

# Private School Choice Program Disclosure of Information

Saint Ambrose Academy  
702 S. High Point Rd Suite 209  
Madison, WI 53719  
608-827-5863

Revised July 18, 2025

St. Ambrose Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## School Contacts

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## School Organization Structure

Saint Ambrose Academy is a not-for-profit organization. See attached 501(c)3 certificate tax determination letter from the Internal Revenue Service (IRS).

## School Governing Board Members

Under the Combined Schools Agreement between St. Ambrose Academy and Roncalli High School in Manitowoc, governing board directors are:

1. Matt Culligan, Chair
2. Alex Ahola
3. Bill Fricke
4. Sr. Kay Klackner
5. Cyndi Kraemer
6. Bob Masse
7. Deacon Bob Summers
8. Rev. Douglas LeCaptain
9. Linda Myer

## Application Appeal Process

All applicants to the Wisconsin Parental Choice Program (WPCP), regardless of their Choice status in the prior school year, must apply for the program every year. Parents must, within the open application period for the WPCP, complete and submit Choice program applications electronically via the Online Parent Application (OAS) at [www.dpi.wi.gov/choice](http://www.dpi.wi.gov/choice) and provide the school proof of student eligibility, including:

- Residency documentation
- Prior year attendance requirement if the student is participating in the WPCP

- Income documentation (if applicable)

This documentation must be received by the school prior to the close of the application period. The school will notify any applicants determined to be ineligible by email. If a parent believes this determination is in error, he/she may submit a written appeal within five (5) business days from the date of notification. The appeal must be made in writing, include all pertinent information supporting the appeal, and be received by the school at the following address no later than 8:00 a.m. on April 30:

WPCP Choice Administrator  
St. Ambrose Academy  
702 S. High Point Rd Suite 209  
Madison, WI 53719

All appeals will be reviewed by the Head of School within 5 business days from the date of receipt. The WPCP Choice Administrator will then respond to the appeal in writing to either accept or deny the appeal. The Head of School's decision regarding the appeal will be final.

## Suspension and Expulsion Policy

### Failure to Complete Application

Students from families who do not complete the application, enrollment, and registration process (which includes placement tests and parent interview) by the required deadlines may be ineligible. Failure to meet the Commitment to Contract deadline is grounds for dismissal.

**Commitment to Contract Deadline: May 31, 2026: Those seeking a WPCP seat should complete the final steps in the FACTS enrollment process and sign the tuition contract by May 31, contingent on student receipt of the WPCP voucher.**

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### Low Grades and Academic Probation

The academic probation policy provides a necessary means to help a student progress at grade level. It also ensures that academic quality within the classroom remains at a high level. However, when a student performs well below the class standard, it indicates that the student may need services that St. Ambrose Academy cannot offer.

- Any student who has a failing grade (F) at the end of any semester in a core course that cannot be retaken without grave inconvenience to the school will be expelled. If the school can accommodate the student's retaking the course, and there are positive indicators as determined by the Academic Policy Committee that the student's performance will improve, he or she will be placed on academic probation for the following semester.
- Any student who fails the same core course twice will be expelled.
- Any student who receives two grades in core courses that average at or below 1.33 (a D+) at semester end will be placed on academic probation for the following semester.

Students on academic probation will be assigned an Academic Success Plan and will be placed under the guidance of Learning Services. Students failing a course in the first semester may be placed in a more suitable course for the second semester at the discretion of the Academic Policy Committee, including the student's retaking the second semester of the preceding prerequisite course. In such a case, the student's second grade will overwrite the grade earned the first time around. The first time the student took the course will be listed on the transcript with an "INC" grade and no credit; the second time it will be listed on the transcript with the most recent grade and credit. The student will not receive credit for the same course twice.

Students who are on academic probation for three semesters cumulatively must reapply for admittance rather than

**Deleted:** Students from new families who do not complete the application, enrollment, and registration process by the required deadlines may be ineligible. Important deadlines include:

April 18: Applications and enrollment documents must be completed and signed in FACTS.  
April 30: Enrollment process, including required school tour and in-person meetings (including assessment meetings for students in need of special services), must be completed.  
August 31: Registration materials must be completed and signed.

simply re-enroll and are subject to expulsion under the jurisdiction of the Academic Policy Committee, depending on student need and Academy resources.

Any student in danger of not graduating may be put on academic probation at the discretion of the Dean of Academic Success.

Students on academic probation may be excluded from field trips and extra-curricular activities during the probationary period at the discretion of the Dean of Academic Success.

Students who qualify for Learning Services may be permitted not to take Latin I as freshmen at the discretion of the Dean of Academic Success.

### **Discipline**

St. Ambrose Academy makes it exciting to have a Catholic identity. Teenagers can feel that living a virtuous life is not just good in God's eyes but also in the eyes of their peers. Christian heroes abound for them to emulate. We hope that within our school community students will see in each other a vision of service and love that speaks to their Catholic identity. We expect our students to be respectful of their parents, teachers, and peers, practicing virtue and self-control and willingly cooperating with school rules.

No student has the right to interfere with teaching or learning. When a student disobeys school rules, disrupts the learning environment, or endangers the property, health, or safety of others, action may be taken to restrict his or her privileges and rights, including suspension and expulsion, to maintain a wholesome learning environment.

### **Offending Behaviors**

Behaviors that require disciplinary consequences include but are not limited to:

#### **Level 1 Behaviors:**

- Disruptive behavior in class, including inappropriate talking without permission, writing or passing notes, being out of one's seat at inappropriate times, or throwing objects
- Disruptive behavior on school premises and grounds, including talking too loudly or boisterousness
- Misuse of classroom supplies or school property
- Lack of kindness or courtesy to others
- Chewing gum, unless prescribed by Learning Services or mentoring staff
- Chronic uncompleted assignments, which may also be addressed through Learning Services
- Consuming or openly carrying food or beverages (apart from those in a water bottle) outside the lunch area without teacher permission
- Dress Code violations
- Littering, including in and around lockers
- Loitering or wandering the hall without a pass
- Tardiness to class or study hall without a pass

#### **Level 2 Behaviors:**

- Repeated and/or egregious Level 1 offenses
- Computer policy violations
- Disrespect of Catholic practices, in and out of school
- Disruptive, distracting, disrespectful, rude, inappropriate, or willful behavior, including teasing, taunting, bullying, cyberbullying, or maliciously excluding someone, in and out of school
- Leaving the building without permission
- Profane, vulgar, sarcastic, teasing, obscene, or blasphemous language; ethnic, homophobic, or racial slurs; pejoratives directed toward people with disabilities; hateful gestures, in and out of school
- Public conduct unbecoming to a St. Ambrose student
- Public displays of affection indicative of a romantic relationship

- Use of cell phone or other similar personal electronic device during school hours without permission

#### Level 3 Behaviors:

- Verbal, physical or sexual harassment, or retaliation against an individual who has made a complaint of harassment
- Offenses causing scandal or harm outside normal school hours, off school grounds, in the school parking lot, or during any off-site activity
- Leaving designated areas at any time without permission
- Academic dishonesty, theft, vandalism, or destruction of property
- Fighting, violence, or the unwanted touching of another (battery)
- Lewd or lascivious conduct including sexually demeaning conduct
- Participation in any illegal activity, in or out of school
- Possession, exchange, or intentional viewing of lewd, vulgar, or hateful images and pornography, including on electronic devices
- Retribution or instilling fear of retribution
- Sacrilege
- Disrespectful, disobedient, or insubordinate behavior, especially toward a staff member, parent, or volunteer
- Unexcused absences
- Use and/or possession of firearms, ammunition, explosives, or weapons on school grounds
- Use and/or possession of tobacco, e-cigarette products, vaping devices, alcohol (except under parental supervision), or other prohibited drugs

#### Consequences for a Minor (Level 1) Offense

St. Ambrose teachers and staff will notify any student who exhibits unacceptable behavior of the offense and take direct disciplinary action.

1. A demerit will be entered into the student's record in FACTS.
2. For each recorded demerit, an email will be automatically sent to parents so they may have a conversation with their child as soon as the demerit is recorded.
3. Consequences will be applied; typically:
  - a. Silent and solitary lunch, including loss of recess time
  - b. Detention (before, during, or after school hours or on weekends)
  - c. School chores (before, during, or after school hours or on weekends)
  - d. Handwritten behavioral reflection, self-examination, copybook on helpful and applicable moral teachings, and/or written apology
  - e. Financial restitution
  - f. Other logical consequences will be applied appropriate to the circumstances, depending on the type and severity of the offense or the number of incidents that take place; for example, loss of privileges including parking on campus, bringing laptop to school, participating in extra-curricular activities or school-sponsored trips or activities, etc.

Teachers or staff may search student lockers, common areas, backpacks, bags, purses, and pockets at any time.

#### Consequences for Serious (Level 2 or 3) or Accumulating (Level 1) Offenses

When demerits are serious (Level 2 or 3) or accumulating (including Level 1), the Dean of Students or appointee will meet with the student, typically after the following within a semester:

- Three Level 1 demerits
- Two Level 2 demerits
- One Level 3 demerit

In this meeting, the circumstances will be considered and consequences applied accordingly, including emailing,

telephoning, or meeting with parents, behavioral probation, suspension, or expulsion.

### **Behavioral Probation**

When a student is placed on behavioral probation, parents are notified by email, telephone, or in person, behavioral goals are set by the Dean of Students or appointee, and ongoing mentoring is provided as needed.

Students on behavioral probation may be excluded from field trips and extra-curricular activities during the probationary period at the discretion of the Dean of Students.

If goals are met, the Dean of Students will take the student off behavioral probation. If further offenses are incurred, consequences may include suspension or expulsion or being required to re-apply for admittance the following year so that the school may evaluate the student's suitability to the St. Ambrose mission within the limitations of school resources.

### **Suspension and Expulsion**

Suspension and expulsion are outcomes for:

- Level 1 behaviors when repeated willfully and without amendment
- Level 2 behaviors, depending on the severity of the situation
- Level 3 behaviors, depending on the likelihood of repentance and amendment

Suspension or expulsion and the reason for the action will be communicated to parents by telephone or in person. Upon notification, parents must immediately remove the student from school.

**Suspension:** The suspended student is forbidden from school premises for one or more days. A meeting with the Principal, parents, and student will take place within five days after the student's removal to discuss the possibility of expulsion or conditions necessary for return. The suspended student is prohibited from participating in any school activity, on or off campus, for the duration of the suspension. The student must make up all the work missed on the days of suspension.

**Expulsion:** Any student may be expelled when the Principal judges that the relationship of the student and the school is no longer mutually beneficial, as well as for these additional reasons:

- Student is considered to be a threat to self or others.
- Student does not complete the terms of any disciplinary action.
- Low academic performance

The expelled student is required to discontinue enrollment at St. Ambrose Academy and may no longer be on the St. Ambrose campus or attend St. Ambrose functions. Expelled students get no credit for courses taken during the semester of the expulsion. Students may reapply for admittance after a full semester of absence.

**Appeal Process:** If a parent is notified of a suspension or expulsion, the parent may submit a written appeal within three business days from the date of notification to the following address:

Head of School  
St. Ambrose Academy  
702 S. High Point Rd Suite 209  
Madison, WI 53719

The Head of School will review the appeal and respond in writing within ten business days from the date of receipt, denying or accepting the appeal.

## **Transfer of Credits Policy**

### **Grade Placement**

Grade and course placement must accord with the academic standards of St. Ambrose Academy and will be

determined by the Admissions Committee based on factors that may include evaluation of student records, school references, placement testing, and parent/student interviews. Non-native English speakers may be required to take a TOEFL examination in order to determine course placement.

When concerns exist regarding a matriculating student's ability or proficiency in a particular area, the student will be placed on academic probation, and a parent meeting will be required to create a plan of action to close the academic gap(s). A review will be conducted at quarter's end to check progress and determine that goals are being met and grade placement is appropriate. If not, student may be placed in a different grade or course of study.

### **Credit Transfer**

Junior High: St. Ambrose Academy does not use a system of credits, so no credits will be transferred.

Senior High: Parents may request a transfer of credit for coursework completed in a previous school or homeschool. The Dean of Faculty will evaluate the credits to determine whether they may be counted towards the Standard or the Classics diploma according to St. Ambrose Academy's academic standards.

- An analysis of the sending school's curriculum or homeschool portfolio of student work may be required, as well as an assessment of student content mastery.
- If transfer credits are not approved as fulfilling the requirements for the Standard or Classics Diploma, the student may still be eligible for the Transfer Diploma.
- Though approved transfer credits may count toward the total number of credits required for graduation, they may not necessarily fulfill specific course requirements for graduation.
- Transfer credits are awarded on the St. Ambrose Academy credit unit system.
- Transfer credits do not count toward the St. Ambrose Academy GPA.

All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the school's Dean of Faculty.

## **High School Diploma Policy**

In *Parent Handbook*: Parents participating in the School Choice program may opt their student out of religious activities, including religious instruction. For each religion course opt-out, student must take a Philosophy or Liberal Arts replacement course designated by the Dean of Faculty. Please notify the Principal in writing of any opt-outs no later than May 15. A meeting with the Principal and Dean of Faculty will be required.

In *Student Handbook*:

### **Graduating from Senior High**

St. Ambrose Academy will recognize the successful completion of the senior high Course of Study by awarding a diploma certifying the student has met all academic requirements for high school graduation as testified by teacher recommendation of a passing grade for each required credit.

Both core course credits (English, History, Latin, Math, Religion, and Science) and electives (Gym, Art, Music, Band, etc.) are required to graduate.

### **Diploma Types**

St. Ambrose Academy grants three types of diplomas to graduating Senior High students: Classics, Standard, and Transfer.

- Classics Diploma: Represents the full curriculum of the classical pedagogy of St. Ambrose Academy, including four full years of all core course areas, as favored by major universities.
- Standard Diploma: Requires fewer credits for students who choose to forego the full upper-level program of Latin, Math, and Science (though some upper-level credits must still be achieved to reach the quota of total credits required).

- Transfer Diploma: Intended for students who enroll in the St. Ambrose Academy Senior High as a sophomore, junior, or senior, and for this reason are unable to fulfill the requirements for a Standard or Classics Diploma. Students who can complete the Standard Diploma will be required to do so.
  - If summer courses are available, transfer students may be able to work toward a Standard Diploma. (See Credit Transfers and Off-Campus Credits, below.)
  - In addition to meeting all of the regular admission requirements, a transfer student's transcript must demonstrate that he or she is capable of performing adequately in classes within the Course of Study whose foundations in earlier years he or she has missed.

### Diploma Credit Requirements

The three diploma types each have different credit requirements. Make a visit with the Dean of Students to talk about the best track for your future goals.

Course	Classics Diploma	Standard Diploma	Transfer Diploma
1 core credit = 1 year 0.5 elective credit = 1 year	27 credits: 24 core + 3 elective credits	24 credits: 20 core + 4 elective credits	22 credits: 20 core + 2 elective credits
Religion	4	4	1 per year enrolled
English	4	4	4
History	4	4	3
Mathematics	Completion of Pre-Calculus	3	3
Science	4	3	3
Latin	Completion of Latin IV	Completion of Latin II with at least 1 credit of Senior High Latin	1 per year enrolled or through completion of Latin II
Electives	3	4	1 per year enrolled unless upperclassman taking 6 core courses

In cases where parents opt students out of any Religion course, 1 replacement credit will be required in Philosophy or some other Liberal Arts course approved by the Dean of Faculty.

All students are required to pass a Civics Assessment to graduate. It will be administered in Cycle III History.

### Bullying and Harassment

“When we realize that we harbor within ourselves the desire to attack someone because they are weak, we have no doubt: it is the devil,” said Pope Francis on the verbal abuse Hannah endured in the First Book of Samuel.

At St. Ambrose Academy, school staff partner with parents to help students understand their rights and responsibilities in relationship with other students. Every student has:

- The responsibility to protect the dignity of the human person by treating others with kindness and respect
- The right to be free from the hurtful or disrespectful behavior of others
- The right to get help from caring adults
- The right to be safe at school



St. Ambrose Academy strives to provide a safe, secure, and respectful learning environment for all students in school buildings, on school grounds, on school buses, and at school-sponsored activities. Bullying has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. The academy consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

**Bullying** is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, rejection, or harm. Bullying may be repeated behavior and involves an imbalance of power.

**Harassment** is an offense under the law that may relate to an individual's characteristics (for example, sex or race). It will be addressed according to the bullying policy.

Bullying behavior can be:

- Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior, unwanted or inappropriate touching, spitting, tripping, pushing)
- Verbal (e.g. threatening or intimidating language, taunting, teasing or name-calling, racist or sexist remarks, insults, unkind jokes and slurs)
- Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion, and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying, causing embarrassment, eye-rolling)

Bullying behavior is prohibited on school property and in all educational environments, including any property or vehicle owned, leased, or used by the school. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision. Bullying behavior is also prohibited on any technology used by the students (mobile phones and computers) regardless of where or when the message originates, in or out of school.

**Students Subjected to Bullying:** Students who feel they have been or are becoming the victims of harassment or bullying behaviors should notify a teacher, staff member, or principal as soon as possible. Before reporting, a student may attempt to stop the behavior without school intervention by doing the following:

- Respond assertively (tell the aggressor to stop or walk away).
- Document the situation (write down the date, time, location, witnesses, and student's response to the situation).
- If the harassment is taking place on-line, don't reply. Replying may actually make the harassment/bullying worse. Save the evidence.
- If the behavior does not stop after dealing with it assertively, report it to a trustworthy adult.

**Reporting Bullying:** All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the Principal and Dean of Students in writing, including:

- Dates
- Times
- Locations
- List of those present
- Identification of supervising staff
- Detailed incident description

Any other person, including parents or students who are either victims of the bullying or are aware of the bullying, is similarly encouraged to report bullying allegations to the Principal and Dean of Students in writing.

The Principal immediately informs the parents of both the alleged victim(s) and the alleged perpetrator(s) that the incident is under investigation.

**Confidentiality:** A person making a report of bullying behavior may request that their identity remain confidential. If a target of bullying behavior requests that their identity not be disclosed in connection with any investigation of the alleged bullying behavior, the Principal and/or other assigned administrator/investigator shall discuss with the student

and their parent/guardian how such a request may affect the school's ability to investigate and/or resolve a given situation. While the school will protect an individual's confidentiality to the extent possible, the school's priority is to ensure the health and safety of all students and staff.

**Investigating Bullying:** Upon receipt of any report of bullying, the Principal or designee immediately investigates the incident, ascertaining key facts and determining whether acts of bullying were verified, interviewing:

- the alleged victim(s) of the bullying
- the alleged perpetrator(s)
- staff or students who reported or had occasion to observe the bullying
- staff responsible for supervision while the alleged bullying took place.

In collaboration with the Dean of Students, the Principal writes a detailed, chronological report documenting the incident(s), any measures taken to date to deal with it, and any relevant communication with parents or students. The Principal distributes this report to relevant staff, enters it into the student record, and notifies the parents and/or guardians of each student involved in the bullying.

**Response to Bullying:** If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the Principal and Dean of Students will take measures to obtain relief, including:

- ongoing support for the victim(s) as needed
- discipline of the perpetrator(s) as appropriate, including suspension or expulsion
- ongoing mentoring for both the victim(s) and the perpetrator(s) as needed
- daily check-ins with all involved students to ensure the situation is improving; monthly check-ins once it is resolved
- follow-up staff training as needed for improved prevention.

The effectiveness of the measures taken will be monitored daily by supervisory staff until the situation is resolved.

If appropriate, students may be asked to participate in a mediated discussion of the behavior with the goal of reconciling the students involved. Larger groups of affected students may also be asked to participate in mentoring for the prevention of future incidents.

**Retaliation:** Individuals engaging in retaliatory behavior after an incident is reported will be subject to escalated disciplinary action.

School administration then takes appropriate disciplinary action, including detention and possible suspension or expulsion for the perpetrator(s), who also may be required to make restitution. The Principal adds to the report the sanctions imposed for bullying incidents.

**Record-Keeping:** St. Ambrose Academy shall maintain the confidentiality of the report, which will be included in the student behavior records. These records are kept for one year after the student leaves St. Ambrose Academy and then destroyed.

## Visitors

*In Parent Handbook:*

Visitors, including parents, must be authorized to enter by Front Desk staff. Each visitor will be issued a visitor badge that must be visible at all times.

**Parental Access to the Classroom:** Parents are welcome and encouraged to participate in daily activities at the school. Parents may observe their children's classes provided that the observation is scheduled in advance and the parent has received permission from the Dean of Faculty, who ensures the parent's presence will not disrupt the educational process or negatively impact the classroom environment. Parents are not permitted to videotape anything while in the school.

**Visitors:** Students who wish to invite young friends or family to accompany them to school must receive permission from the Dean of Faculty at least one day in advance. Student guests must register with the Front Desk upon arrival.

In *Personnel Handbook*:

**Visitors:** If any staff member encounters a visitor, check for a badge and verify that it is the correct badge for the day (as identified each day by the Front Desk). If the visitor has no badge, or if the badge is not for the current day, escort the visitor to the Principal's office. If the visitor refuses to comply, engage the LOCKDOWN protocol: shout, "LOCKDOWN," call 911, and contact the Principal.