, grant perspective and focus your eyes upon Him instead of the circumstances (Psalm 139:23-24).
2. Do not talk to others about the individual(s) involved in the conflict. Do not sow seeds of discord among the Shiloh family (Proverbs 6:16-19). If counsel needs to be sought, do so while protecting the identity of the parties involved.
3. Make an appointment to speak privately with the individual who is directly involved in the conflict. There is an appropriate time and place to discuss such issues. Give the other individual opportunity to reflect upon his/her actions or words, seek God’s perspective of the matter and prepare for the conversation.

This means a classroom issue must first be discussed with the teacher, an athletic issue must first be discussed with the coach, an administrative issue must first be discussed with the appropriate administrator.

4. If a positive outcome cannot be achieved in this initial meeting, a meeting needs to be scheduled between the original parties and the next level of administration.
5. This process continues as long as necessary with the ultimate resolution resting in the hands of the Board of Directors for Shiloh Christian School.

In following this God-given process of conflict resolution we are being obedient to the Scripture, protecting the unity and integrity of the school’s ministry, growing in our spiritual maturity, and giving a positive testimony to others.