`

Student Handbook

2026-2027

Contents

Phone Numbers
Office Phone System
Directory
School Address
Preface
Student Responsibilities
History
Objectives
Administration
Board of Directors
Admissions
Administrative Guidelines
Administration/Attendance/Records Office
General School Procedures
Arriving to School
Bell Schedules
Silliman Policies and Procedures
- **Attendance**
- **Absentees**
- **Before/After School Care**
- **Excused Absences**
- **Making - Up Tests**
- **Making - Up Homework/Classwork**
- **Checking in to School**
- **Checking out of School**
- **7th-12th Grade Tardy Policy**
- **Elementary (K-6th Grade) Tardy Policy**
- **Early Arrivals/Late Departures**
- **Buses**
- **Remote Instruction**
- **Cafeteria Expectations for Lunch/Break**
- **Commercial Deliveries**
- **Dismissal from School**
- **Drugs & Medications**
- **Emergency Closing of School**
- **Fundraisers**
- **Search and Seizure Policy**
- **Internet Honor Code and Usage Policy of Silliman Institute**
- **Silliman Institute Acceptable Use Technology Policy**
- **Student Laptop/Tablet Responsibilities**
- **Technical Support**

Damage/Malfunction
Social Media Policy
Artificial Intelligence (AI) Policy
Lost and Found
Parent-Teacher Conferences
Restricted Areas
School Property
Student Pick-Ups
Visitors to the Campus
Student Behavior Expectations
Out of School Suspensions (OSS)
In School Suspensions (ISS)
Student Expulsions
Special Elementary Note (Pre-K thru 4th grade)
End-of-Year Conduct
Pregnancy Policy
Cell Phones and all other Electronic Devices
Uniform and Grooming Code
Uniforms may be purchased at:
Dress and Grooming Code
Academics & Curriculum
Progress Reports
Report Cards
Dropping Courses and Schedule Changes
Grading
Make-ups
Exemptions
Semester Grades
Promotion and Failure Policy
Transcripts
Determining Class Rank
Literary Rally
Standardized Testing
Support Organizations
Athletic Support Clubs
Clubs and Organizations
Student Government
Honor Society
4-H
Campus Ministries
Athletics
Academic Eligibility

Silliman Sports Offerings
Board Policies for Athletes
MAIS Policies
Lettering Policy
Sportsmanship
Student Elections
Homecoming Court
Class Favorites
Mr. & Ms. Silliman
Most Likely to Succeed
Class Sweethearts
Other School Events
Daisy Chain:
School Dances
Emergency Preparedness
SILLIMAN ALMA MATER
THE STAR SPANGLED BANNER

Phone Numbers

School Offices	(225) 683-5383
Website Address	www.sillimaninstitute.org

Office Phone System

Administration- Taylor Priest & Haaga Michaelson	Extension 301
Business Office- Vicki Neames & Lisa Arnett	Extension 310
Business Office Manager- Shera Wales	Extension 112
Cafeteria- Kathy Jacox	Extension 550
Day Care & After School Care	Extension 501
Elementary Office- Judy Fruge'	Extension 401
Library- Rachel Parks	Extension 210

Directory

B. Jason Taylor	Head of School
Bridget Richards	MS/ HS Principal & Campus Ministries
Kaylan Ledet	Elementary Principal & Guidance Counselor
Shera Wales	Business Manager/Technology Coordinator
Chet DeLee	Athletic Director
Haaga Michaelson/Taylor Priest	Middle/High School Secretary
Ashton Rogers & Lisa Arnett	Business Office
Rachel Parks	Librarian
Kristi Roberts	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 Street, Clinton, LA 70722-0946

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

DJ Atkinson - President
Rim Schmidt - Vice President
Chad Fontenot -Treasurer
Kenny Karno- Secretary
Elizabeth Benzer
Mitch Crawford
Danton Glascock
Matthew Martin
Josh O'Quin
Josh Perkins
Tal Priest
Shelby Willis

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 for 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. Transfer grades for high school students will be converted to the Silliman grading scale

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. From 7:40 to 8:00 students will wait in the courtyard area until the 8:00 bell rings. Students are not allowed to be in the front yard or on the porches before school.
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. Parents are not allowed to visit a classroom without checking in with the office for approval.
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. 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 Daily Bell Schedule 7-12

2026-2027	Regular Bell Schedule						
	8:00	First Bell					
8:05	9:05	1st Hr	60 minutes				
9:09	10:00	2nd Hr	51 minutes				
10:00	10:12	7th-12th Break	12 minutes				
10:16	11:08	3rd Hr	52 minutes				
11:12	12:02	4th Hr	50 minutes				
12:02	12:29	Lunch	27 minutes				
12:34	1:24	5th Hr	50 minutes				
1:28	2:16	6th Hr	50 minutes				
2:20	3:10	7th Hr	50 minutes				

Regular Daily Bell Schedule 5-6

2026-2027 Regular Bell Schedule							
	8:00	First Bell					
8:05	9:05	1st Hr	60 minutes				
9:09	9:55	2nd Hr	46 minutes				
9:55	10:12	Break	12 minutes				
10:16	10:45	1st half 3rd Hr	24 minutes				
10:50	11:35	4th Hr	45 minutes	PE			
11:37	12:02	Lunch	25 minutes				
12:05	12:29	2nd half 3rd Hr	24 minutes				
12:34	1:24	5th Hr	50 minutes				
1:28	2:16	6th Hr	48 minutes				
2:30	3:10	7th Hr	40 minutes				

Chapel Schedule

2026-2027	Chapel Schedule						
	8:00	First Bell					
8:05	8:13	Announcements/ Attendance	8 minutes				
8:13	9:00	Chapel	42 minutes				
9:04	9:45	1st Hr	41 minutes				
9:45	9:57	BREAK (5-12)	12 minutes				
10:01	10:42	2nd Hr	41 minutes				
10:46	11:27	3rd Hr	41 minutes	5/6 PE	10:50	11:35	
11:31	12:13	4th Hr	42 minutes				
				1-4 lunch	11:10	11:35	25 minutes
				5-6th lunch	11:37	12:02	25 minutes
				7-12th lunch	12:13	12:40	27 minutes
12:44	1:30	5th Hr	46 minutes				
1:34	2:17	6th Hr	43 minutes				
2:21	3:10	7th Hr	49 minutes				

Pep Rally Schedule

2026-2027	Pep Rally Schedule						
	8:00	First Bell					
8:05	8:55	1st Hr	50 minutes				
8:59	9:49	2nd Hr	50 minutes				
9:49	9:59	7-12 Break	10 minutes				
10:03	10:53	3rd Hr	50 minutes				
10:57	11:49	4th Hr 7-12	52 minutes	10:57-11:25	5th/6th PE		
				1-4 lunch	11:00	11:25	25 minutes
				5th-6th Lunch	11:25	11:47	22 minutes
				7-12th lunch	11:49	12:15	26 minutes
12:19	1:09	5th Hr	50 minutes				
1:13	2:03	6th Hr	50 minutes				
2:07	2:35	7th Hr	28 minutes				
2:40	3:10	PEP RALLY					

Early Dismissal Regular Schedule

2026-2027	Early Dismissal Schedule						
	8:00	First Bell					
8:05	8:35	1st Hr	30 minutes				
8:39	9:04	2nd Hr	25 minutes				
9:08	9:33	3rd Hr	25 minutes				
9:37	10:02	4th Hr	25 minutes	5/6 PE			
10:02	10:16	BREAK (5-12)	14 minutes				
10:20	10:45	5th Hr	25 minutes				
10:49	11:12	6th Hr	25 minutes				
11:16	11:40	7th Hr	26 minutes				

Early Dismissal Exam Schedule

2026-2027	Exam Schedule						
	8:00	First Bell					
8:05	9:35	1st Testing Period	90 minutes				
9:35	9:50	BREAK	15 minutes				
9:55	11:25	2nd Testing Period	90 minutes				
11:25		Final Bell					

Silliman Policies and Procedures

Attendance

Absentees

1. The state of Louisiana, by law, and the MAIS have mandated the following requirement concerning absenteeism: I**f a high school or junior high student is absent from school for 8 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 16 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. It is not the responsibility of the teacher to reteach missed material for the days a student is absent.

Excused Absences

Excuses for absences that meet the criteria below should be provided to the attendance office within 5 days of the student's return to school.

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 take 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.

- 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 (attendance@sillimaninstitute.org)
  - Parent physically signing student out in the office
  - PHONE CALLS AND TEXTS TO CHECK OUT STUDENTS WILL NOT BE ALLOWED
  - Students may not check out and back in without reason for an approved absence (see above).
- 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 **2:30 P.M**. THIS WILL BE THE CUT OFF TIME FOR EARLY CHECK-OUTS.

7th-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 a Tuesday or Thursday morning detention.. After three morning detentions, the student will receive a 1 day out of school 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-6th 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).

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. 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.

Before/After School Care

- Service for before-care is available for grades Pre-K4 through 6 th grade and will begin at 6:30 a.m. until 7:30 a.m. Monday through Friday on regular school days. Before-care is located in the Pre-K4 building by the tennis courts.
- Service for after-care is available for grades Pre-K2 through 6th grade and will begin at 3:20 p.m. and ends promptly at 5:00 p.m. Monday through Friday on regular school days. Your child must be signed out and picked up at 5:00 p.m. or a charge of $1.00 per minute per child will be added to your total for that day. Snacks are provided.
- The costs for these services are listed on the current Tuition and Fees Schedule that is posted on the website and in the enrollment packets.

***Please note this service will not be available on school holidays.**

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.

If a student's status with regards to the bus changes (ex. They need to begin riding or discontinue riding) parents must notify the business office.

Remote Instruction

In the event that we experience extended school closure due to weather or other acts of God, the school will move to Remote Instruction Protocol which will allow us to continue learning virtually. When such an act occurs, school administration will notify teachers and students that we are moving to remote instruction, and the following procedures will apply:

Kindergarten-6th Grade

- Teachers will prepare and send home remote learning packets at the beginning of each quarter. These activities and lessons will focus on English, Reading, and Math skills.
- When the school moves to remote learning, instructions will be provided to parents via FACTS and sent out using Parent Alert.
- Completed packets will be returned when school resumes and will be assigned a grade.

7th-12th Grade

- When the school moves to remote learning, teachers will send information to students via FACTS and/or Google Classroom. Parents will be notified via Parent Alert.
- Students will be expected to log in and complete assignments on Google classroom each day. Assignments will be graded.
- Teachers will work with students on completion deadlines, particularly in the event of a significant loss of power.

Cafeteria Expectations for Lunch/Break

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 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. If you are wishing to leave a credit, payments must be made in the business office.
- Every morning students will place their lunch order with their first hour teacher.
- 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 or drinks (other than water) will not be allowed outside the cafeteria unless otherwise stated by administration..
- Approved water bottles will be allowed in the courtyard and porch areas. Water bottles should have a secured, screwed on top. No Stanley-style bottles with open straws and/or sliding openings will be allowed. Water bottles may be any color.
- 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.
- 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. 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 and over-the-counter medication must be given to the office staff for distribution.**
- Students are not allowed to have any prescription/non-prescription medication at school on their person at any time. No student can give any medication/drug to another student at any time.
- Students who are found to possess medication on their person are subject to disciplinary action.
- 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.

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.

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 personal 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 parents/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.

Silliman Institute Acceptable Use Technology Policy

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 the 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.

Artificial Intelligence (AI) Policy

At Silliman Institute, we recognize the growing role of Artificial Intelligence (AI) in education and encourage students to use AI tools to enhance learning, research, and creativity. However, AI should be used responsibly and ethically in accordance with the following guidelines:

1. Academic Integrity: students are prohibited from using AI to generate work that they present as their own. This includes but is not limited to using AI to write essays, answer test questions, or complete assignments without proper attribution. All work must be original or appropriately cited.
2. Ethical Use: AI tools may be used to assist in research, brainstorming, or improving the understanding of complex subjects. Students must critically evaluate AI-generated content and ensure it aligns with academic standards.
3. Plagiarism: using AI to copy, paraphrase, or reword content without proper citation is considered plagiarism. All students are expected to abide by the school's academic honesty policies, which apply equally to the use of AI.
4. Learning First: AI should be viewed as a supplement to learning, not a shortcut. The purpose of assignments and assessments is to develop the student's knowledge and skills. Students must avoid using AI simply to find answers without trying to understand the material.
5. Teacher Guidelines: teachers may provide specific examples or clarification related to their course content, but they may not establish separate guidelines. All students are expected to follow the school-wide policy and seek clarification from their teachers if uncertain about appropriate AI use.

AI use in coursework must adhere to the school-wide policy outlined above. Failure to comply with these

guidelines may result in disciplinary actions, including loss of access to AI tools and other academic penalties.

Library

- Hours of Operation: 8:00 a.m. – 3:20 p.m., Monday-Friday
- Book Fair: a book fair for grades K-6 will be held once a year.
- 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 once 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.

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.

Restricted Areas

1. Students may never enter the teachers' lounge. (Teachers should not send a student to check their mailbox in the teachers' lounge.)
2. Students in grades 5-12 should not enter the elementary school building during school hours without permission from the administration.
3. Students in grades 5-12 should not use the restrooms in the elementary building.
4. Students in grades 7-12 should not use the 5th and 6th grade restrooms on the second floor.
5. Students in grades 7-12 should not be in any area other than the cafeteria or courtyard area during their lunch shift.
6. **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.

7. 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.
8. 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.

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.

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 in all capacities- people, places, things- at all times.
- 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.

Special Behavior Note: It is neither the responsibility or desire of Silliman Institute to prescribe what limits or parameters parents may set for their children's behavior. Nevertheless, there may be times and places in which student behavior reflects on Silliman Institute. In such cases, student behavior may become the province of Silliman, at which time the school's behavior policies may be applied by the administration.

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. Consequences given by the teacher to students who disrupt the learning environment should follow the classroom management plan that is age, grade, and subject specific.

Student Conduct

HONESTY
Students are expected to display honesty at all times and in all situations including verbal conversations, writing, and actions. Students are expected to be honest in their work and avoid cheating or plagiarism. Honesty is expected in all interactions, and dishonest behaviors will not be tolerated.

RESPECT
Students are expected to be respectful of all individuals, as well as themselves. Students should respect the administration, faculty, staff, and other students. All adults should be addressed with a respectful tone whether in verbal or written interactions. Use of inappropriate language to school employees, students, or other individuals is also a form of disrespect. Students should show respect to the school by keeping the campus clean and taking care of school-owned items. Students are expected to extend this showing of respect to other persons, places, and things within the broader community.

HARASSMENT
Any student who bullies or demeans another person in any way or means may be subject to disciplinary action. Harassment includes:

Physical Harassment
Sexual Harassment
Verbal Harassment
Written or Electronic Communication Harassment
Bullying

FIGHTING
Fighting on the school premises, whether during school or at an athletic/extracurricular event, will result in disciplinary action. Fighting off campus during an athletic/extracurricular event may also result in disciplinary action.

GAMBLING

Students may not gamble on campus or during athletic/extracurricular events or activities in which they are representing Silliman Institute.

INAPPROPRIATE OBJECTS ON CAMPUS
The following objects may not be brought to campus. If they are found to be on the person, in personal belongings, or in the vehicle of a student on campus or at athletic/extracurricular events the student will be subject to disciplinary action:

Drugs
Alcohol
Tobacco/Vape
Weapons

UNAUTHORIZED ACCESS TO CAMPUS
Students who access school facilities during non-school/event hours or without authorization from a teacher, coach, or administrator may be subject to disciplinary action which may include reprimand/detention, suspension, or expulsion.

Students who engage in or attempt to engage in any action representative of a prank, and/or who access/enter school facilities or grounds in a manner that results in physical alteration and/or damage to the school or grounds may be subject to disciplinary action including an expulsion hearing.

Consequences for not adhering to the rules and expectations of Silliman Institute may include:

- Counseling
- Corporal Punishment (with parent consent)
- ISS
- OSS
- Suspension from extracurricular/athletic activities, work details, end of year honors, etc;
- Expulsion from school

Tuesday/Thursday Detention

Detention will be assigned to students in grades 5-12 as needed for corrective disciplinary action. Detention will be held on Tuesday and Thursday mornings from 6:45 am – 7:45 am. Students will be informed by administration they are receiving detention due to their actions. Parents are notified via email and/or text of the date for the detention. Students must wear school uniforms to detention. Cell phones will be collected by the detention monitor. Students are not allowed to eat or drink anything other than water during detention time. Students must perform all activities required by the detention monitor. If a student is late for detention, he/she will be assigned an extra day of detention. If a student does **not** attend the assigned detention, he/she will receive 1-day In School Suspension.

Out of School Suspensions (OSS)

Students will be allowed to make up classwork, quizzes, or tests missed due to OSS. Students will receive a 2 point deduction for each day of OSS in each subject from the final 9-weeks grade in which the OSS occurs.

In School Suspensions (ISS)

In school suspensions may be levied consequently as needed by administration. Students assigned to ISS must complete assigned work for all classes that day – including taking tests. In school suspension may be for a maximum of 5 days.

Students serving an In or Out of School Suspension are ineligible to participate in or attend any extracurricular activities, including practices, games, performances, meetings, or other school-sponsored events, on the day(s) of the suspension and until they have returned to school on the next regular school day following the suspension.

Student Expulsions

Upon a students' 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 immediate 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
- Engaging in a senior (or other) type of prank (see above unauthorized access to campus)

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.) at the end of the school year, including 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.

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

Cell Phones and all other Electronic Devices

Cell phones will be off and away during school hours. NO EXCEPTIONS.

1st Offense: Detention
2nd Offense: $25 fine & detention
3rd Offense: $50 fine, 1-day ISS, device must be picked up by a parent/guardian
4th Offense: $100 fine, 1-day OSS, device must be picked up by a parent/guardian
5th Offense: Expulsion hearing before the Board of Directors.

The cell phone and electronic device policy extends to all school transportation. Cell phones and all other personal electronic devices must remain off and away for the entire duration of the bus ride, from the time a student boards the bus until the student exits at their destination.

Violations occurring on a school bus will be handled according to the same progressive disciplinary consequences outlined above. Bus violations are cumulative with violations occurring on campus and do not constitute a separate offense count.

The school bus is considered an extension of the school environment, and students are expected to follow the same standards of conduct while using school transportation.

Uniform and 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

Uniform Shirts

-Green or yellow short-sleeved or long-sleeved knot, 3-button golf-style shirt with the official Silliman Institute emblem monogrammed on the left chest.
-Elementary (PreK-4-4th grade) girls may wear the white or yellow button-up Peter Pan blouse.
-Undershirts may only be white
-Shirts will be tucked in while on campus and/or while attending any athletic event or extracurricular activity.
-All shirts must have a sewn hem, not cut off at the bottom. Shirts that are excessively frayed, stained, faded, and have holes are not acceptable.
-Undershirts should not have logos, pictures, writing, etc. that show through the material of the uniform shirt.
- Long-sleeved shirts or thermal underwear may not be worn over or under the uniform shirt.
-Uniform shirts must not display a manufacturer's label.

Uniform Slacks/Shorts/Skorts/Jumpers

-Elementary (PreK-4-4th grade) girls may wear the plaid jumper with the Peter Pan blouse.
- Boys may wear traditional khaki shorts or pants. **All shorts and pants must have belt loops. Belts MUST**

be worn. (Exceptions: K-4th Grade)
- Girls may wear the traditional Silliman plaid shorts or skorts, khaki shorts, or khaki pants. SKIRTS ARE NOT ALLOWED.
-Shorts, slacks, and skorts must be worn at the waist, not the hips, and may not be rolled at the waist, ankle, or knees.
-Pants may not 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.
- Suspenders may not be worn.
- Girls shorts should have a 5 inch inseam
- Thermal underwear may not be worn under slacks if it is visible.
- Girls may wear leggings under shorts, skorts, or jumpers. They may only be black.

Shoes/Socks

- Shoes with closed toe and full/closed heel are required.
-Loafers (hard exterior), oxfords, and athletic-style (tennis) shoes) are acceptable. "Cowboy" hard exterior boots may be worn with khaki pants or jeans only. **If students wear cowboy boots, they must bring tennis shoes to participate in PE-**this includes elementary students.**
-Sandals, flip-flops, soft exterior shoes (ex. Hey Dudes), house shoes, slippers, and similar types of shoes are unacceptable. Uggs and Ugg-type shoes are not acceptable. Shoes with excessively high heels or excessively raised shoes are not permitted. Loose shoelaces or loose straps on shoes are prohibited.
-Wearing socks is not mandatory. If socks are worn, however, they must be black, white, or Silliman (dark) green.

Outerwear/Over Garments

No longer allowed to wear the Silliman logo jogger in lieu of slacks/shorts.

Sweatshirts or Pullovers
May be one of the approved items found at Curry Pharmacy (green or black with Silliman monogrammed S or crest)

Heavy Outerwear
NO CAMO

5th-12th Grade
-May wear Silliman jogger zip-up jacket or Silliman letterman jacket
-Solid black jacket or coat with no logo

Prek-4th Grade
-Heavy outerwear may be any color
-Must be taken off in the classroom

Dress Down/Spirit Days

Every Friday will be considered a spirit day. Students may wear uniform bottoms, jogger bottoms, or jeans with a Silliman spirit shirt. Silliman spirit shirts should include reference to Silliman or Wildcats. Any other wording or references are not acceptable as Silliman spirit shirts. Jeans must not have holes and must fit appropriately (may not be too tight or too loose).

On days other designated “dress down” or “spirit” days when students are out of regular uniform, the following guidelines apply:

o Tennis shoes must be worn with socks on all dress down days.

o All shirts must be free of vulgar, suggestive, or offensive wording or pictures. Shirts must not have pictures of any type of alcohol, drugs, tobacco, firearms, gambling, or political or campaign slogans or affiliations.

o Hats may not be worn on dress days, unless specifically related to a theme day.

o No athletic, running, or similar shorts.

o Shorts, skirts, dresses should sit at 2 inches above the knee or longer.

o No crop tops or tops with spaghetti straps

o Clothes should be in good repair and fit correctly; clothes should be free of holes, slits, and noticeable stains. There should be no missing buttons or broken zippers. o Clothes should not be too small, too large, excessively faded, or discolored. Pants should be worn at the natural waist.

o If a dress down day is offered in conjunction with a holiday or school event, students who are out-of-uniform are expected to dress according to the theme (e.g. Twin Day during Homecoming Week, red shirts on Valentine’s Day).

Field Trip Dress

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

Males & Females

Hair color for males and females 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

*Male students will be given a warning with three days to correct a hair violation. After that time they are subject to being placed in TOR and/or other disciplinary action.

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.

A violation that cannot be corrected immediately will result in placement in ISS for the school day (and possibly additional consequences). Failure to correct an infraction and/or repeated dress and grooming violations may result in disciplinary action including detention, ISS, or OSS.

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.

Academics & Curriculum

High School

24 credits are required for graduation. The following are the required courses for students entering the **9th grade in 2024-2025 and beyond.**

8th Grade

Subject	Credits
Media Art	1
PE	1
Total Credits	**2**

9th Grade

Subject	Credits
English I	1
Physical Science.	1
Algebra I/Geometry	1
World Geography.	1
Health	½
BCA	½
Physical Education.	1
Religious Studies…	1
Total Credits	**7**

10th Grade

Subject	Credits
English II	1
Biology	1
Geometry/Algebra II	1
Civics	1
Foreign Language	1
Financial Literacy	1
Other Elective	1
Total Credits	**7**

11th Grade

Subject	Credits
English III	1
Chemistry	1
Algebra II/Advanced Math	1
American History.	1
Foreign Language	1
Electives	2
Total Credits 7	

12th Grade

Subject	Credits
English IV	1
Advanced Math/College Algebra/ Algebra III	1
World History/DE Social Studies	1
Physics/Environmental Science/ Anatomy & Physiology	1
Total Credits…	**4**

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

Electives	Credits
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
Bible//Study Skills
Physical Education
Life Science
Keyboarding/Life Skills

8th Grade
Math 8
Algebra I (High School Credit)
American History
English
Physical Education
Earth Science
Bible/Journey to Careers
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.

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

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.

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.

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. 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

Parent Responsibility: Parents are responsible for checking grades on FACTS weekly. It is not a teacher's responsibility to inform a parent that a student is failing a course.

Scale: 90-100 = A, 80-89 = B, 70-79 = C, 65-69 = D, 0-64 = F.

Grade Weighting
Grade Weighting: 65% assessments (tests & quizzes), 35% other assignments (classwork, homework, projects, etc..)

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 **Final Exam Exemption.**
2. A student must have an "A" for each 9-weeks in order to be exempt for the final exam.
3. 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.
4. Though a student may meet these criteria, the exemption is at the discretion of the administration.
5. 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 exams 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.

**Students entering their senior year must have made up all failed courses prior to beginning school in the fall.

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

Transcripts

Transcripts can be obtained by emailing attendance@sillimaninstitute.org. Please give (3) days' notice.

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.
- 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

7th-10th Graders will take the Pre-ACT. The ACT is offered twice a year on campus during the school day to Silliman students. Juniors and Seniors may take the school-based ACT in the fall, while 10th-12th graders may take the spring test.

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.

Clubs and Organizations

Student Government

Student Government Representatives are the voice of Silliman's student body. Primary responsibilities include planning and execution of homecoming festivities, Fall Fest activities, Veteran's Day program, service projects, and other activities as requested by our campus community.

Eligibility:

- Student Body President must be a senior who has previously served as a Student Government Representative (or Student Council Member prior to 2024) at Silliman. The Student Body President must have and maintain a 2.5 GPA with no disciplinary action(s) that result in suspension.
- Student Government Representatives are elected from the 7th-12th grade classes. Four students from each grade will be elected via Google form voting from each grade. They must maintain a 2.0 GPA with no disciplinary action that results in suspension.
- To run for Student Government students must complete an application that includes a parent/guardian signature.
- Student Government Representatives for the 11th and 12th grades also serve as class officers (President, Vice President, Secretary/Treasurer, and Chaplain).
- Student Government Executive Officers must be a freshman, sophomore, junior, or senior.
- Failure to meet expectations and eligibility of a Student Government Representative, and/or lack of participation (3 unexcused absences from events/meetings) may result in any or all of the following:
  - -Immediate dismissal from Student Government
  - -Loss of honor cord to wear at graduation
  - -Ineligible to serve on Student Government in the future

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.

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 10 th – 12 th 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.

Athletics

Academic Eligibility

Eligibility for all extracurricular activities is determined by the grades that a student attains for each 4.5-week marking period. Grades will be checked at the mid-quarter point (Progress Reports) and at the end of each quarter (Report Cards).
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 in a progress period, or if their GPA drops below a 1.5 at the end of the semester, they will not be able to compete for the entire next marking period (4.5 weeks)..
If a student raises their 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.
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
A student who is not eligible for athletics may not participate in competition or practice. He/she must also attend tutoring during the flex period at the end of the day until the next marking-period.

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	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.

MAIS Policies

MAIS Sportsman Creed

"The MAIS recognizes that the spirit of the game in all sports lives in skilled offense, effective defense, and a well-planned strategy. The spirit of the games cannot be maintained unless sportsmanship, ethics and integrity are the number one priority. Good sportsmanship will be expected from all groups associated with MAIS activities."

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.

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. Given this, we expect the following of spectators at all sporting events:

1. Support and encourage our players, their team, and coaches.
2. Refrain from yelling, using profanity, and/or criticizing players and coaches during a contest or after a loss.
3. Maintain a positive attitude regardless of whether our team is winning or losing.
4. Use discretion when reacting to officials' calls with which you disagree; do not confront officials before, during, or after a game.
5. Refrain from confronting a coach before, during, or after a game.
6. Communicate concerns at an appropriate time and in an appropriate manner by either emailing the coach or calling the school to request a conference.

Our goal is for everyone to enjoy athletic contests and exhibit good sportsmanship. Violations of the conduct expectations can have implications for the school including fines, probation, and other sanctions for the school, teams, and/or individual fans by the MAIS. Fans who do not adhere to the above are subject to removal from the game by the Silliman game administrator and may be subject to further disciplinary action by the school including being restricted from athletic contests for a period of time. 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 and Silliman.

Student Elections

Homecoming Court

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

Class Favorites

- Google Form 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

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.
- Fathers escort the sweethearts at the dance.

Other School 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 to receive the ring. The ring will be kept securely at school along with the newly ordered rings until the ceremony.

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 of a locked room until you know all is clear!!!

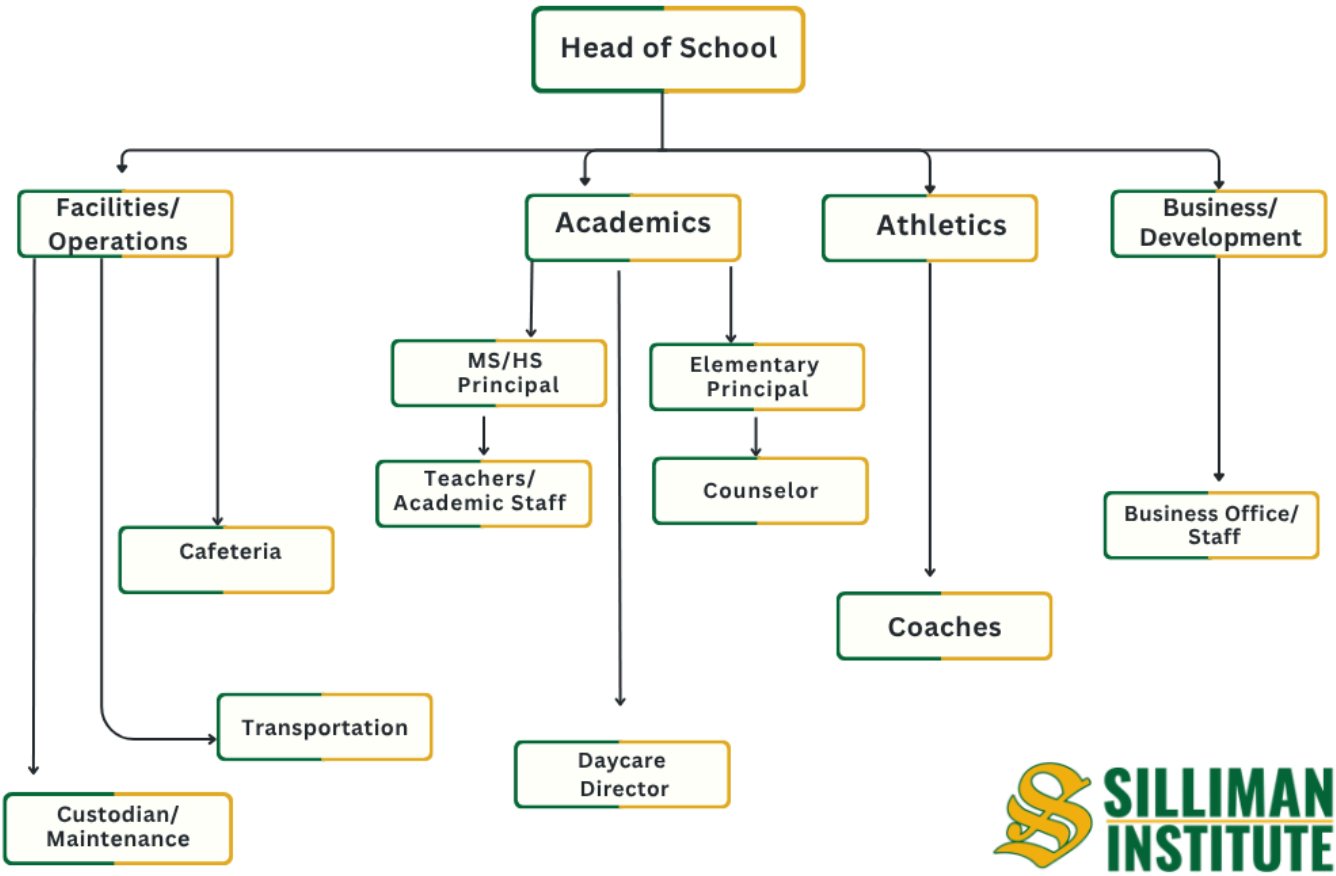
Bomb Threat

1. Exit the 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.

ORGANIZATIONAL CHART



SILLIMAN INSTITUTE

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?