

Private School Choice Program

Disclosure of Information

Trinity Lutheran School
1268 Pleasant Valley Rd.,
West Bend, WI 53095
262-675-6627

School Contacts

1. Dean Kelly, (262)336-0057, dean.kelly@trinityels.org

School Organization Structure

Trinity Lutheran School is a not-for-profit organization.

***School Governing Board Members**

1. Kyle Luebke
2. Jordan Gauger
3. Scott Measner
4. Jed Else
5. Maurico Morales
6. Jeff Lutzow

Application Appeal Process

- Wisconsin Parental Choice Program (WPCP) application: By May 1

Note: Schools may only reject a Choice applicant if the application does not meet the Private School Choice Program (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 Trinity 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 president. The school's board president 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 president's decision regarding the appeal will be final.

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. Trinity Lutheran School personnel will contact the student's parent/guardian immediately by a phone call and an email sent to the parents 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.

Expulsion

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

Actions that could lead to expulsion include, but are not be 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

- Student is considered to be a threat to self or others
- Student has had multiple school suspensions yet continues to have a serious disregard for school policies
- Students cannot successfully complete the terms of disciplinary probation and (the Principal or Discipline Committee, etc.) recommends expulsion as a last resort.

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 and the student will be immediately removed from school. Parents will be notified through a phone call and email.
2. A meeting with the Principal, parents/guardians and student will take place within five days after the student's removal from school.
3. After the meeting, parents/guardians and 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 student must occur to review and sign a statement agreeing to the terms of reentry.

Any student expelled or withdrawn may not be on Trinity 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 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 appeals hearing shall be heard by the Board Chair (or Vice Chair if unavailable).

4. If the decision to suspend/expel the student is made by the Board Chair/Vice Chair, parents are notified, in writing, within five days of the action.

Transfer of Credits Policy

Trinity 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 Trinity 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.

High School Diploma Policy

Trinity Lutheran School does not offer high school and does not grant high school diplomas.

Non-Harassment Policy

Trinity 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.

Trinity 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 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
- 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.

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 Board President.

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

Trinity Lutheran School has adopted the pupil academic standards issued by the governor as Executive Order No. 326, dated January 13, 1998.