

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 consultations (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. Give Siloah Lutheran School permission to request your child's records from the previous school.
5. 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 1.75 times the poverty level determined in accordance with criteria established by the director of the federal office of management and budget. A pupil attending a private school under this section whose family income increases may continue to attend a private school under this section if the pupil is a member of a family that has a total family income that does not exceed an amount equal to 2.2 times the poverty level determined in accordance with criteria established by the director of the federal office of management and budget. For purposes of admission to a private school under this section, siblings of pupils attending a private school under this section are subject to the higher income limit. If a pupil attending a private school under this section ceases to attend a private school under this section, the lower income limit applies unless the pupil is a sibling of a pupil attending 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 notification that their application was rejected. An applicant may appeal Siloah’s rejection of the application to the school’s administration by submitting proper documentation that shows eligible income, residency, or other pertinent information. 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. 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 three (3) four (4), or five (5), years of age by September 1st of the current school year before they may enter K3, K4, or K5 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 3:45-4:30 PM on Mondays, Tuesdays, Thursdays, and Fridays 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>	<u>Points</u>
100-95%	A+ or A	4.0	0
94-93%	A-	3.66	1
92-91%	B+	3.33	2
90-87%	B	3.0	3
86-85%	B-	2.66	4
84-83%	C+	2.33	5
82-80%	C	2.0	6
79-78%	C-	1.66	7
77-76%	D+	1.33	8
75-72%	D	1.00	9
71-70%	D-	.66	10
69 – 0%	F	.33	11

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).

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, or math, non promotion to the next grade level is likely.

In the middle grades (5th-8th), 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 subjects.

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 apprised of students whose promotion is in jeopardy, may become involved in any and all conferences, and will make final determination.

Academic Eligibility Policy

Academic eligibility will be checked on the last Monday of the month or at the end of each quarter.

If on any eligibility check, a student has below a 2.0 GPA or any F's, he or she is ineligible for all extra-curricular activities until the next eligibility check.

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.

Interscholastic Sports Program

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 maintain a 2.0 (C average with no F's) in order to participate in the sports program according to progress reports and report cards.
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.

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.

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 here 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. 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 18:15-17).

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.

Attendance

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, a staff member will call the child's home.

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. 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.

Medical conditions or longer-term medical care that leads to repeated absences can be given special consideration.

Tardiness

Learning begins at 8:00 AM each morning. Students are to be in their desks with all morning preparations completed at 8:00 AM. A tardy will be charged to a student who is not ready for learning at 8:00 AM.

- At the fourth tardy in a quarter, the parent or guardian will receive a letter that expresses concern over what might be a pattern of tardiness.
- At the sixth tardy in a quarter, the student will serve an after school detention.
- At the eighth tardy in a quarter, the student will not be allowed to attend school until the parent or guardian has conferenced with administration to develop a plan for timely arrival.
- At the tenth tardy in a quarter, the student will not be allowed to attend school any day he is tardy; he or she will be recorded absent and subject to Siloah's absence policy.

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).

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.

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 from 3:45 to 4:30 PM.

Suspensions (3-9-10)

Only a Siloah principal can suspend a child. When suspension is necessary, every effort is made to make contact with the parent or guardian as soon as possible. Days of suspension are counted as days of absence.

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
- 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 day suspension pending an investigation of the incident

Expulsion (3-9-10)

When a student reaches the third suspension in a school year, a meeting may be scheduled with the parent or legal guardian of the student, principal(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. In the event of a fourth suspension the student may be referred to the Board of Education for an expulsion hearing. The following people may be represented at the hearing: teacher(s), principal(s), Board of Education chairman and vice chairman, parent or legal guardian of the student, and student(s).

In severe cases some of the examples under the suspension section or other destructive behaviors can lead to immediate expulsion. The principal in consultation with the board of education chairman, and board 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

Parent or legal guardian of a student may make a written appeal to the Board of Education concerning suspensions and expulsions. In the event of such an appeal, a meeting of the Board of Education will take place to discuss the situation.

At this meeting the parent or legal guardian can give a statement on behalf of their child, and all the issues can be placed on the table. All people present at the meeting may have a say. The final disposition of the matter will be decided by the Board of Education.

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:

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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.

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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.

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
- 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

- Choice of shoe (tennis, dress or dress casual, entire foot must be covered)

Socks

- Choice of color with logo or designs

Sweater or Fleece (optional)

- Navy blue or white button-down, zipper, or sweater vest without any emblems or hood

GIRLS

Shirt

- Navy blue, red, or purple polo, short or long-sleeved
- 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

- Choice of shoe (tennis, dress or dress casual, entire foot must be covered)

Socks/Tights

- Choice in color with logo or designs
- No thigh high socks or tights

Sweater or Fleece (optional)

- Navy blue or white button-down, zipper, or sweater vest without any emblems or hood

Non-uniform days (boys or girls in K4 – 8th 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, or head scarves, 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.

Electronic Equipment and Cell Phones

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.

Siloah Center (Gymnasium)

All students in grades K4 – 8th 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 is available to students, and is payable in advance at the beginning of each month. Applications for free/reduced priced meals will be available in August of each school year.

Apply for free or reduced priced meals in the school office. The students may also bring a bag lunch daily instead of taking hot lunch. Parents of K4 are also asked to provide a snack for their child daily. All paid accounts need to stay current or hot lunch/breakfast will be withheld.

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: 3:45PM to 5:00PM (Monday, Tuesday, Thursday, Friday)
No After School Care on Wednesday

Cost

The hours for before school care are 7:00AM to 7:30AM on all days of school at a cost of \$1.50 per day per student. Any student arriving to school between 7:00 and 7:30AM will be required upon entering the building to report to the before school care program located in the fellowship hall. The hours for after school care are 3:45 to 5:00PM Monday, Tuesday, Thursday, and Friday at a cost of \$3.00 per day per student. Any student not picked up by 3:45PM (M/T/Th/F) will be brought back into the building and escorted to the after school care program, also located in the fellowship hall, where they will wait to be signed out upon pick up by an adult. **Families will be required to deposit funds into the Before/After School Care account prior to the beginning of school. Any charges that a family incurs due to their child(ren) being in Before/After Care will be withdrawn from their account. An invoice will be prepared and distributed bi-weekly stating the balance of their account. When it becomes necessary for funds to be deposited, a notification of account status will be sent to the appropriate parent/guardian. If sufficient funds are not deposited within that next week, the student will be removed from the after school care program.**

Additional Charges

Any student (K4-8th Grade) picked up after 5:00PM will be charged an additional \$15.00 per day per student. This charge will also be included on the bi-weekly invoice. **Continued abuse of this policy could result in the student being dismissed from enrollment in the Before/After School Care Program.**

There is no after school care program 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 7:30 a.m. at which time breakfast is also served. Class hours for Siloah Lutheran School are as follow:

K3 – 8th = 8:00 a.m. to 3:30 p.m. Mondays, Tuesdays, Thursdays, and Fridays
 8:00 a.m. to 1:30 p.m. Wednesdays

At 3:45 P. M. 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 a sports 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.

Guest Policy (1-14-08)

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

1. Guest(s) that are meeting in the classroom must have approval by the teacher in the classroom and by the principal at least 24 hours before arrival.
2. Guest(s) visits that take place on the same day are allowed for a period of 15 minutes for faculty, staff, and teachers. Guest must sign-in and meet their party at the school office or designated area assigned by the administrative manager, vice-principal, 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 member(s) called to observe or perform an assigned duty or action.
 - ii) Any person authorized by principal or vice-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 rule or timely departure after request to leave is given the guest will not be allowed to return as a visitor until the Board of Education review the incident in question at their next scheduled meeting. At that time, the guest and host (person the guest is visiting) will be reviewed and decision by the Board of Education will be made and finalized.

Volunteer Policy (1-14-08)

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 by 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, vice-principal, or 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, vice-principal, 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 in the course of the day.
6. Exceptions to the 24 hour notification rule would be as follows:
 - a. Board member(s) called to observe or perform an assigned duty or action.
 - b. Any person authorized by principal or vice-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 rule or timely departure after request to leave is given the guest will not be allowed to return as a visitor until the Board of Education review the incident in question at their next scheduled meeting. At which time, the guest and host (person the guest is visiting) will be reviewed and decision by the Board of Education will be made and finalized.