

FAMILY HANDBOOK



SHINING STAR
CHRISTIAN SCHOOLS

FAMILY HANDBOOK

2026-2027

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 4050 N. 95th St. Milwaukee, WI 53222 414-376-9230, ext. 1	St. James Campus 2028 N. 60th St. Milwaukee, WI 53208 414-376-9230 ext. 3	Fairview Campus 137 N. 66th St. Milwaukee, WI 53213 414-376-9230 ext. 2	Virtual School (Powered by BriteStar Virtual Education) 137 N. 66th St. Milwaukee, WI 53213
St. Philip's Campus 3012 N Holton St Milwaukee, WI 53212 414-376-9230 ext. 7	BD-SLAM Campus 3500 W. Mother Daniels Milwaukee, WI 53209 414-376-9230 ext. 6	Mason Temple Campus 6090 N 35th St Milwaukee, WI 53209	K4-8: 414-376-9230 ext. 4 High School: 414-376-9230 ext. 5



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
Pastor James Buske	Member
Hannah Hensel	Member

Administration and School Leadership		
Name	Position	e-mail
John Mattek	CEO / Choice Administrator	john.mattek@shiningstarschools.org
Jamie Gaspardo	Director of Business Operations	jamie.gaspardo@shiningstarschools.org
Chuee Fletcher	Senior Principal	chuee.fletcher@shiningstarschools.org
John Pitta	Director of Strategic Partnerships & Community Growth	john.pitta@shiningstarschools.org
Delicia Washington	SNSP Coordinator	delicia.washington@shiningstarschools.org

Capitol Campus (4050 N. 95 th St.) Phone: 414-376-9230 ext. 1		
Name	Position	e-mail
Stanetta Toefield	Dean of Students	stanetta.toefield@shiningstarschools.org
Quanisha “Q” Shadd	Office Manager	quanisha.shadd@shiningstarschools.org

Fairview Campus (137 N. 66 th St.) Phone: 414-376-9230 ext. 2		
Name	Position	e-mail
Flavien Davis	Dean of Students	flavien.davis@shiningstarschools.org
Danesha Washington	Student Records & Admissions Specialist - High School	danesha.washington@shiningstarschools.org

St. James Campus (2028 N. 60th St.) Phone: 414-376-9230 ext 3		
Name	Position	e-mail
Roberto Medina	Dean of Students	roberto.medina@shiningstarschools.org
Dionesha “Shae” Newsom	Office Manager	dionesha.newsom@shiningstarschools.org

Holy Redeemer / BD-SLAM (3500 W. Mother's Daniels Way) / Mason Temple

Phone: 414-376-9230 ext 6

Name	Position	e-mail
John Pitta	Director of Strategic Partnerships & Community Growth	john.pitta@shiningstarschools.org
Lashonda Hines	Assistant Principal	lashonda.hines@shiningstarschools.org
Camille Cole	Enrollment Specialist	camille.cole@shiningstarschools.org

St. Philip's Campus (3012 N. Holton Ave.)

Phone: 414-376-9230 ext 7

Name	Position	e-mail
Maurice Copening	Dean of Students	maurice.copening@shiningstarschools.org
Barb Allard	Director of Operations	barb.allard@shiningstarschools.org

BriteStar Virtual Partnership

Phone: 414-376-9230 ext 4 for K4-8, ext 5 for 9-12

BriteStar Virtual Staff		
Name	Position	e-mail
Tim Hipenbecker	VP of Academic Operations.	tim.hipenbecker@britestarvirtual.com
Jenny Waldron	K-5 Director of Education	jenny.waldron@britestarvirtual.com
Laura Beres	Director of Academics, 5th-12th	laura.beres@britestarvirtual.com
Monique Gittens	Director of Student Affairs, 5th-12th	monique.gittens@britestarvirtual.com
Minelba "Minnie" Acevedo	Office Manager	minelba.acevedo@britestarvirtual.com

School Hours

Monday-Thursday	8:00 am to 3:30 pm
Friday	8:00 am to 1:30 pm

Before Care & After Care*

Shining Star Christian school will provide free before care and after 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 am - 7:45 am
Monday-Thursday (After Care)	3:45 pm - 5:00 pm

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

*Payment for late after school care pick up is \$5 for every 5 minutes. Families will not be able to participate in after school care until payment is received. St. Philip's and BD-SLAM campuses do not offer Before Care or After Care outside normal school hours.

Student Attendance Policy

Overview

Consistent attendance is essential to academic success. In alignment with Wisconsin law, SSCS requires regular attendance for all scholars in both in-person and virtual learning environments.

Excused Absences

Absences may be excused for:

- Illness (doctor's note required after 3+ consecutive days)
- Family emergency (at administration's discretion)
- Death of an immediate family member
- Religious holiday

Parents/guardians must notify the school by 9:00 a.m. the morning of the absence. Failure to notify within 5 school days will result in the absence being unexcused.

Unexcused Absences

Absences that do not meet the criteria above, or lack timely notification, are considered unexcused. Excessive unexcused absences may result in:

- Loss of transportation stipend eligibility
- Mandatory meetings with school administration
- Referral to legal authorities
- Potential dismissal from the school

Attendance Expectations – Virtual & In-Person

Attendance is measured by:

- Being present in class by 8:15 a.m. (in-person) or logged in on time (virtual)
- Actively participating in class and completing assigned work on schedule

Tardiness

A scholar is tardy if not in class by 8:30 a.m. Five or more tardies in one semester may be considered truancy under Wisconsin law. Chronic tardiness may require parent conferences, administrative intervention, or legal referral.

Early Pick-Up

Early pick-ups disrupt learning and should be avoided. For safety reasons:

- No early pick-ups are allowed during the final 30 minutes of the school day.
- Dismissal changes must be communicated to the front office by 2:30 p.m.
- Do not contact classroom teachers directly about dismissal changes.

Absence Thresholds & Consequences

- 3+ consecutive days: Doctor's note required for return.
- 5 unexcused absences: Parent/guardian contacted by school administration.
- 10 unexcused absences: Formal letter sent; mandatory meeting with Principal/Dean within 5 days.
- 16+ unexcused absences: Considered chronic; referral to District Attorney and risk of expulsion.
- 20+ total absences in a school year: Student may face dismissal.

Transportation Reimbursement Program

Students exceeding absence limits outlined in the reimbursement program agreement may forfeit eligibility.

Need Help?

Families experiencing challenges (illness, transportation, housing, childcare) should immediately contact school administration for support and resources.

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.

Electronic Devices

Cell phones and other electronic devices brought to school must be turned into the collection bin 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 Fridays
- 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 or from the online school store.
- 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 |
| • Purses, clutches, or handbags | • Chunky or high heeled shoes |
| • Black dress pants | • 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
- Vulgarities
- 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

Shining Star Christian Schools is committed to maintaining a safe, respectful, and Christ-centered learning environment. This policy outlines the process for student expulsion, appeal, and re-enrollment, ensuring due

process, transparency, and compliance with the Wisconsin Private School Choice Programs (PSCP) and other applicable laws.

Grounds for Expulsion

Scholars may face disciplinary action that could result in expulsion (permanent removal from school).

Infractions that may lead to 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, firearms, or weapons
- Assault against fellow students or members of the school community
- Failure to meet the expectations of a Behavior Contract
- Destruction or attempted destruction of school property

Expulsion Process

The following steps will be followed when a scholar is considered for expulsion. Depending on the severity of the infraction(s), steps may be expedited or modified to ensure school safety and timely resolution.

- School administration will contact the parent/guardian by phone, and the scholar may be immediately removed from school if necessary.
- A meeting with school administration, the parent/guardian, and the scholar will take place within five (5) school days of removal.
- Following the meeting, school administration shall submit a formal expulsion recommendation to the **Director of Business Operations**, who will coordinate the administrative review process and obtain any additional executive or Board approvals required under school policy.
- Following completion of the review process, written notification of the final decision and its rationale will be provided to the parent/guardian.
- If the scholar is permitted to return under specific conditions, a re-entry conference must be held and any required behavioral agreement signed before the scholar returns to school.

Re-enrollment Following Expulsion or Withdrawal

Students who have been formally expelled are not eligible for re-enrollment at any Shining Star campus without completing the school's re-admission review process. The **Director of Business Operations** shall coordinate the administrative review and determine whether additional executive or Board review is appropriate based on the circumstances of the student's prior enrollment.

Students who voluntarily withdraw may also be subject to a re-admission review based on prior academic, behavioral, attendance, or other school-related concerns.

Appeals Process

Parents or guardians who wish to appeal an expulsion decision must follow the procedure below:

- Submit a written appeal to the **Director of Business Operations** within seven (7) calendar days of receiving the expulsion notice.
- The Director of Business Operations will coordinate the appeal process and schedule an appeal hearing within seven (7) calendar days, involving the CEO and at least one (1) Board member, as appropriate.
- Following the hearing, the **CEO**, in consultation with the Board representative(s), will review the appeal and issue a final written decision within five (5) business days.
- The decision of the CEO is final.

Compliance with State Programs

Shining Star Christian Schools participates in the Wisconsin Parental Choice Program (WPCP), Milwaukee Parental Choice Program (MPCP), Racine Parental Choice Program (RPCP) and Special Needs Scholarship Program (SNSP). Expulsion and re-enrollment decisions shall comply with program regulations, including requirements related to due process, non-discrimination, and timely notification.

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 Policy

Shining Star Christian Schools believes that all scholars can succeed and is committed to preparing each student for the next stage of their academic journey. Promotion decisions are made with care to ensure that scholars are academically and developmentally ready for the challenges ahead.

Promotion Criteria

Decisions about promotion or retention are based on:

- Academic readiness as reflected on report cards.
- Performance on standardized and other academic tests.

- Developmental readiness and overall progress.

Teachers will communicate with parents throughout the school year about promotion and retention, and all decisions are made in consultation with parents, teachers, and administrators, taking into account the unique circumstances of each scholar.

8th Grade Graduation

In addition to the promotion criteria above, scholars completing 8th grade must meet graduation requirements in order to receive an 8th-grade diploma and/or participate in graduation activities.

Graduation Requirements

To graduate and receive an 8th-grade diploma, a scholar must:

- Complete required MAP test exams in ELA and Math.
- Earn a passing grade (D or above) in at least 3 of their 6 courses.

Graduation Ceremony Participation

To participate in the graduation ceremony, a scholar must:

- Meet all graduation requirements listed above.
- Be in good behavioral and character standing as outlined in the school handbook.
- Maintain good attendance as outlined in the school handbook (extenuating circumstances will be reviewed by school administration).

Communication and Support

Teachers and administrators will partner with parents throughout the school year to monitor academic progress, communicate expectations, and support scholars in meeting promotion and graduation requirements.

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

Shining Star Christian Schools prohibits all forms of sexual harassment involving scholars, employees, volunteers, parents, and visitors. Sexual harassment is a form of unlawful discrimination and includes unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, electronic, or physical conduct of a sexual nature that interferes with a person's educational or work environment or creates an intimidating, hostile, or offensive environment.

Examples may include, but are not limited to, unwanted sexual comments or propositions, inappropriate jokes or gestures, unwelcome touching, repeated requests for romantic or sexual attention, sharing sexually explicit materials, physical assault, or any other unwelcome conduct of a sexual nature.

Allegations of sexual harassment are taken seriously and will be addressed promptly, respectfully, and in accordance with the organization's incident response, mandatory reporting, investigation, and record retention procedures. Information will be shared only with those who have a legitimate need to know in order to respond appropriately.

Scholars should report concerns to a teacher, Principal, another trusted adult, or the **Director of Business Operations (or designated Compliance Officer)**. Employees should report concerns to the **Director of Business Operations (or designated Compliance Officer)**, a Principal, or their immediate supervisor. Any

administrator or supervisor receiving a report shall promptly notify the Director of Business Operations, who will coordinate the organization's response, including notification of executive leadership, law enforcement, Child Protective Services, or other authorities, as appropriate.

Shining Star Christian Schools prohibits retaliation against any individual who, in good faith, reports suspected sexual harassment or participates in an investigation.

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 prompt, equitable, and respectful resolution of harassment concerns. Any scholar or employee experiencing harassment should take one or more of the following steps:

- Clearly tell the offender that the behavior is unwelcome and must stop, if it is safe and appropriate to do so.
- If you are not comfortable confronting the offender alone, ask a trusted individual to accompany you or submit your concerns in writing, retaining a copy for your records.
- Document the incident(s), including dates, locations, witnesses (if any), direct statements, and any other relevant information.
- **Scholars** should report concerns to a Principal or another trusted adult.
- **Employees** should report concerns to the Director of Business Operations (or designated Compliance Officer), Principal, or immediate supervisor.

Any administrator or staff member receiving a report shall promptly notify the **Director of Business Operations (or designated Compliance Officer)**, who will coordinate the organization's response, including documentation, investigation, and notification of executive leadership, law enforcement, Child Protective Services, or other authorities, as appropriate. Reports will be handled promptly, respectfully, and in accordance with the organization's incident response, mandatory reporting, and record retention procedures.

Technology & AI-Assisted Learning

Technology is an important part of Shining Star Christian Schools' instructional program. Students are expected to use school technology responsibly, remain on teacher-assigned learning activities, and follow all staff expectations while using school devices and internet resources.

Students who access inappropriate websites, misuse school technology, or violate technology expectations may be subject to disciplinary action, including loss of technology privileges, parent notification, suspension, and/or responsibility for damages to school-owned devices.

To support safe, effective, and Christ-centered use of technology, all students and parents/guardians are required to review and sign the **Shining Star Christian Schools Technology & AI-Assisted Learning Policy** each school year. This policy outlines expectations for responsible technology use, internet safety, AI-assisted learning platforms, digital citizenship, and student privacy.

Students are not permitted to access social media during the school day unless specifically authorized by school staff for an approved educational purpose.