

N.E.W. Lutheran High School



N.E.W. Lutheran
HIGH SCHOOL

WPCP HANDBOOK

Updated 02/08/2022

Excerpted from NEWLHS Student Handbook

CONTENTS:

Admissions Policy – Transfer Students	4
College Preparatory	5
Contact Information.....	5
Cyberbullying	6
Discipline.....	6
Graduation Requirements.....	10
Harassment	10
Not for Profit Information.....	11
Statement of Faith.....	12
Student Records	12
Student Rights.....	13
Tuition and Fees.....	14
Visitation Procedures & Policy	16
WPCP Appeals Process for N.E.W. Lutheran High School	17
WPCP Wait List Policy for N.E.W. Lutheran High School.....	18
WPCP Signature Page	19

ADMISSIONS POLICY – TRANSFER STUDENTS

Any student wishing to transfer to NEW Lutheran High School as a freshman, sophomore, junior or senior must complete the transfer application process.

All prospective transfer students will be subject to review by NEW Lutheran High School administration. Prospective transfer students wishing to enroll under the Wisconsin Parental Choice Program (WPCP) must complete the WPCP application process during the open WPCP application period (February 1 - April 20) to determine eligibility.

The administrative review of all transfer students (whether through the WPCP or not) can include, but is not limited to the academic, attendance & behavioral/discipline records along with testing results of the potential transfer student from all previous high schools. All records must be received before a student will be permitted to enroll. If records are falsified or information is withheld, the student may be asked to withdraw.

A credit review will be conducted of all transfer students to determine appropriate grade placement. It is expected that each transfer student completes a minimum of 3 credits per completed semester for admission as follows (exceptions may apply):

2nd semester Freshman - 3 credits	1st semester Junior - 12 credits
1st semester Sophomore - 6 credits	2nd semester Junior - 15 credits
2nd semester Sophomore - 9 credits	1st semester Senior - 18 credits

In addition, the following criteria are used to determine whether credits will be accepted by NEW Lutheran High School:

- The course must correspond to a similar course offered by NEWLHS. Course work that is unique to a particular school or district may not be accepted as a transfer credit.
- The previous grade must qualify as a passing grade according to the NEWLHS grading scale. Any course from a school that uses percentages rather than letter grades will be converted using NEWLHS's grading scale. The minimum percentage required for passing is 60%. Any transfer course below the 60% mark would be considered a failing grade and would not receive credit in our system.
- Credits received from other school are converted to the NEWLHS system of .5 credit earned for one semester of satisfactory work.
- Courses from other schools that are "weighted" may not receive similar consideration at NEWLHS. Because NEWLHS does not weigh grade classes or provide extra credit for courses, all grades will be converted to the NEWLHS grading scale.
- NEWLHS reserves the right to deem any course unsatisfactory and refuse to transfer the credit based upon its standards.

Upon review by the NEWLHS Executive Director, a decision will be rendered on admission. That decision can be contingent upon any relevant criterion and may include conditions. The decision to accept or deny admission may include provisions for future consideration. All decisions may be appealed in writing to the Executive Director of NEWLHS. The decision of the Executive Director is final.

COLLEGE PREPARATORY

Students earn 1 credit for achieving a passing grade in any given subject for a full year course and .5 credits for achieving a passing grade in any given subject for one semester. These grades are determined by performance on homework assignments, quizzes, tests, projects, presentations and class participation. A passing grade in a given course is indicative that the teacher recommends that the student receive credit for that course. The Wisconsin Department of Public Instruction (DPI) recommends that a student who plans to enroll at a college or university should minimally complete the following credit hours at the high school level from these five academic areas:

English: 4 Credits

Mathematics: 3 Credits

Science: 3 Credits

Social Studies: 3 Credits

Foreign Language: 2 Credits

CONTACT INFORMATION for N.E.W. Lutheran High School

Phone: 920.469.6810

Website: www.newlhs.com

Email: info@newlhs.com

Address: 1311 S. Robinson Avenue, Green Bay, WI 54311

Administration:

Executive Director/WPCP Administrator	Chris Nelson	920-471-5754	nelsonc@newlhs.com
Athletic Director	Jared Gosse		gossej@newlhs.com
Principal & Guidance Counselor	James McClellan		mcclellanj@newlhs.com
International Student Coordinator:	Kris Schumacher		schumacherk@newlhs.com
Office Manager	Kristin Voskamp		voskampk@newlhs.com
Business Manager	Brenda Reckelberg		reckelbergb@newlhs.com
Facility Manager	Dick Hasseler		hasselerd@newlhs.com

Board of Directors: (as of 5/29/21)

President	Christel Laatsch	christel.laatsch@expera.com
Vice President	Kory Bertram	
Secretary	Ken Weinaug	
Treasurer	Barbara Wendland	
Pastoral Rep:	Pastor Matt Baye (Hope DePere)	
Congregational Rep	Jay Dolezal	
Congregational Rep	Andrea Berg	
Congregational Rep	Jean Borchardt	
Congregational Rep	Chad Levanetz	
Congregational Rep	Scott Stiles	

Association Congregations:

Christ of the Bay Lutheran Church	Green Bay	920-468-4246
Faith Lutheran Church	Green Bay	920-435-5524
Hope Lutheran Church	DePere	920-336-9843
Our Saviour Lutheran Church	Green Bay	920-468-4065
Pilgrim Lutheran Church	Green Bay	920-965-2233
Redeemer Lutheran Church	Green Bay	920-499-1033
RAIZED Lutheran Church	Green Bay	920-393-3532
St. John Lutheran Church	Luxemburg	920-845-5250
St. Paul Lutheran Church	Luxemburg	920-845-2095
Zion Lutheran Church	Wayside	920-864-2463

CYBER-BULLYING

Any student or parent posting slanderous information (words or photos), threats or any type of cyber-bullying regarding a student at NEW Lutheran High School or the school itself will be subject to disciplinary action which may include expulsion from school. In extreme cases law enforcement may also be contacted. This includes the use of social media websites such as Facebook, Twitter, Instagram, Snapchat, etc. Any comment made about an NEW Lutheran High School employee on the internet will be dealt with as if the comments were made in person. Disciplinary action may be taken based on the severity of the comments.

DISCIPLINE

The FACTS of Biblical Discipline:

1. Discipline means – “training that shapes character.”
2. Discipline is not punishment – punishment is a process of discipline.
3. Discipline motivates students to learn.
4. Discipline teaches self-control – discipline is self-control.
5. Discipline sets limits for a student’s own benefit.

The GUIDE for Discipline:

“All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.” – II Timothy 3:16-17 (NIV)

Teaching – The basic knowledge of what is right and wrong.

Rebuking – The pointing out of the fault or offense.

Correcting – Showing the student what is right and forgiven.

Training – Teaching the student the “how to.”

1.

2. Classroom Discipline

A positive atmosphere must be maintained in the classroom to provide the greatest opportunity for learning. Classroom discipline is expected to minimize problems. Each teacher will lay out specific guidelines and expectations in regards to student behavior in the first days of each course. In a discipline situation the teacher will first work with the individual student(s). Parental involvement in the discipline process is outlined in the discipline plan.

3. General Guidelines

- Unless students are involved in some school activity, they should leave the school grounds by 3:30 p.m. If their school activity begins before 4:30 p.m. they should not leave the building. Students who remain at school after 3:30 p.m. should be in the school commons.
- Loud talking or boisterous acts are out of place in and around school. Language should reflect our Christian values.
- Classrooms and study halls should be used for educational purposes. Games, card playing, etc., should not take place. Students should come prepared with work for study hall.
- Cleats and muddy shoes should not be worn in the building and are to be removed before entering the doors.
- If school property is defaced or destroyed, the student(s) responsible must pay for destruction, defacing, loss, or breakage of school property or books.
- Students are responsible for helping to keep the building clean.
- Although boy-girl relationships are common during the high school years, public displays of affection are inappropriate.
- If a female student becomes pregnant, school administration shall be informed. A separate policy outlining the process to evaluate the student's continued enrollment will be followed. When a male student is confirmed to be the father of a child, the same policy applies.

Violation of certain school policies and rules could result in demerits, suspension, or expulsion from school. Examples include:

- Possession or use of alcohol, tobacco, or illegal drugs
- Immoral sexual conduct
- A threat or use of physical violence
- Possession or use of fireworks, explosives, or weapons
- Reprehensible conduct reflecting serious discredit to the school
- Serious and willful destruction of property
- Stealing
- Gambling
- Harassment
- Bullying
- Failure to serve detention(s)

The proper authorities will be contacted based on evidence or suspicion of illegal activities associated with the list above.

4. The Method of Discipline:

There are many good methods to use when disciplining students. The following facts are considered when the method is chosen:

- Students are individuals with special needs and they respond differently to the same method, but all need firmness, fairness, and consistency.
- Any consequences should fit the offense.
- Consequences should be administered as quickly as possible after the offense is discovered and without anger (Ecclesiastes 8:11 & Proverbs 14:17).

5. The Demerit System:

NEWLHS has chosen to use a demerit system of school discipline. When students are disciplined they may be given a demerit(s). Demerits accumulate on a per semester basis. Students will have the opportunity to regain lost demerit points. Demerit points earned in the final two weeks of first semester will carry over into second semester.

Minor Disciplinary Situations:

Each teacher/staff member may record demerits for students in minor discipline situations. All demerit points are entered into the RenWeb Student Information System.

Marking System for Minor Disciplinary Issues:

- Food in hallway or classroom – 1 demerit
- Refusing to work in class – 1 demerit
- Inappropriate attire – 1 demerit and office referral for change in apparel if necessary and/or adjustment in clothing (if not correctible – 3 demerits)
- In off-limits area (including kitchen) – 1 demerit
- Confiscation of cell phone, iPad, MP3, games, cards or any other electronic device – 1 demerit
- Disorderly Conduct (shoving, excessive talking, throwing items, etc.) - 1 demerit
- Tardy to class – 1 demerit (will be administered by teacher)
- Tardy to school – 1 demerit (will be administered by attendance clerk)
- Argumentative/rude behavior – 2 demerits
- Deliberate disruptions – 2 demerits
- Profanity/vulgarity – 2 demerits
- Insubordination – 2 demerits
- Inappropriate public displays of affection (kissing, touching, etc.) – 2 demerits

Major Disciplinary Situations:

Major discipline situations will be referred to the office by a teacher or other school personnel. In major disciplinary situations, students will meet with school personnel. Major disciplinary situations may be assigned 3-10 demerit points. Some major disciplinary situations may warrant immediate suspension or expulsion (see Code of Conduct).

Erasing Demerit Points:

- If a student does not receive a demerit for a six week period, he or she will erase one demerit point.
- A student may perform one hour of service work at school to erase one demerit point. Students are limited to doing this three times a semester (work performed during detention time does not apply).

6. Types of Disciplinary Action

Cooperation with school policies is expected in a spirit of Christian love. When there is willful disobedience, the discipline of the Law applies. School discipline includes:

- *Academic Probation* - If the administration, after consulting with the faculty, determines that a student is not producing academically according to his/her abilities, the student will be placed on academic probation for the next grading period. If academic effort does not improve, a meeting with the parents/guardians and school personnel will determine further options and continued enrollment.
- *Disciplinary Probation* - A student who has committed a major offense, or has discipline history from a previous school, may be placed on disciplinary probation for a designated period of time. His/her probation will be continuously reviewed by the administration. If the behavior does not improve, that student by virtue of his/her own attitudes and actions could be removed from school.
- *Student Council Probation* - The students, based on their actions that result in demerits or other school discipline and the guidelines of student council, can be removed from non-academic and non-school day related activities.
- *Detention and Suspensions* – Detentions and suspensions will be administered as follows:

Receiving 3 demerit points = 30 minute detention

Receiving 4-5 demerit points = 45 minute detention

Receiving 6-7 demerit points = 2 hours of Saturday detention

Receiving 8-9 demerit points = 4 hours of Saturday detention

Receiving 10 demerit points = Possible Expulsion

A detention is a designated period of time for a student to serve under supervision. All detentions must be served within a period of three days. Saturday detentions will be supervised and students will be assigned various tasks in and around the school. Saturday detentions will be served from 8:00 a.m. – 10:00 a.m. or 8:00 a.m. – noon. Students assigned a Saturday detention will be charged a \$25.00 fee for two hour detentions and a \$50.00 fee for four hour detentions.

An in school suspension is when a student is removed from classes and school day activities for part or all of the school day. Parents/Guardians will be notified immediately of any in school suspension. A parental conference may be necessary before the student returns to normal school activity.

Out of school suspension is a period of time, usually 2-3 days, when a student is dismissed from school. A conference with the student, parent/guardian, and school officials must take place before the student can return to school or attend any school functions.

As a result of a suspension, the student will not be allowed to participate in or attend after-school activities for the suspension period. Probation or athletic code violations may extend that exclusion from school.

Families desiring to appeal a suspension should present their appeal in writing to the Principal. After reviewing the appeal, the Principal may grant or deny that appeal. Decisions made by the Principal are final.

Families desiring to appeal an expulsion should present their appeal in writing to the Executive Director. After reviewing the appeal and discussing the situation with school personnel directly involved, the Executive Director may grant or deny that appeal. Decision made by the Executive Director are final.

GRADUATION REQUIREMENTS

The requirements to graduate can be found on our website – www.newlhs.com under the ‘Academics’ tab.

An extensive curriculum is provided for students, which allows for maximizing individual potential as well as appropriately enhancing the skills necessary for success in today's modern society. While college preparation is the focus of our academic program, our student body size and teaching expertise allow us to provide a variety of elective courses that supplement the curriculum and round out a student's academic experience.

Regardless of the course of study a student selects, N.E.W. Lutheran High School is determined to train every student for effective living in all aspects of life.

HARASSMENT POLICY

N.E.W. Lutheran High School and all those connected with the school are committed to a Christian working and learning environment. It is the policy of NEWLHS to strictly prohibit any conduct, which constitutes harassment and/or bullying, whether verbal, sexual, or any other kind. This policy is binding to actions between any members of our NEWLHS family. The administration will serve

as the Title IX coordinator and be responsible for dealing with complaints. If the complaint involves the administration, the Board of Directors will preside.

Harassment can take one of two forms:

1. Quid Pro Quo: "I'll do something for you if you do something for me."
2. Hostile Environment: Any conduct, language, behavior, or atmosphere that is unreasonably offensive.

Harassment and bullying refer to continuous behavior, which is not welcome and perceived to be personally offensive. Harassment and bullying can be conveyed through in-person communications, phone calls and/or messages/texting, various computer communications, and any other form of communication. Individuals who experience harassment, should, to the best of their ability, make it clear that the behavior is offensive to them, insist that it stop, and state that they will process a complaint.

To file a complaint, the victim should report the situation to the administration or any faculty member at NEWLHS. The faculty would then share the information with the administration.

A first time behavior that is regarded as severe or threatening should be reported immediately.

Please collect and save any evidence of harassment/bullying and document offensive behaviors as to who was involved, what happened, where and when it occurred, possible witnesses, and anything else that may be deemed important.

An investigation would follow the complaint. Necessary action would be taken quickly and efficiently. All information will be held confidential. A written review will be sent to all relevant parties. Any retaliation will be subject to different disciplinary action. Copies of any communications will be kept on file.

The decision of the administration shall be final. The administration will share situation(s) in complete confidentiality with the Board of Directors. Appeals regarding any decisions can be directed to the Board of Directors.

NOT FOR PROFIT INFORMATION

N.E.W. Lutheran High School is a 501(c)3 nonprofit organization.
Federal Tax ID#39-1262093.

STATEMENT OF FAITH

- The Bible is God's perfect Word and is the accurate authority in all matters to which it speaks—spiritual, historic, scientific— 2 Timothy 3:16-17.
- Jesus Christ is true God and true man. Through his birth, life, death, resurrection and ascension He has earned salvation for all who believe Him to be the Messiah, the Son of God – Acts 4:12.
- Heaven and Hell are real locations and the devil is a real being who tempts us all to turn away from God through sin. We will all experience the resurrection: believers to the state of eternal life and unbelievers to the state of eternal punishment – John 5:28-29.
- The Triune God – Father, Son & Holy Spirit – is the all-knowing, all-powerful creator of the world who still rules the universe today – Genesis 1:1.
- The means of Grace, which provide forgiveness, hope and the life-giving power of Christ's blood, include Baptism, Communion and His Word, the Bible.
- Jesus will come again in power and glory – Matthew 24:29-31.
- God has wonderfully and immutably created each person as male or female. These two distinct, complementary genders reflect the image and nature of God – Gen. 1:26-27.
- Marriage between one man and one woman for life uniquely reflects Christ's relationship with His Church. Intimate sexual activity is to occur exclusively within that union – Gen. 2:18-25, Eph. 5:21-33
- All human life is sacred and created by God in His image. It is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or cognitively challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect and value all human life – Psalm 139.

This statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality and the proper conduct of mankind, is the sole and final source of all that we believe.

STUDENT RECORDS

In compliance with the Federal Family Right and Educational Privacy Act and Wisconsin Statutes Section 118-125, be it RESOLVED:

1. All records maintained by the school for the pupil shall be confidential
2. Transcripts, which contain only objective pupil data, shall be kept permanently.
3. Behavioral records, which include psychological tests, personality evaluations, together with anecdotal records, shall be maintained for five years following graduation and thereafter destroyed.
4. The responsibility for the maintenance of school records is vested in the Executive Director.
5. Parents of minor students and adult students have the right to inspect their records. The parent or adult student desiring to inspect their records shall address a request to the Executive Director in writing.
6. The procedure for challenging records shall be:
 - a. Written notice to the Executive Director requesting a hearing
 - b. If satisfaction is not achieved, a statement of challenge shall be addressed to the Executive Director who will arrange for a hearing with the Board of Directors.

Transferring of Student Records in the Event of a School Closure

If, for any reason, NEW Lutheran High School ceases to operate as a private parochial high school, all of the progress records of the pupils who attended the school as part of the Wisconsin Parental Choice Program (WPCP) will be immediately transferred to the local public school district of each student, based on documented residence.

NEW Lutheran High School will send a declaration to the students and parents that the school ceases to operate as a private parochial high school in accordance with Wisconsin statutes. NEW Lutheran High School shall send written notice to each pupil, or to the parent or guardian of a minor pupil, of the transfer of such progress records in accordance with Wisconsin statutes. Records will be transferred once the parent or guardian of a minor pupil consents in writing to the release of the progress records to NEW Lutheran High School administration. NEW Lutheran High School will also send the Wisconsin Department of Public Instruction a copy of the consent form for each pupil who consents to the transfer of progress records. The written notice shall be signed by the pupil, or the parent or guardian of a minor pupil and shall include the name, phone number, mailing address and other relevant contact information of NEW Lutheran High School who will maintain progress records.

STUDENT RIGHTS

1. The Wisconsin Pupil Nondiscrimination Act, which prohibits discrimination against students on the grounds of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.
2. Title IX of the Education Amendments of 1972, which prohibits discrimination on basis of gender in educational programs.
3. The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in programs or activities.
4. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap in programs and activities. To comply with section 504, the Department of Public Instruction must assure that no qualified handicapped persons are excluded from its programs; and must assure that all handicapped students in funded placements have opportunity for a free appropriate education.
5. The Family Education Rights and Privacy Act, which regulates access and release of student educational records.
6. All federal and state constitutional guarantees protecting the rights and liberties of individuals, including freedom of religion, expression, association, against unreasonable search and seizure, equal protection and due process.

7. All regulations, guidelines and standards lawfully adopted under the above statutes by the appropriate administrative agency.
8. Pupils charged with misconduct and subject to suspension or expulsion shall be accorded state and federal constitutional due process of law.

TUITION AND FEES

Students are charged ONE comprehensive Tuition Rate that includes text books, equipment, standardized testing, admission to all athletic events on our campus (except for State Playoff contests), and a fixed amount for student activities and for the class treasury. Tuition for the 2022-23 school year is \$7,040. The Association Churches (see page 3 for listing of these churches) support their members that attend N.E.W. Lutheran High School therefore tuition for Association members is \$6,290 for the 2022-23 school year. The actual cost of educating a student at N.E.W. Lutheran High School is \$9,500.

A non-refundable fee of \$175 will be required at the time of registration. This \$175 will not be applied towards tuition. If a student decides not to attend, the \$175 will be forfeited. After May 1st, the registration fee increases to \$250 (applicable to returning families only).

A. Responsibility for payment on account:

Payment of all tuition and fees are the responsibility of the parents or legal guardian of each student, regardless of the student's age. Northeastern WI (N.E.W.) Lutheran High School (LHS) will not assume the responsibility for collecting congregation assistance or other aids a student may receive.

All payments for tuition and other necessary and normal charges are to be paid in accordance with one of the payment plans offered by NEWLHS currently selected by parents and/or guardians and the terms and conditions policies noted through the FACTS Accounting system.

B. Special Payment Schedules:

Viewing the relationship of Christian people within the school family, the Board of Directors has authorized the Executive Director to approve special payment schedules for students (parents and/or guardians) who experience adverse financial circumstances, but demonstrate a desire and ability to pay fully their obligation to NEWLHS.

C. Unusual Circumstances:

Once the school year has begun, a family may experience the loss of a job or a catastrophic illness that makes it impossible to sustain payments as they were established. In order to prevent the withdrawal of a student(s) from the school for that year because of these new circumstances, the parents must contact the Executive Director to determine if special accommodations can be made.

D. Overdue Tuition and Fees Policy:

1. An account is overdue if payment is not received by the 25th day of the month (10 days past the due date). A \$30 late fee will be added after the 25th.
2. When an account is 30 days overdue, a reminder will be e-mailed to the home and a \$30 per month service charge will be added.
3. When the account is 60 days overdue, a notice from the Executive Director will be mailed to the home. This notice will state that, unless the account has been brought up-to-date within another 30 days OR until confidential satisfactory arrangements have been made in writing with the Executive Director, NEWLHS reserves the right to take any or all of the following actions:
 - Forfeit the privilege to attend NEWLHS and the student will not be admitted to classes until the account has been paid.
 - Hold all student records;
 - Not allow students to participate on school-sponsored trips that involve more than a few dollars unless all accounts are current.
 - Not permit the student to participate in graduation ceremonies; or
 - Turn over the account to a collection agency (the Executive Director will attempt a phone call or meeting with the family as part of the communication process).
4. Any student with an unpaid balance from the previous school year shall forfeit admission for any succeeding school year until the account is paid, or unless a contractual agreement has been made in writing with NEWLHS.
5. Any parent with an unpaid balance from any previous year shall forfeit admission of any future student until the past-due account is paid or an arrangement is made with NEWLHS in writing.
6. Any senior whose account is overdue on graduation day shall forfeit his/her diploma until the account is paid in full, or satisfactory arrangements have been made in writing with NEWLHS.

E. Non-Sufficient Funds or Closed Accounts

Checks returned by the bank as Non-Sufficient Funds or from closed accounts will be required to be paid by cash, money order or cashier's check. If a second check is returned, all future payments will be required to be made in cash, money order or cashier's check. A fee of \$30 will be added to the account.

Student Fees pertaining to WPCP students:

A school may charge WPCP Choice students, regardless of their income, fees to recover the cost of the following as set forth in statute:

- a. Personal use items, such as uniforms, gym clothes and towels.
- b. Social, athletic and extracurricular activities if not necessary to the School's curriculum.
- c. Musical instruments.
- d. Meals consumed by the pupil at the school.

- e. High School classes that are not required for graduation and for which no Credits toward graduation are given.
- f. Transportation.
- g. Before-school and after-school care.

NEW Lutheran High School charges fees for many of the items listed above. The school does not provide transportation to or from school. Transportation to school and from school are the responsibility of the student and his/her family. Daily bussing is available from within the Green Bay Area Public School District and the East De Pere Public School District to and from NEW Lutheran High School. The school does not participate in the federal hot lunch program. Students can purchase lunch in the school cafeteria or they can bring a lunch from home.

NEW Lutheran High School will collect a fine from students for lost, damaged or unreturned School property such as textbooks. The amount of fine cannot exceed the cost of the item.

VISITATION PROCEDURES AND POLICY

The safety of our children and orderly procedures for our school community are a high priority. Thank you for your cooperation and assistance in administering proactive and safe visitation requirement. Parents, visitors, and volunteers who visit the school while it is in session must be aware of the following:

1. NEWLHS operates as a closed campus. Please enter the school through the entrance closest to the office during the school hours. All outside doors will be locked during the school day. You must ring the buzzer for entrance.
2. All visitors must obtain a visitor badge and sign in at the office during the school day.
3. No class will be interrupted. Forgotten lunches, assignments, messages, etc. may be brought to the school office for delivery by school personnel. NEWLHS office staff may deliver messages when instruction will not be interrupted.
4. No pets will be allowed anywhere in the building, unless with approval of the Executive Director.
5. Students who were not in good standing upon withdrawal from N.E.W. Lutheran High School are not permitted on campus without prior permission from the Principal.

A. Visitation by College or School Representatives.

Students may be excused from classes to attend a presentation by a college or school representative held at N.E.W. Lutheran High School. To be excused the following conditions must be met:

1. The student has registered with the guidance director.
2. The student has received permission from the instructor of any classes he/she might miss and made arrangements to meet all of the class responsibilities. (No student is excused from class responsibilities because of a visitation)

NOTE: If the privilege is abused, the student will be denied the use of class time for this purpose.

B. Visitors – Guest Spending the Day with the Student

Students are not allowed to bring visitors for the sake of visiting school. Students wanting to learn more about the school through firsthand experience will be asked to pre-register to “shadow” another student. To schedule a “shadow” day, please contact the Executive Director at 920-469-6810.

Steps to follow when inviting a guest to visit our campus:

1. Your visitor must be in the 7th – 12th grade.
2. Only visitors considering enrolling at NEWLHS will be allowed unless otherwise approved by the Principal.
3. Guests must receive permission from the Principal at least one day prior to their visit.
4. All visitors must come to school in dress code.
5. The visitor must check in to the school office upon arrival.

WPCP APPEALS PROCESS

The following is NEW Lutheran High School’s policy on the appeals process for a rejected WPCP application:

A pupil must meet the family income requirements to qualify for the WPCP:

The pupil is a member of a family that has a total family income that does not exceed an amount equal to 220% of the poverty level determined in accordance with criteria established by the director of the federal office of management and budget. Family income includes income of the pupil’s parents or legal guardians. A pupil attending a private school whose family income increases may continue to attend a private school under this section.

WPCP guidelines state that a school must, “Within 60 days after receiving the application, the private school shall notify the applicant, in writing, whether the 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, or for losing a random selection lottery.”

Under NEW Lutheran High School’s appeal process, the parent(s)/guardian(s) of a rejected applicant has five working days from the date of receipt of their rejection notice to request an appeal. This appeal request must be made in writing. In the appeal, the parent(s)/guardian(s) must prove that the information and documentation submitted for the applicant during the open application period has been incorrectly used to deny the applicant based on income or residency. No new information or documentation will be considered in the appeal except that which was submitted during the open application period. Denial due to losing a random selection lottery cannot be appealed.

If the parent(s)/guardian(s) appeal(s) the admissions denial and it is determined that the student applicant was denied due to school error, the school will award an WPCP seat to the student. If a waiting list already exists for the student's grade level, the school will add an additional WPCP seat to accommodate the student.

WPCP WAIT LIST POLICY

Wisconsin state statutes dictate that a school must “within 60 days after receiving the application” ... Notify the applicant, in writing, whether the application was accepted.

In the event that more applications are received than seats available, a random drawing will be held to fill the seats. Those applications not selected will be placed on the waiting list. Families will have 7 days to respond to this letter to remain on the wait list. As seats open, families choosing to be on the wait list will be offered the opportunity to accept them.

Students that have accepted WPCP Choice seats must report for classes at the start of the school year. If, after 2 days of missed classes the student has not shown up, the family will be notified in writing of the forfeiture of the Choice seat. A student on the wait list will then be offered the forfeited seat.



N.E.W. LUTHERAN HIGH SCHOOL

I have received all the following information:

- The name, address, and phone number of the school and the name of one or more contact persons at the school. (Contact Information)
- A list of the members of the school's governing body and shareholders, if any. (Contact Information)
- A notice stating whether the school is operated for profit or not for profit, and an IRS certificate of nonprofit status (or equivalent), if applicable. (Not for Profit Information)
- A copy of the appeals process used if the school rejects an applicant. (WPCP Appeals Process & WPCP Wait List Policy)
- A copy of the graduation requirements adopted by the private school. (College Preparatory & Graduation Requirements)
- A copy of the harassment policy used by the private school, with the procedures for reporting and obtaining relief from harassment. (Cyberbullying & Harassment Policy)
- A copy of the suspension and expulsion procedures, including appeal procedures. (Discipline)
- A copy of the policy for accepting or denying the transfer of credits from another WPCP school. (Admissions Policy – Transfer Students)
- A copy of the visitors' policy. (Visitation Procedures & Policy)
- A copy of the listing of Student Rights. (Student Rights)

Parent/Guardian Signature _____ Date _____

Parent/Guardian Printed Name _____

(original will be kept at NEWLHS, parent will receive copy)