

Private School Choice Program Disclosure of Information

Star of Bethlehem Evangelical Lutheran School
3700 South Casper Drive,
New Berlin, WI 53151
262-786-2901

School Contacts

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School Organization Structure

As a member of the Wisconsin Evangelical Lutheran Synod (WELS), Star of Bethlehem Evangelical Lutheran and School qualify as a 501(c)3 tax exempt organization under the WELS umbrella in group 1773. See attached letter from WELS.

School Governing Board Members

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|-------------------------|-----------------------|-----------------------|
| 1. Mr. Heath Butler * | 3. Mr. Joshua Derouin | 5. Mr. Samuel Siemers |
| 2. Mr. Chad Biesterfeld | 4. Mr. James Messman | 6. Mr. Brad Wetzel |

* - Chairman

Application Appeal Process

Star of Bethlehem Evangelical Lutheran School will only reject a Choice applicant if the application does not meet the Private School Choice Programs (PSCP) residency, income (if applicable), and age requirements for applicants entering grades K4, K5, and 1, and prior year attendance requirement if the student is participating in the WPCP.

Under the Star of Bethlehem Evangelical Lutheran School's appeals process, a rejected applicant has five working days from the date of receipt of their notice of rejection, or by May 1, (whichever date is earlier) to provide written evidence to the school's choice administrator that the applicant was improperly rejected. If the applicant thinks their entry was denied wrongfully by the school's choice administrator, they may appeal in writing to the school's board chair. The school's board chair 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. The board chair's decision regarding the appeal will be final.

High School Diploma Policy

Star of Bethlehem Evangelical Lutheran School does not offer high school and does not grant high school diplomas.

Non-Harassment Policy

Star of Bethlehem Evangelical Lutheran School is committed to making our school 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.

Star of Bethlehem Evangelical Lutheran 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.

There are 4 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/or stealing. Any type of intentional touching of intimate body parts of a person.
2. **Verbal** – Speaking to a person or about a person in a way that is unkind and hurtful, teasing, name calling, insulting, threatening, spreading rumors, or making racist or familial remarks including jokes and slurs.
3. **Non-Verbal** – 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, or using technology to spread rumors.
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.

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

Harassment or bullying claims should be reported to administrators, custodians, teachers, office personnel, aides, and other staff.

A clear account of the incident will be recorded and given to the principal. The principal will interview all concerned and record the incident. Parents will be informed through a phone call and letter.

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

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

All adults in the school, including administrators, custodians, teachers, office personnel, aides, and other staff, need to help in the prevention of harassment and bullying.

Suspension and Expulsion Policy

Whenever a student's conduct is such that it demonstrates repeated refusal to obey school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of school attendance including suspension and expulsion. Withholding privileges or access to the school is done only for the purpose of maintaining a wholesome learning environment.

Suspension

The Principal reserves the right to suspend a student for a disciplinary infraction and/or consistent or serious disregard of school policy. Star of Bethlehem Evangelical Lutheran School personnel will contact the student's parent/guardian immediately via phone or email and arrange a parental conference as soon as possible.

Suspension lengths are determined by the Principal and communicated to the parent/guardian in writing. These range from one day to a 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/guardian. Suspensions are either in-school or out-of-school depending on the offense. Any student suspended will automatically be placed on probation for 4 weeks.

Expulsion

Only the Principal of Star of Bethlehem Evangelical Lutheran School has the right to expel a student. Any student may be expelled when the relationship between the student and the school is no longer mutually beneficial.

Actions that could lead to expulsion include, but are not limited to:

- Acts which are illegal under local and state statutes
- Verbal, physical or sexual harassment, or retaliation against an individual who has made a complaint of harassment
- Any form of bullying as defined below.
- Student brings drugs, weapons, or any illegal substance to school.
- Student is considered to be a threat to self or others.
- Student has had more than one school suspension yet continues to have a disregard for school policies.
- Student cannot successfully complete the terms of disciplinary probation and the Principal recommends expulsion as a last resort.
- Student engages in conduct while at school or under the supervision of a school authority which endangered the property, health or safety of others.
- Student engages in conduct while not at school or while not under the supervision of school authorities which endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or school board member in the pupil's district.

If a student is to face disciplinary action that could result in expulsion (permanent removal from school), the following will occur:

1. Parents/Guardians will be notified on the day of the expulsion via phone or email and the student will be immediately removed from school.
2. A meeting with the Principal, parents/guardians and the student will take place within five days after the student's removal from school.
3. After the meeting, parents/guardians and the student will be notified of the Principal's decision and the terms for reentry or permanent expulsion.
4. If the student is permitted to return to school, prior to his/her return, a conference with the Principal, parents/guardians and the student must occur to review and sign a statement agreeing to the terms of reentry.

Any student expelled or withdrawn may not be on Star of Bethlehem Evangelical Lutheran School property or be present at school functions without the permission of the Principal.

Due Process

Prior to any suspension and expulsion, the student must be advised of the reason for the discipline by the school. The parent or guardian of a suspended or expelled student is given prompt notice of the discipline and the reasons for the action. Students who are expelled may appeal their disciplinary action.

1. The student, or his/her parent or guardian, may within five school days following notification of the suspension or expulsion appeal to the school's board chair in writing with rationale for appeal.
2. Before the appeals hearing is held, the parents and student are informed that the student may be voluntarily withdrawn up until the time that the final disciplinary action that is approved takes effect.
3. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place. This notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable. The appeal hearing shall be heard by the school's board chair (or any member of the school board if unavailable).
4. If the decision to suspend/expel the student is made by the board chair, parents are notified, in writing, within five days of the action.

Transfer of Credits Policy

Star of Bethlehem Evangelical Lutheran School will consider accepting school credit from other institutions to the extent that coursework at the previous institution is documented and in accordance with Star of Bethlehem Evangelical Lutheran School's 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.

Grade placement will be determined by post application testing & evaluation of student records.

Visitor Policy

Parental Access to the Classroom

Parents are welcome and encouraged to participate in daily activities at the school. Parents 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. 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 must also sign in at the front office, receive and wear a guest pass.

Parents 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 are denied the opportunity to observe a class they may appeal to the school's board chair.

Visitors

If the student has a guest, his/her guest is required to register with the school office and notify the principal at least one day before the guest's visit to the school. All adult visitors must sign in at the front office, receive and wear a guest pass.

Academic Standards

Star of Bethlehem Evangelical Lutheran School has adopted pupil academic standards using the academic standards issued by the governor as Executive Order No. 326, dated January 13, 1998 as a guide.