

Phone Numbers

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Website Address www.SillimanInstitute.org

Office Phone System

Administration (Tiny Forrester)Extension 301
Business Office (Annie Halphen)Extension 310
Business Office (Shera Wales)Extension 311
Business Office Manager/Alumni Coordinator (Bridget Richards).....Extension 112
CafeteriaExtension 550
Day Care & After School CareExtension 501
Elementary Office (Jami Perry)Extension 401
Library (Jane Felps)Extension 210
Pre-K4Extension 511

Directory

Ann A. Kent Administrator
Terry King Assistant Administrator
Kaylan Ledet Guidance Counselor
Bridget Richards Business Manager/Alumni Coordinator/Technology/Web Master
TJ Davis Athletic Director
Tiny Forrester Middle/High School Secretary
Bridget Richards Business Office/Bookkeeper
Annie Halphen Business Office
Shera Wales Business Office
Jane Felps Librarian
Steve Holmes Custodial/Maintenance Supervisor
Kathy Jacox Cafeteria Manager
Jami Perry Elementary Secretary

School Address

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Preface

The purpose of this handbook is to provide a summary of useful information that will help you while attending Silliman Institute. This handbook is subject to revision during the course of the school year, however, students and parents will be notified of any changes that may occur. Information in the handbook includes policies and procedures that are established by the Board of Directors and the Administration as a guideline for school rules and expectations. Students and parents should become familiar with the information in the handbook so there will be no doubt about expectations or requirements. If you do not find the information desired, please check with the administration.

Student Responsibilities

Students must observe the rights of others and make no attempt to deny anyone the pursuit of education or personal liberties.

Student rights are only valid when they do not infringe on the rights of others including the areas of speech, conduct, and beliefs.

Students must acquaint themselves with all rules, regulations and policies governing Silliman Institute. If there is any doubt about a point not specifically covered in the handbook, it is the student's responsibility to determine the proper conduct. Ignorance of rules is no excuse for infractions.

Students must observe school rules both on and off campus in both official and unofficial capacities.

Students are responsible for using good judgment in all their affairs. Students who wish to be treated as young adults must act appropriately.

Students must understand that the power to govern this school is vested in the Board of Directors and delegated to the Administration and the Faculty, who are the Board's representatives.

It is understood that attendance at Silliman Institute is a privilege. This privilege may be forfeited by any student who does not conform to the standards and regulations of the institution.

Silliman Institute may request the withdrawal of any student at any time who, in the opinion of the institution, does not fit into the spirit of the institution regardless of whether or not he/she conforms to the specific rules and regulations of Silliman Institute.

History

In 1852, Mr. William Silliman purchased the property and gave additional money for the establishment of a college for young ladies. This institution was known as Silliman College and was operated by the Presbytery of Louisiana until 1931. It was closed at this time because of the general economic conditions and a decline in the number of students.

The Silliman campus was purchased in 1965 by a group of interested citizens and organized into Silliman Private School Corporation. Against seemingly impossible obstacles a group of parents and patrons banded together, and school was opened in 1966 for grades 1 through 7. In 1967 the school was expanded to include a full high school curriculum. In 1970 a gymnasium was constructed. In 1977, Silliman Institute expanded to include Pre-Kindergarten through 12th grade.

Numerous improvements have been made to the building and grounds. Thanks to generous benefactors, the entire parking area has been re-surfaced and a building for storage and weightlifting has been added. A well equipped science building and a state of the art elementary complex have been constructed.

Silliman Institute maintains state approval by the Louisiana State Board of Education and accreditation by the Mississippi Association of Independent Schools.

Objectives

1. To create in the students a desire to learn.
2. To provide a curriculum that will emphasize the fundamental skills necessary for a democratic way of life through instruction in language, arts, mathematics, sciences, and social studies.
3. To foster the physical needs of youth by providing a good physical education program.
4. To present opportunities for students to work in groups and to foster student leadership through activities in class organizations and clubs.
5. To assist students in developing respect for others, acquiring an insight into ethical values and principles, and living and working cooperatively.
6. To provide a program that allows for individual differences in students.
7. To guide the students in the development of a strong sense of moral values based on Christian principles.
8. To provide opportunities to contribute to the community.
9. To encourage the development of self-reliance, self-discipline, and resourcefulness in dealing with practical situations.
10. To offer the opportunity to each student to develop an appreciation for fine arts.
11. To encourage each student to recognize his/her birthright of freedom and to accept his/her opportunities and responsibilities as a citizen of the community.

Administration

Silliman Private School Corporation is the stockholders' organization that maintains ownership of the physical plant. The stockholders elect a twelve (12) member Board of Directors to serve in a dual capacity as directors of the Private School Corporation and Silliman Institute, Inc.

The administrator and the assistant administrator are appointed by the Board of Directors to carry out the daily operations of the school.

The operation of the school is directed by the Board of Directors through the administration, faculty, and staff of Silliman Institute. The Board of Directors formulates the policies and procedures for the operation of the school. Committees are appointed to make recommendations in the areas of personnel, textbooks, curriculum, admissions, transportation, buildings and grounds, and finances.

Board of Directors

Jeff Stringer - President
Lee Ledet - Vice President
Sheri DeLee - Secretary
Cade DuBois - Treasurer
Michael Davidson
Chad Fontenot
Christi Hunt
Kenny Karno
Mark Milton
Wendell Reeves
Rim Schmidt
Kevin Windham

Admissions

Silliman Institute is a private school that does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in admissions to, or treatment in, its programs and activities.

Silliman Institute encourages applications for admissions for all grade levels. It admits students of any color, racial or ethnic origin to all rights, privileges, programs or activities generally accorded or made available to students at the school.

An application to Silliman Institute does not guarantee acceptance. The Administration reviews all applications to determine if the prospective student meets the requirements and standards for placement at Silliman Institute in light of its mission statement.

A pre-registration period for existing students is held during the spring semester. Registration forms and fees must be returned by the last day of the registration period. This deadline is important to determine places available when registration becomes opened to new students.

Prospective students should follow the procedure listed below:

1. Parents should call for an interview appointment.
2. Prospective students shall attend the interview with parents.
3. Copies of the most recent report card, a birth certificate, immunization records, and social security card must be brought to the interview.
4. All necessary registration forms must be completed, and all appropriate registration fees must be paid to complete the registrations. These fees are non-refundable.
5. Age requirements: Children entering first grade must be six years old by September 30th of year of entry. Children entering kindergarten must be five years old by September 30th of the year of entry. To enter Pre-K3 and Pre-K4, the child must be three or four years of age, respectively, by September 30th of the year of entry.
6. All students entering Silliman must provide a current record of all immunizations, special health needs (such as allergies to foods, bee or wasp stings, diabetes, kidney problems, severe headaches, etc.), as required by the State Health Department.
7. Testing in basic areas is required for new students in grades 3-12.
8. All first-time enrollees are subject to an 18 – week (full semester) probation period.
9. Transfer students' credits earned at another school prior to admission to Silliman Institute are not automatically accepted until all transcripts are evaluated and accepted by the administration. A student applying for admission from another school who has deficiencies may be required to attend summer school to make up these deficiencies before admission.

Subsequent to the interview and a review of all required documents, the applicant will be mailed either a letter of acceptance or non-acceptance.

Administrative Guidelines and Procedures

Administration/Attendance/Records Office

- A. No students are allowed in the office except for official business or for check in or check out.
- B. Students are not allowed to use the telephone except in cases of emergency.

- C. Requests for transcripts should be made three (3) days in advance.
- D. When a student checks in or out, the office will make two (2) copies of the form. One for the student to have the appropriate teachers sign and the other to be placed on file in the office.

Arriving to School

- A. School begins at 8:00 A.M. Students are not to be on campus before 7:40 A.M. The school will not be held responsible for any accident or injury incurred by a student who has been dropped off at school before 7:40 A.M. No teacher will be on duty until 7:40 A.M.
- B. Parents who bring their children to school may drop the students off on either the north or south end of the campus, but they are not allowed to drive behind the school. Only buses are allowed to drive behind the school before and immediately after school.
- C. Students who drive a vehicle to school and use the school parking facilities are expected to do so within the guidelines of SAFETY and CONCERN for pedestrians, other drivers, and all property as well as the legal limits imposed by state and local law enforcement agencies. Disturbances (loud music, etc.) will not be tolerated. When students arrive on campus in a vehicle that will remain on campus, they are to leave the vehicle immediately upon arrival and go to the front porch area. You are not allowed to sit in your vehicle or “hang out” in the parking lot waiting for the bell to ring. Students are not allowed to return to their vehicle without permission from the administration once they arrive on campus. They may return to their vehicles after the dismissal from school bell rings. Students that drive vehicles to school cannot drive through the elementary portion of the campus during school hours. Also, students may not move their vehicle to a different area on campus during school hours. (For example: moving a vehicle at the beginning of 7th period from the student parking lot to the gym area.) (Student vehicle registration is required).

Bell Schedules

Regular Bell Schedule:

Start of School	8:00
1 st Period	8:05 – 9:02
2 nd Period.....	9:06 – 9:56
Recess	9:56 – 10:11
3 rd Period	10:15 – 11:05
Lunch (9-12)	11:05 – 11:31
Lunch (1-4)	11:31 – 12:01
4 th Period (7-8)	11:09 – 12:01
Lunch (5-8)	12:01 – 12:27
4 th Period (9-12)	11:35 – 12:27
5 th Period	12:31 – 1:21
6 th Period	1:25 – 2:15
7 th Period	2:20 – 3:10

Chapel Bell Schedule:

Start of School	8:00
1 st Period	8:05 – 8:59
2 nd Period.....	9:03 – 9:49
Recess	9:49 – 10:04
Chapel	10:04 – 10:34 (7-12 in Auditorium)

3 rd Period	10:38 – 11:24
Lunch (1-4)	10:50 – 11:24
Lunch (9-12)	11:24 – 11:50
4 th Period (7-8)	11:28 – 12:14
Lunch (5-8)	12:14 – 12:40
4 th Period (9-12)	11:54 – 12:40
5 th Period	12:44 – 1:30
6 th Period	1:34 – 2:20
7 th Period	2:24 – 3:10

Note The start of school is 8:00

Half-Day Bell Schedule

Start of School	8:00
1st Period	8:05 – 8:30
2nd Period	8:34 – 8:59
Recess	8:59 – 9:14
3rd Period	9:18 – 9:43
4th Period	9:47 – 10:12
5th Period	10:16 – 10:41
6th Period	10:45 – 11:10
7th Period	11:15 – 11:40

Buses

Students that ride Silliman buses are expected to follow all rules as designated by the bus driver. All school rules related to behavior, discipline, etc., apply to students when riding a bus. Students may be suspended from riding a bus as a result of disruptive or disrespectful behavior, etc.

Business Office

- A. Students are not allowed in the business office except for business purposes.
- B. Students should pay cash tuition before school.
- C. Checks may be dropped off in the Tuition Drop Box at any time. Students will not be allowed to leave class to pay tuition.
- D. The Business Office is not responsible for cash left in the Tuition Drop Box.
- E. All fees related to any extracurricular activities must be paid directly to the sponsor/coach/person responsible for collecting fees for that activity. Students should not attempt to pay these fees directly to the business office. The sponsor of the activity will turn in all monies collected to the business office rather than the student. This will allow for more accurate record keeping.

Cell Phones and all other Electronic Devices

The use of **Cell Phones** and all other **Electronic Devices** (CD players, Ipods, Video games, etc.) is prohibited during school hours (8:00 a.m. – 3:10 p.m.) and during After School Detention from 3:20 p.m. – 5:20 p.m. unless approved by the administration. Ipads cannot be used in class unless approved by the Teacher or Administration. If a student has a cell phone, it must be turned off and it cannot be visible. If a student is caught using a cell phone, texting, etc., it will be confiscated. If a cell phone is visible, even accidentally, it will be confiscated. If a cell phone rings during class or on campus during school hours, even if the student does not answer it, the cell phone will be

confiscated. Forgetting to turn the cell phone off is not an acceptable excuse. This also includes all other electronic devices as mentioned above. Having a cell phone with you during school hours is very risky. There will be no exceptions to these rules. The following consequences will result if a student breaks these rules:

- **1st Offense:** The Student will be fined \$50.00 and will have to be paid by the student, parent, or family member to get the device back. The device may be picked up by the student's parent, a family member, or by the student.
- **2nd Offense:** The student will be fined \$100.00 and will have to be paid by the student, parent, or family member to get the device back. The device may be picked up by the student's parent, a family member, or by the student.
- **3rd Offense:** The student will be fined \$200.00 and will have to be paid by the student, parent, or family member to get the device back. The device may be picked up by the student's parent, a family member, or by the student.
- **4th Offense:** The student will be fined \$200.00 and will have to be paid by the student, parent, or family member to get the device back. The device may be picked up by the student's parent, a family member, or by the student.

If a teacher confiscates an electronic device, the fine collected will go into that teacher's classroom account to be used for the purchase of class room materials, supplies, etc. Parents, relatives and acquaintances are asked to **NOT** call or message a student during school hours on their cell phone or other electronic devices. This will put the student in jeopardy of violating the school policy on cell phone usage. If there is an emergency, phone calls should be made to the office and the student will be notified.

Checking In and Out

- A. Students who arrive at school late must report to the office and receive an admit slip.
- B. The person checking in any Pre-K through 6th grade student must accompany the student to the office and sign in the student.
- C. Students checking out early must bring a note from their parents to the office at the beginning of school to receive a dismissal slip. When the student checks out, the parent or responsible person must come to the office and sign the checkout log.
- D. Requests for the early dismissal of students result in the disruption of the class and loss of instructional time. Therefore, we strongly discourage early dismissals.
- E. In the event that a request for early dismissal cannot be avoided, such request should not be made for a dismissal time later than 2:45 P.M. **THIS WILL BE THE CUT OFF TIME FOR EARLY DISMISSAL.** During the last few minutes of the school day, teachers are finalizing assignments, making announcements, and receiving announcements and closing remarks from the office.

Commercial Deliveries

The school cannot and will not deliver items during the school day. This is especially true in regard to flowers and gifts. Parents and acquaintances are encouraged to **NOT** bring any items to school for delivery. Intercom calls to classrooms must be limited to emergencies and official school business. The front office will not sign for, nor accept, any items for delivery at school.

Dismissal from School

- A. School dismisses at 3:10 p.m. Those students riding buses are to report immediately to the bus.
- B. There are two designated pick up areas. Pre-K through 4th grade will be loaded in front of the elementary complex. Grades 5 through 12 will load in the main parking lot.
- C. Students will not be allowed to leave school during the day except with a parent/guardian or someone authorized by a written note from the parent/guardian. If parents must check their child out early, they must come to the administrative office first. Parents are not allowed to go directly to the classroom to get their children.

Drugs & Medications

- A. In case of illness, a student will be allowed to go to the office to call a parent.
- B. All prescribed medication must be given to the office staff for distribution.
- C. Students are not allowed to have any prescription/nonprescription medication at school at any time. No student can give any medication/drug to another student at any time.
- D. The parents of students needing to take a prescribed medication must sign a Medical Consent Form and must leave medication in the Administrative office to be dispensed.
- E. Medication must be in a prescription container clearly labeled with the student's name and dosage to be administered. Medication must be in the original container.

Early Arrivals/Late Departures

- A. The school will not be held responsible for any accident or injury incurred by a student who has been dropped off at school before 7:40 a.m. No teacher will be on duty until 7:40 a.m.
- B. All elementary students who have not been picked up by 3:15 p.m. will be taken to After School Care located in the Day Care building. The parent will be charged an hourly fee. Students left in After School Care must be picked up by 5:00 PM.
- C. If an older sibling is responsible for an elementary student, a signed, written disclaimer must be filed in the office. Older siblings must be in 7th-12th grades and the younger sibling must stay in sight of the older sibling.

Emergency Closing of School

When bad weather is impending, parents should check our website at www.sillimaninstitute.org, cell phones for **PARENT ALERT**, and tune in to local television or radio stations for announcements concerning school closures. In these emergency situations, the administration will make an announcement to the students allowing them to use their cell phones to contact their parents or guardians. Students should not use their cell phones until this announcement is made over the intercom.

Fundraisers

All fundraisers must be approved by the administration, preferably at least a month in advance, and placed on the master calendar in the office. This applies to all fundraising projects related to any facet of Silliman Institute's program whether it be faculty, student, parent or patron oriented.

Pregnancy Policy

The Board of Directors will take each individual occurrence under advisement. Should pregnancy occur, every possible measure will be taken to encourage counseling, healthcare, continued education, and direction to help each student make a mature decision.

Search and Seizure Policy

Silliman Institute is co-tenant of lockers and desks located on its premises and reserves the right to search them at any time without notice.

Silliman school officials may search student, his/her belongings including but not limited to lockers, handbags, book bags, briefcases, and vehicles driven by the student if one or more of the following exists:

1. Students are informed in writing (Student Handbook) that searches may be conducted.
2. The Silliman administration and/or faculty has reasonable suspicion that contraband; illegal substances or stolen property are being concealed, or that a violation of a school rule has been committed.

Students are prohibited from bringing onto grounds or having on their persons or in their lockers, desks, automobiles parked on school grounds or elsewhere on school property any weapon, drugs, alcoholic beverages, pornographic or obscene material, fireworks, or any other object or material which would be a violation or evidence of a violation of any state law or school regulation.

School officials shall not search the person of any student or group of students except when the school official has reasonable suspicion, under all circumstances, to believe that the student is carrying on his person material or objects in violation of law or of school regulations. Law enforcement officials will be contacted for suspected violations of local, state, or federal law.

Desks, lockers and other equipment at the school belong to the school and although assigned to particular students to use may be entered and searched by school officials at any time.

Any automobile parked on school property by a student may also be searched by school officials. If the automobile is locked, student shall unlock it upon request of school officials. At any time throughout the school year, drug dogs may be brought on to campus as a preventative measure.

At any time that students are representing, attending, or participating in a Silliman Institute activity or event on or off campus, the students are subject to the same rules and policies of the school. This includes, but is not limited to, athletic events, dances, field trips, etc. Search and seizure applies during said times, as those venues are considered to be an extension of the school.

Internet Honor Code and Usage Policy of Silliman Institute

Students at Silliman will be able to access the World Wide Web by using the Silliman network. Students and parent/guardians **must sign** an acceptable usage policy form in order to use the services. These internet services are provided as an educational tool to afford Silliman students the opportunity of developing online computer skills needed in today's world of technology. These services should be used in a manner to comply with the moral and ethical standards set forth in the school's philosophy and goals. It is understood, therefore, that the user of Silliman Institute's Internet services should not in any way attempt to access pornographic, obscene, illicit, objectionable, or any other inappropriate materials. Students should not upload any type of media

that is derogatory or disrespectful to Silliman, its' employees and students. Internet misuse will result in disciplinary action.

Social Media Policy

In keeping with our Mission Statement: **We recognize that social values must not be overlooked. Therefore, we propose to stress the qualities of courtesy, kindness, charity, and integrity in the classroom and in everyday life for students, faculty, staff, and administration.** The use of negative social media is unacceptable and may result in a hearing with the Administration and/or Silliman Board.

Payment Policy

Tuition is due in 12 monthly payments on the 1st of each month and is considered late after the 10th. Tuition paid after the late date will be assessed a \$25.00 late fee. The first three months of tuition, family assessment, and any past due fees are to be paid in full prior to the first day of school for each student. A family's statement must also be current prior to the first day of school in January for each student to attend the second semester. A family statement includes tuition and any other fees placed on the financial statement including but not limited to lunch charges.

Library

- A. Hours of Operation: 7:30 a.m. – 3:20 p.m., Mon. – Fri. On chapel days the library will not close for lunch but on regular days it will be closed for lunch from 11:30 a.m. until 12 noon.
- B. Book Fair: In the fall, a book fair is held for grades K-12.
- C. Students may have up to two (2) Accelerated Reader books checked out at a time, plus one (1) English/Reading classroom book, plus one (1) other non-Accelerated Reader book.
- D. English/Reading books do not add to fines. Books need to be returned in good condition, or student pays for the cost of book replacement.
- E. Books are checked out for ten (10) school days. Holidays and weekends do not count toward the ten days.
- F. Late book charge: \$0.25 per day for grades 6-12 only.
- G. Books may be renewed in the computer without the book present.
- H. Grades 1-6 go to the library every week.
- I. Grades 7-12 go to the library as needed.
- J. Internet access available to those students with signed Internet Consent forms only.
- K. Copies or print-outs cost \$0.25 per page.
- L. At the end of each 9-weeks grading period, all fines must be paid or the student's report card will be held. No more services will be rendered to a student until fines are paid.
- M. Fine bills are issued to students by the English teachers on the last day of AR every nine (9) weeks. Parents are called concerning the fines on the day report cards are sent home.
- N. Library computers have the following programs: Google Docs, Excel, and Power Point. Any document saved in any other program will not open or print.
- O. Students may e-mail themselves an assignment to be printed in the Library if they are able to pay for the copies and have a signed Internet Consent form on file.
- P. All books are to be read but NOT by all children. Parents should have their child return a book and select another one if they find anything that is inappropriate for their child. No questions asked.

Lost and Found

Students are requested to properly mark all their belongings so that ownership can be easily established. The lost and found department will be located in the library.

Lunch

Students are allowed to eat lunch in the cafeteria only. Eating or drinking anywhere other than the cafeteria during school hours is prohibited. (Only on special occasions as granted by the administration will this be permitted). Students will eat what is being served by the school cafeteria staff or may bring lunch from home. During the lunch shift, students are to remain in the cafeteria or courtyard area only.

Master Calendar

The school's Master Calendar is coordinated by the school secretary. As soon as you begin to plan an event, register the date with the school secretary in order to avoid conflicts.

Parent-Teacher Conferences

- A. Parent requesting conference:
 - 1. The parent must call the school to request a conference.
 - 2. Conferences will be scheduled to accommodate the teacher.
 - 3. A member of the administration may be present if requested.
 - 4. Parents are requested to refrain from calling the teacher at his/her home.
- B. Teacher requesting conference:
 - 1. The teacher or office will contact the parent to set up the conference.
 - 2. A member of the administration may be present if requested.

Progress Reports

Progress Reports are issued at approximately the mid-way point of each 9-weeks grading period to students with a "D" or "F" average in any class. In grades K-4, progress reports will be sent home in the student's folder. In grades 5-12, they will be mailed home.

Recess

Students are allowed to eat or drink during recess in the cafeteria area only. Do not take food or drink to the front porch area, classrooms, or the courtyard, unless approved by the administration.

Report Cards

Report cards will be issued to students every 9 weeks. For 1st – 6th grades, a Report Card Signature Form will accompany the report card. The form must be signed by a parent to acknowledge receipt of the report card and it must be returned to the student's teacher.

Respect for Authority

All students are expected to be submissive to the authority of any Silliman Institute administrator, faculty member or staff member. We are one school, on one campus; therefore, all students will obey the policies, guidelines, procedures, etc., of Silliman Institute and any instructions given by any member of the Silliman school staff.

Restricted Areas

1. Parents, relatives and acquaintances are asked to NOT call or message a student during school hours on their cell phones or other electronic devices.
2. Students may never enter the teachers' lounge. (Teachers should not send a student to check their mail box in the teachers' lounge.)
3. Students in grades 5-12 should not enter the elementary school building during school hours without permission from the administration.
4. Students in grades 5-12 should not use the restrooms in the elementary building.
5. Students in grades 7-12 should not use the 5th and 6th grade restrooms on the second floor.
6. Students in grades 7-12 should not be in any area other than the cafeteria or courtyard area during their lunch shift.
7. Students may not go to their vehicles during school hours without permission from the administration. The only exception to this will be at the beginning of 7th period for student athletes, cheerleaders, and dance team members who need to get uniforms, equipment, etc. from their vehicles that will be used for practice, etc.
8. Students in grades 7-12 are restricted from the playground equipment in front and on the side of the high school building during recess, lunch, etc.
9. Students that drive vehicles to school cannot drive thru the elementary portion of the campus during school hours.
10. Students that drive vehicles to school cannot move their vehicles to a different area on campus during school hours. For example: moving a vehicle at the beginning of 7th period from the student parking lot to the gym area for social functions or sporting events.

School Property

The school maintains adequate janitorial service. Please help by placing all paper and waste material in containers provided for this purpose. The students and faculty should take **Pride** in our facilities and equipment. Everyone should do their part to help keep the building and campus clean and attractive. When we have visitors to our campus, the first thing they notice is the cleanliness and attractiveness of our campus. First impressions are lasting impressions. Help by placing all paper and waste material in containers provided for this purpose. Every student should not only refrain from defacing or destroying property, but should make every effort possible to encourage friends and fellow students to care for our property. Any student causing damage to property either intentionally or through neglect on his/her part will be liable for damages. Silliman belongs to each of us and we need to have a sense of **ownership and pride in our school. Together**, let's make it something special, something **we** can be proud of.

Sportsmanship

One of the highest priorities of Silliman Institute is to create a safe environment in which our students, staff, faculty and parents can fulfill the mission of our school. This would include athletic

events and all other extracurricular activities. Therefore, it is understood that there is a code of conduct that should be adhered to by coaches, athletes, students, staff, faculty and fans that requires exemplary behavior at all times, including exhibiting good sportsmanship and respecting the dignity of each person involved in competition. The school administration will have the authority to remove any individual from the playing venue who exhibits poor sportsmanship. In the event that a fan is ejected from the game by game officials, that fan will be subject to any restrictions, fines, etc., levied against him or her by the MAIS.

Student Pick-Ups

Items such as a student's class work, books, P.E. uniform, extracurricular uniforms, etc., may be dropped off during the day in the office. However, students will not be called over the intercom during class time to pick up items. It is the responsibility of the students to check during class change, recess or lunch if they are anticipating something to be delivered.

Transcripts

Transcripts can be obtained from the administrative office. Please give (3) days notice. There is a \$5.00 charge for the third and all subsequent transcripts.

Visitors to the Campus

- A. All visitors and parents visiting the school for any reason are required to come to the office and sign a visitors log with the date, time in, and purpose of the visit. If approval is given, the visitor will be issued a pass, which must be worn in plain view and turned back to the office before departing from campus.
- B. Parents requesting to see students or teachers, even for a short period of time, must still check in with the administrative office first. An appointment should be made if the visitor is requesting to meet with a teacher. Students will not be called out of class except for emergency situations. Parents may leave a message in the office for students.
- C. Teachers are not to have visitors during class without permission from the administration.

Discipline System

A Coach's Definition of Discipline

Discipline is doing What has to be done, When it has to be done, as Well as it can be done, and doing it that Way every time.

It is the philosophy of Silliman Institute that discipline is a necessary ingredient for quality education to take place. It is the responsibility of the administration, faculty and staff to provide an environment that is safe and promotes learning. This idea is based on respect for all members of the school community. Discipline is training or teaching someone to do what is right. Discipline is not something you do to someone, but rather, it is something you do for someone. Therefore, every student that attends Silliman Institute is expected to conduct himself/herself in a thoughtful, responsible manner at all times. Violation of school regulations and disruptive behavior negatively affects the school community and will not be tolerated. Discipline procedures help ensure that students correct inappropriate behavior. If students

would follow the definition of discipline as explained above, then they would become a disciplined person. This kind of discipline leads to success in life.

Silliman's philosophy and discipline is based on the following premises:

- a. No student has the right to disrupt the education of any other student.
- b. No student has the right to interfere with the mental, physical or emotional well-being of other people.
- c. Students are expected to show respect and be obedient to **ALL SCHOOL PERSONNEL**.
- d. All faculty members and staff are authorized and expected to hold every student accountable for their actions in the classroom and anywhere else on campus. This would also include school functions off-campus.
- e. In every discipline case, the student will receive appropriate counseling and encouragement to improve behavior.

The following disciplinary procedures are utilized by the school as a deterrent against unacceptable behavior.

- Demerit System
- Monetary fines for cell phones, electronic devices, etc.
- After-School Detention (will be held on Tuesday and Thursday from 3:20 p.m. to 5:20 p.m.)
- Corporal Punishment at the discretion and direction of the Administration (must have parent's consent).
- Suspension from school
- Suspension from extracurricular activities, work detail, etc., may be utilized as disciplinary procedures at the discretion of the administration.
- Expulsion from school (Board of Directors and Administration will review all cases prior to expulsion).

Demerit System – Grades 5-12 Only

A **demerit system** will be used as a deterrent against certain unacceptable behaviors. **After-School Detention** will be earned with the accumulation of **10 Demerits**. **Ex: 12 Demerits = 1 Detention with 2 Demerits earned toward the next Detention.** When a student earns 30 Demerits, instead of receiving their 3rd Detention, they will receive a 1-Day Out-of-School Suspension. 40 Demerits = 1-Day Suspension, 50 Demerits = 1-Day Suspension, plus the student must appear with their parents for a Disciplinary Hearing at a designated time. A formal letter will be sent to the parents informing them of the hearing following the suspension. If the student and parents do not attend the hearing, the student will automatically be recommended for expulsion to the Silliman Board of Directors. **NOTE:** Demerits are cumulative throughout the entire school year. They do not start over at the beginning of the 2nd semester.

The following is a list of offenses that will earn demerits:

2 Demerits

- Sleeping in class
- Chewing gum
- Littering

3 Demerits

- Class Disturbance
- Disregard for classroom rules
- Lack of classroom materials, supplies
- Uniform/Dress Code violation (Improper Attire)

- Throwing Objects
- Shoving, etc.

4 Demerits

- Eating or drinking anywhere other than the cafeteria or courtyard area during school hours
- Grooming Code Violation
- Being in an off-limits or restricted area. (See section on Restricted Areas - p. 14)
- Public Display of Affection (PDA)

Teachers will assign demerits for these offenses and turn them in to the office at the end of each day. At the discretion of the administration, other offenses not listed may receive demerits and any of the above offenses may be dealt with more severely if necessary.

Tardy Policy (After-School Detention/Suspension)

On the 3rd and 4th tardies during the 9-weeks period, a student will automatically be assigned to After-School Detention. On the 5th and all subsequent tardies during the 9-weeks period, the student will earn a 1-Day Suspension. In keeping with the discipline policy related to the Demerit System, whenever a student is suspended for a 3rd time, he/she must appear with their parents for a Disciplinary Hearing at a designated time. A formal letter will be sent to the parents informing them of the hearing following the suspension. If the student and the parents do not attend the hearing, the student will automatically be recommended for expulsion to the Silliman Board of Directors. NOTE: As explained below in the tardy policy, tardies will start over at the end of each 9-weeks period.

The **Tardy Policy** is as follows:

Students will be allowed two unexcused tardies per 9 weeks period. This includes any form of tardiness, (start of school or between classes). If a student has 3 or more tardies during the 9 weeks period, the aforementioned consequences will take place. At the end of each 9 weeks period, tardies will start over.

If a student is late for 1st hour, they must report to the office to receive a tardy slip before going to their 1st hour class. If a student arrives to any other class after the tardy bell, he/she must report to the office to receive a tardy slip before they can attend that class. Teachers should not allow that student to attend their class without the tardy slip. If a teacher detains a student, that teacher must give the student a signed note in order to be admitted to the next class. The note should include the student's name, teacher's name, date, and time the student left that teacher's class. No note - the student will be considered tardy and must report to the office to get a tardy slip.

Major Infractions (Disciplinary Referral)

The following is a list of unacceptable behaviors that may receive a **Disciplinary Referral and earn After-School Detention or Corporal Punishment. (Any of the behaviors listed below may also be dealt with more severely at the discretion of the administration.)**

- Disrespectful behavior to adults
- Disrespectful behavior in assemblies, chapels, meetings, etc., or off-campus while representing the school
- Misuse or abuse of school or student property (Student(s) will pay for damages.)
- Reckless driving on campus

- Internet misuse
- Profanity or obscenities including gestures
- Forgery of signatures
- Lying
- Skipping class, assemblies, chapels, meetings, etc.
- Gambling
- Evidence, use, possession or distribution of tobacco, alcohol or synthetic devices on campus or at any school-sponsored activity.
- Fighting
- Stealing
- Disruptive or disrespectful behavior while riding a Silliman bus; students may also be suspended from riding the bus as a result of this kind of behavior.
- Possession of realistic-looking toy weapons
- Possession of pornographic, obscene materials
- Plagiarism
- No show for detention

Out-of-School Suspension (Disciplinary Referral)

The following is a list of unacceptable behaviors that may result in a **Disciplinary Referral and Out-of-School Suspension. (At the discretion of the Administration and/or Board of Directors, some of the below listed offenses could result in expulsion.)**

- Evidence, use, possession or distribution of tobacco, alcohol or synthetic devices on campus or at any school-sponsored activity.
- Sexual or racial abuse or harassment
- Fighting
- Stealing
- Cheating/Plagiarism
- Internet misuse
- Vandalism (Student(s) will pay for damages.)
- Threatening an administrator, faculty or staff member
- Leaving campus without permission
- No show for detention
- On-going disregard for rules or authority
- A pattern of major infractions
- Bullying/hazing, harassment (physical or verbal abuse) of another student or any school personnel.

Unacceptable Behavior

The following is a list of unacceptable behaviors that **may result in Expulsion from Silliman Institute.** (The Board of Directors will, upon request by either party review the case in question.)

- Habitual disregard of the discipline philosophy of Silliman Institute
- Possession of firearms, knives or other objects that may be used as weapons on campus or at any school-sponsored activity
- Possession of, use of, distribution of, or selling of any illegal drugs or alcohol on campus or at any school-sponsored activity
- Arrest for a felony
- Any action or threat of action that could result in death or serious injury to a student or staff member
- Bullying/hazing, harassment (physical or verbal abuse) of another student or any school personnel.

Special Elementary Note (Pre-K thru 4th grade)

Discipline for elementary students will be in keeping with the philosophy of discipline at Silliman. Classroom discipline and all other areas that are school-related will be handled at the discretion of the faculty and administration. **Excessive tardiness in arriving at school in the morning will be handled through communication between the parents and the administration.** Excessive tardiness can result in the student having to serve in school recess detention(s).

End-of-Year Conduct

Any senior committing a serious major offense (alcohol/drug/indecent behavior/vandalism, etc.) after his/her last regular class period may be subject to exclusion from year-end activities such as graduation ceremonies, etc. This determination will be made by the board of directors and the administration.

If a student, that is not a senior, commits any serious offense during the last few days of school, he/she may be subject to disciplinary action that extends into the next school year.

Curriculum

High School Curriculum

24 credits required for graduation for students that entered the 9th grade in 2008-2009.

9th Grade	
<u>Subject</u>	<u>Credits</u>
English I	1
Physical Science.....	1
Algebra I/Geometry	1
World Geography	1
Health	½
Computer Literacy	½
Physical Education.....	1
Total Credits	6

10th Grade	
<u>Subject</u>	<u>Credits</u>
English II	1
Biology I.....	1
Geometry/Algebra II	1
Civics.....	1
Nutrition	½
Physical Education	1
Foreign Language.....	1
Total Credits.....	6½

11th Grade	
<u>Subject</u>	<u>Credits</u>
English III	1
Chemistry	1
Algebra II/Advanced Math	1
American History	1
Foreign Language	1
Electives.....	1
Total Credits	6

12th Grade	
<u>Subject</u>	<u>Credits</u>
English IV.....	1
Electives	1
Calculus/Financial Math	1
World History/European History.....	1
Physics/Biology II/Environmental Science/ Anatomy & Physiology	1
Total Credits.....	5

Drivers Education is not compulsory but is credited toward graduation provided the class is taken at an approved Louisiana Department of Education school.

<u>Electives</u>	<u>Credits</u>
Yearbook/Publications	1
Advanced Math (Dual Enrollment)	1
Biology II	1
Calculus.....	1
Pop Culture	1
Environmental Science	1
Fine Arts Survey	1
Computer Applications	1
European History	1
Young Adult Literature	1

<u>Electives</u>	<u>Credits</u>
Physics	1
World History	1
Sociology.....	1
Physical Education	1
Anatomy & Physiology	1

High School Graduation Requirements – Tops University Curriculum

English - 4 units
Mathematics - 4 units
Science - 4 units
Social Studies - 4 units
Health Education - ½ unit
Physical Education - 1½ units
Foreign Language - 2 units
Arts - 1 unit
Electives - 3 units
Total = 24 units

Junior High Curriculum

7th Grade

Math
Louisiana History
English
Reading/Study Skills
Physical Education
Life Science
Study Hall

8th Grade

Math
Algebra I (High School Credit)
American History
English
Physical Education
Earth Science
Keyboarding
Bible
Reading

Elementary Curriculum

Grades 1-2

*English
*Spelling
*Math
*Reading
Social Studies

Science
Penmanship
Conduct
P.E.

Grades 3-4

*English
*Spelling
*Math
*Reading
*Social Studies

*Science
Penmanship
Conduct
P.E.

Grades 5-6

*English
*Spelling
*Math
*Reading

*Social Studies
*Science
P.E.

Note:

- When determining the Honor Roll, only the starred subjects count.
- Letter grades will be given for conduct in grades 1-4.

Folders

Grades 1-4 — Folders containing graded work will be sent home weekly. The papers are to be reviewed, signed by parent or guardian, and returned the following day.

Grades 5-6 — Folders containing graded work will be sent home weekly. Each student will be responsible for his/her folder.

Early Release

Seniors can qualify for early release if they have enough Carnegie units for graduation and they have an acceptable academic record. Early release is not recommended for college bound students when meaningful courses are available that have not been taken by the student. Seniors should apply for early release in the spring or summer before their senior year. At the beginning of their senior year, students will have ten (10) school days during which they may apply for early release. Application after those ten (10) days would be at the discretion of the administration as a result of extenuating circumstances. Students must leave campus if they are approved for early release. All senior students that are released early because they have a job must have written permission from their parents and a letter from their employer. They must also have a Work Permit from the East Feliciana Parish School Board.

Dropping Courses and Schedule Changes

Students in grades nine through twelve will have five (5) days at the beginning of each semester in which they may drop courses or change schedules. Any changes made after that date are at the discretion of the administrator, and may be made in extenuating circumstances. Courses can be dropped only by senior students who have enough credits to graduate and who have written permission from their parents. A senior who qualifies for early release, but does not apply in the spring or summer may drop the 7th period class, if it is not needed to graduate; however, as previously stated, classes will not be rearranged in order to allow early release. If the deadline for schedule change has passed or if the student does not have a legitimate reason for a change, the student will remain in the class until the end of the semester and request a change for the following semester.

A. The following are examples of acceptable reasons for a schedule change.

1. The student must re-take a course in order to graduate.
2. The student, teacher, and administrator agree that a change is in the best interest of the student.
3. A schedule change is needed to balance classes.

B. The following are examples of unacceptable reasons for a change:

1. I changed my mind.
2. I don't like the teacher.
3. I did not know it was going to be this much work.
4. I don't like the people in the class.
5. I want to be in the class with my friend(s).

C. Students who wish to change their schedules for the second semester must make the request in writing to the Administrator at least one week prior to the beginning of the second semester.

Textbooks

Textbooks belong to Silliman Institute and are loaned to students for their use during the school year. If a textbook is lost or damaged, the student must pay for the cost of the book. Textbooks must be returned to Silliman at the end of the school year or when the student drops for any reason.

Grading

A. Scale: 94-100 = A, 86-93 = B, 76-85 = C, 70-75 = D, 0-69 = F.

B. Report Cards

Report cards will be issued to the student every 9 weeks.

C. Progress Reports

Mid-Term progress reports will be viewable through ParentsWeb.

D. Failures - Students who fail a grade or a subject have the following options to make up their work.

- Summer school
- Correspondence courses
- Schedule permitting; take the course over the following year.

E. Make-ups

Refer to Student Attendance Policies and Procedures section on page 34.

F. Exemptions

1. Students in grades 7-12 are eligible for Final Exam exemption only.
2. A student must have an "A" average for the school year and for the second semester.
3. For those courses that are one-semester courses (i.e. Health, Free Enterprise, Civics, Keyboarding, Bible, etc.), the student must take the final exam.
4. Students who have placed 1st or 2nd in one of the academic rallies in which Silliman participates may be exempt from taking the final exam in that subject, at the discretion of the administration.
5. If a student has a Disciplinary Referral for a major infraction during the school year, he/she is ineligible for exemption.
6. If a student has more than 10 absences per semester—per class (excused or unexcused), he/she is ineligible for exemption.
7. Though a student may meet these criteria, the exemption is at the discretion of the administration.
8. Even though an exempt student does not take the final exam, they still receive a grade for the final exam. The grade will be the average of the 3rd and 4th nine-weeks grades.

G. Semester grades

High School

1. 1st 9-weeks average will count as 40% of the semester grade.
2. 2nd 9-weeks average will count as 40% of semester the grade.
3. Semester exam will count as 20% of the semester grade.
4. For those students that are exempt, the final exam grade will be the average of the two preceding nine weeks grades.

Elementary

1. 1st 9-weeks average will count as 50% of the semester grade
2. 2nd 9-weeks average will count as 50% of the semester grade.

H. Promotion and Failure Policy

Grades 1–4: No student will be promoted if:

- The final grade in Reading or Math is an “F”
- The student has an “F” in any other two basic subjects: Science, Social Studies or English.

Grades 5–6: For a student to be promoted, he/she must pass Math and English and must maintain an over-all grade point average (GPA) of 1.0.

Grades 7: For a student to be promoted, he/she must pass English and must maintain an overall grade point (GPA) of 1.0.

Grades 8: For a student to be promoted, he/she must pass English and Math and must maintain an overall grade point (GPA) of 1.0.

Grades 9–12: A student who fails a course for a semester must retake the course if it is required for graduation. You may re-take the course through summer school, by correspondence course or during another academic year.

(All promotions and failures are subject to review by the administration.)

Determining Class Rank

A. Quality Point Value

1. Term grades for all core courses taken are allotted a specific quality point value:
 - A = 4.0
 - B = 3.0
 - C = 2.0
 - D = 1.0
 - F = 0.0

B. Valedictorian/Salutatorian

1. The student in the college preparatory curriculum program with the highest overall GPA will be valedictorian. The student with the second highest GPA will be the salutatorian. **Students must take the college preparatory curriculum in order to compete for valedictorian or salutatorian.**

2. In addition to the basic requirements of the State of Louisiana, the college preparatory curriculum will include a full year of **Physics or Biology II or Anatomy & Physiology, and** a higher level math course as offered in the curriculum.
3. A student must have attended Silliman from grades 9-12 to be eligible for Valedictorian or Salutatorian.
4. The grade a student receives if they retake a class will not be considered in the selection of the Valedictorian and Salutatorian.
5. Grade point averages (GPA) for selection of the Valedictorian and Salutatorian will be based on term grades for ALL academic subjects and physical education that are recorded on the high school transcript. Transcript grades transferred from another school with a different grading scale will be converted to the current Silliman grading scale for the selection of the Valedictorian/Salutatorian.
6. In the event of equal GPA's to the hundredth place there will be more than one Valedictorian with no Salutatorian. In the event of equal GPA's to the hundredth place there will be more than one Salutatorian. GPA's will NOT be rounded.

C. Honor Students

1. Cum Laude - 3.0 to 3.29 GPA in academic subjects.
2. Magna Cum Laude - 3.30 to 3.74 GPA in academic subjects
3. Summa Cum Laude - 3.75 to 4.00 GPA in academic subjects

Support Organizations

A. Parent Teacher Organization (PTO)

1. This club promotes all academic programs at Silliman.
2. Membership is open to any and all parents, stockholders, faculty and those who support the principles upon which Silliman was founded.
3. This organization strives to get all parents involved in supporting Silliman
4. Contact the school to get further information as to joining this dedicated group.

B. Athletic Support Clubs

Memberships in these organizations are open to all parents and other persons interested in supporting the athletic programs at Silliman. These clubs are designed to provide financial assistance as well as special project needs for the various sports offered. With today's escalating costs for equipment, materials, supplies, etc., this support is absolutely essential for Silliman to have the best athletic program possible. You may contact the Athletic Director or Administrative office for information relative to joining any of the following clubs: Silliman Century Club, Gridiron Club or Dugout Club.

Elections

A. Class Favorites

1. Secret Ballot: 7-12 grade students
2. Belle & Beau, Most Athletic, Most School Spirit, Most Courteous, Most Talented and Wittiest
3. A student can be elected Belle or Beau and one of the other Favorites, but can not hold two Favorite positions. He/She is given a choice of one position for which he/she was elected.
4. Ballots are counted simultaneously by 2 or more faculty members

B. Homecoming Court

1. Court consist of 7 senior girls.
2. All senior girls are eligible if they attend Silliman their entire junior year.
3. Secret Ballot: 9-12 grade students.
4. Queen will be the girl that receives the most points in the balloting.
5. Votes are counted simultaneously by 2 or more staff members.

C. Class Officers

1. To run for office, students must have a 2.0 GPA and cannot hold a class office and be on the student council at the same time.
2. Students must have attended Silliman the previous 2 semesters.
3. The following Class Offices should be filled for the 11th and 12th grade classes:
 - President
 - Vice-President
 - Secretary/Treasurer
 - Parliamentarian
 - Chaplain(One of the above could be the Reporter.)

The following Class Offices are all that is necessary for the 7th – 10th grade classes:

- President
 - Vice-President
 - Secretary/Treasurer
 - Chaplain
- (One of the above could be the Reporter.)
4. Students running for President must sign-up in the office for each grade prior to the election. Election for the President will be by secret ballot. Names of students that signed up for President should be turned in to the office so grades can be checked and ballots made

Staff should count ballots for President without the assistance of any students.

5. After electing the President during the first Class Meeting, candidates may sign up for the remaining class offices in the office. The class sponsor should then turn those names in to the office so GPA's can be checked and ballots made. The elections for those offices will take place at the next scheduled class meeting and will also be secret ballot.
6. Class sponsors have the right to impeach any officer that is not performing their duties in a satisfactory manner or whose GPA drops below 2.0.

D. Student Council

1. Elected at the beginning of the new school year by the student body (grades 7-12).
2. Three (3) representatives for each grade.
3. Members must maintain a 2.5 GPA.
4. There will be faculty/administration input involved in the selection process.
5. Students interested in running for a position on the Student Council must sign up in the front office at the announced time.
6. Ballots will be counted simultaneously by 2 or more staff members and administration.
7. Election of the Student Body President:
 - a. Election held in the Spring for the upcoming academic year
 - b. The President is elected from students who are presently in grade 11.
 - c. Must maintain a 2.5 GPA.
 - d. There will be faculty/administration input involved in the selection process.
 - e. Students currently in the 6-11 grades will vote for Student Body President.

E. Mr. & Ms. Silliman

1. Senior boy or girl nominated by the faculty. A minimum of 2 girls and 2 boys must be on the ballot.
2. Senior nominees must have attended Silliman all 4 high school years (9-12).
3. Voted on by Senior class members only.
4. For every 10 members of the senior class, a nominee is placed on the ballot for the seniors to select Mr. & Ms. Silliman.
5. If the class size is such that the number of students is not divisible by 10 then an additional nominee is added to the number that is divisible by 10.
6. If there is a tie for the amount of nominations determined by the number of seniors, all ties will be placed on the ballot.
7. Ballots counted simultaneously by 2 or more staff members.

F. Most Likely to Succeed

1. Only seniors will vote for the Most Likely to Succeed senior girl and senior boy.

G. Class Sweethearts

1. Each grade (7-12) elects one girl as that grade's sweetheart and to represent that grade on the court. The overall sweetheart will be the senior girl elected by grades 7-12.
2. Must have attended Silliman 3 full semesters.

3. Highest ranking male officer in each grade escorts the class sweetheart at the dance.

H. Special Events

Daisy Chain:

The Daisy Chain ceremony is a tradition that is unique to Silliman and dates back to the 1800's when Silliman was a women's college. It is a special ceremony held each spring in which the senior class at Silliman honors the junior class by presenting them with their official Silliman ring. This also represents the time that the traditions, responsibilities and leadership of being a senior at Silliman will soon be passed down to them.

In order to remain true to this tradition, every junior student must understand that their participation in the Daisy Chain ceremony requires that they have purchased an official Silliman ring from Jostens. The only exception to this rule is that a junior student may wear a Silliman graduate's ring if the graduate is a member of the student's immediate family. For example, a mother, father or grandparent may pass their official Silliman ring to their child or grandchild. In this instance, the ring must be brought to school for approval by the sponsor and/or administration by the Monday prior to the Daisy Chain ceremony. It should be clearly marked with the student's name that is to receive the ring. The ring will be kept securely at school along with the newly ordered rings until the ceremony.

Cafeteria

In order to plan appropriately, we must know how many of our students wish to eat in the cafeteria. The following procedures and policies have been established to ensure the efficient operation of the cafeteria.

1. Meals must be paid for prior to eating lunch in the cafeteria. A student can pay for them on Monday morning (or first day of the week) with his/her first period teacher or later in the week in the business office. A credit will be placed on the RenWeb statement of the person who is financially responsible for that student.
2. The person financially responsible for the student's RenWeb statement can also pre-pay for lunch, leaving a credit on the account for the student to charge against. Payments can be made online or by check sent to the business office.
3. Every morning students will place their lunch order with their first hour teacher. If an order is placed in the first hour and the student checks out they must notify the cafeteria otherwise they will be charged for the meal ordered.
4. If a student is absent on Monday, then he/she will go to the Business Office or Elementary Office, if applicable, upon their return and pay for the meals they will purchase. They will need to place their meal order with their first hour teacher.
5. Damaged or lost student ID's: Go to the Business Office to receive a replacement ID. The cost will be \$1.00 for the 1st replacement, \$2.00 for the 2nd, \$3.00 for the 3rd and so forth.
6. If a student pays for multiple days on Monday morning (or first school day of the week) and is absent due to an excused absence, the student will have a credit on their RenWeb account.
7. Student's who do not have their student ID badges will not receive a Hot Lunch. They will be

served a Peanut Butter/Jelly sandwich, chips, and drink at the same price.

8. Students may purchase snacks with their Student ID's only. No ID – No Snack. The purchase will be charged on the RenWeb statement of the person who is financially responsible for the student. Please make sure money has been placed on the account for the student to charge against prior to them purchasing any snacks.
9. The ordering of food by students from outside vendors to be delivered to school is prohibited. Students will eat what is being served in the school cafeteria or they can eat lunches brought to school. If a student forgets his/her lunch, their lunches have to be dropped off in the school office.
10. Eating or drinking anywhere other than the cafeteria or courtyard area during school hours is prohibited. Only on special occasions as granted by the administration will this be permitted.
11. Students are expected to conduct themselves properly in the cafeteria. That means not leaving a mess when they are finished with eating lunch. Also, unruly conduct will not be tolerated.

Extracurricular Activities

A. Athletics

ACADEMIC ELIGIBILITY

Eligibility for all extracurricular activities is determined by the grades that a student attains for each 9-week grading period. At the end of the second nine weeks, which is 33 also the end of the first semester, the semester average can be used if it is higher than the nine weeks average. If a student fails more than one subject or if their GPA drops below a 1.5, they will not be able to compete for the entire next grading period. If a student raises his GPA at the end of this probation time to a 1.5 or no longer has two failing grades, they can then become eligible again. Grades will be used at the end of the 3rd nine weeks to check the next eligibility period. At the end of the second semester, grades will be checked for the next school year's eligibility. If a student falls below requirements, they will be able to go to summer school or retake the course by correspondence to become eligible. For Jr. High (7-8) eligibility will be determined by the final grade for the school year

Football

Jr. Varsity - Boys
High School - Boys

Softball

Jr. Varsity - Girls
High School - Girls

Cross country

Jr. Varsity - Girls/Boys
High School - Girls/Boys

Basketball

Jr. Varsity – Girls/Boys
High School – Girls/Boys

Track

Jr. Varsity – Girls/Boys
High School - Girls/Boys

Tennis

Jr. Varsity - Girls/Boys
High School - Girls/Boys

Golf

High School - Girls/Boys

Baseball

Jr. High - Boys
Jr. Varsity - Boys
Varsity - Boys

Student's interest and the availability of coaches/sponsors will determine the offering of some minor sports.

a. Board Policies for Athletes

- All athletes must meet the rules and regulations of the MAIS, Silliman Institute, and Silliman Athletic Department.
- All athletes are expected to attend all academic classes and athletic team practices, workouts, meetings and activities. Before participating in practice or a game, an athlete must have attended school at least four hours of the day of participation. Permission of the Athletic Director is required to waive this condition.
- No athlete is allowed to participate in our summer programs unless he or she is enrolled in Silliman Institute for the following year.
- Each sport will have rules and regulations with specific outcomes for actions. These written rules and regulations will be provided by the Head Coach and be on file with the Athletic Director.
- Any athlete who is suspended from school, even though he or she was at school for the first part of the day, may not participate in practice or a game until the athlete has been reinstated in school
- The Athletic Department does not encourage an athlete to quit during a sport's season. Once a student gives up his or her commitment in one sport discipline, it becomes easier to do so in other areas. If an athlete chooses to quit a team, he or she and the parents must meet with the Athletic Director before being dropped from the squad. Once an athlete quits a sport, he or she may not turn out for another sport until the season of the former sport has ended. There will be a one week grace period from the first day of practice. If an athlete decides to quit in the first week the earlier will not apply.
- Athletes must travel to and from contests, away from Silliman, in transportation provided by the school. The only exceptions are:
 1. injury to a participant which would result in alternative transportation.
 2. prior arrangements (in writing) between the participant's parents and the head coach for the student to ride with the parent/guardian.
 3. arrangements in writing may be arranged for contest that are 30 minutes or less away from school.

Example: an athlete participating in one field event may not be able to stay for the entire track meet, this will be between the parent and head coach.
- A display of un-sportsmanlike conduct toward an opponent, official, coach, spectator, or the use of profanity during a practice or contest, will result in counseling by the Head Coach and a possible suspension.
- Completion of a sports season is required in order for the student to be eligible for a Letter or other team individual awards. No award shall be given to any student suspended for the remainder of the season.
- Use or possession of alcoholic beverages, tobacco, drugs, narcotics, or hallucinating agents by athletic program participants is prohibited.
- All participants must turn in their permission slip and physical form before the first contest of the season. **NO ATHLETE WILL PARTICIPATE UNLESS THIS IS TURNED IN.** The school will set up a time for the athletes to receive a free physical. If you are not able to make this you will be responsible for making your own arrangements.

b. MAIS Policies

You are not eligible if:

- You do not have a physician's certificate of fitness by the first competitive practice.

- You are nineteen years old before August 1 of the school year.
- You have attended high school for more than eight consecutive semesters.
- You were out of school last semester.
- You have accepted any monetary reward for your participation in athletic events.
- You have trained with a college squad or participated in a college event.
- You have changed schools this semester - except upon change of residence of your parents or guardians. Silliman Administration and coaching staff will request the MAIS to verify the status of eligibility of any transfer students if there is some question about eligibility.

c. Lettering Policy

- Student athletes may letter after one complete athletic season of competition in any major sport offered at Silliman
- Student athletes may letter only after two complete season of competition in any minor sport offered at Silliman.
- Only one letterman jacket will be issued to an athlete. He or she will not be fitted until their freshman year if they lettered before the senior high years.

Major Sports (in accordance with MAIS)

Football Basketball Baseball Softball Track Cross Country

Minor Sports (in accordance with MAIS)

Tennis Golf

B. Cheerleaders

Varsity
Jr. Varsity

C. Kaper Kittens (Dance Team)

Varsity
Jr. Varsity

D. Clubs and Organizations

1. Honor Society

- Junior Honor Society: 7th – 9th grades
- Senior Honor Society: 10th – 12th grades
- Scholastic requirements for membership is a 3.30 cumulative GPA.
- Must not receive a grade of “D” or “F” in any class the preceding two (2) semesters.
- Must receive a favorable recommendation from 2/3 of all previous and current teachers in grades 6-12.
- A member must earn 10 service hours per year.
- A member is placed on probation if their GPA falls below a 3.30, or if they fail to earn 10 service points during the previous year.
- A member is dropped from membership for any of the following reasons: lying, cheating, receiving 3 or more major disciplinary referrals during a school year, GPA stays below 3.30 for more than one (1) semester, or they can not receive 2/3 recommendations from his/her previous and/or current teachers.
- Members must compete to go to the district meeting or state convention.
- Members must attend the district meeting to be able to go to the state convention.

- A member must earn 10 service hours per year before state convention, in order to attend state convention.
- A student in good standing who is transferring from another club and meets Silliman's Honor Society membership requirements may be inducted.
- Induction will be based on a student's cumulative GPA of 3.30, worthy character, good mentality, creditable achievement, and commendable attitude.

E. School Dances

1. Any organization that is sponsoring a dance must be present when the dance begins and stay until it ends.
2. Students who leave the dance before it is terminated will not be allowed to return unless they have special permission from the faculty member in charge or the administration.
3. Dances will terminate promptly at the announced time.
4. Only Silliman students and their dates will be allowed to attend school dances.
5. All regular school rules regarding behavior, etc., are to be adhered to at all dances. This would also include decent, appropriate dress. Silliman students are responsible for the conduct of any guest that they bring to school dances.
6. All music played during the dance must be appropriate. This means no obscene, vulgar, or profane lyrics, etc.
7. Students who dance suggestively or inappropriately in an obscene, vulgar or profane way will be asked to stop. If this continues, the students will be asked to leave the dance.
8. Anything that is deemed inappropriate or improper during the school dance will be at the discretion of the faculty member in charge or the administration.

Emergency Preparedness

A. Fire

1. See drill exit chart. See chart in room for additional information
2. Fire drills will be held at specified intervals.
3. Fire Extinguishers are placed in every room and each hallway.
4. Familiarize yourself with fire exits and emergency exits.
5. Teachers will post an evacuation exit chart.

B. Gunfire

1. Close and lock the door.
2. Stay away from glass doors or windows. In the event your room has a glass door, go quickly to another room where there is no glass and lock the door.
3. Call 911 as soon as everyone is calm and placed along the wall near the floor.
4. Do not come out of locked room until you know all is clear!!! Explain responses before drill.

C. Bomb Threat

1. Exit building immediately in an orderly manner.

2. STAY AWAY from parking lot-bleachers. Look around on the ground for bags, back packs or lunch boxes not familiar. AVOID THEM. Report any strange vehicles, or unfamiliar people coming on campus at any time!
3. Report it immediately if you notice any student behaving in a different manner, any student writing a paper referring to killing or violence, or expressing undue hostility toward anyone or anything.

D. Tornado Policy

1. In the event of a tornado warning, students will proceed in an orderly manner to the nearest inside hallway.
2. The classes will remain seated on the floor TOGETHER until the ALL CLEAR is sounded. The teacher will check roll and record any absentees/checkouts.
3. Parents should refrain from checking students out until the ALL CLEAR has been issued, and the students have returned to the classrooms. PARENTS SHOULD NOT COME TO THE CLASSROOMS!!! PLEASE go through the office to check out any student. Remember, an automobile is one of the most dangerous places to be during a tornado.
4. Teachers will post a tornado preparedness chart.

Student Attendance Policies and Procedures

A. Absentees

1. The state of Louisiana, by law, and the MAIS have mandated the following requirement concerning absenteeism: If a high school or junior high student is absent from school 10 days or more during any one semester, that student can not receive credit for the course(s) in which the absences occurred.
2. For elementary students, regulations mandate that a student can be absent no more than 20 days per year.
3. For students who experience prolonged or recurring illnesses, an appeal for an exception may be made. However, a doctor's excuse must be submitted to the school.
4. The administration concedes that doctor/dentist/orthodontist appointments must sometimes be scheduled during school hours. We ask that you not schedule appointments during school hours unless absolutely necessary.
5. All absences for travel must be pre-approved by the administration. Students must arrange to get their assignments for the time they will be out of school with their teachers. They must be ready for any tests or assigned work the day they return to school.

B. Tardies (See Tardy Policy on p. 17.)

C. Excused Absences

1. Excused absences will include the following activities:
 - a. Participant in All Star games
 - b. Spring testing at a University
 - c. 4-H activity
 - d. Visiting a college for possible enrollment
 - e. Funerals

- f. Medical reasons with documentation from physician

D. Making - Up Tests

1. Students are expected to make-up tests within **two (2) school days** after returning to school unless there are extenuating circumstances that will be determined by the administration. The day of return is considered the 1st of the 2 school days.
2. A student is required to take a test as scheduled even if he/she is absent the day before the test if the teacher announced the test prior to the student's absence.
3. If a student is absent on the day of a test, the student will have **two (2) school days** after returning to school to make up a test if it was scheduled during their absence. The day of return is considered the 1st of the 2 school days.
4. If a student returns to school on the day of a test after an absence, the student will have **two (2) school days** after returning to school to make up a test if it was scheduled during their absence. The day of return is considered the 1st day of the 2 school days.

E. Making - Up Homework/Classwork

1. Student Responsibility

- Contact the teacher IMMEDIATELY upon return to school.
- The student will have two (2) school days to make up any work missed. The day of return is considered the 1st day of the 2 school days.
- If a student is unable to perform the skills necessary for a specific class (i.e. writing, reading due to lost contact lenses, physical activity, etc.), the student is solely responsible for making up any missed work. It is the student's responsibility to communicate with the teacher concerning the make-up work.
- If the student has a physical problem that would impair his/her work for more than one day, that student must bring a written excuse from a medical doctor stating a date when that student will be able to do the required work.
- If a student does not conform to this policy, a failing grade will automatically be assigned.

2. Teacher Responsibility

- The teacher must have the work ready to present to the student when the student returns to school.

3. Parents Responsibility

- Parents should try to make all appointments (haircuts, doctor appointments, etc.) for students after school hours if possible.

F. Perfect Attendance

A student will be given a Perfect Attendance Certificate if he/she has attended every day of class, has not been tardy, and has not checked out.

Literary Rally/Standardized Testing

A. Literary Rally

Each year, students from Silliman compete in academic subjects with other private, parochial and public schools in the State of Louisiana and with other private schools who are members of the Mississippi Association of Independent Schools.

District Rally - Southeastern Louisiana University - Hammond, Louisiana

1. For every academic high school course (grades 9-12) that is taught, teachers nominate 2 students to participate in competition in that subject.
2. The number of students taking a particular test determine the number of students that will qualify for state competition. One student is selected for every five persons taking a particular test.
3. According to the guidelines, the same school cannot have two students qualify for state competition even if they are the top winners in the subject.
4. If a student is a winner, he or she can receive a scholarship to Southeastern (SLU). The scholarship is dependent on the students place in the competition.
5. Silliman competes in District IV.
6. A student who qualifies for state will be exempted from the final exam in his subject of participation.

State Rally - Louisiana State University - Baton Rouge, Louisiana

1. Students who qualify participate in state competition with students from all over the state.
2. Financial scholarships are awarded to the over-all winner (Top winner of all Districts) and to other winners as the University may dictate.

B. Standardized Testing

1. Kindergarten – 2nd grade
 - Otis Lennon
 - Stanford Achievement
2. 3rd – 9th grade
 - ASPIRE
3. 10th grade
 - PreACT
4. 11th grade
 - PSAT
 - ACT
5. 12th grade
 - ACT

UNIFORM & GROOMING CODE

Uniforms may be purchased at:

- Curry Pharmacy in Clinton
- These uniforms have been pre-approved

Uniform Shirts

The uniform shirt is a green or yellow short-sleeved or long-sleeved knit, 3-button golf-style shirt with the official Silliman Institute emblem monogrammed on the left chest. Students may also wear a white or yellow short-sleeved or long-sleeved button down oxford cloth shirt. Girls may also wear the yellow button-up sailor blouse. Elementary (Pre-K - 4th grade) girls may also wear the white or yellow button-up Peter Pan blouse with the plaid jumper, shorts or skorts. Uniform shirts and undershirts do not have to be tucked in at all times, but must look neat and cannot be too long or too short (discretion of the administration). Also, undershirts may only be white and they must be short-sleeved.

All shirts must have a sewn hem at the bottom. They can not be cut off at the bottom. Shirts that are excessively stained, faded or frayed and have holes or cuts are not acceptable. Shirts must not be excessively tight-fitting or excessively loose-fitting. Undershirts should not have logos, pictures, writing, etc., that show through the material of the uniform shirt. Long-sleeved shirts may not be worn over or under the uniform shirt. Thermal underwear must not be worn under the uniform shirt if it is visible. Uniform shirts must not display a manufacturer's label.

Uniform Slacks/Shorts/Skorts/Jumpers

Uniform slacks or shorts will be traditional khaki for boys. For girls, uniform slacks will be traditional khaki and shorts/skorts will be the traditional Silliman plaid. Elementary girls will be allowed to wear the plaid jumper. Skirts will not be allowed. Slacks, shorts and skorts should be a style worn at the waist, not the hips. Apparel with belt loops is not required. But, if loops are evident then a standard belt must be worn. They may not be rolled at the waist, ankle or knees, nor may they be gathered by elastic at the ankle. Slacks, shorts and skorts made of denim, corduroy, or any stretch fabric are prohibited. They must be cotton twill and can not be excessively tight-fitting or loose-fitting. Blue jean style slacks, cargo and carpenter pants, bell bottoms, flared and oversized slacks are not permitted. Excessively frayed, torn or cut hems on slacks, shorts or skorts will not be allowed. They must be secured at the waist, not the hips. Suspenders may not be worn. Length of shorts and skorts must be no shorter than finger-tip length when arms are extended by your side. Girls may wear leggings under shorts, skorts or jumpers. They may only be navy, black or dark green. Thermal underwear must not be worn under the uniform slacks if it is visible.

Shoes/Socks

Shoes with closed toe and closed heel are required. Loafers, oxfords and athletic-style shoes are acceptable. Boots may be worn by girls and boys with slacks only; provided the slacks are worn over the boots and the slacks are not cut. Slacks may not be tucked into the boots. Girls may wear Ugg type boots with slacks only and they may be tucked in these type boots only.

Sandals, flip flops, house shoes, slippers and similar types of shoes are unacceptable. Shoes with excessively high heels or excessively raised shoes are not permitted for safety reasons. Loose shoe laces or loose straps on shoes are prohibited.

Wearing socks is not mandatory. However, if they are worn, pairs of either white, black or Silliman green socks will be acceptable and no mixing of colors will be allowed. Girls will be allowed to wear navy, black or dark green leggings underneath shorts, skorts or jumpers.

Outerwear/Over Garments

Heavy outerwear suitable for school is acceptable. However, coats or jackets may not exceed mid-thigh length. Coats or jackets may not have any unacceptable logos on them. This would include inappropriate advertising, obscene, profane or derogatory pictures or logos. This would also include skeletons, skulls and crossbones, blood, satanic or witchcraft images or anything related to any of these areas as determined by the administration. Camouflage jackets or clothing of any kind is not allowed. Flannel shirts cannot be worn as outer garments. Cardigan sweaters and fleece jackets (any color), button-up, half-zip, or full-zip are permissible. Silliman's official sweatshirt, athletic team or school-sponsored organization sweatshirts, which are approved by the Administration are allowed. All slipover or half-zip sweatshirts, sweaters, fleece jackets, etc., must be worn over the uniform shirt. They do not replace the uniform shirt. Hoods of any kind should not be worn when inside the building (for example: inside the classroom, cafeteria, library, etc.). Sweat pants, wind suit pants, joggers, etc., are not allowed. Outerwear or over garments do not replace the uniform shirt.

Exceptions

Every Friday throughout the school year will be considered Spirit Day at Silliman. This will be a day to show our Wildcat Spirit. Students and all employees will be allowed to wear blue jeans and Silliman t-shirts or jerseys if they choose to. We would like to see 100% participation on these school spirit days. Jeans that are ragged, torn, have holes, etc., are not acceptable. Belts must also be worn with jeans. T-shirts may be of any color as long as they are Silliman-related. Proper shoes and socks are still required on Spirit Days. Caps and hats, as well as camouflage jackets cannot be worn at anytime including Spirit Days. These recognized Spirit Days are to be held on Fridays only. Any other day that may be recognized as a special Spirit Day must be approved by the administration and will be announced well ahead of time. Friday Spirit Days are considered a privilege and also a reprieve from wearing school uniforms every day. Students are expected to follow the guidelines governing these special days so that this privilege may continue to be a part of Silliman tradition. As always, even though Fridays are considered Spirit Days, we must all remember that academics is our first priority and that these days should still be meaningful academically.

When going on field trips, students will wear normal school uniform apparel with the exception being on Fridays. The students may then wear their Spirit Day dress. On rare, special occasions students may be allowed to dress differently for a field trip. For example, students may need to wear dress clothes for a particular field trip because of the nature of the trip. These occasions must be approved ahead of time by the administration and will be announced well in advance.

Dress and Grooming Code

Hair color and styles that are a distraction to the learning environment, in the opinion of the administration Ex: (Mohawks – Irregular/Uneven cuts, are not permitted). Students may be subject to being sent home until the problem is corrected. For male students, hair must be well-groomed as defined by the administration. Hair must not be hanging in the eyes when pulled down, must not cover the entire ear, and must not touch the top of the shirt collar. Male students must be clean shaven at all times. Sideburns should be no longer than the bottom of the ear lobe. No other facial hair is allowed. Male students are not allowed to wear earrings or any other visible body piercing jewelry. Female students will be allowed to wear earrings, but other visible body piercing of any type is not allowed. Other visible body piercings would include nose rings, tongue rings, gauges, etc. Excessive jewelry as determined by the administration is not allowed. Sunglasses are not to be worn on school grounds, unless accompanied by a doctor's order, which must be presented to the administration for approval. Pictures or writing on book sacks, gym bags, jackets, etc., of an offensive, derogatory, or obscene nature, as determined by the administration, is prohibited.

(E.g. alcohol, tobacco, drugs, weapons, skulls, blood etc.). Visible tattoos for boys or girls are not allowed. Caps or hats are NOT to be worn during the school day. If you bring them to school, they should be left in your vehicle. Knit caps and hoods on sweatshirts, jackets, etc., may be worn on cold weather days but are not to be worn inside the building (Ex.: classroom, cafeteria, etc.). Athletic headbands are not to be worn during the school day.

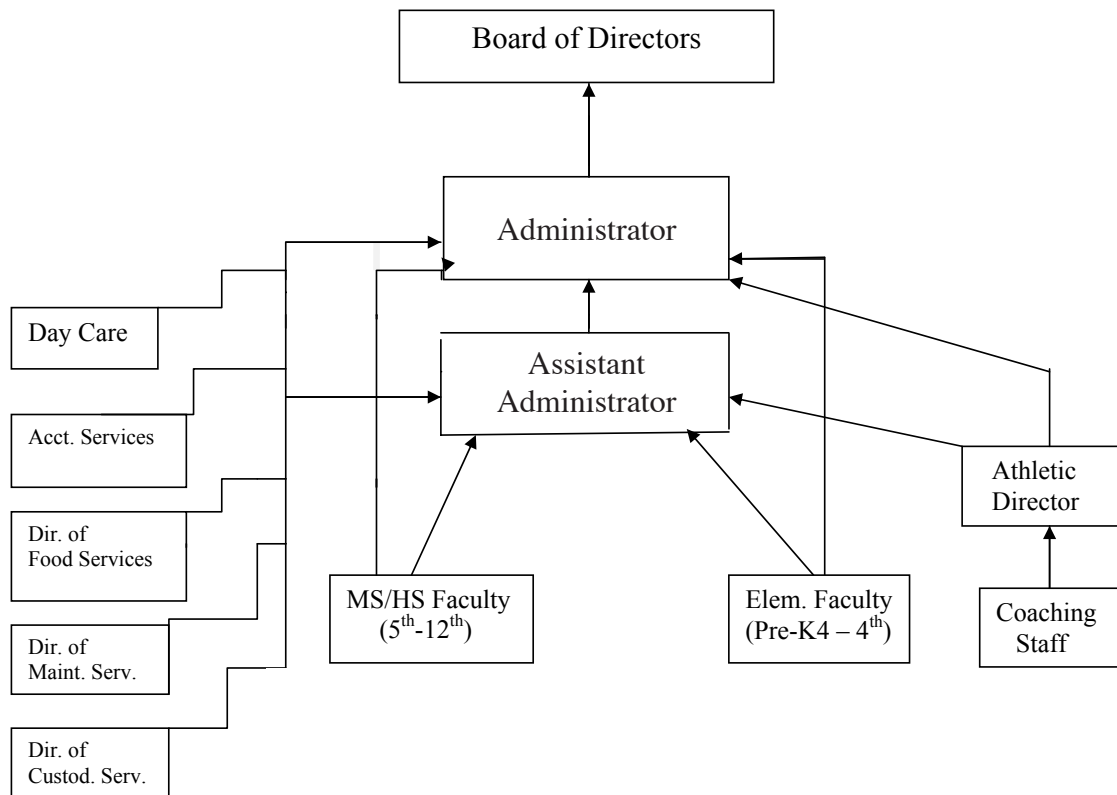
After School Dress Policy

Decent, appropriate dress should be worn at all school-sponsored events, if necessary. Students whose dress or grooming is deemed inappropriate in the opinion of the administration or a staff member will be sent home to make proper adjustments.

NOTE:

Students whose dress or grooming is deemed inappropriate by the administration will be subject to disciplinary action if necessary. Regular school dress policies may be outlined and modified for special events at the discretion of the administration.

SILLIMAN INSTITUTE ORGANIZATIONAL CHART



SILLIMAN ALMA MATER

**Hail to thee Silliman
All Silliman, all hail
In East Feliciana, Louisiana
Towering towards the sky
Proudly has stood our dear old Silliman
Since eighteen fifty two has gone by
Staunch and stalwart are her timbers,
She shall conquer and prevail
Hail to thee Silliman,
All Silliman, all hail**

COLORS

Green and Gold

MASCOT

Wildcat

THE STAR SPANGLED BANNER

**Oh, say can you see by the dawn's early light
What so proudly we hailed at the twilight's last gleaming?
Whose broad stripes and bright stars thru the perilous fight,
O'er the ramparts we watched were so gallantly streaming?
And the rocket's red glare, the bombs bursting in air,
Gave proof through the night that our flag was still there.
Oh, say does that star-spangled banner yet wave
O'er the land of the free and the home of the brave?**