

Private School Choice Program **Disclosure of Information**

David's Star Lutheran School
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262-677-2412

School Contacts

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School Organization Structure

David's Star Lutheran School is a not-for-profit organization owned and operated by David's Star Lutheran Church. A 501c3 certificate is enclosed at the end of this document.

School Governing Board Members

1. Jason Walz
2. Jeff McCoy
3. Mike Kempfert
4. Todd Oestreich
5. Jeff Munn

Application Appeal Process

Under Wisconsin state statute 118.60(6m) (a)4 all schools in the Wisconsin Parental Choice Program (WPCP) must provide to every WPCP applicant "A copy of the appeals process used if the private school rejects the applicant." The following is David's Star 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:
 1. Enrolled in public school the prior year
 2. Not enrolled in school the prior year
 3. Previous participant in WPCP the prior year, or
 4. Applying to Kindergarten, first grade, or 9th grade

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

Under David's Star 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. 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. **Applications must be submitted by the first weekday in May. If the appeals come in after, the student may not be eligible for the Choice program.**

Transfer of Credits Policy

Under Wisconsin state statute 118.60(6m)(a)8 all schools in the WPCP must provide to every WPCP 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."

David's Star Lutheran School will consider accepting school credit from other institutions to the extent that coursework at the previous institution is documented and in accordance David's Star Lutheran School's academic standards as adopted under 118.30(1g) (a)4.

The following is David's Star Lutheran School's policy adopted to satisfy the requirements of 118.60(6m) (a)(8):

Enrollment Requirements

All students transferring to or enrolling at David's Star Lutheran School must meet the enrollment requirements.

- Students entering 3K must be three years old on/or before September 1 of the same year.
- Students entering 4K must be four years old on/or before September 1 of the same year.
- Students entering Kindergarten must be five years old on/or before September 1 of the same year.

Grade placement and enrollment are the responsibility of the Board of Ed and Principal. The decisions will be based on information that may come from evaluations, past performances, interviews with former teachers, report cards, aptitude tests, classroom observations and parental interviews.

Transfer Students

So that the child transferring** to David's Star Lutheran School is given the best opportunity for academic success, the following guidelines will be employed to determine grade level and suitability for enrollment:

Transfer students may need to take a placement test to help determine the appropriate grade level of the child.

The Principal and faculty of David's Star Lutheran School will contact the school that the student previously attended to gain information on the student's academic abilities, behavior, or other issues pertinent to making an enrollment decision.

After giving the student time to adjust and demonstrate abilities in our classroom, the school reserves the right to make an adjustment to the student's grade level based on observations and assessments.

The parents or guardians of prospective homeschooled students must provide proof of curriculum. This will include study materials used, textbooks for math, reading and social studies, samples of homework and/or completed worksheets, and any testing results.

Transfers requests that come in after school starts will be handled on a case to case basis as outlined above. Midyear transfers will be considered at the semester. Transferring during third or fourth quarter may be considered but is not encouraged.

**** Note (Enrollment requirements and guidelines for Transfer students do not apply to WPCP students prior to enrollment. Upon enrollment, Morning Star Lutheran's process for grade placement will be employed to ensure correct placement based on academic abilities.)**

Transfer of Credits

David's Star Lutheran School is a member of the Wisconsin Evangelical Lutheran School System and is listed in the Wisconsin NonPublic School Directory published by the Wisconsin Department of Public Instruction.

Credits earned at David's Star are transferable to other elementary and middle schools, both public and nonpublic, and to high schools upon completion of 8th grade. David's Star Lutheran School will accept the transfer credits earned from any accredited institution.

The parents or guardians of homeschooled students must provide proof of curriculum. This will include study materials used, textbooks for math, reading and social studies, samples of homework and/or completed worksheets, and any testing results.

High School Diploma Policy

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

Non-Harassment Policy

It is David's Star's policy that all students and employees and others acting on David'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. David's Star 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 David's Star 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. 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.

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

David's Star'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. David's Star Lutheran School reserves the right to respond to inappropriate behavior even where no one has complained or indicated they have been offended.

How to Report a Violation

Do not assume that David's Star 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 David's Star 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 David's Star Lutheran School. This includes parents, volunteers, customers, vendors, suppliers, and contractors. It also applies to all locations and situations where David's Star Lutheran School business is conducted and to all David's Star Lutheran School-sponsored events.

Suspension and Expulsion Policy

- 1.** In cases of extreme misconduct of a student, it may be necessary to consider either suspension or expulsion. A suspension is an imposed temporary absence from school given only with the consent of the principal.
- 2.** A suspended student will be readmitted only after a consultation with the parent, principal, the pastor(s), the teacher involved in the suspension, and notification of the Board of Elementary Education.
- 3.** Expulsion is permanently removing a student from the school and is to be considered an instrument of last resort. Expulsion is only permitted upon the approval of, the Ministry Coordination Pastor, the Principal, and the Board of Elementary Education after consulting with the parents in writing. An expulsion takes place only after all other attempts have failed
- 4.** Expulsion from David's Star Evangelical Lutheran School does not remove the student from the congregation nor from religious training. However, expulsion is a serious matter and it should be used only after thoughtful and prayerful consideration
- 5.** Grounds for suspension or expulsion are the following:
 - a. Repeated refusal to do schoolwork
 - b. Repeated disruptions in the classroom, school, bus, or on the playground
 - c. Fighting
 - d. Repeated and/or deliberate truancy
 - e. Persistent unrepentance
 - f. Stealing
 - g. Persistent lying
 - h. Physical or sexual abuse
 - i. Bringing a weapon to school, the bus, or anywhere on church grounds
 - j. An overt act of misconduct
 - k. Bringing illegal drugs to school, the bus, or anywhere on church grounds
 - l. Immoral sexual activity
 - m. Repeated disrespect and/or defiance
 - n. Repeated misuse of social media or cyberbullying.
 - o. Incidents of bullying or misuse of social media should be reported to a faculty or staff member.
 - p. The person receiving the report will record details and share with the Principal.
 - q. In serious cases parents will be informed and may be asked to meet to discuss this matter concerning their child.
 - r. If necessary and appropriate, local police will be consulted.
 - s. If the bullying behavior does not stop immediately, the result may escalate to suspension or expulsion from school.
- 6.** It is important to be alert for signs of change in the attitude of a student. These signs will determine what steps need to be taken next. The deterioration of the quality of education should not be permitted because of a discipline problem.
- 7.** A written record or log will be kept of a student's disruptions. In addition, it will note the discipline and consultations that document the course of action already taken. This will also serve as a record of due process for the student involved. Expulsions may take place at any time, including at the end of one academic year to be enforced the following academic year.
- 8.** Communication between the classroom teacher, the principal, and the parents is essential to fostering a Christian atmosphere at our school. We should never find ourselves dealing with an expulsion when the parent did not know or understand that we have arrived at that point with their student(s).

EXPULSION POLICY

Step 1 – A meeting of parents, child (part of the time), Board of Elementary Education, pastor(s), teacher, and principal will take place to discuss the problem, attempts at discipline, and possible solutions.

- a. After the parents are excused, the Board will decide whether the child will be allowed to remain in school.
- b. The Chairman of the Board will notify the parents of the Board's decision.

Step 2 - If the student was readmitted after suspension and the problem continues then expulsion will take place.

- a. The Board of Elementary Education will make this decision and the chairman will inform the parents of the Board's decision.

APPEALS

The suspension or expulsion of any student from David's Star Lutheran School may be appealed to the Board of Education at David's Star. The parent may appeal in writing to the teacher, principal, and the Board of Education. All parties involved shall meet at the earliest convenient time with all parties involved to consider the appeal.

Visitor Policy

Visitors to David's Star Lutheran School shall:

- 1) Enter through the main school entrance. All visitors will be "buzzed" in through the locked entrance.
- 2) Check-in at the school's front office indicating their intentions to the school office staff.
- 3) Wear a visitor name tag or badge.
- 4) Comply with a need for escort if school staff deems necessary.
- 5) Be respectful of all David's Star students and staff.
- 6) Sign out upon departure.

Academic Standards

David's Star 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: http://www.kmlhs.org/about_kml/k-12_curriculum_standards

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