



Academy of Excellence
FAITH • FAMILY • FUTURE

About the Academy of Excellence: Policies and Disclosures

The following information is required to be provided to all applicants by Wis. Stat. 119.23(6m) and 118.60(6m).

What is the school contact information? Academy of Excellence, 633 South 12th St., Milwaukee, WI 53204. The phone number is 414-369-2193. Your primary contact is John Swaffer, President of the Academy, at 414-369-2193.

Who is on the school board? Current board members include Paul J. Hoover, (M.A., Crown Seminary), Lori Melchert (J.D., Valparaiso University), and Randy Melchert (J.D., UW-Madison).

What kind of school is this? Academy of Excellence is a not for profit 501(c)(3) institution. This means that nobody “owns” the school, rather it is a group of people working to help students learn, and if you donate, you can deduct that amount on your income taxes.

What is the appeal process if I am rejected? The parent or guardian may appeal the denial for admissions with the Board and administration. The denial of admission decision may be appealed within 5 days in writing and submitted to the Board.

Write a letter outlining opposition with the decision. Include in the letter information which explains reasons you believe the decision to be reviewed. The confidential letter should be sent to the Administrator, % Academy of Excellence, 633 S. 12th St., Milwaukee, WI 53204. The Board and administration will then review the concern and respond. The Board and administration will also attempt to expedite the request in consideration of school enrollment deadlines.

What is the high school graduation policy? High School graduation requires a student to earn a minimum of 23.5 credits in grades 9 to 12: 4 credits of English, 3 credits of social studies, 3 credits of mathematics, 3 credits of science, 1.5 credits of physical ed., .5 credit health and 8.5 credits of electives. Graduation is subject to the recommendation of teachers and passing the civics test.

What is the non-harassment policy? What do I do if my student is harassed?

Harassment Policy: Academy of Excellence believes respect for peers, parents, school staff and all people is always an appropriate way to live. It is also consistent with the Christian Worldview that all relationships are to be maintained with the application of love, forgiveness, kindness, patience, and treating others as we would like to be treated.

Harassment Definition: Harassment may include but is not limited to the following: inappropriate verbal or written communication (i.e., sexual jokes, derogatory comments), visual conduct (i.e., leering, sexual gestures, suggestive pictures), and physical conduct (i.e. touching, assaults, impeding passage, bullying, threatening conduct.).

Harassment Relief: If you feel harassed, inform the supervisor of their need to be relieved. They will be given permission to report to the administrative assistant/receptionist for relief and possible initiation of an investigation. If the receptionist's counter area is occupied with serving people, the student may go directly by the counter to the copy office chair to be seated. The receptionists will check on the student as soon as possible and notify the appropriate administration.

Suspected Harassment Reporting: Any form of harassment, including sexual harassment, is absolutely prohibited. Any incident of possible harassment should be brought to the immediate attention of administrators who will investigate the matter confidentially..

Harassment Consequences: After reviewing all the facts of the investigation, a determination whether harassment has occurred will be made. Disciplinary action, up to and including expulsion, will be taken against any student who engaged in harassment.

What happens if my student is suspended or expelled? How do I appeal a suspension or expulsion?

Who can suspend a student? The principal, or teacher designated by the principal may suspend a pupil.

What can a student be suspended for?

1. For disobeying school rules.
2. For conveying any threat concerning an attempt to destroy school property by explosives.
3. For conduct while at school, or under school supervision, which endangers the property, health or safety of others.
4. For conduct while not at school, or not under school supervision, which endangers the property, health or safety of others at school or under school supervision or endangers the property, health or safety of any employee or school board member in the pupil's school. Endangering conduct includes making a threat to the health, safety, or property of a person.

How will the student and parents be notified?

Prior to suspending a student, the student must be told the reason for the proposed suspension. The parent or guardian of a suspended minor student must be given prompt notice of the suspension and the reason for the suspension.

For how long may a student be suspended from school?

A student may be suspended for up to five school days. However, if a notice of an expulsion hearing has been sent, the pupil may be suspended for up to 15 consecutive school days. Note: Special provisions apply when the student is a child with a disability.

May a suspension be appealed?

A parent or pupil may, within five school days following the commencement of a suspension, have a conference with the principal. If the principal finds that the child was suspended unfairly or unjustly, or the suspension was inappropriate given the nature of the offense, or the child suffered undue consequences or penalties as a result of the suspension, reference to the suspension must be removed from the child's records. The finding must be made within 15 days of the conference.

What can a student be expelled for?

1. For repeated refusal or neglect to obey school rules.
2. For threatening to destroy school property by explosives.
3. For engaging in conduct while at school or under school supervision that endangers the property, health or safety of others.
4. For conduct while not at school or while not under school supervision which endangered the property, health or safety of others at school or under school supervision, or any school employee or board member.
5. For conduct (including making a threat) that endangers a person or property.
6. For repeatedly engaging in conduct while at school, or under school supervision, that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at a school supervised activity.
7. For possession of firearms on school property.

Note: Special provisions may apply when the student is a child with a disability.

How will I be notified of an expulsion?

The school will send a written notice to the parent and to the pupil at least five calendar days prior to an expulsion hearing. The notice must specify the particulars of the pupil's alleged conduct warranting expulsion, must state the time and place of the hearing, and must state that the hearing may result in the pupil's expulsion.

What will the board be deciding on when it decides to expel a student?

There must be evidence to establish that the facts alleged in the notice of expulsion hearing are true; that the grounds for expulsion listed in the notice of hearing are met, and that the board is satisfied that the interest of the school demands the pupil's expulsion.

How may a student or parent challenge a proposed expulsion?

The pupil and, if the pupil is a minor, the pupil's parents or guardian have a right to offer other evidence or arguments of their own.

Will my credits transfer from my old school to the Academy?

Transfer students must submit education records proving consistency with the stated Academy of Excellence Promotion and Retention Policy to insure proper student placement. This policy is applicable for public, private, and home-based education students. If school records are inconclusive the student may be tested to insure proper grade level placement and/or be placed on probation for the first quarter at Academy of Excellence.

What is the school visitor policy?

The Academy of Excellence encourages parents and others to visit the school. There are many benefits which can result from visits by the public. Our priority is to maintain an educationally conducive environment, protect the safety and welfare of students, staff, visitors, and insure the appropriate care and use of the facility. All visitors (any person seeking to enter the building or property who is not an employee of the school or a student currently enrolled at the school) must report to the main office upon being granted access to the school. Granting visitor passes will be at the discretion of the administration. An administrator may delay or refrain from issuing a visitor pass any time he/she believes it is in the best interest of the school.

General Visitor Guidelines:

1. Report directly to Main Office to request to visit the school
2. Visitor sign in requires legible name signature, time, date, reason for visit. Identification may be requested
3. The office will assist parents with drop-off's for students by delivering item
4. Visitor must display visitor pass at all times and return pass when visit concludes
5. Advanced notice is encouraged for visits made other than for scheduled public events
6. Visits during testing days are not permitted
7. Visitors must limit visit to school area for which permission was granted
8. Visitors are asked to dress as is appropriate for an educational institution resembling the staff and student dress.
9. Visitors may be accompanied by school personnel
10. Visitors on school property without permission will be referred to local authorities.

Instructional Area Visitor Guidelines: Area Visitor Guidelines

1. Classroom visits require advance notification (at least one school day) from the administrator and in most cases the teacher.
2. Visitors are asked to defer to the teacher regarding classroom participation

Student Visitor Guidelines:

1. Students serving off-campus disciplinary action are not permitted on campus for any activities during and after the school day.
2. Social visits are discouraged and usually limited in time, location, and number.

IRS 501(c)3 Certificate

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 09 2009

ACADEMY OF EXCELLENCE INC
C/O RANDALL MELCHERT
4020 N 128TH ST
BROOKFIELD, WI 53005

Employer Identification Number:
26-4247873
DLN:
17053058016029
Contact Person:
GERRALD MINK ID# 31228
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
JUNE 30
Public Charity Status:
170(b)(1)(A)(ii)
Form 990 Required:
YES
Effective Date of Exemption:
FEBRUARY 10, 2009
Contribution Deductibility:
YES
Addendum Applies:
NO

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

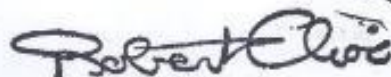
Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an

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ACADEMY OF EXCELLENCE INC

Sincerely,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements