

Parent Handbook

St. Jacobi Lutheran School 2009-2010



"...let your light shine before men..."

Matthew 6:15

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ST. JACOBI EVANGELICAL LUTHERAN SCHOOL

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PURPOSE OF ST. JACOBI LUTHERAN SCHOOL

St. Jacobi Lutheran School is a Christian elementary school maintained and operated by St. Jacobi Evangelical Lutheran Congregation of Greenfield, Wisconsin. The school is conducted to assist parents in meeting their God given responsibility to bring up their children in the nurture and admonition of the Lord, Ephesians 6:4, so that they may:

1. Learn to know the way to eternal life in our redemption by Jesus Christ;
2. Glorify God by being a credit to their parents and an asset to their church and community;
3. Acquire a thorough knowledge of all the academic subjects in harmony with God's revealed Word and will.

This rests on the fundamental truth that "the fear of (reverence for) the Lord is the beginning of knowledge," Proverbs 1:7. St. Jacobi Lutheran School, therefore, teaches the child to behold the guiding hand of God, the Creator, Redeemer, and Sanctifier, as shown in the creation of the world, in the course of events in history (His Story), in the plan of salvation for mankind, and in the total life of every individual. Religion, therefore, is not a separate or extra subject that is merely taught in addition to the secular subjects, but rather the Word of God permeates and motivates all teaching, learning, and activities at St. Jacobi Lutheran School.

PURPOSE OF THIS HANDBOOK

The main purpose of this Handbook is to provide parents with a handy reference or source of information on matters pertaining to the overall program of St. Jacobi Lutheran School. Through the use of this book, we hope that you are better able to understand the aims, policies, and practices of your school. You are urged to familiarize yourself with its contents and keep it available throughout the school year.

By being well informed, the home, church, and school will better provide the maximum benefits of Christian education for the Lord's most valuable resource, children.

DAILY SCHEDULE School Office Hours 7:55am - 3:30pm

Grade	Days of the Week in Session	School Hours
3K-Preschool	Monday & Wednesday Tuesday & Thursday	8:15am – 11:20am 8:15am – 11:20am
4K-Preschool	Mon., Wed. & Fri AM Tues., Thurs. AM; Mon. PM	8:15am – 11:20am 8:15 – 11:45am; 12:20 – 3:35pm
Kindergarten	Monday through Friday	8:15am – 11:45am
Grades 1 through 8	Monday through Friday	8:15am – 3:15pm

School doors will open at 7:55am. Teachers will supervise students waiting for rides at the end of the day until 3:30pm.

EARLY ARRIVAL/LATE PICK-UP PROGRAM

The purpose of this program is to provide a safe and convenient service to the parents of our school children that need supervision beyond normal classroom hours. The program allows parents the opportunity to drop their child off at school as early as 7:00am and pick their child up as late as 5:30pm. The guidelines for this program are as follows:

1. The child(ren) may be dropped off at school no earlier than 7:00am at the west door to the Multipurpose Room. Children should check in with the supervisor immediately. At 7:55am, students will be dismissed to their respective classrooms.
2. For late pick-up service, students will go to the late room and check in with the supervisor between 3:15pm and 3:30pm. Any needs the child may have, i.e., go to the office, use the lavatory or water fountain, etc., must be taken care of between school dismissal and 3:30pm. If the oldest child in the late room is in second grade or younger, the parent must come to the late room to pick the child up. When the students are dismissed, they must check out with the supervisor.
3. Student Conduct: Refer to the "Conduct and Discipline" on page 12 of this Parents' Handbook.
4. The current fees for this service are listed on the guideline sheet handed out at the beginning of each year. Additional children in any one family using this service will be calculated at approximately one-half the current rate. The arrival and departure time is recorded daily by the supervisor, and statements are sent out at the end of each month.

EXTENDED CARE PROGRAM

The purpose of this program is to provide a safe and convenient service to the parents of our 3K, 4K and kindergarten children that need child care on site outside of normal classroom hours. The program allows parents the opportunity to leave their child in our care after the 3K, 4K and/or kindergarten sessions, or to use the service on days that the children don't have class. The guidelines for this program are as follows:

1. The children will be dismissed from their 3K, 4K or kindergarten class to the Extended Care Room at church. Parents are asked to pick the students up using the carport entry or the left hand doors as you enter from the parking lot. You can also use the parking spots at the northwest end of the school building next to the multi purpose room, or the driveway side of the carport drive.
2. This service will be available until 5:30pm. A variety of activities will be available to the children during the time that they are under the supervisor's care. A hot lunch or bag lunch is available for any extended care student.
3. Student Conduct: Refer to "Conduct and Discipline" on page 12 of this Parents' Handbook.
4. The current fees for this service are listed on the guideline sheets handed out at the beginning of each year. Any additional children in one family using this service would be calculated at approximately two-thirds the current rate. The departure time is recorded daily by the supervisor, and statements are sent out at the end of each month.

ENROLLMENT

The following recommendations of our Board of Education shall establish enrollment eligibility:

1. Children whose parents are St. Jacobi members;
2. Children whose parents are members of sister congregations (subject to tuition);
3. Children whose parents are not members of St. Jacobi and who are not active in another church-body (prospective members).

Prospective members' children who are enrolled in our school shall be subject to the following stipulations:

1. Attendance at our church services is expected;
2. Parents must be willing to find out what we teach by coming to Bible Information Class;
3. Should the above not be fulfilled, it is within the discretion of the Board of Education to ask the children to discontinue attendance at our school.

Children enrolling in kindergarten must be five (5) years old on or before September 1 of that year.

Children enrolling in our 4K-Preschool Program must be four (4) years old on or before September 1 of that year. If spaces are still available when school starts, exceptions to the age requirement will be considered if a student has a September birthday and agrees to attend the 4K Preschool Program for two years (see the 4K Preschool Program, page 25).

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

TUITION

St. Jacobi Congregation charges a tuition fee to nonmembers and to those parents who are members of other congregations. The tuition charge is based in part on the annual cost per pupil figures for that year. Kindergarten children pay one-half (1/2) of the total tuition for any given year. Tuition for the first month should be paid on registration day. The remainder of the tuition will be paid in seven (7) equal monthly installments beginning in the month of September. All tuition must be paid in full by the end of the third quarter of the school year. Children of families who have not paid in full by this time will not be allowed to start the fourth quarter of the school year. They will be allowed back into school once all tuition has been paid. If, for any reason, enrollment is terminated, tuition for the month of termination is non-refundable.

No tuition is charged for Kindergarten through grade 8 families who are members of St. Jacobi Congregation, since their regular offerings are used to support the school. Families who use the 4K-Preschool Program are charged a monthly tuition fee based on the cost of operating the program.

ACTIVITIES FEE

The Board of Education has established a set fee which will be charged for all activities in sports, academics, and all field trips and resulting bus transportation. This fee will be placed on each family's account on registration day and those monies will not be collected during the year. Parents who wish to accompany a class on a field trip, in addition to the required number of chaperones, will be expected to pay admission and transportation costs since they cannot be budgeted for ahead of time.

One-half (1/2) of all activities fees must be paid on registration day, with the balance to be paid by October 15. If you need to make special arrangements for a 7-month payment plan, the last payment must be made by the end of the third quarter in order to keep your children enrolled. If enrollment is terminated for any reason, these fees are non-refundable.

BOOK RENTAL FEE

The Board of Education has established a uniform book rental fee for kindergarten through grade 8 students. The kindergarten class will be charged two-thirds (2/3) of the established rate for the other grades. The rental includes the cost of a regular program of new textbook purchases, all consumable workbooks and other educational materials, weekly news periodicals in classrooms, paper and copy costs, and other curriculum-related costs including supplemental programs and supplies.

One-half (1/2) of all book rental and bookstore fees must also be paid on registration day, with the balance to be paid by October 15. If you need to make special arrangements for a 7-month payment plan, the last payment must be made by the end of the third quarter in order to keep your children enrolled. A monthly electronic fund transfer program is also available to anyone wishing to use it. If enrollment is terminated for any reason, book rental fees are non-refundable. The rental amounts are subject to change as book costs increase.

RELIGIOUS TEXTBOOKS REQUIRED

Hymnal.....	Grades 1-8
NIV Bible.....	Grades 1-8
Christlight Basic Truths of the Bible	Grade 5
Luther's Catechism.....	Grades 6-8
Memory Book.....	Grades 1-2

All of the above religious texts are available in the Bookstore for cost.

BOOKSTORE

The school maintains a bookstore where pencils, pens, paper, rulers, crayons, erasers, compasses, protractors, and other common school supplies may be purchased. These items are provided at approximately the school's cost. No effort is made to be competitive, but rather just to be convenient. The required religion textbooks are also available there.

ATTENDANCE

All children are expected to attend school daily unless there is a legitimate reason for absence. In accordance with Wisconsin State law, all absences must be excused in writing. Children not in their classroom by starting time will be marked tardy unless they are riding on a school bus which arrives late. Tardiness problems will be handled by the Board of Education and the school office. Reminder calls will be made first of all by the teacher. When a student receives four tardies in a semester his/her parents will receive a call from the office. A Board of Education member will call after five tardies. When a student receives six tardies a Board member will ask for a meeting with the parents.

ABSENCES

Please call the school office to report any absence. The telephone number is 425-2040.

A written excuse for any classroom absence is required by State law and St. Jacobi Lutheran School when the student returns. When writing the excuse, please include the date of the absence and the reason for the absence. Absences of one-quarter ($\frac{1}{4}$) day or less due to medical or dental appointments will not be marked; however, an excuse is still required. We urge parents to plan medical and dental appointments outside of the school day if at all possible. Repeated, unexcused absences will also result in suspension.

CHURCH ATTENDANCE

"We should fear and love God that we do not despise preaching or His Word, but hold it sacred and gladly hear and learn it." Regular, frequent attendance at church is an important part of your child's spiritual training and is also definitely a part of our school's total program. Every effort will be made at school to encourage your child to attend church regularly. Church attendance records will be kept on your child's cumulative school record. Let us make every effort to attend church regularly with our entire family.

CHURCH SINGING

Each child in our school sings in one of four or five choirs. Each choir will be scheduled to sing in church approximately once per month. Parents should check the monthly calendar to determine when their children are scheduled to sing. We ask for your cooperation in bringing your children to church regularly, as well as to those services in which they are scheduled to sing. On some special occasions, the whole school, or several grades, will sing as a group. It is unfair to both teachers and their classes when, after many diligent rehearsals, children fail to be present in the service for which they are scheduled to sing.

STEWARDSHIP

All Christians, parents and teachers alike, are interested in developing a God-pleasing stewardship attitude in each child. To this end, all children receive envelopes to use in making regular weekly offerings to their Savior for the work of His church. These offerings may be designated for two areas: (1) our Synod's missions or (2) the St. Jacobi Home Fund.

Recognizing the fact that all we have is a gift from God, the children are expected to take care of the school building and all the equipment which has been provided through their fellow Christians for their education. Thus, the children are asked to keep protective covers on most textbooks and to pay for any damage to books, desks, and property which is beyond normal wear. In every way possible, the children are expected to assist the teachers and custodian in keeping property and buildings in such order as gives glory to God.

CONFIRMATION INSTRUCTION

All children enrolled in Grades 7 and 8 receive catechetical instruction for two 1-hour periods each week.

CURRICULUM

The curriculum at St. Jacobi Lutheran School is based upon the sacred Scriptures. Learning experiences are provided in the areas of religion, the language arts, science, social studies, fine arts, and physical education.

REPORT CARDS

Report cards are issued four (4) times each year. The dates for each 9-week reporting period are listed on the school's Yearly Calendar. Please evaluate and discuss your child's report card with him/her. Please sign the empty envelope and send it back to school with your child after each reporting period. You may keep each copy of the report card, since a photocopy of the sheet is used for each period. After the first and second report periods, we schedule formal parent-teacher consultations to discuss your child's mental, emotional, and physical progress in school. In addition, you should feel free to consult with your child's teacher at any other time during the year. All parents and students can check online to monitor assignments and grades.

PHYSICAL EDUCATION AND RECESS

The purpose of our physical education (PE) program is to provide physical activities, mental stimulation, wholesome companionship, and opportunities to develop and express qualities such as cooperation, consideration for others, willingness to take turns, readiness to assume responsibility, fair play, and Christian sportsmanship. All pupils are expected to participate in PE unless they are ill or are excused by a doctor's written request. Gym shoes must be worn for all gym activities. During recess and noon hour the children are to make use of the playground or gym. If a child is not to go out during recess or noon hour because of illness or injury, please advise the teacher by sending a note. Both the gym and playground areas are supervised by the teachers.

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

Numerous activities to supplement the regular classroom instructions are provided for the children as a way of expanding their horizon, enriching their learning experiences, and enlarging their Christian outlook on life. Spelling, forensics and geography contests, science, art, and social studies fairs, basketball, softball, soccer, volleyball, math track, wrestling, and cheerleading all provide ways of meeting individual pupil needs and interests. Dramatic activities, field trips, and tours further serve in the children's Christian growth and development. Academic ineligibility may exclude students from sports, athletics and other recreational activities. Children are encouraged to be active participants in as many activities as possible when they are made available for their age group.

TESTING PROGRAM

In addition to regular subject matter testing, standardized tests are given to the children in school. Every child in grades 3 - 8 receives a standardized achievement test. These dates are posted on the yearly calendar, please try to avoid vacation and appointments at that time. Results of these tests are entered in the child's permanent record. Individual and class results of these tests are used for the guidance of the child and for general school and class curriculum planning. All results are held in strictest confidence in keeping with Christian professional ethics. Parents are invited to counsel with the child's teacher in regard to the results of these tests.

PROMOTION

Promotion of a child to the next grade is determined by the child's total development, i.e., achievement, effort, mental, physical, social and emotional maturity, and on other factors as the best interests of the pupil and school may require. For example, in cases of excessive absences, promotion of the child must be left to the teacher's discretion. On occasion, a conditional promotion may be given, depending on the child's abilities and effort in the first weeks or months of the following grade.

LIBRARY

A central school library, staffed by volunteers, is available for the students. Books and periodicals are taken out for a period of one (1) week. Students may be assisted by the librarians in a special class library period scheduled once each week. The library has been arranged according to the Dewey Decimal System.

PIANO AND VIOLIN LESSONS

Piano and violin lessons are available for those interested in grades 2-8. Information will be made available each fall.

BAND PROGRAM

An instrumental music program is offered through the facilities of the Wisconsin Lutheran High School Music Department. A teacher comes to our school once each week for lessons during the school day. The students are able to rent or buy their instruments. Information is provided by the High School each fall. An ensemble program is offered to band students for joint instruction and rehearsal when sufficient numbers of qualified students are available for the program. Grade 4 has a special recorder program which is a regular part of the curriculum to introduce band instruments.

PINK SLIPS/DAILY SCHOOLWORK

Students at St. Jacobi Lutheran School are assigned independent work assignments throughout most of the grades. They are expected to complete assignments by routine due dates. If students fail to complete an assignment on time, a "Pink Slip" designed to inform parents of that fact is sent home. The slip should be signed by the parent and returned to the school immediately. This system is designed to keep parents well informed about their child's study habits. Since our school's philosophy places academics above extracurricular activities, any student receiving two or more "Pink Slips" in one week will not be allowed to participate in the nearest extracurricular activity or practice for that week. That student will also need to serve a detention after school. Verbal communication will surely follow if these slips need to be used too often. Six or more pink slips per quarter will also result in a detention.

SUSPENSION AND EXPULSION

If your child is repetitive in certain undesirable behavior or fails to complete schoolwork or is involved in a serious infraction, he/she may be suspended from school for the day or for a limited number of days. The same applies if a student is repeatedly tardy or has excessive unexcused absences. If the problem is not corrected or does not show marked improvement, expulsion procedures may be started and followed to completion by the Board of Education.

1. Suspension Procedure:

- A. A child may be suspended from school for poor behavior, repeated tardiness, unexcused absences, or poor study habits, if repeated efforts to correct these habits have no effect. The principal will be informed and the parent called prior to the child being sent home.
- B. If a child is sent home on such offenses more than twice, the first step of expulsion is in order. (If the problem is of a serious nature, one or all of the expulsion steps may be applied immediately.)
- C. It is hoped that, if a problem is evident to a teacher for some time, the parents would be notified as soon as possible in order to avoid suspension. On some offenses, however, this may not be possible.

2. Expulsion Procedure:

- A. **First Step.** A discussion of the problem by the Board of Education is followed by a written communication from the Chairman of the Board formally indicating the problem. The letter will also point out the following procedure if the problem is not corrected.
- B. **Second Step.** A meeting of the parents, the child (part of the time), the Board of Education, pastor, teacher, and principal will take place to try and solve the problem.
- C. **Third Step.** The actual expulsion takes place. This step is to be enacted if the desired effect does not take place after the Second Step above has been followed.

Hopefully, there will be continued follow-up by the pastor and/or the principal after the Third Step above has been taken so that the child is not totally divorced from his/her church life, as well as school influence.

HOT LUNCH PROGRAM

St. Jacobi Lutheran School participates in a federal hot lunch program offered through the Whitnall School District. Meals are served in the kitchen and eaten in the classrooms under teacher supervision. The lunch period is followed by a 25-minute noon recess.

The prices of the lunches are comparable to those at the Whitnall School System. Children from families whose income is at or below certain levels are eligible for free or reduced price lunches. Information and applications are provided at registration. Further information is available at the school office. Payments must be made 10 days after receiving the monthly statement or your children will be asked not to eat additional hot lunches. The statement will be attached to the monthly calendar. Check menus online.

MILK

Milk is served daily at school. A one-half (½) pint of milk is included in the price of each hot lunch. Those children who prefer milk only will receive it at the current price. You will be billed for milk at monthly intervals throughout the year. The statement will be attached to your monthly calendar. Please enclose the statement with payment in the envelope provided and deposit it in the "Hot Lunch" collection container in the school office.

The 4K-Preschool and kindergarten programs are eligible for the special government milk program at highly subsidized rates.

CALENDARS

All calendars information is posted on our web page: WWW.STJACOBI.ORG. The yearly calendar is finalized in the spring and posted on the web page as tentative. When it is finalized in the fall it is distributed to the students. Monthly, Lunch Menu and Athletic Calendars are also posted to our web page. These calendars list the church singing dates for the classrooms, upcoming athletic and educational events, and school/church related activities. They are updated during the year as things change. The purpose of this calendar is to avoid needless waste of time and materials to send home notes each time singing is scheduled or there is a field trip or any other event, so please watch the calendar closely for what is happening. The Lunch Menu comes from the Whitnall School district and is posted on the Hot Lunch link as soon as we get it.

SCHOOL NEWS

In an effort to save paper and have information readily available to our families, we no longer send out a school News Letter. All the School information will come to your e-mail. You just need to sign up for SchoolNews! You can go to the web page and click on the school news link and follow the directions. If you do not have access to the web, you need to let the office know so we can make a hard copy for you. The most updated copy will be on the web page.

HEALTH

Our school is served by a Greenfield Health nurse who assists us with our immunization audit, provides vision screening for grades 4K,K,1,3, and 5, by referral. The nurse is also available to provide health counseling and education and make referrals to other community agencies. Parents/teachers can contact the nurse through the school or at (414) 329-5265.

Parents are required to notify their local health department if their child develops a communicable disease.

Wisconsin State Immunization law requires students in grades K-8 to have the following immunizations:

- 4 Tdap
- 4 Polio
- 2 MMR (Measles, Mumps, Rubella)
- 3 Hepatitis B
- 1 or 2 Varicella (chickenpox) vaccine or history of chickenpox disease

A physical and dental exam is recommended for preschool and/or kindergarten students before they enroll in the school.

INSURANCE

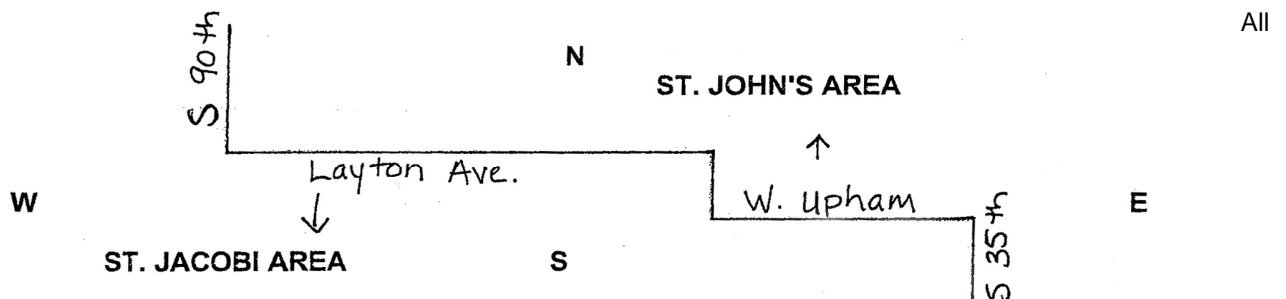
State law and St. Jacobi requires all children participating in extracurricular activities, such as cheer-leading, basketball, softball, soccer, wrestling, track, or volleyball, to have health and accident insurance. Parents will be asked to sign a statement saying that their child is covered by such insurance.

TRANSPORTATION

Special student bus passes for the Milwaukee County Transit System may be purchased at the office. These passes allow students to ride on the public bus at a special rate until 6:30 pm. Those students participating in after school activities might want to take advantage of these passes. The nearest bus stop is located at 76th Street and Holmes Avenue, about eight (8) short blocks from school. Route #55 (Layton) and #76 stop there.

The various school districts fulfill their transportation obligations according to State law by establishing parent contracts, thereby agreeing to reimburse families for the cost of transporting their own children or by actually providing bus transportation to our school.

Families who live in the St. Jacobi attendance area of the Greenfield School District are eligible for such a contract. The St. Jacobi attendance area consists of all locations west and south of the lines shown on the following map:



students living in the Whitnall School District are eligible for bussing. These families are served by independent bussing companies contracted by the school district. See the Staff Directory for the bussing company's name, address, and telephone number.

If you have any difficulties with regard to the pick-up or drop-off of your child, we would appreciate it if you would get in direct contact with the bussing company.

Residents of the Village of Greendale who live west of 76th Street or north of Edgerton Avenue will also be eligible for reimbursement on a transportation contract.

TELEPHONE AND CELL PHONES

If parents would like to reach the teachers by telephone, they should try to call the school before 7:40am or between 8:00 & 8:15am, at noon hour, or after 3:15 pm. Try to avoid faculty devotion time from 7:40-7:50am. The school office hours are from 8:00 am to 3:30 pm Monday through Friday during regular school days.

Children are expected to plan ahead to avoid the necessity of calling home during the school day. Except in cases of emergency, pupils will be charged .25 for each outgoing call. No such calls will be permitted without special permission from the office and the classroom teacher. Calls to stay for various school activities or for permission to stay overnight with a classmate will not be allowed. Please make personal arrangements before coming to school.

Cell phones are not allowed to be used at school except with special permission. If parents feel they need to send a cell phone with their student for some special reason, the phone must be kept in the students backpack or school bag. Phones used without permission will be confiscated, and only returned to a parent.

EMERGENCY SCHOOL CLOSING

Due to inclement weather, it is possible that the closing or opening time of school may be changed, or school may be cancelled. Please listen to WTMJ radio (620 AM) and television (channel 4) or WISN (1130 AM) on your radio dial for complete information.

If the Milwaukee Public Schools close, we automatically close. The announcement would read as follows: "The Milwaukee Public Schools, Wisconsin Lutheran High School, and all Wisconsin Synod Lutheran Schools in the cities of Wauwatosa, West Allis, and Greenfield will be closed." This includes St. Jacobi, even though you may not hear "St. Jacobi" announced separately.

PICTURES

Individual pictures of each child are taken in the fall and spring of the year. Parents are under no obligation to purchase these pictures. Class yearbooks with all the children's pictures and various group and individual pictures are also made available through the photography company in the spring of the year.

PARENT-TEACHER ORGANIZATION ("PTO")

All parents of St. Jacobi Lutheran School children are members of the PTO. Any other members of the Congregation are always welcome. The PTO meets every other month during the school year (see the Yearly Calendar for meeting dates and times). Topics of varying interest are discussed at the meetings. The PTO is also responsible for organizing and operating the canteen at basketball games, hosting tournaments, organizing activities, and helping the school in various other ways. The PTO needs you, so please plan to attend.

ITEMS NOT TO APPEAR IN SCHOOL

Nothing that could be thought of as a weapon should be brought to school. This would include knives, pocket knives, blades, pointed objects or any kind of gun including toys or look-alikes.

Items such as toys, comic books, magazines (Mad, etc.), baseball cards, electronic games, cameras, i-pod, mp3 players etc. are not to be brought to school. Any item that becomes a nuisance and is, in the opinion of the teacher, unnecessary or detrimental to the educational process, shall be confiscated. Gum chewing is not allowed in the school building or on the playground.

CONDUCT AND DISCIPLINE

Jesus, our Lord and Savior, says, "If you love Me, keep My commandments." This means that, in a Christian school, we will work together with you, the parents, to teach children to follow the rules of the school and parent's guidelines out of love for the Savior. We aim to design corrective measures in such a way that students' feelings about right and wrong are developed and guided by the Word of God and the love of the Savior that they are constantly learning to know. In this light then, a few general rules:

- desks, books, classrooms, and other property are to be treated with respect and good stewardship. Unnecessary damage will require proper compensation by the parents and students.
- Running, loud talking, and other boisterous actions in halls, classrooms, and rest rooms is to be avoided.

It is our desire and prayer that, through proper direction and guidance, your child may more fully live his/her faith and apply the Biblical doctrines in his/her lifestyle.

DRESS CODE

“Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body.”

Extensive educational research overwhelmingly supports the fact that higher standards of student dress result in higher levels of academic success. Dress also often directly corresponds with attitudes among students in an educational setting.

Following a dress code is more about obeying authority and developing Christ-focused attitudes and decision-making skills than it is about the actual clothes a student wears. Obeying rules and regulations that do not violate

God’s Word, even if one does not agree with them, is a sign of Christian maturity. In that light, the dress code is not only about guiding our students to dress appropriately, but also about helping them to grow in the grace and knowledge of our Lord Jesus Christ. Your teachers and school administration are counting on your help and support in fostering this growth in our students.

The Board of Education has resolved that the following guidelines be used with regard to wearing apparel in school:

1. The first and most important criterion in the dress code is to always remember that we are children of God, and our bodies are temples of the Holy Spirit. Students should dress in God-pleasing manner, with modesty, decency, and propriety as guided by I Timothy 2:9. Students and parents should also strive for neatness and cleanliness..
2. Both boys and girls may wear pants or jeans. Frayed or tight-fitting jeans, jeans with holes, or tights alone are not acceptable. Loose fitting jeans that fall down to expose underwear are also unacceptable. Capri length pants are acceptable for girls any time if neat and clean, however pajamas or lounge wear are not allowed. Shorts may be worn by students when the school administration announces their acceptability to extreme heat conditions. Parents choosing to send their children in jeans are also choosing to abide by administrative decisions regarding their acceptability.
3. Students should not wear clothing which allows unnecessary exposure of the body. Bare midriffs, low-cut tops, tank tops, halter tops, see-throughs, and tight-fitting tops do not lend themselves to being modest. If girls choose to wear skirts they need to be of a modest length, or there must be shorts underneath. There should be no writing on the seat of shorts or skirts.
4. Students may wear selective clothing with logos. However, the following types of logos are not to be worn:
 - a. beer, alcohol, drugs, or tobacco products;
 - b. suggestive, double-meaning, swearing, or cursing;
 - c. music-related clothing (groups, concerts, individual, album covers, etc.) other than WELS music groups;
 - d. wrestling shirts or logos
5. Students must have their hair combed, cut to an appropriate length, and out of their eyes. Tails, mohawks, or other bizarre cuts, will not be allowed, nor will unusual colors. Boys may not have pierced ears.
6. We strongly discourage any use of make-up, however, those parents allowing their children to wear make-up must abide by administrative decisions regarding its appropriateness. Those wearing excessive make-up will be told to remove it.
7. To help control the dragging of dirt and water into the classrooms, children should wear boots during the winter months of the school year or whenever snow is on the ground. Do not plan to wear a second pair

of street shoes outside instead of boots. A separate pair of tennis shoes is required for gym use. Shoes with built-in wheels are not allowed.

8. Since it is not possible for a dress code to address every new fashion that comes to stores, it is your responsibility, as parents, to approve the clothes your child wears to school. Administrative decisions regarding acceptability of students' dress and hair will stand. If you have any questions, contact the principal ahead of time.
9. If dress code infractions take place, the school may ask the student to wear a clean T shirt or something more appropriate that would be provided. Please remember that dress code violations reflect an attitude that disregards God's directives about obeying authority, clearly summarized in the Fourth Commandment.

Thank you for your support in maintaining appropriate God-pleasing dress for our school.

PARENT GRIEVANCE PROCEDURE

Please keep in mind the following guidelines when considering use of the grievance procedure:

1. We are all working together as children of God striving to achieve the best outcomes in the Christian training of His children.
2. It is our Christian obligation to build each other up in the light of the Word while trying to carry out each of our God-given responsibilities.
3. As Christian parents, remember the Hebrews 13 caution to give respect to those whom God has placed in authority over your children. Our teachers have been entrusted with the care of your children for they watch for their souls.
4. Let us remember to deal with each other in love as the forgiven sinners that we are. We all need to keep reminding ourselves of the Eighth Commandment which obligates us to defend and speak well of everyone we work with remembering to take all words and actions in the kindest possible way.
5. Always use the initial steps listed below to help define and/or clarify an issue before expressing discontent publicly at meetings, etc. or in other private settings.

Recommended Procedure to be Followed Concerning Complaints:

1. Any question or complaint regarding classroom instruction or procedure should be channeled first to the teacher involved. Normally, the principal would not become involved until the complainant meets with the teacher.
2. Following this step, the principal (or principal and teacher) will be happy to meet with the complainant, if requested.
3. Any questions or complaints regarding school administration should be channeled to the principal. The pastors or Board of Education normally would not become involved until the complainant meets with the principal.
4. If no satisfactory agreement can be worked out following the three steps above, pastors or the Board of Education will be happy to meet with the complainant and/or the teacher.

ATHLETIC POLICY

Purpose:

This Athletic Policy (the "Policy") is written to provide parents, teachers, and students an understanding of the goals, objectives, and philosophies of St. Jacobi Evangelical Lutheran School's ("St. Jacobi") athletic program and to provide guidance to the athletic director, coaches, and faculty representatives concerning the make-up and participation of athletic teams (both boys and girls) at St. Jacobi.

General Philosophy:

This Policy governs the participation in all sports programs offered at St. Jacobi. Current programs include, for the boys only, wrestling; for the girls only, cheerleading and volleyball; and for both boys and girls, soccer, cross

country, basketball, softball, and track. Any other programs offered in the future will also be governed by this Policy.

Participation in these athletic programs is encouraged at St. Jacobi on all levels by all students. However, student participation in athletics is viewed as a privilege for the student, not as a right of the student. Because of this viewpoint, participation in a program may be limited based on the circumstances.

In the spirit of Christian faith and love, it is expected and encouraged that the following God-pleasing behavior and priorities be exhibited by the members of our teams:

1. Giving the Lord top priority in their lives.
2. Attending worship services in God's house each time worship services are held.
3. Exhibiting regular, consistent school attendance.
4. Maintaining minimum academic standards, as detailed in this Policy.
5. Showing honor and respect for all authorities the Lord has placed over them at home, church, school, and on the field of competition.
6. Using speech that always honors, and never dishonors, the Lord.

Repeated failure to live up to these expectations may result in suspension from a team for a time or for the remainder of the season, whether these failures are noted by classroom teachers, coaches, or any authority at school. The student may be reinstated when improvement is shown.

C-Teams are considered introductory, developmental teams, B-Teams are considered as developmental/competitive teams, while A-Teams are considered competitive teams. This philosophy is consistent with other Lutheran grade schools in the metro league.

Grade Requirements for Eligibility:

Christian athletes are expected to give their best, not only in athletics, but also in academics. Therefore, the following standards must be achieved in order to participate:

- Maintain a minimum of a "C" grade point average.
- Must not receive two D's or more on a report card.
- Receive no failing grade.

The grade point average will be evaluated after the first three weeks of the school year and at the end of the first, second, and third quarters. If the student does not meet these requirements, the student is ineligible to participate on any athletic team for a period of two weeks, after which his/her grades will be reevaluated. If it is determined by the teacher and athletic director that the student's grades have improved sufficiently, the student will be allowed to rejoin the team. The student's grades will be reevaluated again after two more weeks to ensure that the grades have not slipped. If, after these 2-week periods, the student's grades are at acceptable levels, the student will remain eligible for the remainder of the quarter. If the grades do not rise above the minimum level set or were above for the first two weeks but dropped during the second two weeks, the student will remain ineligible for the remainder of the quarter.

While the student is ineligible, the student cannot participate in any practice, suit up for, or participate in, any athletic contest.

If tryouts for a team occur while the student is ineligible, the student will not be allowed to try out for that team during the ineligibility period. This may affect the student's chances of making that team.

Pink Slips, School Suspensions and School Absences:

Since our school's philosophy places academics above extracurricular activities, any student receiving two or more "Pink Slips" (please refer to the Parent's Handbook for more details on Pink Slips) in one week will not be allowed to participate in the next extracurricular activity/practice for that week.

Likewise, our school's philosophy places proper school conduct above extracurricular activities. If a student is suspended from school because of poor behavior, the student will not be allowed to participate in any athletic practice or contest for the remainder of that week, including the weekend.

If a student consistently exhibits poor behavior in the classroom, the student may be suspended from all activities for the remainder of that week. This will be determined by the student's teacher and the athletic director.

If a student misses part of a school day due to an illness, the student must have a doctor's excuse in order to participate in any athletic practice or contest for that day.

Team Make-Up:

C-Teams:

- C-Teams consist of third and fourth graders.
- If there are enough participants to have two teams, the teams will be divided with the goal of having equal talent on each team.
- C-Teams are considered introductory, developmental teams and, as such, the coach's goal is to play all team members as equally as possible during games.

B-Teams:

- B-Teams generally consist of fifth and sixth grade students.
- If there are not sufficient players in the fifth and sixth grades to form a team, players from the next lowest grade may be allowed to play on the B-Team with the agreement of the coach and athletic director.
- B-Teams in athletics where a C-Team does not exist are considered introductory, developmental teams and, as such, the coach's goal is to play all team members as equally as possible during regular season games.
- B-teams in athletics where a C-Team does exist are also considered developmental teams and, as such, the coach's goal is to play all team members during regular season games. However, since this is not the introductory level for the athlete, the amount of playing time is determined by the coach and is based on the athlete's ability, game situations, and league rules.
- If there are enough participants to have two teams, the teams will be divided by ability, with those of greater ability selected for the B1-team. The size of the squads will be limited to a maximum of 14 members per team (this is for basketball and volleyball; cheerleading is addressed below).
- Tournaments are competitive in nature and, as such, playing time in tournament games is determined by the coach and based on the athlete's ability and the game situations.
- If there are enough students and coaches to form two teams and enough girls and coaches to form two cheerleading squads, the cheerleaders will be split into two squads based on ability with those of greater ability selected for the B1-team which will cheer for the B1 sports team. The size of the squads will be limited to a maximum of nine cheerleaders per squad.
- There will be no cutting on any B-teams unless the number of students trying out for a sport exceed the maximum number set for the teams in that sport or if coaches cannot be found to coach the second team.

A-Teams:

- A-Teams will generally consist of seventh and eighth grade students.
- If there are not sufficient players in the seventh and eighth grades to form a team, players from the next lowest grade may be allowed to play on the A-Team with the agreement of the coach and athletic director.
- If there are enough participants to have two teams, the teams will be divided by ability with those of greater ability on the A1-Team. The size of the squads will be limited to a maximum of 14 members per team.
- If there are too many participants for one team but not enough for two teams, cutting will be allowed on the A-Team level and will be determined by the athlete's ability. Basketball and volleyball teams may be cut to a range of 11 to 14 athletes, cheerleading to a range of 5 to 10.
- A-teams are considered competitive teams and, as such, the coach will determine playing time based on the athlete's ability and the game situations.
- If there are enough students and coaches to form two teams and enough girls and coaches to form two cheerleading squads, the cheerleaders will be split into two squads based on ability, and those of greater ability on the A1 squad will cheer for the A1 sports team. The size of the squads will be limited to a maximum of nine cheerleaders per squad. If there is only one team to cheer for, there will be only one A-Team cheerleading squad. The A1 cheerleading squad will be allowed to participate in cheerleading competitions.
- There will also be cutting on A-Teams if the number of students trying out for a sport exceed the maximum number set for the teams in that sport or if coaches cannot be found to coach the second team.

Rules of Participation:

Scheduling conflicts have arisen between activities sponsored by the St. Jacobi extracurricular program and those sponsored by other outside organizations. To prevent this from happening, when parents sign permission slips for their children to participate in a St. Jacobi activity (e.g., basketball, soccer, cheerleading, etc.), the child's commitment should be to the St. Jacobi athletic activity. Unexcused absences due to outside extracurricular participation or inappropriate behavior may result in the athlete being suspended for one or more games.

Grievance Procedures:

Any decision made by a coach may be appealed directly to that coach. If a disagreement still exists between the parent(s) and coach, a further, final appeal may be made to the athletic director, where resolution will be reached.

Any questions or disputes dealing with the interpretation of this Policy are to be brought to the attention of the athletic director. As in all school matters, a secondary appeal may be made to the principal, with final appeal to the Board of Education.

Failure to follow these procedures voids the appeal.

Tournament Participation:

A-Teams can participate in a maximum of four tournaments during the course of their season, with the B-Teams participating in a maximum of three tournaments during their season. C-Teams will be allowed to participate in a maximum of one tournament during their season.

Exceptions to Tournament Participation:

If a student or a team excels in an extracurricular activity such that they have an opportunity to participate in an invitational event above and beyond their normal, annual participation in events as outlined in this Policy, the student/team shall be permitted to participate in the invitational event pending Board of Education approval.

DIRECTIONS TO VARIOUS SCHOOLS

Following is an alphabetical listing of directions to various schools for away sports and other athletic events.

	School	Address	Directions	Telephone #
1	Atonement	4224 W. Ruby Ave. Milwaukee, WI 53209	Take I-45 North; exit Capitol Drive; east to Sherman Boulevard; north on Sherman Boulevard to Ruby Avenue; east on Ruby Avenue (parking behind school).	871-1224
2	Christ	2229 W. Greenfield Ave. Milwaukee, WI 53204	Corner of 22nd Street and Greenfield Avenue.	383-2055
3	Faith	8444 W. Melvina St. Milwaukee, WI 53222	Hwy. 45 north to Capitol Drive; east on Capitol Drive to 84th Street; one block south on 84th Street to Melvina; northwest corner of 84th Street and Melvina (school is behind Steinhafel's).	463-5030
4	Garden Homes	2475 W. Roosevelt Dr. Milwaukee, WI 53209	Take I-894 east to I-43 north to Capitol Dr. exit (exit 76B) follow Capitol Dr. to 25th Street and turn right; turn another right on Roosevelt to the school.	444-9050
5	Good Shepherd's	1337 S. 100th St. West Allis, WI 53214	I-894 north; exit Greenfield Avenue; west on Greenfield (one block); north on 101st Street; quick right (east) on Madison Place; quick left (north) on 100th Street.	774-8520
6	Loving Shepherd	3909 W. Clinton Ave. Milwaukee, WI 53209	Take I-894 east to I-43 north to Good Hope Rd (exit 80) to 38th Street; turn right and go 2 blocks to Clinton Avenue; turn left to the school.	352-2662
7	Mt. Calvary	1941 Madison St. Waukesha, WI 53188	Take I-894 West to I-94 West to Waukesha; take CR-T (exit 293); turn left and follow Grandview Blvd. to Madison Street and turn left to the school entrance.	262-547-6740

	School	Address	Directions	Telephone #
8	St. John's, Lannon	20813 Forest View Dr. Lannon, WI 53046	Hwy. 45 north to Silver Spring; west to Lannon Road (Hwy. Y); north to Forest View Drive; west three blocks.	251-2940
9	St. John's, Milwaukee	4001 S. 68th St. Milwaukee, WI 53221	Forest Home Avenue to 68th Street; north on 68th Street.	541-5881
10	St. John's, Wauwatosa	1278 Dewey Ave. Wauwatosa, WI 53213	Take I-894 west to Hwy 45; follow Hwy 45 to Watertown Plank Road (Exit 40); turn right off of exit and follow road for 1 mile to Dewey Avenue; School will be on the corner.	258-4212
11	St. Lucas	648 E. Dover St. Milwaukee, WI 53207	I-43 north (toward downtown); exit Becher Street; east to Kinnickinnic Avenue; south (about eight blocks) to Dover Street; turn right (the church is on the corner).	483-9122
12	St. Marcus	2215 N. Palmer St. Milwaukee, WI 53212	Take I-894 east to I-43 to North Avenue exit (Exit 73C); stay straight on Garfield Avenue after exit; Go about 10 blocks to Palmer Street; Church and School are on the corner of Palmer & North.	562-3163
13	St. Paul's, Cudahy	3766 E. Cudahy Ave. Cudahy, WI 53110	Layton Avenue East to Packard Avenue; north on Packard Avenue two blocks; east on Cudahy Avenue two blocks.	744-9771
14	St. Paul's, Franklin	6881 S. 51st St. Franklin, WI 53132	76th Street South to Rawson Avenue; east on Rawson Avenue to 51st Street; north on 51st Street; school is on west side of 51st Street.	421-1930
15	St. Paul's, Muskego	S66 W14325 Janesville Rd. Muskego, WI 53150	Forest Home Avenue southwest into Janesville Road west; continue west to address; church and school are on south side of Janesville Road.	422-0320
16	St. Philip	3012 N. Holton St. Milwaukee, WI 53212	Take I-894 East to I-43 North to Locust Street (Exit 74); turn right on Locust Street and go about 11 blocks to Holton Street; turn left and school is on the right.	263-7614
17	Salem	6844 N. 107th St. Milwaukee, WI 53224	Hwy. 45 north to Good Hope Road; east to 107th Street; south four blocks.	353-8190
18	Star of Bethlehem	3700 S. Casper Dr. New Berlin, WI 53151	I-43 West and exit Moorland Road; north (right) on Moorland to National Avenue; west (left) on National Avenue to Casper Drive (look for a "City Hall" sign); north (right on Casper past the City Hall).	786-2901
19	Trinity	1060 White Rock Ave. Waukesha, WI 53186	I-94 west to Hwy. 164; south to Hwy. 18 (Moreland Boulevard); left to White Rock Avenue; right on Baxter about six blocks to Trinity's rear parking lot.	547-8020
20	Lamb of God	2217 S. 99th St. West Allis, WI 53227	North on I-894 west; exit National Avenue; east one block; left on 99th Street.	321-2126
21	Zion, South Milwaukee	3600 S. Chicago Rd. So. Milwaukee, WI 53172	South on I-94 east (toward Chicago); exit Rawson Avenue; east on Rawson Avenue to Howell Avenue; south on Howell Avenue to Drexel; east on Drexel to Chicago Avenue ("Hwy 32"); south on Chicago Avenue three or four blocks.	762-1258

ADMINISTRATION OF MEDICATION TO STUDENTS AT ST. JACOBI LUTHERAN SCHOOL

It is the policy of the Greenfield Health Department that the following rules shall govern the administration of medication to students within the school districts that it serves:

1. Prescription and non-prescription medication will only be administered to a student after the principal has received written authorization from the student's parent/guardian.
2. If the medication is a prescription drug ordered by a physician, in addition to the written parent/guardian authorization, a "Physician's Order for Medication Administration" form must be on file with the principal prior to school personnel or a designee administering the medication. A physician's prescription may also suffice.
3. Consent forms for medication administration are confidential and will be kept on file by the principal or his designee in the office where they can be periodically reviewed by the principal, his designated medication administrator and the school nurse. Building principals should include the procedures for administration of medication in school in the parents' handbook.
4. Medication will only be administered and/or dispensed by the principal, or his designee. Such individuals shall receive appropriate instruction. One exception to this rule would include the self-administration of inhalers by students with asthma when all of the following are true:
 - a. The student uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms.
 - b. The student has the written approval of the student's physician, and if the student is a minor, the written approval of the parent/guardian.
 - c. The student has provided the school with a copy of the approvals listed in item (b) above.
5. Medications will be kept in a safe and secure location. Asthmatic students may keep their inhaler with them provided the conditions outlined in item (4) above are met.
6. The parent/guardian will be requested to supply properly labeled medication, including the full name of the student, name of the drug, amount to be given, and the time to be given; in the case of prescription medication, the prescribing physician's name and pharmacy label must also be on the medication.
7. A medication administration record will be kept for each student receiving medication administered by school personnel. School personnel will document each dose given, by whom and any side effects noted. This record is also confidential and should be kept in the same secure location as the medication.
8. It is the responsibility of the student, if appropriate, not the school personnel, to get his/her medication at the designated time.
9. The classroom teacher should be alerted by the principal or designee when the physician or parent/guardian has indicated on the consent form certain signs or symptoms that may be exhibited by the student while taking the medication.
10. At the end of the school year, the school will collect and keep on file all medication administration records in the student's school health record. The parent/guardian and physician consent forms will be kept on file by the school for one year after the student ceases to be enrolled, unless the student has specified that they may be maintained for the longer period of time. All medication not picked up within two weeks at the end of the school year will be disposed of.
11. Orders for medication must be rewritten annually at the beginning of a new school year or when change in dose or frequency occurs.
12. Any student needing assistance for injections, epi pens, or other special medical attention must have an individual health plan on file in the school.
13. Immunity from Liability - State law protects from liability any school employee, volunteer or school bus driver if they administer medication with the written consent of the parent(s)/guardian and according to the written instructions of a physician if the medication is a prescription drug. The school administrator is

immune from liability for authorizing a school employee, volunteer or bus operator to administer the medication unless he/her direction constitutes a high degree of negligence.

14. Grade school students may not carry acetaminophen, ibuprofen, or any other over the counter or prescription medications for self administration. If these drugs are needed a parent/guardian medication consent form must be completed and signed, and the drugs must be administered by the principal or his designee.

Revised: August 31, 2006

Legal Reference: Section 118.29, Wisconsin Statutes, as numbered and created by the 1983 Wisconsin Act 334. PI 8.01 (2)(g), Wisconsin Administrative Code.

Cross Reference: 453.4-Rule, Medication Administration: Procedures
347-Rule, Maintenance and Confidentiality of Student Records: Guidelines
443.4, Student Alcohol and Controlled Substances Abuse
453.1, Emergency Nursing Services
District Exposure Control Plan

Approved: May, 24, 1993

PEDICULOSIS (HEAD LICE): PROCEDURES

A. Guidelines for Students Infested with Head Lice/Nits

1. When a student is found to have head lice or nits, the parent(s)/guardian and/or the listed emergency contact on the student's emergency card will be contacted to arrange for transportation home for the student.
2. A letter shall be given to the student's parent/guardian explaining the treatment. This letter shall be discussed with the parent/guardian in order that he/she understands completely the treatment with special pediculicidal shampoo and that it is his/her responsibility to perform the treatment before the student may return to school.
 - a. It is the responsibility of the student's parent/guardian to administer the shampoo treatment, and to remove all nits from the student's hair.
 - b. It is necessary that the parent/guardian monitor the student daily for at least two weeks for any signs of re-infestation (nits or live lice).
 - c. It may be necessary to repeat the shampoo treatment in seven to ten days to kill the lice that hatch from the nits that were not destroyed or removed by the previous treatment.
3. Upon completion of the treatment and nit removal, the student may return to school the next day.
4. The student will be checked by either the health department, or the school, or its designee(s) upon the student's return to school to be assured of effective treatment (no live lice or nits). The school will determine whether the student may remain in school or be sent home. Students excluded from school for lice or nits may not participate in any extracurricular activities until cleared for school.

B. School Guidelines Regarding Student Exposures to Head Lice/Nits

1. When an active case of head lice/nits is found, a letter will be sent to the parent/guardian of every student in that classroom.
2. If possible, all students in the affected classroom will be checked for head lice/nits that same day or immediately upon return the following school day.
3. When an active case of head lice/nits is discovered among older children, close friends as well as siblings of the infested student will be checked by the school.

4. When 5% or more of the total population of the school or 50% of one classroom is affected, an all school letter will be sent to notify parents/guardians.
5. The building principal and custodian staff will be made aware of the active case of head lice/nits.
6. St. Jacobi Lutheran School follows the guidelines, policy, and procedures of the Whitnall school District.

C. Education and Preventive Measures

1. An informational videotape will be made available to the parent-teacher organization (PTO) as well as any interested parent/guardian.
2. An informational bulletin from the National Pediculosis Association will be included in the parent handbook at the beginning of the school year. A reminder for parents/guardians to check their children's heads may be sent via the school newsletter after Christmas and Easter vacations.
3. The affected classrooms will be appropriately cleaned.
4. Teachers and other school staff will collaborate with parents/guardians in the education of students in head lice preventive measures, i.e., keeping hats and scarves inside jacket sleeves and making every attempt for spacing of coats. The sharing of combs, hats and hair accessories will also be discouraged.

4K PRESCHOOL PROGRAM

Purpose and Content:

The goal of the 4K-Preschool Program is to offer a Christ-centered early childhood education to the members of St. Jacobi, as well as to the families in our community. It is certainly our privilege, as parents and as teacher, to share the wonderful news of God's saving grace with these children. They need to hear how Jesus loves them, died for them, and rose again to take away their sins. What a comfort it is for them to know that they will live in heaven with their Friend some day! How easy it is to teach them that, out of love for our Savior, we will want to speak and act only in ways that please Him!

This program also helps to acquaint young children with a somewhat structured classroom setting, and exposes them to many new social experiences. At the beginning of every session, a Bible lesson is taught and the truth of the lesson is applied to the children's daily lives. Then through play and activities related to the lesson, the children are encouraged to practice and exercise artistic creativity, listening skills, expression of thoughts and feelings, social skills, large and small muscle coordination, problem solving, recognition of colors, numbers, letters, and much more!

Enrollment Policy:

Our Program is open to children who will be four years old by September 1 of the present school year.

1. Members of St. Jacobi and sister congregations are given the first priority in enrolling their children in our preschool. They will be notified first when registration packets are available.
 2. Parents who are not members of St. Jacobi and do not have a present church home, are given an opportunity to enroll their children as positions become available. They are also encouraged to attend the Bible Information Class and our regular church services in order to better understand the gospel of Jesus Christ that is being taught in our preschool program.
 3. Our preschool program should be viewed as a religious educational program that meets the mission of our congregation and school. We do not want to interfere with the teachings and education of those families who are active in other denominations. We recognize that those denominations have called their own church workers to impart these teachings to their children. This could mean that we cannot serve such children with our preschool program.
1. Parents who are members of another denomination and feel they would still like more information about our church are welcome to enroll in the preschool program. They are also encouraged to attend Bible information classes and church services as stated in #2 above.

2. Children with September birthdays who will turn four (4) after September 1 can be put on a waiting list and will be given access to the class if it is not full as of August 1. Such students may repeat the 4K Preschool Program the following year or seek early admittance to kindergarten.
5. All registrations will be reviewed by the principal as soon as they are turned in, and families will not be considered enrolled until notified by the principal.

Class Schedule and Tuition Policy:

Monday/Wednesday/Friday - 8:15am - 11:45am

OR

Monday/Wednesday 8:15am - 11:45am AND Monday 12:20pm – 3:35pm

Please see the latest 4K information packet for current rates.

Tuition payments are due on the first school day of each month. Payments should be given to the classroom teacher. Payment is owed regardless of whether or not your child attends class. No reimbursements are given for weather-related closings, absences due to minor illnesses, or absences due to family vacations. In cases of extended illnesses or family emergencies, payments will be waived. The principal also has the right to waive payments as he deems necessary.

Arrival and Dismissal:

Students are allowed in the classrooms as early as 7:55am or 12:10pm, and should be picked up no later than 11:45am or 3:35pm.

We also offer an early arrival room for children that need to arrive at school between 7:00am and 7:55am and an Extended Care Program if parents desire child care from dismissal time until 5:30pm. Parents may also use extended care any time on days when their children's classes aren't meeting at school. There are additional fees for these services which are prorated depending on when children arrive or depart.

Snacks:

Families are asked to help with providing snacks at different times during the year. On some days each child will be responsible for his/her own snack. Parents are encouraged to bring foods that are both simple and nutritious. The teacher will distribute a schedule for snacks at the beginning of the year.

Preschoolers are eligible for the special government milk program that offers milk at highly subsidized rates. On days when 3K, 4K, & K students stay and order hot lunch, they are not eligible for subsidized milk in the a.m. or p.m. They will be charged .25 cents on those days.

Parent Helpers:

Parents are not required to help in the classroom but are encouraged to help as the opportunities arise. So that all parents have an equal chance to help in the classroom, it is suggested that they try to help on the Mondays they are scheduled to bring the snack. There are also other times when volunteer drivers and chaperones are needed for field trips.

Health:

Students entering preschool must be up-to-date on the required immunizations. A physical and dental examination are recommended for preschool students before they enter school. Parents are asked to fill out a general health questionnaire so that the teacher is aware of any allergies or other health concerns that may affect the child's functioning at school.

Please notify the school office if your child will be absent due to illness and submit a written excuse upon the child's return to school. The office opens at 7:55 am, and the telephone number is 425-2040. We ask that children who develop a fever be kept from school at least 24 hours after the fever has broken.

Dress:

Because of the physical indoor and outdoor activities and play, children should be dressed in comfortable, washable clothing. Sweat pants are permitted at this level. Shoes with rubber, non-marking soles are required. The children do spend some time outdoors in the winter months. As it applies, please remember to send gloves, hats, boots, and snow pants.

Miscellaneous:

School closings due to weather are announced on WTMJ (620 AM) or WISN (1130 AM on your radio dial. Refer to page 11 of this Parents' Handbook for further details.

Children will be allowed to bring toys to school only on "Show and Tell" days. The teacher will inform parents as to when those days will be.

Children must be toilet trained to be eligible for enrollment.

Discipline:

Refer to "Conduct and Discipline" on page 12 of this Parents' Handbook for additional information.

3K PRESCHOOL PROGRAM

The purpose, content and enrollment policies for the 3K Preschool program are the same as the 4K guidelines listed on the previous pages with a few exceptions. The schedule will be adjusted as needs dictate. Sessions will be held from 8:15am - 11:45am and from 12:20-3:30pm. The program offers 2 day/wk sessions in both morning and afternoon as enrollments warrant. Children must be toilet trained to be eligible for enrollment. Other program guidelines can be found in the enrollment packets which are distributed upon request.

CLOSING

It is our prayer that God will continue to bestow His bountiful blessings upon our teachers and the children entrusted to their care. May the Christian education which our children receive in their homes, church, and school prove to be a lasting blessing to them as they walk their various paths here on earth. May the Lord continue to increase the faith the children now have so that finally, when their last hour comes, they may enter their eternal home which God has prepared for all believers in Christ, their Savior. To this end, we ask for your prayers also.