

# Private School Choice Program Disclosure of Information

Our Savior Lutheran School  
1332 Arrowhead Rd  
Grafton, WI 53024  
262-377-7780

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## School Contacts

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## School Organization Structure

Our Savior Lutheran School is a not-for-profit organization.

## School Governing Board Members

1. Joel Fischer
2. Matt Berger
3. Matt Liebenow
4. Jimmy Pautz
5. Dan Lederer
6. Phil Gronholz, advisory member
7. Pastoral Assistant Jeremiah Backhaus, advisory member
8. Principal Nathan Schultz, advisory member

## 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 Our Savior 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, K5 and 1, and prior year school attendance.

Under Our Savior 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.

## Suspension and Expulsion Policy

If an Our Savior 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. 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.

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 the Board of Christian Education (BoCE). 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 BoCE and only after the matter has been discussed with the parent.

Our Savior Lutheran School reserves the right to expel students who violate the student safety parameters as developed by the BoCE. Depending on the severity of the incident a student may be expelled upon first instance.

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

Misconduct	Definition	Minimum Action	Maximum Action
Alcohol/Drugs	Possession and use, selling or transfer to other students	Suspension; possible dismissal from school	Suspension and dismissal; police notification
Bullying/Harassment	Deliberate or intentional behavior using words or actions intended to cause intimidation or harm	Detention, loss of school privileges, or parental contact	Suspension, dismissal, police notification
Fighting	Pushing and shoving; causing physical harm	Detention/loss of school privileges; parental contact	Suspension or dismissal from school
Vandalism/Theft	Destroying/harming/stealing of property	Clean or pay for damage; parental contact	Dismissal, police notification
Weapons	Possession/use of any object with intent to cause physical harm	Suspension	Dismissal; police notification

## Transfer of Credits Policy

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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.”

The following is Our Savior Lutheran School’s policy adopted to satisfy the requirements of 118.60(6m)(a)(8):

Our Savior 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 Our Savior 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

Our Savior Lutheran School does not offer high school grade(s) and does not grant a high school diploma.

## Non-Harassment Policy

It is Our Savior’s policy that all students and employees and others acting on Our Savior 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. Our Savior 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 Our Savior 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.

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### Inappropriate Behavior

Our Savior'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. Our Savior 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 Our Savior 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 Christian 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 Our Savior 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 Our Savior Lutheran School. This includes parents, volunteers, customers, vendors, suppliers, and contractors. It also applies to all locations and situations where Our Savior Lutheran School business is conducted and to all Our Savior Lutheran School-sponsored events

## **Visitor Policy**

Visitors to Our Savior 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 Our Savior students and staff.
- 6) Sign out upon departure

## **Academic Standards**

Our Savior 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?authuser=0>

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

Passed by Board of Christian Education on 1/4/22