



FAMILY HANDBOOK

2018-2019

Our mission is to ignite scholars' love for learning and their Savior and lead them to SHINE at school, home, in the world and for all eternity.

*Let your light shine before men, that they may see your good deeds and praise your Father in heaven.
Matthew 5:16*

Shining Star Christian Schools
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Milwaukee, WI 53222

137 N. 66th St.
Milwaukee, WI 53213



Shining Star Christian School's Mission and Vision Statement

Welcome to Shining Star Christian School! We are excited to partner with you to provide the best education for your child. The following pages will inform you of many important policies and procedures to ensure we work together to the glory of God.

Mission Statement

Our mission is to IGNITE scholars love for learning and their Savior and to lead scholars to SHINE at home, at school, in the world and for eternity.

Let your light shine before men, that they may see your good deeds and praise your Father in heaven. Matthew 5:16

At Shining Star Christian School we know that we are a/n:

S – **Scholar.** We have God given abilities to grow and achieve academically.

H – **Heir to the Kingdom of God.** We are assured of God's promise of salvation through Jesus and a home for eternity.

I – **Individual.** God created us and all people with unique and special gifts, talents, and abilities.

N – **Neighbor.** We are productive, helpful citizens in our community and can bring about positive change with our actions.

E – **Example.** We will use our knowledge and abilities to lead others.

Those who are wise will shine like the brightness of the heavens, and those who lead many to righteousness, like the stars for ever and ever. Daniel 12:3

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Staff Directory

<u>School Board</u>	
Brandon Wigley	Chairman
John Mattek	Executive Director, Member
Pastor James Buske	Member
Hannah Hensel	Member
Lindsey Gerke	Head Principal, Member

<u>Administration and Support Staff</u>	
John Mattek	Executive Director
Lindsey Gerke	Head Principal (Capitol)
Jamie Gaspardo	Director of Operations
Hannah Hinze	Principal (Fairview)
Marissa Daniels	Dean of Students (Fairview)
Cassie Anderson	Administrative Support

<u>Capitol Campus (4050 N. 95th St.)</u>		
<u>Name</u>	<u>Position</u>	<u>e-mail</u>
Jenny Waldron	Teacher	jenny.waldron@shiningstarschools.org
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Maricin Owens	Teacher	maricin.owens@shiningstarschools.org
Jessica Duchin	Teacher	jessica.duchin@shiningstarschools.org
Lynn Garrow	Teacher	lynn.garrow@shiningstarschools.org
Joseph Guillen	Teacher	joseph.guillen@shiningstarschools.org
Marquita Patterson	Teacher	marquita.patterson@shiningstarschools.org
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<u>Fairview Campus (137 N. 66th St.)</u>		
<u>Name</u>	<u>Position</u>	<u>e-mail</u>
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Kallie Brandt	Teacher	kallie.schoessow@shiningstarschools.org
Jasmine Buck	Teacher	jasmine.buck@shiningstarschools.org
Molly Aschauer	Teacher	molly.aschauer@shiningstarschools.org

School Hours

Doors open to school at 7:30 a.m. Breakfast is served from 8:00 a. m. - 8:15 a.m. in the classrooms. Scholars arriving after 8:15 a.m. will not receive breakfast.

Classes at Shining Star Christian Schools are as follows:

- 7:55 a.m. to 3:45 p.m. Mondays through Thursday
- 7:55 a.m. to 1:30 p.m. Fridays

At 3:55 p.m., teachers begin preparing for the next school day or finish wrapping up the current school day. As a consideration, please ensure you pick your scholar up by 3:55 or make alternative arrangements with your child's teacher. If excessive late pickups occur, we will begin charging for afterschool services. We ask you to respect our staff members and their time and pick your child up no later than 4:00 p.m.

Attendance (Absences and Tardy)

A child can only be absent from school due to serious illness, immediate family emergencies and funerals. The school office is to be notified by 9:00 a.m. the morning of the absence. While contact with the teacher is appreciated, the school office must also be notified. Please schedule appointments, meetings, and family activities after school hours, or on days when there are no classes in session. When a student has a medical appointment during school, he or she should not be absent for the entire school day. The maximum number of days a scholar can be absent in a school year and not face dismissal is 16 days.

Attendance- Consequences:

- If a student is absent for 3 consecutive days or more, they may return with a note from the doctor.
- **5 absences** are considered problematic. School administration will call parents/guardian and discuss ways to ensure better attendance.
- **10 absences** are considered a serious issue. A certified letter or first-class mail will be sent to your house, requiring a meeting with the Principal. You must contact the school to schedule this meeting within 5 days of receipt of this letter. School administration reserves the right to fill your spot with another student if this meeting is not scheduled.
- **16+ absences** are considered a chronic issue and will result in an immediate meeting with school administration. We will also report you and your student to the District Attorney for further action.
- After these steps are taken and attendance does not improve, your child may be expelled from Shining Star.

A scholar is considered tardy if he/she is not in the classroom at 7:55 a.m. Since every classroom begins each day with God's Word, late arrival means the child will miss the most important part of our day as well as breakfast. Tardiness also interrupts the orderly flow of any school day. Parents are here reminded of their roles as parent and example. **Please note that both Milwaukee and the State of Wisconsin consider five or more tardies in a semester to**

constitute truancy. Therefore, habitual tardiness may be required to meet with school administration or referred to the District Attorney.

Early Pick-Up

Scholars getting picked-up before the end of the school day, particularly in the thirty minutes before school gets out, is disruptive to teachers and therefore to other scholars. Consequently, scholars may not be picked-up early unless the scholar or his immediate family is involved in some kind of a crisis such as severe illness or death in the family. For safety and security reasons, parents will not be allowed into the building between **3:15-3:45**.

Transportation or child care problems are not considered a valid reason for early pick-up. Under such circumstances, parents should contact school administration for assistance in finding a solution to the problem.

If transportation arrangements change throughout the day, please contact the school office prior to 2:15. This is to ensure ample time is given to communicate the change to the classroom teacher. Our teachers are not always able to check their phones, so please contact the school office.

Curriculum and Assessments

Shining Star Christian School's curriculum meets or exceeds all the state required standards and guidelines. Subject areas include:

- A. Word of God – Worship, Prayer, Devotions, Bible, History, Catechism, Memorization of Bible passages.
- B. Language Arts – Reading, Literature, Phonics, English grammar, Spelling, Handwriting, Oral and Written Communication.
- C. Sciences – Earth and Life and Physical Science, Health and Safety.
- D. Mathematics – General Math, Algebra.
- E. Social Studies – Geography, History, Wisconsin History, Current Events, Political Science, Economics, Sociology.
- F. Fine Arts – Vocal and Instrumental Music, Arts, Crafts.
- G. Physical Education – Movement exploration, Coordination, Fitness, Athletic Skills, Games, Lifetime activities.
- H. Technology – Computer introduction, Keyboarding, Word Processing, and 21st Century Skills.

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

Homework

Homework helps reinforce lessons taught in the classroom and can be a valuable way to develop responsibility in scholars. Shining Star Christian School scholars can expect homework on a regular basis and handing in completed homework each morning is an expectation. Scholars who do not turn in assigned homework or turn in incomplete homework will serve in class consequences. Scholars and parents are encouraged to contact your teacher when needing extra support with homework. Teachers are accessible via Class Dojo, email, and phone from 7:00 a.m. to 6:00 p.m.

Homework is a critical component of the learning process. All successful people spend extra time working to improve themselves beyond the minimal requirements of a specific task. Thorough, neat, accurate, prompt and carefully completed homework is an expectation.

We encourage parents or guardians to provide a quiet place for study so scholars may learn good study habits and complete their homework with minimal interruption. Parents must be willing to commit time to checking homework, reviewing grades, and signing homework documents.

All assignments need to be completed by respective due dates. This includes homework, signatures and permission slips. Missing or incomplete homework is unacceptable and may be followed by consequences.

Visitor/Guest Policy

Parents are welcome and encouraged to volunteer or observe in daily activities at the school. Parents must sign in at the school office when you arrive and be respectful of our learning environment. Parents may visit their children's classes provided that the visit is scheduled in advance or the parent has received permission from an administrator to visit the class. The school administration is committed to providing teachers with advanced notice of guests in the classroom. **Visitor cell phone use is prohibited.** This is done not only as a courtesy to teachers but also to ensure that the educational process is not disrupted and as an added security measure.

Parents may be denied the opportunity to visit a class if the school administration has determined that the parents' presence has had, is having, or may have a negative impact on the educational process. This is anticipated to only happen on a very occasional basis. When parents are denied the opportunity to visit a class they may appeal to the Board of Directors.

Electronic Devices

Cell phones and other electronic devices brought to school must be turned into the collection bin in each classroom before school begins. Cell phones will be returned to the scholars upon dismissal. Any violation of this rule will lead to the confiscation of the device until the parent or guardian retrieves it from school administration.

Uniform Policy

Per the Shining Star Christian Schools Covenant, parents/guardians are expected to ensure that their child arrives at school in a clean, proper school uniform. Scholars are required to attend school well groomed, conforming to the guidelines of Christian modesty and decency.

Shining Star Christian Schools will work with scholars and parents to ensure our uniform policy is upheld. Shining Star will have uniform items on hand for scholars to swap out, but will only be available on a limited basis. When a scholar is out of uniform it negatively impacts the homeroom. Consistent uniform violations will be handled on a case-by-case basis.

The following dress code is enforced with no exceptions:

All Scholars

- Blue Shining Star Christian School polo shirt (tucked in)
- Navy blue or khaki dress pants
 - o Navy blue or khaki shorts may be worn in warmer months.
 - o Jeans are only permitted on designated dress down days.
- Scholars may wear long sleeves under the polo or purchase a blue Shining Star sweatshirt from the office.
- Brown or black belts are optional, but pants must not sag.
- Casual or athletic shoes in solid, natural, non-bold colors. Acceptable colors include, brown, black, tan, white, navy, and gray. Shoes must be completely enclosed. No boots, moccasins, sandals, clogs, crocs, converse high top, shoes that lace up one inch past the ankle, Timberlands, Nike Boots, or flip-flops allowed. During winter months, snow boots are permitted to and from school, but scholars must change into uniform shoes once in the building.

Dress Code Additional Guidelines

1. Girls are permitted to wear navy or khaki skirts, but must be of decent length. When wearing a skirt, tights must be white, black, or navy blue. Full length leggings are permitted under skirts in solid white, black, or navy blue.
2. Please keep jewelry to a minimum, as it can cause a distraction.
3. Nail polish, press on nails, and lip gloss brought to school will be confiscated if they become distractions.
4. The wearing of hats, bandanas and wave caps are not permitted.
5. Outdoor gear of any kind, including but not limited to coats, jackets, fleece, and sweatshirts (with or without hoods) are not to be worn in the classroom or church. Of course scholars can wear them outside as appropriate for the weather, but upon entering the classroom they must be put away properly.

The following items are **not** permitted:

- | | |
|----------------------------------------------|--------------------------------------|
| - Sweatshirts, pullovers, hoodies or zip ups | - Lip gloss |
| - Sagging pants | - Colored and embellished belts |
| - Large or decorative belt buckles | - Chunky or high heeled shoes |
| - Excessive jewelry | - Boots |
| - Distracting hair accessories | - Timberland or Nike Boot type shoes |

Behavior Standards

Let your light shine before men, that they may see your good deeds and praise your Father in heaven. Matthew 5:16

God's Word is our guide for Christian living and Jesus' perfect life and innocent death motivates us to let His love shine through in our words and actions. However, despite God's love for us, we remain imperfect and unable to follow God's will perfectly. God makes it clear that discipline is a necessary part of a Christian's life. As parents and teachers, God's words instructs us to *"train up a child in the way he should go, and when he is old he will not turn from it."* Proverbs 22:6

Scholars are encouraged and trained to make positive choices in the classroom with the help of Classroom Dojo. Shining Star teachers and administrators use Class Dojo throughout the year. Scholars will earn points for following classroom and school expectations. On the other hand scholars will lose points if not following expectations. **Parents are required to connect to Classroom Dojo through the online app.** Parents can then receive up to the minute information on how their child is doing throughout the school day and communicate with staff via the app if needed. Teachers create classroom incentives based off the points earned or percentages on a daily and weekly basis. On Fridays, any scholar who has a 90% or higher will be a part of 90's Lunch Bunch and earn a talking lunch.

Suspension Policy

When scholars fail to make positive choices, the Shining Star administration reserves the right to determine necessary consequences to achieve appropriate changes in scholar behavior.

The Principal and administrative team have the authority to suspend scholars. Suspension shall mean temporary removal from classes and/or school. Suspensions shall be made solely after the Principal or team have determined that such suspension is necessary to help any scholar, to further school purposes, or to prevent interference with school operations. Initiation of suspension may begin immediately or at the discretion of the Principal and/or administrative team. The length and type of suspension (either in-school or out-of-school) shall also be at the discretion of the Principal and/or administrative team. The level of consequence increases the older the student gets. If the suspension is to start immediately, the school will attempt to inform the parents by phone or letter. The suspension process will include a required meeting with the Principal/teacher, scholar, and parents before the scholar can return to school.

Behaviors which may lead to a suspension include, but are not limited to, the following:

- Extreme disrespect to an adult
- Cheating
- Vulgarity
- Vandalism, damage to school property or that which belongs to another scholar
- Theft
- Sexual misconduct of any kind
- Possession of tobacco, drugs, alcohol, guns, knives
- Racial attacks
- Fighting
- Threatening language
- Repeated disruption in the classroom
- Violent behavior
- Leaving school grounds/building without supervision

Expulsion Policy

Scholars may face disciplinary action that could result in expulsion (permanent removal from school). Infractions that result in expulsion include but are not limited to repeated or excessive out of school suspensions, repeated disregard of school policies and procedures, possession, use, or transfer of drugs and/or alcohol, assault against fellow students or other members of the school community, or destruction or attempted destruction of school property.

The following steps will be followed should a scholar face expulsion, however, these steps may be skipped due to the severity of the infraction(s).

1. Parents will be phoned and the scholar will be immediately removed from school.
2. A meeting with school administration, parents, and scholar will take place within five days after the scholar's removal from school.
3. After the meeting, parents and scholar will be notified by school administration of the decision and the terms for reentry or permanent expulsion.
4. If the scholar is permitted to return to Shining Star, prior to his/her return, a conference with school administration must occur to review and sign a statement agreeing to the terms of reentry.

Expulsion Appeals

In order to appeal an expulsion/dismissal the following procedures must be followed by the parents:

1. Parents must submit a written complaint to the Executive Director.
2. The Executive Director will respond to the parent or guardian within 7 days of submission of the grievance.
3. If the parent or guardian is dissatisfied with the response of the Executive Director, they can submit a letter of complaint to the school board of directors. Following the submission of the letter to the board, the parent will be given a hearing within 7 days with either 3 members of the board or the entire board, at the discretion of the chairman.

4. The Board of Directors has the final say concerning expulsion/dismissals.

Bus Safety

Busing is a privilege we offer Shining Star families. It is imperative that all our scholars are safe while riding the bus. The following bus behaviors are not acceptable:

- Out of seat	- Hitting/kicking
- Fighting/play fighting	- Loud and excessive screaming
- Inappropriate language	- Disrespect to bus driver
- Throwing items out of the windows	- Drawing on or defacing the bus

Video cameras will be utilized on the buses. The following system will be used when scholars violate our Bus Safety Rules and are written up by our bus drivers. These steps may be skipped due to the severity of the infraction(s) and are reset after the first semester.

- 1st Offense- Conversation with the student about the write-up
- 2nd Offense- Parent will be called about the write-up
- 3rd Offense- Student will be suspended off one route (am or pm)
- 4th Offense- Student will be suspended off the bus for one day
- 5th Offense- Student will be suspended off the bus for three days
- 6th Offense- Student will be suspended off the bus for one week
- 7th Offense- Student will be suspended off the bus for the remainder of the semester

Note: Please contact the school office if your home address changes. Contact Dairyland Bus Company only to check if the bus is running late or you have a concern.

Medical Policies

Shining Star Christian 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 scholars in cases of an emergency.

In case of serious medical illness or injury at school, the school office will contact the City of Milwaukee Fire Department Medical Service at 911, if emergency medical care is requested. The City of Milwaukee Fire Department or assigned ambulance service will transport 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. Once it has been determined what the illness, injury or problem is, the office will make contact with the parents. If the parents are not available, the office will call the emergency contact person listed on the child’s registration form. If a scholar has contracted a communicable illness (e.g. strep throat, pink eye, chicken pox), the rest of the scholar body will be notified by letter. Shining

Star Christian School personnel will not send an ill scholar home alone unless the parent or guardian has given permission. School personnel do not dispense internal medicine of any kind to scholars without written permission from a parent or guardian. Any medicine brought to school must be in its original container.

Immunization records can be obtained by Shining Star Christian Schools through the Wisconsin Immunization Registry (WIR).

Breakfast and Lunch Program

The school provides an opportunity for scholars to eat breakfast upon arrival at school in the morning. Scholars must enter the building no later than 8:15 a.m. to take advantage of this opportunity.

Milwaukee Center for Independence caters our breakfast and lunch program. They will provide a calendar of the menu each month that will be sent home. All scholars receive breakfast and lunch at no charge through the food program that Shining Star Christian Schools participates in.

Other Food Items

Birthday Treats

If you plan to send a treat for your child's birthday, we ask you to follow these simple guidelines.

- Birthday treats will be served at a time of the teacher's discretion. Typically, treats will be passed out at the end of the day.
- If you are dropping treats off for your child, please drop them off in the school office, so instruction is not interrupted.
- Please contact your child's teacher or office to find out how many treats to send and to notify the teacher that you are bringing treats in.
- Please limit birthday treats to small snacks that can be consumed during a short, ten-minute period of time. You are encouraged to send healthy treats.
- Depending on the type of treat, please ensure all necessary utensils are included. For example, if you bring ice cream please include spoons, bowls, and an ice cream scoop.
- Please keep presents and balloons at home for family celebrations.

Snack

Some Shining Star classrooms will have a designated snack time as determined by the teacher. You are encouraged to send a healthy and nutritious snack with your child each day. Chips, candy, and juice will not be allowed during snack time.

School Supplies

At the start of each school year, Shining Star will share grade level school supply lists with families. We ask that families purchase these supplies prior to attending the Back to School Orientation dates. Teachers will then organize the supplies for scholars prior to the first day of

school. On each supply list, there is a required section and then an optional section. The optional items are strongly encouraged and greatly appreciated. Any other school supply donations given throughout the year are always welcome. Many classrooms gather all the supplies to be used by the whole class.

Parent Teacher Conferences

Parent Teacher Conferences will be held throughout the school year. The purpose of Parent Teacher Conferences is to allow parents and teacher the opportunity to sit down and discuss scholar progress. Parent attendance is required for scheduled Parent Teacher Conferences. Please see the school year calendar for specific dates.

School Traffic and Safety

Drop-off and pick-ups are the most dangerous times of the day and the most stressful for parents and staff. Many cars are coming and going while children are in the parking lot and near the surrounding streets. Please always drive slowly around the school, especially in the parking lot, follow the flow of traffic, and show courtesy to other parents and staff members.

Weather Related Closings

In the event of severe weather, notice of school cancellation will be broadcast on the following radio stations: AM 620, AM 1130, FM 96.5, FM 102.9, FM 94.5, FM 98.3 and FM 106.9. In addition, watch for TV notice on Channels 4, 5, 6 and 12. If the Milwaukee Public Schools is closed due to a snow emergency, Shining Star Christian Schools will also be closed.

Entrance Requirements

Children who are 4 years of age by September 1, 2014 are eligible for enrollment in 4 year old kindergarten. To verify age for K4 scholars and K5, please bring a copy of your child's birth certificate with your registration. To enter first grade, the child must be 6 years of age by September 1, 2018. Children will be admitted to other grades upon presentation of records showing satisfactory completion of earlier grades. State law requires certain health and vaccination fulfillments before Kindergarten registration. Other scholars entering our school should complete a "Record Request" form for school records at registration. The school reserves the right to determine the grade placement of a child through analysis of standardized testing, testing by specialists, and/or Title I, and observed past and present performance with consultation between parent(s) and school representatives if this should appear necessary.

Enrollment in Shining Star Christian School includes acceptance of and adherence to the rules and regulations in this school handbook.

Scholar Promotion Policy Promotion Standards

Shining Star Christian School believes that all scholars can learn and wants to promote scholars to the next grade level. Readiness for the next grade level is critical for a scholar's present and future success, however, the following criteria will help determine whether promotion or non-promotion is in a scholar's best interest:

1. Scholar's academic readiness as noted on the report cards,

2. Scholar's scores on standardized and other academic tests,
3. Scholar developmental readiness

Teachers will communicate with parents throughout the school year to discuss retention. Decisions to retain a scholar are made in consultation with parents, teachers, and administrators and take into consideration the unique circumstances of every child.

Statement of Nondiscriminatory Policy

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

MCPC 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 Shining Star Christian School's policy adopted by our school board to satisfy the requirements of 119.23(6m)(a)(4):

"The pupil is a member of a family that has a total family income that does not exceed an amount equal to 1.75 times the poverty level determined in accordance with criteria established by the Director of the federal office of management and budget. A pupil attending a private school under this section whose family income increases may continue to attend a private school under this section if the pupil is a member of a family that has a total family income that does not exceed an amount equal to 2.2 times the poverty level determined in accordance with criteria established by the director of the federal office of management and budget. For purposes of admission to a private school under this section, siblings of pupils attending a private school under this section are subject to the higher income limit. If a pupil attending a private school under this section ceases to attend a private school under this section, the lower income limit applies unless the pupil is a sibling of a pupil attending a private school under this section".

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

Under Shining Star Christian School's appeals process, if the criteria are not met, the applicant will be sent notification that their application was rejected. An applicant may appeal Shining Star Christian School's rejection of the application to the school's administration by submitting proper documentation that shows eligible income, residency, or other pertinent information. Shining Star Christian School accepts applications during the open enrollment periods. Wisconsin state statute 119.23(6m)(a)(4)

Tuition

Families that are not eligible for the Milwaukee Parental Choice Program (MPCP) but wish to enroll their children at Shining Star Christian School will be assessed tuition. This also applies to families that are eligible for MPCP but desire to enroll after the MPCP count day in either semester. The tuition schedule depends upon the time of the school year the child begins and the child's grade level. Administration will provide tuition amounts in each situation.

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 Shining Star Christian School's policy adopted by our school board to satisfy the requirements of 119.23 (6m)(a)(8):

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

Mandatory Reporting

At Shining Star we are required by law to report any suspected abuse or neglect or threatened abuse or neglect to a child seen in the course of our professional duties. Anyone who suspects a child is being maltreated may make such a referral.

Harassment Policies

Sexual Harassment

At Shining Star we understand sexual harassment to be a form of sexual discrimination that occurs when one person subjects another person to unwanted sexual attention, coerces him or her into sexual activity and/or punishes his/her refusal. Sexual harassment may be manifested verbally (which includes, but is not limited to, propositions, innuendos, and/or subtle pressure for sexual activity) and/or physically (which includes, but is not limited to, touching, patting, pinching, brushing against another's body, physical assault, rape, or subtle pressure for sexual activity.) The accusation of sexual harassment is a serious one, and all cases will be given immediate individual attention with the strictest confidentiality imposed. A scholar should contact his/her teacher, Dean of Scholars, or Principal if he/she encounters this problem.

Verbal Harassment

There shall be no verbal harassments at Shining Star. Verbal harassment includes threats, gestures, or verbal attacks on persons, including attacks directed at one's racial, ethnic, or religious background, physical or mental disability, appearance, as well as any form of obscene language, swearing, slander, name calling, or slur. Our school is a place where every one of us must be comfortable and treated with due respect.

Response to Harassment

Shining Star is committed to the equitable and swift resolution of harassment issues. Any scholar or employee experiencing harassment should follow any or all of these measures:

1. Let the offender know you want the behavior to stop. Be clear and direct. Do not apologize.
2. If you are not comfortable confronting the offender alone, ask a friend to accompany you, or write a letter to the offender, keeping a copy.
3. Make a record of when, where, and how you were mistreated; include witnesses (if any), direct quotes, and other evidence.
4. If you are a scholar, notify the Principal. If you are uncomfortable doing so, speak with another adult.
5. If you are an adult, notify the Principal or Executive Director.

As soon as possible, the adult notified will report to the Principal or Executive Director who will notify authorities, if necessary. One of the administrators will investigate the matter in a swift and equitable manner and communicate a decision to all parties involved.

Technology

All Shining Star scholars will be utilizing technology as a part of our blended learning curriculum. Therefore, scholars must follow teacher expectations and stay on all assigned websites. If scholars choose to go on inappropriate websites, parents will be contacted and suspensions will be issued. Scholars may also lose internet privileges. Additionally, should scholars damage Shining Star technology parents/guardians may be responsible for damages and/or replacement costs. Please refer to our Technology Use Policy found in your orientation packet. Signatures are required.

In today's society, social media is a constant evolving communication method. It is imperative that parents are monitoring their child's social media accounts closely. Scholars are not allowed to access social media during the school day.