



# LUMIN Schools

## St. Martini Lutheran

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## FAMILY HANDBOOK

### 2018 - 2019 SCHOOL YEAR

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*Six Schools, One CommUNITY in Christ*

Ascension Lutheran Christian School | Granville Lutheran School | Northwest Lutheran School  
Pilgrim Lutheran School | Renaissance Lutheran School | St. Martini Lutheran School

Operated by



**LUMIN Schools**  
LUTHERAN URBAN MISSION INITIATIVE, INC.

[luminschools.org](http://luminschools.org)

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## The LUMIN Difference

### **LUMIN Schools have a distinct and vital mission:**

*Our purpose is to provide safe, Christian schools focused on educational success, leadership development and spiritual growth*

#### **GRANVILLE LUTHERAN SCHOOL**

8242 N Granville Rd, Milwaukee, WI 53224

Telephone: (414) 354-6601

[www.cuslight.org](http://www.cuslight.org)

#### **PILGRIM LUTHERAN SCHOOL**

6717 W Center St, Wauwatosa, WI 53210

Telephone: (414) 259-0190

[www.cuspilgrim.org](http://www.cuspilgrim.org)

#### **NORTHWEST LUTHERAN SCHOOL**

4119 N 81st St, Milwaukee, WI 53222

Telephone: (414) 463-4040

[www.northwestlutheran.org](http://www.northwestlutheran.org)

#### **RENAISSANCE SCHOOL**

6150 Taylor Ave, Racine, WI 53403

Telephone: (262) 554-6768

[www.renaissanceschools.org](http://www.renaissanceschools.org)

#### **ST. MARTINI LUTHERAN SCHOOL**

1520 S Cesar E. Chavez Dr, Milwaukee, WI 53204

Telephone: (414) 383-7058

[www.stmartini.org](http://www.stmartini.org)

#### **ASCENSION LUTHERAN CHRISTIAN SCHOOL**

1150 W 49th Ave, Gary, IN 46408

Telephone: (219) 887-5031

[www.ascensionlutheranschool.org](http://www.ascensionlutheranschool.org)

## Organization, Administration and Accreditation

### ORGANIZATION

The Lutheran Church-Missouri Synod (LCMS) was founded in the 19<sup>th</sup> century, is headquartered in St. Louis, MO, and currently consists of 35 districts throughout the United States. LUMIN schools are part of LCMS' school ministry that provides Lutheran Christian education through a system of early childhood centers, preschools, elementary schools, high schools and universities. LUMIN Schools are located in the South Wisconsin District, which includes more than 100 schools.

### ADMINISTRATION

LUMIN Schools are operated by Lutheran Urban Mission Initiative, Inc. (LUMIN) in partnership with Concordia University Wisconsin, the Lutheran High School Association of Greater Milwaukee and churches of the South Wisconsin District of LCMS. LUMIN is a 501C (3) nonprofit corporation and a Recognized Service Organization of LCMS. LUMIN is governed by its board of directors. The partner organizations contribute expertise, guidance, and encouragement to the operation of the schools.

### ACCREDITATION

LUMIN Schools are accredited through Wisconsin Religious and Independent Schools (WRISA) and/or National Lutheran Schools Accreditation (NLSA)/AdvancED in accordance with requirements established for schools participating in the Milwaukee Parental Choice Program.

## Enrollment Policies and Procedures

LUMIN Schools participate in the Milwaukee Parental Choice Program (MPCP) and comply with all related requirements regarding student eligibility.

Students will not be enrolled in the school until the appropriate application and other required documents are submitted for review and approval. A complete list of required documents is available in the school office.

All children entering LUMIN Schools shall be the appropriate age for grade level. **All students must have reached the appropriate age by September 1<sup>st</sup>** for the grade level they are entering. All children must be completely toilet trained and able to use the bathroom facilities independently.

After the new students have been accepted, they may be assessed to determine grade level placement. Grade level placement is at the sole discretion of the school and will be determined prayerfully following review of all relevant information.

### REGISTRATION PROCESS

**New Parents/Guardians** – Parents/guardians must complete an application and all related forms for each child. If more students apply than can be accommodated in each grade, the selection process will be

determined by a random selection. Parents/guardians will be notified within 60 days as to whether or not their child was selected.

**Current Parents/Guardians** – Each year parents/guardians must complete an application form and update all other forms with current personal information for each child accepted into a LUMIN School, even if previously enrolled. Seats cannot be held for current students. **YOU MUST RE-ENROLL.** If your information changes during the school year, please contact the school promptly to keep our records current.

### **ACCEPTANCE LETTERS**

School Notification of Acceptance or Non-Acceptance to Applicants:

MPCP and RPCP schools must notify applicants of acceptance or non-acceptance. Under state law, for the WPCP only, the DPI will notify applicants of their acceptance or waiting list status. WPCP schools notify applicants determined ineligible.

MPCP and RPCP schools must notify the parent of each applicant of their acceptance or non-acceptance via mail or email within 60 days of the end of the application period during which an application is received.

WPCP schools with applications that have been determined ineligible through the application verification process must notify the parent of each WPCP applicant via mail or email that their application is ineligible and will not be included in the random drawing after April 21 but no later than June 1. The DPI will notify parents of accepted WPCP students via email. The DPI also notifies parents of WPCP students on the WPCP waiting list via email. WPCP schools do not also send a notice to the parents of these students.

To retain your child's seat please confirm acceptance within 30 days of the date of your child's/children's acceptance letter.

Please contact your child's school administrative assistant with phone call or email. Applicants who do not confirm placement with 30 day may be removed from the roster.

### **RANDOM SELECTION**

If more MPCP, RPCP, or WPCP applications are received than MPCP, RPCP or WPCP seats available at the school, a random draw must be held. Additionally for WPCP students, if there are more applications received than allowed per the school district pupil membership limit, students that reside in the affected districts will be included in the draw. The random draw determines which students will be offered a seat and which will be placed on a waiting list.

MPCP and RPCP: After the close of the open application period, if the number of eligible MPCP or RPCP student applications for any grade level exceeds the number of MPCP or RPCP seats available at that grade level, the school will hold a random selection according to the random selection agreement and determine which applications are accepted and the waiting list order. The random drawing for MPCP and RPCP schools, if required, must be held prior to the next application period, within 60 days after the end of the application period, or prior to the next count date, whichever occurs first.

WPCP: Under state law, the DPI will conduct the random selection for WPCP schools as follows:

- ❖ If a school has fewer applications than seats available and is not affected by the school district pupil membership limit, the DPI will approve all applicants verified as eligible by the school to attend the school.
- ❖ If more students apply than available WPCP seats at the school and/or the school received applications from students affected by the school district pupil membership limit, the DPI will randomly fill the available seats giving preference per the “Random Selection Agreement” available at School Application Processing.
- ❖ If there are students that will not receive a voucher due to the school district pupil membership limit or school’s available WPCP seats, the students will be placed on the WPCP waiting list.

### WAIT LIST

If a student is placed on the waiting list, a notice of "Wait List" must be sent to the parent and indicate the student’s place on the waiting list.

We will do everything we can to secure a seat for your child,. However for right now, your child has been placed on our waitlist. Again, we want your child to be a part of our school and we will keep you informed if any seats become available.”

Applicants that are on the waitlist will be called when a seat becomes available.

When you receive your phone call from the school, please call the school office and leave a message by midnight or before. Applicants who do not confirm placement within the allotted time frame will be removed from the roster."

## Appeals Process

**Under 119.23(6m)(a)(4) all schools in the Milwaukee Parental Choice Program (MPCP) must provide to every MPCP applicant “A copy of the appeals process used if the private school rejects the applicant.” The following is the School’s policy adopted by our school board on February 1, 2010 to satisfy the requirements of 119.23(6m)(a)(4):**

**Under 119.23(2)(a) Any pupil in grades kindergarten to 12 who resides within the city may attend any private school if all of the following apply:**

- 1.a. The pupil is a member of a family that has a total family income that does not exceed an amount equal to 3.0 times the poverty level determined in accordance with criteria established by the director of the federal office of management and budget. In this subdivision and sub. (3m), family income includes income of the pupil’s parents or legal guardians. The family income of the pupil shall be verified as provided in subd. 1.b. A pupil attending a private school under this section whose family income increases, including a pupil who attended a private school under this section in the 2010-11 school year and whose family income has increased, may continue to attend a private school under this section.

**119.23(3)(a) states that a school must, “Within 60 days after receiving the application...notify the applicant, in writing, whether the application has been accepted. If the private school rejects an**

application, the notice shall include the reason.” A school may only reject an applicant for not meeting income and residency requirements, or for losing a random selection lottery.

Under the School’s appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection to provide written evidence to the school board that the applicant was improperly rejected. The evidence must include income and residency documentation from the original open enrollment period. The school president, principal or executive director shall respond to the applicant’s appeal within five working days of receipt of the appeal notifying him or her of the acceptance or rejection of the appeal.

## Tuition Policies and Procedures

Please contact the school office for information about tuition, fee schedules, payment plans and forms.

### TUITION ASSISTANCE

LUMIN Schools participate in the Milwaukee Parental Choice Program (MPCP). This program allows students from low-income families who reside in the city of Milwaukee to attend any participating private MPCP school **at no charge**, if certain eligibility criteria are met.

The financial assistance offered by MPCP only covers tuition costs of LUMIN Schools. Any other fees for activities associated with school programs (such as lunch fees, class field trips, busses, etc.) are the parent’s responsibility.

## Academic Standards

We measure student growth against the standard set by the state of Wisconsin for each particular grade level. If a student is two years or more below grade level in reading, writing or math, promotion to the next grade will be at the discretion of the principal.

### PROMOTION STANDARDS

LUMIN Schools have rigorous standards for promotion. We want to ensure all students are ready to move to the next grade level. Promotion decisions are based on student’s readiness as noted on the report cards, test scores, attendance and developmental readiness. Students are promoted from one grade to the next based on their mastery of grade level curricula and standards, and their social readiness. Students in second grade through eighth grade must have a 70% grade point average or higher (cumulative GPA made up of an average of all three trimester final grades which will include all subject areas including specials like Physical Education, Music, Art, etc.) and a passing grade (60%) in the core subjects of Literature, Grammar, History, Science, and Math in order to advance to the next grade level. K4, K5, and first grade will be in close communications with the teacher about progress, important skill levels and maturity in order to advance to the next grade level.

## **STANDARDIZED TESTING**

Decisions to promote or retain students will also be based on their performance on the standardized test used at each grade level. Minimal performance in any core area is a reason for retention; students will only be moved on to the next grade at the principal's discretion.

## **ATTENDANCE**

Students missing ten or more days of a school year or those who consistently arrive late to school may be retained. It is crucial that students be in school on time consistently to obtain the necessary skills to move to the next grade level. Summer school may be required for students with frequent absences and tardies.

## **DEVELOPMENTAL READINESS**

Some students are not ready for the curricula or challenges faced socially in the next grade level. This will be determined by their organizational skills, social skills and emotional readiness in the current grade level. The teacher and principal will promote students based on observations in these areas throughout the year.

## **RETENTION**

In the event that a teacher believes that a student might benefit from being retained, he or she will follow these steps:

1. As soon as possible, but no later than the beginning of the second trimester, parents will be notified of specific concerns as to their child's current academic level of performance, and the chances of success in the next grade. At this time summer school may be required.
2. A meeting will be set up between the parents and the teacher to develop an intervention plan that addresses specific academic issues or other areas of concern.
3. A follow up meeting will take place at the beginning of the third trimester to review progress and determine the next steps. This meeting will involve the parents/guardians, the classroom teacher and the principal.
4. If, at the second meeting, significant progress has not been attained, it will be recommended that the student repeat the present grade.
  - a. If the parent agrees to the retention, the teacher and the parent will fill out the appropriate forms so there is documentation. A plan may also be worked out for the remainder of the current school year.
  - b. If the parent refuses the retention, the teacher, along with the principal will recommend the following options:
    - i. The student must attend a pre-approved summer school that is designed to help students in danger of retention or receive the appropriate tutoring; a written record must be given to the school to verify attendance and successful completion of the program. Upon receipt, the student will be permitted to advance to the next grade.
    - ii. The student will lose his or her seat at the school.

Homework



Homework serves to teach good study habits, reinforce skills taught in the classroom, teaches responsibility and prepares students for upcoming lessons.

Homework is assigned on a daily basis as follows:

K4	15-20 minutes
K5-1st grade	15-30 minutes
2 <sup>nd</sup> – 3 <sup>rd</sup> grade	30-45 minutes
4 <sup>th</sup> – 5 <sup>th</sup> grade	45-50 minutes
6 <sup>th</sup> – 8 <sup>th</sup> grade	50-60 minutes

In addition to assigned homework, students should read and review math facts every day.

Parents/guardians are key to making homework a positive experience. We encourage parents/guardians to provide a quiet place for study, designated homework time and necessary supplies, so students learn good study habits and complete their homework with limited interruptions.

An assignment notebook is used to keep track of required homework, help with organization and provide parent communication. Assignment notebooks should be signed each night.

Parent/guardians are always encouraged to contact the teacher if there are questions or concerns about an assignment.

## Reports and Grading Scale

LUMIN Schools use the following ways to communicate the academic and social progress of your child.

- ❖ Report cards are sent home three times a year.
- ❖ Progress reports are sent regularly.

### SUBJECT Grading Scale:

<u>Percentage</u>	<u>Subject Grade (2-8)</u>	<u>Skill Grades (K4-1)</u>	<u>Description:</u>
95-100	A	E	<b>Excellent/4- (E)</b> Exceeding Performance Levels: Student demonstrates an advanced ability toward this skill. Exceeds the required performance level.
93-94	A-	E	
91-92	B+	S	<b>Satisfactory/3- (S)</b> Meeting Performance Level: Student consistently demonstrates an acquired ability toward this skill. Meets the required performance level.
87-90	B	S	
85-86	B-	S	

83-84	C+	N	<b>Needs Improvement/2- (N)</b> Approaching Developmental Level: Student is not yet consistently demonstrating an acquired ability to perform this skill. They are working toward consistency.
79-82	C	N	
77-78	C-	N	
75-76	D+	U	<b>Unsatisfactory/1- (U)</b> Below Developmental Level : Student does not demonstrate an acquired ability toward this skill. Further support or intervention is needed in this area.
72-74	D	U	
70-71	D-	U	
0-69	F	U	

## Communication

We recognize that the parents/guardians are the primary educators of their children. Communication between parents/guardians and teachers is an essential ingredient for success in school. Successes and challenges that a student faces will be communicated. In addition, we expect that our families also communicate with staff members about issues concerning their children. Parents/guardians are strongly encouraged to frequently initiate contact with the teachers, communicate questions or concerns before they turn into major issues, and avoid emotional responses to concerns before discussing the matter with school personnel.

We communicate in a variety of ways:

- ❖ Parent/Teacher conferences. Twice a year, parent/teacher conferences are scheduled and attendance by a parent/guardian is mandatory. Students will not be permitted to return to school until a conference has taken place. These conferences give parents and teachers the opportunity to discuss the progress and areas of growth of the students. The conferences also allow parents/guardians to problem solve with the help of the teachers to determine strategies for maximizing student performance.
- ❖ Report cards are sent home at the end of each school trimester (please see school calendar for these dates).
- ❖ Progress reports
- ❖ Student folders/Student work/Assignment notebooks
- ❖ E-mail
- ❖ On School Insight record keeping program can be accessed at home

Faculty members may be contacted by phone when parents and students have questions or concerns. Return phone calls will be made upon the teacher's availability. Teachers will not speak on the phone when they are teaching a class. Phone calls, notes home, and email messages are all less formal ways of communication that may be utilized daily.

We are confident that most problems can be readily resolved through effective communication.

### **CONFLICT RESOLUTION**

We request you to ask your child's teacher first about any concerns you have about your child or the school. Remember Matthew 18:15-16; *"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses."* If you have concerns, go directly to the person.

If a situation requires further attention please make an appointment to discuss the issue with your school administrators. Grievances that require further attention must be submitted in writing and sent to the LUMIN office. Upon receipt of the grievance an investigation will be opened and a summary of the findings will be communicated to all parties involved within a two week period.

## Student Code of Conduct

Each LUMIN school is committed to providing a safe and orderly environment in which students can improve their academic achievement and social behavior. This is because we believe that the learning environment is sacred, and we will do whatever it takes to make sure that every child is safe (physically, emotionally, mentally and intellectually), and make sure that every child has the chance to learn without needless interruptions.

We have very high expectations for student behavior, and we "sweat the small stuff" to create and preserve a focused learning environment. In fact, our teachers will consistently teach, expect and enforce the following code of conduct.

Therefore, as a student in a LUMIN school, students are expected to commit to the following.

#### Halls

- I will remain silent.
- I will walk and not run.
- I will enter each room silently.
- I will keep our halls clean.

#### Recess

- I will use the equipment in the correct way.

- I will be considerate of others and their safety.
- I will play in designated areas only.
- I will keep all areas free of litter.

#### Classrooms

- I will be respectful and cooperative with my teachers and classmates.
- I will not visit or interrupt during class time.
- I will respect all school property.
- I understand that each class may have additional rules and that I will follow them.

#### Lunchroom

- I will remain silent unless I am given permission to speak.
- I will not throw food or trash.
- I will remain seated until dismissed.
- I will clean up my area when finished eating.

#### Academic Behavior

- I will finish all of my homework neatly and on time.
- I will return signed tests, assignments, and progress reports according to the teacher's directions.
- I will only have necessary materials at school, and only have out necessary materials for class.
- I will not bring electronic devices to school.
- I will follow the school cell phone procedure.

#### General Behavior

- I will be respectful in church, during assemblies and all school functions.
- I will not take things that do not belong to me.
- I will follow the directions of those in authority.
- I will not abuse the privileges of the bathroom.
- I will respect my body.

#### Attendance

- I will come to school every day on time.
- If I have to be absent or tardy, I will ensure my parents call the office by 7:45 a.m.
- I understand that excessive absences will result in further consequences as outlined in the attendance policy.

Our teachers use a large array of strategies to promote positive behavior and to correct problem behavior. Our faculty uses positive reinforcement whenever possible. The faculty also does their best to "catch students doing the right thing." We recognize and celebrate student successes at every opportunity.

We also use consequences and a problem-solving approach to fix behavior problems. Students may lose privileges (social time, trips, etc.) when they violate the rules.

Our dean of students is the point person on discipline issues. The dean works closely with teachers, families and students to help them learn and grow.

## Harassment and Bullying Policy

The school is committed to being a safe and caring place for all students. We will treat others with respect and will refuse to tolerate bullying in any form. Bullying is anti social behavior and affects everyone; it is unacceptable and will not be tolerated.

### **The school defines bullying as the following:**

Bullying is unfair and one-sided. It happens when someone **keeps** hurting, frightening, threatening, or leaving someone out on purpose.

### **Four main types of bullying/harassment:**

**1. Physical** – Harmful actions against a person’s body. Some examples are hitting, pinching, kicking, spitting, tripping, pushing, or touching inappropriately. It also involves interfering with another person’s property and stealing. Any type of intentional touching of intimate body parts of a person is considered harassment.

**2. Verbal** – Speaking to a person or about a person in a way that is unkind and hurtful, teasing, “tisking,” name calling, insulting, threatening, spreading rumors, or making racist or familial remarks including jokes and slurs.

**3. Nonverbal** – Behaviors that upset, exclude or embarrass another person such as leaving someone out of a game or activity on purpose, making rude gestures such as staring down a person, writing unkind things about someone, rolling eyes, using technology to spread rumors, touching or showing someone private parts, etc.

**4. Intimidation** – Behavior or repeated acts which cause fear or physical or psychological discomfort, including, but not limited to, physical acts, non-verbal threats, gestures or verbal threats. Any behavior that is seen as tormenting is considered intimidation.

**Victim’s Rights** - Victims have the right to not be harassed and their reporting will be strongly considered in applying consequences to offenders.

### **Reporting Requirements**

Bullying/Harassment of any type must be reported immediately.

- ❖ Teachers have legal reporting requirements and must abide by those.
- ❖ Students **MUST** immediately report incidents to the adult who is present or nearest to the scene.

**The following steps will be taken as appropriate when dealing with incidents that involve bullying to any degree:**

1. A clear account of the incident will be recorded and given to the principal.
2. An administrator/dean of students will interview all individuals concerned and record incident.
3. Parents/Guardians will be informed through a phone call and letter.

4. Punitive measures will be used as appropriate and in consultation with teachers and parents/guardians but not limited to:

- ❖ Official warning
- ❖ Detention out of classroom
- ❖ Exclusion from certain activities, i.e. recess
- ❖ Short-term in-school suspension
- ❖ Expulsion

All adults in the school, including administrators, custodians, teachers, office personnel, aides, and food service staff recognize their role in the prevention of bullying.

### **STOPit MOBILE APP**

Starting this year, LUMIN Schools will be utilizing a mobile app called STOPit. This app is an anonymous way for students to safely report incidents such as bullying, cyberbullying, violence, hazing, sexual harassment or any other inappropriate behavior. The STOPit app is 100% anonymous. Students can download the app onto their phones, access STOPit from the school's website or call into the phone hotline. When students report incidents administrators can be proactive, avoid certain issues before they escalate and allow for quick attention to specific concerns that are shared.

## **Prohibited Behavior**

Our goal is clear: *“Developing Christian Learners and Leaders in the Urban Community”*

Learning and leadership involve having students be proactive in demonstrating positive behaviors based upon God's love for us through Jesus Christ. Simply put, because God loved us enough to send his Son to die for us, we reflect the love of Jesus in our daily lives as we reflect God's love in our interactions with others. All this we do as a “thank you” to our Heavenly Father in appreciation for what He has done for us.

LUMIN schools are committed to providing a safe and orderly environment in which students can improve their academic achievement. Students, parents and family members whose behavior does not meet the school community's clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others. We cannot overemphasize the importance of providing a strong discipline policy that every student and family knows and understands. Students and families have the right to attend a safe and orderly school. Therefore, for every infraction, there will be a consequence. This is the basis for the Student Code of Conduct.

While we try hard to work with the students in a positive manner, it is important to be clear on behaviors that are simply not allowed in LUMIN schools. Please go through this list with your child and discuss it with them. Please understand that the school reserves the right to amend, supplement, or rescind provisions of this Code of Conduct at any time as it deems appropriate, in its sole and absolute discretion, consistent with applicable law and regulations.

LUMIN School administrators have final discretion on classroom and school management consequences.

## PROHIBITED STUDENT AND FAMILY CONDUCT

Students may be subject to disciplinary action, up to and including suspension and /or expulsion from school for any of the following. Students may also be subject to said disciplinary action if parents and/or other family members engage in any of the following:

1. **Engaging in Insubordinate and/or Disorderly Conduct.** Examples of insubordinate and/or disorderly conduct include, but are not limited to:
  - 1.1 **Violating the Uniform Code:** Parents/guardians may be required to pick up children who are not properly dressed for school, bring the missing uniform code items to the school, or authorize the student to return home to retrieve the necessary items as students may not be permitted to attend class. Violations of the uniform code may also result in additional disciplinary consequences.
  - 1.2 **Arriving to class unprepared:** When class begins, students must be prepared and have all necessary materials (books, paper, pencil, binder, notebook, etc.)
  - 1.3 **Failing to complete homework:** Completing homework is essential to the success of individual students and the classroom community. Students are expected to complete all assignments on time.
  - 1.4 **Arriving late to school or class:** Student tardiness disrupts class, inconveniences others, and often results in academic difficulties. Students may not be late to school or class. Students will be marked as partial attendance.
  - 1.5 **Cutting school, class, detention, other disciplinary consequences, mandatory student assistance programs, or mandatory school events:** Students are required to attend all academic and enrichment classes, detentions, other disciplinary consequences that have been established, mandatory student assistance programs and mandatory school events. Students are not permitted to have unexcused absences or to leave the school building without permission.
  - 1.6 **Misbehaving on school-provided transportation:** Students may not misbehave while walking to or from, waiting for, or riding on school-provided transportation, including school buses or vans transporting students to or from school, where applicable, or on field trips. Students are subject to temporary or permanent denial of school-provided transportation (in which case parents/guardians are responsible for travel to or from school where applicable, and on field trips) in addition to other consequences. Misbehavior includes, but is not limited to, using inappropriate language, making excessive noise, touching other students inappropriately, being disrespectful of others, or failing to follow the driver's instructions.
  - 1.7 **Misbehaving inside or outside of class:** Misbehavior inside or outside of class (at school and/or on school grounds; participating in school-sponsored activities, walking to or from school or a school-sponsored even; walking to or from, waiting for, or riding on school-provided transportation) is not permitted. Students may not engage in any willful acts that disrupt the normal operation of the school community.
  - 1.8 **Disrupting class and preventing teaching:** The school can fulfill its mission only if classrooms are safe and teaching is uninterrupted. Students may not interfere with or disrupt class or the educational process in any way.

- 1.9 Being disrespectful toward a staff member or his/her designee:** The school cannot function properly if students are permitted to be disrespectful toward adults. For that reason, students may not be disrespectful toward a staff member or any other adult associated with the school.
- 1.10 Lying to a staff member or his/her designee:** Honesty is an essential element of personal character and is needed to build a community based on trust and respect. Students are not permitted to lie or attempt to conceal the truth.
- 1.11 Failing to comply with the lawful directions of a staff member or his/her designee(s):** Failing to comply with the lawful directives of teachers, school administrators, other school employees, or their designee(s) is unacceptable.
- 1.12 Being disrespectful toward a student:** If students do not feel physically and emotionally safe in school, teaching and learning are made more difficult. Therefore, students may not be disrespectful toward other students.
- 1.13 Abusive or profane language or treatment:** Students may not use abusive, threatening, lewd, vulgar, coarse, or degrading language or gestures (including racial epithets or sexist remarks.)
- 1.14 Selling, using, or possessing obscene material:** Students may not sell, use, or possess obscene material.
- 1.15 Failing to submit a required signature:** Students are required to secure the signature of a parent/guardian on various assignments, tests or school forms when requested.
- 1.16 Forgery:** Students may not forge a signature.
- 1.17 Running in the hallways:** Running in the school's hallways is dangerous and is prohibited.
- 1.18 Making unreasonable noise:** Students are not permitted to make unreasonable noise at school.
- 1.19 Gum, food and beverages:** Students may not chew gum at school. Students may not eat or drink at unauthorized times or places at school.
- 1.20 Obstructing vehicular or pedestrian traffic:** Students are not permitted to obstruct vehicular or pedestrian traffic.
- 1.21 Blocking access to any part of the school building:** Students are not allowed to block access to any room or part of the school building.
- 1.22 Creating a hazardous or offensive condition:** Students may not create a hazardous or offensive condition.
- 1.23 Trespassing:** Students may not trespass onto school or other connected property.
- 1.24 Possession of inappropriate property:** Students may not possess electronic devices without permission, including but not limited to: CD players, iPods, iPads, MP3 players, cell-phones, cameras, laser pointers, electronic equipment, games, printed text or lyrics that are vulgar, profane, or sexually explicit, or any other items inappropriate for school. Such items will be confiscated and may be picked up at the school office by a parent or guardian of the person who had possession of the item. Cell phones must be kept in the school's designated place.
- 1.25 Defamation:** Students may not defame others by making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputations of the person or the identifiable group by demeaning them through any medium.
- 1.26 Cheating, plagiarism, or copying others work or allowing others to copy work:** Cheating or copying the work of others or allowing other students to copy work is unacceptable.
- 1.27 Altering records:** Students may not alter school or school-related records.
- 1.28 Gambling:** Gambling or betting is not tolerated.



**1.29 Failing to comply with school imposed consequences:** Students must comply with school imposed consequences, including but not limited to detention, other disciplinary consequences, and mandatory student assistance programs, suspension from school and/or temporary or permanent denial of school-provided transportation or school activities.

**2. Engaging in Conduct that Endangers the Safety, Morals, Health or Welfare of Self or Others:**

Examples of such conduct include, but are not limited to:

**2.1 Theft, loss, or destruction of personal or school property:** Students may not steal, lose, vandalize, or damage the property of the school, other students, school personnel, or any other person lawfully on school property or attending a school function. In addition to facing other consequences for violation of this rule, students are expected to return property to its rightful owner in its original condition or to reimburse the owner and/ or the school for lost, damaged, or stolen property.

**2.2 Mistreatment of inappropriate use of technology or school property:** Students must treat computers, printers and other technology with care. The school does not tolerate attempts to access the school's files or other inappropriate uses of technology or the internet. Students do not have the right to use school computers to access chat rooms, social media websites, email (except for access to Google Apps for Education) or to access websites or files that contain profanity, sexually explicit language or pictures, excessively violent themes, and/or other material inappropriate for minors. Students are prohibited from using school telephones without expressed permission of a staff member. In the event of an emergency, students may be allowed to use school telephones, but only at the discretion of the school staff. Students may not mistreat other school property.

**2.3 Violating the civil rights of others:** Students may not violate the civil rights of others.

**2.4 Harassment and/or discrimination:** Harassment or intimidation of, or discrimination toward, any members of the school community on the basis of race, color, creed, national origin, age, religion, gender, disability or any other grounds is not permitted. Students may not commit harassment, which includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning.

**2.5 Sexual harassment:** Students may not make unwanted sexual advances toward or commit sexual harassment of any members of the school community.

**2.6 Engaging in sexual activity or inappropriate touching:** A student may not engage in sexual activity of any kind or touch himself/herself or others inappropriately.

**2.7 Indecent exposure:** Students may not expose the private parts of his or her body in a lewd or indecent manner.

**2.8 Hazing:** Students may not commit hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school sponsored activity, organization, club or team.

**2.9 Using or possessing drugs or alcohol:** Students may not use or possess any non-prescribed controlled substance, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substances commonly referred to as "designer drugs", or other intoxicants of any kind. Prescribed and over-the-counter drugs must be delivered to the office

by a parent/guardian in the original bottle labeled with the student's name. Clear directions of when it should be given on a signed and dated document must be on file in the office. Students may not be in possession of prescribed or over-the-counter drugs.

- 2.10 Selling or transferring drugs or alcohol:** Students may not sell, distribute, or possess with intent to sell or distribute a prescribed or non-prescribed controlled substance.
- 2.11 Using or possessing tobacco products:** The use of tobacco is banned. Students may not use or possess cigarettes, cigars, chewing tobacco, or other tobacco products.
- 2.12 Selling or transferring tobacco products:** Students may not sell, distribute, or possess with intent to sell or distribute cigarettes, cigars, chewing tobacco, or other tobacco products.
- 2.13 Inappropriately using, sharing or distributing prescription and over-the-counter drugs:** Students may not inappropriately use, share or distribute prescription or over-the-counter drugs.

**3. Engaging in Violent, Disruptive and/or Threatening Conduct.** Examples of violent, disruptive, and/or threatening conduct include, but are not limited to:

- 3.1 Committing a physical or emotional act of violence on self or others:** Students may not commit assault, including sexual assault, or assault and battery on other students, school personnel or their designee(s), or any other person on school property. Assault is an attempt or threat to physically harm another person; assault does not require physical contact. Battery is any unlawful touching of another person. Students cannot engage in conduct that has the potential of resulting in violence on school property. Students may be disciplined for actions that threaten harm to themselves or others.
- 3.2 Causing bodily harm:** Students may not cause physical injury to other students, school personnel or their designee(s), or any other person on school property.
- 3.3 Fighting or unwanted physical contact:** The school's students may not fight with other students, from the school or any other school. Harassing, pushing, touching or any form of unwanted physical contact is not tolerated.
- 3.4 Play fighting, threatening, bullying and/or intimidating:** Play fighting and/or the use of threats or intimidation threatens the safety of the community. Students may not play fight and/or threaten, bully or intimidate others.
- 3.5 Possessing, displaying, using or threatening to use a firearm:** Student may not possess, display, use or threaten to use a firearm.
- 3.6 Possessing, displaying, using or threatening to use a mock firearm:** Students may not possess, display, use or threaten to use a mock firearm.
- 3.7 Possessing, displaying, using or threatening to use a weapon or dangerous object:** Students are not allowed to bring a weapon of any sort to school, display, use or threaten to use any object in a dangerous or threatening manner, or have a weapon on him/her or his/her property.
- 3.8 Committing arson:** Students may not ignite a fire.
- 3.9 Setting off a false alarm or making a threat:** Students may not intentionally set off a false alarm, call 911, or discharge a fire extinguisher without valid cause or make a destructive threat. Parents/guardians will be responsible for any fees, charges, or damages incurred should a student choose to set off a false alarm, call 911 unnecessarily, discharge a fire extinguisher, or cause damage through any such actions.

## **DISCIPLINARY PENALTIES**

Students who are found to have violated the school's Code of Conduct may be subject to the following penalties, either alone or in combination with one another, as decided by the administrator:

- Oral warning
- Written warning
- Contract
- Written notification to parent/guardian
- Conference with parent(s)/guardian(s)
- Confiscation
- Detention
- Saturday detention
- Exclusion and/or removal from a particular class or event
- Suspension from cafeteria, library, social, athletic, after-school events, extracurricular activities, field trips, or other activities or privileges
- Suspension from transportation
- In-school suspension
- Short term suspension (five days or less) from school
- Long-term suspension (more than five days) from school
- Expulsion from school

In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties may consider, among other things, the student's prior disciplinary record.

## **Suspension and Expulsion Policies**

### **SUSPENSION**

The principal or dean of students reserve the right to suspend a student for a disciplinary infraction and/or consistent or serious disregard of school policies. This also includes the behavior of parents and family members. The principal or dean of students also reserves the right to suspend a student in the event his/her parent(s)/guardian(s) demonstrate a consistent or serious disregard of school policies. The suspension will last until a parental conference can be arranged. Suspension lengths are determined by the principal or dean of students. These range from one day to one week – depending on the severity of an act. Any student who is suspended is prohibited from participation in any school activity on or off campus. The student is prohibited from being on school property until a conference has been held with the parent(s)/guardian(s). In the event of a student suspension that results from parent(s)/guardian(s) demonstrating consistent or serious disregard of school policies, the parent(s)/guardian(s) may also be prohibited from being on school property during the suspension. Suspensions are either in-school or out-of-school depending on the offense. Parent(s)/guardian(s) of tuition students are responsible for tuition during a student suspension.

### **EXPULSION**

Expulsion is the legal termination of a student’s privilege to attend school. Under Wisconsin state law, that student is required to attend another school until he/she reaches eighteen years of age or when his/her high school class graduates. Only the principal has the right to expel a student. Official transcripts will be released only after all outstanding financial obligations (tuition, meal payments, library fines, etc.) have been met by the tuition student’s parents/guardians and all school property has been returned. Any student expelled or withdrawn may not be on school property or be present at school functions without the permission of the principal. At the discretion of the school administration, a student may be expelled on any day.

### **DUE PROCESS**

Students who are suspended or expelled may appeal their disciplinary action. Suspension appeals should be directed to the principal. They must be in writing and delivered to the school within five (5) days of the decision. Expulsion appeals should be directed to the Director of Student and Family Services. They must be in writing and delivered to the school within five (5) days of the decision.

## Uniform Code

*“Whatever you do, do all to the glory of God.” (1 Corinthians 10:31 ESV)*

This passage from scripture is an excellent guide for Christian conduct and appearance. Students should be neat, clean and orderly in their appearance. See addendum for each school’s specific guidelines.

## Non-Discrimination Policy

### **NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

Lutheran Urban Mission Initiative, Inc. (LUMIN)—operator of Granville Lutheran School, Pilgrim Lutheran School, Northwest Lutheran School, Sherman Park Lutheran School, St. Martini Lutheran School, and Renaissance School—admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, meal programs and other school-administered programs.

## Attendance and Tardy

### **OPERATIONAL HOURS**

LUMIN Schools are in session from 8:00 a.m. until 3:30 p.m. on Monday through Friday during the school year.

### **DROP OFF / PICK UP**

See addendum for additional information.

### **LATE ARRIVAL AND EARLY PICK-UP PROCEDURES**

Arriving excessive late (defined as 30 minutes after the start of the school day) and picking up students before the end of the school day, particularly in the 30 minutes before students are dismissed, is disruptive to

both teachers and all other students in the class. Parents must call the school office by 8:00am to let us know that you will be running late, and for dismissal, wait until dismissal time to take your child unless there is an extreme emergency. In cases where a child must leave at a time that is different from school dismissal, the parent/guardian must inform the school by 2:00pm through a note or phone call. Then, an adult must come to the office at that time to sign the student out of school. Parents/guardians who frequently pick up students early will be required to meet with the administration to discuss a solution.

### **ATTENDANCE POLICY**

At LUMIN Schools, we want students to attend school every day to participate in engaging and relevant work. Parents are expected to ensure that their child is in school each day. Additionally, the Wisconsin Department of Public Instruction requires all students enrolled at LUMIN Schools to attend school regularly in accordance with the state law. The success of students is dependent upon their presence for classroom instruction and their participation in classroom activities.

Under Wisconsin's "Missing Child Law," we require parents/guardians to notify the school office by 8:00 a.m. on any morning their child is not attending. We recognize only the following excusable reasons for missing school:

- ❖ Personal illness
- ❖ Illness in the family
- ❖ Death of a relative
- ❖ Professional appointment (Please do your best to schedule appointments for times when students do not have class.)

If a student incurs more than ten school days of consecutive absences because of health or physical impairment, they shall seek home or hospital instruction.

Any other reason for absence may be classified as an unexcused absence. Since missing class affects academic achievement, repeated absences may be reflected in the student's grades. If a student is repeatedly absent, the principal and the parent/guardian will meet to address the issue.

Students missing ten or more days of a school year or those who consistently arrive late to school may be retained. It is crucial that students be in school on time consistently to obtain the necessary skills to move to the next grade level.

### **HABITUAL TRUANCY**

Wisconsin Law defines a habitual truant as a student who is truant for part or all of five or more days each semester during which school is normally held. These students may be referred for legal action according to state law. (**Wisconsin Statutes 118.51 (1)(a) and 947.16**) As required by law, the school will contact the proper authorities when necessary.

### **TARDY POLICY**

Getting to school on time is a key to your child's success – at school and in life. At each LUMIN school, the learning begins from the moment students walk in the door. For instance, students read and/or complete other academic tasks during breakfast. Students who are late miss essential instruction, disrupt the learning of other children, and risk falling behind on our ambitious curricula. In fact, one of the most common reasons

that people lose their jobs is persistent tardiness at work. To say the least, punctuality prepares students for real-world responsibilities.

### **DEFINITION OF TARDINESS**

Students are tardy if they arrive after 8:00am or are not prepared for their first class.

### **CONSEQUENCES FOR TARDINESS**

The following is a schedule of consequences for tardiness:

- ❖ The first four tardies in any trimester are tardies without consequence.
- ❖ On the fifth tardy in any trimester, for any reason, parent/guardian will be notified regarding the importance of arriving on time and will be notified that any future tardy will require the parent/guardian to sign his or her student in at the front office before being permitted to enter class. In cases where a student walks to/from school or is transported by day care center, a meeting may be called by the Dean of Students.
- ❖ If a sixth through tenth tardy in a trimester should occur, parent may be required to sign student in before he/she may be released to the classroom. In cases where a student walks to/from school or is transported by day care center, a meeting may be called by the Dean of Students.
- ❖ If a tenth tardy in a trimester should occur, parent/guardian will be notified of a mandatory conference with Dean of Students to create an "On Time" Plan.
- ❖ Any tardies after the tenth are subject to more serious disciplinary actions outlined in the scholar's "On Time Plan", including but not limited to, detention, in school suspension, out of school suspension, and/or the possibility of retention.

## Students Leaving School Grounds

### **EMERGENCY PICK-UP BY AN ALTERNATE PERSON**

If an emergency arises and someone other than authorized people will be picking up a child, a signed note or phone call of authorization must have been received from the parent or guardian before the event. Proper identification must be presented at time of pick up.

### **LEAVING SCHOOL DURING THE DAY**

Students must have an acceptable reason to leave the school grounds during any time of the school day and they must have a phone call or written permission of the parent/guardian. Whenever such permission has been granted, full responsibility then rests upon the student and parents. When picking the child up, parents/guardians are required to sign the log in the office.

LUMIN Schools have a legal responsibility to maintain the safety of all students during the school day. Therefore, should a student leave during the school day without written permission, the police will be called and parents/guardians will be contacted.

## Health Policy

### **SUDDEN ILLNESS DURING SCHOOL HOURS**

If a child becomes ill during the school day, the parent will be notified and requested to remove their child from school until the child is well. For the well being of the student body and staff, children who are ill should be kept at home. As a general rule, students will not be sent home for upset stomachs, common colds, sore throats without fever, or headaches (unless noted on the health form). The office secretary will record the student's name, the time, the nature of the illness and call the parent/guardian.

For accidents and injuries requiring medical attention, parents will be notified immediately and, if necessary, the paramedic emergency unit will be called.

Universal precautions will be used at all times to prevent the spread of bloodborne pathogens.

### **GUIDELINES FOR CHILDREN TO RETURN TO SCHOOL AFTER ILLNESS**

When a child has missed school due to illness, it is important to know when that child may safely return to school. We follow the below guidelines.

- ❖ Fever
  - Child must be fever free for a period of 24 hours prior to returning to school. Usually, fever is a sign that a body is fighting off an infection or a contagious disease . This should be determined without the use of fever-reducing medications (any medicine that contains ibuprofen or acetaminophen)
- ❖ No persistent cough or congestion, or muscle aches (signs of influenza)
- ❖ Lice - Your child may return to school the morning after she/he has been treated with head louse shampoo and a thorough combing for nit (egg) removal has been completed. Your child will be checked upon their return to school and if nits (eggs) are found, you will be contacted.
- ❖ Ringworm - must be covered and treated, advanced cases may require doctor's excuse.
- ❖ Medication
  - If receiving an antibiotic, the child must take the antibiotic for a period of 24 hours prior to returning to school.
- ❖ Vomiting and/or Diarrhea:
  - Student must be free from vomiting and or diarrhea for a period of 24 hours after the last vomiting or diarrhea episode.
- ❖ Rash:
  - Student must have a written note from his/her doctor before returning to school stating the rash is not contagious
- ❖ Communicable Diseases
  - Parent must notify school in the event their student has a communicable disease.
  - Parents must follow instructions from their physician before returning to school
  - Certain disease may be reported to the health department.

### **COMMUNICABLE DISEASES**

If a child is suspected of having a communicable disease such as chicken pox, German measles, infectious hepatitis, measles, mumps, poliomyelitis, scarlet fever, whooping cough, diphtheria, meningitis, shigellosis or

other reportable diseases, the Health Department will be contacted and we will follow their current regulations and procedures.

In the case of communicable diseases, the parents/guardians must provide a written statement from the Health Department stating that the child may return to school.

### **MEDICATIONS**

If a student requires medication during school hours, the distribution of the medication will be supervised by the school office staff under the following guidelines required by law:

- Parents/guardians must sign the appropriate administration forms.
- All medications must be supplied in the original container and must be accompanied by written instructions from a physician and consent from parent/guardian. This includes over the counter medications, including cough drops.
- The container must be identified with the following information: student's name, name of medication, doctor's name and phone number, pharmacy and phone number.
- **If at all possible, medications should be taken at home.**

The designated school officials are authorized to administer medication. All medication must be placed in a locked box in the main office (not in students' possession, with the exception of an inhaler, epipen, and seizure medication). In order to administer any prescribed medication to a child, there must be a doctor's note on file. In order to administer any over-the-counter medication to a child, there must be a parent/guardian consent on file.

Students are responsible for coming to the main office to receive their medication at the appropriate time.

### **STUDENT IMMUNIZATIONS**

The parent must provide a current student immunization record and submit it to the school office on or before the first day of school. Students with improper documentation may be asked not to return to school until the proper immunizations are administered. Any parent who does not comply with the immunization requirements of the state of Wisconsin must be reported to the Milwaukee County District Attorney by court order.

### **POLICY ON MANDATED REPORTING OF ABUSE/NEGLECT**

All school staff members are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they have "reasonable cause to believe that a child who is seventeen years of age or younger and known to them in a professional or official capacity has been harmed or is in danger of being harmed physically, sexually, or through neglect, and that a caregiver either committed the harm or should have taken steps to prevent the child from harm."

### **EMERGENCY RESPONSE PLAN**



Each LUMIN school has a full emergency response plan on file in the school office. In case of emergency evacuation of the building, parents will be notified by phone or letter.

## Wellness Policy

The primary goal of the LUMIN Schools' Wellness Policy is to increase students' knowledge and understanding of proper nutrition and physical activity. The students will develop important decision-making skills to make meaningful decisions pertaining to nutrition and their health. Students will be able to make healthy choices concerning what they eat and the importance of good physical activity. To accomplish this goal, the LUMIN Schools' Wellness Policy has been developed to encourage and educate students on the benefits of making and maintaining healthy choices throughout life.

### **NUTRITION EDUCATION GOALS**

- ❖ Students in all grades, kindergarten through eighth grade will receive interactive nutrition education and the skills they need to adopt healthy eating behaviors.
- ❖ The message of making healthy choices will be consistent in classrooms, lunchrooms and in areas throughout the school where the message can be presented.
- ❖ The curriculum for health education will include nutrition, physical education and preventative health education.
- ❖ Health education and making healthy decisions will be infused as appropriate throughout the other curricula areas.
- ❖ The school will seek additional ways to present the message of healthy choices in other events sponsored by the school.
- ❖ Staff members who provide nutrition education will be offered appropriate training opportunities.
- ❖ Parents, students and the community will be encouraged to be involved in the nutrition education activities of the school.

### **PHYSICAL ACTIVITY GOALS**

- ❖ Students will be given opportunities for physical activity during the school day through physical education classes, recess periods, and the integration of physical activity into the academic curricula.
- ❖ Students will be given opportunities for physical activity through offering before and/or after school activities such as intramurals and athletic programs.
- ❖ The school will work with the community to help provide safety for students walking, riding bikes, or using other physical activities to get to school.
- ❖ The school will encourage parents and guardians to support their child's participation in physical activities and will work to offer families a variety of physical activity events.
- ❖ The school will provide training for the staff to promote physical activity in enjoyable, lifelong activities.

### **NUTRITION GUIDELINES FOR ALL FOODS AND BEVERAGES AVAILABLE AT SCHOOL**

- ❖ Food and beverages in the food service program will represent good choices for a balanced and nutritional diet.

- ❖ The school does not allow or provide vending or snack bar machines for students.
- ❖ During school-sponsored activities, healthy alternatives will be offered in the concession stands, so that parents and students can make choices.
- ❖ Healthy choices and nutritional food value will be a consideration in selecting school sponsored fundraising activities. Physical activity fundraising alternatives will be considered when planning the yearly fundraising events.
- ❖ When school parties and classroom activities include food, efforts will be made to limit the number of high calorie, low nutrition snacks and instead provide children with healthy/nutritional alternatives. Alternative suggestions such as bookmarks, pencils, or donating books to the student's classroom will be encouraged.

#### **GOALS FOR OTHER SCHOOL-BASED ACTIVITIES**

- ❖ The school will offer annual vision, hearing and dental screenings through the LUMIN Health Services.
- ❖ The school will collaborate with Concordia University Wisconsin Nursing, Physical Therapy, and Pharmacy students to add to the diversity of health prevention education.
- ❖ The school will arrange a lunch schedule that provides adequate time for serving meals, eating lunch, and cleaning up following the meal.
- ❖ Drinking fountains will be available for the school buildings, and students will be given opportunity to drink water throughout the day.
- ❖ Students will be encouraged to participate in the meal program. The staff will monitor lunches brought from home, and encourage families to provide nutritious meals and mid-morning snacks.
- ❖ The identity of students who receive free or reduced lunches will be protected.
- ❖ Lunch periods will be scheduled near the middle of the school day with adequate time for students to eat before needing to leave the lunch area.
- ❖ Food will not be used as a reward or punishment in the school. Children who have been removed from the classroom for disciplinary reasons will be provided with lunch.
- ❖ Teachers will be encouraged to provide all students with physical activities at recess and other times when physical education or activity is scheduled.
- ❖ Food service staff and teachers will receive proper training in nutrition and physical education.
- ❖ The school will make efforts to provide students and families opportunity to participate in physical activities in after school programs.
- ❖ The staff will strive to be role models in practicing healthy eating habits.
- ❖ The school will provide information and outreach materials about other community programs such as Food Share, Women Infants, and Children (WIC) to families, and energy assistance to families as needed.

## Meal Program

## **LUNCH PROGRAM**

LUMIN Schools operate a lunch program each full day school is in session. Our program is part of the National School Lunch Program that provides wholesome, nutritional meals. This program is free to students attending our LUMIN schools.

Students are required to eat lunch unless there is a parental or medical note on file that excuses them from eating.

If your child has any food allergies, please obtain an allergy form from the school administrative assistant for your doctor to fill out and sign. This form must be turned into the food staff for them to be able to accommodate the allergy and have lunch that your child can eat. Lactose intolerance is not a food allergy. If your child cannot drink milk, please send juice to drink. We will provide cold water. Soda of any kind is not allowed in school during the lunch period.

Students may bring cold lunches and purchase. Please let the school know a week ahead if your child will not be taking hot lunch so that one is not ordered for him/her. The lunch menus are available on the school websites and copies are sent home monthly to each family.

If a child brings a cold lunch, they are not to share their lunch with other students due to chances of food allergies. If a child brings snacks that are not part of his/her cold lunch into the lunchroom during the lunch period, the staff will take the items and return it to the student after the lunch period.

If your child is taking a hot lunch, he or she is not allowed to bring snacks of any kind into the lunchroom during the lunch hours, nor may the students who bring snacks (i.e. chips, cookies etc.) in their cold lunches, share them with other students during the lunch period. The Department of Public Instruction has very stringent rules on nutrition to which we must adhere.

Check with your school administrator for rules about snacks and holiday treats in the classroom.

## **BREAKFAST PROGRAM**

LUMIN Schools offer free breakfast to all students. We encourage you to bring your children early enough to school to participate. Breakfast is vital to giving your child a good start for his/her learning day. The brain needs fuel to learn!

## **USDA NON-DISCRIMINATION STATEMENT**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## Visitor Policy

All Visitors, Parents/Guardians are required to check in at the office and follow these guidelines:

1. Sign in with Name, Date, Time and Destination
2. Provide copy of identification
3. Receive and wear a visitor pass before proceeding to the classroom. This pass must be worn for the duration of your visit during school hours
4. Check out in the office and indicate sign out time
5. Return the visitor pass

Any person under the age of 18 visiting the school for class projects or any reason will not be allowed in the building unless they have approval and have coordinated arrangements with the principal. Current students are not permitted to have peers attend school with them at any time.

### **CLASSROOM OBSERVATION**

Parents/Guardians are always welcome to visit the school and may also observe their children's classes provided that the observation is scheduled in advance or the parent has received permission from an administrator to observe the class. Advanced notice is necessary not only as a courtesy to teachers but also to ensure that the educational process is not disrupted and as an added security measure.

Parents/Guardians may be denied the opportunity to observe a class if the school administration has determined that the parents' presence has had, is having, or may have a negative impact on the educational process. This has only happened on a very occasional basis and is very rarely enforced. When

parents/guardians are denied the opportunity to observe a class they may submit their appeal in writing to the LUMIN Office.

### **IDENTIFICATION DURING SCHOOL HOURS**

With increased awareness about school safety, it will be a requirement that all persons in the building during the school day are required to wear proper identification. This includes faculty, staff, visitors, interns, etc. Identification will include a LUMIN Schools lanyard with an attached ID and must be worn at all times during the school day. Visitor passes will be issued by the Administrative Assistant and must include name and date of visit.

## School Closing Notification

If severe weather or emergency conditions cause a LUMIN school to close, a decision will be made as soon as possible by school administration and announcements will be broadcast on:

### **Television**

- WTMJ Channel 4
- WITI Channel 6
- WISN Channel 12
- WDJT Channel 58

### **Radio**

- WTMJ (620 AM)
- WISN (1130 AM)

### **Online**

- [www.themilwaukeechannel.com](http://www.themilwaukeechannel.com)

**If Milwaukee Public Schools close, Milwaukee based LUMIN Schools will also close. If Racine Unified School District closes, Renaissance Lutheran School will also close.**

## Recess and Cold Weather

Recess is held outside except when the temperature is below ten degrees (10°F). Parents, please see that your children are dressed appropriately. This includes: hats, gloves, boots, warm coats, and snow pants.

Students will not be permitted to stay indoors without a written doctor's excuse.

## Nuisances

Toys, mobile devices, comic books, magazines, cards, radios, gum, electronic devices and other nuisance items should not be brought to school. Such items will be confiscated and may be picked up by the parent from the teacher.

Lighters, matches, guns, knives, weapons (toy or real) are not allowed on school grounds. Students who bring such items or similar items will have them confiscated. The parents will be contacted and a conference will be scheduled.

PLEASE NOTE: LUMIN and LUMIN Schools are NOT responsible for lost or stolen electronic or other nuisance items, including but not limited to those listed above, which are brought into the school. Please insist that your child(ren) keeps these items at home.

## Cell Phone Usage

Cell phones will be permitted if the following guidelines are followed:

- ❖ Each school has a specific cell phone plan located in the addendum section.
- ❖ Cell phones are not to be used by the students during the school day without a teacher's permission.
- ❖ Students are fully responsible for lost, stolen, or broken cell phones.
- ❖ Students who do not follow these guidelines will have their cell phones taken away until a parent picks them up and/or may lose the opportunity to bring them.

## Extracurricular Activities

LUMIN Schools are members of the Milwaukee Lutheran Elementary Schools Athletic Association (MLESAA). MLESAA provides our schools with the opportunity to compete against other area Lutheran Church Missouri Synod K-8 schools in various interscholastic sports.

The goals of each team will emphasize improvement through proper techniques and game fundamentals. Each student-athlete is expected to give their best, commit to teamwork, show team spirit, and most importantly, represent the school with Christ-like behavior.

Players must commit to attending games and practices, maintaining a 2.5 grade point average, and be on "positive behavior" status.

Parents must also conduct themselves in a manner that represent the school with a Christ-like behavior. Parents/guardians maybe be requested to leave a game, if not following our christian guidelines. Additional sanctions may be imposed upon the player, if parent behavior is deemed to be excessive.

Transportation is also to be arranged by the parent. **Faculty and staff are not authorized to transport children.**

## Technology

The use of computers is an integral part of education. Teachers plan engaging lessons by integrating technology into the classroom objectives. However, inappropriate use of technology will result in a cancellation of computer privileges and potentially other disciplinary action. Students will be held responsible for their actions and activity while using computers at school.

## Transfer Policy

Under **119.23(6m) (a) (8)** all schools in the Milwaukee Parental Choice Program (MPCP) must provide to every MPCP applicant "A copy of the policy used by the private school for accepting or denying the transfer of credits earned by a pupil attending the private school under this section for the satisfactory completion of coursework at another school."

The following is the School's policy adopted by our school board on February 1, 2010 to satisfy the requirements of **119.23(6m) (a) (8)**:

The School will consider accepting school credit from other institutions to the extent that coursework at the previous institution is documented and in accordance with the School academic standards as adopted under 118.30(1g) (a) 3. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the School's principal.

## St. Martini Addendum

**Escuela Luterana St. Martini**  
**1520 S. Cesar Chavez Drive**  
**Milwaukee, WI 53204**  
**414-383-7058**

**St. Martini Lutheran School**  
**1520 S. Cesar Chavez Drive**  
**Milwaukee, WI 53204**  
**414-383-7058**

**Principal:** Carly Hertel  
**Assistant Principal:** Jordan Eggleston  
**Pastor:** Alfonso Prada

Members of the School's Governing Board

Jeffrey Brandt  
Cole Braun  
Dr. Chris Cody  
Rebecca Ehlers  
Robert Gleason  
Rev. Dennis Harmon  
Rev. Dr. Ronald Meyer  
Timothy Scheid  
Robert Seefeld  
Jessica Stamm  
Timothy Young Eagle  
William Zick

St. Martini Lutheran School is not operated for profit. The School is owned by Lutheran Urban Mission Initiative, Inc., a 501(c) 3 nonprofit corporation.

## St. Martini Addendum

### **OPERATIONAL HOURS**

School hours: 7:45 am -8:00 am	Daily Assembly
8:00 am-3:30 pm	Monday - Friday

### **CHANGE OF ADDRESS AND TELEPHONE NUMBERS**

Please inform the school immediately when you have a change of address or telephone number at work or at home. Also, please notify the school if your employment status changes so we can keep the emergency information files correct.

### **FAMILY DROP OFF/PICK UP PROCEDURES**

Students arriving by family transportation should not arrive before 7:00am.  
Students being picked up by family members must be at school dismissal at 3:30pm.



Please note, at 3:45 all students not picked up will go to the office. Any child picked up after 4:00 will need an adult to come in to sign the child out. If there is a pattern of late pick-up, St. Martini will bill parents for a late pick-up fee of \$25 per child for cost of watching student after dismissal time.

If there is a change in pick-up person, written or verbal permission by a PARENT is needed at least one day in advance or by 12:00pm for that afternoon. This is our policy for safety so that we can ensure that each child goes with the correct person.

## St. Martini Addendum - Dress Code Information

### Girls and Boys (K4-4<sup>th</sup> Grades)

- **Shirts:** Long or short sleeve polo shirts in color **red**
- **Pants:** Khaki or Navy Blue colored, appropriately fitting, uniform pants
- **Skirts, Skorts, Jumpers :** Khaki or Navy Blue colored (length must be to the knee)
- **Leggings or tights:** worn under skirts must be navy, tan, black or white colored
- **Shoes:** Dress Shoes or Tennis Shoes that stay below the ankles
- **St Martini Sweater (no other Sweater/Sweatshirt will be allowed)**

*\* St Martini Sweater: Purchased at school*

### Girls (5<sup>th</sup> -8<sup>th</sup> Grades)

- **Shirts:** Long or short sleeved white button up dress shirt with a collar (not a polo shirt with 3 buttons) Properly fitting white shirts (must be long enough to tuck in and buttons must stay buttoned, not pulled.)
- **Undershirts:** must be white (no designs or colors showing through)
- **Pants:** Khaki or Navy Blue colored, appropriately fitting, uniform pants
- **Skirts, Skorts, jumpers:** Khaki or Navy Blue (length must be to the knee)
- **Leggings or tights:** worn under skirts must be navy, tan, black or white
- **Red Tie:** Ties are purchased through school (\$10). Students must have two ties.
- **Shoes:** Dress Shoes or Tennis Shoes that stay below the ankles
- **St Martini Sweater/Sweatshirt (no other Sweater/Sweatshirt will be allowed)**

*\* St Martini Sweatshirt: Purchased at school*

### Boys (5<sup>th</sup>-8<sup>th</sup> Grades)

- **Shirt:** Long or short sleeved white button up dress with a collar (not a polo shirt with 3 Buttons.) Properly fitting white shirts (must be long enough to tuck in and buttons must stay button, not pulled.)
- **Undershirts:** white(no designs or colors showing through)
- **Pants:** Khaki or Navy Blue colored, appropriately fitting, uniform pants
- **Red Tie:** Ties are purchased through school (\$10). Students must have two ties.
- **Shoes:** Dress Shoes or Tennis Shoes that stay below the ankles
- **St Martini Sweater/Sweatshirt (no other Sweater/Sweatshirt will be allowed)**

*\* St Martini Sweater: Purchased at school*

### APPEARANCE

- ❖ All shirts must be tucked in. Please make sure all shirts are long enough to stay tucked in all day.

- ❖ All pants must be worn at the waist. Although belts are not required, they may be requested by a school administrator if necessary.
- ❖ No stretch pants, sweatpants, or skinny pants can be worn. Navy blue jeans or Khaki colored jeans are not allowed. No brands should be located on the pants.
- ❖ All shoes must be tied.
- ❖ Ties must be tied and neat starting at 8:00 am and worn all day.
- ❖ Hair must be a natural color. If hair is dyed and asked to be changed, it must be back to a natural hair color within 5 days.
- ❖ Uniform violation referral forms and phone calls will be utilized to communicate violations with guardians. Guardians will be requested to resolve the uniform infraction by 10:00 A.M.

#### **FREQUENTLY ASKED QUESTIONS ABOUT OUR UNIFORM POLICY - WHAT IS NOT PERMITTED?**

The following items are **not permitted** for all students:

- ❖ Long sleeve white t-shirt under a short sleeve white dress shirt
- ❖ Non St. Martini sweatshirts, pullovers, hoodies or zip-ups
- ❖ Flare pants, stretch pants, sweat pants, or skinny pants
- ❖ Colored belts; large or decorative buckles
- ❖ Chunky or high-heeled shoes, open backed or open toed shoes
- ❖ Hoop earrings larger than a quarter
- ❖ **Piercings anywhere other than the ears.**
- ❖ **More than one piercing per ear.**
- ❖ Bright hair color, hair color that is not brown, black, blonde, or red
- ❖ **Designs shaved into hair**
- ❖ Excessive make-up
- ❖ Colorful headwear; headbands or scarves that are distracting to learning, including but not limited to bandanas and headbands with animal ears.

#### **Tie Policy:**

- ❖ **School-Purchased Tie should be worn by all 5<sup>th</sup> – 8<sup>th</sup> grade students, starting at 8:00 A.M each day.**
- ❖ Honor Roll Tie will be provided to the students who are on the Honor Roll.

**\*\* Helpful Tip: Put an extra tie in your child's backpack.**

### St. Martini Addendum - Standards of Behavior

#### **Behavioral**

#### **Mission**

#### **Statement**

Our mission is to create an environment where Christ-centered character is foundational for all members of our school community. Student character is our primary focus and we strive to teach students to think

critically about their behaviors and help them make personal decisions based on Biblical principles. Our ultimate goal is to help prepare students to live a life that honors God.

### **Behavior Acronyms: STAR and RISE UP**

- ❖ Sitting up straight
- ❖ Tracking the speaker
- ❖ Ask and answer questions with appropriate voice
- ❖ Respect everything and everyone, every single time
  
- ❖ Respect yourself and others
- ❖ Integrity
- ❖ Service
- ❖ Empathy
- ❖ Unity
- ❖ Perseverance

### **BEHAVIORS THAT WARRANT A CONSEQUENCE**

- ❖ Roughness or any sort of physical contact
- ❖ Rumors
- ❖ Name Calling
- ❖ Taking possessions
- ❖ Deliberately excluding others
- ❖ Mimicking/making faces
- ❖ Play fighting
- ❖ Aggressive behavior towards themselves, others or school property
- ❖ Intention to hurt by slapping, grabbing, shoving
- ❖ Touching or grabbing of private parts of other's bodies or of their own
- ❖ Sexual comments or activity
- ❖ Threatening comments
- ❖ Bullying
- ❖ Gang references or activity
- ❖ Stealing
- ❖ Vulgar language
- ❖ Defiance

St. Martini Addendum - Cell Phone/Electronic Devices & Homework

### **CELL PHONE/ELECTRONIC DEVICE POLICY**

It is suggested that all students leave their electronic devices at home. If they choose to bring it to school, students must turn in their phone, ipod, or any other electronic device to their teacher during breakfast. The teacher will then keep it for the day and allow the student to use it in case of emergency or for a class project. If the student does not turn it in, the teacher will take the device and give it to the principal to be locked in the office. The device will not be returned until a parent comes in to pick up the device. Parents will not be called in these instances, we rely on the student telling the parent of their mistake, apologizing for not following the rule, and then asking their own parent to make the arrangement to pick it up. This is our policy so that the student learns responsibility and the importance of following procedures. The school and the teacher are not liable if anything happens to the device. It is best if the device is left at home to ensure that nothing happens.

### **HOMWORK COMPLETION**

Every scholar will have homework every day. If there is not a specific assignment listed, each student should read and practice math facts as homework. Homework should take between 20 minutes and 1.5 hours a night, depending on the grade level. As a parent of a St. Martini Scholar we ask that you assist with homework as much as possible, give students time and a space for completing homework, and sign assignment notebooks each night. Please also work with your child on being responsible for making sure they bring homework and assignment notebook back to school each day. We believe in the importance of homework because it prepares the student for class the next day, as well as their future. We are trying to prepare them as best as we can and we need you as their parent to join us in this effort.

If a student continually fails to complete homework, they will be required to stay after school to complete it. Other consequences may be given, such as missing sports, other activities, field trips, or class incentives.

### **MAKE-UP WORK/MISSING WORK/INCOMPLETE WORK**

All missed work due to absence must be completed. All work needing completion or correction must be fixed. We don't want student to fall behind. It is the student's responsibility to collect missed work. The time generally allowed to complete this work will be the number of days the student was absent. For example, if a student was absent for one day, then he/she will have one day to make up any missed work. Remember, absences mean that students miss important class time and should be avoided as much as possible. If students refuse to complete in-class work, they will be required to finish that work during specials, recess, during class incentives, or at home for partial credit. For time sensitive assignments or presentations students may not have this opportunity and will receive a 0 for the assignment.

**A.H.E.R.A. NOTICE**

Under federal law the St. Martini Lutheran School is required to advise you that asbestos-containing building materials (ACBMs) or assumed-to-contain asbestos materials (ACMs) have been identified in St. Martini Lutheran School, and the St. Martini Lutheran Church.

St. Martini Lutheran School and Church, have developed a comprehensive management and operation plan as required by federal law for the identified ACBMs and ACMs, which includes: strict prohibitions on disturbing or making them friable/airborne without proper abatement protocols; regular inspection and maintenance; and mandatory response protocols in the event of release/disturbance.

A listing of the locations of all ACBM or ACM is located in the administrative office and may be accessed prior to the beginning of any activity in the facility. It is the responsibility of any organization or group renting, leasing, or using the facility to ensure that such materials are not disturbed during the course of the activities in the school.

Consent For Student and Family Services

*“but Jesus said, ‘Let the little children come to me, do not hinder them, for to such belongs the kingdom of heaven.’” –  
Matthew 19:14 ESV*

An important component of LUMIN Schools is to provide support services which include but are not limited to, group meetings, academic support sessions, peer mentoring and individual interventions; teachers, other faculty and parents/guardians may recommend students for services. Generally, the purpose of these services is to manage minor social and/or behavioral concerns so that our children are able to grow academically, socially, emotionally and spiritually. Services may require a review of school records, classroom observations, consultations with school personnel, counseling and referrals to community resources. Our hope and intention is to help all children grow to be what God intended them to be. If your child would benefit from services offered by the Department of Student and Family Services and the referral was made by a staff member you will be notified via phone, email or mail. Our goal is to work with parents/guardians to assure successful outcomes for all. The information disclosed to Student and Family Service personnel is kept confidential. The only exception is when disclosure is required to maintain student safety or when required by law.

Blessings to You and Your Family,  
Caroline Horn  
Vice President of Student and Family Services

## Consent For Student Use of Google Apps

Technology serves as an educational tool in our school to enrich the lessons being taught and to prepare students for a world that demands technology proficiency. Safety and proper usage of the chosen technology is therefore vital to be successful in its implementation. In an effort to respect parent and guardian wishes regarding the use of technology and also due to the fact that some of these websites require that a child, 13 years or younger, have parental permission to use them, please sign and return this document to your child’s teacher. Some examples of the websites that teachers may use in class are: Prezi, Xtramath, Khan Academy, Kidblog, and Google Apps for Education. Teachers may use other websites that are not listed but by signing this document, parents and guardians are granting permission for teachers to determine websites that are appropriate for classroom use.

**Google Apps for Education** - This is a tool for our students and staff. It is a web service and may be used from any computer with internet access. This education version of Google provides a self-contained environment for students and staff to collaborate and share information in a controlled environment.

**Student Responsibility** - Along with opportunity comes responsibility. Student use of Google Apps and other online resources should follow the expectations outlined in the school's Responsible Use Policy which can be reviewed on the school’s website. Students are responsible for their ethical and educational use of the technology resources of the school.

**Parent/Guardian Responsibility** - Parents assume responsibility for the supervision of Internet use outside of school. Parents are encouraged to discuss family rules and expectations for using Internet-based tools, including Google Apps for Education. Parents are encouraged to report any evidence of cyberbullying or other inappropriate use to the school.

## The Covenant - an Equilateral Triangle

## TEACHER/ADMINISTRATOR COMMITMENT

### **As a member of our school family I will:**

- ❖ Strive to exhibit Christ-like behavior in all that I do and say in order to be a strong Christian role model.
- ❖ Do everything possible to ensure the academic and social success of all our students, including being accessible to our students and return phone calls/emails within 24 hours.
- ❖ Be prepared to start the school day promptly, and to teach rigorous and relevant classroom lessons.
- ❖ Create a safe and loving school and classroom environment conducive to learning by enforcing school rules as consistently as possible and by doing my part to instruct our students regarding appropriate and inappropriate behavior in school.
- ❖ Constantly monitor the strengths, weaknesses, and progress of our students, both academically and behaviorally, provide extra help when needed, and consistently enforce the code of conduct as a means of holding students accountable for the work and behavior at school.
- ❖ Engage parents in school programs of study and activities, and regularly communicate with them about their child's behavior and academic performance.

## PARENT/GUARDIAN COMMITMENT

### **As a member of our school family I will:**

- ❖ Exhibit Christ-like behaviors when dealing with staff and students at all time, and encourage the same behaviors in my children.
- ❖ Make the school a safe and orderly environment by supporting the school as it enforces the school's code of conduct, and comply with all of the policies and procedures of this Family Handbook.
- ❖ Do everything in my power to ensure the academic and social success of my child including initiating communication with my child's teachers when necessary.
- ❖ Ensure that my child arrives at school by 8:00 A.M. and attends school regularly. I have read and agree to the school's policy on tardiness and absences.
- ❖ Make sure that my students follow the school dress code/uniform, as explained in the uniform section of this handbook.
- ❖ Ensure the completion of homework each night and sign paperwork when needed.
- ❖ Encourage reasonable bedtimes to ensure adequate sleep so children are well rested and ready to learn.
- ❖ Communicate regularly with my child's teachers regarding my child's academic and behavioral performance and attend mandatory parent/teacher conferences twice a year and any specifically requested meetings.
- ❖ Notify the school at least a day ahead of necessary absences. If I want assignments collected, I will request them at this time also.

## STUDENT COMMITMENT

### **As a member of our school family I will:**

- ❖ Strive to exhibit Christ-like behaviors in all I do and say by showing respect to my teachers, the staff and classmates.
- ❖ Do everything in my power to ensure my academic and social success and that of my fellow classmates.
- ❖ Be seated at my desk, ready to learn by 8:00 a.m. every day
- ❖ Arrive at school with the necessary materials and show great care in handling school property.
- ❖ Come to school every day in the proper uniform and maintain superior appearance all day.
- ❖ Complete all homework assignments on time and to the best of my ability and call my teachers with homework concerns.
- ❖ Participate in all classes, ask questions when I do not understand something, and find solutions to problems without resorting to excuses.
- ❖ Accept discipline, redirection and constructive criticism in a manner that is appropriate, understanding that it will help me to grow into a more successful person.
- ❖ Failure to follow the commitments listed above will cause me to lose privileges and may lead to suspension.

Technology serves as an essential educational tool in LUMIN Schools in order to enhance learning and to prepare students for a world that demands technology proficiency. Safety and proper usage of the chosen technology is therefore vital to the success of its implementation. Student technology usage is also a privilege, not a right, and **inappropriate use will result in a cancellation of those privileges** and, potentially other disciplinary action. Students will be held responsible for their actions and activity while using school technology devices and school issued accounts.

LUMIN Schools provide students with access to the LUMIN Schools' technology systems which means all Information Technology (IT) that connects to the school's network or accesses school applications. This includes, but is not limited to, the school's internet, Google Apps for Education accounts (referred to as GAFE), various other educational accounts provided to the students, and computer equipment. Any misuse or damage of LUMIN Schools technology may be financially assessed to the student and parent/guardian.

### **1. Social Networking**

- a. Online social networking sites or messengers such as, but not limited to, Facebook, Instagram, Snapchat, and KIK are not allowed to be accessed using LUMIN Schools' technology or created with GAFE accounts.

### **2. Unauthorized Activities**

- a. Students may not attempt to gain unauthorized access to another person's GAFE account.
- b. Students may not download and/or install programs/apps or change any Chromebook configuration or settings (backgrounds, GAFE profile pictures) that are not authorized by a teacher or LUMIN staff.
- c. Students may not use the school internet or their school GAFE accounts at anytime to engage in any illegal act or to visit online gambling, pornography, or other inappropriate websites.
- d. Online game playing, music downloads and streaming, video downloads and streaming is prohibited unless instructed by a LUMIN Schools teacher.
- e. School technologies should only be used for educational purposes and students are to use LUMIN Schools technology only as directed by their instructor.
- f. Students may not use technology in such a way that is disruptive or harmful to the teacher, students, or classroom environment.

### **3. Safety**

- a. Students should never share any personal information of any kind about themselves or another person (students, teacher, parent, etc.) online.
- b. Students may not use LUMIN Schools technology in school without supervision.
- c. Students must immediately disclose to their teacher any messages they receive that are inappropriate or that make them feel uncomfortable.

### **4. Content Filtering**

- a. LUMIN Schools is using a content filtering system to comply with CIPA (Children's Internet Protection Act) regulations. The filtering is designed to block inappropriate websites. Even though content filtering is automatically maintained and customized, it is impossible on a



global network to control access to all materials that are objectionable or inappropriate. However, LUMIN Schools will continue to do their best to closely monitor student computer use and maintain network filtering.

## **5. System Security**

- a. Users are responsible for all their LUMIN Schools administered accounts and should take all reasonable precautions to prevent others from being able to use their personal accounts, including logging off when they leave their computer or Chromebook. Under no conditions should a user provide his/her password to another person, use another person's username and password, or use an unattended device logged on under another individual's username.
- b. Users will immediately notify the supervising teacher, without showing other users, if they have identified a possible security problem, for example being able to access other user's data.
- c. Users will not search for security problems because this may be construed as an unauthorized attempt to gain access, i.e., computer hacking.

## **6. Privacy**

- a. Student use of LUMIN Schools internet may be electronically monitored at any time using tools such as, but not limited to, GAFE Management System and GoGuardian.
- b. LUMIN Schools reserves the right to monitor, access, remove and disclose any message or document created, archived, stored, received, deleted, looked at or sent with a student's school GAFE account, without prior notice to users. Student accounts suspected of inappropriate or prohibited use will be reviewed.
- c. LUMIN Schools Principals, teachers, and IT administrators have access to any educational student account the school distributes including student GAFE accounts for monitoring purposes. Students have no expectation of privacy with any account that has been distributed by LUMIN Schools.

## **7. Inappropriate Use, Harassment and Cyberbullying**

- a. Students may not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- b. Students may not access images, videos, or sounds that contain obscene material or language.
- c. Students will not engage in personal attacks, including but not limited to, prejudicial or discriminatory attacks.
- d. Students will not harass or bully another person. Harassment is defined as "any act or attempted act intended to cause physical injury, or emotional suffering or property damage through intimidation, stress, humiliation, bigoted epithets, vandalism, force or threat of any of the above, motivated by, but not limited to hostility towards the victim's real or perceived sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, disability/handicap or any other basis protected by state or federal law."
- e. Users will not engage in cyberbullying. Cyberbullying is defined as "The use of information and/or communication technologies such as but not limited to email, cell phone and text

messages, social networking sites, video posting sites, instant messaging, defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.” In situations in which cyberbullying originated from a non-school computer or other communication devices (i.e., smartphone) and is brought to the attention of building administration, any disciplinary action taken shall be based upon whether the conduct is determined to be substantially disruptive of the educational process so that it markedly interrupts or substantially impedes the day-to-day operations of a school. Such conduct includes, but is not limited, to harassment or making a threat off school grounds that is intended to endanger the health, safety or property of others at school or at a school related activity wherever held, or toward a LUMIN School employee or School Board member.

- f. Students will not send or share degrading messages, use files/emails to bear false witness or spread rumors about someone, or post anonymous messages about other students or LUMIN Schools staff.

#### **8. Plagiarism and Copyright Infringement**

- a. Students shall comply with legal requirements regarding the use, reproduction and distribution of copyrighted works.

#### **9. Use of Personal Technology and Devices**

- a. Personal technology and devices (i.e., laptops, tablets, smartphones, etc.) are not managed or supported by LUMIN. Students are solely responsible for any personal device that they bring on LUMIN property.
- b. Users are not required to bring personal electronic property to school. LUMIN accepts no responsibility for the loss, theft or damage of personal property brought to school by a student. Any personal technology brought to school is the sole responsibility of the student bringing the device to school.

#### **10. Policy and Rule Violations**

- a. Student use of the information technology system shall be viewed as a privilege, not a right. Information technology resources may be used for educational research, communication and collaboration purposes consistent with the educational goals and objectives of LUMIN. Misuse of information technology resources may result in the suspension of use privileges and/or school disciplinary action. Use of any of LUMIN Schools technology resources for any illegal activity will be subject to appropriate disciplinary action and LUMIN will cooperate with any criminal investigation and prosecution that may result from such activity.

#### **11. Google Apps for Education and Other Educational Accounts**

- a. LUMIN Schools may provide students with Google Apps for Education accounts. Google Apps for Education includes free, web-based programs like email, document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Google and the school. Google Apps for Education runs on an Internet domain owned by LUMIN and is intended for educational use. Your student’s teachers will be using Google

Apps for lessons, assignments, and communication. Google Apps for Education is also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Apps when students are at school. Parents are responsible for monitoring student online behavior outside of school. Students are responsible for their own online behavior at all times.

- b. Other services: LUMIN Schools may also utilize computer software applications and web-based services that are operated by third parties. These services include, but are not limited to: Google, dreambox.com, typing.com, kidblog.org, and other similar educational programs. In order for our students to utilize these services, the service provider often requests the student's personal information in the form of their name and email address. Under the federal Children's Online Privacy Protection Act (COPPA), these services must provide parents with notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits LUMIN Schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent to be given for each website requesting a student's personal information. The Technology Acceptable Use Policy will constitute consent for our schools to provide a student's personal information, consisting of his or her first and last name, email address, and username to the online services.

# K4-8th Grade Chromebook Damage & Replacement Contract

## REPAIRS & RESPONSIBILITY FOR CHROMEBOOKS

Students are expected to use their Chromebook in accordance with the the LUMIN Schools handbook, Acceptable Use Policy, and the law. Students are responsible for maintaining a working Chromebook at all times and shall use care to ensure that the Chromebook is not damaged. LUMIN Schools reserves the right to charge the student or parent up to the full cost for repair or replacement when damage/loss occurs.

## COST OF REPAIRS FOR CHROMEBOOKS

Students will be held responsible for any and all damage to their Chromebook including, but not limited to: broken screens, cracked plastic pieces, missing keys, broken trackpad, inoperable device, etc. All reports will be investigated and addressed. Any hardware repairs that are not due to misuse or damage will be covered without cost, however any accidental or intentional damage to the device will incur a cost.

### **The fixed rates for repair/replacement are set as follows:**

Flat repair fee for second and subsequent damage/replacements.....	\$20
(*Plus the following additional cost)	
Removal of Asset Tag/Label.....	\$5
*Damaged screen.....	\$40
*Lost or broken charger .....	\$15
*Broken Top or Bottom Case.....	\$55
*Broken Keyboard (including missing keys).....	\$45
*Lost, non-repairable, or stolen Case.....	\$5
*Lost, non-repairable, or stolen Chromebook.....	\$100-\$200
*Damaged or lost headphones.....	\$5

## CHROMEBOOK REPAIR

Devices are property of LUMIN Schools and are only to be repaired by school authorized personnel. Students will take the device to their school's Principal to report any damages. Upon receiving the damaged device and details, the LUMIN Information Technology department and/or school site will assess the damage and then determine any applicable repair/replacement fees. If a loaner device is available, one will be issued to the student until the original device is repaired. After two incidents of accidental damage, the student may lose some Chromebook privilege.

**No student is allowed to take the device home. It is for use at school only.**

**I understand and agree to follow these guidelines.**

Student Name (print) \_\_\_\_\_ Grade \_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian Name (print) \_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent - Student Acknowledgement Form**

***Parent/Guardian MUST initial each line, fill out and sign the bottom of this form and return to the office before the first day of school.***

\_\_\_\_\_ I have read the **Family Handbook** and **The Covenant**. I agree to comply with these policies and all of the policies mandated by LUMIN Schools.

\_\_\_\_\_ I have reviewed the mission and philosophy with the understanding that these values are rooted in the identity and philosophy of our school.

\_\_\_\_\_ I understand that this school is a Milwaukee Parental Choice School. I understand that attendance requires compliance with school mission policies.

\_\_\_\_\_ I have reviewed the school calendar and noted special events. I understand the importance of consistent daily attendance, and I will use the calendar as a reference when planning appointments.

\_\_\_\_\_ **Authorization and Release of Liability (Use of Information, Photographs, Audio and Video)**

**Talent Release:** I (we) consent to the use of my (our) child's/ward's image, likeness, and/or voice in any print, audio, video, internet, digital, or electronic marketing, and/or informal materials developed while he/she is in attendance at LUMIN Schools. His/her image or voice may be used in whole or part, in original or modified form, alone or in conjunction with other voices, visual material, artwork, and/or written material. On behalf of myself and my (our) child/ward, I (we) assign all rights of copyright of such material to LUMIN and release LUMIN from any liability arising out of such use. NO NAMES will be published.

\_\_\_\_\_ I understand and agree with the informed consent information and give permission for the Department of Student and Family Services personnel to meet with my child(ren) as needed throughout the 2016-2017 school year. I am his/her/their legal guardian.

\_\_\_\_\_ Yes, I acknowledge the above and give permission for my child(ren) listed below, to use and be granted an account for **Google Apps for Education** and any other online resources/websites that LUMIN staff members have determined are appropriate for classroom use.

**Disclaimer: The Family Handbook provides you with important information about LUMIN Schools. It also serves as a reference for looking up critical policies and procedures that will affect you and your child during your time at school. These policies, procedures and benefits as described in the handbook do not constitute a contract or implied contract with students or personnel. LUMIN administration reserves the right to interpret, revise, amend or withdraw them at its discretion.**

Child Name (s) \_\_\_\_\_ Grade \_\_\_\_\_  
\_\_\_\_\_ Grade \_\_\_\_\_  
\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_  
\_\_\_\_\_ Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_