



— Silliman Institute —

Student Handbook

2023-2024

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Phone Numbers

School Offices

(225) 683-5383
Fax (225) 683-6728

Website Address

www.sillimaninstitute.org

Office Phone System

Administration (Tiny Forrester)	Extension 301
Business Office (Vicki Neames & Lesli Harrell)	Extension 310
Business Office Manager	Extension 112
Cafeteria	Extension 550
Day Care & After School Care	Extension 501
Elementary Office (Judy Fruge')	Extension 401
Library (Julee Blanchard)	Extension 210
Pre-k4	Extension 511

Directory

Kevin Lemoine	Head of School
Leanna Cupit	Principal
Mike Todd	Assistant Administrator
Kaylan Ledet	Assistant Administrator/Counselor
Shera Wales	Business Manager/Technology Coordinator
James Cupit	Athletic Director
Tiny Forrester	Middle/High School Secretary
Katie Amorello	Middle/High School Attendance
Vicki Neames & Lesli Harrell	Business Office
Julee Blanchard	Librarian
Mike Amond	Custodial/Maintenance Supervisor
Kathy Jacox	Cafeteria Manager
Judy Fruge'	Elementary Secretary

School Address

Mail

Silliman Institute, PO Box 946, Clinton, LA 70722-0946

Physical

10830 Bank St.

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 the 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, several campus improvement projects have been completed during the summer months.

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

Kaley Hill - President

DJ Atkinson - Vice President

Sheri DeLee - Secretary

Chad Fontenot - Treasurer

Rim Schmidt

Christi Hunt

Kenny Karno

Matt Otwell

Lee Ledet

Tal Priest

Danton Glascock

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 registration. These fees are non-refundable.
5. Age requirements: Children entering first grade must be six years old by September 30th of the 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. Children entering Pre-K3 and Pre-K4 should also be potty trained prior to 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 as deemed necessary by administration.
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 emailed either a notice of acceptance or nonacceptance.

Administrative Guidelines

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.

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.

Business Office

- A. Students are not allowed in the business office except for business purposes.
- B. Checks or monies for lunch or other activities may be turned in to the business office during normal business hours.
- C. 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 a more accurate record keeping process.

General School Procedures

Arriving to School

- A. School begins at 8:00 a.m. Students are not allowed to be on campus prior to 7:40 a.m. The school will not be held responsible for any accident or injury that may occur to a student that has been dropped off prior to 7:40 a.m. as 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 remains on campus, they are not allowed to return to their vehicle without permission from the administration. 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 – 9:00
1st Recess (5-8)	9:01-9:17
2 nd Period (9-12)	9:04 – 9:54
2nd Period (5-8)	9:20-10:10
2nd Recess (9-12)	9:54 – 10:10
3 rd Period	10:14 – 11:04
4 th Period	11:08 – 12:30
Lunch (Grades 5-8)	11:04 – 11:33
Lunch (Grades 1-4)	11:35 – 12:00
Lunch (Grades 9-12)	12:01 – 12:30
5 th Period	12:34 – 1:23
6 th Period	1:27 – 2:17
7 th Period	2:21 – 3:10

Chapel Bell Schedule:

Start of School	8:00
Homeroom	8:05 – 8:13
Chapel	8:13-8:57 (7-12 in Auditorium)
1st Period	8:57 – 9:39
Recess	9:39-9:54
2nd Period	9:58 – 10:40
3rd Period	10:44 – 11:27
4th Period	11:31 – 12:45
Lunch (1-4)	11:00– 11:25
Lunch (5-8)	11:27 – 11:56
Lunch (9-12)	12:16 – 12:45
5 th Period	12:49 – 1:31
6 th Period	1:35 – 2:17
7 th Period	2:21 – 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

Exam Bell Schedule

Start of School	8:00
1st Testing Period	8:05 – 9:35
Recess	9:35 – 9:50
2nd Testing Period	9:55-11:25
Dismissal	11:25

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.

Silliman Policies and Procedures

Attendance

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 for 10 days or more, unexcused, during any one semester, that student cannot receive credit** for the course(s) in which the absence 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.

Excused Absences

Excuses for absences that meet the criteria below should be provided to the attendance office.

Excused absences will include the following activities:

- a. Medical reason with documentation from a physician
- b. Funerals
- c. School-based extracurricular activity or event
- d. Spring testing at a University
- e. Visiting a college for possible enrollment
- f. Participation in MAIS All-Star event

Students are allowed to make up missed work regardless of if an absence is excused or unexcused.

Making - Up Tests

- Students are expected to make-up tests within **three (3) 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 3 school days.
- 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.

Making - Up Homework/Classwork

- **Student Responsibility**
 - Contact the teacher **IMMEDIATELY** upon return to school.
 - The student will have three (3) school days to make up any work missed.
 - The day of return is considered the 1st day of the 3 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.
- **Teacher Responsibility**
 - The teacher must have the work ready to present to the student when the student returns to school.
- **Parents Responsibility**
 - Parents should try to make all appointments (haircuts, doctor appointments, etc.) for students after school hours if possible.

Checking in to School

- Students checking in late in Pre-K-4th grade must be signed in to their respective office by a parent.
- Students in grades 5-12 who check in late must report to the office to receive an admit slip to class.

Checking out of School

- Students in grades Pre-K-4th must be signed out by a parent or other authorized individual in the elementary office.
- Students in grades 5-12 may be checked out using the following procedures:
 - Parent note brought to the office before school
 - Parent email sent to the attendance office (kamorello@sillimaninstitute.org)
 - Parent physically signing student out in the office
 - PHONE CALLS AND TEXTS TO CHECK OUT STUDENTS WILL NOT BE ALLOWED
- At the appropriate check out time, students in grades 5-12 must sign out in the office prior to leaving campus.
- Parent requests for early student check-out results in the disruption of the class and loss of instructional time. Therefore, we strongly discourage early check-outs.
- In the event that a request for early check-out cannot be avoided, such request should not be made for a check-out time later than 2:45 P.M. THIS WILL BE THE CUT OFF TIME FOR EARLY CHECK-OUTS.

5th- 12th Grade Tardy Policy

The **Student Tardy Policy** is as follows:

- Students will be allowed three unexcused tardies per semester. This includes any form of tardiness, (start of school or between classes). On the 4th, 5th, and 6th tardy students will receive 1 day in the Time Out Room (TOR). After three days in TOR students will receive a 1 day suspension.
- All students who report to school (1st hour) after the tardy bell rings must report to the office to get a tardy slip to their class. Teachers will not allow a student to attend their class without the tardy slip admit. If students are tardy 2nd-7th hour teachers will input "T" in the computer, and tardies will be tracked by the office.

Elementary (K-4th Grade) Tardy Policy

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).

Cafeteria Expectations

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.

- Meals should 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 FACTS statement of the person who is financially responsible for that student.
- The person financially responsible for the student's FACTS 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.
- 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.
- 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.
- Damaged or lost student ID's: Go to the Business Office to receive a replacement ID. The cost will be \$5 per replacement ID.
- Students may purchase snacks with their Student ID's only. No ID – No Snack. The purchase will be charged on the FACTS 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.
- 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.
- 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.
- 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.

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

- School dismisses at 3:10 p.m. Those students riding buses are to report immediately to the bus.
- 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.
- 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

- In case of illness, a student will be allowed to go to the office to call a parent.
- All prescribed medication must be given to the office staff for distribution.
- Students are not allowed to have any prescription/non-prescription medication at school at any time. No student can give any medication/drug to another student at any time.
- 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.
- 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

- 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.
- All elementary students who have not been picked up by 3:15 p.m. will be taken to After School Care located in the DayCare building. The parent will be charged an hourly fee. Students left in After School Care must be picked up by 5:00 PM.
- 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 **PARENTALERT**, 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 regulations.

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, the 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 seizures apply 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/guardian **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.

Silliman Institute Acceptable Use Technology Policy (2023-2024)

The Silliman Institute (SI) Acceptable Use Technology Policy applies to all technology resources. Students are expected to use all technology resources in a considerate, ethical, moral, legal, and responsible manner. All SI school-issued computers and information stored on them are the property of the school and are subject to the policies set forth by the school's administration and are subject to supervision and inspection. SI reserves the right to monitor, access, retrieve, read, and disclose all messages, information, and files created, sent, posted from, and/or stored on the school-issued device. Any student who violates this policy or any applicable local, state or federal laws is subject to disciplinary action, a loss of technology privileges, and may face legal prosecution.

The administration and/or Board of Directors of SI reserves the right to amend any item in the Acceptable Use Technology Policy or any technology policy during the year. Students and parents will be notified of changes by Email via FACTS.

During school hours, SI provides Internet access and network resources to students and employees who use the access in accordance with the mission of the school. Students must remember that technology devices and resources they are allowed to use are a privilege, not a right. By using such devices and resources, students agree to the following terms:

- Student use of the school's network and Internet usage must be consistent with the mission of SI and its educational goals. Misuse includes any Internet conduct on or off-campus that negatively affects the reputation of SI including messages sent, posted, liked, shared, retweeted, or received that suggest harassment, racism, sexism, and inappropriate language and/or symbols in accordance with the *SI Social Media Policy*.
- Students will not use their network resources or Internet access to monitor or interfere with or disrupt network users, services, SI data, or data of another student, or equipment, either on or off-campus.
- Students will not access or try to make unauthorized entry to any computer accessible via the network or on remote networks. If a student notices a security problem, the student must notify the administration immediately.
- Students will not use network resources or Internet access to transmit threatening, obscene, or harassing materials, including chain letters, solicitations, inappropriate photos, and videos, or broadcast messages via our network or Email system that may violate SI's Social Media Policy.
- The Internet contains certain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. SI students will not use network resources or Internet access to knowingly visit sites that contain this material nor import, transmit and/or transfer any of this material to other computers.
- Students should not email or post: to websites, social media accounts, or blogs; any images, photos, or videos of employees/students of SI. Photographing and/or recording (audio or video) a teacher, student, or staff member without permission is prohibited.
- Students will not provide any of their passwords or share another student's password with any other student or non-student. Students may not use another individual's account or log onto the Internet or network as anyone else.
- For safety reasons, students will not communicate their address, phone number, or other personal information to any student, person, or company on the Internet, Email, or any other means.
- While at school, students are required to access the Internet using the SI Wi-Fi and are prohibited from connecting to secondary Wi-Fi devices such as a cellphone and/or other external devices. **Children's Internet Protection Act (CIPA) laws require schools to filter Internet access to students and block inappropriate content from being accessed.** This includes Internet tethering and mobile hotspots that enable (3G or 4G) access on the school- issued laptops. Home usage by the family's chosen connection is allowed but subject to SI Acceptable Use Technology Policy.
- The intentional destruction, deletion, or disablement of SI's installed software on

any computer is prohibited. Unauthorized copying/installation of software programs belonging to the school is prohibited. Also, attempts to exceed or modify the boundaries set for the network are prohibited.

- Deleting, examining, copying, or modifying files and/or data belonging to the school is prohibited.

Email and Communication Use

SI students will be issued a password-protected login for the network, school email, and other communication resources. Students will use Google for their school Email account.

- Students are required to check their school email at least once every 24 hours.
- All communications sent or received serve as a representation of SI. Communication exchanged via the Internet or Email must not damage the school's reputation per the SI Social Media Policy.
- Students may not change their given Email username.
- All Email communication between faculty, staff, coaches, and students must be exchanged appropriately through the school-hosted Email account.
- Students are prohibited from attempting to access or using another student's Email.
- SI reserves the right to access student Email accounts for routine maintenance and to retrieve school records. Access also includes, but is not limited to, carrying out internal investigations, accessing Internet history, the disclosure of messages, social networking data, or files to law enforcement.
- Instant messaging, chat rooms, social networking, gaming, live streaming services (i.e. Twitch) between students and faculty for non-academic purposes are strictly prohibited at all times (NEVER acceptable between students and faculty).
- Email communication between students for non-academic purposes is strictly prohibited during class time unless these activities are directly related to class activities and/or participation.

Student Laptop/Tablet Responsibilities

All computers issued by the school are the property of SI, and special care should be given to all devices. Students are responsible for their device from the time it is issued to the time it is returned to the school as per the return policy

- Students are required to keep their laptop/tablet in the school provided protective sleeve at all times. Failure to do so could result in disciplinary consequences.
- Care should be taken, daily, to ensure that the laptop/tablet is not put in a situation where there is an increased risk for theft or damage.
- Students must report computer problems or issues to the Technology Coordinator before school, during their lunch, or immediately after school.
- **Students are responsible for keeping their computer charged and having them ready for use during school hours. Failure to do so may result in consequences.**
- All information stored on the computer should be backed up, daily (synced through OneDrive). This is the student's responsibility. The Technology Coordinator is not responsible for files or information lost during computer reimaging or repair.
- Computers should be properly shut down/restarted daily for critical security updates from Microsoft.

Technical Support

The SI Technology Coordinator is located in the High School Library and is available Monday through Friday, during designated school hours.

- Every attempt to seek help should be made at recess, lunch, before or after school.
- The Technology Coordinator is not responsible for lost files or notebooks that have not been backed up properly to Google Drive/OneDrive.
- Students are prohibited from going to the Technology Coordinator during class time, without a signed permission slip or text message from a teacher.
- Students should always RESTART their laptop/tablet before going to the Technology Coordinator.
- Students should always back up their laptop/tablet BEFORE going to the Technology Coordinator.
- Students must go to school with their laptop/tablet fully charged.

Damage/Malfunction

- If the computer malfunctions or is damaged due to student neglect, misuse, and abuse, a service fee will be assessed to parents/students. These service fees are in addition to any replacement costs that may be incurred.
- If the computer is lost or stolen, the replacement cost is solely the responsibility of the student and the parent.
- Students are required to keep all labels, barcodes, and stickers on their devices. Removal of these items will result in a defacing charge of \$5.00 per incident.

Social Media Policy

Parents, guardians, and students should refrain from gossip and communication that may be detrimental to the well-being of Silliman Institute students, parents, employees, or the school community. Parents and students should use caution when referencing Silliman Institute or its' faculty and students on social media. By definition, social media is an online public forum. As such, involvement in social media by any member of the Silliman Institute community should be respectful and appropriate. If a student, parent, or other family member's social media communications is disruptive, intimidating, overly aggressive, reflects a loss of confidence or disagreement with school's policies, methods of instruction, administrative disciplinary decisions, Board of Directors decisions and responsibilities, or otherwise interferes with or impedes the school's ability to fulfill its' academic or athletic missions, Silliman Institute reserves the right to dismiss the family, or family member from its' community. For students, this also includes posting inappropriate images of themselves or their fellow students.

Library

- Hours of Operation: 8:00 a.m. – 3:20 p.m., Monday-Friday
- Book Fair: In the fall, a book fair is held for grades K-8.
- Students may have up to two books checked out at one time.
- Books are checked out for ten (10) school days. Holidays and weekends do not count toward the ten days.
- Books may be renewed for five additional school days. Students must present the book to be rescanned in the library.
- Grades 1-4 will have library class twice per week.
- Grades 5-12 will go to the library as needed.
- Copies or print-outs may be made during recess or lunch- not during class time.

Lost and Found

Students are requested to properly mark all their belongings so that ownership can be easily established. There

are two lost and found bins on campus. One is housed in the business office and the other in the foyer of the gym.

Lunch

- All students must have an ID to purchase lunch or snacks. Students who do not have an ID will be sent to the business office to purchase one at a cost of \$5.
- Food and drinks will not be allowed outside the cafeteria. Lunch that is purchased in the cafeteria must be eaten in the cafeteria. Cafeteria lunches and drinks will not be allowed out into the courtyard or front porch area.
- Students who bring their own lunch may eat lunch in the courtyard or cafeteria.
- No food or drinks other than water bottles will be allowed in the front porch area.

Recess/Break

- Food and drinks will not be allowed outside the cafeteria. Foods and drinks purchased during break time must be eaten inside the cafeteria.
- Students who bring snacks from home may eat them in the courtyard or cafeteria.
- No food or drinks other than water bottles will be allowed in the front porch area.

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 or deemed necessary.
 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 or deemed necessary.

Progress Reports

Progress reports represent the mid-point of a 9-weeks grading period. Physical reports are not sent home, rather parents are encouraged to view grades online to track progress throughout the term.

Report Cards

Report cards for students in K-12th grades are made available through Family Portal on FACTS at the end of each 9 weeks. Physical copies of report cards are not sent home.

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 mailbox 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 through the elementary portion of the campus during school hours.

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.

Visitors to the Campus

- All visitors and parents visiting the school for any reason are required to come to the office and sign a visitor log with the date, the time, 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.
- 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.
- Teachers are not to have visitors during class without permission from the administration.

Student Behavior Expectations

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

- No student has the right to disrupt the education of any other student.
- No student has the right to interfere with the mental, physical or emotional well-being of other people.
- Students are expected to show respect and be obedient to **ALL SCHOOL PERSONNEL**.
- 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.
- In every discipline case, the student will receive appropriate counseling and encouragement to improve behavior.

It is always the responsibility of the teacher to maintain order in the classroom. It is always the responsibility of the student to follow class behavior rules. In dealing with minor classroom disruptions, teachers are expected to create and practice classroom management plans which are age, grade, and subject specific. Examples of consequences given by the teacher to students who disrupt the learning environment include (but not limited to):

- Counseling
- Parent note or letter
- Parent phone call
- Counseling by the guidance counselor
- Punish Work (must be appropriately assigned)
- Recess Detention
- Office Referral

Behavior referrals submitted to the office may be assigned one or more of the following consequences:

- Counseling
- Time-Out Room Assignment
- Monetary Fines
- Corporal Punishment (with parent consent)
- Short Term suspension (1 to 9 days)
- Suspension from extra-curricular activities, work details, etc;
- Expulsion from school (Board of Directors and Administrators will review all cases prior to expulsion)

Infractions

The following is a list of unacceptable behaviors that may receive one of the following:

- **Time-Out Room Assignment**
 - **Corporal Punishment**
- Disrespect to authority
 - Willful Disobedience
 - Excessive Tardies
 - Excessive Dress Violations
 - Internet or computer misuse
 - Profanity
 - Dishonesty
 - Aggressive behavior towards another student
 - Being in an unauthorized location on campus.

Major Infractions

The following is a list of unacceptable behaviors that may receive one of the following:

- **Short-Term Suspension (1-9 days)**
 - **Expulsion (at the discretion of the Administration and/or Board)**
- A pattern of infractions
 - On-going disrespect to authority, disregard for rules, and willful disobedience
 - Evidence of use, possession or distribution of illegal drugs, counterfeit drugs, tobacco, e-cigarettes, alcohol or synthetic devices on campus or at any school-sponsored activity.
 - Sexual or racial abuse or harassment
 - Profanity or obscenities including gestures
 - Fighting
 - Stealing
 - Cheating/Plagiarism
 - Skipping School
 - Internet or computer misuse including inappropriate websites and/or pornographic sites
 - Vandalism (Student(s) will pay for damages.)
 - Threatening an administrator, faculty or staff member
 - Leaving campus without permission
 - No show for detention
 - Gambling
 - Forgery of signatures
 - Reckless driving on campus (Students may lose on campus driving privileges)
 - Bullying/hazing, harassment (physical or verbal abuse) of another student or any school personnel.
 - Possession of weapons, look alike weapons, knives (blade over two inches long), ammunition
 - Possession of pornographic, obscene materials
- *Behavior offenses that may not be listed here will be handled at the discretion of the school administration.
- *All actions and consequences are subject to the discretion of school administration.

Time-Out Room

Students may be assigned to the Time-Out Room (TOR) at the discretion of the administration. Students who receive a TOR assignment are expected to complete all class assignments and follow all rules. **Failure to adhere to the expectations of the TOR will result in the student being removed from the TOR and given a short-term suspension.**

Student Expulsions

Upon a student's third suspension the parent/guardian and student will be required to attend a Disciplinary Hearing at a time and date designated by the Administration. A formal letter will be sent to the parents informing them of the hearing following this 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 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.

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.

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. **Apple watches are considered cell phones and may not be used as such during school hours. Teachers may request that Apple Watches be stored away during classes or tests.** There will be no exceptions to these rules. The following consequences will result if a student breaks these rules:

- **1st Offense:** The student will pay a \$50 fine OR the phone may be retained at the school for a period of 72 hours (3 full days).
- **2nd Offense:** The student will pay a \$100 fine OR the phone may be retained at the school for a period of 96 hours (4 full days).
- **3rd Offense:** The student will pay a \$200 fine OR the phone may be retained at the school for a period of 120 hours (5 full days).

If the period during which a phone is retained ends on a weekend, the student may retrieve their phone at the beginning of the next school day.

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 classroom 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.

UNIFORM & GROOMING CODE

It is the responsibility of each student to use good judgment in their total appearance so that the attention of others is not distracted from the purpose of the school. Safety and hygiene shall be a basic consideration when enforcing the school's dress policies.

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. 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. 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 cannot 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 toes and closed heels are required. Loafers, oxfords and athletic-style shoes are acceptable. Boots may be worn by girls and boys with slacks only. Girls may wear Ugg type boots with slacks 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 shoelaces 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, skirts 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. 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.). Sweatpants, wind suit pants, joggers, etc., are not allowed. Outerwear or over garments do not replace the uniform shirt.

Student Identification Cards

ID badges are part of the school uniform for students in grades 5-12. It is mandatory that students bring ID badges to school on a daily basis. Students will be allowed to purchase an additional ID badge each morning prior to the beginning of school or at break for a cost of \$5.

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. 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

Dress and grooming should follow the basic uniform guidelines and otherwise not be a distraction to the learning environment. Students not in compliance with dress and grooming guidelines may correct the infraction if possible, or otherwise may be subject to being sent home until the problem is corrected. All dress and grooming decisions are made at the discretion of administration.

Males & Females

Hair color for males must be a naturally occurring color. Uneven or irregular hair cuts are not permitted. **Visible tattoos are not allowed.**

Males:

Hair must be well-groomed in accordance with the following:

- Hair must not cover the entire ear
- Sideburns should be no longer than the bottom of the ear lobe
- Hair must not touch the top of the shirt collar
- Front hair length must not be lower than the eyebrows or must be styled back away from the face

Males must be clean shaven at all times.

Male students are not allowed to wear earrings or any other visible body piercing jewelry.

Females:

Hair must be well-groomed.

Female students will be allowed to wear earrings, but other visible body piercings are not allowed. Other visible piercings would include nose rings, tongue rings, gauges, etc.

Excessive jewelry as determined by the administration is not allowed.

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. Students who are out of uniform will be sent to TOR until their dress is corrected. Regular school dress policies may be outlined and modified for special events at the discretion of the administration.

Curriculum

High School

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

9 th Grade		10 th Grade	
<u>Subject</u>	<u>Credits</u>	<u>Subject</u>	<u>Credits</u>
English I	1	English II	1
Physical Science.	1	Biology	1
Algebra I/Geometry	1	Geometry/Algebra II	1
World Geography.	1	Civics	1
Health	½	Foreign Language	1
BCA	½	Physical Education	½
Physical Education.	1	Other Elective	1
Religious Studies...	1		
Total Credits	7	Total Credits	6½

11 th Grade		12 th Grade	
<u>Subject</u>	<u>Credits</u>	<u>Subject</u>	<u>Credits</u>
English III	1	English IV	1
Chemistry	1	Electives	1
Algebra II/Advanced Math	1	Advanced Math/College Algebra/ Algebra III	1
American History.	1	World History	1
Foreign Language	1	Physics/Environmental Science/ Anatomy & Physiology	1
Electives	1		
Total Credits	6	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>
Advanced Math (Dual Enrollment)	1
Anatomy and Physiology	1
Physical Education	1
Speech	1
Environmental Science	1
Kinesiology	1
Media Art	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
Keyboarding

8th Grade

Math
Algebra I (High School Credit)
American History
English
Physical Education
Earth Science
Bible
Study Hall/Art

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.

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 retake a course in order to graduate.
2. The student, teacher, and the administration 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

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

Report Cards

Report cards will be made available through FACTS every 9 weeks.

Progress Reports

Mid-Term progress reports will be viewable through FACTS.

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

- Approved summer school
- Pre-approved on-line course
- Correspondence courses
- Schedule permitting; take the course over the following year

Make-ups

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

Exemptions

1. Students in grades 7-12 are eligible for Mid-Term and Final Exam exemption.
2. It is at the discretion of the teacher to participate in the exemption process. Students will be informed of the teacher's decision not to participate at the beginning of each school year.
3. A student must have an "A" for each 9-weeks in order to be exempt for the first semester or final exam.
4. Students who have placed 1st or 2nd in one of the state academic rallies in which Silliman participates may be exempt from taking the final exam in that subject, at the discretion of the administration.
5. Though a student may meet these criteria, the exemption is at the discretion of the administration.
6. Students who qualify for exemptions may have a signed parent consent form prior to the administration of the exam.

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 the semester grade.
3. Semester exam will count as 20% of the semester grade.
4. For those students that are exempt, the final/semester 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.

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 – 8: For a student to be promoted, he/she must pass Math and English and must maintain an overall grade point average (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 retake the course through summer school, by correspondence course or during another academic year.

(All promotions and failures are subject to review by the *School Building Level Committee*, which will consist of teachers and administrators.)

Determining Class Rank

A. Quality Point Value

Term grades for all high school credit courses taken are allotted a specific quality point value on the 4-point scale:

A=4.0
B=3.0
C=2.0
D=1.0
F=0.0

For students entering the 11th grade in the fall of 2023, term grades for all dual-enrollment courses taken for college credit are allotted a specific quality point value on the 5-point scale. Dual Enrollment (DE) courses eligible for an extra quality point must be taken at Silliman Institute, or be the equivalent of a DE course offered by Silliman Institute.

A=5.0
B=4.0
C=3.0
D=2.0
F=0.0

*The first graduating class impacted by the weighted scale will be the senior class of 2025.

B. Valedictorian/Salutatorian

- 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.**
- In addition to the basic requirements of the State of Louisiana, the college preparatory curriculum will include a full year of **Physics** or **Anatomy & Physiology**, and a **higher level math course as offered in the curriculum.**
- A student must have attended Silliman from grades 9-12 to be eligible for Valedictorian or Salutatorian.
- The grade a student receives if they retake a class will not be considered in the selection of the Valedictorian and Salutatorian.
- 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.
- 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

Cum Laude - 3.0 to 3.29 GPA in academic subjects.

Magna Cum Laude - 3.30 to 3.74 GPA in academic subjects

Summa Cum Laude - 3.75 to 4.00 GPA in academic subjects

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

- For every academic high school course (grades 9-12) that is taught, teachers nominate 2 students to participate in competition in that subject.
- 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.
- 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.
- 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.
- Silliman competes in District IV.
- 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

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

Standardized Testing

- Kindergarten –6th Grade
 - STAR Reading and Math
- 8th and 9th grade
 - PreACT
- 11th grade
 - ACT
- 12th grade
 - ACT

Support Organizations

Parent Teacher Organization (PTO)

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

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 should contact the Athletic Director or Administrative office for information relative to joining the Century Club.

Student Elections

Class Favorites

- Secret Ballot: 7-12 grade students
- Belle & Beau, Most Athletic, Most School Spirit, Most Courteous, Most Talented and Wittiest
- 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.
- Voting is done via Google Form

Homecoming Court

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

Class Officers

- To run for office, students must have a 2.0 GPA.
- Students may hold both class office and student council office with the following exception: the Student Body President may not also be elected the Senior Class President.
- Students must have attended Silliman the previous 2 semesters.
- The following Class Offices should be filled for the 7th- 12th grade classes:
 - President
 - Vice-President
 - Secretary/Treasurer

- Students running for President must sign-up in the office for each grade prior to the election. Election for the President will be by Google Form.
- After electing the President, candidates may sign up for the remaining class offices in the office. Election for remaining offices will be by secret ballot.
- Class sponsors have the right to impeach any officer that is not performing their duties in a satisfactory manner or whose GPA drops below a 2.0.

Mr. & Ms. Silliman

- Senior boy or girl nominated by the faculty. A minimum of 2 girls and 2 boys must be on the ballot.
- Senior nominees must have attended Silliman all 4 high school years (9-12).
- Voted on by Senior class members only.
- For every 10 members of the senior class, a nominee is placed on the ballot for the seniors to select Mr. & Ms. Silliman.
- 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.
- If there is a tie for the amount of nominations determined by the number of seniors, all ties will be placed on the ballot.
- Ballots counted simultaneously by 2 or more staff members.

Most Likely to Succeed

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

Class Sweethearts

- 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.
- Must have attended Silliman 3 full semesters.
- Highest ranking male officer in each grade escorts the class sweetheart at the dance.

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.

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 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

Silliman Sports Offerings

Football	Track
Junior Varsity- Boys Varsity- Boys	Junior Varsity- Girls & Boys Varsity- Girls & Boys
Softball	Basketball
Junior Varsity- Girls Varsity- Girls	Junior Varsity- Girls & Boys Varsity- Girls & Boys
Baseball	Tennis
Junior Varsity- Boys Varsity- Boys	<ul style="list-style-type: none"> ● Junior Varsity- Girls & Boys Varsity- Girls & Boys
Golf	Cross Country
Junior Varsity- Girls & Boys Varsity- Girls & Boys	Junior Varsity- Girls & Boys Varsity- Girls & Boys
Cheer	Dance
Junior Varsity Girls (7-9th) Varsity Girls (10-12th)	Junior Varsity Girls (7-9th) Varsity Girls (10-12th)

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

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 for 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:
 - injury to a participant which would result in alternative transportation.
 - prior arrangements (in writing) between the participant's parents and the head coach for the student to ride with the parent/guardian.
 - arrangements in writing may be arranged for contests 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 unsportsmanlike 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.

MSAIS 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.

Lettering Policy

A student may letter after one year of varsity competition in any sport. In order to receive a Letterman jacket, a student must have earned a varsity letter for two years and cannot receive their jacket until the fall of their 10th grade year.

Clubs and Organizations

Honor Society

- Junior Honor Society: 7th – 9th grades
- Senior Honor Society: 10th – 12th grades
- Scholastic requirements for membership is a 3.50 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 3.50 for more than one (1) semester, or they can not receive 2/3 recommendations from his/her previous and/or current teachers.
- 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 3.50, worthy character, good mentality, creditable achievement, and commendable attitude.

4-H

- 4-H is open to students in grades 4-12 or those who meet the age requirement set forth by the state.
- There is no GPA requirement, however students must be in good academic and behavioral standing in order to participate in field trips and school 4-H activities.

Student Council

- Student council elections will be held in the spring for the upcoming academic year.
- Students will vote via Google Form.
- The President is elected from students who are presently in grade 11.
- Must maintain a 2.5 GPA.

- There will be faculty/administration input involved in the selection process.
- Students currently in the 6-11 grades will vote for Student Body President.

Campus Ministries

Campus Ministries provides daily, ongoing spiritual support for students and faculty, while organizing and implementing service-learning projects, chapel services, retreats, and other events that foster spiritual growth and development. The Campus Ministries Leadership Team (CMLT) is made up of students committed to leading and serving the student body by planning and organizing Campus Ministries events and services.

- Campus Ministries Leadership Team will be elected in the spring. Students in grades 10th – 12th are eligible.
- All interested students will sign up in the school office.
- Teachers will vote by secret ballot. Students will be evaluated on the qualities of dependability, responsibility, leadership, respect, and service.
- The team members will elect a President and Vice President.

School Dances

- Any organization that is sponsoring a dance must be present when the dance begins and stay until it ends.
- 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.
- Dances will terminate promptly at the announced time.
- Only Silliman students and their dates will be allowed to attend school dances.
- 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.
- All music played during the dance must be appropriate. This means no obscene, vulgar, or profane lyrics, etc.
- 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.
- 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

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.

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 locked room until you know all is clear!!!

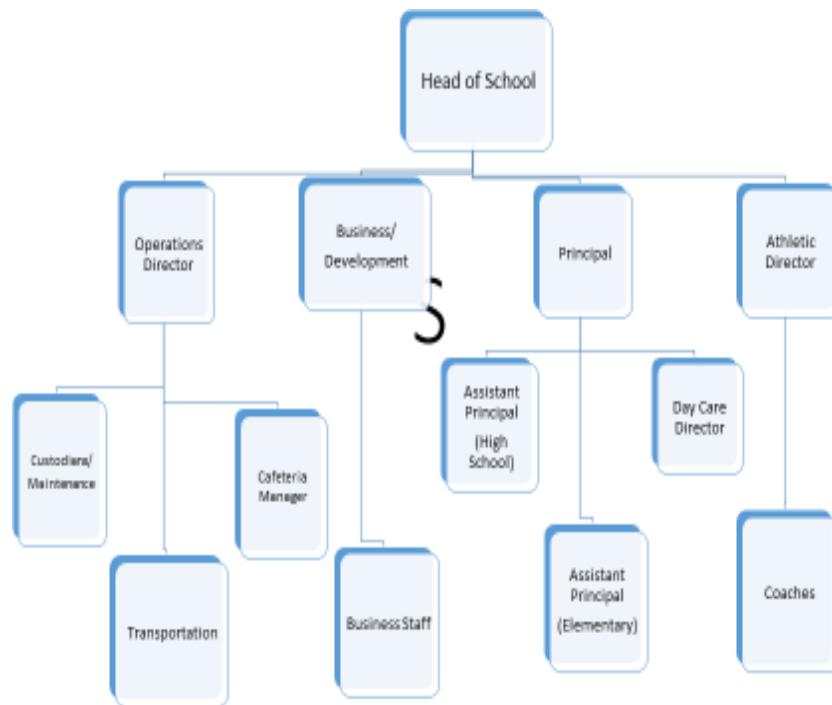
Bomb Threat

1. Exit building immediately in an orderly manner.
2. **STAY AWAY** from parking lot-bleachers. Look around on the ground for bags, backpacks 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.

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.

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?