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# SCHOOL STAFF & SCHOOL BOARD

*North Campus Phone Number: 414-353-3520 Fax: 414-353-1451*

*South Campus Phone Number: 414-935-6120 Fax: 414-645-9655*

*Waukesha Campus Phone Number: 262-875-3907*

*School Website: [www.milwaukeeedaschool.org](http://www.milwaukeeedaschool.org)*

## **Administration & School Support Staff:**

**Administrator/Choice Administrator – Kenneth Smith - [admin@milwaukeeedaschool.org](mailto:admin@milwaukeeedaschool.org)**

**Principal North Campus – Richard Bergeson - [rbergeson@milwaukeeedaschool.org](mailto:rbergeson@milwaukeeedaschool.org)**

**Principal South Campus - Jacie Reagan – [jreagan@milwaukeeedaschool.org](mailto:jreagan@milwaukeeedaschool.org)**

**Business Manager – Jaren Humphreys – [business@msdaschool.org](mailto:business@msdaschool.org)**

**Office Administrator/Parental Choice Designee - Lisa Doorley - [secretary@milwaukeeedaschool.org](mailto:secretary@milwaukeeedaschool.org)**

**Secretary/Parental Choice Designee – Lilia Vega – [office@milwaukeeedaschool.org](mailto:office@milwaukeeedaschool.org)**

**Secretary – Ellen Robertus – [ellen@milwaukeeedaschool.org](mailto:ellen@milwaukeeedaschool.org)**

**Secretary – Cindy Willer – [cwiller@milwaukeeedaschool.org](mailto:cwiller@milwaukeeedaschool.org)**

## **Teachers:**

### **North Campus:**

10<sup>th</sup> Grade homeroom, Science & PE Teacher – Alberto Torres – [alberto@milwaukeeedaschool.org](mailto:alberto@milwaukeeedaschool.org)

9<sup>th</sup> Grade homeroom, Math and Computer Richard Bergeson – [rbergeson@milwaukeeedaschool.org](mailto:rbergeson@milwaukeeedaschool.org)

8<sup>th</sup> Grade homeroom, History & Social Studies - Stanley Hughes – [stanley@milwaukeeedaschool.org](mailto:stanley@milwaukeeedaschool.org)

7<sup>th</sup> Grade homeroom, English – Leah Steffen – [lsteffen@milwaukeeedaschool.org](mailto:lsteffen@milwaukeeedaschool.org)

5<sup>th</sup> & 6<sup>th</sup> Grade: Johanna Serna – [jserna@milwaukeeedaschool.org](mailto:jserna@milwaukeeedaschool.org)

3<sup>rd</sup> & 4<sup>th</sup> Grade: Althea Elliott – [aelliott@milwaukeeedaschool.org](mailto:aelliott@milwaukeeedaschool.org)

1<sup>st</sup> & 2<sup>nd</sup> Grade: Prima Glass – [prima@milwaukeeedaschool.org](mailto:prima@milwaukeeedaschool.org)

K4-K5: Michelle Willer – [mwiller@milwaukeeedaschool.org](mailto:mwiller@milwaukeeedaschool.org)

Kindergarten Teacher's Aide - Carol Bergeson – [c.bergeson@earthlink.net](mailto:c.bergeson@earthlink.net)

### **South Campus:**

5<sup>th</sup> & 6<sup>th</sup> Grade: Jacie Reagan – [jreagan@milwaukeeedaschool.org](mailto:jreagan@milwaukeeedaschool.org)

3<sup>rd</sup> & 4<sup>th</sup> Grade: Iris Rodriguez – [irodriguez@milwaukeeedaschool.org](mailto:irodriguez@milwaukeeedaschool.org)

1<sup>st</sup> & 2<sup>nd</sup> Grade: Karen Kind – [kkind@milwaukeeedaschool.org](mailto:kkind@milwaukeeedaschool.org)

K4-K5: Eugene Kittredge – [gkittredge@milwaukeeedaschool.org](mailto:gkittredge@milwaukeeedaschool.org)

### **Waukesha Campus:**

K5-8<sup>th</sup> Grade – Vickie Martin – [vmartin@milwaukeeedaschool.org](mailto:vmartin@milwaukeeedaschool.org)

## **School Board Officers:**

**School Board Chairperson – Steve Goodenough**

**School Board Vice Chairperson & Finance Committee Chairperson – Kurtis Lam**

**School Board Treasurer – Jaren Humphreys**

**School Board Secretary – Suzanne Kordas**

# **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**

*The mission of Milwaukee Seventh-day Adventist School is to enable students to hear God's voice, to equip students to follow His calling, and to empower students to reach the world with His love.*

## **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-like 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 hold teaching certificates from the General Conference of Seventh-day Adventists obtained by completing a four-year degree from a certified college or university which includes teacher certification courses and meets the requirements for state certification where the college or university is located. Teachers may also hold additional teaching certificates or endorsements and advanced degrees from other recognized universities.

# ADMISSIONS

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. School Application and Registration forms to be filled out and returned
3. Pastor sponsorship form filled out
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 5<sup>th</sup> & 9<sup>th</sup> grade, and anyone coming in from out of Wisconsin. Please plan ahead.
6. An original birth certificate for all new students (will be returned)
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 (K5) should be five years of age by September 1<sup>st</sup> 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 is conducted 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 divided into 10 equal payments August-May and is due on or before the 1<sup>st</sup> of each month. The exception is the first month's tuition which is due on or before the first day of school.

Registration is also due on or before the first day of school. Registration fees include book rental, consumable workbooks, 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 and credit cards 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.

**Insufficient Funds:** There will be a \$30.00 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.

## NON-HARASSMENT POLICY

Because we are counseled to "treat others as we ourselves wish to be treated," any type of harassment, based on race, ethnicity, gender, national origin, religion, age, disability or other legally protected characteristics, is considered entirely out of place at Milwaukee Seventh-day Adventist School. Slurs, jokes, verbal or physical intimidation are inappropriate. Teasing of a demeaning nature, comments that may be interpreted as insults, putdowns or sexually suggestive, are unacceptable at any time or place. These behaviors constitute violations of our harassment code. The school practices a zero-tolerance policy to harassment inflicted verbally, in writing or electronically. Students are encouraged to report any incidents of harassment, directed at them or someone else, to their teacher or to the administration (office or principal). The school will use all legitimate resources available to protect the dignity and privacy of students, and to protect them from predatory behavior.

# REGISTRATION FEES

For Traditional Students

Registration fees are due on or before the first day of school and are as follows.

**Constituent Church Members for grades K-10: - \$300**

**Non-Constituent Church Members for grades K-10: - \$350**

**All Others for grades K-10: - \$450**

# TUITION FEES

For Traditional Students

Tuition fees are divided into 10 monthly payments. The first tuition payment is due on or before the first day of school. The remainder of the payments are due by the first of each month from September – May.

If payment is not received by the first, please call to make arrangements with our school office. If arrangements have not been made, and payment has not been received by the 10<sup>th</sup>, 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 K-8 is **\$230** per month for 10 months, August – May.

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

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

### **Non-Constituent Church Members:**

Monthly tuition for grades K-8 is **\$294** per month for 10 months, August – May.

Monthly tuition for grades 9-10 is **\$371** per month for 10 months, August – May.

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

### **All Others:**

Monthly tuition for grades K-8 is **\$371** per month for 10 months, August - May.

Monthly tuition for grades 9-10 is **\$474** per month for 10 months, August – May.

\*\*A 10% discount on tuition 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\*\*\***

**There are no charges for registration and tuition for Parental Choice families.**

# BUSING

## For any traditional or Milwaukee Parental Choice Student desiring our school transportation:

- 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.
- **Due to location, some families may not be accepted.** This will happen after we review where all of the bus riders are located.
- Due to increases in gas prices, bus fees may have to be adjusted during the school year when deemed necessary.

## Bus Fees:

- For your children to ride the school bus, families will need to prepay before the month that their children will be riding. Please plan, so that your child will not lose bus service. (Bus service will resume as soon as bus payment is made.) Your prompt payments are needed to maintain several buses, gas and drivers.
- Because there are some months with more days, and some months with fewer days, we take the total cost of transportation for your child per year and divide it into 10 equal payments, August-May.
- Bus payments should be made at least one week prior to the first of each month. The exception, the first payment for August, is due a week before the first day of school.
- The cost of bus transportation is \$35 per child, per month. This includes one-way riders as well.
- We accept credit card payments in person and over the phone. If you have an interest in monthly automatic withdrawal payments from your credit card, please let us know and we can inform you in the future when it is available.
- Failure to pay you bus payments may result in loss of bus privileges.
- If you have any questions or concerns, please contact the business manager at 414-353-3520.

# 2018-2019 Registration Information

Milwaukee Seventh-day Adventist School  
North, South and Waukesha Campuses

Our school accepts applications for **Traditional Students**, the **Milwaukee Parental Choice Program** and the **Wisconsin Parental Choice Program**. Parental Choice applications can be accessed online. Please note that if you applied online last year, **you must use the same e-mail address and password to get into the online application, or you can change it when you go in to the site.** If you need assistance, please call us at 414-353-3520.

**Please bring your “proof of residency” for students continuing in the Parental Choice Program, and “proof of residency” and “proof of income” for students new to the Parental Choice Program. New Students should also bring an original birth certificate, immunization records and a copy of their most recent report card and state testing. Students may also be asked to take placement testing.**

The open application periods that you can apply for the Milwaukee Parental Choice Program are: **February 1-20, March 1-20, April 1-20, May 1-22, June 1-20, July 1-20, August 1-21, September 1-14, October 1-20, November 1-20 and December 1-January 8.** So... you must have completed the online application and brought in **ALL** your supporting documentation to the office during that time to be complete. If not, you will have to reapply the following open application period which starts April 1st. **Wisconsin Choice has only one open application period and seats are limited. The open enrollment period for Wisconsin Choice is February 1st-April 20th.** All supporting documentation needs to be in during that time as well. Then after the 20<sup>th</sup> of April, DPI does a random selection and will contact us to let us know which students received a spot. We will then contact you with the information. **Traditional families can register any time, but we encourage you to register sooner than later, as classes fill up quickly.** Parental Choice applications can only be accepted during open application periods. All applications will be processed at our North and South Campuses only.

**The website for applying online for the Parental Choice programs is:**  
**<http://dpi.wi.gov/sms/choice-programs>**

- *Click on “**Click HERE for the Online Parent Application for the Choice Program**” in the left column*
- *Click on “**Click Here to enter the Private School Choice Programs system**”*
- *If you did an online application last year at any choice school, go to “**Returning Users**” and enter the same e-mail address and password as last year. If you forgot your password, you can change it by clicking “**I forgot my password**”, to reset your password.*
- *All families **new** to the online application must first register on the left side to the “**New to the Online Application for Private School Choice Programs**” (PSCP), and enter your e-mail address and create a password. Then go to the right side to enter your e-mail and password to enter the online application.*

- Complete the application and at the end submit your electronic signature by checking the small box at the end of the application. Submit the application.
- Bring in your supporting documentation to the school office during the open application periods in order for your application to be complete. You will receive a letter after the open application period indicating if your child received a spot and at which campus.

**Traditional students** may come to fill out school registration forms on registration night or stop by the school offices during school hours.

**(If you need assistance and are unable to come during these times, please call the school office to make an appointment. 414-353-3520)**

#### Additional Information:

- **Acceptable “proof of residency”:**

*Residency documentation a) must include a date to show that it is current, b) It must also have the full legal name of ONE of the parents/guardians and match their name on the online application and c) The student’s address, at the time of application, must be the address listed on the student application AND it must match the address on one of the following:*

- Wage statement or W-2 tax form dated within three months of when the application is received.  
(Note: W-2 tax forms are not acceptable for applications received after April.)
- 2. Water, gas, electric, cable, satellite, or landline phone bill dated within three months of when the application is received. Cell phone bills are not acceptable.
- 3. Lease agreement with a term that includes the date the parent applies to the school (must be complete and legible). Expired leases are not acceptable. Rent receipts ARE NOT an allowed residency document.
- 4. Governmental correspondence dated within three months of when the application is received.

Examples include a property tax bill, Supplemental Security Income “SSI”, Wisconsin Works “W2,” Food Share, or Housing Assistance letter with the address listed and the name of the parent/guardian. Printed statements from Access.gov can be used as residency support if the statement includes a date that is within 3 months of when the application is received and the name of the parent/guardian.

- 5. Homeless individuals may identify a location for their residence if it is an identifiable location which could conceivably serve as a temporary residence. A homeless family should provide a letter on the organization’s letterhead from a shelter for the homeless or from a private or public organization providing services

for homeless individuals signed and dated (within 3 months of when the application is received) by a representative of the organization.

▪ **6. Properly completed Alternative Residency Verification form (Form PI-PCP-51) only for situations where:**

- (a) the student is not living with one of his or her parents or legal guardians;  
or
- (b) one of the parents/guardians does not have one of the residency documents above and someone else living at the address on the application is able to provide one of the residency documents above for the family. This form is available at <http://dpi.wi.gov/sms/choiceprograms/student-applications> or at our school office.

• **Acceptable “proof of income”:**

We encourage families to choose DPI’s Income Eligibility Determination Method on the application, then provide us with one of the following:

- A 2017 federal 1040 tax return, (two pages with the adjusted gross income, signed and dated by both parents if a joint return). Adjusted gross income amount must match the online application amount.

OR

- If a federal income tax return was not completed, the parent must indicate what 2017 income the family received. This includes indicating if the family had:

- 1) wages included on a 2017 W2 tax form or a final, December 2017 earning statement

OR

- 2) any 2017 1099 tax forms

OR

- 3) any cash income. If a parent had 2017 cash income, they will be required to provide the following in the online parent application: 1) the name of the parent that had cash income and the amount; 2) an indication that no written documentation can be provided for the amount received and has not been or will not be included on an income tax form; and 3) the source of the income (name of employer or if self-employed, the self-employed activity).

**Parental Choice Application Appeals Process:** Students are accepted through the Parental Choice Program by parents’ income level, family size and proof of residency. Documentation of income and residency is necessary to apply to Milwaukee SDA School for the Parental Choice Programs. If you feel an error is made you can request a meeting with the finance committee to hear your appeal.

# 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.

Families should schedule their vacation times during school breaks. Vacations taken during school hours are not excused absences.

The ONLY legal excuses for absence or tardiness allowed under the Education Law of Wisconsin State are: sickness or death in family (three 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 incidents of tardiness are entered on the student's permanent attendance record. Parents need to inform the school office each day their child will be absent. If an absence or tardy is to be excused the student must bring a written excuse from home or their doctor on the day they return to school. Written excuses should be thorough and specific.

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

When a student has accumulated five incidents of tardiness in one quarter he/she must meet with the principal. Excessive tardiness could result in a student's loss of privileges (i.e. field trips, class parties, etc.) Perfect attendance will be recognized each quarter. Students with perfect attendance, no unexcused absences, and tardy free will be entered in a drawing (at the end of the school year.) 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.36). 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:**

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

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. Three unexcused incidents of tardiness in a quarter will result in a detention. Each subsequent tardy will result in a detention thereafter.

Students who are late by five minutes or more to class will be considered truant. The first offense will result in a detention. The second 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 1<sup>st</sup>, 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.

## Accepting or Denying Credits:

Credits that are in question from previous schools will go to the Educational Superintendent of the Wisconsin Conference of Seventh-day Adventists for acceptance or denial.

## Course of Study 9-10:

### 9<sup>th</sup> Grade Curriculum

|                          |   |
|--------------------------|---|
| Religion I               | 1 |
| Algebra I or Pre-Algebra | 1 |
| English I                | 1 |
| Physical Science, w/lab  | 1 |
| World History            | 1 |
| Computer Literacy        | ½ |
| Physical Education       | ½ |
| Health                   | ½ |
| Choir (elective)         | ½ |

### 10<sup>th</sup> Grade Curriculum

|                       |     |
|-----------------------|-----|
| Religion II           | 1   |
| Geometry              | 1   |
| English II            | 1   |
| Biology, w/lab        | 1   |
| Geography             | 1   |
| Computer Applications | ½   |
| Physical Education    | ½   |
| Choir (elective)      | 1/2 |

# 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 for a student to return to an activity following a prolonged medical exemption.

Gym uniforms are required for 7<sup>th</sup> - 10<sup>th</sup> grade. For ordering information and student requirements, see the dress code for boys and girls on pages 25-27 as well as the ordering information on page 28-31 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 also be dressed for outdoor weather at any given time throughout the school year.

## **Locker Rooms & Lockers:**

1. Locker rooms are for the use of the 7-10<sup>th</sup> graders
2. Locker rooms are to be used only during PE to change and store personal belongings while at PE
3. You **may bring a lock** for the small lockers to lock up personal belongs during PE class. Locks must be removed after class. The school is not responsible for loss of personal items.
4. Locks found on the little lockers other than during PE will be cut off, and contents taken by school personnel.
5. The locker rooms are **not for personal storage** of items such as textbooks, gym uniforms, shoes, etc.
6. The locker rooms will be locked during the day except during PE times.
7. They will **not** be opened in the morning or at the end of the day.
8. No food, beverages, candy, gum or snacks of any kind are to be consumed in the locker room.
9. The school administration reserves the right to examine locker contents whenever deemed prudent.
10. If locker room privileges are abused the staff reserves the right to close them indefinitely.
11. **Keep the locker rooms clean and pick up after yourself.**

# GRADING, TESTING AND REPORTING

## Testing

The Iowa Assessment (3<sup>rd</sup>-10<sup>th</sup> Grade) and the Wisconsin Knowledge Concepts Examination (WKCE) (4<sup>th</sup>, 8<sup>th</sup> and 10<sup>th</sup> grade) testing are given during the 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.

## Academic Standards for MPCP Students

For students to pass from the 4<sup>th</sup> to the 5<sup>th</sup> grade and from the 8<sup>th</sup> grade to 9<sup>th</sup> grade, the student must achieve two of the following three criteria:

- 1) Pass the classes for their grade level
- 2) Score Proficient or higher on the standardized test administered by the school
- 3) Have a positive recommendation from their teacher to move to the next grade level.

## 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

Student progress reports and assignments are accessible anytime on Parentsweb. If a student in grades 7-10 is failing three or more courses for two consecutive quarters, and has been on academic probation without success, the Admission Committee will recommend for School Board vote that the parents withdraw the child(ren) from the school and find an alternate educational program.

Students in grades K-6 who are failing in three or more classes for two consecutive quarters, and have been on academic probation without success, will be in jeopardy of repeating that grade.

## Academic Honors (Grades 3-10)

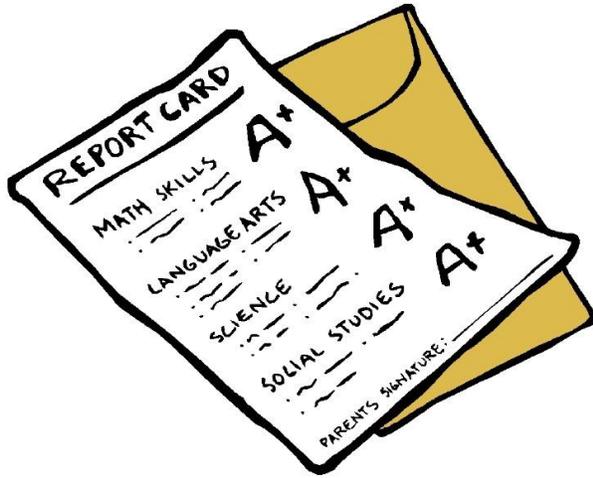
Academic honors for grades 3-10 will be based upon the following grade point average criteria:

Principal's List: All A's with no B's

Honor Roll: All A's and B's with no C's

**Grade Scale (Grades 3-10):** Letter grades and Grade Point Average (GPA) are determined by the

following scale unless otherwise noted by the teachers:



| <b>Letter Grade</b> | <b>Percentage</b> | <b>Grade Point Average</b> |
|---------------------|-------------------|----------------------------|
| 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 Wisconsin State Public Health Law requires that all school children be immunized as follows:

### Grades K – 12

|                   |              |                   |    |
|-------------------|--------------|-------------------|----|
| 4 DTP/DTaP/DT/Td1 | Grades K-12  | 4 DTP/DTaP/DT/Td1 | K4 |
| Tdap Booster      | Grades 6 -12 | 3 Polio           | K4 |
| 4 Polio           | Grades K-12  | 3 Hepatitis B     | K4 |
| 3 Hepatitis B     | Grades K-12  | 1 MMR             | K4 |
| 2 MMR             | Grades K-12  | 1 Varicela        | K4 |
| Varicela          | Grades K-12  |                   |    |

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

## Physicals:

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

## Medications:

### Non-Prescription Medications:

- All non-prescription medications must be provided to the school by parents or guardians and be in their original containers.
- Along with each non-prescription medication, parents or guardians must sign the "Parent/Guardian Consent Form for Medication" and fill out the necessary information.
- All medications must be brought in by the parent or guardian, not the child.
- When you bring in a non-prescription medication it will be kept on file for your child for the duration of the school year, unless you, the parent, pick it up before the end of the school year.
- All medications must have current dates. Any medications with expired dates will be discarded.
- At the end of the school year, all medications must be picked up by the parent or guardian no later than 2 weeks after school is out for the summer. All medications remaining after this time will be discarded.

### Prescription Medications:

- All prescription medications must be provided to the school by parent or guardian and be in their original containers.
- Along with each prescription medication, your child's medical provider must sign the "Medical Provider's Order" on the medication consent form, along with instructions on how the medication is to be administered. Parents must also sign the medication consent form.
- All medications must be brought in by the parent or guardian, not the child.

- The parent must notify the school in writing of any changes in the prescription medication and will require a new medical provider's order.
- At the end of the school year, all medications must be picked up by the parent or guardian no later than 2 weeks after school is out for the summer. All medications remaining after this time will be discarded.

### **Inhalers:**

If your child needs an inhaler:

- An asthma inhaler administration authorization form must be completed and signed by parent and medical provider with instructions on how & when your child is to use their inhaler.
- Form will be given to school principal or designated medication administrators.
- Asthma inhaler medication will have student's name, name of medication, directions for use and date.
- Authorization of asthma relieving medication will be updated annually.

### **Sick Children:**

When a child has a high temperature, diarrhea, throws up or is generally feeling 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. A child must be symptom-free (no high temperature, diarrhea, vomiting) 24 hours before returning to school.

### **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

Chewing gum is prohibited. Consequences will be at the discretion of the administration.

Uniform infractions will be dealt with at the discretion of the administration. If there is a good reason that a student cannot wear part of their uniform to school one day, then a written note of explanation from the parents must be sent with the child.

Destruction of ceiling tiles in the gym - \$5.00 fine

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

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          | $\frac{3}{4}$ book price | $\frac{1}{2}$ book price | $\frac{1}{4}$ book price |
| Bad water marks         | $\frac{3}{4}$ book price | $\frac{1}{2}$ book price | $\frac{1}{4}$ book price |
| Missed pages Full price | $\frac{1}{2}$ book price | $\frac{1}{4}$ 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               | $\frac{3}{4}$ book price | $\frac{1}{2}$ 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.

# 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, neat and clean, 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 are not permitted for boys. Braiding & ponytails for boys are at the discretion of the principal. No extreme hairstyles such as mohawks, sculpting, shaving the scalp, lettering, or multi-coloring for either girls or boys.
4. Snow 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!)
7. Jackets must be kept on the coat racks in the hallway in the main building. Absolutely no exceptions! Students in the modules may wear their jackets when moving between classes, but must remove them in the classrooms. The school will not be held responsible for any article of clothing.
8. There are to be no logos or writing added to the school uniform with the exception of writing the student's name on the inside tag of the clothing item.
9. Walking shorts may only be worn if temperature is forecasted to be above 65 degrees in Milwaukee according to channel 4, or WTMJ radio 620 am.
10. No tattoos, body drawing/painting, body piercing, or any form of body decal.
11. Label all uniform items on the inside tags, as well as all school items with student's name.
12. Please make sure that your child is dressed appropriately for outdoor weather at all times.

## UNIFORM INFRACTIONS

### Uniform infractions:

Please see fines on page 22.

\*If there is a good reason that a student cannot wear part of their uniform to school one day, then a written note must be sent with the child explaining why.

It is the responsibility of the parents to make sure that their child has all needed parts of the school uniform.

**\*UNIFORM POLICIES AND SCHOOL RULES 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, non-uniform days, or any other event in which our school is represented. This is to uphold our Christian standards and modesty. Some examples of these are as follows.

- \*Parent/Student interview and registration
- \* Parent, Student, Teacher conferences
- \* "Home and School" functions.
- \* Guest Speakers and Chapels
- \* Graduation
- \* All 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 may have Christian or sports themes, nature pictures or be plain or patterned. Any wording must fit these categories, in keeping with our Christian standards and modesty.
7. Skirts must touch the floor when student is kneeling. Slits in skirts cannot go above the knee.
8. No short-shorts or skintight Lycra/spandex type clothing.
9. No belts unfastened or with large "Cowboy" style buckles.
10. No tight "skinny jean" style pants. No "droopy or baggy" style clothing.
11. Students may wear loose fitting jeans or khakis, Adidas soccer pants, athletic and sweat pants without words, but no pajama pants.
12. No underwear as outerwear, sleep wear, or pajamas.
- 13. Hats/caps, jackets/coats must be appropriate for weather conditions. They may not be worn indoors.**
14. No studded leather wristbands, jackets, or belts.
15. No sandals/flip-flops, or shoes without secured heels, combat boots, ragged sneakers, etc.
16. No extreme hairstyles such as sculpting, shaving the scalp, lettering, or multi-coloring.
17. No jewelry, with the exception of watches only. All jewelry will be confiscated and kept until the end of the school year.
18. No nail polish.
19. No tattoos, body painting/drawing or body decals.
20. No make-up, with the exception of girls in grades 7-10 who may wear foundation and mascara, but it must look natural & blend with skin & 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

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

-Please note that during cool weather, students may wear a navy blue school sweatshirt with logo or the micro fleece half-zip pullover with school logo in the classroom over their school polo shirts.

## School Dress Code for Boys

- Shirts: **(REQUIRED)** Burgundy, short sleeve or long sleeve polo with school logo. **(Can be ordered through Caribe Ink & Thread or Lands' End.)**
- Undershirts: (Optional) To be worn under school polo shirt must be short sleeved in matching plain burgundy, navy blue or plain white with no logos or pictures.
- Pants: **(REQUIRED)** Dark navy blue twill, plain, school uniform pants (belted). May be purchased anywhere, but must meet our school requirements.
- Shorts: Navy blue twill, plain walking shorts, knee length (belted)
- Belts: Black plain dress belts. (Kindergarteners are not required to wear belts.)
- Shoes: Shoes must be white and/or black, in dress, casual or tennis with no additional colors. Gym shoes are required for gym class in all grade levels. No color restrictions, but must be removed after gym class. **No pictures, blinking lights or rollers.**
- Shoelaces: White or black and tied at all times.
- Socks: White, black or navy blue in solid color.
- Sweatshirts: Navy blue crew neck with school logo. **(Can order through Caribe Ink and Thread or Lands' End)**
- Half-zip pullovers: Navy blue micro fleece half- zip pullovers with school logo for indoor wear. **(Can be ordered only through Lands' End).**
- Gym Attire: Gym shorts in navy blue with school logo and t-shirt in burgundy color only with school logo. **Must be ordered through Caribe Ink & Thread and are required for 7th-10<sup>th</sup> grade.** Optional: Long navy blue gym pants with school logo ordered through Lands' End)
- Accessories: Watches only (set not to beep) (See general policy).
- Jackets: Jackets are to be hung in the hallway or designated area. 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.

## School Dress Code for Girls

|                     |   |
|---------------------|---|
| Shirts:             | <b>(Required)</b> Burgundy, short sleeve or long sleeve polo with <u>school logo</u> . <b>(Can be ordered through Caribe Ink &amp; Thread or Lands' End.</b>  |
| Undershirts:        | (Optional) To be worn under school polo shirt. Must be <u>short sleeved</u> in matching plain burgundy, navy blue or white with no logos or pictures.   |
| Pants:              | <b>(Required)</b> Dark navy blue twill, <u>plain</u> , school uniform pants (belted). May be purchased anywhere, but must meet our school requirements.   |
| Shorts/Capri's:     | Navy blue twill capris or knee length walking shorts, <u>plain</u> , belted if looped.  |
| Skirts/Jumpers:     | Hunter/Classic Navy Plaid also called Belair Plaid, or navy blue, multi or 2 box pleat. Navy blue bike shorts or black or navy blue leggings 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. <b>(Can be ordered through Lands' End)</b> |
| Skorts:             | Navy blue twill, plain, knee length. Belted if looped.  |
| Belts:              | Black <u>plain dress belts</u> .  |
| Shoes:              | White-and/or black, in dress, casual or tennis with no extra colors. Gym shoes are required for gym class in all grade levels. No color restrictions, but must be removed after gym class. <b>(No pictures, blinking lights or rollers)</b>   |
| Shoelaces:          | White or black, and tied at all times.  |
| Socks/Tights:       | White, black or navy blue (solid color) (tights/nylons must be toe length).   |
| Sweatshirts:        | Navy blue crewneck with school logo. <b>(Can be ordered through Caribe Ink &amp; thread or Lands' End)</b>  |
| Half-zip pullovers: | Navy blue micro fleece half-zip pullovers with school logo for indoor wear. <b>(Can be ordered only through Lands' End)</b>   |
| Gym Attire:         | Gym shorts in navy blue with school logo and t-shirt in burgundy color only with school logo. <b>(Both must be ordered through Caribe Ink &amp; Thread-See ordering information). (Required for 7<sup>th</sup>-10<sup>th</sup> grade.)</b> Optional: Long navy-blue gym pants.  |
| Make-up:            | No colored nail polish or artificial nails. No make-up, with the exception of grades 7-10 who may wear foundation & mascara, but it <b><u>must look natural</u></b> & blend with skin & hair color. <b><u>NO EYELINER</u></b> with the mascara.   |
| Accessories:        | Watches only (set not to beep). <b>See general policy.</b>  |
| Jackets:            | Jackets are to be hung in the hallway or designated area. 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.   |

# Basic School Uniform Items



All belts must be plain, dress type in black only. Kindergarten students are not required to wear a belt.

Required: burgundy school uniform shirt with logo in short or long sleeve. These items must be ordered through Caribe Ink and Thread or Lands' End.



Required: dark navy blue micro fleece half zip pullover with school logo from Lands' End or a dark navy blue crew sweatshirt with school logo from Caribe Ink & Thread or Lands' End.

Required: dark navy blue school uniform pants (belted). (Pants must be full cut, no tapered leg, tight fitting, skinny jean style pants or cargo pants.



Socks are to be plain white, black or navy blue.



Required: White, and /or black shoes and shoelaces, in dress, casual or tennis. No extra colors of any kind.

# Required Gym Uniform for 7th-10th grade



**Required:** gym shirt for PE. Must wear for PE class. Wearing it is part of their grade. Must be ordered through Caribe Ink & Thread.



**Optional:** long gym pants with school logo. Must purchase through Lands' End, then have logo put on by Caribe Ink and Thread.



**Required:** gym shorts for PE. Must wear for PE class. Wearing it is part of their grade. Must be ordered through Caribe Ink & Thread.



**Required:** Tennis shoes of any color may be worn for PE.

# Uniform Ordering Information

## Lands' End

ALL ACCEPTABLE SCHOOL UNIFORM ITEMS ARE ON OUR LANDS END WEBSITE

To access that website go to:

1. Landsend.com
2. Click on “Uniforms”
3. Click on “Find my school”
4. Click on “Find my school using my preferred school number”
5. Enter: Preferred School Number: 900142787
6. Below number click “find my school”
7. Enter name (optional)
  - Grade (must)
  - Gender (must)
8. Click on either “Save School” or “I prefer not to save this information beyond todays visit.”  
Click: Shop Now
9. You are in our school uniform website. Sign in to create an account. Click: view dress code guidelines. Go back to school uniform website. Scroll down to view and purchase school uniform items.
10. At bottom of school uniform website, if you want to receive store offers, enter your e-mail address

Or call Lands' End at:  
**1-800-963-4816**

### Items that can be purchased:

**School Polo Shirts:** Burgundy short or long sleeve with school logo  
(Required)—K-10th grade

**School Uniform Pants:** Navy blue (Required) - K-10th grade

**School Sweaters:** Navy blue micro fleece half-zip pullover with logo or  
navy blue sweatshirt with logo (Required) - K-10th grade

**Long navy athletic pants for gym:** (Optional) - 7th-10th grade only

**Various jumpers and skirts:** (Optional) - K-10th grade

All pants must be full cut, no tapered leg, tight fitting, skinny jean style pants, or cargo pants.

Acceptable pants are on our Land's End school site.

And

## Caribe Ink and Thread

**TO PLACE ORDERS CALL JAVIER ARCE AT 414-975-5084**

5121 W. Rogers Street , West Milwaukee, WI 53219

### Items that can be purchased:

**School Polo Shirts:** Burgundy short sleeve with school logo  
(Required)—K-10th grade

**\*\*\*Gym t-shirt and shorts:** with logo (Required)—7th-10th grade only

**School Sweatshirts:** Navy blue with school logo (Required)—K-10th grade

# SCHOOL HOURS

**School Start and Dismissal for North & South Campus:** School begins at 8:15 a.m. and students are dismissed at 3:30 p.m., Monday through Thursday. Friday dismissal is at 2:35 p.m.

**School Start and Dismissal for Waukesha:** School begins at 8:00 a.m. and students are dismissed at 3:15 p.m., Monday through Thursday. Friday dismissal is at 2:15 p.m.

**Arrival and Departure:** North and South Campus: Students are to arrive between 7:30 & 8:10 a.m. every day and depart 3:30-3:45 p.m. Monday-Thursday and depart 2:35-2:50p.m. on Friday.

Waukesha Campus: Students are to arrive between 7:30 and 8:00 a.m. every day and depart 3:15 p.m. - 3:30 p.m. Monday through Thursday and depart 2:15-2:30 p.m. Friday.

Parents are to make arrangements for their child(ren) to arrive and depart on a consistent, reliable basis within the above time frame. 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. When picking up your child/ren during school hours, you must sign them out at the office.

All visitors must sign in at the office upon entering the building.

# SCHOOL COLORS

The official school colors are – Maroon, 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 |

If there is a two-hour delay for school to start, school will start at 10:30 am. 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 has a vegetarian breakfast and lunch program at our North and South Campuses. The costs for breakfast and hot lunch are:

Students: Free Breakfast and Lunch for all students.

Adults: Breakfast \$2.13 per meal  
Hot lunch \$3.53 per meal

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, their licensed physician must fill out a “Children with disabilities and special dietary restrictions” form for our school meals program, so that our kitchen staff is aware of your child’s dietary needs or restrictions.**

\*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, on field trips, or on school buses. **Caffeine drinks are not permitted.**

Lunch drinks should be confined to healthy—not sugar laden—drinks that are individually packaged for a home-packed lunch brought to the school by the student to eat and drink only at lunchtime. (Clear Sparkling Water is permissible.)

### **The School Family:**

At Milwaukee SDA School we strive to work together as a family. Your students are with us for 7 hours a day. We are their second family. Just as there are jobs around the home, we ask our students to help out around the school. About one week a month a student will rotate through various cafeteria jobs. It might be wiping tables after lunch, sweeping the floor, or rinsing lunch trays. Please help us strengthen our school family with your support.

### **USDA Nondiscrimination Statement**

Last Modified: 10/23/2014

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint, please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotope, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

## **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.

## RULES FOR THE STUDENT

\*\*Rules and school policies apply to **all school functions, busing and services.**

\*\*School field trips are part of the curriculum. Students are expected to attend.

\*\*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. \*Attendance at Music Fest, Education Fair, and school programs such as the Christmas program are required school curriculum.

## 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

Everyone 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, pictures, 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 Ipods (MP3 Players), radios, 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 confiscated. 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. Students are strongly encouraged to not use their cell phone on the bus. Inappropriate use of the cell phone will result in losing privilege of being able to bring their cell phone to school. Cell phones are not permitted on field trips. Pictures are to be taken using the school camera only.**  
\*\*\*The school is not responsible for loss or damage to any electronic equipment including cell phones brought to school.
23. Students are to be quiet when in the hallways and restrooms.

If a student chooses 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**

All students have the right to work and learn in an atmosphere of mutual respect and courtesy where teachers have the most opportunity to help them be successful. Therefore, students have the responsibility to help themselves, their fellow students and their 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. 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.
12. Not cheating
13. Not stealing
14. Keeping track of their assignment notebook to be used when needed as a hall pass. Must be signed by the teacher

If a student chooses to not fulfill their responsibility, and do not live up to the high expectations that the Milwaukee Seventh-day Adventist School has set for all 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. Auditorium Conduct:** All students have the right to enjoy presentations and performances held in our school auditorium without annoyance and interruptions as part of their work and educational experience. Therefore, students are 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 a student chooses not to act responsibly in the auditorium, they will have to leave and be disciplined

according to the consequences selected by the teacher to change their behavior.

**D. Cafeteria Conduct:** All students have the right to eat my lunch in a relaxed and comfortable atmosphere. Therefore, it is their 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 38)
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.

If a student chooses not to fulfill their responsibilities, they are likely to receive a disciplinary consequence that will be designed to correct their behavior before they will be allowed to eat with their friends again.

#### **E. 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 a student's responsibility therefore to:

1. Remain in their seat at all times.
2. Keep hands, arms, and head inside the windows and to themselves.
3. Keep noise to a minimum.
4. Obey the driver and be on time for their pick up. The driver will wait for me **no more than one minute** if they are 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 33.

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

**Disciplinary Actions:** A student's disruptive behavior can cause an accident and they can lose their 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.

## **F. Displaying Affection**

Displaying of physical affection, such as hugging, kissing, holding hands, or inappropriate touching at school does not enhance the educational process. I will cooperate voluntarily with this policy.

## **G. 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**

## **H. Electronic Equipment**

I shall not have in my possession any 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 unless required, needed or requested by the teacher for a special project in a class, and 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.**

## **I. Soda, Drinks and Food**

1. Students cannot bring individual cans of soda, bottles of Gatorade, caffeinated drinks-teas, etc., or similar drinks to school for consumption at any time during the school day, unless specifically for a classroom party and approved by the teacher of said class.
2. Lunch drinks should be confined to healthy—not sugar laden—drinks that are individually packaged for a home-packed lunch brought to the school by the student to eat and drink only at lunchtime. (Clear Sparkling Water is permissible.)
3. Student shall not bring candy, snacks or other food items to pass out to and share with their friends and classmates during class time, in the hallways, outside, or other places on campus. Food is not to be eaten other than in the cafeteria and at breakfast or lunch times unless it is an organized classroom party approved by the classroom/homeroom teacher or teachers. Any foods brought and consumed in class, throughout the buildings, in the hallways or elsewhere on campus will be confiscated.
4. Parents, do not supply your students with snacks, soda or other drinks and food to take with them on school field trips unless a letter of approval is received from the classroom or supervising teacher/teachers.
5. Food or drinks of any kind may not be consumed on the buses while riding to and from the student's home and the school.
6. Because we encourage the drinking of water, water may be consumed throughout the day in classrooms, buildings, hallways, and other locations on campus. However, these stipulations must be followed:
  - a. Water can/must be in a “store purchased” clear water bottle, specifically designed for drinking water. ..
  - b. No empty soda cans, bottles, (colored or clear) will be allowed.
  - c. No flavored and colored drinks such as Kool-Aid, Gatorade.

## **J. 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 expulsion from school.

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.

### **K. 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. In-School 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 in-school suspension 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 an in-school suspension or expelled are not permitted to attend and/or participate in co-curricular activities during the period of suspension, including any day on which a 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 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. 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 five 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. IN-SCHOOL SUSPENSION**

Students will report to the office or assigned room with a complete set of assignments from all teachers to serve in-school suspension 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 suspension 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.

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## 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 mental health professional approves of their returning to school.

## Computer Internet Acceptable Use Policy

The schools of the Seventh-day Adventist education system are pleased to offer their students access to a computer network for electronic mail and the Internet. To gain access to E-mail and the Internet, the legal parent or guardian and student sign and return this form to the school.

The Internet is a powerful resource for expanding the educational experience of each student. Access to E-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with internet users throughout the world, only if used for educational purposes only. Unfortunately, it is true that some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate or offensive. We believe, however, that the benefits to students in the form of information resources and opportunities for collaboration exceed any disadvantages and, therefore, support the school's choosing to make the Internet available to our students. The school provides for the safety of the students by restricting access to questionable sites and blocking certain keyword searches. But because ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources, we respect each family's right to decide whether or not to apply for access.

**School computers are for educational purposes only.** Since the network is provided for students to conduct research and communicate with others, access is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege – not a right. Access entails responsibility. School staff may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

Students will adhere to Christian principles and will:

- Be responsible and courteous in all communications
- Be responsible with all computer hardware and software
- Keep their passwords to themselves
- Respect the confidentiality of folders, work, and files of others
- Learn about and observe copyright laws
- Comply with the Wisconsin Acceptable Use Policy
- Students will not attempt to access or alter unauthorized areas of a computer system
- Not reveal any images or information about the school, its students, or our staff without permission
- Students will use it only for education purposes only
- Students will not look or participate in anything that is illegal, dangerous, offensive or opposed to the Adventist values of this school.
- If the student accidentally comes across something that is illegal, dangerous or offensive, they will clear any offensive pictures or information from their screen and immediately, quietly, inform their teacher.
- Students will not use the Internet to annoy or offend anyone else.

If the school decides that a student has broken these rules, appropriate action will be taken. Any activity not in compliance with these rules may result in a loss of access as well as other disciplinary or legal action.

## **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.

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.