

PRIVATE SCHOOL CHOICE PROGRAMS 2023-24 NEW SCHOOLS TRAINING



1

ACRONYMS

- PSCP: Private School Choice Programs
- MPCP: Milwaukee Parental Choice Program
- RPCP: Racine Parental Choice Program
- WPCP: Wisconsin Parental Choice Program

2

Choice Statutes & Rules

- **The Choice program is governed by Wis. Stat. § 119.23 and 118.60, as well as Wis. Admin. Codes PI 35 and 48.**
- **This training is based on the above statutes and administrative rules. Provisions of this training module are subject to statutory and rule changes.**

3

Items Covered in this Presentation

- **Get a general sense of how to get started in the program**
- **Know the statutory basis for the programs and have specific statutes you can reference in the future**
- **Understand basic reporting requirements**
- **Know where to go for help**

4

Private Schools in Wisconsin

To be a private school, the school must:

- comply with Wis. Stats. 118.165(1)
- provide private or religious-based education
- be privately controlled
- provide at least 875 hours of instruction each school year
- provide a sequentially progressive curriculum of fundamental instruction in reading, language arts, mathematics, social studies, science and health
- not be operated or instituted for the purpose of avoiding or circumventing the compulsory school attendance requirement under s. [118.15 \(1\) \(a\)](#) and [\(am\)](#)
- have pupils return annually to the homes of their parents or guardians for not less than 2 months of summer vacation, or the institution is licensed as a child welfare agency under s. [48.60 \(1\)](#).

5

PSCP Statutes and Administrative Code

- **Wis Stat 119.23 and 118.60 govern the Choice Program**
- **119.23 references the MPCP**
- **118.60 references the WPCP and RPCP**
- **Administrative Code PI 35 references the MPCP**
- **Administrative Code PI 48 references the WPCP and RPCP**
- **Schools may apply to participate in one or more of the choice programs.**

6

Milwaukee Parental Choice Program (MPCP)

- Eligible students must be residents of the City of Milwaukee.

7

Racine Parental Choice Program (RPCP)

- Eligible students must reside in the Racine Unified School District.

8

Wisconsin Parental Choice Program (WPCP)

- Eligible students must reside in the State of Wisconsin, but not in the City of Milwaukee or in the Racine Unified School District.
- Enrollment in WPCP limited by state law to the school district's participation limit for that school year.

9

“New Private School”

- There are some additional requirements for schools considered to be “New Private Schools”
- See Wis. Stats 119.23 and 118.60
- 119.23(1)(ai)1. and 118.60(1)(bn)1 Except as provided in subd. 2., "new private school" means a school that qualifies as a private school under s. 115.001 (3r) and that **satisfies either of the following:**
 - 119.23(1)(ai)1.a. The school has been in continuous operation in this state for **less than 12** consecutive months.
 - 119.23(1)(ai)1.b. The school provides education to **fewer than 40 pupils** divided into **2 or fewer grades**.

10

“New Private School”

- **119.23(1)(ai)2.** "New private school" does not include a private school the governing body of which operates or manages a private school that is participating in the program under this section or under s. **118.60** if all of the following apply:
 - **119.23(1)(ai)2.a.** No payment has been withheld from any private school operated or managed by the governing body under sub. **(10) (d)** or s. **118.60 (10) (d)** in the 3 immediately preceding school years.
 - **119.23(1)(ai)2.b.** No order barring any private school operated or managed by the governing body from participating in the program under this section or s. **118.60** has been issued under sub. **(10) (a), (am), (ar), or (b)** or under s. **118.60 (10) (a), (am), (ar), or (b)** in the 3 immediately preceding school years.

11

Summary of 2022-23 Program Requirements for “New Schools”

Form/Document	Due Date	How Submitted
Notice of Intent to Participate	August 1, 2022	Electronic Form
Auditor Fee (\$275) and Form	August 1, 2022	Electronic Payment or Mail <i>Fee may be in the form of a cashier's check or paid online. Form must accompany the check.</i>
Disclosure of Information Form & Attachments	August 1, 2022	Email <i>Original signatures from board members required</i>
Budget & Cash Flow	August 1, 2022	Kiteworks <i>Follow the directions on the Excel form. The report and all required attachments must be submitted using Kiteworks.</i>
Preaccreditation	December 15, 2022	Email <i>Letter from organization confirming that the school is preaccredited</i>

12

August 1, 2022 Deadline

“New private schools” must provide DPI with:

- A Notice of intent to participate and agreement to comply with procedural requirements including the mailing address of the school.
- A completed budget.
- The nonrefundable fee of \$275 in the form of a cashier’s check or paid online.
- Provide information related to the school’s policies and governing board (including addresses and signatures of all board members); also known as the Disclosures of Information.

13

December Deadlines

- **December 15, 2022: obtain preaccreditation from an approved preaccrediting entity.**
- **December 31, 2022: The DPI must notify whether “new school” has satisfied the initial requirements to participate in the choice program.**

14

Notice of New School's Intent to Participate 2023-24 School Year due to DPI by August 1, 2022

- Electronic form will be posted to our website.
- Follow the directions on the form. Complete the form in its entirety.
- Required Information on the form includes:
 - School Information (including mailing address).
 - Choice Administrator's name, degree information or DPI license and contact information
- Choice administrator must provide electronic signature.
- Form must be submitted electronically. Form includes certification by the choice administrator that he/she agrees to comply with program requirements.
- Print or save a digital copy for your records.

There are no exceptions to the August 1 due date.

15

Disqualified Person

- "Disqualified person" means a person who, when a private school was barred or terminated from participation in the program under this section by an order issued under sub. (10), satisfied at least one of the following:
 - 119.23(1)(ag)1 or 118.60(1)(ag)1 Had a controlling ownership interest in, or was the administrator or an officer, director, or trustee of, the private school.
 - 119.23(1)(ag)2 or 118.60(1)(ag)2 Was a person designated by the administrator of the private school to assist in processing pupil applications.
 - 119.23(1)(ag)3 or 118.60(1)(ag)3 Was responsible for an action or circumstance that led to the private school being barred or terminated from participation in the program under this section.
 - Disqualified persons are listed on our web page at:
<https://dpi.wi.gov/parental-education-options/choice-programs/school-information>

16

Auditor Fee and Form

- **Due August 1, 2022**
- **\$275 nonrefundable fee**
- **Amount may be more or less for the 2023-24 school year, depending on a recalculation which takes place each November.**
 - If more money is due, you will be notified in November and payment will be due January 10, 2023.
 - If the fee is less than \$275, the difference will be refunded to you by the DPI.

17

Disclosure of Information

- **Due August 1, 2022**
- **Two Part Requirement**
- **Part 1 - DPI Disclosure of Information Form, which includes**
 - Board member signatures
 - A checklist for the statutorily required policies and information
- **Part 2 - Statutorily Required School Policies and Information**

18

Disclosure of Information

- Complete school name, street address
- Complete school administrator name and phone number
- Choice administrator must sign and date



Wisconsin Department of Public Instruction
DISCLOSURE OF INFORMATION
PRIVATE SCHOOL CHOICE PROGRAMS
 (PSCP) PI-PCP-55 (Rev. 06-22)
 Required by Wis. Stats. §§118.60 and 119.23

INSTRUCTIONS: Completed form and email attachments to Department of Public Instruction at PrivateSchoolChoice@dpi.wi.gov no later than:
 1. **January 10, 2023**, if the school is an established school and will begin participating in the program in the 2023-24 school year.
 2. **August 1, 2022**, if the school is a new private school (start-up) and will begin participating in the program in 2023-24 school year.

I. GENERAL INFORMATION			
School Name		School Year	
Street Address	City	State	ZIP
II. DISCLOSURE OF INFORMATION / SIGNATURES			
Private schools participating in the Private School Choice Programs (PSCP) must submit the information required under Wis. Stats. §§118.60(6m) and (6p) or 119.23(6m) and (6p) related to the school's policies, procedures, academic standards and governing board to the department using this form. The school administrator is to sign the form indicating the information contained in and attached to this form is correct.			
Name of Choice Administrator Type or Print		Phone Area/No.	
Signature of Choice Administrator		Date Signed Mo./Day/Yr.	
III. GOVERNING BOARD STATEMENTS / SIGNATURES			
<p><i>Choose one</i></p> <input type="checkbox"/> The school's governing board members are listed below. All current members of the school's governing board must sign below, verifying they are members of the board. (If you need more spaces for signatures use another Disclosure of Information Form and fill out section I, II, and III.) <input type="checkbox"/> The school is for profit and not governed by a board; therefore, no governing board signed statements are included.			
<p>I CERTIFY AND ACKNOWLEDGE, BY SIGNING THIS FORM I will report any changes in my contact information to DPI, and if the private school is barred or terminated from the program, I may be prohibited from having an ownership interest in or serving as an officer, director, trustee, administrator, administrator designee, or person responsible for administrative, financial, or pupil health and safety matters, for compensation or as a volunteer, at another private school participating in the choice program, for seven years from the date of the state superintendent's order barring or terminating the private school from the program.</p>			

19

Disclosure of Information

- Choose the school's structure: governed by a board (not-for-profit) or not governed by a board (for profit).
- Original signatures required of all governing board members .
- Members must provide mailing address that is not the school's address.
- Address is used for legal notification, if required.

III. GOVERNING BOARD STATEMENTS / SIGNATURES		
<p><i>Choose one</i></p> <input type="checkbox"/> The school's governing board members are listed below. All current members of the school's governing board must sign below, verifying they are members of the board. (If you need more spaces for signatures use another Disclosure of Information Form and fill out section I, II, and III.) <input type="checkbox"/> The school is for profit and not governed by a board; therefore, no governing board signed statements are included.		
<p>I CERTIFY AND ACKNOWLEDGE, BY SIGNING THIS FORM I will report any changes in my contact information to DPI, and if the private school is barred or terminated from the program, I may be prohibited from having an ownership interest in or serving as an officer, director, trustee, administrator, administrator designee, or person responsible for administrative, financial, or pupil health and safety matters, for compensation or as a volunteer, at another private school participating in the choice program, for seven years from the date of the state superintendent's order barring or terminating the private school from the program.</p>		
School Governing Board Member Name	School Governing Board Member Signature	Date Signed Mo./Day/Yr.
Governing Board Member Address Other Than School Address Street, City, Zip		
School Governing Board Member Name	School Governing Board Member Signature	Date Signed Mo./Day/Yr.
Governing Board Member Address Other Than School Address Street, City, Zip		
School Governing Board Member Name	School Governing Board Member Signature	Date Signed Mo./Day/Yr.
Governing Board Member Address Other Than School Address Street, City, Zip		
School Governing Board Member Name	School Governing Board Member Signature	Date Signed Mo./Day/Yr.
Governing Board Member Address Other Than School Address Street, City, Zip		
School Governing Board Member Name	School Governing Board Member Signature	Date Signed Mo./Day/Yr.
Governing Board Member Address Other Than School Address Street, City, Zip		

20

Disclosure of Information

- The Disclosure of Information must be provided to each Choice student or parent that applies to the school.
- Use the checklist in the Disclosure Form as a guide for submitting the required policies.

IV. POLICIES, PROCEDURES, AND INFORMATION REQUIRED

Choice schools should review the information required under Wis. Stats. §§ 118.60(6m) & (6p) and 119.23 (6m) & (6p) related to the school's policies, procedures, academic standards and governing board. This information is called The Disclosure of Information and it must be provided to each Choice student or parent that applies to attend the school. Choice schools must also provide the Disclosure of Information upon request of a student or parent of a student who is attending the school. Choice schools must also provide the Disclosure of Information Template at <https://dpi.wi.gov/parental-education-options/choice-program/school-reports> and the checklist below as a guide for submitting the required policies and information listed below to DPI and to parents.

- School Information**
 - Name of school
 - School address
 - School phone number
 - Name of contact person(s) at the school
 - If the school is for profit and has shareholders, a list of shareholders. Or if the school is
- Statement of Organization Status**
 - Not-For-Profit (School is affiliated with a 501 (c) 3 tax-exempt organization OR has been granted 501 (c) 3 tax-exempt status by IRS. Schools must provide a copy of its 501(c)3 determination letter issued by IRS.)
 - Not-For-Profit (submitted application for recognition by the IRS of exempt status under section 501(c)3 of the Code)
 - For Profit
- Application Appeal Process:** A copy of the appeals process used if the private school rejects the applicant.
- Criteria for Granting a High School Diploma:** A copy of the private school's policy specifying criteria for granting a high school diploma. The criteria must include:
 - The pupil's academic performance, and
 - The recommendations of teachers.
 - Civics test requirement
- Non-harassment Policy:** A copy of the non-harassment policy used by the private school, including:
 - The procedures for reporting harassment, and
 - The procedures for obtaining relief from harassment.
- Suspension and Expulsion Policy with Appeal Procedures:** A copy of the suspension and expulsion policies and procedures, including:
 - Procedures for appealing a suspension or expulsion, used by the private school.
- Transfer Policy:** A copy of the policy used by the private school for accepting or denying the transfer of credits or coursework earned by a pupil attending the private school for the satisfactory completion of coursework at another school. This applies to all schools not just high schools.
- Visitor Policy:** A copy of the policy governing visitors and visits to the school developed by the school.

21

Disclosure of Information Part 2

- Statutorily Required School Policies and Information
- The following slides list the required policies and information that must be submitted as part of the Disclosure of Information due August 1

22

Required Information – Contact Info

- School name
- Address
- Telephone number of the school
- Name of one or more contact persons at the school
- The list of the members of the school's governing body and of the school's shareholders
 - The list of board members must match the list that is included on the Disclosure of Information form.

23

Required Information – Organization Status

- Statement whether or not the private school is operating as a for profit or not for profit
 - The school must specifically state if the organization is a for or not for profit
- A copy of the school's 501(c)(3) certificate issued by the IRS, if the school is a nonprofit organization
- If the school is a not for profit and does not yet have a 501(c)(3) the school must apply for one through the IRS and check the appropriate box on the Disclosure of Information form

24

Required Policies – Application Appeals Process

- Schools may only reject a Choice application if the application does not meet program requirements.
- Schools must conduct a random selection for MPCP and RPCP applications, if applicable, prior to the next open application period, within 60 days after the end of the application period, or prior to the next count date, whichever comes first. Therefore, there is a limited time for appeals.
- Schools participating in the WPCP must provide final verification prior to the first weekday in May. Therefore WPCP schools will need to receive appeals soon after receiving documentation.

25

Required Policies – High School Diploma

- **If your school grants high school diplomas, the criteria must include:**
 - The pupil's academic performance
 - Recommendations of teachers
 - Successful completion of the civics test
- **Choice Students may opt out of religious instruction, as such religious courses. These courses cannot be a requirement for graduation or grade promotion. The policy must indicate what courses the student could take in place of required religious instruction.**

26

Required Policies – Non-Harassment Policy

- The school's non-harassment policy, not the school's employee non-harassment policy
- The policy must include:
 - To whom and what format the harassment should be reported, i.e. verbal and/or written
 - Procedures for obtaining relief from harassment, including potential disciplinary actions and who will enforce these actions

27

Required Policies – Suspension and Expulsion and Appeal Procedures

- Suspension and expulsion policies and procedures must include:
 - Types of conduct that will result in a suspension or expulsion
 - Notice provided to parents
- Appeal for a suspension or expulsion must include:
 - Time frame for appeals
 - To whom the appeal should be submitted
 - Format of the appeal: written or verbal
 - When and by whom the decision of the appeal will be made, and how the decision will be communicated to the parent

28

Required Policies – Transfer of Credits

- Transfer of Credits policy is required of all schools, not just high schools.
- School must explain how it will evaluate coursework and accept or deny the coursework or credits earned at another school.
- Cannot be used to determine whether a student receives a seat or not.

29

Required Policies – Visitor Policy

- Policy governing visitors to the school:
 - Check-in procedure, if any
 - Limits on visitors or time for visiting, if any
 - Identification requirements, if any

30

Requirements Continued

- The slides that follow contain information outside of the Disclosure of Information and have due dates listed.
- If no due date is listed, it is not due to the Choice team, but is information relevant to private schools in Wisconsin

31

Academic Standards

- Due Aug 1, 2022 (may be included with the Disclosure of Information)
- Academic standards specify what students should know and be able to do in the classroom. They serve as goals and outcomes for teaching and learning. Academic standards are not curriculum, material used in the classroom, or a program description. The school must provide the academic standards for grade levels in ALL of the following specific subjects to DPI:
 - Mathematics
 - Science
 - Reading and Writing
 - Geography
 - History
- One of the following must be submitted with the Disclosure of Information:
 - A statement that the school has adopted the pupil academic standards issued by the governor as Executive Order No. 326, dated January 13, 1998;
 - A web link for the school's academic standards; or
 - A notice that parents may request academic standards and where they can access the academic standards (i.e., school office, school library, etc.).

32

Preaccreditation

- **“Preaccreditation” means the review and approval of an education plan. Review of an education plan includes consideration of whether the school submitting the plan meets the requirements under s. 118.165(1). The fact that a private school has obtained preaccreditation does not require an accrediting entity to accredit the private school. (Wis. Stats. 119.23(1)(am) and 118.60(1)(c)**

33

Preaccreditation

- **“New schools” must obtain preaccreditation from a preaccrediting entity.**
- **Notice from preaccrediting entity must be forwarded to DPI no later than December 15, 2022.**

34

Preaccreditation Agencies

- Institute for the Transformation of Learning at Marquette University(No longer preaccrediting schools);
- Wisconsin North Central Association;
- Wisconsin Religious and Independent Schools Accreditation;
- Independent Schools Association of the Central States;
- Wisconsin Evangelical Lutheran Synod School Accreditation;
- National Lutheran School Accreditation;
- Wisconsin Assn of Christian Schools;
- Christian Schools International;
- Association of Christian Schools International; or
- The diocese or archdiocese within which a private school is located

35

PI 1207 Report

- Every private school in Wisconsin annually submits to the DPI a PI-1207 report, due by October 15.
- School will attest to its compliance with Wis. Stats. 118.165(1)
- Schools who submit a PI 2107 will have their information posted in the Private School Directory, which can be found on the DPI website.

36

General Requirements

- Health and Safety
- CPR & Health Instruction
- IEQ
- Tuition and Fees
- Religious Activities
- Staff Credentials
- Testing
- Student Information System
- Hours of Instruction
- Standards and Promotion Policies
- Required Meetings

37

Health and Safety Requirements

- **Schools must comply with all health and safety laws and codes that apply to public schools.**
 - Wis. Stat. 119.23(2)(a)5 and 118.60(2)(a)5
- **Schools must also:**
 - Meet program insurance coverage requirements; and

38

Certificate of Occupancy

- **Choice schools must provide, for all buildings if the school is participating in the MPCP and for any buildings located in the Racine Unified School District for WPCP and RPCP schools:**
 - i. A certificate of occupancy from the municipality within which the private school is located; or
 - ii. A certificate of occupancy from a local or regional unit who has the authority to issue certificates of occupancy; or
 - iii. If the municipality and/or regional unit does not issue certificates of occupancy, then submit a letter from the municipality within which the school is located explaining that the municipality does not issue certificates of occupancy.

39

CPR Requirement

- **Wis. Stat. § 118.076(3) requires private schools offering any grade from 7 to 12 to:**
 - Offer CPR instruction; and
 - Provide instruction about defibrillators.

Please see <https://dpi.wi.gov/sspw/health-education> for additional information.

40

Health Instruction

- Provide instruction in cardiopulmonary resuscitation and cardiocerebral resuscitation and incorporate the psychomotor skills necessary to perform resuscitation, in any health course, grades 7-12.
- Instructional program developed by the American Red Cross or the American Heart Association; or nationally recognized evidence-based guidelines.
- Provide instruction about automated external defibrillators to pupils grades 7-12.

41

Indoor Environmental Quality Plan (IEQ)

- Wis. Stats. §§ [119.23\(7\)\(g\)](#) and [118.60\(7\)\(g\)](#) requires Choice schools to provide for the development of a plan for maintaining IEQ in the private school by October 1 of the *first school year the school participates* in the Choice program and implementation of the plan by the beginning of the *second school year the school participates* in the Choice program. Continuing Choice schools should review the requirement.
- Please see <https://dpi.wi.gov/sfs/support/school-operations/facilities/indoor-environmental-quality-plan> for additional information.

42

Tuition

- A private school participating in the program may charge or receive additional tuition payments for a pupil participating in the program if:
 - The student is in grades 9-12, AND
 - The student's family income is more than 220% of the federal poverty level.
- Students in grades K-8 may not be charged tuition.

43

Fees

- A school may charge choice students, regardless of their income, fees to recover the cost of the following items:
 - Personal use items, such as uniforms, gym clothes, and towels
 - Social and extracurricular activities if not necessary to the private school's curriculum
 - Musical instruments
 - Meals consumed by pupils of the private school
 - High school classes that are not required for graduation and for which no credits toward graduation are given
 - Transportation
 - Before-school and after-school childcare
 - Room and board at the private school

44

Religious Activities

- **Choice parents may opt the student out of religious activities, including religious instruction. Many schools may have religious instruction as part of their requirements for grade promotion or graduating from high school. The school's policy must indicate what courses would replace any religious instruction if a parent opts his or her student out of religious activities.**

45

Staff Credentials

- **All administrators must have at least a bachelor's degree from an accredited institution of higher education or a teaching license or administrator's license issued by the DPI.**
 - To verify whether an institution is accredited, check the U.S. Dept of Education database at <http://ope.ed.gov/accreditation/>
- **All teachers must have at least a bachelor's degree from an accredited institution of higher education or a teaching license issued by the DPI.**
- **All teacher aides must have at least graduated from high school or been granted a GED or HSED, or have been granted a high school diploma by the administrator of a home-based private education program.**

46

Criminal Background Checks

- Background checks must be conducted for all individuals defined as employees under Wis. Stat. § 108.02 (12) who are directly or indirectly related to the school's educational programming. Individuals who perform services for a school may be considered employees regardless of whether the individuals are paid directly by the school. In order to determine which individuals require a background check, the school should begin by generating a list of all individuals who perform services for their legal entity. The school must conduct a background check for any individual on the list who is an employee of the legal entity and directly or indirectly related to the school's educational programming.
- More information on the Background Check requirement can be found on our website <https://dpi.wi.gov/parental-education-options/choice-programs/bulletins>

47

Student Testing

- **All schools must annually administer the required state assessments.**
 - The assessment requirement is waived for any school that participates in one of the Choice programs if the school has fewer than 20 students in grades 3-12.
- **A school may administer additional tests.**
- **DPI contact for testing questions:**
Duane Dorn
Office of Educational Accountability
WI Department of Public Instruction
duane.dorn@dpi.wi.gov
608-267-1069

48

Student Information System

- 2013 Wisconsin Act 256 requires private schools participating in choice programs to have a commercially-available student information system (SIS) capable of exchanging data (interoperating) with the state data system.
- Schools must submit secure, student-level assessment, attendance, graduation and demographic data.
- SIS systems with the ability to exchange data with DPI can be found on the [WISEdata website](#).

49

Hours of Instruction

- Schools in the choice program must annually provide at least 1,050 hours of direct pupil instruction to grades 1-6 and at least 1,137 hours of direct pupil instruction to grades 7-12.
- Hours include recess and transfer time but do not include the lunch periods.

50

Promotion Policies

- **The governing body of each school must adopt a written policy specifying criteria for:**
 - Granting a high school diploma;
 - Promoting a student from 4th to 5th grade; and
 - Promoting a student from 8th to 9th grade.

51

Required Meetings

- **Schools are required to:**
 - Annually schedule two meetings at which the governing body will be present and parents and students can attend.
 - Notify DPI of the meeting dates, times and places. By October 15, 2022.
 - Notify parents in writing at least 30 days prior to the meetings, of the dates, times, and places.

52

Additional Requirements

- **Schools are required to:**
 - Comply with federal provisions prohibiting discrimination based on race, color or national origin.
 - Complete and file the required forms on a timely basis.

53

Additional Information

- **A training will be offered in the Fall of 2022 (not required).**
- **Additional new school registration materials required by January 10, 2023.**
- **Must meet all financial reporting requirements of the choice program auditors.**

54

Resources on the Internet

- Wisconsin Private School Choice Program:
- <https://dpi.wi.gov/parental-education-options/choice-programs>
- Wisconsin School Nutrition:
- <https://dpi.wi.gov/school-nutrition>
- Pupil Transportation:
- <https://dpi.wi.gov/sfs/support/school-operations/pupil-transportation/overview>
- Private School Information:
- <https://dpi.wi.gov/parental-education-options/private-schools>

55

DPI Contact Information

School Administration Consultants contact info:

- 1-888-245-2732 ext. 3 or
- privateschoolchoice@dpi.wi.gov

56