

MILWAUKEE SEVENTH-DAY ADVENTIST SCHOOL

Grades K-10

SCHOOL HANDBOOK 2009-2010



40th Anniversary (1970-2010)

*Located at:
10900 West Mill Road
Milwaukee, WI 53225*

Phone: (414) 353-3520

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2009-2010
SCHOOL STAFF & SUPPORT STAFF

School Phone Number: 414-353-3520 School Fax: 414-353-1451

School Website: www.mjaschool.org

Teachers / Office & Support Staff:

Principal/Parental Choice Administrator – Mr. Daniel Kuntz - admin@mjaschool.org

Teacher 9-10 - Mr. Alberto Torres - alberto@mjaschool.org

Teacher 8 - Mr. Stanley Hughes - stanley@mjaschool.org

Teacher 7 - Mrs. Sandy Degree - degreesandy@yahoo.com

Teacher 3-6 - Mrs. Ellen Robertus - Elnlvscts@aol.com

Teacher K-2 - Mrs. Prima Glass - i_teach4jesus@yahoo.com

7th – 10th Grade Bible Teacher - Pastor John Strehle – jstrehle@gmail.com

Tutor – Mrs. Suzanne Kordas – suzanne@mjaschool.org

Teacher's aid for 3-6 - Mrs. Eva Maldonado

School Secretary - Mrs. Lisa Doorley - secretary@mjaschool.org

IT & Transportation Director – Mr. Peter Batha – pbatha@gmail.com

School Meals Administrator – Mrs. Debi Lemon – debi@mjaschool.org

Custodians – Mr. & Mrs. Dan & Cindy Willer

School Treasurer – Mrs. Candy Jakobsons

School Store Manager – Mrs. Gladys Lucht - LGLADYS489@aol.com

School Board Officers:

School Board Chairman – Mr. Matthew Tollefsen

School Board Vice Chairman – Mr. Tim Krawczyk

School Board Treasurer – Mrs. Candy Jakobsons

School Board Secretary – Mrs. Cindy Willer

THE MISSION OF EDUCATION

Milwaukee Seventh-day Adventist School is part of a worldwide educational system of colleges and universities, plus more than five thousand elementary and secondary schools. The Seventh-day Adventist Church began this system in North America in 1872.

The basis of our unique philosophy of Christian education is that which is found in scripture. The two primary aims of our school are spiritual nurture and educational excellence.

The educational program is founded on the belief that each student is unique and of inestimable value, and on the importance of the development of the whole person. Students are educated to accept service as a way of life, to be sensitive to the needs of people in the home and society, and to become active members in their churches.

Milwaukee Seventh-day Adventist School is committed to quality Christian education and seeks to maintain an excellent staff, good pupil-teacher ratio, modern school facilities, equipment and materials.

MISSION STATEMENT

Developing leaders today who will walk with Jesus into eternity

HISTORY OF MILWAUKEE S.D.A. SCHOOL

Milwaukee Mission School began in the 1890's. It was a one-classroom school located on the first floor of a two-story home that also housed the German and English Seventh-day Adventist congregations. Toward the end of World War II the school relocated to 29th Street and was renamed Milwaukee Junior Academy. The school's legal name is Milwaukee Seventh-day Adventist School.

In 1970 the school was moved to its present location at 10900 W. Mill Road. The physical plant consists of carpeted classrooms, a spacious gymnasium, and sunlit cathedral lobby overlooking a well-equipped cafeteria and administrative offices. Its 9.5-acre site provides students beautiful lawns, large playing fields, and a quiet country-life setting.

SCHOOL OBJECTIVES

1. Create an atmosphere where students can develop their intellectual, creative, physical, social and spiritual capacities.
2. Provide experiences that develop competency in the core skills of reading, writing, computation and communication.
3. Encourage standards of thoroughness and awaken in students a sense of satisfaction in work that is well done.
4. Help students view their talents and abilities as gifts from God.
5. Create learning experiences that teach students the joy of Christian service.
6. Recognize that each student is different in his interests, tastes, and abilities; therefore, encourage growth of individual personalities and the achievement of each student's full potential.
7. Place a high regard on Christian courtesy and social development emphasizing personal discipline and respect for authority.
8. Encourage habits of clean and healthful living, cheerfulness, cooperation, and unselfishness.
9. Acknowledge the importance of being an exemplary citizen, and develop this attribute in students within a changing society.
10. To help students develop an appreciation for inductive reasoning and the scientific methods of research and study.
11. To provide laboratory experiences for students to apply scientific methods in research.
12. Provide students with appropriate opportunities for physical and motor skill development in the areas of strength, flexibility and endurance.
13. Help students acquire both knowledge and skills for participation in a variety of physical activities and encourage positive attitudes towards an active lifestyle.

ACCREDITATION

Milwaukee Seventh-day Adventist School is accredited by the Board of Regents of the General Conference of Seventh-day Adventists and the National Council for Private School Accreditation. The Lake Union and Wisconsin Conference Offices of Education conduct complete evaluations of the educational program on a regular basis.

STAFF QUALIFICATIONS

Teachers employed by the school have teaching certificates from the General Conference of Seventh-day Adventists. Teachers may also hold other teaching certificates and advanced degrees from recognized universities.

ADMISSION

Students who express an earnest desire for a Christian education and a willingness to abide by the standards adopted by the school are invited to apply. An application with references listed should be filled out.

The procedure for admission of new students includes:

1. Interview with the principal or school staff member
2. Application and Registration forms to be filled out and returned
3. References returned, including a Pastor sponsorship
4. All scholastic and academic records turned in
5. All health records including immunization, health form and physician's exam. We recommend eye exams for all students.
*Physicals are required upon entrance of K5 or first grade, depending on which grade you enter our school first, as well as when in 5th & 9th grade, and anyone coming in from out of Wisconsin. Please plan ahead.
6. A birth certificate for Kindergarten applicants and all new students
7. Approval by the school board

You will need to fill out an application that will be reviewed by the school board. All new students are automatically placed on probation for the first quarter. The school board has the authority to accept or deny any application. Parents will be notified of the decision of the school board if their child is denied acceptance to the school.

Applicants for Kindergarten should be 5 years of age by September 1st according to Wisconsin State Law, and upon approval of Admissions Committee.

Each student at Milwaukee S.D.A. School is expected to function in the normal classroom environment without excessive supplemental supervision. When serious need for support services is indicated it may be recommended that the student be placed in an alternate program better suited to the child's needs.

Nondiscrimination: Milwaukee Seventh-day Adventist School does not discriminate on the basis of race in administration of educational policy or applications for admission. Milwaukee Seventh-day Adventist School admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students in the school.

Grade Placement: Transfer students may be required to take a placement test. Kindergarten and First-Grade students may be required to take a readiness test. Current transcripts, placement test results, and teacher evaluation will determine grade placement of a student.

SECOND LANGUAGE POLICY

Classroom instruction and discussion should be in English, unless translation is needed or the other language is part of the learning experience. Students may speak their mother tongue appropriately and respectfully, outside of the classroom. A child's second language should not be used if the purpose is to exclude others from the conversation or to hide the meaning of their conversation from others.

FINANCES

The constituency establishes tuition charges and registration fees annually. Tuition is charged on a ten-month basis (August-May) and is due on or before the 1st of each month. The exception is the first month's tuition which is due two weeks before school starts, August 10th, 2009.

Registration is also due two weeks before school, August 10th, 2009. Registration fee includes book rental, testing, and library materials. The registration fee is non-refundable after the student has attended for three weeks. A 60% refund may be given if the student withdraws within a three week time period.

Payment may be made by sending a check or money order to: Milwaukee SDA School, 10900 West Mill Road, Milwaukee, WI 53225. Cash will be accepted at the office.

Outstanding accounts from previous years (either from this school or another school) must be cleared before admission will be finalized.

If a student withdraws during the school year, tuition will be based on a percentage of actual days attended.

Records and transcripts will not be released for students with unpaid accounts. Year-end grades will not be mailed until the account is paid in full.

Insufficient Funds: There will be a \$20.00 charge for all checks that are returned by the bank. After an account has had two returned checks, all payments will have to be by money order or cash. If the school account becomes overdrawn because of a NSF return all charges will be passed on.

REGISTRATION FEES

Constituent Church Members for grades K-10:

**Returning students from the constituent churches can save \$75 on registration fees by following the pre-registration guidelines.

- **If \$50 is paid by June 30th, 2009, and the balance of \$250 is paid July 31st, 2009, then your total registration fee is **\$300.**
- If you *do not pay* the \$50 pre-registration fee by June 30th, 2009, or *do pay* the \$50 pre-registration fee, but fail to pay the balance of \$250 by July 31st, 2009, then your total registration fee will be **\$375.**

*All new students from the constituent churches pay \$300 regardless of when they register.

Non-Constituent Church Members for grades K-10:

**Returning students from the non-constituent churches can save \$100 on registration fees by following the pre-registration guidelines.

- **If \$50 is paid by June 30th 2009, and the balance of \$300 is paid by July 31st, 2009, then your total registration fee is **\$350.**
- If you *do not pay* the \$50 pre-registration fee by June 30th, 2009, or *do pay* the \$50 pre-registration fee, but fail to pay the balance of \$300 by July 31st, 2009, then your total registration fee will be **\$450.**

*All new students from the non-constituent churches pay \$350 regardless of when they register.

All Others for grades K-10:

**All other returning students can save \$100 on registration fees by following the pre-registration guidelines.

- **If \$50 is paid by June 30th, 2009, and the balance of \$400 is paid by July 31st, 2009, then your total registration fee is **\$450.**
- If you *do not pay* the \$50 pre-registration fee by June 30th, 2009, or *do pay* the \$50 pre-registration fee, but fail to pay the balance of \$400 by July 31st, 2009, then your total registration fee will be **\$550.**

*All other new students pay \$350 regardless of when they register.

*Please note that the \$50.00 deposit is non-refundable.

TUITION FEES

Tuition fees are divided into 10 monthly payments. The first tuition payment is due by August 10th, 2009. The remainder of the payments are due by the 1st of each month from September 1, 2009 through May 1, 2010.

If payment is not received by the 1st, please call to make arrangements with our school office. If arrangements have not been made, and payment has not been received by the 10th, the student will be asked to withdraw from school until the account is paid or arrangements have been made with the school treasurer.

Tuition fees are as follows

Constituent Church Members:

Monthly tuition for grades 1-8 is **\$200** per month for 10 months, August 2009 – May 2010.

Monthly tuition for grades 9-10 is **\$300** per month for 10 months, August 2009 – May 2010.

*There is a one time graduation fee of **\$30.00** for eighth graders.

**A 10% discount per month will be given to each additional sibling.

Non-Constituent Church Members:

Monthly tuition for grades 1-8 is **\$275** per month for 10 months, August 2009 – May 2010.

Monthly tuition for grades 9-10 is **\$350** per month for 10 months, August 2009 – May 2010.

*There is a one time graduation fee of **\$30.00** for all 8th graders.

**A 10% discount per month will be given to each additional sibling.

All Others:

Monthly tuition for grades 1-8 is **\$350** per month for 10 months, August 2009 – May 2010.

Monthly tuition for grades 9-10 is **\$450** per month for 10 months, August 2009 – May 2010.

*There is a one time graduation fee of **\$30.00** for all 8th graders.

**A 10% discount per month will be given to each additional sibling.

*****PLEASE BE AWARE THAT THERE MAY BE OTHER CLASS FEES, COURSE FEES, EXTRA PROGRAM FEES AND TRIP FEES WHICH MAY COME UP DURING THE SCHOOL YEAR THAT ARE NOT INCLUDED IN THE TUITION CHARGES*****

BUS FEES

- Bus fees are divided into 10 monthly payments August through May, and are due by the 1st of each month. The exception is the first bus payment for August, which is due by August 10th, 2009.
- Availability on the buses will be on a first come, first serve basis. If all the seats are taken you can request to be put on a waiting list.
- *****Some families may not be accepted, due to location*****
This will happen after we review where all of the bus riders are located.
- *Failure to pay your bus payments may result in loss of bus privileges.
- Due to increases in gas prices, bus fees may have to be adjusted during the school year when deemed necessary.

Grades K5-10 Bus Fees:

***Parental Choice Students:**

\$50.00 per month, per child, but no more than \$100 per month per family

Non-Parental Choice Students in Milwaukee County:

\$75.00 per month, per child, but no more than \$150 per month per family

Non-Parental Choice Students Outside Milwaukee County:

\$95.00 per month, per child, but no more than \$190 per month per family

THE MILWAUKEE PARENTAL CHOICE PROGRAM

The Milwaukee Parental Choice Program allows students from low income families who reside in the city of Milwaukee to attend any participating private school located in the city at no tuition charge if certain eligibility criteria are met. However, the parent will be charged for uniforms, transportation, gym clothes and social activities.

We are a participating private school that offers K5-10th grade. You may apply for this program from the 1st – 20th of every month. If you are interested in this program please contact our Parental Choice Administrator Principal Daniel Kuntz at 414-353-3520, admin@mjaschool.org.

ATTENDANCE

Regular attendance and punctuality are important throughout a student's entire school career. Good attendance habits formed in the early years are fundamental in developing a sense of responsibility and in steady scholastic progress. Such habits will prove invaluable throughout life.

The ONLY legal excuses for absence or tardiness allowed under the Education Law of Wisconsin State are: sickness or death in family (3 days maximum), impassable roads or weather making travel unsafe, religious observance, school-supervised trips, and required presence in court. Please try to schedule doctor and dental appointments for after school hours.

Absences and tardies are entered on the student's permanent attendance record. If an absence or tardy is to be excused the student must bring a written excuse from home on the day they return to school. Written excuses should be thorough and specific.

Excessive excused absences (more than 5 days in any quarter) will result in the student being brought up for review.

When a student has been tardy three times, it will be recorded as one absence. Any student who accumulates more than 15 unexcused absences in two consecutive quarters will jeopardize their continued enrollment and their grade/credit in the class (please refer to the student/parent contract, p.26). When a student is absent for more than three days in a row without notification from a parent/guardian the school can call social services.

Grade 7 – 10 Attendance Policy:

Regular attendance and punctuality are important throughout a student's entire school career. Good attendance habits formed in the early years are fundamental in developing a sense of responsibility and in steady scholastic progress. Such habits will prove invaluable throughout life.

All students who are in the departmentalized grades are responsible for getting to class on time. Students are to refer to their handbook and contract for areas that they will be held accountable for.

Students will be given a passing time to get to class. Students must be on time and in their seats at the beginning of each class as to not be marked with an unexcused tardy. 3 unexcused tardies in a quarter will result in a detention. Each subsequent tardy will result in a detention thereafter. Students who are 5 minutes or more late to class will be considered truant. The first offense will result in a detention. The 2nd and subsequent offenses will be dealt with on an individual basis.

CURRICULUM AND INSTRUCTION

Each class is taught by a dedicated Christian teacher who believes in the Biblical concepts of salvation. Teachers strive to build into the curriculum a philosophy of Christian living that includes moral and spiritual values.

Course of Study Grades K-8:

The school provides instruction in the following areas:

1. **BASICS:** reading, mathematics, science, Bible, language arts, history, spelling, handwriting & phonics.
2. **FINE ARTS:** music and art
3. **PHYSICAL EDUCATION:** individual and team activities.
4. **COMPUTER:** individual and group learning

Any academy (high school) level classes or correspondence courses not taken at our school, but wishing to be transferred to a senior academy, must have prior approval from the senior academy's Academic Standards Committee. Prior to May 1st, such request must be made to the academy from which the student intends to graduate. Students taking correspondence courses without prior approval from the academy may not receive credit for the courses taken.

Course of Study 9-10:

The subjects in grades 9 and 10 are offered on an alternating basis as faculty can offer:

Even Year (2009-2010) 10th Grade Subjects

Religion II	1
Geometry	1
English II	1
Biology, w/lab	1
Geography	½
Computer Applications	½
Physical Education	½

Odd Year (2010-2011) 9th Grade Subjects

Religion I	1
Algebra I	1
English I	1
Physical Science	1
World History	1
Computer Literacy	½
Physical Education	½
Health	½

PHYSICAL EDUCATION

Physical Education Participation: All students are required to participate in the activities of physical education classes and related recesses. Students with an illness or injury of a temporary nature (three days or less) may be excused from activity by written request from a parent. Requests for longer than three days must be certified by a physician. A physician's written release is required in order for a student to return to an activity following a prolonged medical exemption.

Gym uniforms are required for 5th -10th grade. They can be ordered through the school. For more information, see the dress code for boys and girls on pages 20 & 21 of this handbook.

Clothing and sneakers appropriate for Physical Education and recess are required to be available AT ALL TIMES during school hours. Students should be dressed for outdoor weather at any given time throughout the school year.

Lockers: Lockers are provided for 7th – 10th grade. Lockers are to be kept clean and orderly. No pictures or the like may be placed on the interior or exterior walls of the locker. No food, beverages, candy, gum or snacks of any kind are to be consumed in the locker room. The school administration does reserve the right to examine locker contents whenever deemed prudent. If locker room privileges are abused the staff reserves the right to close them indefinitely.

GRADING, TESTING AND REPORTING

Testing: The Iowa Tests of Basic Skills is given to every student in 3rd – 9th grade during fall of each school year. Tests measure each student’s scholastic achievement in reading, language skills, mathematics, social studies and science. A copy of the results will be given to the parents at conference time.

Report Cards: Report cards are sent home at the end of each of the four quarters or will be given out at conference time. The reports contain information concerning the child’s progress and achievements in the various subjects being studied as well as personal development and attitudes.

Deficiency Reports: A notification shall be sent mid-quarter for students who may be in jeopardy of receiving a grade less than a “C” in any subject.

If a student in grades K-10 is failing in succession without success, (i.e. mid-term report, end of nine weeks report, and then the next mid-term report) 3 or more courses, and has been on Academic probation 3 times without success; the Admission’s Committee will recommend for board vote that the parents withdraw the child(ren) from the school and find an alternate educational program.

Academic Honors (Grades 3-10): Academic honors for grades 3-10 will be based upon the following grade point average criteria: Highest Honors = 3.67-4.00 GPA = A Average High Honors = 3.34-3.66 GPA = A- Average Honors = 3.01-3.33 GPA = B+ Average.

Grade Scale (Grades 3-10): Letter grades and Grade Point Average (GPA) are determined by the following scale unless otherwise noted by the teachers:

Letter Grade	Percentage	Grade Point Average
A+	100	4.00
A	93-99.9	4.00
A-	90-92.9	3.66
B+	87-89.9	3.33
B	83-86.9	3.00
B-	80-82.9	2.66
C+	77-79.9	2.33
C	73-76.9	2.00
C-	70-72.9	1.66
D+	67-69.9	1.33
D	63-66.9	1.00
D-	60-62.9	0.66
F	00-59.9	0.00

HEALTH

Immunizations: The current Wisconsin State Public Health Law requires that all school children be immunized as follows for the 2009 - 2010 school year:

Grades K – 10

4 DTP/DTaP/DT/Td1 **Plus** an extra Tdap3 for 6th, 7th, 9th & 10th grade

4 Polio4

3 Hep B

2 MMR5

1 Var6 **Plus** an extra Var6 for K, 1st, 6th & 7th grade

A physician's certificate or previous school record must be presented proof of immunization.

Physicals: Physicals are required upon entrance of K5 or 1st grade, depending on which grade you enter our school first, as well as when in 5th and 9th grade, and any student coming in from outside of Wisconsin.

Medication: Teachers cannot legally diagnose, prescribe or treat. Teachers may administer medication to students ONLY when the procedure below is carefully followed.

1. A written request from the parents indicating that medication be given to their child.
2. A written order from the attending physician stating the name of the medication, dosage, time to be given, and medication effect.
3. Medication be given directly to the homeroom teacher or school secretary upon arrival.

Sick Children: When a child has a high temperature, diarrhea, throws up or is generally feeling very unwell, the parents will be contacted to pick up their child from school. If parents are not available, the emergency contact person will be notified.

Lice Policy: When a student is found to have lice, the parents must contact the school immediately. A head check on students and staff may be done at that time. A student with lice may return to school only when they have been fully treated. Written permission may be required from their doctor.

FINES

Grabbing or hanging from the basketball net or rim - \$30.00

Chewing gum/eating candy or food, or the appearance thereof –

First offense - \$5.00

Second offense - \$5.00 and a detention

Subsequent offenses - \$2.00 increase to fine and a detention

*Fine to be paid in 5 days, or every 5 days there will be another detention

Destruction of ceiling tiles in the gym - \$5.00

Uniform infractions:

First Offense-warning

Second Offense-\$5.00 and after school detention

Third and thereafter-\$10.00 and after school detention

Students will be responsible for financial cost/restitution for vandalism or destruction of school property. These fines will be assessed on monthly statements.

Damaged book fines are based on the condition of the book when passed out at the beginning of the school year, versus the end of the school year.

Charges will be made accordingly.

Condition of books for all grades:

When passed out:	Excellent	Good	Poor
Broken binding	¾ book price	½ book price	¼ book price
Bad water marks	¾ book price	½ book price	¼ book price
Missed pages Full price	½ book price	¼ book price	
Dog-eared	\$2.00 a page	\$1.00 a page	\$1.00 a page
Writing inside	\$1-2.00 a page	\$1.00 a page	\$1.00 a page
Writing on cover	\$3.00	\$2.00	\$1.00
Torn pages	\$3.00 a page	\$2.00 a page	\$1.00 a page
Replacement	Full price	¾ book price	½ book price

Parents will be billed accordingly.

DRESS CODE POLICIES FOR MILWAUKEE SDA SCHOOL

REASONS FOR UNIFORM POLICY

Milwaukee Seventh-day Adventist School requires the wearing of uniforms as part of our normal dress requirement. We believe this policy is important in achieving our goals as a Christian school, and we expect parents to understand and support this policy by cooperating in every way.

1. Uniforms can help children to perceive each other as equals. Fewer occasions for rivalry will help focus attention on the main reason for the school – a sound education.
2. Attractive uniforms are a constant reminder of the special nature of the private school and help foster an important group consciousness important in a society emphasizing only personal individuality.
3. Uniforms help students learn to distinguish themselves by performance, achievement and other important ways rather than by non-merit reasons such as clothing.
4. An atmosphere of professionalism and dignity is encouraged with uniforms and children can learn to appreciate the identification and privilege they represent.
5. Schools that use uniforms have a marked improvement in grades overall.

We also believe that having just a couple sets of school clothes can help parents save money on clothing over a period of time, which teaches everyone good stewardship.

UNIFORM ORDERS

School uniform items such as the burgundy polo shirts with school logo, school sweatshirts, gym T-shirts, gym shorts, and optional school bags must be ordered through the school. Most items need to be ordered. Some items are in stock and may be purchased on hand as they are available. Orders **MUST** be accompanied by a payment in order to be processed. **We will not place an order until payment is made.**

Sample sizes are available to try on before you order. Orders that are the incorrect size cannot be returned.

GENERAL POLICY INSTRUCTIONS

1. Clothes and shoes must be in good repair (clean-no stains, no holes, no exterior patches).
2. Patches may be applied inside pants for reinforcement.
3. Hair styles: Boys are to wear their hair in a conservative style, cut above the eyebrows, shirt collar and ear. Sideburns no longer than the bottom of the ear lobe and mustaches must be neatly trimmed and well groomed. Beards and braiding are not permitted for boys. No ponytails for boys. No extreme hairstyles such as sculpting, shaving the scalp, lettering, or multi-coloring for either girls or boys.
4. Boots, jackets/coats and hats/caps are to be worn only on entering and exiting the school premises.
5. Blouses/shirts must be tucked in at all times except when outdoors or in the gym.
6. No jewelry - only watches (set to not beep) non-ornamental plain band and no inappropriate watch face (to be left up to the discretion of the teacher). (Note: any other jewelry brought/worn onto school property will be taken and kept in the office until the end of the school year. No exceptions!) This will include "friendship pins, and bracelets".
7. Jackets must be kept on the coat racks in the hallway. Absolutely no exceptions! The school will not be held responsible for any article of clothing.
8. There are to be no logos or writing showing on any article of clothing.
9. Walking shorts may only be worn if temperature is forecasted to be above 75 degrees in Milwaukee according to channel 4, or WTMJ radio 620 am.
10. No tattoos, body drawing/painting, or any form of body decal.
11. Label all sweaters and sweatshirts.
12. Please make sure that your child is dressed appropriately for outdoor weather at all times.

UNIFORM INFRACTIONS

First Offense - Written

Second Offense - \$5.00 charge and after school detention

Third Offense and thereafter – \$10.00 charge and after school detention

It is the responsibility of the parents to make sure that their child has all needed parts of the school uniform. A note will be mailed home each time a student has an infraction.

*Rules and school policies apply to All school functions and services which include field trips, graduations, evening programs etc. *

NON-UNIFORM POLICY

There is a dress code (referred to as "non uniform") for attending any of the following: After hours school related functions, teacher designated "non uniform" field trips, or any other event in which our school is represented. Some examples of these are as follows.

- * Parent/Student interview and registration
- * Parent, Student, Teacher conferences
- * "Home and School" functions.
- * Guest Speakers
- * Graduation
- * School Programs
- * "Messy" field trips (pumpkin farm, nature centers, etc.)
- * Any discipline hearings
- * Non-uniform school day
- * ETC.

Non-Uniform Instructions:

1. Clothing must be conservative, neat and in good repair.
2. Clothing may not be sexually suggestive. It must fit loosely.
3. No clothing with offensive words, phrases, or pictures on it.
4. No clothing that is considered gang related (styles, words, emblems, symbols, etc.)
5. No halter tops, tube tops, sleeveless tops, bare midriff tops, half tops, bare back tops, see through blouses or tank tops.
6. Shirts must be plain or may contain Christian words or pictures (Such as from Music Fest, church, school or Pathfinders)
7. Skirts must touch the floor when student is kneeling. Slits in skirts cannot go above the knee.
8. No underwear as outerwear, sleep wear, or pajamas.
- 9. Hats/caps, jackets/coats must be appropriate for weather conditions. They may not be worn indoors.**
10. No studded leather wristbands, jackets, or belts.
11. No short-shorts or skintight lycra/spandex type clothing.
12. No belts unfastened or with large "Cowboy" style buckles.
13. No "droopy or baggy" style clothing.
14. No sandals or shoes without secured heels, combat boots, ragged sneakers, etc.
15. No extreme hairstyles such as sculpting, shaving the scalp, lettering, or multi-coloring.
16. No jewelry, with the exception of watches only. All jewelry will be confiscated and kept until the end of the school year. This will include "friendship pins and bracelets".
17. No nail polish.
18. No tattoos, body painting/drawing or body decals.
19. No make-up, with the exception grades 7-10 who may wear foundation and mascara, but it must look natural and blend with skin and hair color. No eyeliner with the mascara.

*****Hoodies are not to be worn other than outerwear. *****

Shirts and sweatshirts or anything with a hood are considered hoodies and are not dress code.

DRESS CODE FOR STUDENTS AT MILWAUKEE SDA SCHOOL

BOYS

(Final decisions regarding all dress code policies are left to the discretion of the administration.)

Shirts:	Burgundy, short sleeve polo with <u>school logo</u> . (Must be ordered through the school)
Undershirts:	To be worn under school polo shirt must be <u>short sleeved</u> in matching burgundy color with no logos or pictures.
Pants/Slacks:	Dark navy blue twill, plain, (belted).
Shorts:	Navy blue twill walking shorts, knee length (belted)
Belts:	Black, brown or navy <u>plain dress belts</u> .
Shoes:	The primary color must be white, black or navy blue, in dress, casual or tennis.
Shoelaces:	Same color as shoes, (white, black or navy) and tied at all times.
Socks:	White, navy or black in solid color.
Sweatshirts:	Sand colored only, crew neck with school logo. (Must order through the school)
Gym Attire:	Gym shorts in navy blue with school logo and t-shirt in burgundy color only with school logo. (Both must be ordered through the school. Required for 5th-10 th grade.)
Make-up:	Absolutely no make-up, colored nail polish. No artificial nails.
Accessories:	Watches only (set not to beep) See general policy).
Jackets:	Jackets are to be hung in the hallway. Hooded sweatshirts may only be worn as a jacket for outdoor wear.
Hair:	Must be above the eyebrows, shirt collar and ear. (See general policy) No unnatural coloring.

GIRLS

(Final decisions regarding all dress code policies are left to the discretion of the administration.)

Shirts:	Burgundy, short sleeve polo with <u>school logo</u> . Loose fitting and buttoned, except top button. (Must be ordered through the school)
Undershirts:	To be worn under school polo shirt must be <u>short sleeved</u> in matching burgundy with no logos or pictures.
Pants/Slacks:	Dark navy blue twill, plain, (belted)
Shorts/Capri's:	Navy blue twill capri's or knee length walking shorts, plain, belted if looped
Skirts/Jumpers:	Belair plaid or navy blue, multi or 2 box pleat. Navy blue bike shorts must be worn underneath the skirt/jumper at all times. Length must touch the floor when kneeling. No rolling of skirts at waist. Hem is not to exceed 3 ½ inches.
Skorts:	Navy blue twill, plain knee length. Belted if looped.
Belts:	Black, brown or navy <u>plain dress belts</u> .
Shoes:	The primary color must be white, black or navy blue, in dress, casual or tennis.
Shoelaces:	Same color as shoes, (white, black or navy) and tied at all times.
Socks/Tights:	White, navy or black (solid) (tights/nylons must be toe length).
Sweatshirts:	Sand colored only, crewneck with school logo. (Must be ordered through the school)
Gym Attire:	Gym shorts in navy blue with school logo and t-shirt in burgundy color only with school logo. (Both must be ordered through the school. Required for 5th-10 th grade.)
Make-up:	No colored nail polish or artificial nails. No make-up, with the exception grades 7-10 who may wear foundation and mascara, but it must <u>look natural</u> and blend with skin and hair color. No eyeliner with the mascara.
Accessories:	Watches only (set not to beep). See general policy.
Jackets:	Jackets are to be hung in the hallway. Hooded sweatshirts may only be worn as a jacket for outdoor wear.
Hair/Hairpieces:	Non-ornamental, modest. No jewelry like pieces. See general policy. No unnatural coloring.

SCHOOL HOURS

School start and dismissal: School begins at 8:00 a.m. and students are dismissed at 3:00 p.m., Monday through Thursday. Friday dismissal is at 2:00 p.m.

Arrival and Departure: Students are to arrive between 7:30 & 7:50 a.m. everyday and depart 3:00-3:15 p.m. Monday-Thursday and depart 2:00-2:15 p.m. on Friday. Parents are to make arrangements for their child(ren) to arrive and depart on a consistent, reliable basis within the above time frame. If your child is not picked up by the designated time, a charge of \$5.00 within each additional 15 minutes will be billed to your account. Prior written requests are to be made if a child, due to unusual circumstances on a given day, is to arrive or depart other than the above specified times.

There may be early school dismissals for weather and/or other emergencies, as well as half days.

SCHOOL COLORS

The official school colors are – Maroon, sand, navy blue & white.

SNOW DAYS

Milwaukee S.D.A. School closes school due to bad weather when Milwaukee Public Schools close and when deemed prudent by the school administration. "Snow Days" will be announced as early as possible on the following TV and radio stations:

<u>TV STATIONS:</u>	Channel 4	WTMJ	NBC
	Channel 12	WISN	ABC
	Channel 6	WITI	FOX
	Channel 58		CBS

<u>RADIO STATIONS:</u>	620 AM	WTMJ
	94.5 FM	WKTI

If there is a 2-hour delay for school to start, school will start at 10:30am. Supervision will be available at 10:00 am. Do not bring your child before 10:00 am because there will be no supervision.

BREAKFAST AND HOT LUNCH

Our school offers a vegetarian hot lunch and breakfast. The cost for breakfast and hot lunch are:

Breakfast \$1.00 per meal

Hot lunch \$1.50 per meal

If due to the economy and fluctuating food prices, we are unable to absorb costs, meal prices may go up slightly. If this happens, parents will be informed by mail.

Parents will be billed monthly for the meals.

***We are participating in the free and reduced breakfast/hot lunch program. Your child may be eligible for free or reduced breakfast and lunch. Applications for this program will be accepted July 1st through May 1st.**

For students who bring their lunch, our school refrigerator and freezer will not be available. Students should bring ice packs in their lunchboxes for items that need cooling. Parents need to provide their child's own napkins, drink, utensils, salt, etc. Microwaves are available for heating purposes under the teacher's supervision. Any item heated in the microwave should be contained while heating.

IMPORTANT: IF YOUR CHILD HAS A FOOD ALLERGY, YOU MUST HAVE YOUR DOCTOR PUT IT IN WRITING WHAT ALLERGY YOUR CHILD HAS, AND WE WILL PUT IT ON FILE IN THE KITCHEN.

*In conjunction with the beliefs of the Seventh-day Adventist Church based on Leviticus 11 and Deuteronomy 14, **students are asked not to bring unclean meats (pork, ham, fish without scales, etc.) to the school or on school vans. Caffeine drinks are not permitted.**

BIRTHDAY CELEBRATION

Some students ask if they may bring a treat to school to share with their class to celebrate their birthday. The school recognizes that birthdays are important milestones to our young people and allow such celebrations under the following conditions. A birthday treat is to be:

1. Approved and regulated by the student's homeroom teacher.
2. Confined to the student's classroom at lunchtime.
3. Limited to a single item for each student. A healthful treat is most welcome!

TELEPHONE USE

Parents are requested not to call students or teachers during school hours. URGENT messages will be delivered. All student usage must be approved by a staff member and is reserved for urgent calls only.

HOME AND SCHOOL ASSOCIATION

All school parents and teachers are members of the Home and School Association and are encouraged to participate in all of its meetings and activities. Home and School Activities shall be announced in church bulletins and through school correspondence.

RULES FOR THE STUDENT

Rules and school policies apply to **all school functions and services.

**Families of Milwaukee S.D.A. School are expected to support all major school functions such as: school picnics, Fitness Day, music programs, Education Fair, Winter Fest, International Food Fest, open house, graduation, parent/teacher conferences, etc. Students should support such activities through their attendance and their participation when appropriate. *Music Fest, Education Fair, and school programs such as the Christmas program are required.

DISCIPLINARY ACTIONS

The observance of school rules is necessary in order to promote a harmonious, Christian environment as well as to conform to state laws, church standards, insurance regulations, and a common ethical code of right living.

Failure to carefully observe school rules could result in one or more of the following disciplinary actions as stated in the Student/Parent contract dealing with disciplinary action.

STUDENT & PARENT CONTRACT

I. Student Behavior

A. Personal Conduct

Every one has the right to feel safe, not be afraid of being hurt, or harmed, especially while in school. It is every student's responsibility that while he/she attends this institution he/she will reflect a Christ-like character. Every student must therefore resolve in their heart that, with the help of God, parents, and teachers, they will refrain from engaging in, or encouraging others to engage in, the following:

1. Fighting, inciting a fight, or encouraging the continuation of a fight. (play fighting)
2. Smoking, or the possession, sale, or use of any tobacco products, alcohol or controlled substances.
3. Gambling, or possessing playing cards, dice, or other gambling materials.
4. Coercion or extortion of money, services, or favors.
5. Vandalism of any (school, neighborhood, or staff and student) property, i.e., writing on desks, restroom stalls, tagging the school, etc.)
6. Assault, and/or harassment in any form (physical, verbal, or sexual).
7. Graffiti or defacing property.
8. Throwing of snowballs, ice balls, rocks, etc.
9. Possession, sale, or use of any forms of weapons and their look-alike.
10. Threatening another student or encouraging a threat.
11. Using profanity, slang, vulgarity and/or sexually suggestive language, derogatory comments, gang symbols (i.e., hand motions, shakes, etc.), obscene gestures, or behavior.
12. No inappropriate words or symbols that do not reflect our Christian values on any school or personal items. It will be at the discretion of the administration to deem what is acceptable.
13. Disrespect toward any adult or student or refusing to cooperate with any staff member at this school.
14. Leaving the school building and/or campus without permission.
15. Bringing into the school and/or on school grounds any inappropriate literature (i.e., magazines, books, etc.), notes, "action" toys, or any other inappropriate toys. (**Pokemon, WWF, etc**)
16. Having "hickies," any tattoos, or any type of bodily drawing.
17. Becoming pregnant, both (if from Milwaukee SDA school) students will be asked to withdraw from school.
18. Suicidal tendencies.
19. Any behavior or disruption identified by teachers and/or staff that is disruptive in nature to the school climate.
20. Stealing
21. Cheating
22. No cassette players/tapes, CD players/CD's, Ipods (MP3 Players), radios, cell phones (see #23) or **other types of electronic equipment** should be brought to school unless requested by the teacher for a class project. **If found they will be taken away until the end of the school year.**
23. If parents feel the need for their child to bring a cell phone to school, it must be turned into the school office each morning when they arrive. It will be returned at the end of the school day when they leave. It cannot be used on the bus to and from school. Students may use their cell phones only after departing from the bus after school.
24. Students are to be quiet when in the hallways and restrooms.

If I choose not to act responsibly, the consequences may be or include a verbal or written apology, written assignment, monetary fine, charges for replacement costs, suspension from school, expulsion from school, or referral to civil authorities. The police can be called when criminal acts are involved.

B. Classroom Conduct

I have the right to work and learn in an atmosphere of mutual respect and courtesy where my teachers have the most opportunity to help me be successful. Therefore, I have the responsibility to help myself, my fellow students and my teachers by:

1. Being on time to each class.
2. Having the proper materials (book, paper, pen, pencil, etc.) and completing all assignments on time.
3. Listening to the teachers and following their directions and the rules set forth in the student handbook.
4. Not talking without permission, inappropriate verbal harassment.
5. Respecting the rights of all students to work and learn without interruption. This includes leaving my seat without permission, pushing, and/or shoving other students.
6. Taking good care of all school property.
7. Being especially careful not to lose or damage textbooks. Students will be charged for damage done to textbooks.
8. Never chewing gum, eating or drinking anything in class.
9. Following the rules established by each of my teachers.
10. Not being out of my classroom without a hallway or restroom pass.
11. Not cheating.
12. Students are be expected to attend school functions such as music programs, education fair, field trips, etc. Failure to attend will affect the student's grade.
13. Not cheating
14. Not stealing
15. Keeping track of their assignment notebook to be used when needed as a hall pass. Must be signed by the teacher

If I choose to not fulfill my responsibility, and do not live up to the high expectations that the Milwaukee Seventh-day Adventist School has set for all of its students, appropriate disciplinary action will be taken by the adult in charge. This could involve any of the consequences listed in the Disciplinary Measures section.

C. Academic Standards

If a student in grades 1-10 is failing in 3 or more courses, and they have been on academic probation **3 consecutive times (i.e. mid-term, end of nine weeks, next mid-term)** without success; the Admissions Committee may recommend for board vote that the parent withdraw the child(ren) from Milwaukee S.D.A. School and find an alternate educational program.

D. Auditorium Conduct

I have the right to enjoy presentations and performances held in our school auditorium without annoyance and interruptions as part of my work and educational experience. Therefore I am responsible to:

1. Enter and leave the auditorium in a quiet and orderly manner according to the dictate and supervision of my teacher.
2. Remain in my assigned seat.
3. Show my appreciation for the program with applause and courteous respect.
4. Remain quietly attentive to the program.

If I choose not to act responsibly in the auditorium, I will have to leave and be disciplined according to the consequences selected by the teacher in order to change my behavior.

E. Cafeteria Conduct

I have the right to eat my lunch in a relaxed and comfortable atmosphere. Therefore it is my responsibility to:

1. Stay with my teacher at all times.
2. Line up and proceed to the cafeteria in a quiet and orderly fashion according to the directions of my teacher.
3. Not enter the cafeteria for lunch without my teacher.
4. Fulfill the lunch detention if I am assigned to it in a respectful and mature manner. (Refer to the Detention Section on page 32)
5. Not leave the cafeteria without permission.
6. Line up orderly at the serving line.
- 7. Put garbage in the proper places.**
8. Not yell, scream, or shout.
9. Not take food, straws, or eating utensils out of the cafeteria.
10. Always clean the table completely before I leave.
11. Not write on the tables and benches
12. Use good table manners and never throw food.
13. Line up quickly and quietly when leaving the cafeteria.
14. No caffeine drinks

If I choose not to fulfill my responsibilities, I am likely to receive a disciplinary consequence that will be designed to correct my behavior before I will be allowed to eat with my friends again.

F. Locker Room Conduct

Gym lockers are provided for grades 7-10. It is my responsibility therefore to:

1. Keep lockers clean and orderly.
2. Place no pictures or the like to the interior or exterior walls of the locker.
3. Not consume food, beverages, candy, gum or snacks of any kind in the locker room.
4. The school will provide a rented combination lock for each student (\$5 deposit required)

The school does reserve the right to examine locker contents whenever deemed prudent. **If locker room privileges are abused the staff reserves the right to close them indefinitely.**

G. Transportation Behavior

Maintaining a proper Christian atmosphere and a high level of safety requires the full cooperation of all school transportation riders. Safe transportation is no accident! It is my responsibility therefore to:

1. Remain in my seat at all times.
2. Keep hands, arms, and head inside the windows and to myself.
3. Keep noise to a minimum.
4. Obey the driver and be on time for my pick up. The driver will wait for me **no more than one minute** if I am late.
5. Not eat, drink or chew gum while in vehicles.
6. Help keep the school vehicles clean and free of vandalism.
7. Not throw objects inside or outside the school vehicles.
8. Use appropriate speech at all times.
9. Not have objects that may jeopardize the health and safety of those on the school vehicles.
10. Behave in the vehicle as though in the classroom.
11. Not verbally or physically harass another on the school vehicle.
12. Not bring **any** electronic equipment in any school vehicle at any time. Also refer to the Electronic Equipment section on page 31.

I must remember that riding the school transportation is a privilege. **All school rules remain in effect when riding school transportation.**

Disciplinary Actions: My disruptive behavior can cause an accident and I can lose my privilege to ride the school transportation. When the school transportation driver's instructions are not followed completely and immediately, or the transportation rules or safety are disregarded, a misconduct report shall be written up and corrective measures will be taken in proportion to the offending action, as well as the disciplinary transportation record of the student.

A student may not get off school transportation at another student's stop without prior written approval from parents. Students may not ride home on another school bus without prior permission from the driver and their parent. (Often times the busses are full and cannot accommodate extra students.)

The parents must notify the driver within a reasonable amount of time if a student is not to be picked up.

If there is no notification and this occurs three or more times, the student will be taken off the route.

ONLY during extended medical leaves – meaning two weeks or more – can the van rate be reduced. This leave must be substantiated by a doctor’s written documentation.

H. Displaying Affection

Displaying of physical affection, such as hugging, kissing, holding hands, or inappropriate touching while at school does not enhance the educational process. I will cooperate voluntarily to avoid the embarrassment of parents being notified.

I. Possession or Use of Weapons

I shall not possess or use a dangerous weapon or its look-alike in school buildings, on school grounds, in school vehicles, or at school sponsored activities. According to state law, any person who knowingly possesses or is armed with a dangerous weapon on school premises is guilty of a misdemeanor or felony, depending upon the seriousness of the offense. It should be noted that City of Milwaukee ordinance **105-34** specifically addresses the carrying and/or display of look-alike weapons.

A dangerous weapon or its look-alike is defined in state statutes and includes the following: Guns, knives, razors, martial arts equipment, metal belt buckles, and any other object that, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm or could pretend to be capable of inflicting bodily harm. Disciplinary measures taken for possession or use of a dangerous weapon or look-alike weapon may include suspension, referral to law enforcement authorities, and referral for expulsion. It should be noted that **The Federal Gun-Free Schools Act requires expulsion for no less than 1 year for anyone who is determined to have brought a weapon to school or a school function.** **Legal References: Wisconsin Statutes 120.13(1), 939.22(10), 948.60, 948.61, 921 (a) (3), 8921 (d) (1), 120.13 (1) (c) (2m), 120.13 (e), (2.) (b.), 120.13 (1) (g), 948.605(3)(a), 939.632**

J. Electronic Equipment

I shall not have in my possession “beepers,” electronic pets, electronic paging, cell phones or other two-way communication devices without written permission from the principal. They are prohibited at any time while on school property, while involved in a school activity, and/or while under the supervision of the school, including the bus. Radios, recorders, boom boxes, disk players, headsets, walk mans, disk mans, video games, CD players, Ipods, MP3 players, cameras, etc., have no place in the school setting and unless required, needed or requested by the teacher for a special project in a class, should not be brought into the building during school hours. Aside from the possibility of being stolen, mechanical devices as mentioned above disturb the educational process and should be left at home. If I am found only once to have any of the above-mentioned devices, **I understand they will be taken from me and returned at the end of the school year.**

K. Alcohol, Tobacco and Narcotics

In accordance with Seventh-day Adventist church beliefs, I will not use tobacco products, alcohol, or narcotics in the school building, on school grounds, or during any outside school activities. If I am caught

using tobacco products on the school premises or during any outside school activity, I will have my name and a brief written description of the incident given to the Milwaukee Police Department by the school principal for issuance of a citation. Other possible disciplinary actions may include in or out-of-school suspension.

All alcohol/drug related incidents should be immediately reported to the principal who in turn will report the incident to the school board. The possession, attempt to possess, or use of alcoholic beverages and/or drug or any narcotic substance on school property is prohibited. The same shall apply to all persons who sell the above products or their look-alike in school or school property. Anyone caught in possession of or consuming any form of alcoholic beverage, drug, or narcotic substance on school premises will be immediately dismissed or suspended and contact will be made with his/her parent/guardian, or other proper authorities. Students should be aware that violations of this policy also constitute violations of Chapter 331 of the Wisconsin Statutes, which provides for fines of up to \$2,500. This law not only prohibits use and/or consumption of alcoholic beverages on school premises, but also applies while at school activities, and law enforcement officials will be contacted to deal with these offenders. Students who appear at any school event having violated this policy will be excluded from that activity and referred to the local police. All references to alcohol shall include other intoxicants as well as drugs or controlled substances. **In short you may not only be suspended or expelled from school; you may go to jail.**

The school board has the right to implement a drug test if reasonable suspicion occurs.

L. Code of Conduct for Student Travel

When traveling, whether on a field trip or other outing sponsored by the school, your behavior should reflect not only your values, but also those of the Milwaukee Seventh-day Adventist School and the Seventh-day Adventist Church. You are expected to adhere to the following standards of behavior. Students will:

1. Dress according to the standard established by the school.
2. Follow all directives without exception, from any supervising staff including advisors and chaperones.
3. Attend all functions--including meals, ceremonies, etc., associated with the activity of the entire group.
4. Travel at all times with the entire group.
5. Abstain from using all forms of drugs, tobacco, and alcohol.
6. Conduct themselves in a responsible manner at all times.

Co-curricular travel is an extension of the school day. Rules governing student conduct in the school building will apply for the duration of the activity and are found in the Student Handbook and this contract.

II. Personal Appearance

I have read the Dress Code policy and agree to abide with all the rules and regulations set therein.

III. Discipline

A. Responsibility of the Parents

The school is committed to the principle that parents have the primary responsibility for the dress, conduct, and discipline of their children (Ephesians 6:4; *Education*: pp. 246-249, 287-297; *Messages to Young People* pp. 313-315, 345-349), etc. Therefore, although the school will discipline students whose behavior warrants, parents will be asked to come to the school for conferences should it be deemed necessary by the administration.

B. Detention/Suspension and Expulsion Policy

Any student failing to abide by the reasonable rules and regulations of the school relating to conduct and behavior may serve up to a three day detention or receive an out of school suspension by the disciplinary committee and/or the principal. The principal at his/her discretion may convene the disciplinary committee.

The parent/guardian shall be notified in writing immediately upon suspension, including reasons for the suspension.

Before a student is suspended the student must and will be notified of the following: The rule(s) violated, the evidence supporting the charge(s), and the length and conditions of the suspension. Students must and will also be given the opportunity to present their understanding of the story. Parents of students on suspension should arrange to meet with the principal prior to the child returning to the normal program and schedule.

Students serving a detention/suspension, or expelled are not permitted to attend and/or participate in co-curricular activities during the period of detention or suspension including any day on which a detention or suspension is served. A suspended student shall not be denied the opportunity to take any quarterly or semester examination(s) or to complete any course work missed during the suspension. Students may receive detention, suspension from one to three days or expulsion as a consequence to the following:

1. Excessive violations of school rules.
2. Tobacco, alcohol or drug related offenses.
3. Swearing
- 4. Threatening a student or school employee.**
5. Pupil or staff harassment.
6. Fighting.
7. Possession of a weapon or its look-alike.
8. Possession of, selling, igniting, or any other activity associated with explosives, fireworks, or their look-alike.

9. Misuse of school equipment, i.e., computers, projectors, and/or cameras.
10. Vandalism or destruction of school property. (Students will be responsible for the financial cost/restitution).
11. Repeated failure to attend classes or assigned detentions. Three tardies is considered one absence; fifteen unexcused absences in two consecutive quarters will jeopardize their continued enrollment and their grade/credit in the class. Medical and other obvious exceptions will be made. **Excessive excused absences (More than 5 days in any quarter) will result in the student being brought up for review by the Admission Committee.**
12. Other actions determined by the principal to be harmful to students or disruptive to the learning environment.
13. Stealing
14. **Cheating**

C. DISCIPLINARY MEASURES

1. TRANSPORTATION DISCIPLINE

Removal from school transportation is the consequence of misbehavior on school vehicles. Termination of riding privileges may result upon further offenses.

2. DETENTION

Students will report to the office or assigned room with a complete set of assignments from all teachers to serve detention time during recess/break time or after school. Students will remain in the office or assigned room throughout the assigned time. Failure to behave properly and cooperate with school staff during detention time may result in an out-of-school suspension and/or a parent conference.

3. OUT-OF-SCHOOL SUSPENSION

During out-of-school suspensions, which can last three or more days, students are not to come to school or onto the school grounds, and shall not participate in or attend any school activities. When suspended students return to school they will be given the opportunity to take any exams missed and do course work while under suspension. Work is to be brought or handed in to the teacher(s) on the day they return to school.

4. PERMISSION TO SEARCH

Teacher, principal, or staff member if reasonable suspicion occurs has the right to search: pockets, locker, coats, backpacks, desks, school supplies/kits, and car (if one school property). Parents may be called to do a strip search as school cannot.

5. POLICE/LAW ENFORCEMENT

If the police come to the school to arrest or question a student the school will make every reasonable attempt to contact the parents. In the event a parent cannot be reached, the school board has given the school administration the authority to make the decision. In the event the parent(s) cannot be present, the

principal will be present with the student and police.

6. EXPULSION

This means you are locked out of the educational process.

Authority to expel a student is granted by the school board through the disciplinary committee which may expel a pupil from school whenever it finds him/her guilty of repeated refusal or neglect to obey the rules set forth by the school community. This also applies when the committee finds that he/she is engaged in conduct which would constitute a crime, if he/she were an adult engaged in actions that endangers the safety of others, and is satisfied that the interest of the school demands expulsion.

SUICIDE POLICY

Students will be required to undergo professional treatment should they attempt suicide or lead people to think they are considering harming themselves. These students may reapply when the licensed psychiatrist approves of their returning to school.

POLICE

If police come to the school to arrest or question a student the school will make every reasonable attempt to contact parents. In the event a parent cannot be reached, the school board has given the school administration the authority to make the decision. In the event the parent cannot be present, the principal will be present with the student and police.

PARENT'S ROLE

Parents can significantly improve the development of their children to the best of their ability by carefully observing these helpful suggestions:

1. Assure regular and punctual attendance and that all absences are properly excused.
2. Insist that your child be clean and dressed in compliance with school uniform policy.
3. Ensure that your child receives daily 8-10 hours of sleep, a nutritious breakfast and lunch, and minimizing sweets.
4. Guide your child from the earliest years to develop Biblical standards of behavior, to exercise self-control, and to accept responsibility for one's own actions.
5. Teach your child, by word and example, respect for the Bible, for the law, for school authority and for the rights and property of others.
6. Know and understand the rules your child is expected to observe at school; be aware of the consequences for violations of these rules.
7. Instill in your child a desire to learn, the integrity to do honest work, and an interest in exploring broader fields of knowledge.
8. Express earnest support for the school, staff, curriculum, and activities. Attend parent-teacher conferences, Home & School meetings, and school functions.
9. Help child, by word and example, to develop discrimination in the use of leisure time. Encourage activities associated with television, music, reading, and friends to be **VERY SELECTIVE AND WELL CHOSEN**.
10. Help develop self-reliance by giving the child responsibilities suitable for his age and abilities.

PARENT-TEACHER COMMUNICATIONS

It is essential that those who most directly influence the child's life and development (parents & teachers) arrive at a harmonious partnership working for the child's best interests. Parent-teacher conferences are scheduled at the end of the first and third nine-week grading periods to promote understanding and cooperation.

Parents are always welcome to call the school for additional conference appointments with teachers whenever they feel the need to discuss their child's work. Visits to the school by parents are also welcomed. Prior arrangements should be made with the respective teacher. Teachers are most easily reached after school has been dismissed at 3:00 p.m.

Parents and teachers need to keep the lines of communication open at all times. Parents will undoubtedly hear revelations from a student of things concerning the school. These will not always sound fair or right. The teacher will also hear things about the home that sounds amiss. All perspectives need to be considered before judgments are rendered.

The teacher's methods in the classroom may not always be the ones preferred, used, or effective at home. The methods in the home may be viewed similarly at school. Personal visits with the teacher will, in most cases, bring a better understanding of the differing viewpoints and approaches. Conferences should be scheduled after school hours.

Complaints & Ethics: Christian parents and students have a moral obligation to demonstrate respect, support, and courtesy to the administration, teachers, and staff at all times.

Parents and students should avoid gossip which has the tendency to reduce the esteem, respect, confidence or goodwill in which a teacher is held. No patron has the right to come to the school and verbally attack or harangue a teacher in front of students or otherwise. **CRITICISM OF A POSITIVE, CONSTRUCTIVE NATURE EXPRESSED IN A CHRISTIAN MANNER IS ALWAYS WELCOMED!**

Complaint Procedure: If a parent has a legitimate complaint or concern regarding school personnel or program, the following procedure based on **Matthew 18:15** is to be carefully observed:

Talk to the teacher **PRIVATELY** about the concern. In most cases the problem should be solved on this level when prayer, candor, and patience are combined. This step may be repeated if necessary.

If there is need for further discussion, ask the principal to join in a conference with the school personnel on the matter. This step may be repeated if necessary.

If level two does not resolve the issue, a written summary of the problem should be given to the principal and/or school board chairman by Thursday prior to the school board meeting. The Wisconsin Conference Superintendent of Education is to be present at School Board meetings in which school personnel are discussed.

If the principal is the school personnel in question, the chairman of the School Board shall facilitate the complaint procedure, if necessary.

RETENTION OF STUDENTS

Criteria for retention in grades K5-8 is a failing average of the year's grades in three (3) or more core subjects (reading, mathematics, science, Bible, language arts, history). The student should be retained in the present grade unless the work is made up to the satisfaction of the homeroom teacher and the principal during the summer months. The Admission Committee will review all cases and accept or deny summer work, especially if it is not from an accredited, graded, transcript program. It is the responsibility of the parent to arrange for all makeup and/or remedial work. Before a decision is made to retain a student, a teacher must:

1. Notify parents as soon as retention becomes a possibility.
2. Consult with, and have approval of the principal.
3. Counsel with parents to ensure complete understanding and approval.
4. Write a justification and submit for approval to the Wisconsin Conference Superintendent of Education.

No student should be retained for more than two years during the elementary school years. It is usually recommended that students not be retained beyond the lower four grades.

In the case of a new student, a decision may be made during the first 45 days of attendance to place the student in a lower grade based on the student's academic performance. (see ADMISSION, Grade Placement.)

ADDITIONAL RULES & REGULATIONS

This bulletin contains summaries of basic principles, guidelines, rules and regulations of importance to parents and students. It is not intended to contain every policy of the school. It may be updated/changed periodically. Regulations or policies approved by the administration and/or School Board shall be considered part of the published bulletin.