

PARENT HANDBOOK

2022 - 2023

SCHOOL YEAR



SILOAH LUTHERAN SCHOOL
3721 N. 21st St., Milwaukee, WI. 53206
(414)873-8240
www.siloahschool.org

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

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Siloah Lutheran School Directory

Administration

Principal

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414-873-8240

Director of Christian Education/Pastor

Pastor Brady Coleman

pastor.coleman@siloahlutheran.org

414-873-5770

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.

Who We Are

Siloah Lutheran School is located in the heart of the Franklin Heights neighborhood. The Franklin Heights neighborhood includes the area between Capitol Drive, Burleigh Street, Twentieth Street, and the railroad tracks that run through the former A.O. Smith industrial complex. Our school opened its doors to serve the community in the fall of 1962. As our school continued to grow, we were blessed to see an expansion in 2005 that allowed us to serve more families. We strive to be a beacon of light within the 53206 zip code.

Our school consists of grades K4 through 8th grade. Our qualified and dedicated teachers and staff provide the best, christ-centered education for our students. Our school culture allows for our students to feel like our own very own family and several staff members have children enrolled and some are even alumni. We are participants in the Milwaukee Parental Choice program, which allows funding for families to be able to attend our school tuition free.

Core Beliefs

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.

“Therefore, my dear brothers and sisters, stand firm. Let nothing move you. Always give yourselves fully to the work of the Lord, because you know that your labor in the Lord is not in vain”
1 Corinthians 15:58

In keeping with both the bible passage and the above statement, the staff at Siloah Lutheran School has prepared a set of Core Beliefs. This set of Core Beliefs will serve as our guide for dealing with student discipline. If you notice us dealing in ways that are inconsistent with this set of Core Beliefs, please bring it to our attention.

- I believe that every attempt should be made to maintain the dignity of both the adult and the student.
- I believe that students should be guided and expected to solve problems they create without making problems for anyone else.
- I believe that students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
- I believe that misbehavior should be handled with natural consequences instead of punishments whenever possible.
- I believe that students should have the opportunity to tell their side of the story (due process hearing) when consequences appear to be unfair.
- I believe that misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school or staff.
- I believe that it is best if a student does most of the thinking.

Objectives of Siloah Lutheran School

- To share with all students the message of eternal salvation through faith in Jesus Christ, our Savior from sin.
- To develop biblical literacy in all students.
- To model, teach, and encourage a distinctively Christian worldview and the way in which the Christian faith is lived.
- 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.
- To foster in students the practice of aiming for high goals for themselves and for any organization in which they participate.

Mission Statement

We will provide an exemplary academic education and teach that truth, righteousness, peace, faith, and salvation are more than words. We will educate on how to apply every weapon God has issued to prepare our students for life on earth and eternal life.

Our mission as a Christian school is to

- Support our SLS families in raising their children to love and seek their Lord

- We will share with our unchurched families and community the need to seek a relationship with our savior and the blessing of salvation to come

Vision Statement

We seek to provide our students and families with the full armor of God and an exemplary academic education using the **Siloah 6 Character Traits**.

Self-control

We control our emotions and behavior in spite of what others may do or say to make us upset.

But the fruit of The Spirit is love, joy, peace, longsuffering, kindness, goodness, faithfulness, gentleness, self-control. Against such there is no law.

Galatians 5:22

Integrity

We behave in a good and decent manner at all times, whether someone is watching us or not.

Judge me, O Lord, according to my righteousness, and according to my integrity within me.

Psalms 7:8

Love

We show God that we love Him, by treating others with respect and kindness.
And so we know and rely on the love God has for us. God is love. Whoever lives in love lives in God, and God in them

1 John 4:16

Optimism

We know that no matter how bad things may seem, God gives us hope that things will get better.

“Persecuted, but not forsaken; cast down, but not destroyed;”

2 Corinthians 4:9,10

Ambition

We use all our gifts and talents to the best of our ability and never give a half-hearted effort.

But earnestly desire the best gifts.

1 Corinthians 12:31

Honor

We will be true to our word, honest, courageous, and helpful to others.
A man’s pride will bring him low, but the humble spirit will retain honor.

Proverbs 29:23

School Hours

Doors open/Breakfast 7:30AM

K4–8 8:00AM to 3:15PM Monday through Friday

All students who are not participating in after care will not be admitted to after care in the event parents do not arrive on time. All parents are expected to have their child picked on time. In the event an emergency arises and pick up is not able to take place at the dismissal time, parents are expected to contact the main office.

After Care

Siloah Lutheran School offers aftercare 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). The aftercare program is a paid program that all participating parents will need to have a signed and dated contract & a debit card on file for payment to be taken off the card daily.

The following are the hours for the after school care program.

Hours Monday-Thursday 3:30pm-5:00pm

Billing

Prior to a student's admittance into the aftercare program parents are required to place a valid debit or credit card on file. Payment for will be taken off the parent's card every morning by 10am.

COST

The cost of aftercare is \$5.00 per student. ***\$10.00 per student for families who are picked up after 5:00pm.***

NOTE: At no time, before or after school, will children be allowed to wait in any area without adult supervision.

Statement of Nondiscriminatory Policy

Siloah Lutheran School admits students of all race, color and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to

students at our school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Visitor Policy

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:

- 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.
- During instructional hours visits will not be permitted unless it has been approved by the administration teams. All interested visitors must contact the main office 24 hours in advance to set up time to visit SLS.
- Visits during instructional hours will only be allowed for a period of 30 minutes for faculty, staff, and teachers.
- 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.).

Penalties for this policy would be as follows:

- iv) Any person that does not meet minimum criteria will be asked to leave premises immediately.
- v) 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 (the person the guest is visiting) may be interviewed and a decision by the Board of Education will be made and finalized.

Parents requesting to meet with their child teachers must plan accordingly and set up a time to meet with the respective teacher outside instructional hours. Parent meeting will not be conducted during the school day under any circumstances.

Volunteer Policy

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:

- 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.
- Volunteer (s) must arrive at their scheduled time
- Volunteer (s) must be willing to follow all SLS policies and procedures with fidelity.

General Policy on Admission

Students are admitted into Siloah Lutheran School with clear understanding that both students and parents/guardians will accept Siloah's Mission and Vision. It is also the understanding that all families will abide by the policies such as Attendance, completion of homework, immunizations, parent teacher conference, behavior and conduct, school uniform, both cell phone and computer usage and ensuring students are present to sing in church the 2nd Sunday of each month as outlined in the parent handbook throughout the time Siloah Lutheran School is called to serve the family.

Students are admitted to Siloah Lutheran School with the understanding that the Parent/Guardian will

- 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.
- Read and sign Siloah's "Parent Contract" document which is their commitment to work with Siloah and its policies for the benefit of students.
- 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.
- Ensure that scholars are present on time to school every day.
- Parents are to respect the authority of all Siloah Lutheran staff
- Parents are to sign up and attend the 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.

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 1st of the current school year before they may enter K4, K5, or 1st 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.

Statement of Nondiscriminatory Policy

Siloah Lutheran School admits students of all race, color and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

“Christ- Centered” Curriculum

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 and Word of God. In addition, electives that include African American History, Art, Music and Physical Education are a part of the curriculum.

Homework Policy

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. Students are required to turn in all completed homework each morning. Students who do not turn in assigned homework can expect a classroom consequence with the possibility of escalation to the administration team as completion of homework is a requirement.

Parents are expected to support Siloah Lutheran School and its homework policy by requiring their children to complete their homework on a regular basis.

Academic Recovery

Academic Recovery is held on Tuesdays and Thursdays from 3:15–4:15 for 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 Recovery becomes necessary, we ask parents to accommodate their child’s extra time at school in their family schedule.

Please note, students in Academic Recovery will remain in dress code and will not be engaged in any behavior other than completing school work or receiving help with school work.

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 will be discussed with the parents..

In the middle grades (5th/6th–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 subject.

Letter Grade	Percent	Description
A	100-93%	100-99 A+ 98-95 A 94-93 A
B	92-85%	92-91 B+ 90-87 B 86-85 B
C	84-76%	84-83 C+ 82-78 C 77-76 C
D	75%-70%	75-74 D+ 73-72 D 71-70 D
F	69-0%	Less than 70%

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 List (High Honors) 3.5-4.0 GPA

Dean's List (Honors) 3.0-3.49 GPA

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.

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

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 8th 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 8th Grade Homeroom teacher, and other Middle Grade teachers, if necessary, along with the principal will review the academic standards of each 8th 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 8th 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.

Attendance as it pertain to students being promoted

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.

Developmental Readiness 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 responsible for recording 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.

Standardized Testing

Siloah Lutheran School administers the Wisconsin Forward Exam during the spring of each calendar school year to grades three through eight. All grade levels are tested in Math and Reading. Grades four through eight are also tested in both Social Studies and Science. The time of each test varies by both the content area and the grade of the student. Student test results will be shared with parents once the school receives the data. During the calendar school year Siloah will give students in grades K5-8 the Measure of Academic Progress (MAP) tests. The rationale for students taking the MAP exam is to gather proficient results of how they are doing in core subject areas of study.

Attendance

Students are expected to be present for every calendar school day. School officially starts at 8:00am with doors opening at 7:30am for all students who would like to eat breakfast (***Please note, that breakfast will end promptly at 7:55am***). School ends at 3:15pm each day. When a student is going to be absent from school it is critical that contact is made to the main office by 8:15am to communicate a student's absence. In the event that the Operations Manager is not available to take your call please ensure that you leave a brief message specifying the reason for the student's absence. Parents please make every effort to schedule appointments, meetings, and family activities after school hours, or on a day where there are no classes in session. In closing it is the parents responsibility to contact the main office by 8:15am if the student is going to be absent.

Tardy

If a parent knows that a student will be late, please call the school office as soon as possible. Please be advised that parents are **REQUIRED** to sign in all tardy students in the main office after 8:15am.

Absences

Absence is defined as either excused or unexcused. Excused absences require communication in the form of a letter or via phone call to the school and can include reasons such as personal illness (medical verification may be required), family emergency, doctor's appointment (a note from the doctor's office should be submitted), legal appointments, etc. Please be advised that students are allowed 10 days of excused absences during a school year.

Unexcused Absences

Unexcused absences are defined as any absence that is not communicated to school and/or above the 10 days allowed during the year. When 5 or more unexcused absences take place within 1 semester please be advised that the student will be considered truant as explained in Wisconsin Statutes 118.16 (1).

Sick Students

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 for 24 hours, 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

Learning begins at 8:00am each morning. Students are to be at their desks with all morning preparations completed by 8:00 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 8:00 AM.

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.

Breakfast and Lunch

Siloah Lutheran School offers breakfast and lunch to its students under the following guidelines:

- All children qualify for free breakfast and free lunch because of the Community

Eligibility Provision through the National School Lunch Program.

- Students bringing lunch from home will not be allowed to store their food in the refrigerator or be allowed to warm their food up. Please note students will not be allowed to bring just snacks as a lunch, it must include some type of sandwich. In closing **If children bring food from home, both parent and the student are responsible for proper care and prep of the food.**
- While eating school provided breakfast/lunch students will not be allowed to eat outside food such as chips, juice, soda, candy etc.
- K4–3rd grade parents are 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 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Immunization

The Student Immunization Law of Wisconsin (Chapter 252, Wis. Stats. and HFS 144 Wis. Admin. Code) requires that ALL students have the required number of immunizations in order to remain in school. These requirements can be waived only for health, religious, or personal conviction reasons. Parents will be asked to update and validate their children's immunization card at registration or complete the appropriate waiver form for filing in

Medication Policy

A parent / guardian can authorize Siloah Lutheran School administration to administer medication during the school day by completing the appropriate medication authorization form. Non-prescription and prescription medications will be kept in the school office, except for asthma inhalers, which may be carried and self administered by students (provided a signed medication authorization form by your medical provider) and EpiPens.

Nonprescription and prescription medication must be brought to school by the parent/guardian under the following guidelines:

A. Nonprescription Medication

- Supplied in the original manufacturer's package, unopened.
- The package must list the ingredients, student name, and recommended dosage.

- Nonprescription medication must be supplied by the parent/guardian.
- Prior to any non-prescription medication being administered by school personnel or self-administered by a student, the medication authorization form must be completed and filed in the school office. B. Prescription:
 - Prescription medications must be supplied in the original pharmacy-labeled package.
 - The package must list the name of the student, name of the prescriber, name of the prescription medication, the dose, the effective date, and the directions in a legible format.

The principal or school personnel so designated in writing by the principal can administer medication from the school office. Authorization forms must be on file for each medication a student needs and must be resubmitted annually.

Written records of the administration of any medication will be maintained and kept in the school office.

Unused medication shall not be returned to any student. It will be the responsibility of the parent/guardian to pick up any unused medication. Nonprescription and prescription medication must be brought to school by the parent/guardian.

Students that are in possession of prescription or non-prescription medicine outside of the required storage location will have it confiscated, placed in the office medical storage area, and a parent will be contacted. A student in possession of medication may face disciplinary action.

Cell Phones and Electronic Devices

All Siloah Lutheran Staff shares the concern of our school families regarding the safety of their children when they are coming to and from school – particularly if they are walking or using mass transit. We also recognize that in such circumstances your child should be able to keep in close contact with you via cell phone in the event of an emergency. At the same time, please recognize the potential distraction and aggravation such devices could have within the school building during the school day. Remember, if your child needs to contact you during the school day, the office phones are always available. To address your concerns and those of the school, the following policy will be in force:

- Any and all personal communication and electronic devices are to be given to the classroom teacher when entering the classroom.
- The classroom teacher will secure the devices until the end of the school day when they will be returned.
- Students may not keep devices in the hallway, book bag, classroom desk, or on them. This is partially to avoid the temptation of others to take things that are not theirs. The school will not be responsible for any electronic devices that are taken

- as a result of a student not turning them in to his/her teacher as required.
- Any teacher/administrator may confiscate an electronic device of any student on school property if they feel the device is being used inappropriately or is causing a disruption. It is required that a parent/guardian pick up the confiscated phone.

Repeated disregard for this policy will result in further disciplinary action.

Computer/Internet Use

School computers and their access to the Internet are part of the school curriculum. Because of its potential to expose students to improper and unwholesome content, the Internet presents certain dangers. Our students will be expected to use the school provided tablets and chromebooks in ways that demonstrate they are exercising common sense and good Christian judgment. In the event students are caught not upholding expectations when using school provided technology/internet they will be subject to disciplinary action such as writing, detention, phone call home and even suspension. **Students and their parents or guardians are required to sign Siloah Lutheran's "Acceptable Use Policy" as it pertains to using technology.**

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

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. **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:

- Students must have a permission slip filled out and signed by the parent or guardian.
- Students must meet academic eligibility requirements.
- 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.
- 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.

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.

Academic Eligibility Policy

Academic eligibility will be checked on a monthly basis. 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.

Permanent Records (Cumulative Folder) Procedures

1. The cumulative folders are to be kept in the file designated for that purpose for each student attending SLS during that school year.
 - a. Location: Fireproof file cabinet in the locked room (Dean's Office) off the main office
2. It is the policy of SLS to release a copy of the student's cumulative folder at the request of a parent/guardian via verbal or written permission, only to a parent/guardian or to whom the parent/guardian has given written or verbal permission. When a verbal or written request is received, the required information will be copied from the student's cumulative folder. The copying of information, along with the written permission, if provided, will be recorded in the student cumulative folder as record.
3. The folders are to be kept up to date. The folders must be completed at the end of the school year prior to the departure of the teachers for summer break.
4. When a student cumulative file is examined, the teacher or staff member will record their names and position in the file for record.
5. Current school year progress reports will be kept with the student's teacher to be updated throughout the school year. The progress report (or report card) will be filed in the student's cumulative file at the completion of the school year or when the student leaves Siloah Lutheran School.

6. In the event of permanent school closure, all cumulative files will be transferred as requested. Cumulative files not requested will be sent to MPS Central Records one month after school closure.
7. It is the policy of SLS to receive written consent (using the form established by SLS) via parents/guardians before releasing any student records (not already transferred) to unaffiliated organizations. A copy of said request will be sent to DPI per DPI requirement.
8. SLS will follow all FERPA laws when handling permanent records.

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.

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 the Board of Education and staff members the opportunity to gather with parents to discuss goals for the future and also to brainstorm ideas.

Field Trip Practice

Field trips are a regular part of the academic experience at Siloah. 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. **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.**

Behavior Policy

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 have the ability to correct their behavior with the support of both parents and staff. 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.

Classroom Correction Steps

The follow steps listed below are Whole School behavior steps that all staff follow with fidelity:

Step 1: **Verbally ask the scholar to correct their behavior**

Step 2: **Take Classroom Dojo Points**

Step 3: **Writing**

Step 4: **Referral to the Office**

Step 5: **Parent Phone Call**

Step 6: **Suspension**

Bullying Policy

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.

1st Offense: If there is any evidence of bullying, it will result in an automatic referral, a detention, and a mandatory parent meeting.

2nd Offense: Evidence of bullying will result in a one-day suspension, mandatory parent meeting, and notification of bullying sent to the Board of Education.

3rd 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.

4th and Final Offense: Expulsion pending principal and Board of Education approval.

Suspensions

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 27 for the appeals process.

Expulsion

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.

The following behaviors are grounds for suspension and can lead to expulsion:

- 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

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. Please be advised that the following behaviors are unacceptable when conversing with both staff, parents or students here at Siloah Lutheran School

- Use of derogatory comments, swearing, or vulgar language.
- Use of the “N” word or any other racial slur.
- Use of threats, with suggested violence, physical intimidation, or threatening tone

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 25 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).

Appeals Process

A parent or legal guardian of a student may make a written appeal (**not email, text or phone call**) to the Board of Education within ten (10) working days of the date the expulsion was given. The letter is to be mailed to the school (Attention: Board of Education) 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 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 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:

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.”)

If the problem continues, include another person. (Matthew 18:16a – “But if he will not listen, take one or two others along.”)

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 are 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

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 on whether or not expulsion is necessary or warranted.

Social Media

Siloah Lutheran School realizes the prevalence of social media in the 21st 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

- Siloah Lutheran Red Polo Shirts that are to be purchased from the main office for \$9.00.
- Shirt must be tucked in.

Pants/Shorts

- Navy blue or black
- Navy blue 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 or navy blue **without** designs

Shoes

- Black (tennis, dress or dress casual, entire foot must be covered)
 - **NO CROCS, NO UGGS, NO TIMBERLAND BOOTS, NO BOOTS THAT GO UP THE LEG**

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

- Siloah Lutheran Red Polo Shirts that are to be purchased from the main office for \$9.00.
- Shirt must be tucked in.

Pants/Shorts

- Navy blue or black
- Navy blue 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 or black (must be within 3” of knees)

Belt

- Black or navy blue without designs

Shoes

- Black (tennis, dress or dress casual, entire foot must be covered)
 - **NO CROCS, NO UGGS, NO TIMBERLAND BOOTS, NO BOOTS THAT GO UP THE LEG**

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 – 8th grade)

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

Gym Shoes

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 classroom.

Dress Code Additional Rules and Regulations

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.

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.

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).

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).

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.

Sagging pants are not allowed, including on non-uniform days. All pants must be worn at the natural waist.

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.

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 at

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 notices on WISN Channel 12 and WTMJ Channel 4. Notification will also be sent out via email and classroom dojo. tire is provided.

After the fourth (4th) uniform infraction in a Marking Period, the student will serve a detention. After the fifth (5th) 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.

Siloah Lutheran School Policies

STUDENTS RIGHTS POLICY

At Siloah Lutheran School we adhere to the “Student Rights” as outlined by the Department of Public Instruction (DPI) as

follows:

1. THE WISCONSIN PUPIL NONDISCRIMINATION ACT, S. 118.13 AND PI 9, which prohibits discrimination against students on the grounds of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.
2. TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AS AMENDED, 20 U.S.C. 1681 ET, SEQ., which prohibits discrimination on the basis of sex in educational programs.
3. THE AGE DISCRIMINATION ACT OF 1975, AS AMENDED, 42 U.S.C. 6101 ET. SEQ., which prohibits discrimination on the basis of age in programs or activities.
4. SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED, 29 U.S.C. 794 ET. SEQ., which prohibits discrimination on the basis of handicap in programs and activities.

5. THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT, 20 U.S.C. 1232G, 34 CFR 99, which regulates access to and release of student educational records.

6. All federal and state constitutional guarantees protecting the rights and liberties of individuals, including freedom of religion, expression, association, against unreasonable search and seizure, equal protection and due process.

7. All regulations, guidelines and standards lawfully adopted under the above statutes by the appropriate administrative agency.

8. Pupils charged with misconduct and subject to suspension or expulsion shall be accorded State and Federal constitutional due process of law.

Siloah Lutheran students have the right to receive a quality Christian education. The entire curriculum and extracurricular activities are intertwined with Christian values.

Siloah Lutheran students have the right to be taught by Christian teachers who have earned a BA or BS Degree in either, Early Childhood, Elementary or Secondary Education.

Siloah Lutheran students have the right to be taught in a safe and secure environment.

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 aides. 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 the written permission from a parent or guardian.

We know that children are sinful by nature, yet children of God through faith in their Redeemer have the ability to correct their behavior with the support of both parents and staff. 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 immediately.