APPENDIX A: Wisconsin Parental Choice Program (WPCP) Information

Participating School: St. John's Lutheran School, 520 Bridge St., Mayville, WI 53050

Contact: Principal: Douglas Mageski Email: principal@stjohnsmayville.com Phone: 920-387-4310

Pastors: Rev. Dr. Mark Cutler, Administrative Pastor

School Board Members:
Chairperson: Charlie Tesch
Secretary: Jessica Roecker
Members: Kay Koenitzer
Dawn McClyman
Rachel Rodriguez
Kyle Ellenberger

Not for Profit Status

St. John's Lutheran School is not operated for profit. The school is owned by St. John's Lutheran Church, a member of the Lutheran Church-Missouri Synod. The Synod is a 501(c)3 nonprofit corporation. The Synod's nonprofit status extends to all component parts of the Synod including member corporations (churches) and their unincorporated elementary schools. A copy of the 501(c)3 will be provided to each applicant.

Denial of Wisconsin Parental Choice Program Enrollment Appeals Process

Applications can only be rejected for not meeting income and residency requirements, or for prior year attendance requirements. Under St. John's Lutheran School's appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection to notify the school administration or designee in writing that the applicant was improperly rejected. Rejected applicants can submit any additional evidence or documentation until May 1. The school administrator or designee on register with the Wisconsin Department of Instruction 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.

Academic Standards

St. John's Lutheran School adopted the pupil academic standards as issued by the governor as executive order no. 326, dated January 13, 1998 (Wisconsin Model Academic Standards). These standards are the basis for our curriculum which has been approved by the National Lutheran School Accreditation. A copy of these academic standards is available by visiting the Wisconsin Department of Public Instruction web

page (http://dpi.wi.gov/standards/stds.html) or by requesting a paper copy from the school administrator.

Criteria for Granting a High School Diploma

Because St. John's Lutheran School only operates a K3-8th grade program, we do not grant high school diplomas.

Bullying/Non-Harassment Policy

Just as Jesus mandates us to, "Love your neighbor as yourself," (Matthew 22:39) St. John's Lutheran School strives to provide a safe, secure and respectful learning environment for all students in the school building, on school grounds, and at school sponsored activities. The school consistently addresses bullying so that there is minimal disruption to the learning environment and learning process. A bullying policy is established in our parent student handbook.

Definition:

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. It is a repeated behavior over time and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguished characteristic.

Bullying is a major offense. Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior) A student is physically threatened or attacked without provocation.
2. Verbal/Emotional (e.g. threatening or intimidating language, teasing or name calling, racist remarks) A student is verbally abused by name calling or put downs that are intended to hurt the student. This is not teasing. Teasing is when both sides can walk away without feeling hurt, knowing that what was said was meant to be 'fun'. Older students know the difference between teasing and verbally abusing someone.
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet - also known as cyber bullying)

Each of these are unacceptable. Nobody wants their child to be subject to this, or wants to see their child doing these things to others. We need to realize that our children are not perfect, and will at some point get 'in trouble'. We believe that is where we as a Christian school, and you as parents, need to provide guidance for them to grow. THE GOAL IS TO CREATE A PARTNERSHIP!

Prohibition:

Bullying behavior is prohibited in the school building, on the property and in educational environments. (Educational environments include, but are not limited to, every activity under school supervision.) School discipline policies will be followed when dealing with bullying situations.

Consequences and Remedial Actions for Students Who Commit Acts of Bullying:

In determining the appropriate response to students who commit one or more acts of bullying, faculty shall consider the following factors: the developmental and maturity levels of the parties involved, the degree of harm, the surrounding circumstances, the nature of the behavior, relationships between parties involved, and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

- An investigation will take place to determine what really happened, which may include one-on-one questioning.
- All students involved will be held accountable for what happened which may include detention, suspension, or expulsion.
- Bystanders will be held accountable since bullying does not take place in the open. An educational curriculum is taught to educate our students about bullying and how to respond.
- Any act of bullying will be communicated to the parents of all involved students. This communication is not necessarily negative.

Reporting Bullying and Harassment in School

- Students who are victims of bullying and harassment should immediately report this behavior to the supervising teacher and his/her parents/guardians. Students should inform the teacher verbally or in writing.
- If the bullying and harassment continues, the student and his/her parents/ guardians should report this behavior to the school principal. The school principal should be informed verbally or in writing.
- All students are encouraged to report any type of behavior that resembles bullying to the supervising teacher so that it can be addressed immediately to avoid escalating.

Obtaining Relief from Bullying and Harassment in School

- Once reported to the teacher, the teacher is responsible for addressing this behavior.
- Prior to taking any disciplinary action, the teacher should consult with the principal (or the principal's designee, if out of the building).
- Actions that may be taken include, but are not limited to those consequences outlined in the above section entitled "*Consequences and Remedial Actions for Students Who Commit Acts of Bullying*".

Suspension and Expulsion Policies

Suspensions:

The principal may suspend a student for misconduct, uncontrollable behavior, or

inability to function within a group. The parents must be notified and will need to pick up the student, if necessary. Parents and student must have a conference with the principal before the student returns to school.
Suspensions are of two types - “in house” and out of school. Either kind will require school work to be completed, but student will only earn 80% of grade received.

Expulsions:
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. The Principal shall inform the parents in writing. A copy of the written notification shall be included in the student’s file. *All financial obligations will need to be met and all school property will need to be returned immediately. *If any bills are left unpaid after 30 days, the account will be turned over to small claims court for collection including the replacement cost of any unreturned property. Any student expelled or withdrawn may not be on St. John’s Lutheran School property or be present at school functions without the permission of the Principal. Students expelled from St. John’s will not be allowed to re-enroll or return to St. John’s Lutheran School. All eligible WPCP students may reapply for verification. Prior to the expulsion:

1. Student and parents shall meet with the principal
2. Student and parents shall be informed by the principal that expulsion is a possible result of the current situation.
3. The parents shall be informed if they are required to appear before the Board of Ministry to Children.

*This does NOT apply to WI Parental Choice Program (WPCP) students.

Major Offenses

Major offenses will be brought directly to the principal’s attention. In such cases, one’s parents are notified and the facts are discussed with them. Normal warnings will not be given in these cases, and the minimum punishment will be a detention. The principal will notify all parties in writing of the action taken.
Major Offenses include, but are not limited to:

1. Stealing
2. Defacing or destroying school property or the property of others
3. Skipping classes
4. Leaving the property without permission or under false pretenses*
5. Fighting
6. Cheating
7. Use of obscene, vulgar, or profane language
8. Use, sale, or distribution of drugs, alcohol or tobacco *
9. Possession of a weapon of any kind **

*Suspension is mandatory, and expulsion highly probable

**Expulsion is mandatory and immediate

Due Process:
Students who are expelled or suspended may appeal their disciplinary action. Appeals are directed and handled by the principal and Board of Ministry to Children. They must be in writing within five days of the decision.

Grievance Procedures
If a parent is concerned about a situation at school, the following procedure must be followed:

1. Speak with the teacher involved.
2. If the issue is not resolved, speak to the teacher a second time.
3. If necessary, speak to the principal.
4. If still dissatisfied, speak to the pastor and bring it to the attention of the Board of Ministry to Children. Such an appeal must be written, and addressed to the chairperson.
5. The decision of the BMC is final.

*At every stage of the process, the guidelines set by Matthew 5 and Matthew 18 shall be followed.
Note: Please make appointments for the above conferences so full attention can be given to your concerns.

Transfer Credit Policy

St. John's Lutheran School will consider accepting school credit from other institutions to the extent that coursework at the previous educational institute is documented and in accordance with the school academic standards as adopted under 118.30(1g)(a). Consideration will be given to private and homeschool credits that are not in accordance with 118.30(1g)(a). All final determination for the acceptance or rejection of transfer credits shall be made at the discretion of the school's principal along with determining whether to use placement tests to establish the proper grade level of the student.

Visitation Policy

Parents/Guardians are always welcome to visit the school. Parents/Guardians may also observe their children's classes provided that the observation is scheduled in advance or the parent has received permission from the administrator to observe the class. The school administration is committed to providing teachers with advanced notice of guests in the classroom. This is done 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 must also check in at the front office to sign the visitor's log before proceeding to the classroom.
Parents/Guardians may be denied the opportunity to observe a class if the school

administrator has determined that the parent/guardian's presence has had, is having, or may have a negative impact on the educational process. When parents/guardians are denied the opportunity to observe a class they may appeal in writing to the Board of Ministry to Children.

Any children visiting the school for class projects must have prior approval of the principal. Students or teachers are not allowed to bring other children to school without the permission from the principal. No one under the age of 18 is allowed in the building during a school day without the prior permission of the principal.

Parents/Guardians and grandparents are invited to visit the classroom for "Parent's Day" and "Grandparent's Day." They shall sign the visitor's log in the front office.