

FAMILY HANDBOOK

2023-2024

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

www.shiningstarschools.org

Capitol Campus	St. James Campus	Fairview Campus	Virtual School
4050 N. 95th St.	2028 N. 60th St.	137 N. 66th St.	137 N. 66th St.
Milwaukee, WI 53222	Milwaukee, WI 53208	Milwaukee, WI 53213	Milwaukee, WI 53213
414-376-9230	414-376-9230 ext 3	414-376-9230 ext 2	414-376-9230 ext 2



Shining Star Christian School's Mission and Vision

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 all 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 forever and ever. Daniel 12:3

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Staff Listing

School Board	
Brandon Wigley	Chairman
John Mattek	CEO, Member
Pastor James Buske	Member
Hannah Hensel	Member
Mark Neumann	Member

Administration and School Leadership		
Name	Position	e-mail
John Mattek	CEO	john.mattek@shiningstarschools.org
Gina Cifaldi	Director of Operations	gina.cifaldi@shiningstarschools.org
Chuqee Fletcher	Sr. Principal	chuqee.fletcher@shiningstrschools.org

Capitol Campus (4050 N. 95th St.)		
Phone: 414-376-9230		
Name	Position	e-mail
Stanetta Toefield	Assistant Dean of Students	stanetta.toefield@shiningstarschools.org
Quanisha “Q” Shadd	Office Manager	quanisha.shadd@shiningstarschools.org

Fairview Campus (137 N. 66th St.)		
Phone: 414-376-9230 ext. 2		
Name	Position	e-mail
Flavien Davis	Dean of Students	flavien.davis@shiningstarschools.org
Dionshae “Shae” Newsom	Office Manager	

St. James Campus (2028 N. 60th St.)		
Phone: 414-376-9230 ext 3		
Name	Position	e-mail
Germell Heard	Dean of Students	germell.heard@shiningstarschools.org

Virtual Campus		
Phone: 414-376-9230 ext 2		
Name	Position	e-mail
Hannah Hensel	Superintendent	hannah.hensel@britestarvirtual.com
Jenny Waldron	Principal	jenny.waldron@shiningstarschools.org
Ya-Ting Yang	Virtual School Coordinator	yating.yang@shiningstarschools.org

School Hours

Monday-Thursday	7:45 am to 3:30pm
Friday	7:45 am to 1:15pm

Before/After School Care

Shining Star Christian school will provide free before and after school care to all scholars. Parents would need to register for this free program ahead of time. Please contact office managers to register.*

Monday-Thursday (Before Care)	7:00-7:45am
Monday-Thursday (After Care)	3:45-5:00pm
Friday (Before Care)	7:00 - 7:45 am
Friday (After Care)	1:30 pm - 3:00 pm

*Payment for late after school care pick up is \$5 for every 15 minutes, and will be deducted from parent transportation stipend if you receive it.

Attendance (Absences and Tardy)

SSCS only excuse absences from school due to serious illness, family emergencies and funerals. The school office must be notified by 9:00 a.m. the morning of the absence. Please be mindful of school hours as you schedule appointments, meetings, and family activities. When a student has a medical appointment during school, if possible, please try to ensure that you scholar is not 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 20 days.

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/guardians 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.
- The transportation stipend will be forfeited if your student has a certain number of absences according to the stipend contract.

A scholar is considered tardy if he/she is not in the classroom at 8:30 a.m. Since every classroom begins each day with a morning meeting and prayer. We want the best for all scholars and this includes being present for all daily classes, activities, and events. 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 may disrupt the teachers and the other scholars. For safety and security reasons, parents will not be allowed into the building during the last 30 minutes of the school day. Please do not contact the classroom teacher, rather contact the school administration with any changes needed to your child's dismissal plans.

If you are experiencing transportation or child care issues, parents should contact school administration for assistance in finding a solution to the problem.

If transportation arrangements change throughout the day, you must contact the school office prior to 3:00, changes after 3:00 will not be honored. This is to ensure ample time is given to communicate the change to the classroom teacher in time to prioritize scholar safety.

Curriculum and Assessments

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

- Word of God – Worship, Prayer, Devotions, Bible, History, Memorization of Bible passages.
- Language Arts – Reading, Literature, Phonics, English grammar, Spelling, Handwriting, Oral and Written Communication.
- Sciences – Earth, Life and Physical Science, Health and Safety.
- Mathematics – General Math, Algebra.
- Social Studies – Social Justice, Geography, History, Wisconsin History, Current Events, Political Science, Economics, Sociology.
- Fine Arts – Vocal and Instrumental Music, Arts, Crafts.

- Physical Education – Movement exploration, Coordination, Fitness, Athletic Skills, Games, Lifetime activities.
- 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 turning 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 7:30 a.m. to 4:30 p.m.

Homework is a critical component of the learning process. Thorough, neat, accurate, prompt and carefully completed homework is an expectation.

We understand that the parents or caregivers may have difficulty helping scholars complete their homework, but our hope and encouragement is that parents can try to commit time to checking homework, reviewing grades, and signing homework documents of SSCS scholars.

All assignments need to be completed by the 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

This year, due to COVID, Shining Star is strongly discouraging visitors. If a parent or caregiver needs to speak with their scholar's teacher, they are encouraged to schedule a phone call or virtual meeting.

Electronic Devices

Cell phones and other electronic devices brought to school must be turned into the collection bin in each classroom before school begins, and the phones will be locked in the school office. Cell phones will be returned to the scholars upon dismissal. Shining Star is not liable for any lost or damaged personal electronic devices.

Should a scholar choose to not turn in his or her device to the classroom teacher, the following steps are in place:

- 1st Offense: Scholar willingly turns phone into teacher and gets it back at the end of the day. If the scholar refuses to turn in their phone, parents will be contacted and plans will be made for the phone to be returned.
- 2nd Offense: School confiscates the phone and parents must come to school to pick it up.
- 3rd Offense: School confiscates phone and scholar loses privilege to have a phone on school grounds for 30 days.

Misuse of a phone may also result in suspension/expulsion.

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. We will work with scholars and parents to ensure our uniform policy is upheld. All scholars out of uniform will be out of class until the issue is resolved. Shining Star will have some uniform items on hand for scholars to swap out, but will only be available on a limited basis.

Our uniform policy is put in place to keep the focus on receiving a quality education and to eliminate peer pressure. If a uniform selection has a negative impact on scholar behavior, we will work with the scholar and parent to resolve the issue.

All Scholars

- Blue Shining Star Christian School polo
 - OR Blue Shining Star fleeces or sweatshirts
 - OR Shining Star T-Shirts are optional only on Thursdays
- Navy blue or khaki dress pants
 - Navy blue or khaki shorts
 - Navy blue or khaki skirts
 - Jeans are only permitted on designated dress down days.
- Scholars may wear long sleeves under the polo or a blue Shining Star sweatshirt/fleece which can be purchased from the office.
- Brown or black belts are optional.
- Casual or athletic shoes in solid, natural, non-bold colors (no bright colors). Shoes must be completely enclosed and no boots.
- Please keep jewelry and other accessories limited as it causes a distraction in the classroom.

Prohibited Items

- | | |
|--|---|
| ● Non-Shining Star fleeces, sweaters, or zip-ups | ● Lip gloss, lip sticks, or nail polishes |
| ● Large or decorative belts or belt buckles | ● Colored and embellished belts |

- | | |
|--|--|
| <ul style="list-style-type: none"> ● Purses, clutches, or handbags ● Black dress pants | <ul style="list-style-type: none"> ● Chunky or high heeled shoes ● Crocs, flip-flops, or sandals |
|--|--|

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 instruct 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

Shining Star staff uses a variety of strategies to engage scholars in the school. Scholars are encouraged 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 strongly encouraged to connect to Classroom Dojo through the online app and actively monitor their child's progress throughout the school year. 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 on the points earned or percentages on a daily and weekly basis.

Students participating in all school related extracurricular activities such as dance, cheer, basketball, or other events such as a field trip will be held to the same standards for behavior. Failure to meet behavior requirements will affect participation in these programs. Shining Star disciplinary actions will be followed in these activities. Also if a student is suspended for behavior during school time this will affect their participation in the above listed school related activities.

Parent and/or Guardian Expectations

At Shining Star, it is a priority to create positive and trusting relationships with our families. We ask that families commit to the Shining Star School and Family Covenant. Parents and/or guardians are expected to help us maintain a safe learning environment for all scholars. We expect that parents and/or guardians...

- Exhibit Christ-like behavior in all that you do.
- Do everything in your power to ensure the academic success of your child.
- Ensure that your child is at school on time every school day.
- Ensure that your child is in complete school uniform at the beginning of every school day.
- Provide a quiet place in the home where your child can read, learn, and complete homework.
- Ensure the completion of homework, including reviewing and signing homework documents.
- Initiate communication with your child's teachers when necessary and be respectful with your actions and words when bringing concerns or questions to school staff
- Attend all required parent-teacher conferences and other mandatory parent meetings.

- Notify the school in advance of any necessary absences.

Note: Failure to meet these expectations may result in disciplinary action up to the loss of your child(ren)'s seat at Shining Star Christian Schools.

Student Discipline

Suspension Policy

Our goal is to have 100% attendance of our scholars represented in SSCS classrooms everyday. However, when scholars fail to make positive choices, the SSCS administration reserves the right to determine necessary consequences to achieve appropriate changes in scholar behavior.

Note: Before a suspension is issued, classroom teachers and school administrators will work together to ensure that all scholars have the tools they need to prevent poor behavior choices.

The Principal and administrative team have the authority to suspend scholars and will notify parents via phone and/or letter. 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. The Principal and/or administrative team begins the suspension process and determines the length and type of suspension (in school versus out of school). The level of consequence increases the older the student gets, with some suspensions occurring immediately. In the event that student behavior results in multiple suspensions there will be a required meeting with the Principal/teacher, scholar, and parents before the scholar can return to school. In this meeting a Behavior Improvement Plan or Behavior Contract will be developed.

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

- Extreme disrespect to an adult/scholar
- Cheating
- Vulgarity
- Vandalism, damage to school property or that which belongs to another scholar
- Theft
- Electronic device misuse (included but not limited to cyberbullying, inappropriate websites, or endangering the physical or mental well being of another person)
- 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 of tobacco, drugs, alcohol, guns, and/or knives
- Assault against fellow students or other members of the school community
- Failure to meet the expectations of a Behavior Contract
- 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.

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 CEO.
2. The CEO 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 CEO, 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 at least 3 members of the board, at the discretion of the chairman.
4. The Board of Directors has the final say concerning expulsion/dismissals.

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 the 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 to arrange an early pick up. 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. 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 are obtained by Shining Star Christian Schools through the Wisconsin Immunization Registry (WIR).

Meals & Food

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 (MCFI) 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.

Students are welcome to bring their own breakfast or lunch to replace the meals provided by the school. Meals brought to school must be healthy and provide proper nutrition. If the meal is not healthy scholars will be given a school breakfast or lunch instead.

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.

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.
- Keep presents and balloons at home for family celebrations.
- We encourage individually wrapped treats to minimize the spread of germs due to COVID-19 protocol.

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. Snacks should not be eaten in the classroom without permission from the classroom teacher.

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 teachers the opportunity to sit down and discuss scholar progress. Parent attendance is required for all scheduled Parent Teacher Conferences as it is a benchmark for the parent stipend. 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 lots, 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 are closed due to a snow emergency, Shining Star Christian Schools will also be closed.

Scholar Promotion

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.

Enrollment

Entrance Requirements

Children who are 4 years of age by September 1, 2015 are eligible for enrollment in 4 year old kindergarten. To verify age for K4 and K5 scholars, 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, 2019. 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 handbook.

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.

MPCP Appeals Process

Under 119.23(6m)(a)(4) all schools in the Milwaukee Parental Choice Program (MPCP) must provide to every MPCP applicant “A copy of the appeals process used if the private school rejects the applicant”. The following is 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 must 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 harassment 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.

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. Scholars are not allowed to access social media during the school day.