



STUDENT/FAMILY HANDBOOK

Purpose

This Student/Family Handbook is intended to provide general information about school policies, procedures, and expectations. Please note that the contents of this handbook are reviewed and updated annually. However, the school reserves the right to modify, update, or amend the information in this handbook at any time as needed to reflect changes in policy, law, or school operations. Families and students will be notified of significant updates when they occur. The most current version of the handbook will always be made available through the school's official communication channels.

Expectation

Shiloh students, parents, and guardians are expected to know and understand the policies, rules, procedures, and expectations outlined in this handbook. By enrolling your student(s) at Shiloh you agree to uphold these policies, procedures, and expectations as a shared partnership in educating our students. It is the responsibility of the student, parent, or guardian to seek clarification as needed.

Definitions

- **Policy:** Policies are formal directives set by Shiloh's Board of Directors. Policy Directives ensure that Shiloh Christian School is remaining true to its founding principles and mission, vision, and core values.
- **Rules & Guidelines:** Rules and guidelines are the expectations set forth of Shiloh students and families to ensure daily operations align with policies.
- **Processes & Best Practices:** Processes and Best Practices are the organizational systems in place that ensure efficiency in following rules and guidelines. Processes and best practices also ensure positive experiences and outcomes for all.

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SHILOH CHRISTIAN SCHOOL BACKGROUND & FOUNDING PRINCIPLES

History

In 1975, a dedicated group of parents met in Bismarck to consider the possibility of a new school which would provide educational excellence with Christian world and life view. After three years of planning and prayer, the doors were opened to 47 students in 1978.

Since its incorporation, Shiloh Christian School has been developing excellent student-leaders through strong academic programs grounded in Christian principles. Our dedicated faculty and staff are committed to nurturing and challenging students from early learning through 12th grade by 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) and encouraging parents to realize and shoulder their responsibility for the spiritual, moral and social education of their children (Deuteronomy 6:47; Proverbs 22:6).

The Name Shiloh Christian School

The term "Shiloh" was the place name of an Old Testament city which was the first established worship center in Israel (Judges 18:31). It was there that an annual pilgrimage of God's people ended in worship of Israel's God, Yahweh. (Judges 21:19; 1 Sam. 1:3). Samuel, a leader of God's people, was brought to the house of the Lord at Shiloh that his whole life would be given over to the Lord. There the Lord revealed himself to Samuel through His word so that Samuel would minister before the anointed one always (1Sam. 1:28, 2:35). Shiloh Christian School, like its Old Testament counterpart, provides a place where God is revealed through His Word, giving the standard for all instruction.

Founding Principles

Recognizing that the eternal God created all things, and "since the creation of the world, His

invisible attributes, His eternal power and divine nature have been clearly seen, being understood through what has been made” (Rom. 1:30). Our purpose is to bring our students to understand more of their Creator through what He has made. Though sinful men “suppress the truth in unrighteousness” (Rom. 1:18), we commit our school to the study and teaching of the truth in every discipline,” “...destroying speculation and every lofty thing raised up against the knowledge of God, and ...taking every thought captive to the obedience of Christ”...in whom are hidden all the treasures of wisdom and knowledge” (2 Cor. 10:5; Col. 2:3), “teaching every man with all wisdom, that we may present every man complete in Christ” (Col. 1:28).

In practice this means:

- To acknowledge the limits of our human minds and the effects of sin on our thinking and understanding and, therefore, seek the help of God, through His Holy Spirit, in all of our learning.
- To study the whole world and life on it, man and his behavior, to understand after the pattern of God’s understanding, to see the world as God sees it and to see God’s glory in it.
- To use the Bible as the trustworthy, inerrant, verbally and fully inspired standard of truth in all areas of study, whether study of the Bible itself, the humanities or sciences.
- To use the Bible, the written, authoritative Word of God, as the standard for all our administrative decisions in choosing staff and teachers, planning curriculum, selecting texts, materials and methods of teaching and discipline.
- To seek in our students not only an academic understanding of God and His world through their study, but also an increased commitment to faith and obedience toward God through His Son Jesus as Lord and Savior.

MISSION AND VISION STATEMENTS

Mission Statement: Academic Excellence on a Christian Foundation: Teaching students to know, love, and serve God.

Vision Statement: To collaboratively engage with families and the Church (Body of Christ) in educating and equipping Christ-following students, preparing them for faithful service to pursue their God-given purpose.

(Updated & Adopted by the Board of Directors, September 2024)

Core Organizational Values

Serve (1 Peter 4:10,11): Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in various forms.

One (Ephesians 4:1-7): Be completely humble and gentle: be patient bearing with one another in love. 3 Make every effort to keep the unity of the Spirit through the bond of peace 4 There is one body one Spirit, just as you were called to one hope when you were called 4 one lord, one faith, one baptism 6 one God and father of all, who is over all through all and in all.

Aware (Ephesians 2:10): For we are God's handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do.

Respect (Micah 6:8): He has shown you, O mortal, what is good. And what does the Lord require of you? To act justly and to love mercy and walk humbly with your God

(Adopted by the SCS Board on September 2024)

Declaration Of Faith

As an interdenominational school, the Declaration of Faith is used to establish a shared understanding of Biblical truth. **This is a formal document used as evidence of agreement in Biblical truth for committed Shiloh Christian School community members including parent/guardians, employees, board members, as well as middle/high school students during the admissions process.**

- We believe in one infinite God (Ps. 90:2; 1 Tim. 1:17) in whom are three persons – Father, Son and Holy Spirit (Matt. 28:19, 2 Cor. 13-14, Eph. 1:3-14).
- We believe in Jesus Christ, fully God and fully man (John 1:1-18; Phil. 2:6-8), His virgin birth (Mt. 1:18-25; Lk. 1:26-38), His sinless life (2 Cor. 5:21; Heb. 4:15), His miracles (Jn. 30:30-31), His substitutionary and atoning death through His shed blood on the cross (Rom. 5:1-12; 2 Cor. 5:16-21; Heb. 9-10), His ascension to the right hand of the Father (Acts 1:9-11; 7:55-56; Eph. 1:20-23), and His personal, physical return in power and glory (Zech. 14; Rev. 19).
- We believe in the ministry of the Holy Spirit (John 14:16), who is fully God (Acts 5:3,4); that He indwells every born-again believer (Rom. 8:9-11; 1 Cor. 6:19), giving power to live a godly life (Gal. 5:22-23; Eph. 4:30; 1 John 2:20-27).
- We believe that the Bible is the only verbally, fully inspired Word of God (2 Tim. 3:16; 2 Pet. 1:20-21), inerrant and infallible in matters of both fact and faith (Mt. 5:17; John 10:35); that it has absolute authority over all earthly wisdom (1 Cor. 1:18-31) and that it teaches us what we are to believe and how we are to live (James 1:19-27).
- We believe that man has a sinful nature from conception (Ps. 51:5; Ps. 58:3), is totally

dead in sin (Eph. 2:1), unable to save himself (Tit. 1:15-16), and in need of a Savior (Rom. 3).

- We believe salvation consists of the remission of sins, the imputation of Christ's righteousness and the gift of eternal life received by faith alone, apart from works (Eph. 2:8-9; Tit. 3:5). All who repent of their sins and believe on the Lord Jesus Christ, being freely justified by the Father are born again by the Holy Spirit (Romans 1-5; Eph. 1:3-14).
- We believe in the existence of Satan (Luke 11:18), his warfare against God (Acts 26:18; 2 Cor. 4:4; 1 John 3:8-10), and his defeat on the cross (Col. 2:15) for eternity (Rev. 20:10).
- We believe in the literal, supernatural creation (Gen. 1-2; Job 38-41) –everything existing according to God's power (Col. 1:15, 17).
- We believe in the resurrection of the saved unto everlasting life and blessedness in heaven (Dan. 12:2; John 5:28-29; 14:1-3; Rev. 21-22) and in the resurrection of the lost unto everlasting conscious punishment in hell (Rev. 20:11-15).
- We believe The Church is the Body of Christ, composed of all born again believers (Eph. 4:1-16; 5:25-27; Col. 1:18), meeting together in local assemblies for worship and fellowship (Acts 2:42-47; Phil. 1:1; 1 Th. 1; Rev. 1:4).

Ownership and Affiliations

Shiloh Christian School offers classes for grades Pre-K thru 12 and is an interdenominational, private institution. It is incorporated under the laws of North Dakota, and its administration is under the oversight of the Board of Shiloh Christian School. Shiloh Christian School is classified by the North Dakota Department of Public Instruction as a fully-approved school. Shiloh Christian School is recognized from the State of North Dakota as meeting North Dakota's required standards. Shiloh is affiliated with:

- Association of Christian Schools International (11/26/79)
- North Dakota High School Activities Association (NDHSAA): Shiloh has maintained membership in the North Dakota High School Activities Association (NDHSAA) since April 5th, 1983, which makes Shiloh eligible for competition.
- Accreditation through Cognia (formerly known as AdvancEd)

Philosophy Of Christian Education

Shiloh Christian School supports and reinforces the teaching and training that takes place in the home and church. It is also responsible to go further in the areas of academics and skill development that will enable students to become complete and capable Christian citizens, equipped for works of service to God and mankind (Eph. 4:12). Foundations behind this philosophy include:

- The ultimate responsibilities for the education of students lie with the parents, (Deut. 4: 6,7; 11:19). (3/21/05)
- Education is the cornerstone of America with parents historically being the leaders. Parents and guardians know that sending their children to Shiloh means laying a solid academic foundation while reinforcing the principles of the Christian home.
- A team relationship between the school, home, and church promotes the development of the whole-student; spiritually, intellectually, physically, personally, and socially.
- Supporting parents in keeping up with the changing culture and its effect on the home and the implications for their children.

The Philosophy of Christian Education is intended to provide a framework to:

- Shape the mind of students (Philippians 2:5; I Timothy 4:7)
- Instill Biblical character (I Samuel 16:7; Galatians 5:22,23)
- Develop a Christian worldview through integration of life, and all studies, with the Bible (II Peter 1:3)
- Equip students with the ability to live in the world with non-Christians and with Christians who hold differing views
- Create opportunities for student growth in the Christian life through fellowship with God through Bible reading and study, prayer and obedience and in providing regular opportunities for students' to hide God's Word in his/her heart through memorization and meditation (Psalm 119:11; Psalm 1:103).

The Shiloh Christian School Philosophy of Christian Education is established on ACSI's five essential elements of Truth, Intellectual Development, Christian Educators, Potential in Christ, and Operational Integrity. It shall be made available to each staff member and parent of students in the school and reviewed annually by every member of Shiloh's Board of Directors.

STUDENT AND FAMILY POLICIES

Policies, procedures, and guidelines on student expectations, behavior, and conduct are outlined throughout this handbook. The role of Shiloh's Board of Directors is to ensure that student conduct aligns with Shiloh's founding principles, vision, mission, and values.

Grievance Policy

Make every effort to keep the unity of the Spirit through the bond of peace (Eph. 4:1-30). As brothers and sisters in Christ we must live by the Spirit of Christ as expressed in: Gal. 5, I John 4, Titus 3, Matt. 5, Matt. 18)

Concerns/complaints must be first communicated to the individual concerning the grievance (administration/teacher/staff/coach). School administration may be asked to participate in this meeting by either party in accordance with the organizational structure. It is a board member's responsibility to ensure that the steps above have taken place.

If the person having the concern/complaint is not satisfied with the first communication, he/she shall meet with school administration along with the person with whom there is a concern/complaint. If the concern/complaint is with administration, or if an agreement has not been reached, the person may proceed to the board level.

Harassment Policy

Any form of harassment, including sexual harassment, is absolutely prohibited. Any incident of possible harassment should be brought immediately to the attention of the Administrator and/or Board of Directors, unless the administrator is involved, who will thoroughly investigate the matter in confidence.

Harassment is any unwelcome behavior and may include but is not limited to:

1. Unwelcome teasing, taunting, or other verbal messages
2. Unwelcome physical contact such as pushing, shoving, hitting, or carrying
3. Sex-orientated verbal kidding or abuse
4. Subtle or overt pressure for sexual activity
5. Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats.

Nondiscrimination Policy

Shiloh Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of

the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance, hiring of faculty or administrative staff, athletic, and other school administered programs.

Billing And Collection Protocol

All parents are expected to pay their tuition and miscellaneous bills through our FACTS SIS system. Parents must register and manage their financial obligations to SCS with this system. Credit card charges will incur a processing fee. All returned checks will incur a processing fee.

Non-Payment Procedures:

All bills not paid within the initial grace period (30 days) will be addressed with the following procedures:

- 30 days late: Contact will be made with the family to determine the most effective method for payment.
- 60 days late: Contact will be made with the family to determine one of two courses of action: (1) Appeal to the Board of Directors to consider family circumstances with a plan of action, or (2) Preparation for removal of children from school.
- 90 days late: Execute the Board's plan of action or removal of the children from the school.
- Once a delinquent account has been determined to be uncollectible, the Board of Directors will determine whether it is sent to small claims or a collection agency.

Past Due Parent Accounts:

Families that are past due on paying their parent account will:

- not be permitted to charge the cost of any goods or services to their parent account.
- not be able to have student records forwarded to another school if transferring.
- not be able to have transcripts forwarded to a college or university.
- not receive a diploma if graduating.
- not be able to attend school.

Financial Assistance and Discounts

SCS recognizes the financial challenges in paying for a private education and our goal is to be able to provide access to our excellent program to as many people as possible. In order to do so we have in place a number of programs that can assist families with the cost of a private education (does not apply to Early Learning). Our programs are identified below. Please contact the school business office for details.

- Direct Tuition Assistance
 - application process must be completed
 - maximum tuition assistance 50% of tuition cost

- Multi-Child Discounts
- Pastoral Discount
 - full-time ministry in an established church
- Refer-a-Family Discount
- TRIP/SCRIP Program

Priority Re-Enrollment Procedures

Re-enrollment for the next school year for current students is set aside during the month of January. At this time, parents can also newly enroll siblings. The purpose of this process is to ensure that current families never lose their spot and are able to add siblings before enrollment is opened to new families. Re-enrollment can be completed in FACTS. Re-enrollment registration fees are non-refundable if a family decides not to return after having paid the fees. Registration for student class schedules in middle school and high school for the following school year will not be permitted if a student is not re-enrolled.

Enrollment is open to the public beginning February 1. At this point all available seats will be offered to new students on a first-come, first served basis until we are full. All parent accounts must be maintained in good standing to be enrolled for the next school year.

Withdrawals

If a family withdraws a student for the upcoming school year after July 1 there will be a financial penalty of \$1,000 due to the preparations already made for the school year.

If a student(s) withdraw(s) between August - May you must also notify the school by the 15th of the month to avoid being charged for the following month.

If a family withdraws a student from the school during the year, they are responsible for paying tuition through the last day of attendance. A parent who plans to withdraw a child from Shiloh Christian School must:

- Obtain an Official Withdrawal Notice from the school office. Complete the form and return it to the school office.
- Return all textbooks and any other school property (library books, athletic equipment, technology, etc.) before the date of withdrawal.
- Parent accounts must be paid in full on or before the official date of withdrawal. Any refunds will be mailed to parents directly.
- All student records will be retained at Shiloh Christian School until a proper release form is received from the student's new school.

Student Dress Code Policy

As a Christ-centered learning community, our dress and appearance should reflect our calling to honor God in all we do (1 Corinthians 6:20, 10:31). Clothing should be modest, respectful, and practical for learning and activities, allowing students to move freely while maintaining dignity. We should strive to let our attractiveness emanate from a Christ-like spirit and good conduct. (1 Peter 3:3-4; 1 Timothy 2:9-10; Colossians 3:17)

The purpose of our dress code is to:

- Allow for full participation in active learning
- Encourage modesty and self-respect
- Support a safe, active learning environment
- Foster unity and minimize distractions
- Help students practice wise, God-honoring choices

General Standards

All clothing should:

- Allow for full range of motion without tugging, adjusting, or revealing undergarments.
- Cover chest, midsection, and upper thighs when standing, sitting, or reaching.
- Be clean, in good repair, and free from offensive language, images, or symbols.
- Not display brand logos, slogans, or designs that conflict with Christian values.

Specific Guidelines

- Tops:
 - Sleeveless shirts must have straps at least 2 inches wide.
 - Necklines should be modest—no visible cleavage.
 - Extra layers (over or under) should be worn to cover the midsection and backside when standing, sitting, or moving throughout the day (ex. leggings, crop tops).
- Bottoms:
 - Shorts, skirts, and dresses should reach at least fingertip length when arms are relaxed at the sides.
 - Holes or rips in clothing should reach at least fingertip length if skin or undergarments are visible.
- Outerwear:
 - Hats and hoods must be removed indoors unless part of a special event or approved activity.

At-Home Considerations

Students and parents can use these guidelines to ensure that a student's clothing will set them up for whatever comes their way during the course of the school day.

1. Active Learning Environment – Be considerate and aware of how clothing will fit throughout the day knowing that teachers are intentional about cultivating an active learning environment. Students move their bodies for a variety of reasons such as raising hands in class, helping a classmate pick up something off the ground, walking up and down stairs, and doing active exercises (as appropriate) before or during class.
2. Bend & Sit – Sit cross-legged on the floor and bend forward slightly. If clothing shifts to reveal undergarments or more than intended, choose a different option.
3. Fingertip Length – Stand straight with arms relaxed at your sides. Shorts, skirts, or dresses should meet or go past your fingertips.
4. Light – Stand in good lighting and check if your clothing is see-through. If so, add layers.

Enforcement

- If a student's attire does not meet guidelines, they will be asked to adjust or change.
- Parents may be contacted to bring appropriate clothing.
- Repeated violations will result in a parent conference.
- Daily class participation points may be reduced when unable to participate in activities.

Heart Attitude

We recognize that modesty is not just about fabric length but about honoring God and respecting others. Our dress choices should encourage learning, fellowship, and service without drawing undue attention to ourselves

Academic Excellence Policy

Grading Scale

SCS Letter Grade Scale		
Letter Grade	Percentage	Grade Point Value
A+	98-100	4.00
A	94-97.99	4.00
A-	90-93.99	3.67
B+	87-89.99	3.33
B	84-86.99	3.00
B-	80-83.99	2.67
C+	77-79.99	2.33
C	74-76.99	2.00
C-	70-73.99	1.67
D+	69.99-68	1.33
D	67.99-66	1.00

D-	65.99-65	0.67
F	64.99-0	0.00
Academic Eligibility Reports are run by 8 am on Monday. Eligible: GPA 2.5 and above On watch: GPA 2.0 - 2.5 Ineligible: GPA below 2.0		

Gradebook Categories & Percentages

- Homework – 10%
Work completed outside of classtime
- Participation – 15%
Provide students with a rubric detailing your classroom expectations
- Formative Assessments – 30%
Low-stakes assessments such as in-class quizzes; students are encouraged to correct and learn from mistakes to earn back points in this category (forms your instruction).
- Summative Assessments – 45%
End-of-unit tests and major assessments

Semester Weighting

- Quarter 1 – 45%
- Quarter 2 – 45%
- Semester Final Exam – 10%

Academic Honesty

Shiloh Christian School values integrity, responsibility, and respect in all areas of learning. Academic honesty is essential to the growth of virtuous students and a Christ-centered learning community. Every student is expected to complete and submit work that reflects their own effort and understanding.

Academic dishonesty includes any action that misrepresents someone else's work as your own or gives an unfair advantage. Examples include, but are not limited to:

- Plagiarism - presenting another person's words, ideas, or work (including from books, the internet, or AI tools) as your own without proper credit.
- Self-plagiarism - submitting your own prior work without teacher approval.
Viewing another student's paper during a quiz or test, or allowing another student to view yours.
- Communicating with anyone other than the teacher during a quiz or test.
- Preparing homework for another student, or sharing your work for someone else to copy or submit.
- Taking, photographing, or removing a test, quiz, or assignment without permission.
- Sharing or receiving information about an assessment before others have taken it.
- Attempting to cheat or helping someone else cheat in any form.
- Copying text, images, or ideas from websites or online sources without citation is considered plagiarism.
- Submitting work that was generated fully or in part by AI (such as chatbots, automated writing tools, or image generators).

Prevention and Responsibilities

Teachers and administrators will implement reasonable measures to deter academic dishonesty and will teach students what it means to act with integrity in the digital age. Students are responsible for asking questions if they are unsure what is allowed.

If a violation is suspected, the teacher will:

1. Investigate and document the concern.
2. Confer with school administration.
3. Notify parents/guardians.
4. Apply appropriate consequences, considering the age of the student, the seriousness of the offense, and whether it is a repeated behavior.

Consequences may include, but are not limited to:

- A zero on the assignment or assessment.
- Redoing the assignment or an alternate version for reduced credit.
- Detention or in-school suspension.
- Loss of class credit.
- A meeting with parents, teachers, administration, and the student.
- Other interventions designed to help the student learn and grow in integrity.

Student Eligibility

Any violation of policy, procedures, and expectations outlined in this handbook may impact student eligibility and privileges. This includes, but is not limited to, participation in extracurricular activities and homeschooled students enrolled at Shiloh or participation in Shiloh activities. Eligibility requirements are based on both academic performance and adherence to school rules. Detailed policies can be found in the Activities appendix and throughout this handbook, as eligibility is also affected by compliance with all student conduct guidelines.

Emergency Procedures

Shiloh's Board of Directors is responsible for ensuring the organization is prepared to handle emergency situations. Creating and implementing a plan and training staff through monthly safety drills is the responsibility of the Head of School and administrators. Board members will review the emergency manual yearly. Please see Shiloh's Emergency Manual for details.

Student Conduct

Policies, procedures, and guidelines on student expectations, behavior, and conduct are outlined throughout this handbook. The role of Shiloh's Board of Directors is to ensure that student conduct aligns with Shiloh's founding principles, vision, mission, and values.

All SCHOOL STUDENT/FAMILY RULES AND PROCEDURES

Absences, Attendance, and Tardiness

(This section - Absences, Attendance, and Tardiness - was updated December 12, 2025, effective for the second semester of the 2025-26 school year)

Regular and punctual attendance is necessary for a student to achieve success in school. It is not only important for the student's academic success but also for building proper attitudes toward responsibilities.

Student Absence Form

If a student will be absent for any part of the school day, parents must complete the Student Absence Form either through the Shiloh App or the FACTS Family Portal.

If a Student Absence Form or phone call is not received by 8:30 a.m. on the day of the absence, the school office will send a text notification to the parent. If no response is received from the parent, the absence will be considered unexcused.

Tardies / Partial Day Attendance

Students are expected to be on time for school. All students arriving late or leaving early are required to report to the front office.

Elementary

- Students reporting to school after 8:30 a.m. must be accompanied by an adult and check-in at the office prior to going to the classroom.
- Students not present when the teacher enters attendance will be counted tardy.
- Students missing more than 2 hours of school will be marked present for a partial day:
 - Arriving at school after 10:30 a.m.
 - Leaving school before 1:00 p.m.
 - Leaving school and returning for an appointment that exceeds 2 hours.
- A meeting will be scheduled between the parent, teacher, and administration to address concerns regarding attendance (including tardies).

Middle/High School

- Four (4) unexcused tardies will be allowed per quarter. Tardy-related consequences will escalate throughout the year.

Missed Work

It is the parent/student's responsibility to arrange for makeup work due to absences. Students with an exempt or excused absence will have one day for each absent day to make up work that was due or assigned on the classroom day that the student missed. Assignments due on the day of the absence are due upon return to the classroom. Assignments submitted after the adjusted due date will be subject to point loss outlined in the Late Work policy.

Verification of Absences

School administration may require applicable documentation to verify an exempt/excused absence, including, but not limited to:

- Medical documentation from an appropriate licensed healthcare provider.
- A copy of a court summons or subpoena.
- An obituary or funeral program for bereavement or funeral leave.
- Verification from a pastor or leader at the student's church or ministry group.
- Verification from college or university representative for college visit(s).

Excessive Absences

Absences, even with the approval of the parent/guardian, will be considered excessive if a student accumulates more than 10 absences (per semester) or 20 absences (per year). Credit or grade retention requirements will be determined case-by-case. Attendance contracts specific to each student, will be developed and signed by the administration, student, and parent/guardian. Parameters may include the following as appropriate:

- Loss of off-campus privileges and study hall exemption
- Discussion between Activities Director and coach for eligibility
- Individualized FLEX plan in specific classes/teachers where over 10 absences have accumulated.
- Revoke or reduce grace period time frame to submit homework by following the missing assignment policy.

Exempt Absences

The following absences are considered exempt under normal circumstances with proper documentation. **An exempt absence is not counted toward the attendance limit nor final exam exemption status.**

Medical	Medical appointments or illness verified <i>with a note from a doctor or specialist</i> (Please make an effort to schedule appointments so that they do not interfere with school hours whenever possible.)
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Bereavement	Death of an immediate family member; includes father, mother, sister, brother, guardian, grandparents, aunts, uncles, or a person whose legal residence is the same household.
College Visit	2 days per school year for juniors and seniors to attend a college visit (with note from college). Submission of college visitation form for the planned absence is required.
Job Shadow	Observation of professional(s) in a specific career or industry. Submission of job shadow form for the planned absence is required.
School-Sponsored Activities	Participation (when eligible) in school-sponsored activities and co-op (local school district) activities approved by the Activities Director. Attendance at a Shiloh regional or state competition as a spectator. Students must remain in good standing and follow dismissal time frames approved by administration.
Ministry Events	Events organized by student's church or ministry group with verification from pastor or ministry leader.
Weather	Student's home school district is closed due to inclement weather or when <i>no travel advised</i> on roads outside of Bismarck-Mandan for students who live out of town.
Legal	Jury duty or required court appearances.
Military	Absences related to military service.
Emergency	Evaluated on a case-by-case basis. Administration approval required.

Excused Absences

Absences are considered excused under normal circumstances when documented by Student Absence Form. It is highly recommended that absences be avoided whenever possible; however, we recognize that on occasion such absences are necessary. **These absences DO count toward the attendance limit and final exam exemption status.** These include, but are not limited to, the following:

- Medical appointments or illness without a doctor's note.
- Family travel/vacation.
- Funeral of a non-immediate family member.
- Non-SCS sponsored sports/activities (travel teams, clubs, hobbies, competitions).

Unexcused Absences/Truancy

Unexcused absences are an absence from school or any single portion of the day without a valid reason approved by the school or without proper communication from a parent or guardian within 24 hours following absence. Examples of unexcused absences include skipping a class, oversleeping, family trips not approved in advance, or failing to provide required notice after an absence. **These absences DO count toward the attendance limit** and additional disciplinary action or interventions may apply.

Regular attendance is a parent responsibility and will be regarded in compliance with [North Dakota Compulsory Attendance Statute \(15-1-20\)](#). The North Dakota Compulsory Attendance Statute (15.1-20) requires us, as a school, to communicate to the Department of Public Instruction any student that exceeds 20 absences in a given school year or 10 days within a semester.

Final Exam Exemption

High school students who meet meet the academic and attendance criteria identified below may be exempt from final exam(s):

GPA (current semester)	Excused Absences & Tardies (combined total)	Final Exam Exemption
3.5 or above	3 or less per semester	Exempt from 2 exams in courses with highest grade*
3.0 or above	5 or less per semester	Exempt from 1 exam in course with highest grade*

*Reviewed to the hundredths decimal place as needed to determine the highest grade.

The final exam grade in the FACTS gradebook will be noted with “E” for those who have been granted an exemption.

Final exam exemption only applies to core subjects (Math, English, Social Studies, Science, and Bible), and does not apply to dual credit and distance education courses. Courses that are not eligible for exemption include:

- DC Composition I
- DC Composition II
- DC Public Speaking
- DC Educational Technology

- Distance Education (CRACTC, CTE, Career Academy)
- Non-Core Subjects (Spanish, Computer Science, Business, Art, Music, Psychology, Sociology, Economics)

Students may have the option to take the final exam to improve their grade rather than the exemption. If a student chooses to take the exam, regular grading practices and exam weight percentages are followed.

Parents are encouraged to review their child's current progress in FACTS to see if their child is potentially eligible for the exemption by reviewing the gradebook as well as the number of absences and tardies accumulated during the semester (excused and/or unexcused). Students will be notified of their exemption status on the last classroom day prior to the testing day.

Administering Medication to Students

Prescription and/or over-the-counter medications will not be dispensed (by properly trained school personnel) without the prior consent of a parent or legal guardian with written order of a physician, and with written consent of the parent or legal guardian. A record will be kept of the administration of the medication, noting the date, time and staff member administering the medication. If a medication error occurs, parent/guardians will be contacted and a medication error form will be completed and submitted to the parent/guardian.

Medication Administration Guidelines

- Medication should be taken at home if at all possible. Medications not required during school hours will be declined for administration at school.
- Medications that a child has never taken before must be started at home before requesting the school to administer them.
- Medications needing to be given at school are to be brought to and from school by a parent/guardian. At that time, medication will be counted and documented by office staff.
- All medications (prescription and over-the-counter) must be in their original container with a current unaltered label. The medication must be unexpired and prescription labels must be dated within the past 12 months. The original prescription must be included or a Doctor's signature will be required on the Prescription Medication Administration Form.
- Tablets must be sized for proper dosage (e.g. cut in half, etc.) prior to bringing them to school. Parents should provide the dosing utensils where needed.

- Limit amount of prescription medication brought to school to the amount needed for 30 days or less. Limit the amount of non-prescription medication to 10 doses or less. Please do not bring large quantity sizes.
- Medication authorization forms must be completed and signed by the parent/guardian before medication is given. Forms can be downloaded and printed off of the Shiloh App or FACTS Family Portal and also are available in the school office.
- Students who carry and self-administer inhalers or EpiPens require physician approval and signature on specific forms, which are also available on Facts or the school office.
- Medications will be kept in a secured office area and will be administered by designated trained staff. Emergency medications will be stored in the office area and/or other locations allowed by the student's Individual Health Plan.
- Parents should encourage their child to report to the office on time if they receive a daily medication. School staff will call the child's classroom if they do not come on their own.
- Timely refill of the prescription is very important and is the responsibility of the parent/guardian.
- Expired medications will not be administered.
- Parents are responsible for their child's medication. Parents must pick up all unused (expired or current) medication when the school requests, and/or 2 weeks after the final day of school.

Church Observances

In consideration of the importance of our students participating in their local church, activities, athletics, organizations, etc. will not be scheduled after 6:00 p.m. on Wednesdays. Homework may be given on Wednesday nights and tests may be given on Thursdays. Additionally, no NDHSAA competitions will be scheduled on Sundays.

Classroom Ratio

For the purposes of determining class sizes Shiloh Christian School will follow the guidelines below:

- Preschool class sizes will not exceed 16 students with a 1 to 10 staff ratio.
- Kindergarten through 3rd class sizes will have an average range from 20-24 students.
- 4th through 5th-grade class size will have an average range from 24-27 students.
- Middle School core class sizes shall have 25 students per core class with an average of 27 students in a class.
- High School core class sizes shall have 25 students per core class with an average of 27 students in a class.

Conferences (Parent-Teacher)

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

Curriculum

Shiloh Christian reserves the right to select the appropriate curricular materials as selected by the teachers, administration, and school board. We ask parents to trust the trained educators and experts and respect the decisions made by the school as all things are prayerfully considered.

Damaged/Lost School Property

Students are to respect themselves, peers, staff, and others, as well as the property of the school and the property of others. Intentional destruction of property will result in the student paying to replace the misused, damaged, or destroyed item(s) in addition to any restorative action as deemed appropriate.

Distribution Of Non-School Sponsored Materials

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

Food Service

A full meal including a salad bar is available daily. Parents will pay for school lunches through the FACTS system by maintaining a credit balance on their account. Milk may be purchased by students who bring their own lunch. Breakfast will be served from 7:30 to 8:00 a.m. daily. All meals must be eaten in the Commons.

Lost And Found

Most lost articles are turned in at the office and are kept in a location in the Commons. Please check this area often. All unlabeled and unclaimed items will be donated to charity by the 5th of every month.

Parents Unavailable For Emergency Contact

If parents are entrusting their student to the care of another family or adult, please provide permission for them to authorize any necessary emergency treatment. Please notify the office of the responsible party for your child(ren) while you are away, particularly in the event of a serious accident or illness.

Pets

Due to a variety of personal and physical issues, Shiloh Christian holds a policy that does not allow pets on school property, outside of personal vehicles.

Student Records

Complete and accurate student records require collaboration with the school and parents/guardians.

Birth Certificates

All Shiloh students must have a copy of a birth certificate within their record.

Immunizations

Section 23-07-17.1 of North Dakota State Law mandates that all students in kindergarten through grade twelve meet a minimum number of required immunizations prior to school entrance. Please be sure that your child(ren) has received the required number of necessary vaccines.

All students must have a completed Certificate of Immunization on file or a completed Immunization Exemption form on file by October 1st. Failure to comply with the North Dakota Department of Health requirements by October 1st will result in exclusion of your child(ren) from school until the necessary paperwork is on file.

Change of Information

It is the parents'/guardians' responsibility to ensure all information on file with this school is accurate. Please notify the school office immediately if there are changes in address, parent/guardian contact information, or approved pick-up persons.

Transfer of Records

Information in a student's permanent file will not be transferred until release forms are properly signed and all school obligations, including financial obligations, are met. The school should be informed of any change of address, phone number, marital status, e-mail address, or other pertinent information.

School Hours

The school office is open 7:45 a.m. to 4:00 p.m., Monday through Friday during the school year. The front doors are opened daily to receive students at 7:30 a.m. The elementary and middle/high school follow a slightly different schedule.

	Elementary School (K-5)	Middle/High School (6-12)
Breakfast	Served daily 7:30 - 8:00 am	
Classrooms Open for Students	8:20am	7:55am
School Start Time	8:25am	8:00am
School Dismissal Time	3:00pm	3:24pm
Pick-Up Window	by 3:30pm	by 4:00pm

Students are requested to be picked up promptly after the school day concludes or to have appropriate arrangements in place to ensure they are not left waiting unsupervised at the school.

Elementary students who arrive before 8:20am are expected to go outside from 8:00-8:20 a.m. at an outside supervised recess. Elementary students must be picked up by 3:30 pm. MS/HS students must be picked up by 4 pm. In partnership with families, MS/HS students in good academic and behavior standing are allowed to form an agreed upon plan.

Please see the appendix for Shiloh's drop-off and pick-up procedures. Failure to follow these procedures may result in ticketing.

School Pictures

Individual, colored pictures are taken each year and are available for purchase through the school. Individual and group pictures are taken in the fall. Dates for pictures will be scheduled on the school calendar. These pictures are used for the yearbook and students are expected to dress respectfully and appropriately.

Social Media Guidelines

Following these expectations will help ensure that social media use by students and families supports a safe, respectful, and God-honoring environment both on and off campus.

General Expectations

- Honor Christ: All social media activity should reflect Christian values—truthfulness, kindness, modesty, and integrity.
- Respect Others: Avoid posts that are disrespectful, harassing, bullying, or discriminatory toward students, staff, or the school community.
- Uphold the School's Reputation: Refrain from posting negative, defamatory, or misleading content about the school, its staff, or fellow students.
- Be Truthful: Do not share false or unverified information and hold yourself accountable to follow the established cell phone/personal electronics use policy.

Student Guidelines

- Students are responsible for what they post online—even outside school hours.
- Inappropriate content (profanity, sexual content, illegal activity, threats, or anything in conflict with school values) may result in disciplinary action
- Posting images or videos taken on campus or of school events without explicit permission is strongly discouraged.
- Creating fake profiles or impersonating others is strictly prohibited.

Parent/Guardian Guidelines

- Support the school's values in your online interactions and posts.
- Avoid discussing confidential or sensitive school matters publicly.
- Use direct communication (e.g., email or phone) to address concerns with teachers or staff rather than social media.
- Model respectful and constructive online behavior

Consequences

- A meeting with school administration
- Disciplinary action (e.g., detention, suspension, or expulsion for students)
- Restriction from school-sponsored activities
- In serious cases, referral to law enforcement or child protection services

Student Illness/Injury

To ensure the health and safety of all students and staff by minimizing the spread of illness and managing injuries appropriately during school hours.

Students should **stay home** if they exhibit any of the following symptoms:

- Fever (100.4°F)
- Vomiting or diarrhea within the past 24 hours
- Persistent cough or difficulty breathing
- Sore throat with fever and/or swollen glands
- Contagious conditions (e.g., conjunctivitis, strep throat, COVID-19, lice)
- Unusual rash or skin infection
- Severe headache or earache
- Head lice

Return to School Requirements:

- Fever-free for 24 hours without fever-reducing medication
- No vomiting or diarrhea for 24 hours
- Completion of 24 hours of prescribed antibiotics (if applicable)
- Clearance from a healthcare provider when required

Minor Injuries

- Treated by school staff (e.g., cuts, scrapes, minor bumps)
- Parents/guardians will be notified as necessary through the FACTS system

Serious Injuries

- Immediate first aid will be provided
- Parents/guardians will be contacted immediately
- Emergency services (911) will be called if needed
- An Incident Report will be completed

Medication at School

- Medications (prescription and non-prescription) must be administered by authorized personnel
- Written consent from a parent/guardian and physician (for prescription meds) is required
- Medication must be in its original container and labeled properly

Infectious Disease Notification

In the case of confirmed contagious illness (e.g., influenza, COVID-19), the school may:

- Notify families while maintaining confidentiality
- Follow public health guidelines for exclusion and return

Lockers/Desks

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

Report Cards/Progress Reports

Report cards will be sent via email to parents/guardians and students during the week following the end of each grading quarter.

The report card link will remain active for a two-week period. Please make sure to print or save a copy for your records.

Closed Campus

Shiloh Christian School is a closed campus meaning that the doors are locked daily during school hours and everyone must enter/exit through the school office. Parents/guardians are permitted to take their own student off campus for appointments, lunch, etc. but must notify the school office.

Exceptions: Sophomores, Juniors and Seniors are exempt from the closed-campus rules which includes flex/lunch, free periods, and study halls (depending on GPA). Before a student is allowed exemption to off-campus privileges, an office-campus permission form must be completed accordingly.

Parents/guardians or administration may revoke this privilege if abused. If there are excessive tardies or absences, academic or behavior concerns, students may lose this privilege. Students leaving/returning to campus must sign in and out in the school office.

Shiloh Learning Center

The Learning Center is a resource that offers extra support and reinforcement to students K-12. Student participation in the Learning Center is determined using multi-factored assessments to determine if a student's educational performance requires specialized instruction.

The Learning Center manages all educational services; such as building and 504 Plans and Individualized Service Plans in collaboration with Bismarck Public Schools.

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

Kim Melin (SLC Director); melink@shilohchristian.org

Marnie Speidel (Elementary SLC Director); marnie.speidel@shilohchristian.org

School Counseling and Guidance Services

School counselors design and deliver school counseling programs that improve student outcomes. They lead, advocate and collaborate to promote equity and access for all students by connecting their school counseling program to the school's academic mission and school improvement plan. They uphold the ethical and professional standards of ASCA (American School Counselor Association) which promotes open and regular communication between counselors, administrators, and parents/guardians to ensure effective student support and services. Clarity in roles, responsibilities, and goals along with regular meetings will ensure both open communication and confidentiality. .

School Counselors

- Kathleen Wrigley (K-5 School Counselor); wrigleyk@shilohchristian.org
- Bobbie Jo Young (6-12 School Counselor); youngb@shilohchristian.org

Shiloh PTO

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

Speakers

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

Technology

Technology integration is important throughout our school. Teachers and students use various technology platforms to enhance learning and support curriculum. Shiloh has established specific technology use guidelines. When enrolling/re-enrolling, families are agreeing to Shiloh's technology contract located in the appendix. Shiloh also utilizes software to monitor student computer use to ensure internet safety.

Telephone Calls

Students will be called out of class for emergency situations. Students will be allowed to use the phone in the office for emergency situations.

Visitors

Parents/guardians are always welcome and encouraged to visit. All visitors during the school day are required to check in at the school office and wear a visitors badge for the duration of their visit..

Weather-Related Announcements

Emergency conditions sometimes make it necessary to close the school. The decision to close school will rest with administration. In case of an emergency closing, every effort will be made to communicate this decision as early as possible. All school closings will be communicated through the FACTS text alert system and email. Please look for Shiloh Christian School.

Bullying/Harassment

As followers of Jesus, we are called to focus our relationships on building one another up and encouraging one another in our faith (1 Thess. 5:11; Hebrews 10:24). Because we desire, deeply, to foster a Christ-like culture, Shiloh Christian has a zero tolerance policy toward bullying and harassment. Bullying after school becomes a school issue when it affects students' safety, learning, or relationships within the school. In such cases, schools can and should respond with appropriate discipline or support.

Harassment can be defined as unwelcome behavior to an individual such as teasing, name calling, inappropriate touching, sexual innuendos, damage, racial/racist comments, or intended damage to another's property, etc. Bullying also includes exclusion of individuals in a purposeful manner by a group. Individuals found responsible for such behavior may face disciplinary measures, including but not limited to behavioral reports, detention, parental/administrative meetings, suspension, or expulsion, depending on the severity of the incident.

Bullying is defined as conduct that occurs in a school, on school premises, in a school owned or leased school bus or school vehicle, or at any school or school sanctioned or sponsored activity or event and

- is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities
- places the student in actual and reasonable fear of harm
- places the student in actual and reasonable fear of damage to property of the student
- substantially disrupts the orderly operation of the school; or

"Conduct" includes the use of technology or other electronic media. Forms of bullying include, but are not limited to:

- physical contact/assault or attempted physical contact/assault
- name calling, verbal assaults, or other putdowns
- damaging or destroying property
- social ostracism
- threats of any kind
 - a threat is defined as a statement that would be interpreted by a reasonable person as a serious expression of intent to harm or assault another or to damage property.
- intimidation, either physical or mental
- extortion or attempted extortion.

Schools have a duty to maintain a safe and supportive environment. This includes addressing off-campus behavior if there's a clear connection to school life.

Disciplinary actions may include:

- Parent meetings
- Loss of privileges
- Counseling or mediation
- Suspension or other consequences, depending on severity

Fighting

Fighting on campus may result in the involvement of the police. Parent(s)/guardian(s) will be notified. Students found to be in violation of this policy shall be subject to disciplinary action.

Theft

Theft of property from another person or from Shiloh Christian will be investigated by the administration and police. If guilt is determined, the parent(s)/guardian(s) will be notified. Students found to be in violation of this policy shall be subject to disciplinary action.

Weapons

Student possession of and/or use of weapons on school property, or at school events, is a serious offense. Possession of a weapon is strictly prohibited. If a student is found in possession of a weapon in the school building, on school grounds (including vehicles on school grounds), or at school-sponsored activities, the police will be contacted, the weapon will be confiscated, and parents/guardians will be notified. "Weapon" is defined as any firearm, whether loaded or unloaded; any device designed as a weapon or through its use, is capable of producing bodily harm or death. Any joking about or threatening of the use of a weapon on school property or outside of the school will be investigated. Students found to be in violation of this policy shall be subject to disciplinary action.

Anti-Gang Policy

The schools in the Bismarck-Mandan area recognize the harm done by the presence and activities of gangs in schools. Gang activities can create an atmosphere of intimidation in the entire school community. Gang activity is disruptive to the process of education and school activities. As a result, any dress, hand signs or gestures or other activities identifying gang membership is absolutely prohibited. Students found to be in violation of this policy shall be subject to disciplinary action.

Use Of Alcohol, Tobacco And Other Drugs

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

Prohibited Substances include, but are not limited to:

1. Tobacco (including, but not limited to, smokeless tobacco and vapes)
2. Nicotine pouches
3. Alcohol or any alcoholic beverage
4. Any controlled substance or dangerous drug
5. Any abusable glue or aerosol paint or any other chemical substance
6. Any prescription or nonprescription drug not taken in accordance with the authorized use policy.

It is against school policy for any student:

- To sell, deliver, give, or attempt to sell, deliver or give to any person any of these substances or what the student represents or believes to be any of these substances.
- To possess, procure, purchase or receive, or to attempt to possess, procure, purchase or receive any of these substances or what the student believes to be any of these substances. The student will be determined to be “in possession” when the substance is on the student’s person or in the student’s locker, car, bag, or when he/she owns it completely or partially.
- To be under the influence of (legal intoxication is not required), or to use or consume or attempt to do so, the listed substances or what is represented by the student to be any of the substances.

This policy applies to any Shiloh Christian student who is on school property, who is in attendance at school or at a school-sponsored activity or whose conduct at any time or in any place interferes with or obstructs the mission or operations of Shiloh Christian or the safety or welfare of our students.

Shiloh Christian’s first concern is to help students who are using prohibited substances. We want to do all we can to encourage you to seek help for yourself or your friends without fear of punishment.

Students found to be in violation of this policy shall be subject to disciplinary action.

Christ-Like Life

The Biblical and philosophical goal of Shiloh Christian School is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school’s understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents and/or students may personally believe differently, while enrolled at SCS, all students are expected to exhibit the qualities of a Christ-like life espoused

and taught by the school. SCS retains the right to explicitly define Biblically appropriate human relationships and behaviors, and inappropriate human relationships and behaviors.

Student Behavior Expectations

Shiloh Christian School uses Responsibility Centered Discipline to foster a discipline model that is centered on students taking responsibility for their behavior and actions. Shiloh's elementary and middle/high schools utilize 'discipline ladders' to help define student expectations in correlation with appropriate consequences.

Parental support and a positive partnership with the school is essential to maintaining appropriate conduct at school.

The elementary and middle/high school discipline ladders can be found in the appendix.

Personal Electronic Devices/Cell Phones

With the exception of the school-issued Chromebook or laptops approved by the IT Coordinator; all personal electronic devices - including cell phones, smart watches, and earbuds - must not be accessed by students at any point from 8:00am - 3:25pm. This includes lunch, study halls, and free periods.

Parent-student communication during the school day must be facilitated through the school office.

Exemptions for special cases (i.e. medical applications or teacher-directed instructional usage) may be granted by administration.

Students in grades 9-12 are grandfathered in and will be allowed to use their personal laptop. This privilege can be revoked if technology violations occur.

Cafeteria Behavior

Students are expected to display good manners and positive behavior during lunch. All food purchased in the food service is to be eaten in the cafeteria by all students unless prior permission is obtained. Students are expected to clean up their area at the table and stay seated when finished eating. No food is to be taken out of the cafeteria without the consent of an activity advisor. Students should memorize their student ID number.

Chapel

Weekly chapel services are held Fridays, Elementary (8:30-9am) and MS/HS (10:15-11am) in the Heringer Auditorium. Chapel programs are varied and involve pastors, students, teachers, guest speakers, and parents. Student attendance is mandatory. Parent and visitor attendance is welcomed.

Communication

Regular communication (written notes, emails and phone calls) from families to teachers, administrators, and staff are welcomed to provide essential information. We ask that you allow 24 hours on the behalf of the faculty and staff.

Frequent and open communication is crucial to diminish the opportunity for conflict and serious concerns to arise. Please review Shiloh's Conflict Resolution Policy for communication procedures addressing issues and concerns.

Homework

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

Late Work

Students are expected to have assigned work done on time. Middle and high school teachers follow a minimum guideline for late work. They are permitted to enforce a more rigorous policy if they choose to do so.

- First day late: 15% deduction from the assignment grade
- Second day late: 30% deduction from the assignment grade
- Third day late: 50% deduction from the assignment grade
- Fourth day late: The assignment will not be accepted by the teacher, and the student will receive a grade of 0%.

State Testing

SCS participates in the NDA+ state testing. Parents/guardians may opt out of state testing.

Volunteers

Parent/guardian involvement and engagement in the school is encouraged. Each classroom teacher structures and coordinates parent volunteers based on what works best for their classroom. Volunteers who interact with students must have a cleared background check.

ELEMENTARY STUDENT AND FAMILY RULES AND PROCEDURES

Absences/Attendance

Punctuality (being on time) is one of the most important habits that can be developed. Students are expected to be on time for school. The time used is the clock in the office.

If your child will be absent, must leave early, or will be gone for part of the day. Please contact your child's teacher as soon as possible, in addition to completing the student absence form.

Elementary Tardiness and Absence Rules

- Elementary students reporting to school after 8:30am must check-in at the office prior to going to the classroom.
- Classroom teachers will take attendance daily shortly after 8:30am. Any student who is not present when the teacher enters in attendance will be counted tardy for the morning.
- Students must arrive by 10:50am in order to be counted present for one-half day in the afternoon.
 - Students arriving late must be accompanied by an adult to check in at the office.
- Students leaving before 12pm will be counted absent for one-half day.
- A meeting will be scheduled between the parent, teacher, and administration to address concerns regarding attendance (including tardies). MS/HS students are allowed 4 tardies per quarter with escalating consequences; whereas addressing tardiness in elementary school will primarily be done for understanding and problem solving.

Band Program

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

Early Entrance Process

Shiloh Christian refers students to go through the BPS early entrance criteria and processes. This information must be presented to the administration for consideration.

Promotion/Retention

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

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

Recess/Playground

Elementary students receive recess and playground time daily. Recess will be outside unless there is inclement weather (ex. wind-chill, rain) or unhealthy environmental conditions such as smoke.

Attire

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

Outerwear Requirements:

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

Skyhawk Academy (Enrichment Program)

The Skyhawk Academy seeks to identify and provide programming to meet the unique needs of students who differ in their outstanding and potential abilities. Our goal is to provide rigor and enrich the learning environment through projects and activities during pull-out times each week.

MIDDLE/HIGH SCHOOL STUDENT AND FAMILY RULES AND PROCEDURES

Credit Loss and Recovery

If a student accumulates more than 10 absences (per semester) or 20 absences (per year), credit or grade retention will be determined on a case-by-case basis.

Extracurricular Activities

Participation in extracurricular activities is encouraged for all Shiloh students. Shiloh is committed to supporting student involvement in activities and athletics. See available activities and activities policies in the appendix.

Athletic Bags/Backpacks

Students are encouraged to use lockers to store backpacks and personal items. Students should not leave any backpacks or athletic bags on the floor of the hallway. Teachers have the discretion to allow backpacks in the classroom. Shiloh does not assume responsibility for any unattended backpacks/athletic bags. Any unclaimed bags will be placed in the lost and found.

Personal Electronic Devices

Shiloh's school-wide personal electronic device policy is outlined previously in this handbook.

Food/Beverages In Classrooms

Water bottles containing water only are permitted. Nutritious snacks are permitted between class periods. Wrappers must be thrown away.

Lockers

Students in grades 6-12 are assigned a locker. Lockers are the property of the school to be used for students' personal property and are subject to search by administration or law enforcement. Shiloh is not responsible for lost or stolen items. Students should bring and use a combination or key lock, but must turn in the combination or an extra key to the office.

Student lockers must be kept clean. Stickers, posters or pictures not consistent with Biblical values will not be allowed in/on the lockers. Scotch tape is NOT allowed to be used on the lockers. Blue painter's tape or magnets are acceptable.

Student Council

Middle School (Grades 6-8) and High School (Grades 9-12) Student Council is composed of students elected and appointed by the student body that work with advisors to help foster a Christ-like and faith-filled student climate through chapel, spiritual emphasis week, ministry-related events, and student life activities.

Student Life and Council Director

Pastor Jeremy Hein; heinj@shilohchristian.org

Vehicles On Campus

Students are expected to obey all laws that apply to parking lots as well as guidelines (slow speed, one-way signs, do not enter signs, etc.). If a student driver violates traffic laws or guidelines, a meeting with administration will determine consequences.

Shiloh Christian School's security team may help enforce parking guidelines with the use of a ticketing system, and will make appropriate referrals to law enforcement. Parking passes will be issued to students.

Homeschool Student Participation

Homeschool students in grades 6-12 are permitted to take classes on campus at SCS. Enrollment is based upon availability and the final determination is made by administration. Homeschool students must comply with all application procedures and pay all associated fees. They also need to follow the Shiloh attendance and eligibility policies.

Cost for classes will be a minimum of half the grade level tuition. Over half time will pay prorated by 1/6 tuition per class. Homeschool students must be enrolled in at least three classes for the school year (two core classes and one elective) to be able to participate in

student activities. Sanford Power is not considered an eligible class. If student(s) withdraw from SCS after a sport is completed, student(s) may not be allowed to participate the following year.

Learning Center and tuition assistance/discounts do not apply to homeschool enrollments. All fees incurred by homeschool students will be paid in full prior to attending SCS.

MIDDLE & HIGH SCHOOL ACADEMICS

Parents are strongly encouraged to monitor student academic progress and maintain regular contact with teachers.

Course Requirements For Graduation

Twenty six (26) credits are required for graduation. Each course should be carefully selected as an integral part of the student's four-year educational plan. Please schedule an appointment with the school counselor for assistance with planning a schedule or for any specific inquiries about graduation requirements.

High School Grade Level Status:

- Grade 9: Must have completed grade eight
- Grade 10: Must have earned a minimum of 7 credits
- Grade 11: Must have earned a minimum of 13.5 credits
- Grade 12: Must have earned a minimum of 20 credits

Shiloh requires the following yearly course load to be considered a full-time student:

- Grade 9: 7 credits
- Grade 10: 6.5 credits
- Grade 11: 6.5 credits
- Grade 12: 6 credits

Notes:

- Each year students take a half credit of Bible except in grade 10 when they will take 1 credit of Bible.
- Unless approved by the administration, students are not allowed to register for courses at another school that are offered at Shiloh.
- Courses taken off campus may not interfere with courses required at Shiloh. Any variance to the standard course load of a student is at the discretion of the school administration.

Honors Diploma Requirements

After the class of 2027 graduates, the honors diploma will no longer be offered to students.

For those students that desire to obtain an honors diploma, all the requirements below must be completed prior to the end of their senior year in addition to the normal graduation requirements required for a diploma.

To initiate this request the student must complete an SCS application for the honors diploma in the school counselor's office. Requirements include:

- 4 years of mathematics
- 4 years of science
- 3 credits of a foreign language or sign language
- 20 hours/year of community service while in high school (use the SCS community service verification form to submit hours to the school counselor).
- Students cannot exceed 10 absences/year while in high school.

Benefits of an Honors Diploma:

- The graduation diploma will say "Honors Diploma."
- Graduates will receive an Honor Cord.
- Graduates will receive a \$1000 scholarship for post-secondary education.

Graduation Ceremony

Shiloh Christian School acknowledges the significance of traditions in the lives of our Native American families, particularly during important milestones such as high school graduation. In order to be respectful of our Native American students, Native American graduates may:

- decorate their mortar board head covering with beads, eagle feather and plume
- utilize star quilts at the ceremony.

Out of respect for our Native American students and the formal nature of the graduation ceremony we require that all non-Native American graduates refrain from embellishing their graduation caps, wearing any item/decor that has not been approved by Shiloh, and/or modifying any part of the graduation attire.

Graduation Distinctions

Senior Honor Students

Seniors with a 3.60 cumulative GPA or above will be designated as a senior honor student and receive gold cords.

Valedictorian

This award is given to the person(s) with a cumulative GPA of 4.0 or highest GPA in the senior class at the end of the seventh semester. Class rank is based on a cumulative GPA that is carried out three decimal places.

Salutatorian

This award is given to the person(s) with the next highest cumulative GPA in the senior class at the end of the seventh semester. Class rank is based on a cumulative GPA that is carried out three decimal places.

Awards and Scholarships

Several awards and scholarships are available to Shiloh students. Please see the appendix for available scholarships.

National Honor Society

Juniors and seniors with a cumulative GPA of 3.60 or above and who have attended Shiloh for at least one full semester are eligible for membership. Selection is based on service, leadership, scholarship and character. Induction ceremonies are held in the spring.

Transcripts

A current student or a Shiloh graduate can ask the school counselor to send a transcript to a post-secondary institution.

A student file transfer request should be submitted to the main office. Transcripts will not be sent for students whose parents have an unpaid balance on their parent account.

Adding/Dropping A Class

The counseling staff will help recommend changes to a student's schedule. The add or drop change must take place within the first three days of the semester. A student cannot begin a class if it has met six times unless an exception is granted.

The process for adding or dropping a class is as follows:

1. Student obtains a course exchange slip from the office or counseling staff.
2. Student presents the add/drop course change to the counseling staff to ensure proper credit requirements.

3. Student must secure signatures from all teachers involved in the course change and from a parent.
4. The completed form is submitted to administration for final approval.

National Honor Society Academic Integrity

Students who are found to have violated any of the school's policy may be denied admission to or removed from the National Honor Society pending a formal meeting with administration, parent/guardian, student and the National Honor Society advisor.

College Courses For Dual Credit

With approval from the counseling staff, juniors and seniors may take college courses and earn both the college and high school credit.

Students who wish to receive high school credit for their college course need to fill out the dual credit paperwork with the distance education coordinator.

For each college course that a student successfully completes, the student will earn .5 high school credit. College courses taken for dual credit will appear on the high school transcript and the grade will be included in the cumulative GPA.

Tuition and books for college classes are the responsibility of the student.

If a student takes a dual credit over the summer, the student must notify the school counselor and administration of intentions and complete the appropriate forms ahead of time with approval from both the college institution and Shiloh.

Eligibility To Participate In Extracurricular Activities

In order for a student to participate in activities, he/she must meet eligibility requirements set forth by the NDHSAA and Shiloh Christian School. All students at SCS who choose to participate in activities will be subject to weekly eligibility reports. Eligibility reports will be run every Monday at 8 a.m.

Please see the activities appendix for all eligibility requirements.

Final Examinations

While various methods exist to assess student learning, final exams remain one of the most accurate, efficient, and fair ways to understand student comprehension of course material. They provide a structured way to measure learning outcomes that alternative assessments may not always capture. Final Exams are required in the following classes in high school: English, Bible, math, science, and social studies. These assessments are given at the end of each semester and count as 10% of the semester grade.

Modified schedules will be provided prior to the end of each semester for final exams. High School students do not have to be at school if they do not have a final exam.

If a student is unable to complete the final exam, an incomplete will be entered. Incompletes must be finalized within 10 days.

If a student misses over 10 periods in a class, full-day attendance will be required during the modified schedule.

Grade Point Average (GPA)

GPA is the cumulative mathematical average of the grades students have received in high school courses taken in grades 9-12 and any college courses approved. When 8th grade students are enrolled in Algebra I the earned grade will count towards the GPA.

The following categories are determined by GPA after each quarterly grading period:

- President's List: 3.75-4.00
- A Honor Roll: 3.50-3.74
- B Honor Roll: 3.00-3.49

Incompletes

Incompletes (I) must be approved by administration. The incomplete must be made up within two weeks after the end of the quarter in which the incomplete is given. If the incomplete work is not turned in within the allotted time, a grade of zero will be given for the incomplete work and a final grade will be calculated.

Retaking A Class

Grades 6-8: Students who fail a class (determined by final grade averaging semester 1 and 2) will be required to participate in a remediation plan as determined by the school. If students fail more than 1 class, the administration will determine if grade retention is most appropriate. Any cost associated with the remediation plan is the responsibility of the parent/guardian.

Grade 8: 8th grade students have a high school transcript only when they take Algebra I.

Grades 9-12: Courses can be retaken if a student is unsatisfied with the initial grade received. The courses can be retaken through NDCDE at the cost to the parent, through an accredited summer school program, or online course approved by the administrator. Only one of the courses shall be counted toward graduation. The course with the higher grade will become a part of the GPA. The course with the lower grade will be removed from the transcript. Transfer grades earned from institutions other than Shiloh Christian cannot be removed from the transcript.

Flex (Grades 6-12)

The FLEX program offers an opportunity for one-on-one academic support for students during a 30 minute block Monday through Thursday.

Mandatory FLEX for students by teachers may include, but is not limited to:

- 'D' or lower in any class
- incomplete class or homework
- make-up class or homework, including tests/quizzes
- extra reinforcement on concepts related to curriculum
- extra time with teacher due to wasting classroom time during instruction with peers
- violation of Shiloh policy or procedure.

Failure to report to FLEX is considered an unexcused absence. Continued non-compliance will lead to further disciplinary action(s).

Study Hall Exemption

Students who achieve the designated GPA or higher AND adhering to Shiloh's policies for student expectations and behavior are eligible to be exempt from study halls for the quarter and can choose whether to attend scheduled study halls.

GPA requirements:

- Freshmen: GPA of 3.75 or higher (exemption only available in quarter 4)
- Sophomores: GPA of 3.65 or higher
- Juniors: GPA of 3.50 or higher
- Seniors: All seniors are exempt

Exemption from study hall grants open campus privileges to sophomores, juniors, and seniors.

All 9th-grade students must attend study hall for the first three quarters and may qualify for exemption in the fourth quarter. Freshmen who are exempt in quarter four are not permitted to leave the campus.

First-quarter exemption criteria for sophomores and juniors in a new school year is determined based on the fourth quarter GPA from the prior school year.

Students new to grades 10-12 will become eligible for exemption after completing a full quarter at Shiloh and meeting the study hall exemption guidelines based on GPA.

Administration will notify parents/guardians when privilege(s) are revoked.

Courses Not Offered By Shiloh

High School students have the option of taking classes that Shiloh Christian does not offer through one of the following methods:

- North Dakota Center for Distance Education (NDCDE)
- Bismarck Career and Technical Education Center (Career Academy)
- Central Regional Area Career & Technical Center (CRACTC)
- Other area high schools
- Dual Credit Opportunities (local colleges)

All exceptions must be approved by the administration.

Achievement Tests

Throughout the school year, we administer a variety of standardized tests to gauge our students' progress. These tests help us identify their strengths and weaknesses, as well as evaluate the effectiveness of our curriculum. It's important to note that while these tests offer valuable insights, they shouldn't be viewed as the sole measure of a student's abilities or achievements.

Book Selection

The Board of Shiloh Christian recognizes the right of free access to many different types of instructional materials. The board also recognizes the right of teachers and administrators to participate actively in the selection of up-to-date instructional materials which are in accord with the statement of philosophy and objectives of the school. General principles for the selection of instructional materials are:

- Instructional materials shall be chosen for values of study and interest to all students in the Shiloh Christian community. Materials shall not be excluded because of the author's race, nationality, political or religious affiliation.
- Materials shall be provided which present the problems and issues of our times. Instructional materials of sound factual authority shall not be prescribed or removed from use because of doctrinal approval or disapproval.
- The final decision for challenged instructional materials shall rest with the board after careful examination and discussion of the materials with school personnel or anyone else the board may wish to involve.
- The board recognizes the right of an individual parent to request that his or her child not have to read or view assigned instructional materials. The board also recognizes that no parents or group has the right to determine the instructional materials for any student other than their own child.
- Any individual who wishes to request reconsideration of instructional materials must follow the school policy. The Instructional Materials Selection Policy and Procedure for Reconsideration of Materials is available in the school office.

APPENDIX: DISCIPLINE LADDERS

SCS ELEMENTARY SCHOOL RESPONSIBILITY CENTERED DISCIPLINE (RCD) LADDER

The discipline ladder is not only a system for consequences but also an opportunity for **restoration** and **growth**. At each level, students are reminded that their actions should reflect their purpose in Christ, contributing to the greater good of the school community and honoring God in all they do. Consequences are used when a student's behavior demonstrates a breakdown in expectations rooted in our values:

Serve (1 Peter 4:10-11); Look for ways to help others and be a positive influence in the school

One (Ephesians 4:1b-7) ; Work together as a community, not just for ourselves but for the greater good of the whole class or school.

Aware (Ephesians 2:10); Recognize that God has a purpose for us, and our actions should reflect who we are in Christ.

Respect (Micah 6:8); Honor God and others with our words and actions—understanding that everyone is made in His image.

LEVEL 1 -Minor classroom disruptions and/or violations of Shiloh expectations or classroom rules

These behaviors are those that may interfere with a student's academic or social growth and are to be handled within the classroom through 30-second **Give Em** 5) Support, 2) Expectation, 3) Breakdown, 4) Benefits, and 5) Closure) &/or Reteach

Ex. Behavior (not an exhaustive list)	Consequence
- Intentional disengagement (head down, turning around) during class or refusal to do work - Minor use of inappropriate language (use of slang/phrases teachers have prohibited) - Misbehavior in common spaces such as the restroom, hallways, and/or cafeteria - Out of assigned seat or area - Not respecting the personal space/property of others - Roughhousing or horseplay play - Minor property damage (ex. breaking a pencil, writing on desk that can be removed) - Violation of personal electronics policy (automatic Level 2 if a student is non-compliant with turning the electronic device in). - All student cell phones and smart watches must be placed in their backpacks and turned off for the school day.	- Loss of classroom privileges (ex. choice activities) - Adult-supported reflection including written reflection (student or teacher) on how their behaviors limit their ability to serve and contribute to the school community in a meaningful way. - Restorative action as appropriate to the situation. - Parent Communication/Email/In-person

LEVEL 2 - Referral to Administration; These infractions are more disruptive to the learning environment or may involve disregard for school rules, policies, or expectations, but they usually don't involve intentional harm.

Ex. Behavior (not an exhaustive list)	Consequence
- Repeated Level 1 infractions - Roughhousing or horseplay play causing unintentional injury - Academic dishonesty - Continued disruptive behavior in chapel or assemblies after prompt/redirection - Persistent tardiness (4/quarter allowed) - Dress code violations - Disrespectful behavior towards other students, adults, or school visitors (e.g., arguing) - Inappropriate behavior in shared spaces such as the restroom, hallways, and/or cafeteria - Use of derogatory language, profanity, or inappropriate gestures - Verbal or written aggression towards a student or staff member	- Loss of student privileges (ex. walking places independently, recess, library) - Parent/Guardian contact (behavior report) or conference - Behavior Contract (may include outside referral) or Probation - Restitution of damages

LEVEL 3 - Referral to Discipline Team (The team will consist of people designated by the Dean of Students). These violations are severe and usually result in significant disruption to the educational environment, safety concerns, or direct defiance of authority.

Ex. Behavior (not an exhaustive list)	Consequence
- Physical altercations (e.g., pushing, shoving, or hitting) - Bullying or harassment (e.g., verbal, physical, or cyberbullying) - Repeated disruptive behavior after warnings (e.g., talking back to teachers) - Defying direct instructions or school authority - Any repeated level 2 behavior	- Discipline team meeting (include SRO as appropriate) - Out-of-school suspension (1-5 days) - Expulsion (temporary or permanent)

LEVEL 4 -Referral to SRO; These violations are the most serious, often involving harm to others or the school community, and may result in legal action.

Ex. Behavior (not an exhaustive list)	Consequence
• Physical altercations, bullying, harassment • Drug or alcohol policy violation • Stealing or theft of property • Intentional vandalism (e.g., breaking windows, damaging school property) • False alert of emergency services (fire alarm, calling 911, etc.)	• Out-of-school suspension (1-5 days) • Expulsion (temporary or permanent)
Behavior Reports are sent electronically through FACTS to the parent/guardian, principal, and Dean of Students (as appropriate). Behavior contracts will be kept in the student's cumulative file. Out-of-school suspensions (OSS), expulsions, and probationary periods can impact scholarships, educational opportunities, and/or Shiloh's financial aid distribution.	

SCS MIDDLE/HIGH SCHOOL RESPONSIBILITY CENTERED DISCIPLINE (RCD) LADDER

The discipline ladder is not only a system for consequences but also an opportunity for **restoration** and **growth**. At each level, students are reminded that their actions should reflect their purpose in Christ, contributing to the greater good of the school community and honoring God in all they do. Consequences are used when a student's behavior demonstrates a breakdown in expectations rooted in our values:

Serve (1 Peter 4:10-11); Look for ways to help others and be a positive influence in the school

One (Ephesians 4:1b-7) ; Work together as a community, not just for ourselves but for the greater good of the whole class or school.

Aware (Ephesians 2:10); Recognize that God has a purpose for us, and our actions should reflect who we are in Christ.

Respect (Micah 6:8); Honor God and others with our words and actions—understanding that everyone is made in His image.

LEVEL 1 -Minor classroom disruptions and/or violations of Shiloh expectations or classroom rules (interfere with personal growth). Addressed in classroom/shared space through: Restorative action & *Give Em 5 Approach* 1) Support, 2) Expectation, 3) Breakdown, 4) Benefits, and 5) Closure &/or Reteach

Expectation Breakdown Examples (not exhaustive list)	School Response Examples
- Intentional disengagement (head down, turning around) during class or refusal to do work - Minor use of inappropriate language (use of slang/phrases teachers have explicitly prohibited through) - Misbehavior in common spaces such as the restroom, hallways, and/or cafeteria - Out of assigned seat or area - Not respecting the personal space/property of others - Roughhousing or horseplay play - Minor property damage (ex. breaking a pencil, writing on desk that can be removed) 1st cell phone/personal electronics violation (automatic Level 2 consequence if student is non-compliant with turning cell phone in). - Dress code violation; (option to change into school provided clothing or clothing sent from home)	- Verbal Parent/Guardian Contact; documented in PC section in FACTS - Teacher/Student Reflection scheduled during FLEX or after school detention: Includes written reflection form to be reviewed/signed by the Dean of Students. - Electronics violation; Student turns in device to staff/faculty observing student on device, who then turns in the device to the Dean of Students. Phone returned after parent/guardian & student conversation (phone or in-person) with Dean of Students. - Verbal warning to student and internal documentation

LEVEL 2 - Actions that are more disruptive to the learning environment, or may involve disregard for school rules, policies, or expectations, but they usually don't involve intentional harm. Addressed in classroom/shared spaces and referred to the Dean of Students.

Expectation Breakdown Examples (not exhaustive list)	Dean of Students Response Examples
- Repeated or unresolved level 1 behavior (including dress code or personal electronics) - Roughhousing or horseplay play causing unintentional injury - Talking during a test or quiz (disruption or cheating attempt) - Disruptive behavior in chapel or assemblies - Tardiness (4 tardies allowed/quarter) - Disrespectful behavior towards other students, adults, or school visitors - Use of derogatory language, profanity, or inappropriate gestures	- Parent/guardian & student conference (scheduled before school, during FLEX, or after school) - After school detention (escalating) - Disciplinary probation (loss of student athlete and/or student privileges) - Student Contract (may include outside referral) - Restitution of damages - In-School Suspension (1 day)

LEVEL 3 -These violations are severe and usually result in significant disruption to the educational environment, safety concerns, or direct defiance of authority. Addressed by Discipline Team (appropriate members determined by Dean of Students)

Violation Examples (not exhaustive list)	Administrative Response Examples
- Physical altercations (e.g., pushing, shoving, or hitting) - Bullying or harassment (e.g., verbal, physical, or cyberbullying) - Intentional vandalism (e.g., breaking windows, damaging school property) - Defiance or verbal/written aggression towards a student or staff member - Truancy (intentional, unjustified, unauthorized absence-includes assigned FLEX, detention or chapel) - Stealing or theft of property	- Discipline team meeting (may include SRO) - In-School Suspension (2-3 days) - Out-of-school suspension (1-3 days) - Expulsion (temporary or permanent)

LEVEL 4 -These violations are the most serious, often involving harm to others or the school community, and may result in legal action. Addressed by Discipline Team, SRO, and law enforcement	
Violation Examples (not an exhaustive list)	Administrative Response Examples
• Drug/alcohol or weapons policy violation • Stealing or theft of property • False fire alarm • Threats to cause harm to students or school; verbal, written, social media	• **Out-of-school suspension (5 day minimum) • Expulsion (temporary or permanent)
Behavior Reports are sent electronically through FACTS to the parent/guardian, principal, and Dean of Students (as appropriate). Behavior contracts will be kept in the student's cumulative file. Out-of-school suspensions (OSS), expulsions, and probationary periods can impact scholarships, educational opportunities, and/or Shiloh's financial aid distribution.	

APPENDIX: TECHNOLOGY CONTRACT

Shiloh Christian School (SCS) information resources include a variety of valuable instructional technology tools, including but not limited to computers, electronic notebooks, tablets and related devices, audio-visual equipment, as well as Internet access and email. Our goal is not only to use technology to effectively enhance the school's academic curriculum, but also to teach students to use these resources appropriately and successfully as digital citizens.

Access to these technologies is a privilege. With this privilege comes responsibility. All students and users must adhere to the following guidelines for utilizing the school's technology, equipment, and network facilities and resources, as well as any personal devices that a user brings to school. This agreement applies to all equipment, devices, and resources used on campus, whether owned by the school or the students.

SCS has taken precautions to ensure that students are using technology for appropriate educational means. Students' use of the Internet and multimedia resources occurs throughout the school day and during after school programs. We strive to supervise student use; however, we cannot guarantee that students will be individually monitored and we cannot guarantee that they will refrain from locating inappropriate sources, intentionally or otherwise. We encourage parents and guardians to discuss proper use of electronic equipment and devices, software, and the Internet with their children.

Below are examples, but not an exhaustive list, of online conduct that may constitute a violation of federal and/or state criminal laws relating to cyber crimes:

Criminal Acts: These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, threatening/harassing email, cyber-stalking, child

pornography, vandalism, unauthorized tampering with computer systems, using misleading domain names, using another person's identity and/or identity fraud.

Libel Laws: Publicly defaming people through publishing material on the Internet, email, etc...

Copyright Violations: Copying, selling, or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

Technology Contract

1. I AM RESPONSIBLE FOR ALL OF MY COMPUTER AND ONLINE ACCOUNTS. I understand that passwords are private and that I should not share my passwords with anyone. I understand that I am responsible for all activities done through my accounts. I will not allow others to use my accounts' names and passwords, or try to use those of others. I understand that I will be in violation of the law if I attempt to electronically capture another person's password. I understand that it is important to logout of my accounts and off the computer at the end of every session so another user cannot use my password. I understand that my school account should only be used for school activities and that SCS has the right to access my account at the discretion of the Administration.

2. I AM RESPONSIBLE FOR MY LANGUAGE. I will use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities, or any other inappropriate language as determined by school administrators.

3. I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE. I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not send or post hateful or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in or out of school.

4. I AM RESPONSIBLE FOR MY USE OF SCS'S NETWORK. I will use SCS's technology resources responsibly. I will not search, retrieve, save, circulate, or display hate-based, offensive, inappropriate, or sexually explicit material. I will not search, retrieve, save, or circulate images or information about weapons using any SCS resources unless authorized by a school administrator/teacher as part of a school assignment. I understand the use of the SCS network for illegal or commercial activities is prohibited.

5. I AM RESPONSIBLE FOR MY CONDUCT ON ALL ONLINE SITES. I understand that what I do on all websites should not negatively impact the school learning environment and/or my fellow students, teachers and administrators.

6. I AM RESPONSIBLE FOR BEING HONEST ABOUT WHO I AM ONLINE. I understand that impersonating, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio, or video) in someone else's name.

7. I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF SCS'S NETWORK. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software including file sharing, shareware, or freeware on school computers.

8. I AM RESPONSIBLE FOR PROTECTING SCS'S PROPERTY. I understand that vandalism is prohibited, both digitally and physically. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resources.

9. I AM RESPONSIBLE FOR PROTECTING SCS'S CHROMEBOOKS. I understand that my school issued chromebook is my responsibility. I will not allow others to use my chromebook and I will not leave it unattended. I will not place any other markings (stickers, drawings etc.) on the device and I will not remove what has been placed on the chromebook by SCS. If my chromebook is not functioning well, I will take it to the IT Coordinator for repair. I understand that I am responsible for any cost for repairs.

I understand if I misplace/lose my chromebook I will notify the IT Coordinator immediately so all effort can be made to locate the device. If the device is not found within a reasonable amount of time, I understand that I am responsible for the replacement cost of the chromebook.

I understand that the chromebook is to be turned in at the end of the school year for maintenance and cleaning of the machine.

10. I AM RESPONSIBLE FOR PROTECTING OTHER PEOPLE'S PROPERTY ONLINE. I will obey copyright laws. I will not plagiarize or use other's work without proper citation and permission. I will not illegally download materials protected by copyright including, but not limited to, music and movies.

11. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES IF I PUBLISH ONLINE. I will follow all guidelines set forth by SCS when publishing any school work online (e.g. to a

website, blog, wiki, discussion board, podcasting or video server). I understand that it is unsafe to post any personal information about myself, including but not limited to: my name, address, phone number, or school. I will not post photos of students with their first and last names on any online site.

Privacy

In order for SCS to continue to be able to provide your child with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature.

SCS utilizes several computer software applications and web-based services, operated not by SCS, but by third parties. These include G Suite for Education and other third party sites used for testing and teaching throughout the school year.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address, must be provided to the web site operator.

The law permits schools such as SCS to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent to be given directly to the web site operator collecting the personal information.

The contract you will sign constitutes consent for SCS to provide personal identifying information for your child consisting of first name, last name, email address and username to Google and to the operators of any additional web-based educational programs and services which SCS may add during the upcoming academic year. To see how Google treats this information, go to this page: <https://www.google.com/edu/trust/>

The contract also constitutes consent for SCS to allow your child to use [G Suite for Education](#) services such as [Google Earth](#) for educational purposes.

Please be advised that without your consent, SCS will be unable to provide your child with the full complement of resources and opportunities offered within our learning program.

Agreeing the Technology Contracts and Policies

Through the enrollment/re-enrollment process you are agreeing to our technology contracts.

Parent/Guardian:

As the parent or guardian, I have read the SCS Technology Policy/Contract, and I have

discussed them with my child. I understand that technology access is provided for educational purposes in fulfilling the academic goals of SCS, and that student use for any other purpose is inappropriate. I recognize it is impossible for SCS to restrict access to all inappropriate materials, and I will not hold the school responsible for materials acquired on the school network. I understand that my child's computer activities at home should be supervised as they can affect the academic environment at school. I hereby give permission for my child to use technology resources at SCS.

Student:

I promise that I will be a responsible technology user. I will use SCS's technology in a safe way. I understand that if I do not use technology safely, I may have my technology privileges taken away.

I understand and will obey SCS's Technology Policies and the contents of the Student Digital Citizenship Contract. I will use SCS's technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would be disruptive or cause harm to other users. I understand that consequences of my actions could include possible loss of computer privileges and/or school disciplinary action and/or prosecution under local, state, and federal laws.

Use of Personal Chromebook/Computer

High school students have the option to use personal computers and upon doing so agree to:

- I acknowledge that while during the school day, the school issued google account is to be logged in and the GoGuardian content filter is to remain enabled at all times. Failure to comply with this will result in the loss of the privilege of a personal device being used at school and a school issued device will be used.
- Parents/Guardians and students acknowledge that SCS is not responsible for loss, misuse, damage or other harmful actions to these personal devices or their data, during times of school-related or unrelated use. Students are expected to use personal devices under the same guidelines outlined in the SCS Technology Policy and Student Digital Citizenship Contract as school-owned technology.

APPENDIX: STUDENT AWARDS AND SCHOLARSHIPS

Shiloh Christian School Honors Diploma Award

The Honor's Diploma Award for Shiloh Christian School has been established to honor members of the senior class that have focused on academic excellence and community service. Students must complete all of the requirements during their four years in high school. Recipients will receive an Honors Diploma, Honor Cords and a \$1000 scholarship for their post-secondary education.

Shiloh Christian School Skyhawk Award

The Skyhawk Award for Shiloh Christian School has been established to honor a member of the senior class. The Skyhawk Award is awarded by vote of the secondary faculty and administration and is awarded for excellence in academics, leadership, citizenship, community service and extra-curricular participation. Recipients will receive a \$1000 scholarship for their post-secondary education.

Myron G. Nelson Endowment Award

This scholarship shall be awarded to one or more Shiloh Christian high school students presently in grades 9-11 who best exhibit a persuasive, leadership ability and a sensitive, compassionate spirit. These qualities must further be used to encourage others by way of example and speech to "live a life worthy of the Lord and please Him in every way." (Col. 1:10) The high school faculty will choose this student(s). Total awarded not to exceed \$1000.

Marjorie Skarsgard Dwyer Endowment Award

This scholarship shall be awarded to the senior(s) at the school who has exhibited the qualities of kindness, compassion, and sincerity, and who has best exemplified a servant's heart. The High School Faculty will choose the student(s). Total awarded not to exceed \$1000.

Lancelot And Helen Patchell Endowment Award

This scholarship shall be awarded to one or more Shiloh Christian School student(s) who best demonstrate(s) perseverance in spite of difficulties (Phil.3:12-14). The high school faculty will choose the student(s). Total awarded not to exceed \$1000.

The Kevin And Sue Bachmeier Award

This scholarship will be awarded to a junior student who exhibits the qualities of hard work, tenacity, and accountability in their studies and extracurricular activities. They also should model servant leadership in the ways they interact with their peers, teachers, and family. Award determined by the family each year.

Katie Schindler-Prins Memorial Scholarship

This scholarship will be awarded to a student that is attending Shiloh Christian School for tuition expenses. The Schindler family will choose the student. Award determined by the family each year.

APPENDIX: ACTIVITIES AVAILABLE TO STUDENTS

The following activities are available to our middle school/high school students at Shiloh Christian School.

2025-26 School Sponsored Activities & Events		
Oversight: Activities Director	Oversight: Deans	Oversight: Director of Student Life
Interscholastic Activities NDHSAA Sanctioned 6th Grade Sports Fine Arts	Co-Curricular Pre-approved clubs, academic competitions, graded events, events	Student groups and activities on campus that support whole-student development.
Fall Sports & Activities: • Cross Country • Volleyball • Football • Golf (Girls-7th & up) • One Act • Trap Shooting	Band & Choir: • 7th Grade Musical • Honor Choir • Jazz Band/Choir • Concerts	Spiritual Development • Spiritual Retreats • Chapel • Spiritual Emphasis Week • TNT Mentoring • Prayer Buddies
Winter Activities: • Basketball • Speech (7th & up)	• Field Trips (part of curriculum) • Science Fair (part of curriculum)	Student Leadership Development • Student Councils • Key Club • National Honor Society
Spring Activities: • Golf Boys • Baseball • Trap Shooting Competition		

• Track & Field • Regional Music Competition • HS Musical		
6th Grade Sports • Cross Country (approx. August) • Girls Basketball (approx. August) • Boys Basketball (approx. November) • Volleyball (approx-January) • Track (approx-April)		
Co-Op-Starting at 7th Grade • Debate (Mandan) • Soccer (BPS-boys, St. Mary-girls) • Softball (BPS) • Wrestling (St. Mary) • Swimming & Diving (BPS) • Tennis (BPS) • Gymnastics (BPS) • Hockey (BPS)		

APPENDIX: SHILOH ACTIVITIES HANDBOOK

The activity programs at Shiloh Christian School are an integral part of the educational process. Interscholastic activities offer a positive and meaningful experience that will enhance the growth and development of all young men and women who participate. The mission of our school is to educate the whole person—mind, body, and soul. The activities program has an active part in guiding and assisting the school’s mission, so that each participant reaches his or her potential as a person created by God.

The main purpose of interscholastic activities is to teach life-long lessons that can be learned from participation in them. In this way, Skyhawk activities become a formation for life, not just minutes on a court, field or stage. The participants will learn the value of hard work, caring more for others than self, positive competitive spirit, a healthy lifestyle, personal accountability, and a sense of pride and unity that embraces the whole school. Participation in an activity is a privilege and not a right.

We have the opportunity at Shiloh Christian School to use activities as a tool to reach people and teach them about Christ. Lessons learned in competition are life-long: sportsmanship, leadership, respect, honor, discipline and working toward common goals as a team. By providing a Christian foundation for our participants, we hope to instill an enduring source of

confidence for the students, for alumni, families and the community. Parents are encouraged to be positive and supportive in their relationships with their children, advisors, and coaches.

Affiliations

Shiloh Christian School is a member of the North Dakota High School Activities Association (NDHSAA) and follows the policies and procedures of these organizations as a foundation for its programs. This handbook contains policies implemented by these affiliations, and additional policies that are beyond these affiliations which govern our students on a more personal basis.

Policies

All Shiloh Christian School policies and student handbook regulations, as well as NDHSAA rules and regulations, apply to student conduct while participating in activities. Violation of a policy may affect future participation in an activity. If a student is participating in an activity that is offered in conjunction with another school district, the policies of that school district will also apply.

Activity Fees

The following fees apply to the various activities at Shiloh Christian School:

- 6th Grade - \$75
- Middle School - \$100
- High School - \$125

Sports Cautions, Considerations, and Responsibilities

Activities can be highly competitive and physical conditioning plays a major role in the preparation of the student athlete. Because of the intended demands of participation, students must observe the practice rules, procedures, and training progression that are given. This, in turn, should address the need for safety, learning, and the overall desire to succeed and enjoy the sport.

A few risks will be highlighted, however, additional risks may not be mentioned, but care should be taken to follow these suggestions

- Preparation for the activity: clothing, shoes, and protective equipment for your sport should fit properly and be worn during practices and contests. Remove all jewelry before participation.

- Individuals requiring training services should arrive early to receive treatment to avoid being late for practice. All physical problems that are chronic or may interfere with participation should be reported to the athletic trainer and coach(es).
- All athletes must have a physical exam form on file prior to the start of the season, and should report in sound physical condition/sport appropriate.
- If needed, shatterproof glasses and/or appropriate eyewear should be worn when needed.
- Be alert to dehydration symptoms. Students should remain well hydrated throughout the season of participation.
- Do appropriate warming up before the start of the activity. Horseplay with required equipment for the sport is forbidden. Assist with the equipment check at practice and game sites to ensure safety. Do not overload equipment. Always be certain to observe noted limits.
- When practice or competition is taking place outdoors, always be mindful of pending weather conditions that could threaten safety. Proper safety procedures for individual sports will be covered by coaches in each specific activity.
- Emergencies Because of the nature of sports, injuries may occur. All injuries must be called to the attention of the coaching staff and athletic trainer. Some injuries may require more intense management. When such an incident occurs, the practice, scrimmage, drill, or contest should be stopped. Make sure the coach, trainer, or other site manager is aware of the situation/ If necessary, additional assistance should be called.
- If a fire or fire alarm occurs, the site should be evacuated, with all participants moving a safe distance away from the facility.

Parent's/Guardian's Responsibility

Good discipline originates in the home because the parent/guardian is the first teacher. It is a parent's/guardian's obligation, by teaching and example, to develop in the participant good habits of behavior as well as proper attitudes toward the school. To help your participant's progress in school, a parent should:

- Recognize that the teacher/coach takes the place of the parent while the student is in school
- Teach and require the student respect for law, for authority, for the rights of others, and for private and public property.
- Share with the student an interest in school activities and in their general progress.
- Arrange for prompt and regular school attendance and comply with attendance rules and procedures.

- Arrange for a time and place for homework and see that the student makes use of the time.
- Understand and comply with the rules of the school concerning student conduct and cooperate with the school in carrying out disciplinary action taken by the school.
- Instill in students that academics are the prime concern of the school.

Coach/Advisor's Responsibility

Coaching involves providing a stimulating and effective program of instruction, establishing and maintaining an atmosphere conducive to learning, and the development of sound social attitudes and habits. This is a cooperative effort in which the coach, with the assistance of the administration, should:

- Approach his/her assignment with enthusiasm and regard each participant as a worthy individual.
- Plan and conduct a program of instruction, which will make each participant eager to learn, and enable each participant to achieve his/her full potential.
- Teach the participant what is expected of him/her in terms of conduct in and about the school.
- Enforce the rules of Shiloh Christian School courteously, consistently, and justly.
- Distinguish between participant misconduct, which should be handled by the coach/advisor and that which requires the assistance of the Shiloh Christian School administration.
- To make the participants in the activity and their parents aware of the eligibility/participation rules of the NDHSAA, and Shiloh Christian School, and any rules pertaining to the activity.

Student's Responsibility

A student attends school to develop their individual capacities to their fullest potential and become, for their own benefit and that of others, the best person possible. To do this, the student should:

- Make a sincere effort to do his/her best work.
- Accept responsibility for his/her own actions and respect the rights of others.
- Obey school rules and regulations, those made both by Shiloh Christian School Administration and NDHSAA.

NDHSAA Eligibility

Shiloh Christian School is a voluntary member of the North Dakota High School Activities Association and the National Federation of High Schools. Both of these associations have developed guidelines and rules, with those listed here representing a summary of the regulations dealing with student eligibility. Most of the rules and regulations can be found in the NDHSAA Constitution and Bylaws which can be found online at their website.

Your role in following the rules will ensure eligibility to participate in interscholastic activities. Not following the rules could lead to ineligibility and/or forfeiture of contests.

NDHSAA rules and regulations to keep in mind:

- Physical Exam - A student must have on file an Athletic Pre-Participation Health History Screening and Physical Examination form. This form must be completed annually. A physical is considered current so long as it has been signed by a physician after April 15.
- Enrollment - A student must be enrolled in the school for which he/she competes. After a student enrolls in the 9th grade, he/she will be eligible for no more than eight semesters. The 7th and 8th semesters must be consecutive.
- Academic Achievement - The Shiloh Christian School policy replaces the NDHSAA policy as it meets the minimum standards set forth by NDHSAA. However, any 7th or 8th grade students must be passing all classes if they are to participate on a high school team as set forth by the NDHSAA policy
- Amateur Status - A participant will become ineligible in an activity if they receive compensation for participating in a contest. They will also be ineligible if they participate in activities, schools, tryouts, or games sponsored by professional athletic organizations during the season of a sport. Competing in a contest under an assumed name will also cause a student to become ineligible. Participants may accept any cup, medal, or trophy (not money) for winning or placing in a competition providing the value of the award does not exceed \$75.
- Playing on Teams Outside of School When a student is participating or under suspension in an activity during a season at a school, he/she may not play on an outside team or as an unattached individual in a non-school meet in the same sport (activity) during the school season of that same sport or activity. A student may participate at any time other than the high school season without affecting his/her eligibility. Students playing on a team outside of school may do so as an unattached individual so long as it is not the same activity during the school season. (Example: A student is on the school basketball team, he/she may not play on a non-school basketball team during the season. He/she may be on a volleyball team, and not lose eligibility).

- Summer Camps - Students may not participate in sports camps during the school year but may do so during the summer months on their own. Participation in such camps for fall sports is not permitted after July 31. Students may participate on city recreation or independent teams or as unattached individuals during the summer until the opening of the high school season in that sport.
- Transfer - If a student transfers from one school to another without the parents moving to the new district, the student will be ineligible for varsity competition for 180 school days. If students transfer after a natural break in the school system, they are eligible. (Example: after middle school or junior high school before starting high school)
- All Star Competition - Students shall not compete in any sport under NDHSAA jurisdiction in All Star events or in national competition without having written permission from the NDHSAA. Participation in such contests will cause the student to lose eligibility.
- Misbehavior During Contests - If a student is found in gross violation of the ethics of competition or the principle of good sportsmanship, he/she may be barred from interscholastic competition either as a participant or spectator, or both. Shiloh Christian
- School Eligibility- Eligibility In order for a student to participate in activities, he/she must meet eligibility requirements set forth by the NDHSAA and Shiloh Christian School. All students at Shiloh Christian School who choose to participate in activities will be subject to weekly eligibility reports. Eligibility reports will be run every Monday at 8:00 AM. Any student who has a GPA below 2.0 at that time will not be eligible to participate in any activity sponsored by the NDHSAA or otherwise for one calendar week. This policy includes fine arts activities and productions put on by the school along with any club or organization within the school. Students, parents and coaches will be notified if a student is found to be ineligible. If ineligible, students will not be able to participate in competitions until the next eligibility report is completed. If school is not in session on the next Monday, a grade report will be completed and notification made on the next official school day. Ineligibility will remain in place until the next official school day. Eligibility reports will begin following the first 2 full weeks of classes in each quarter. If a student is found to have a GPA greater than 2.0 but less than 2.5 the student is placed on the Watch List but is still eligible. Students, parents and coaches will be notified if a student is on the Watch List.

Shiloh Christian School Eligibility Guidelines

The following eligibility guidelines apply to students 6th - 12th grade and are specific to Shiloh Christian School.

The guidelines were implemented beginning January 2026 and updated here 1/27/2026.

- Students with 2 F's in the gradebook will be deemed ineligible for that week and will not be able to play or travel with the team until the following grade check to determine if they are eligible.
- Students with 1 F in the gradebook **must have** at least a 2.50 GPA in order to be eligible.
- Students with a current GPA of 2.50 or lower will be on a "watch list." While the student-athlete is eligible to play, the Activities Director will notify parents that the student is at risk of becoming ineligible.

Attendance

Students that are involved in interscholastic activities, must be in attendance the entire school day, before an activity to be eligible for participation in the activity that afternoon or evening (in accordance with NDHSAA policy). Students are expected to attend all classes the day following a school activity. Exceptions for this pertain to appointments that provide written evidence of absence (medical).

Home School Participation

NDHSAA allows private schools to determine the criteria for homeschool students participating at their respective schools. Shiloh Christian School's Board of Directors has set the required number of classes to participate in activities. Please see the Student Handbook for details. The student must abide by all the other standards and policies that all other Shiloh Christian School students follow.

Transportation

Students are required to travel to and from competitions by school-provided transportation only if that event is not located in Bismarck or Mandan. An exception to this rule is if a student is injured and requires alternative transportation, or if prior approval has been given by the Activities Director or Coach/Advisor for a student to travel with his/her parents.

Transportation may not be provided for various Bismarck or Mandan contests in which case the parents are responsible for their student's transportation. Parents may allow this in-town transportation at their own discretion and assume all risks and liabilities. They may include, but are not limited to, their licensed student driving themselves, their student riding with another licensed student, their student riding with another parent. Students travel at their own risk and with parent knowledge and consent.

School-sponsored transportation may become stalled or break-down while transporting students to or during the return from an activity. Parents should always keep abreast of current

weather information to judge the need for special clothing during transportation times throughout the year. During winter activity seasons, participants riding school-sponsored transportation must bring the following materials in order to board the bus/van: winter coat, gloves/mittens and cap/stocking hat.

School-Owned Uniforms and Equipment

A participant fee per student per sport is charged for participation. When a student is allowed to use a school-owned uniform or equipment, the student is expected to maintain, clean or launder it so that it is both useful and appropriately presentable. The student is to return the uniform or equipment at the end of the season cleaned and in good condition, ordinary wear accepted. The parents or guardian of a student violating this policy must pay for the cost of replacement, cleaning or repair. Travel gear, although ordered and managed through the school, is sold to each participant and is owned by the participant.

Harassment/Hazing

Harassment or intimidation will not be tolerated and those found guilty of such conduct may receive a disciplinary warning, suspension or may be withdrawn from school, depending on the severity of the misconduct. Harassment is unwelcome behavior to the recipient and may include, but is not limited to:

- Unwelcome teasing, taunting or other verbal messages
- Unwelcome physical contact such as pushing, shoving, hitting and carrying
- Sex-oriented verbal “kidding” or abuse
- Subtle or overt pressure for sexual activity
- Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats.

It is the policy of Shiloh Christian School to maintain a learning environment that is free from any form of harassment or violence on the basis of race, color, national origin, gender, disability, age, religion, marital status, or any other basis prohibited by federal, state, or local law, ordinance, or regulation. We expect all in this community, including administrators, faculty, staff, parents and students to foster positive attitudes and behaviors toward members of the Shiloh Christian School community and those outside of the community alike. Furthermore, we encourage those who experience or observe forms of harassment to bring such incidents to the attention of those who carry special responsibility for nurturing in this community. “Hear something, say something”.

Hazing means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office

in or maintaining membership in any organization that is affiliated with Shiloh Christian School, and; that is intended, or should reasonably be expected, to have the effect of humiliating, intimidating or demeaning the student, or endangering the mental or physical health of a student.

Hazing also includes soliciting, directing, aiding or otherwise participating actively or passively in such acts. Hazing occurs regardless of the consent or willingness of a person to participate in the activity. Hazing can occur on or off campus. Students observing any hazing activities have an obligation to report it to a school staff member or administration. Because it is not always clear to individuals whether activities are unacceptable and/or constitute hazing, student leaders and members of student groups are strongly encouraged to consult with groups, advisors, coaches or other school officials responsible for the program or activity in advance of the planned event.

North Dakota Hazing Law 12.1-17-10.hazing – Penalty

A person is guilty of an offense when, in the course of another person's initiation into, or affiliation with any organization, the person willfully engages in conduct that creates a substantial risk of physical injury to that other person or a third person. The offense is a Class A misdemeanor if the actor's conduct causes physical injury. Otherwise, the offense is a Class B misdemeanor.

Alcohol, Tobacco, and Other Drugs

Shiloh Christian School recognizes that the possession and use of alcohol, tobacco, and other drugs, by students, are unlawful, harmful and wrong. Possession is defined as, "not removing yourself from the presence of drugs, alcohol, or tobacco as soon as you realize it is present". Any prohibited substance that jeopardizes the health or clear thinking of an individual diminishes effectiveness for God's will. -Prohibited substances include but are not limited to:

- Tobacco (includes Juul, Vaporizers, and E- Cigarettes)
- Alcohol or any alcoholic beverage
- Any controlled substance
- Anabolic Steroids
- Any abuse of aerosol sprays, paints, glues, solvents, or other chemicals
- Any prescription drug or non-prescription drug not taken in accordance with the authorized use policy.

It is against school policy for any student including students aged 18 or older.

- To sell, deliver, give, or attempt to sell, deliver or give to any person any of these substances or what the student represents or believes to be any of these substances.

- To possess, procure, purchase or receive, or attempt to possess, procure, purchase or receive any of these substances or what the student believes to be any of these substances. The student will be determined to be “in possession” when the substance is on the student’s person or in the student’s locker, car, and bag or when they own it completely or partially.
- To be under the influence of (legal intoxication is not required), or to use or consume or attempt to do so, the listed substances or what is represented by the student to be any of the substances.

The policy applies to any Shiloh Christian student who is on school property, who is in attendance at school, at a school-sponsored activity, or whose conduct at any time or in any place interferes with or obstructs the mission or operations of Shiloh Christian School or the safety or welfare of our students. Please refer to the Shiloh Christian School Student Handbook for the full policy on Alcohol, Tobacco and Other Drugs.

Behavior and Conduct

The conduct and behavior of participants and spectators alike is closely observed in many areas of school life and is a direct reflection of themselves, their parents, the school, the organization, and their coach/ advisor. Participants shall be courteous and show respect for people and property. Unsportsmanlike conduct is not acceptable. Our participants and parents will follow proper etiquette. School activity programs can bring out the best in our participants, students, and adults, or it can bring out the worst. Shiloh Christian believes that our programs are educational and that there are important lessons in citizenship and sportsmanship to be learned in the process. Everyone has a role to play.

Best practice and things to keep in mind

- Be a gracious host and show respect for our opponents.
- Respect the decisions made by the contest officials.
- Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
- BE A FAN, NOT A FANATIC
- Realize that a ticket is a privilege to observe the contest and support the activities, not a license to verbally assault others or be generally obnoxious. Actions such as, but not limited to, are NOT acceptable:
 - Cheering against another team.
 - Cheering against opposing players or participants.
 - Yelling at opposing players/coaches/spectators.
 - Yelling at officials.

- Challenging officials and their judgement.
- Challenging coaches and their judgement.

Please see NDHSAA Minimal Behavior Expectations for further clarification on acceptable behavior. Any participant or spectator who chooses to violate these rules will be talked to by school officials and if the behavior continues will be removed from the game. Participating and spectating events is a privilege not a right. We are called to be a reflection of the Word. Our participants and spectators will represent and cheer for our school in a positive manner. Exceptional leaders accept these responsibilities, realizing that they influence many others in the school.

Suspensions and Ineligible Students

By voluntarily participating in activities and athletics, the student and parents/ guardians recognize that school administration shall have the authority to suspend a student for any of the following behaviors. Furthermore, there are additional consequences for students involved in co-curricular activities as outlined in Section XII of the NDHSAA Constitution and By-Laws.

Behaviors include, but are not limited to:

1. Possession, use, or purchase of tobacco products, regardless of the student's age. "Tobacco" is defined to include any product that contains tobacco, is manufactured from tobacco, or contains nicotine.
2. Possession, use, or purchase of any alcoholic beverages. The North Dakota Supreme Court has defined "use" as having the odor of alcohol on one's breath and "possession" is evidence of the exercise of some degree of actual dominion or control over an alcoholic beverage.
3. Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase or attempted sale/purchase of otherwise lawful drugs.
4. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act or acts.
5. Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination, hazing or harassment of others. NOTE: This could include group conduct.
6. Any other behavior or act deemed inappropriate or punishable by school officials at Shiloh Christian School under the guidance of the school's discipline ladder. Suspensions and consequences for most activities will follow the guidelines put in

place by the NDHSAA. Please refer to their constitution and bylaws for further clarification. Shiloh Christian School reserves the right to place additional suspensions or consequences over and above NDHSAA guidelines at its discretion.

In the event, a period of suspension is due to alcohol, tobacco or drug violations, the suspension period shall begin from the date and time the school official becomes aware of the violation.

- 1st Violation - Penalty shall be a suspension from participation of 6 consecutive weeks in the students current and/or next activity season.
- Subsequent Violations- Penalty shall be a suspension from participation of 18 weeks in the students current and/or next activity season. -During Suspension/Period of Ineligibility.

A student who is serving a suspension for a NDHSAA/Shiloh Christian rule violation MAY:

- Practice with their team/group
- Tryout for a team/group
- Attend team/group meetings and gatherings
- Be present in the team locker room during pre-game, halftime, or post-game.

A student who is serving a suspension for a NDHSAA/Shiloh Christian rule violation MAY NOT:

- Travel out of the school with their team/group
- Miss school to attend a team/group event
- Perform in public with the team/group
- Be in uniform on the team bench
- Represent the team/group outside of the school.
-

The coach/advisor of any co-curricular activity shall have the authority to suspend a participant for:

1. Engaging in behaviors not specifically mentioned in this handbook
2. Being suspected of engaging in behavior not specifically mentioned in this handbook but deemed to be detrimental to the program. Such a suspension shall be for a minimum of one week or one event.

Participants may face consequences of suspension of future games/meets/contests if they are cited for unsportsmanlike activities during a previous game. These acts include but not limited to technical fouls, unsportsmanlike penalties or other actions deemed unsportsmanlike as determined by the officials of the contest and reviewed by the Activities Director and the Head of School jointly and subject to their interpretation to exclude instance where a participant risks

getting injured unless the unsportsmanlike penalty is called (ex. inadvertent late hit in football or accidentally grabbing a basketball on defense when another player is inbounding the ball).

The following consequences will apply per participant per each respective season:

- First unsportsmanlike act: Immediate removal from game/match/meet the incident occurs in. Meeting to take place between participant, coach/advisor and parents to discuss an action plan going forward within 48 hours of the incident.
- Second unsportsmanlike act: Removal from game/match/meet the incident occurs in as well as the next scheduled game/match/meet. Meeting to take place between participant, coach/advisor, parents and head of school to discuss action plan going forward within 48 hours of the incident.
- Third unsportsmanlike act: Removal from game/match/meet the incident occurs in as well as removal from activity for the remainder of that activity season.

Social Media Guidelines

Anyone seeking to establish a social media site that identifies Shiloh Christian School and/or the use of the Skyhawks name/logo must request permission from the Administration prior to its usage.

Students, coaches or advisors who are found to have inappropriate material on their social media accounts may face consequences up to removal from activities. Please see Shiloh Christian Schools discipline ladder for additional details.

Locker Room Practices

Students should not engage in roughhouse or horseplay, which could lead to injury. Close and lock your lockers whether you are at home or a contest on the road. Do not leave valuables out. When spikes are used for the sport in which you are participating, they should not be worn in a building. Please remove them before entering. Be alert to the surroundings to prevent any injuries. It is the duty of the coach or advisor to supervise locker room use and to ensure that rules are being followed.

The Administration reserves the right to instruct custodial staff to remove any articles of clothing or belongings that are left on the floor of the locker room, and said items may be donated to a charitable organization or disposed of in the garbage. Usually this is done with notice to the participants, but in extreme cases of disarray items may be removed without warning.

Practice Times

Practice times during our activity seasons will vary and be set by the Coach/Advisor and Activities Director. All activities must be out of the buildings/grounds by 6:00pm. on Wednesday evenings.

State/Regional Tournament/Meet Expectations

In the event that Shiloh Christian School qualifies for the State and /or Regional Tournaments or Meets, the following guidelines shall be implemented:

- Participants are expected to conduct themselves with the utmost reverence when representing Shiloh Christian School.
- Appropriate clothing shall be worn by participants as directed by the coaches/advisors/administration.
- Any misbehavior or conduct detrimental to the team/group or the image of Shiloh Christian School as deemed by the Activities Director may result with the involved participant(s) being sent home from the Regional/State Tournament or Meet. Parents will be notified and expected to take custody of the participant and transport them home. In the event that parents cannot take custody of the participant, said participant will remain with the team, but all participation privileges shall cease.

Dual Activity Participation

It is the view of Shiloh Christian School that it takes a special individual to effectively and wholly participate in two activities full time. If any student wishes to participate in more than one activity in any given season, that student and their parents/guardian must set up a meeting time with the Activities Director. In this meeting, the commitments and requirements will be covered with both the student and parents. Many of our students are involved in several activities which occasionally conflict with each other outside of the school day. Academic and co-curricular leaders should make every effort to work with the student to determine a positive solution that allows the student to attend part of both activities. It is the responsibility of the student to communicate with their respective coaches regarding which activity is “primary” should conflict arise, as well as when they will be at practices and events. The coaches at Shiloh understand this and will do their best to limit scheduling conflicts where possible.

Music/Athletics:

- Concert vs. practice – student attends the concert
- Concert vs. game – If the concert is for a grade the student will attend the concert. If not – student’s decision
- Performance dress rehearsal vs. practice – student’s decision
- Performance dress rehearsal vs. game – game

- Concert vs. regional/state competitions – student attends competitions

Drama/Athletics:

- Curricular production vs. game – Student attends the production
- Co-curricular production vs. practice – Student attends the production
- Co-curricular production tech rehearsal vs. practice – student's decision
- Co-curricular production tech rehearsal vs. game – Student attends game
- In the event that a state drama/music event and a NDHSAA state tournament occur simultaneously, the students, teachers, coaches and parents would work together for a decision in the best interest of the student.

Tryouts and Student Assignment Within the Program

All eligible students have the opportunity to try out for a school activity. Sub-varsity and lower-level program students need to be invited to try out for a higher-level program. Shiloh Christian believes in the positive impact of co-curricular activities and thus will make every effort to ensure that all students have the opportunity to participate, however, if the number of participants are unmanageable the head coach/advisor reserves the right to limit the roster size.

General Commitment to the Program

Each student who is involved in a school activity must have a strong commitment to the program in general. Being involved will require teamwork, self-discipline, loyalty, tolerance, sportsmanship, citizenship, and perseverance.

Skill and Ability

Each student who participates will receive an assessment of his/her skills, talents, and abilities from the advisor/coach. This information will serve as a major criterion in the selection of program members and their placement within the program. Other areas participants will be evaluated may include but are not limited to grades and eligibility, attitude, mental toughness, dedication, as well as any other area deemed suitable by the coaching staff.

Moving-Up Policy and Procedures

It is the belief of Shiloh Christian School that moving a middle school student up to participate in a co-curricular program at the high school level is an exception rather than the rule. By strictly adhering to the criteria below, it is the belief of Shiloh Christian that a middle school student who is allowed to participate at the high school level will be physically, socially, and

psychologically capable of handling the situation. Shiloh Christian has a responsibility to help students reach their full potential, and therefore a need exists to provide an opportunity for growth physically as well as mentally, socially, spiritually, and psychologically.

Criteria for reviewing a petition of exceptional student:

- Level of skill appreciatively above those of his/her peers, which will limit a student's ability to develop to his/her full potential, and/or a need exists to fill a roster at the high school level. (Note: A middle school student who is moved up to the high school level must compete on the junior varsity or varsity squad. They cannot be moved up to the freshmen or "C" squad level unless the move is made for the sole purpose of filling a roster.
- The student must be emotionally stable and mature enough to advance to the high school level.
- The student must be in good academic standing, display a strong attendance record, and have a proven behavioral track record. (A good citizen in and out of school related activities.)
- The student must be self-disciplined and coachable.

Parent and Coach/Advisor Relationship and Communication

Both parenting and coaching/advising are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to students. As a parent, you have a right to understand what expectations are placed on your child when involved in our programs. This begins with clear communication from the advisor/coach of your student.

Communication You Should Expect from Your Child's Advisor/Coach

- Philosophy of the advisor/coach.
- Expectations the coach has for your child as well as all the members of the group.
- Location and times of all practices, contests, performances, etc.
- Requirements: i.e. fees, special equipment, off-season conditioning.
- Discipline that might affect your child's participation.

Communication Advisors/Coaches Expect from Parents

- Notification of any schedule conflicts well in advance.
- Specific concerns in regard to advisor's/coach's philosophy and/or expectations.
- Transportation changes.

As your children become involved in the programs of Shiloh Christian School, they will experience some of the most rewarding moments of their lives. It is also important to

understand that there may be times when things do not go the way you or your child wishes. During those times it is important to have an open dialogue with the advisor/coach.

Appropriate Concerns to Discuss with Advisors/Coaches

- The treatment of your child mentally and physically.
- Ways to help your child improve.
- Concerns about your child's behavior.
- Personal or family matters that may affect your child's behavior.

Advisors and coaches are professionals. They make judgment decisions based upon what they believe to be the best for all students involved. As you have seen from the list above, certain things can and should be discussed with your child's advisor/coach. Other things, such as those listed below, must be left to the discretion of the coach. Shiloh Christian School and its activities department will follow the "24 Hour Rule". Parents and students are required to wait a full 24 hours following a contest to contact coaches. This allows the coach time to de-stress, break down the game, and be better prepared for parent interaction to promote proactive interaction rather than placing either party in a reactive state. This also affords both parties time to allow emotions to settle following a contest. Please do not attempt to confront an advisor/coach before or after a performance. Meetings of that nature usually do not promote resolution.

Issues NOT Appropriate to Discuss with Advisors/Coaches

- Participation Selection (Examples: Playing Time, Position Selection, etc.)
- Team Strategy (Example: Play Calling)
- Other Students

What Can A Player/Parent Do To Provide A Satisfactory Resolution?

There are situations that may require a conference between the player and coaches and in some cases the parents. These conversations are encouraged as it is the belief of Shiloh Christian School that these conversations promote healthy communication and allow our students a safe space to practice self-advocacy. It is important that all parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern. Please be respectful of the advisor's/coach's family and personal time. If an issue arises, the proper steps are as follows:

1. Student talks with the coach. If after the student speaks with the coach and a resolution still has not been met, the proper steps are as follows:
2. Call the advisor/coach during school hours to set up a mutually agreeable time to meet. At Shiloh Christian, we encourage both students and parents to be present during a meeting at this stage. This again promotes clear, consistent communication and an opportunity for self-advocacy.

Lettering

The awarding of a letter to a student may be jeopardized by violation of Shiloh Christian or NDHSAA rules. Middle School students may be awarded a letter if they participate on the varsity level and meet lettering criteria. Students must complete the season to be considered for a letter. Students must maintain a positive attitude, faithfully attend all practices and live up to the guidelines established by the advisor/coach. Students who participate in a cooperative activity will receive a Shiloh Christian letter. Any student not meeting the criteria for a letter, which the advisor/coach feels is deserving of the honor shall be awarded a letter. All coaches and advisors will have discretion to determine specific lettering requirements for their activity.

Student Contact

In accordance and conjunction with NDHSAA regulations, Shiloh Christian will follow a strict 'no recruiting' policy. Coaches and advisors alike will not be permitted to contact a prospective student until they are actively enrolled at the school. Prior approval can be obtained through clearance by the Activities Director.

Athletic Insurance and Injuries

Activities can play a significant role in a student's development; however, there is a risk of injury occurring during participation. We encourage all parents to have medical coverage in the event that an injury occurs while their student is involved in activities or during the regular school day. Shiloh Christian School does not provide insurance coverage for student participants. We have a certified athletic trainer on duty during some practices and at most contests, so immediate attention can be provided. If the athletic trainer is present, they will consult with the parents/guardians and make recommendations if they believe further attention is needed by a physician.

Sanford Health and Shiloh

Sanford Health has been gracious enough to offer its services to Shiloh Christian School and we are proud to promote this relationship in all capacities. Shiloh Christian School will have one full time certified athletic trainer provided by Sanford Health and that athletic trainer will oversee all injuries and return to play protocol. For questions regarding the return to play protocol please refer to the Athletic Training and Return to Play section.

Along with athletic training services, Shiloh Christian School will be working with Sanford POWER for our student athlete development. Coaches and advisors will be working closely

with the certified staff at Sanford POWER to develop schedules and programs that fit each specific activity's needs.

Athletic Training and Return to Play

Shiloh Christian School will closely follow and adhere to the return-to-play protocol set in place by Sanford Health. The head athletic trainer will be responsible for overseeing all return-to-play cases.

APPENDIX: DROP-OFF AND PICKUP PROCEDURES

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

Drop Off Options:

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

Pick-Up Options:

1. To drive through to pick up your child, please use the Commons main entrance. Vehicles are not permitted to park next to the sidewalk between 3:00 and 3:30 p.m. We must keep the traffic flowing during this time.

- Line your vehicles up based upon the photo below. We will begin the movement of the Pick-Up line at 3:00 p.m. . Please follow the guidance and direction of our parking attendants. You cannot use this option if you are picking up middle/high school students as they get out of school later. You must park in the parking lot for this purpose.
2. To walk in and pick up your child, please use the following procedure:
- If picking up your child inside the building, please park your vehicle in the parking lot.
 - Use the crosswalks to move from the parking lot to the sidewalk.
 - Enter through the Commons main entrance and wait for your child to be sent to you. All K-5 children are assembled in the Commons.
 - Please do not park in Handicapped spots unless authorized to do so. We want to keep these areas open for those with disabilities. Those who do not have an authorized handicapped vehicle may be fined.
 - Please do not park in Skyhawkktion spots. These have been purchased by families at our annual Skyhawkktion event.

Vehicle Pick Up Line



APPENDIX TRANSPORTATION POLICY

Driver Policy

The driving of Shiloh Christian School (SCS) vehicles or transportation of students to off-campus activities is restricted to use of the SCS Vehicle Fleet by employees (age 21 or older), including staff, subs, & coaches on the SCS Approved Driver List.

Approved Driver List

The Business Office will verify and maintain the requirements necessary for SCS employee eligibility to provide transportation. Requirements include:

- valid driver's license for class of vehicle driving
- background check (renewed every three years)
- signed Shiloh Christian School Transportation Policy

Vehicle Fleet

Vehicles insured and maintained by SCS. SCS employees are approved for Approved Drivers are only approved to drive a vehicle from the SCS Fleet. card

Google Transportation Calendar

Details of SCS Fleet use must be accurately recorded on the Google Transportation Calendar by the Administrative Assistant or Activities Director prior to use and updated if needed.

Details to include: Fleet vehicle, driver, # people, location, time.

Passenger List

Names of all passengers and drivers including the parent/guardian contact information for each student. A copy of the passenger list is required to sign out keys from the Activities Director.

Parent/Guardian Transportation

Parents/guardians of students are required to provide written, pre-approved authorization to the adult in charge if their student is traveling to or from an event and not using school provided transportation.

Driver Training

SCS Approved Drivers are encouraged to participate in driver training provided by the Activities Director.

Because the safety of drivers and passengers is of utmost importance, the following requirements have been approved.

General Requirements

1. All use of the SCS Vehicle Fleet must be scheduled with the Activities Director and/or Administrative Assistant and entered into the Google Transportation calendar.
2. The SCS Vehicle Fleet is only to be used with pre-approval for SCS use.
3. SCS Vehicle Fleet Sign-out: SCS Approved Drivers will be issued a vehicle binder, keys, and gas card (if traveling outside of the Bismarck-Mandan area). The Activities Director must receive an accurate passenger list prior to issuing the following:
 - a. Vehicle keys
 - b. Vehicle binder includes: Copy of the SCS Transportation Policy, Pre/Post Checklist, insurance and vehicle registration.

4. Report any mechanical difficulties or damage to the Activities Director.
5. A fuel card will be issued when traveling outside of the Bismarck-Mandan area. Vehicles must be returned with a full tank of fuel when issued a fuel card. Fuel cards and receipts must be turned in with keys and binder.
6. In the event of an accident, call the police immediately and follow their protocols. As soon as you are able, call the Activities Director to report the accident.
7. In the event of an emergency (i.e. vehicle breaks down), the Activities Director or Superintendent will have the authority to authorize parents to transport the students to or from the event.
8. Vehicles are equipped with a first aid kit.
9. In the event of extreme bad weather, the Activities Director or Superintendent will have the authority to authorize overnight accommodations and provisions.
10. A vehicle may transport only the number of passengers it is designed to carry by the manufacturer.
11. Parents/guardians of students are required to provide pre-approved authorization to the adult in charge if a student is traveling to or from an event and not using school provided transportation. Parents/guardians must provide written authorization to the adult in charge if they are traveling from the event.
12. Drivers may NOT transport a minor of the opposite sex alone.

Vehicle Operation

- A. Drivers must complete the Pre/Post Trip Inspection Checklist in their binder for all trips. Leave the completed checklist in the binder.
- B. Drivers should take the safest path to and from their destination. Drivers should not make unplanned or unnecessary side trips.
- C. Drivers are responsible to assure that no articles block his/her ability to use the side and rear-view mirrors.
- D. Towing, of any type, must receive prior approval from the Superintendent, Director of Facilities, or Activities Director.
- E. Adults in charge are responsible to see that the vehicle is cleaned of all litter, belongings, loose items, etc. following the trip.
- F. As of August 1, 2023, primary enforcement of the North Dakota seat belt law went into effect. This means no other violation is required for a driver to get pulled over by law enforcement and issued a seat belt citation. The law will also require all vehicle occupants to wear a seat belt, regardless of where they are sitting in the vehicle.
- G. All students 7 years old or younger must ride in either a booster seat or car seat, provided by the parent/guardian. Seat belts may substitute for a booster or car seat, provided the student weighs 80 pounds or more and tops 57 inches. This is the law.

