

# Private School Choice Program Disclosure of Information

St. Paul's Lutheran School  
1201 Main St  
Onalaska, WI 53650  
608-783-2552

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## School Contacts

1. Principal Ben Bain, 608-783-4822 Ext. 222, [bbain@stpaulsonalaska.org](mailto:bbain@stpaulsonalaska.org)
2. Mr. Joe Fetcenko, 608-783-4822 Ext 241, [mfetcenko@stpaulsonalaska.org](mailto:mfetcenko@stpaulsonalaska.org)
3. Operations Manager Lydia Walter, 608-783-4822 Ext 233, [admin@stpaulsonalaska.org](mailto:admin@stpaulsonalaska.org)
4. Pastor Daniel Olson, 608-783-4822 Ext 237, [dolson@stpaulsonalaska.org](mailto:dolson@stpaulsonalaska.org)

## School Organization Structure

St. Paul's Lutheran School is a not-for-profit organization operated by St. Paul's Lutheran Church.

## School Governing Board Members

- |                   |                       |
|-------------------|-----------------------|
| 1. Stephen Berg   | 7. Nathan Livingston  |
| 2. Don Fruit      | 8. Galen Riediger     |
| 3. Gary Harter    | 9. Terry Schmeckpeper |
| 4. Kevin Horstman | 10. Thomas Schultz    |
| 5. Paul Kuckhahn  | 11. John Werner       |
| 6. Bryon Koenig   | 12. Steve Wrobel      |

## Application Appeal Process

Policy Category: School Administration  
Policy Title: Application Appeal Process

Under Wisconsin state statute 118.60(6m)(a)4 all schools in the School Choice program must provide to every School Choice applicant "A copy of the appeals process used if the private school rejects the applicant." The following is St. Paul's Lutheran School's policy.

- Under 118.60(2)(a)2 a pupil must reside in the state of Wisconsin and
- a. Must reside outside of the Milwaukee and Racine school districts.
  - b. Meet income qualifications as listed in state statutes
  - c. Meet enrollment qualifications – a student must meet one of these four:
  - d. 1. Enrolled in public school the prior year
  - e. 2. Not enrolled in school the prior year
  - f. 3. Previous participant in WPCP the prior year, or
  - g. 4. Applying to K-4, Kindergarten, first grade, or 9th grade
  - h.

School Choice applicants must meet residency, income (if applicable), and age requirements for applicants entering grades K4, K5 and 1, and prior year school attendance.

Under St. Paul's Lutheran 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. Appeals will be accepted until May 1. The principal or school official 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.

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## Transfer of Credits Policy

Policy Category: Students and Student Services

Policy Title: Transfer of Credits Policy

Under Wisconsin state statute 118.60(6m)(a)8 all schools in the School Choice program must provide to every School Choice program 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 St. Paul's Lutheran School's policy adopted to satisfy the requirements of 118.60(6m)(a)(8):

St. Paul's Lutheran School will consider accepting school credit from other institutions to the extent that coursework at the previous institution is documented and in accordance St. Paul's Lutheran School's academic standards as adopted under 118.30(1g)(a)4. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the school's principal.

## High School Diploma Policy

St. Paul's Lutheran School does not offer high school grade(s) and does not grant a high school diploma.

## Non-Harassment Policy

Policy Category: School Administration

Policy Title: Non-Harassment Policy

It is St. Paul's policy that all students and employees and others acting on St. Paul's Lutheran School's behalf are entitled to respectful treatment in the workplace/school. Being respected means being treated honestly and professionally, with your unique talents and perspectives valued. It is an environment that is free of inappropriate behavior of all kinds. St. Paul's is committed to providing an atmosphere in which the dignity of every individual is respected. Incidents of harassment and inappropriate behavior will not be tolerated at St. Paul's Lutheran School.

### Definition of Sexual Harassment

Sexual harassment means unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. Sexual harassment includes comments directed by a person at another person of the same or opposite gender. Unwelcome verbal or physical conduct of a sexual nature includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments of a sexual nature; the deliberate, repeated display of offensive sexually graphic materials which is not necessary for business purposes; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee's work performance or to create an intimidating, hostile, or offensive work environment.

### Types of Harassing Conduct

Harassment is unwelcome conduct toward an individual because of his or her race, color, sex, age, sexual orientation, religion, national origin, disability, or any other legally protected status, when the conduct creates an intimidating, hostile or offensive work environment that causes work performance to suffer or negatively affects job opportunities.

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Examples of harassment that may violate the law and will violate this policy include:

1. Verbal or written communications, including electronic, that contain offensive name calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups based on race, color, sex, age, sexual orientation, religion, national origin, disability, or any other legally protected characteristic.
2. Nonverbal conduct, such as staring, leering, and giving inappropriate gifts.
3. Physical conduct, such as assault or unwanted touching that cause fear, physical, or psychological discomfort (i.e. pats, squeezes, touching, punching, pinching, repeatedly brushing up against another's body, or blocking free movement).
4. Visual images, such as derogatory or offensive pictures, cartoons, drawings, or gestures. Such prohibited images include those in hard copy or electronic form.

#### Inappropriate Behavior

St. Paul's goal is to maintain an environment where we all treat each other respectfully and professionally. Any unprofessional or disrespectful behavior, even if it does not rise to the level of "harassment," interferes with that goal and will not be tolerated. St. Paul's Lutheran School reserves the right to respond to inappropriate behavior even where no one has complained or indicated they have been offended. Inappropriate or immoral behavior also includes the intentional use of St. Paul's equipment to download, view, solicit, seek, display, or distribute pornographic material.

#### How to Report a Violation

Do not assume that St. Paul's Lutheran School is aware of the problem. It is your responsibility to bring your complaints and concerns to our attention so that we can help resolve them. Immediately report suspected violations of this policy to the principal or the Board of Education.

#### Investigation and Response

If you report a complaint of harassment or inappropriate behavior, we will investigate your concerns. Where there has been a violation of policy, we will take appropriate action to try to avoid future violations. In appropriate cases, disciplinary action (up to and including termination/expulsion) will be taken against those violating the Anti-Harassment Policy. We will inform parties about the status of reviewing their complaints. To respect the privacy and confidentiality of all people involved, we might not share specific details of the discipline or other actions taken.

#### Administration Responsibility

The administration is responsible for ensuring that St. Paul's Lutheran School provides a workplace/school free of harassment and inappropriate behavior and that complaints are handled promptly and effectively. The administration must inform their constituents about the policy, promptly investigate allegations of harassment, take appropriate disciplinary action, and take steps to assure retaliation is prohibited.

#### Retaliation is Prohibited

This policy strictly prohibits any retaliation against an employee, student, or other person who reports a concern about harassment or other inappropriate behavior.

#### Application

This applies to all students, employees, and to anyone else doing business for or with St. Paul's Lutheran School. This includes parents, volunteers, customers, vendors, suppliers, and contractors. It also applies to all locations and situations where St. Paul's Lutheran School business is conducted and to all St. Paul's Lutheran School-sponsored events.

## **Suspension and Expulsion Policy**

Policy Category: School Administration

Policy Title: Suspension and Expulsion Policy

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If a St. Paul's student is disobedient, obstinate, disrespectful, or is disturbing the rest of the class and reasonable means of prevention and intervention fail, the Principal may suspend the child. Parents/guardians will be notified via a phone call from a school administrator as soon as possible. The phone call will be followed by a letter no more than 72 hours later. All school-related privileges will be withheld. Out-of-school suspensions will result in incompletes for the work missed. The Principal will monitor in-school suspensions; the student will complete work in consultation with the child's teacher. This policy applies to all school-sponsored activities, regardless of location.

Following the first suspension, the student, accompanied by the parents, may be reinstated by the Principal. Should there be a second suspension, the reinstatement would occur only after the student and parents have met with representative(s) from the Board of Education. Should there be a third suspension, the student could be expelled for the rest of the school year. Expulsion can only be imposed by the Board of Education and only after the matter has been discussed with the parent(s). Parents will be notified of the decision to expel in two ways: by phone and by registered letter. The phone call will be either from the school principal or a member of the Board of Education and will be made within 24 hours of the decision. The letter will be mailed within 72 hours of the decision.

St. Paul's Lutheran School reserves the right to expel students who violate the student safety parameters as developed by the Board of Education. Depending on the severity of the incident a student may be expelled upon first instance.

Any expulsion may be appealed to the Board of Education. Parents must express their appeal in writing and provide rationale as to why their child should be reinstated. The Board of Education will consider the appeal and meet with the parent(s) to issue the final determination.

### **Safety and Security Rules**

The following is a list of rules established by the Board of Education:

<b>Misconduct</b>	<b>Definition</b>	<b>Minimum Action</b>	<b>Maximum Action</b>
<b>Alcohol/Drugs</b>	Possession and use, selling or transfer to other students	Detention, loss of school privileges; parental contact	Suspension or expulsion; police notification
<b>Bullying/Harassment (See Bullying Policy)</b>	Deliberate or intentional behavior using words or actions intended to cause intimidation or harm	Detention, loss of school privileges; parental contact	Suspension or expulsion; police notification
<b>Fighting</b>	Pushing and shoving; causing physical harm	Detention, loss of school privileges; parental contact	Suspension or expulsion; police notification
<b>Vandalism</b>	Destroying or harming property	Clean and/or pay for damage; parental contact	Expulsion; police notification

## **Visitor Policy**

### **St. Paul's Lutheran School Visitor Protocol**

#### **PURPOSE:**

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Define the standard operating procedures for visitors entering the school. Welcome guests in a loving, Christian manner and at the same time ensure our school and grounds remain safe for our students, staff and guests.

**GENERAL:**

It is preferred that appointments be made if meeting with a staff member of the church or school.

The Church/School office will have a list of all daily appointments and guest names will be confirmed prior to entrance.

ALL guests will utilize the door buzzer security system located at the school entrance doors. Guests requesting access will press the buzzer and a staff member will greet them asking the nature of the visit and allow access if verified.

Once in the building, all guests MUST stop into the office to sign the visitor log and wear a visitor badge. School staff may escort guests. All guests are expected to be respectful of all St. Paul's staff, students, and facilities. Guests must return to the office at the end of the visit to sign out and return the visitor badge.

Our school utilizes a camera verification system, however, there may be times when the guest may need to be greeted at the door by church or school staff prior to entrance.

**SURROUND CARE:**

Access to the school's before and after school program requires use of the school door buzzer system. The parent or other adult authorized to pick up children from our school will need to be verified prior to entrance into the building.

**PRE-K PROGRAM:**

Doors to our school will remain locked at all times. During release of our half-day Pre-K students, a school staff member will attend to the school entrance door to allow access to parents or other adults authorized to pick up children from the Pre-K program. The parents and authorized adults will be verified by the attending school staff member.

**CHURCH:**

Doors to the Church will be locked at all times. Access to the church will require that guests utilize the school door buzzer system. Guests will need to be verified prior to entry and all guests will need to stop by the church office and sign the guest in/out log.

## Academic Standards

St. Paul's Lutheran School has adopted the K-12 academic standards of the Kettle Moraine Lutheran High School Federation. These standards are aligned to state and/or Common Core standards. The standards are located online at: <https://sites.google.com/kmlhs.org/kmlschools/k-12-curriculum-standards>

Parents may request copies of these standards from the school office.