Private School Choice Program

Disclosure of Information

**Saint Marcus Lutheran School**

Main campus – 2215 N Palmer St

North campus – 2669 N Richards St

Harambee campus – 110 W Burleigh St

**Milwaukee WI 53212**

Main Campus – 414-562-3163

North Campus – 414-539-4843

Harambee Campus – 262-313-7240

**School Contacts**

1. Mr. Henry Tyson, Superintendent 414-562-3163 Henry.Tyson@stmarcus.org
2. Mrs. Erin Johnson, Palmer St principal 414-562-3163 Erin.Johnson@stmarcus.org
3. Mrs. April Richter, Richards St principal 414-539-4843 April.Richter@stmarcus.org
4. Mrs. Tracy Eastburn, Harambee principal 262-313-7240 Tracy.Eastburn@stmarcus.org

School Organization Structure

St. Marcus Lutheran School is a nonprofit 501(c)3 organization as a member of the Wisconsin Evangelical Lutheran Synod (WELS).  If needed, please come to the business office to get a copy of the letter certifying this nonprofit status.

School Governing Board Members

1. Mrs. Amy Heffelfinger-Miles (Chairperson)
2. Mr. Thomas Bell
3. Mrs. Aleina Hodnett
4. Mrs. Brenda Jashinsky
5. Mrs. April McCaskill
6. Mr. Scott Raymond
7. Mrs. Jessica Kock
8. Mrs. Maureen Lawrenz – Community Outreach Representative
9. Mr. Jim Datka – Alumni Ministry Representative
10. Pastor Daniel Leyrer – Ministry Representative
11. Mr. Henry Tyson – Superintendent
12. Mrs. April Richter – North Campus Principal
13. Mrs. Erin Johnson – Main Campus Principal
14. Mrs. Tracy Eastburn – Harambee Campus Principal

Non-discrimination policy

St. Marcus Lutheran School admits students of any race, color, national or ethnic origin to all the rights, privileges, responsibilities, and activities made available to students at school.  There is no discrimination in the administration of educational policies, scholarships, grading, athletic programs, or student disciplinary matters.

Application Appeal Process

**Denial of Enrollment**

Under 119.23(2)(a)(1)(a) a pupil must reside in the city of Milwaukee and meet the income requirements as defined below to qualify for the MPCP:

*The pupil is a member of a family that has a total family income that does not exceed an amount equal to 3.0 times the poverty level determined in accordance with criteria established by the director of the federal office of management and budget….A pupil attending a private school under this section whose family income increases… may continue to attend a private school under this section.*

119.23(3)(a) states that a school must,

*“No later than 60 days after the end of the application period...notify each applicant, in writing, whether his or her application has been accepted. If the private school rejects an application, the notice shall include the reason.”*

A school may only reject an applicant for not meeting income and residency requirements. Under St. Marcus 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 council that the applicant was improperly rejected. The evidence must include income and residency documentation. The school superintendent shall respond to the applicant’s appeal within five calendar days of receipt of the appeal notifying him / her of the acceptance or rejection of the appeal.

**Appeals Process**

When addressing a concern, parents/guardians are encouraged to go directly to the source of their concern before engaging in the appeals process. This is a biblical concept described in the book of Matthew 18:15-17. For example, if a parent or guardian has an issue with a teacher or a support teacher, the parent / guardian is encouraged to go directly to that individual and discuss the matter in private when students are not around.

When concerns are not fully addressed, parents/guardians are encouraged to then contact the relevant director. If that is not successful, parents/guardians may contact the school principal and request a meeting to discuss the issue. The school principal will make a determination regarding the issue.

In the event that the parent / guardian remains dissatisfied, a written appeal may be filed with the school superintendent within five calendar days. If the superintendent fails to resolve the situation, the final stage of the appeals process is to file a written appeal with the chairman of the school council. Parents / Guardians are encouraged to submit appeals to the superintendent and chairman of the school council via email and to keep hard or electronic copies of the appeal. The determination of a committee of the school council will be the final determinant.

Suspension and Expulsion Policy

Suspension Policy**:**

Any school administrator (Superintendent, Principal, Director, Dean) has the authority to suspend students.

A suspension is defined as temporary removal from classes and/or school. Suspensions shall be made after

the administrator investigates and determines that a suspension is necessary to help any student, further

school purposes, or prevent interference with school operations. Initiation of a suspension may begin

immediately or at a certain point of time, at the discretion of the administrator.

The length and type of the suspension (either in­school “ISS” or out­of­school “OSS”) shall be at the

discretion of the administrator. If the suspension is to start immediately an administrator will contact the

parent/guardian to pick up the student.

The suspension process for any extended suspensions (longer than 3 days) will include the opportunity for

a meeting with the concerned administrator, the student and parent / guardian.

In instances of extreme negative behaviors, including but not limited to physical assault, property damage,

theft, gang­related activity or the possession of any illegal narcotic or weapon, an immediate out­of­school

suspension or expulsion may occur.

Expulsion/Dismissal Policy:

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

1. Parent / Guardian will be contacted to have the student immediately removed from the campus.

2. A meeting with the appropriate administrator, parent/guardian and student will take place within three school days after the student’s removal from school.

3. After the meeting, the parent/guardian and student will be notified by an administrator of the decision and either the terms for re­entry or permanent expulsion.

4. If the student is permitted to return to St. Marcus: prior to his/her return, a conference with the appropriate administrator must occur, at which time a contract or a statement agreeing to the terms of re­entry may be signed.

Expulsion/Dismissal Appeals:

In order to appeal an expulsion/dismissal the following procedures must be followed by parents / guardians:

1. Parents / Guardians must submit a written complaint to the superintendent within five calendar days.

2. The superintendent will respond to the parent or guardian within 3 school days of the submission.

3. If the parent or guardian is dissatisfied with the response of the superintendent, they can submit a written letter of complaint within 3 calendar days of the letter of the superintendent.

a. The parent/guardian must address it to the school council and must contain an explanation as to why the problem occurred and a proposed resolution. **In the absence of these items, the appeal will be denied.**

b. Following the submission of the letter to the council, the parent/guardian will be advised whether the school council has agreed to hold an appeals hearing or denied the appeal.

The school council has final say concerning the appeals opportunity and decision on expulsion / dismissals.

Transfer of Credits Policy

St. Marcus Lutheran School does not use a system of credits. Students will be admitted into their grade level based on information from two sources:

**a)** the last recorded grade level on their previous school’s report card and

**b)** results from internal testing following student admission.

Completion of a grade at another school does not guarantee admission into the next grade level.

High School Diploma Policy

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

Non-Harassment Policy

Sexual Harassment

At St. Marcus we understand sexual harassment to be a form of sexual discrimination that occurs when one person subjects another person to unwanted sexual attention, coerces him / her into sexual activity, and / or punishes his / her refusal. Sexual harassment may be exhibited verbally (which includes, but is not limited to, propositions, innuendoes, and / or subtle pressure for sexual activity) and / or physically (which includes, but is not limited to, touching, patting, pinching, brushing against another’s body, physical assault, rape, or subtle pressure for sexual activity). The accusation of sexual harassment is a serious one, and each case will be given immediate individual attention with the strictest confidentiality imposed. A student should contact his / her teacher, Director, the Dean of Students, and / or the Principal if he / she encounters this problem.

Verbal Harassment

There shall be no verbal harassment at St. Marcus. Verbal harassment includes threats, gestures, or verbal attacks on persons, including attacks directed at one’s racial, ethnic, or religious background, physical or mental disability, appearance, as well as any form of obscene language, swearing, slander, name-calling, or slur. Our school is a place where every one of us must be comfortable and treated with due respect.

Response to Harassment

St. Marcus is committed to the equitable and swift resolution of harassment issues. Any student or employee experiencing harassment should follow any or all of these measures:

1. Let the offender know you want the behavior to stop. Be clear and direct. Do not apologize.
2. If you are not comfortable confronting the offender alone, ask a friend to accompany you, or write a letter to the offender, keeping a copy.
3. Make a record of when, where, and how you were mistreated; include witnesses (if any), direct quotes, and other evidence.
4. If you are a student, notify a Director, the Dean of Students or Principal. If you are uncomfortable doing so, speak with another adult.
5. If you are an adult, notify a Director, the Dean of Students or Principal.

As soon as possible, the adult notified will report to a Director, the Dean of Students or Principal who will notify the authorities, if necessary. One of the administrators will investigate the matter in a swift and equitable manner and communicate a decision to all parties involved.

Visitor Policy

Parents/Guardians are welcome and encouraged to be engaged in each child’s education, including school activities, and observing in the classroom. Parents/Guardians must sign in at the front office and wear a guest pass. Cell phone use in the classroom and hallways is prohibited. Parents/Guardians may visit their children’s classes provided that the visit is scheduled in advance or the parent has received permission from an administrator. Any celebratory visits (birthdays, etc.) must be scheduled with an administrator in advance and should take place during the student’s scheduled lunch period. This is done not only as an added security measure and courtesy to teachers, but also to ensure that the educational process is not disrupted.

In order to ensure a smooth dismissal and to enable school staff to organize students, assign homework, get children out on time, and ensure that every child is signed out, parents may not collect their children from the classroom or in the hallway but must wait until the class arrives at their dismissal location.

Parents/Guardians may be denied the opportunity to visit a class if the school administration has determined that the parents/guardians’ presence has had, is having, or may have a negative impact on the educational process. This has happened only a limited number of times. When parents/guardians are denied the opportunity to visit a class, they may request to meet with the Superintendent for clarification.

Child Protective Services

Individuals whose employment brings them into contact with children under Wisc. Stat. s.48.981, are required by law to report any suspected, threatened, or risk of abuse or neglect of a child, when seen in the course of their professional duties. ALL SCHOOL EMPLOYEES fall under this code and are considered Mandated Reporters. Mandated Reporters who intentionally fail to report suspected child abuse or neglect, may be fined up to $1,000 and/or imprisoned up to 6 months. Additionally, a school must allow the Child Protective Services worker to have access to the child. Parental consent is not required to conduct these observations and interviews.

Reference <https://dpi.wi.gov/sites/default/files/imce/sspw/doc/sswchildabuse.doc>

The purpose of Wisconsin’s Child Protective Services Program is:

1. To protect the health, safety, and welfare of children by encouraging the reporting of suspected child abuse and neglect.

2. To ensure that appropriate protective services are provided to abused and neglected children and their families and to protect children from further harm.

3. To provide support, counseling, and other services as the parent/guardian makes the necessary changes to provide a safe and protected environment for their family.

Academic Standards

St. Marcus Lutheran School has adopted academic standards as a guide for determining whether or not students are mastering standards and meeting grade level outcomes. Copies of standards are available for review in the school offices.

1. Wisconsin Common Core Standards for English Language Arts, Math and Social Studies
2. Next Generation Science Standards