

## **Section 1:**

### **Siloah Lutheran School's Mission, Vision and Objectives**

#### **Mission, Vision, and Objectives for Siloah Ev. Lutheran School**

“We will tell the next generation the praiseworthy deeds of the LORD” (Psalm 78:4).

#### **Mission Statement**

Siloah Lutheran School is a Christ-centered elementary school that prepares students for success in higher education, a life of service, and eternal life in heaven.

#### **Vision Statement**

We seek to raise the sights of anyone our school touches.

#### **Philosophy of Education**

We believe that the Old and New Testaments of the Holy Scriptures are the inspired Word of God which proclaims that Jesus Christ, God's Son, earned the forgiveness of sins for all humankind and that those who trust in his perfect life, sacrificial death, and victorious resurrection from the dead. As God's truth to humankind, the Holy Scriptures are also the authoritative guide for Christian living. We place the Bible at the center of our curriculum and activities. The Bible is taught as a regular subject each day and all other subjects are taught from a Scriptural viewpoint. The love of God in Christ is the standard and motivation for conducting all relationships and nurturing the students' faith in Jesus Christ as their personal Savior from sin is the way to prepare students for a God-pleasing life here and eternal life with him in heaven.

#### **Objectives of Siloah Lutheran School**

1. To share with all students the message of eternal salvation through faith in Jesus Christ, our Savior from sin.
2. To develop biblical literacy in all students.
3. To model, teach, and encourage a distinctively Christian worldview and the way in which the Christian faith is lived.
4. To deliver an excellent elementary school education that pushes students to perform above their grade level in all subjects and prepares them for success in higher education.

5. To foster in students the practice of aiming for high goals for themselves and for any organization in which they participate.

### **Purpose of the School Handbook**

The policies and procedures under which Siloah Lutheran School operates are derived from Christian principles and are in place to create an orderly learning environment. The purpose of this handbook is to share those practices and procedures; however, recording every practice and procedure that guides our operation is not possible, and the application of these practices and procedures can vary depending on circumstances.

## **Section 2:**

### **Enrollment**

#### **Policies for Admissions to Siloah Lutheran School**

Siloah Evangelical Lutheran Church founded Siloah Lutheran School as a part of its ministry, encourages its member families to enroll their children at Siloah, and makes every effort to ensure that desks are available for member children.

Siloah Lutheran School participates in the Milwaukee Parental School Choice Program, which allows students from families that are eligible based upon income and that reside in the city of Milwaukee to attend at no charge.

All parents are expected to model to their children a Christian way of life.

Parents are expected to:

1. Attend a mandatory orientation session at the beginning of the school year so that classroom procedures, new policies, and other related information can be discussed and explained to our parents.
2. Read and sign Siloah's "Parent Contract" document which is their commitment to work with Siloah and its policies for the benefit of students.
3. Attend two scheduled Parent-Teacher Conferences (see school calendar) with their student's teacher to discuss the child's progress and collect their report card.

Parents are encouraged to:

4. Have their children participate in scheduled singing activities during regular and special song services when their respective group sings during a worship service.
5. Attend Bible information classes held by the pastor at Siloah. This is helpful so that parents are aware of the doctrines and religious teachings of our church that will be taught to their children throughout the course of their academic life at Siloah.

#### **Transferring to Siloah from Another School**

The parent or guardian of a student or students who are transferring to Siloah from another school are asked to follow this process:

1. Call or stop in to place your child's name on our information form with our office personnel.

2. Make an appointment with the school administration to become acquainted with school expectations and policies, and to assess the student's math and reading levels in order to recommend grade placement
3. Provide your child's latest report card if possible.
4. Supply birth certificates and current immunization records if your child is in pre-kindergarten through grade one. For all other students, only provide current immunization records.

## **Statement of Nondiscriminatory Policy**

Siloah Lutheran School admits children of any race, color, creed, nationality, or ethnic origin to all rights, privileges, programs and activities available to its children. Siloah Lutheran School does not discriminate on the basis of race, color, creed, nationality or ethnic origin in administering its policies, programs, or activities.

## **MPCP Appeals Process**

Under 119.23(6m)(a)(4) all schools in the Milwaukee Parental Choice Program (MPCP) must provide to every MPCP applicant "A copy of the appeals process used if the private school rejects the applicant." The following is Siloah's policy adopted by our school board on 1-19-10 to satisfy the requirements of 119.23(6m)(a)(4):

Under 119.23(2)(a) a pupil must reside in the city of Milwaukee and meet the income requirements defined below to qualify for the MPCP:

The pupil is a member of a family that has a total family income that does not exceed an amount equal to 3.0 times the poverty level determined in accordance with criteria established by the director of the federal office of management and budget. In this subdivision and sub. (3m), family income includes income of the pupil's parents or legal guardians. Except as provided in subd. 1. d., the family income of the pupil shall be verified as provided in subd. 1. b. A pupil attending a private school under this section whose family income increases, including a pupil who attended a private school under this section in 2010–11 school year and whose family income has increased, may continue to attend a private school under this section.

119.23(3)(a) states that a school must, "Within 60 days after receiving the application...notify the applicant, in writing, whether the application has been accepted. If the private school rejects an application, the notice shall include the reason." A school may only reject an applicant for not meeting income and residency requirements, or for losing a random selection lottery.

Under Siloah's appeals process, if the criteria are not met, the applicant will be sent a letter within one week notifying the parent or guardian of the rejection of the application. An applicant may appeal Siloah's rejection of the application by providing the necessary documentation to Siloah's administration and the Board of Education within ten (10) working days of the notification in order for the Board of Education to review the application. The Board of Education will consider every appeal and notify the parent or

guardian with 5 working days. Siloah Lutheran School accepts applications during the open enrollment periods. Wisconsin State Statute 119.23(6m)(a)(4).

## **Tuition**

Families that are not eligible for the Milwaukee Parental Choice Program (MPCP) but wish to enroll their children at Siloah will be assessed tuition. Tuition will be assessed at the cost of MPCP payout per pupil. This also applies to families that are eligible for MPCP but desire to enroll after the MPCP count day in either semester. Administration will provide more information about tuition amounts when applicable.

## **Participation Fees**

Families pay a \$25.00 participation fee for the first child who participates in a sport per year. Each child after the first from the same family is assessed a \$10.00 participation fee per sport. If the first child participates in more than one sport per year, they would be assessed a \$10.00 participation fee for any additional sport this year. Siloah Lutheran reserves the right to assess a participation fee for other extra-curricular activities as necessary.

## **Age Placement**

Siloah Lutheran School's placement policy requires a student to be the age of four (4), five (5), or six (6) years of age by September 1<sup>st</sup> of the current school year before they may enter K4, K5, or 1<sup>st</sup> grade respectively. All children enrolling in Siloah Lutheran School must be completely toilet trained. For more information and enrollment procedures, please see the principal or administrative manager.

## **New Student Assessment**

Students in grades 1–8 who are transferring to Siloah from another school are required to write an assessment in reading and math to determine grade level ability. Administration will use the results of the assessment to conference with the student's parent(s) in determining the grade placement that will be most beneficial to the student's academic success (see "Transferring to Siloah from Another School").

## **MPCP Transfer Credit Policy**

Under 119.23(6m)(a)(8) all schools in the Milwaukee Parental Choice Program (MPCP) must provide to every MPCP applicant "A copy of the policy used by the private school for accepting or denying the transfer of credits earned by a pupil attending the private school under this section for the satisfactory completion of coursework at another school."

The following is Siloah Lutheran School's policy adopted by our school board on January 19, 2010 to satisfy the requirements of 119.23(6m)(a)(8):

Siloah will consider accepting school credit from other institutions to the extent that coursework at the previous institution is documented and in accordance with Siloah's academic standards. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the school's principal.

## **Section 3:**

### **The Classroom**

#### **Course of Studies**

Siloah Lutheran School's curriculum is founded on the Word of God as it is revealed in the Holy Bible. Not only is the Word of God a regular subject that is taught and assessed daily, but all other subjects are taught in the light of God's Word.

Siloah is also committed to preparing students for success in higher education by means of a rigorous curriculum that emphasizes the core subjects: Math, Reading, Social Studies, Science, and English Language Arts. In addition, electives that include African American History, Art, Music and Physical Education are a part of the curriculum.

#### **Homework**

Homework helps reinforce lessons taught in the classroom and can be a valuable way to develop responsibility in students. Siloah students can expect homework on a regular basis and handing in completed homework each morning is an expectation. Students who do not turn in assigned homework can expect a classroom consequence.

#### **Academic Overtime**

Academic Overtime is a time of intervention or support that meets from 3:30–4:30 PM on Mondays, Tuesdays, Wednesdays, and Thursdays for those students who, are in need of extra help based on their progress reports or the judgment of their teachers. Siloah staff are committed to the academic success of all students. When Academic Overtime becomes necessary, we ask parents to accommodate their child's extra time at school in their family schedule.

Students in Academic Overtime will remain in dress code and will not be engaged in any behavior other than completing school work or receiving help with school work.

## Siloah Lutheran School Grading Scale

<u>Percentage</u>	<u>Grade</u>	<u>GPA</u>
95–100%	A or A+	4.00
93–94%	A–	3.66
91–92%	B+	3.33
87–90%	B	3.00
85–86%	B–	2.66
83–84%	C+	2.33
80–82%	C	2.00
78–79%	C–	1.66
76–77%	D+	1.33
72–75%	D	1.00
70–71%	D–	.66
0–69%	F	.33

### Honor Roll Guidelines

The following subjects are used to determine the honor roll at Siloah Lutheran School:

- ❖ Word of God/Memory Work
- ❖ Math
- ❖ Science
- ❖ Social Studies
- ❖ Reading/Literature
- ❖ English
- ❖ Electives (middle grades)

Principal's List (High Honors)      3.5 – 4.0  
Dean's List (Honors)                      3.0 – 3.49

## **Student Promotion Policy**

### **Promotion Standards**

Siloah Lutheran believes that all students can learn and wants to promote students to the next grade level. Readiness for the next grade level is critical for a student's present and future success, however. The following criteria will help determine whether promotion or non promotion is in a student's best interest.



1. student's academic readiness as noted on the report cards,
2. student's scores on standardized and other academic tests,
3. student's attendance,
4. student developmental readiness,
5. and other criteria, academic or otherwise, as determined by the school's principal(s) and classroom teacher(s).

### **Graduation Ceremony/Closing Service**

In order to reflect the high academic standards that the Board of Education approved for curriculum and instruction, the Board of Education holds to the standard that each graduating 8<sup>th</sup> grade student must hold a minimum of a 2.00 GPA in order to participate in the Graduation Ceremony/Closing Service.

In order to make communication with parents in this matter to be as efficient as possible, the 8<sup>th</sup> Grade Homeroom teacher, and other Middle Grade teachers, if necessary, along with the principal will review the academic standards of each 8<sup>th</sup> grade student and make a determination at least one (1) week prior to the Graduation Ceremony/Closing Service. The principal will contact, by phone, any parent or guardian of 8<sup>th</sup> grade students who do not meet the minimum requirement for participation in the Graduation Ceremony/Closing Service. A follow-up letter will be sent as soon as possible.

### **Academic Standards**

Siloah measures student growth against the Common Core Standards for each particular grade level. If a student is performing two years or more below grade level in Reading, Writing/English Language Arts, or Math, non promotion to the next grade level is likely.

In the middle grades (5<sup>th</sup>/6<sup>th</sup>–8<sup>th</sup>), the minimum academic standard for promotion is

- at least a 2.0 cumulative grade point average over the past school year in six core subjects: Math, Reading, Social Studies, Science, English Language Arts, Word of God, and
- no more than one F in the third marking period in the same subject.

### **Standardized Testing**

A student's performance on standardized tests used in the third through eighth grades can be a valuable measure for determining promotion. Minimal performance in core areas may be a reason for recommending non promotion.

### **Attendance**

It is important for students to be in school on time and on a consistent basis so that they obtain the skills necessary for success in the next grade level. Students who are absent more than 25 days of a school year may not be promoted. Days of suspension are considered days of absence.

### **Developmental Readiness**

Students who are behind their classmates in their social and emotional development may not be ready for the next grade level. Organizational skills, social skills, and emotional

maturity are measures that may be considered in determining promotion in conjunction with other criteria.

### **Procedure**

By means of report cards, parent conferences, and other communication, teachers will keep parents apprised of a student's academic progress or the lack of it. Parents are also encouraged to keep in close contact with their child's teacher. As early as possible, teachers who sense a student may not be ready for the next grade level will let his or her parent(s) know so that every effort can be made between the school and home to address the issues that are pertinent. If a student's promotion is in jeopardy near the end of the third quarter, parents will receive a formal, written notice, and the principal will be copied. Parents and the teacher will hold a conference or conferences to determine by mutual agreement the grade placement for the following year and any conditions (e.g. summer school) that might be a part of the agreement. The principal will be copied all information regarding the outcome of the conference(s). The principal will be apprised of students whose promotion is in jeopardy, may become involved in any and all conferences, and will make the final determination.

## **Extra-Curricular Activities**

**All** students from Siloah Lutheran School involved in interscholastic sports compete in conference play against other schools throughout the Milwaukee Metro area. In order for students to participate, students and parents (or guardians) must agree to the following level of involvement:

1. Students must have a permission slip filled out and signed by the parent or guardian.
2. Students must meet academic eligibility requirements.
3. Students, parents or guardians must be cooperative, supportive and respectful toward the coaching staff, referees, and team players and conduct themselves in accord with Christian principles.
4. Parents must provide or arrange transportation to away games and cannot assume coaches will provide transportation.

Failure to meet these criteria may mean the removal of the student from the specific sporting team. Teachers and coaches have the authority to deny students the privilege to participate in practices or games for disciplinary reasons or lack of support.

## **Academic Eligibility Policy**

(08/15/2017)

Academic eligibility will be checked on each Monday of the week.

If on any eligibility check, a student is below a 2.0 GPA or has an F in any subject, he or she is ineligible for all extra-curricular activities until the next eligibility check. This includes practices and games for athletics.

If a student is ineligible for two eligibility checks at any time during the year, he or she will be ineligible for athletic participation for the remainder of that school year.

### **Field Trip Practice**

Field trips are a regular part of the academic experience at Siloah. However, they are a privilege and not a right. Students may forfeit the opportunity to participate in a field trip by behavioral choices they make in the classroom. Classroom teachers make the final determination about which students attend field trips. Teachers are encouraged to announce their field trip destinations, plans, and expectations as early as possible and will make every effort to inform parents of students who have lost a field trip privilege in a timely way. On a field trip, students represent their families, our school, and their Lord. Christian behavior is an expectation.

Non attendance on a school day when a field trip is scheduled is recorded as an absence. Students who are not eligible for field trips will receive alternative instruction at school until their class returns.

### **Media and Technology**

Siloah Lutheran School recognizes that technology is an integral part of our society. The computers that students use are provided to meet educational objectives. Use of the Internet at school is restricted to academic purposes only and must be supervised at all times. Students misusing the Internet are subject to disciplinary actions. Students and their parents or guardians are required to sign Siloah Lutheran's "Acceptable Use Policy" as it pertains to using technology.

## Section 4:

### Expectations

#### **Christian Standards and Expectations for Working with Staff Members**

Although Christian standards are the expectations that we aspire to follow at Siloah Lutheran School, at times emotions can spiral out of control and our words and actions may not follow these Christian standards. We should always follow the example our Lord took when dealing with sinful issues. At various times in the past emotions have run out of control when school staff have had meetings with parent(s), and guardian(s). At these meetings parent(s) or guardian(s) have used swear words, racial slurs, taken God's name in vain, and made threats or made threatening gestures toward school personnel.

The following expectations apply to all exchanges between parents or guardians and school personnel.

1. No use of derogatory comments, swearing, or vulgar language.
2. No use of the "N" word or any other racial slur.
3. No use of threats, suggested violence, or physical intimidation.

The Board of Education has instituted a policy of non toleration of physical, verbal or mental intimidation by parents toward school personnel. A student's enrollment at Siloah Lutheran School may be terminated immediately due to the words and actions a parent or guardian displays when talking to school personnel. Upon notification of termination, a parent or guardian may file for an appeal. See page 17 for the Appeals Process. If you feel that the situation might spiral out of control due to your emotions or anger over an issue, the wisest course is to wait until your emotions have had a chance to settle down so the concern can be talked about in a loving and caring manner. This may mean waiting a few days until you feel you have settled down enough to discuss the issues rationally and in a Christian manner.

If a parent is dissatisfied with the outcome of a meeting, the following steps are in order:

If your concern is with the teacher: first go to the teacher. If satisfaction isn't gained, then involve the principal and the teacher. If satisfaction doesn't come from the principal, take the teacher, principal and the matter to the Board of Education. (Matthew 18:1-17).

#### **Change in Address and Phone Number**

**Parents** are asked to notify the school office immediately when addresses or phone numbers are changed throughout the school year. The ability to make contact with parents and guardians, sometimes in an urgent way, is critical to serving students most effectively.

## **Wisconsin's Habitual Truancy Laws**

A "habitual truant" is a student who is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held, during a semester, under Wisconsin State Statute 118.16. Wisconsin State Statute 118.15 holds the parent or guardian, who has under their control a child who is between the ages of six (6) and eighteen (18) years, responsible for causing the child to attend school regularly, full time, whenever school is in session, until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age.

It is important that you contact the school whenever your child is going to be absent to prevent your child from becoming a victim of the habitual truancy laws and you from being subject by the City of Milwaukee to a municipal citation and or fine. Also failure to contact the school may ultimately result in a referral to the Milwaukee County District Attorney's Office for violating the Wisconsin Compulsory School Attendance Law (found in Wisconsin State Statute 118.15).

It is *your responsibility* as a parent or guardian to notify the school as soon as possible when your child will be absent. The following are valid reasons for your child to miss school and are considered excusable absences: personal illness, funerals, medical/dental appointments, required legal appearances, family emergencies where the student is needed to ensure family well-being, all school suspensions, including during the expulsion process. All other absences are regarded as trancies.

### **Attendance**

(08/15/2017)

Being present and on time each school day is critical to a student's academic success and establishes a practice that is vital for success in life. Parents and guardians should make every effort to make certain students are present and on time every day school is in session unless he or she is ill. Please schedule doctor appointments and the like outside of school hours whenever possible. Please call the school office as early as possible on a day that your child will be absent. If a child is absent and our office personnel have not heard from the home by 8:45 AM, the parent or guardian will receive an automated notification.

If a parent knows that a student will be late, please call the school office as soon as possible. If a parent knows that a student will be arriving after 8:30 AM, he or she must call the school office before 8:30 AM. If you do not reach someone when you call, please leave a message. Office personnel consider a message to be valid contact. A student who arrives at school any time after 8:30 AM without notice to the school office about his or her tardiness will not be allowed to attend school that day.

Any day a student does not attend school is considered an absence whether "excused" or "unexcused."

- At the eighth absence in the school year, the parent or guardian will be notified by letter about the importance of regular attendance.
- At the twelfth absence in the school year, the parent or guardian will conference with administration to develop an attendance plan.
- At the fifteenth absence in the school year, the student is considered truant (see “Wisconsin’s Habitual Truancy Laws”). The principal reserves the right to retain any student who misses more than fifteen days of school.
- At the twentieth absence in the school year, the student is considered a habitual truant. Administration may report the situation to the relevant court or child services agency under the belief that the family has service needs.

School is important, but sick children need to be at home. Once a child’s condition improves, and his/her temperature is normal without medication, he/she can return to school. Be certain that the school has current telephone numbers to reach you at all times in case your child becomes ill or injured. If any of the following conditions exist, please keep your child at home: fever (above 100 degrees), heavy nasal congestion or frequent cough, vomiting or diarrhea, blistery rash, or if your child has been diagnosed with a contagious disease. If your child received medical care, we will need a medical release informing the office that your child is no longer contagious.

Medical conditions or longer-term medical care that leads to repeated absences can be given special consideration. Please speak with the principal if you believe that this is your situation. Special considerations are approved on a case-by-case basis by the principal and the Board of Education.

## **Tardiness**

(08/15/2017)

Learning begins at 7:55 AM each morning. Students are to be in their desks with all morning preparations completed at 7:55 AM. To be ready for learning, a student must have eaten breakfast, unpacked his/her school bag, turned in their homework, and have all materials on their desk by 7:55 AM. There is no excuse for a mark of tardy. A tardy will be charged to a student who is not ready for learning at 7:55 AM.

Tardiness is unacceptable. It is the number one reason for employee termination in the United States. Parents and guardians are encouraged to consider 7:35 AM as the start of school so that their children understand the importance of being on time and are never tardy. The following are consequences for tardiness:

- The first four marks of tardy in any quarter are without consequence.
- On the fifth tardy, for any reason, students will receive an in-school suspension for one day. Students must serve the in-school suspension prior to returning to class.
- If a sixth tardy should occur, the student, parent, and the principal will sit and develop an attendance plan. The student will not be allowed to return to class until this meeting takes place.

- Any marks of tardy after the sixth are subject to more serious disciplinary actions, including, but not limited to, detention, out-of-school suspension for one day, a visit by a social worker and/or expulsion.

## **Discipline**

Upon enrolling a child in our school, the parent and school staff members enter a joint relationship concerning the disciplining of the child. Each classroom teacher is responsible for the discipline in his or her classroom. From time to time, teachers in other classrooms may find it necessary to discipline children who are not presently in their rooms. At that time, those teachers may take disciplinary action and recommend consequences.

We know that children are sinful by nature, yet children of God through faith in their Redeemer. Therefore, we endeavor to develop God-pleasing Christian character by properly applying Gospel and Law. Other means of discipline may become necessary, like correction through consequences.

All correction is carried out in the spirit of love for the child and has the goal of developing in the child self-control and compliance with biblical principles. Siloah Lutheran School does not use corporal punishment. In instances of serious or chronic behavior problems, the principal, pastor, and parent will be notified.

## **Bullying Policy**

(08/15/2017)

Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. The behavior is often repeated and habitual towards particular targets. It can be emotional, verbal, physical, and cyber in form and has a pattern of repetition.

1. **1<sup>st</sup> Offense:** If there is any evidence of bullying, it will result in an automatic referral, a detention, and a mandatory parent meeting.
2. **2<sup>nd</sup> Offense:** Evidence of bullying will result in a one-day suspension, mandatory parent meeting, and notification of bullying sent to the Board of Education.
3. **3<sup>rd</sup> Offense:** Evidence of bullying will result in a three (3) day suspension, mandatory parent meeting, and notification of bullying sent to the Board of Education.
4. **4<sup>th</sup> and Final Offense:** Expulsion pending principal and Board of Education approval.

## **Detention**

Detentions are consequences given to students for making continual poor choices. Classroom teachers will use progressive measures to address inappropriate behavior.

When inappropriate behavior persists, the teacher may involve the principal or other personnel to help bring about correction; however, if lack of compliance continues, the teacher may issue a detention. Some infractions may warrant a detention even before other measures have been taken. The following behaviors are among those that may lead to a detention.

- Continued disruptive behavior
- Talking back to the teacher
- Throwing a temper tantrum
- Refusing to follow the classroom routines
- Disrespect to God, an adult, or a peer
- Dress code infractions

Detentions are served after school with the student's homeroom teacher, unless other arrangements have been made with the principal, from 3:30 to 4:30 PM. During the detention, the student will sit or stand silently for the entirety of the detention. Detentions not served satisfactorily will result in another detention.

## **Suspensions**

(08/15/2017)

Only a Siloah principal can suspend a child. If the principal is unavailable, an appointed staff member acting in ad hoc capacity may make the decision to suspend a student. If that happens, the ad hoc member will make every effort to contact the principal for consultation and will notify the parent and the Board of Education chairman.

Once a child receives a suspension, the principal, or the appointed staff member working as ad hoc principal, will make every effort to contact the parent or guardian by phone as soon as possible. A letter will also be sent home regarding the incident and the appeals process. Days of suspension are counted as days of absence. Please see page 17 for the appeals process.

### **The following is a level 1 suspension:**

- Excessive detentions in a quarter (Suspension may occur after the fourth detention in a quarter.)

Level 1 suspensions are not accumulated throughout the year.

### **The following are level 2 suspensions:**

- Extreme disrespect to an adult
- Bullying
- Cheating
- Vulgarity
- Vandalism
- Damage to school property
- Damage to other student's property
- Theft
- Sexual misconduct of any kind
- Possession of tobacco, drugs, alcohol, guns, knives
- Racial attacks
- Fighting
- Threatening language
- Repeated disruption in the classroom
- Other violations as deemed necessary
- Inappropriate use of school technology



Level 2 suspensions are accumulated throughout the year. Fighting may result in a three (3) day suspension pending an investigation of the incident

## **Expulsion** (08/15/2017)

When a student reaches the third suspension in a school year, a meeting will be scheduled with the parent or legal guardian of the student, administrator(s), and the student's classroom teacher to work on a plan (probation) to assist the child in making the necessary changes so the fourth suspension doesn't occur. The student will not be allowed to return to school until the parent or guardian meets with the administrator and classroom teacher. In the event of a fourth suspension, the student may be referred to the Board of Education for an expulsion hearing. The parent or guardian will be notified of the expulsion hearing through a phone call and a written letter within five working days. The following people may be represented at the hearing: teacher(s), administrator(s), Board of Education chairman and Board of Education vice chairman, parent or legal guardian of the student, and the student(s).

In severe cases some of the examples under the suspension section or other destructive behaviors can lead to immediate expulsion. A student's enrollment at Siloah Lutheran School may also be terminated immediately due to the words and actions a parent or guardian displays when talking to school personnel. The principal in consultation with the Board of Education chairman, and Board of Education vice chairman will make final determination. All federal and state constitutions, guarantee the rights and liberties of individuals, including of religion, expression, association, against unreasonable search and seizure, equal protection, and due process.

## **Appeals Process** (08/15/2017)

A parent or legal guardian of a student may make a written appeal to the Board of Education within ten (10) working days of the date the suspension or expulsion was given. In the event of such an appeal, a meeting of the Board of Education will take place.

Prior to the hearing, the Board of Education will conduct an investigation and keep records of the cause of the suspension or expulsion decision. The Board of Education will conduct the hearing and keep written minutes of the hearing. The parent or guardian of the student may present their appeal directly to the Board of Education or may have a counsel do so in their place. Once the Board of Education hears from the parent or guardian, the parent or guardian will receive a final decision on the suspension or expulsion within ten (10) working days.

Throughout the appeals process, the decision being appealed shall be enforced while the Board of Education reviews the decision.

The decision of the Board of Education following the appeal hearing is final and shall be enforced.

## **Conduct – Conflict Resolution**

(4/21/2008)

In our school, in which the word of God is the foundation and guide for all our activities, it should be self-evident that the children and their parents reflect their faith in Christ by their behavior and attitudes. We are Christians and strive to act as such at all times, in the classroom and in the field.

As children of God we turn to the Bible for guidance – Matthew 18:15–16. If a problem arises between two people we:

1. Talk to the person in private. (Matthew 18:15 – “If a brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over.”)
2. If the problem continues, include another person. (Matthew 18:16a – But if he will not listen, take one or two others along.”)
3. If the problem cannot be resolved, the situation will be taken to the administration. (Matthew 18:17a – “If he refuses to listen tell it to the church”).

Finally, above all things be imitators of Christ.

## **Inappropriate Touching – Sexual Abuse – Sexual Harassment**

Incidences of inappropriate touching, sexual abuse, and sexual harassment are not tolerated at Siloah Lutheran School

Students at Siloah Lutheran School range in age from 3 to 15 years. Because our students are in various stages of physical and emotional development, discipline for inappropriate touching, sexual abuse or sexual harassment will be age appropriate.

After an incident is reported, administration and staff will conduct a thorough investigation in an attempt to establish clearly what took place, what circumstances may have been involved and whether or not consequences are in order.

The age appropriate consequences that students will incur are as follows:

### **Gr. 5 – 8**

Any incident of inappropriate touching, sexual abuse, and/or sexual harassment will result in suspension. Further, a student may be asked to complete appropriate counseling as a condition of continued enrollment. Depending upon the severity of the incident, the student may be expelled from Siloah Lutheran School.

### **Gr. K4 – 4**

**Incident #1** A mandatory detention followed by a meeting between school administration and Parent(s)/Guardian(s).

**Incident #2:** A suspension, 1–3 days depending upon the circumstances, in conjunction with a meeting between school administration and Parent(s)/Guardian(s). Counseling may be suggested by school administration or Board of Education based on the particulars of the incident.

**Incident #3:** Automatic suspension and mandatory counseling with follow up between the student’s family and school administration. At that time the Board of Education in consultation with school administration will make a decision to whether or not expulsion is necessary or warranted.

## **Social Media**

(08/15/2017)

Siloah Lutheran School realizes the prevalence of social media in the 21<sup>st</sup> century. As a parent or guardian, it is your responsibility to monitor your child’s use of social media. Please note that the majority of social media platforms are prohibited for children under the age of 13. If your child is affected in a negative way by another child through social media, contact the police. Siloah does not take responsibility for student use of social media nor will it monitor student social media use.

If social media is used by a student to organize fights or other inappropriate events on Siloah property, the staff, administration, and Board of Education will investigate. If it is determined that social media was used by a student in a way that brought harm to others on Siloah property, appropriate disciplinary measures will be taken based upon the severity.

## **Siloah Lutheran School Dress Code**

Students are required to attend school well groomed, conforming to the guidelines of Christian modesty and decency. Clothes are to be clean and neat, free of tears and holes. Dress code colors are the only colors the student may wear. The following dress code is enforced without exceptions:

### **BOYS**

#### **Shirt**

- Navy blue, red, or purple polo, short or long-sleeved. Polos need to be plain without logos, emblems, text, pictures or markings of any kind.
- T-shirt under polo is optional. If worn, T-shirt can be same color as polo or plain white with no logo, emblem, text, pictures or any other markings.
- Shirt must be tucked in.

#### **Pants/Shorts**

- Navy blue, khaki tan, or black
- Navy blue, khaki tan, or black shorts permissible in August, September, April, May, and June
- No jean denim pants or jean denim shorts (or any color), no cargo pants or cargo shorts

#### **Belt**

- Black, navy blue, or brown without designs

#### **Shoes**

- Black (tennis, dress or dress casual, entire foot must be covered)

#### **Socks**

- Black, navy blue, or white
- Socks are solid in color with no logos or designs

#### **Sweater or Fleece (optional)**

- Navy blue or red button-down, or zipper, or sweater vest without any emblems or hood.
- No “hoodies”

## **GIRLS**

### **Shirt**

- Navy blue, red, or purple polo, short or long-sleeved. Polos need to be plain without logos, emblems, text, pictures or markings of any kind.
- T-shirt under polo is optional. If worn, T-shirt can be same color as polo or plain white with no logo, emblem, text, pictures or any other markings
- Shirt must be tucked in

### **Pants/Shorts**

- Navy blue, khaki tan, or black
- Navy blue, khaki tan, or black shorts permissible in August, September, April, May, and June
- No jean denim pants or jean denim shorts (or any color), no cargo pants or cargo shorts

### **Skirt/Jumper**

- Navy blue, khaki tan, or black (must be within 3" of knees)

### **Belt (optional)**

- Black, navy blue, or brown without designs

### **Shoes**

- Black (tennis, dress or dress casual, entire foot must be covered)

### **Socks/Tights**

- Black, navy blue, or white
- Socks or tights are solid in color with no logos or designs (no thigh high socks, tights, leggings, or jeggings.)

### **Sweater or Fleece (optional)**

- Navy blue or red button-down, or zipper, or sweater vest without any emblems or hood
- No "hoodies"

### **Non-uniform days (boys or girls in K4 – 8<sup>th</sup> grade)**

Tight/form fitted bottoms or body revealing tops are inappropriate attire for Siloah's standard/policy (i.e. leggings, jeggings, midriff tops, skinny jeans, etc.)

## **Dress Code Additional Rules and Regulations**

1. Girls wearing jewelry should be limited to one short, chain necklace, one pair of small post earrings (no hoop earrings), one ring on either hand, and one bracelet on either wrist.
2. Makeup is not to be worn; this includes the application of lip gloss during the school day. Nail polish and press on nails brought to school will be confiscated.
3. Boys wearing jewelry should be limited to one short chain necklace, one ring on either hand, and one small studded earring in one ear only (No hoop earrings).
4. Inappropriate headgear of any type or style is not to be worn in the building by boys or girls. (i.e. bandanas, baseball caps, skull caps, do rags, head scarves, headbands, or hair ribbons of any kind).
5. Outdoor gear of any kind, including but not limited to coats, jackets, fleeces, sweatshirts with or without hoods are not to be worn in the classroom or church. Of course students can wear them outside as appropriate for the weather but upon entering the classroom they must be put away properly.
6. Sagging pants are not allowed, including on non-uniform days. All pants must be worn at the natural waist.
7. Hairstyling may not occur in the classroom, and should only occur in the bathroom at appropriate times. Picks and combs or any type are not to be worn in the students' hair or used in the classroom.
8. One small handbag or clutch bag or purse may be used by girls in grades 4–8.

Siloah Lutheran School reserves the right to define appropriateness, to remove a student from the classroom for lack of dress code compliance and to make contact with the student's home so that proper attire is provided.

After the fourth (4<sup>th</sup>) uniform infraction in a Marking Period, the student will serve a detention. After the fifth (5<sup>th</sup>) infraction in a Marking Period, the students will not be allowed to return to school until the parent or guardian has met with administration to find a solution. Dress Code infraction count will return to zero (0) at the end of each Marking Period.

## **Electronic Equipment and Cell Phones**

(08/15/2017)

1. Electronic equipment (such as MP3 players, games, pagers, radios, or CD players) are not allowed at school and should not accompany the students on any field trips or the school picnic. Any violation of this rule will lead to the confiscation of the electronic equipment until the parent or guardian retrieves it from school administration.

2. Cell phones brought to school must be turned into the collection bin in each classroom or the school office before school begins. Cell phones will be returned to the students upon dismissal. Any violation of this rule will lead to the confiscation of the phone until the parent or guardian retrieves it from school administration.
3. Parents who allow their children to bring cell phones, or other electronic devices, to school must show proof of insurance at the School Office during Registration. Damage, loss, or theft of cell phones, or other electronic devices, is not the responsibility of Siloah Lutheran School.

### **Siloah Center (Gymnasium)**

**All** students in grades K4 – 8<sup>th</sup> grade must have an extra pair of new gym shoes to be used exclusively for physical education/recess when held in the gymnasium. No black soled gym shoes or any street shoes will be allowed on the gym floor. The extra pair of gym shoes will be stored in the classrooms.

## Section 5:

### Organizations and Programs

#### Parent Organization

##### The Christian Education Association (C. E. A.)

Siloah Parent/Teacher Organization

The Christian Education Association is a parent organization designed to give the parents of the school an opportunity to lend support directly to the Ministry of Siloah Lutheran School. The purpose of this organization is to:

- Establish and maintain close ties between the home and school.
- To strive toward further growth and knowledge in the Christian training of the young.
- To promote Christian fellowship among the members.
- To assist with school functions.
- To provide financial support for school projects.

The CEA is a valuable extension of the school and allows Board of Education and staff members the opportunity to gather with parents to discuss goals for the future and also to brainstorm ideas.

#### Hot Lunch Program

**Breakfast** and hot lunch are available to students. As part of the CEP program, all students qualify for free breakfast and lunch.

The students may also bring a bag lunch daily instead of taking hot lunch. Parents of K4–3<sup>rd</sup> grade are also asked to provide a snack for their child daily.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs).

To file a complaint of discrimination, write USDA, Director, office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.



## **Before/After School Care Program**

Siloah Lutheran School makes available a before/after school care program, for children in grades K4–8, to provide daily assistance to the parents of our school who are in need of supervised care for their child(ren). All parents will need to have a signed and dated contract on file.

The following are the hours for the before and after school care program:

Morning Hours: 7:00AM to 7:30AM

Afternoon Hours: 3:30PM to 5:00PM Monday through Friday

### **COST**

The hours for before school care are 7:00 to 7:30 AM on all days of school at a cost of \$1.50 per day per student. Any student arriving to school between 7:00 and 7:30 AM will be required upon entering the building to report to the before care program located in the Fellowship Hall/Hoffmann Hall. The hours for after school care are 3:30 PM. to 5:00 PM Monday through Friday at a cost of \$3.00 per day per student. Any student not picked up by 3:30 PM will be brought back into the building and escorted to the aftercare program, located in the workroom/copier room, where they must wait to be signed out upon pick up by an adult. Siloah Lutheran School will require a deposit at the beginning of the school year. An invoice for additional fees/services will be prepared and distributed bi-weekly with payment due by the following Friday. If payment is not made within that next week, the student will be removed from the aftercare program.

### **ADDITIONAL CHARGES**

Any student (K4–8<sup>th</sup> grade) picked up after 5:00 P. M. will be charged an additional \$15.00 per day per student. This charge will also be included on the bi-weekly invoice. Again if payment is not made by the due date, the student will be removed from the aftercare program. Continued abuse of this policy could result in the student being dismissed from enrollment in the Before/After School Care Program, your bill referred to a collection agency or claims court.

**NOTE: There is no after care provided during the last two weeks of school. At no time, before or after school, will children be allowed to wait in any area without adult supervision.**

## **Section 6:**

### **Miscellaneous**

#### **School Hours**

Doors open to the school at 7:30AM at which time breakfast is also served. Class hours for Siloah Lutheran School are as follow:

K4-8            7:55AM to 3:10PM Monday through Friday

At 3:30 PM students are brought back into the building and escorted to the aftercare program where they must wait to be signed out and picked up by an adult. If a child is staying to help a teacher, for extra academic help, or to serve a detention, he or she must be signed out of the aftercare program by the retaining faculty member. Once a student has exited the building, he or she is not allowed to re-enter the building again unless it is for their own safety.

Students who are waiting for a sibling who is participating in an extra-curricular activity are required to wait in the aftercare room and will be charged for after care.

#### **Weather Related Closings**

In the event of severe weather, notice of school cancellation will be broadcast on the following radio stations: AM 620, AM 1130, FM 96.5, FM 102.9, FM 94.5, FM 98.3 and FM 106.9. In addition, watch for TV notice on WISN Channel 12 and WTMJ Channel 4.

#### **Blood Borne Pathogens and Medical Policies**

Siloah Lutheran School's policies and plan of action regarding first aid treatment and the handling of potentially dangerous bodily fluids is on file in the school office. Members of the staff have been trained to take appropriate measures to ensure the safety of all individuals. First aid materials are available in designated areas to treat students in cases of an emergency.

In case of serious medical illness or injury at school, the school principal or designee will contact the City of Milwaukee Fire Department Emergency Medical Service at 911, if emergency medical care is requested. The City of Milwaukee Fire Department or assigned ambulance service will convey your child to a hospital providing emergency service. The responsibility for assuming all conveyance and medical expenses incurred on behalf of your child is a parental one.

If a child becomes ill during school hours, the teacher will notify office personnel or health aide. Once the health aide has determined what the illness, injury or problem is, she will make contact with the parents. If the parents are not available, the health aide will call the emergency contact person listed on the child's registration form. If a student has contracted a communicable illness (e.g. strep throat, pink eye, chicken pox), the rest of the student body will be informed by letter. Siloah personnel will not send an ill student home alone unless the parent or guardian has given

permission. Siloah personnel do not dispense internal medicine of any kind to students without written permission from a parent or guardian.

## **Visitor Policy** (08/15/2017)

**Definition** for Visitor: Parents, alumni, or any person that visits a teacher, faculty, staff, or student of Siloah Lutheran School in an unscheduled capacity. Visitors at Siloah Lutheran School for faculty, staff, and teachers are allowed if one of the following guidelines is met:

1. All visitors must enter through the main office doors and sign in at the office. At no time are visitors to enter through any other door.
2. Visits that take place on the same day are allowed for a period of 30 minutes for faculty, staff, and teachers. Visitors must sign-in and meet their party at the school office or designated area assigned by the administrative manager, or principal.
3. Visitation could only occur during non-instruction times, which includes beginning of school, lunchtimes, recess, in-class sessions, during school dismissal, etc.
4. Exceptions to the 30 minute time restraint rule or 24 hour notification rule would be as follows:
  - i) Board of Education member(s) called to observe or perform an assigned duty or action.
  - ii) Any person authorized by the principal.
  - iii) Any person conducting authorized business on behalf of Siloah Lutheran School or affiliates (maintenance workers, another school, volunteer help, etc.).
5. Penalties for this policy would be as follows:
  - i) Any person that does not meet minimum criteria will be asked to leave premises immediately.
  - ii) Any person that does meet the criteria but does not follow time guidelines will be asked to leave immediately.

Any disruption, violations to rules or timely departure after request to leave is given, the visitor will not be allowed to return until the Board of Education reviews the incident in question at their next scheduled meeting. At that time, the visitor and host (person the guest is visiting) may be interviewed and a decision by the Board of Education will be made and finalized.

## **Volunteer Policy** (08/15/2017)

**Definition** for Volunteer: Any person who received authorization from school administration to perform a duty for the school, a classroom, or activity at Siloah Lutheran School.

Volunteer visits at Siloah Lutheran School are allowed if one of the following guidelines is met:

1. Volunteer(s) that are meeting in the classroom must have approval by the teacher in the classroom and the principal at least 24 hours before arrival.

2. Volunteer(s) must state the time they will be arriving to perform duties and when they are expected to complete duties. If they do go over the allotted time in their duties, they must let the teacher of the class know and either administrative manager, or the principal as well.
3. Volunteer(s) must be aware of the safety procedure for the school and classroom. They are not allowed to open any entrance for people to enter the grounds without going through the proper channels.
4. Volunteer(s) must sign-in and meet their party at the school office or designated area assigned by the administrative manager, or principal.
5. Volunteer(s) must perform their duties only in the areas they are assigned to work. They should not be disruptive to other classrooms or activities taking place during the course of the day.
6. Exceptions to the 24 hour notification rule would be as follows:
  - a. Board of Education member(s) called to observe or perform an assigned duty or action.
  - b. Any person authorized by the principal.
  - c. Any person conducting authorized business on behalf of Siloah Lutheran School or affiliate (maintenance workers, another school, etc.).
7. Penalties for this policy would be as follows:
  - a. Any person that does not meet minimum criteria will be asked to leave premises immediately.
  - b. Any person that does meet the criteria but does not follow time guidelines will be asked to leave immediately.
  - c. Any disruption, violations to rules or timely departure after request to leave is given, the volunteer will not be allowed to return until the Board of Education reviews the incident in question at their next scheduled meeting. At which time, the volunteer and host (person the volunteer is visiting) may be interviewed and a decision by the Board of Education will be made and finalized.

## PARENT CONTRACT

As a Siloah Parent/Guardian, I recognize that upholding school practices is in the best interest of my child(ren) and fully commit to the following:

- I will make myself familiar with the policies and procedures that govern Siloah Lutheran School as they are presented in the *Parent Handbook*, weekly newsletters, and any other forms of communication from Siloah. I will support these policies and procedures as I work with my child(ren) and Siloah staff members.
- I will treat all Siloah students, other parents, staff members, and Board of Education members with respect and civility. I will take full responsibility for my actions, and accept the consequences, good and bad, thereof.
- I will impress upon my child(ren) the importance of education and the need to complete assignments and other school obligations faithfully. I will provide support in my home so that my child(ren) have the resources necessary to complete homework adequately.
- I will do all in my power to have my child(ren) arrive at school on time every day and be ready for learning at 7:55 AM.
- On days when my child(ren) might be late or will not attend school, I will call to inform office personnel or leave a voice message as soon as possible.
- I will inform the school about any changes to my contact information immediately after the change takes place.
- I will make every effort to have my child(ren) wearing Siloah's dress code each day it is required. I will make sure my child(ren)'s clothing is clean and in good repair.
- I will make an effort to communicate with my child(ren)'s teachers regarding their academic performance and behavior. I will ask my child(ren) or look for any information that might have been sent home from the school or teacher.
- I will take responsibility for any and all actions my child(ren) may take inside or outside of the building, inside or outside of school hours. This includes the use of social media platforms.
- I understand that am I to provide proof of insurance for my child's cell phone, or other electronic device, that they bring to school. I will help enforce the school policy of having all electronic devices, including cell phones, turned in either at the office or with my child's teacher. Furthermore, I understand that Siloah Lutheran Church and School is not responsible for loss, theft, or damage to electronic devices, including cell phones, brought onto the grounds.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_