



**SHEBOYGAN AREA**  
— SCHOOL DISTRICT —

**NOTE:** This meeting will be held in the Boardroom.

*\*Starting/ending times may vary*

**Tuesday, July 25, 2023**

**Starting Time:** 6:00 – 6:25 p.m.\*

**CHAIR:** Ms. Robbins

**MEMBERS:** Mr. Mancl, Vice Chair

Ms. Versey

Mr. Laster

*(a quorum of the Board may be present)*

The Curriculum and Instruction Committee meeting will be held in the Board of Education meeting room, 3330 Stahl Road, Sheboygan, Wisconsin on **Tuesday, July 25, 2023 at 6:00 p.m.** The following items will be presented for consideration at that time:

Please note some Board members may be participating in this Board meeting via teleconference or other remote access technology. Members of the public who attend the meeting will be able to hear any open session dialogue between such members and the Board members present in the Boardroom. In addition, the District is offering audio and video access to the meeting via phone connection by calling 1-312-626-6799 with Meeting ID: 870 6386 2050 and Passcode: 629158 or <https://us06web.zoom.us/j/87063862050?pwd=Tlh6Nm5WMIhmT2lwWDdlbExoVStDdz09> at the scheduled meeting time.

**REPORT TO THE CURRICULUM & INSTRUCTION COMMITTEE  
AGENDA**

- 5 Min. 1. **2023-2024 SHEBOYGAN AREA SCHOOL DISTRICT ACADEMIC STANDARDS – Mr. Jacob Konrath** (Information/Action)
- The administration recommends the approval of the 2023-2024 academic standards as required by Wisconsin Act 55.
- 2 Min. 2. **INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 2260.02 – ENGLISH LANGUAGE PROFICIENCY – Mr. Jacob Konrath** (Discussion/Possible Action)
- The administration recommends the introduction (first reading) of the following revised policy:
- Policy 2260.02 – Program; English Language Proficiency
- 2 Min. 3. **INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 2460.03 – INDEPENDENT EDUCATIONAL EVALUATION (IEE) – Mr. Jacob Konrath** (Discussion/Possible Action)
- The administration recommends the introduction (first reading) of the following revised policy:
- Policy 2460.03 – Program; Independent Educational Evaluation (IEE)
- 2 Min. 4. **INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 2700.01 – SCHOOL PERFORMANCE AND STATE ACCOUNTABILITY REPORT CARDS – Mr. Jacob Konrath** (Discussion/Possible Action)
- The administration recommends the introduction (first reading) of the following revised policy:
- Policy 2700.01 – Program; School Performance and State Accountability Report Cards

- 2 Min. 5. **INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 5113 – OPEN ENROLLMENT PROGRAM (INTER-DISTRICT) – Mr. Jacob Konrath** (Discussion/Possible Action)

The administration recommends the introduction (first reading) of the following revised policy:

- Policy 5113 – Students; Open Enrollment Program (Inter-District)

- 2 Min. 6. **INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 5200 - ATTENDANCE – Mr. Jacob Konrath** (Discussion/Possible Action)

The administration recommends the introduction (first reading) of the following revised policy:

- Policy 5200 – Students; Attendance

- 2 Min. 7. **INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 5340 – STUDENT ACCIDENTS/ILLNESS/CONCUSSION – Mr. Jacob Konrath** (Discussion/Possible Action)

The administration recommends the introduction (first reading) of the following revised policy:

- Policy 5340 – Students; Student Accidents/Illness/Concussion

- 2 Min. 8. **INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 5517.01 - BULLYING – Mr. Jacob Konrath** (Discussion/Possible Action)

The administration recommends the introduction (first reading) of the following revised policy:

- Policy 5517.01 – Students; Bullying

- 2 Min. 9. **INTRODUCTION (FIRST READING) OF REVISED BOARD OF EDUCATION POLICY 8146 – NOTIFICATION OF EDUCATIONAL OPTIONS – Mr. Jacob Konrath** (Discussion/Possible Action)

The administration recommends the introduction (first reading) of the following revised policy:

- Policy 8146 – Operations; Notification of Educational Options

# EXECUTIVE SUMMARY

## FOR THE SHEBOYGAN AREA SCHOOL BOARD

**Topic:** Sheboygan Area School District Academic Standards

**Date:** 7/25/2023

**Prepared by:** Jacob Konrath, Assistant Superintendent – Student & Instructional Services

**Recommended action:**

- Information only
- Presentation/discussion
- Discussion/action by committee
- X Discussion/action by Board of Education
- Presentation/action next meeting

**Purpose:** As required by Wisconsin Act 55, school boards must annually adopt and notify parents of the District’s academic standards for each curricular area.

**How does this relate to the Principles of Equity:** The academic standards apply to all areas of the SASD Principles of Equity. Educational equity means that every student has access to the resources and educational rigor they need at the right moment in their education, across race, gender, ethnicity, language, disability, sexual orientation, family background, and/or family income.

**Recommendation:** The administration recommends adoption of the academic standards outlined on page 2.

**Background:** The passage of Wisconsin Act 55 (2015) amended State Statute 120.12 to require school districts to provide parents and guardians with notification about the academic standards adopted by the school board on an annual basis. Specifically, WI Act 55 requires school boards to annually include an agenda item on the first board meeting of the school year that clearly identifies the academic standards adopted by the Board that will be in effect for the school year.

In addition, school boards are required annually to notify parents/guardians of students enrolled in the District of the academic standards to be used for the upcoming school year prior to the start of the school term.

As permitted in State Statute 120.12, parents/guardians will be notified about the SASD adopted standards electronically via posting of the standards list on the district website.

**Attachments:**

**SASD Academic Standards**

<b>Curriculum/Department Area</b>	<b>Standards</b>
Art Education	Wisconsin Academic Standards & National Core Arts Standards
Business, Marketing, and Information Technology	Wisconsin Academic Standards
Early Childhood Education	Wisconsin Model Early Learning Standards
English Language Arts – (includes reading and writing)	Wisconsin Academic Standards, Common Core State Standards & National Core Arts Standards
English Learners	WIDA English Language Development Standards-2020 edition
Family and Consumer Sciences Education	Wisconsin Academic Standards
Financial Literacy	Wisconsin Academic Standards
Health Education	Society of Health and Physical Educators
Mathematics	Wisconsin Academic Standards
Music Education	Wisconsin Academic Standards & National Core Arts Standards
Physical Education	Society of Health and Physical Educators
Science	Next Generation Science Standards
Social Studies – (includes history and geography)	Wisconsin Academic Standards
Technology and Engineering	Wisconsin Academic Standards
World Languages	Wisconsin Academic Standards

Book	Policy Manual
Section	2000 Program
Title	SERVICES FOR BILINGUAL STUDENTS/ENGLISH LEARNERS
Code	po2260.02*pdw
Status	First Reading
Adopted	October 22, 2013
Last Revised	June 22, 2023

## 2260.02 - **SERVICES FOR BILINGUAL STUDENTS/ENGLISH LEARNERS ENGLISH LANGUAGE PROFICIENCY**

The Board recognizes that there may be students whose primary language is not English residing within the District. With that in mind, the Board shall provide appropriate identification and transition services for District students who are identified as English Learners possess limited English language proficiency. The purpose of these services is to develop English language skills that will enable the students to function successfully in an all English classroom and complete the District's required curriculum.

These services shall include the identification of students who are English Learners (ELs), the implementation of curricular and instructional modifications, the assessment of the English Learner (EL) student's academic progress, identification of EL students that achieve English Language Proficiency (ELP), and continued monitoring of ELP students. The degree of modification, the duration and the type of services shall be determined individually and shall be based on the needs of each student.

If a sufficient number of the students identified with limited English proficiency are of the same language group to meet statutory requirements; the Board shall establish and implement a bilingual-bicultural education program as required by the law.

The EL Coordinator shall be responsible for taking a count of limited-English proficient students in the District that shall be completed on or before August 1st of each school year. The District will also assess the language proficiency of such students and classify them by language group, grade level, age, and English language proficiency. The annual assessment will measure a student's oral language, reading, and writing skills in English.

The District shall submit the report of English Learner (EL) students to the Department of Public Instruction as required by law.

### **Assessing English Proficiency**

Every family who registers to attend the District for the first time will be asked to identify the primary language spoken in their home by the parents and by the child.

Identification of students requiring additional services as English Learners will be identified by the District using the following process:

- A. Every family who registers to attend the District for the first time will be asked to identify the primary language spoken in their home by the parents and by the child by completing a Home Language Survey (see Form 2260.02 F1).
- B. The student's prior academic records in or outside the United States will be reviewed to identify areas of concern where poor performance may be attributable to language barriers.

Students not initially identified as in need of EL services who are observed through classroom performance as exhibiting language barriers to educational achievement should be re-evaluated.

Students identified above must be given the formal evaluation screening test. Students that score less than English language proficiency (ELP) 6 on the test must be identified as EL and entered into the Wisconsin Information System for Educators (WISEdata) system.

The District will provide programs for English Learners (ELs)/Limited-English Proficient (LEP) students so they may become proficient in English while achieving academically.

### **Parental Notification and Consent**

If a student is identified and assessed as EL and determined to be eligible for services, the District will send written notice to the student's parent within thirty (30) days of the start of the school year or within two (2) weeks of assessment (if the student is not identified prior to the beginning of the school year). Every effort will be made to obtain permission from the student's parent(s) to place the student in language instructional programming prior to the start of the school year or as soon as practicable after identification. The notice will include the information required by law. The notice to the parent(s) shall be in their native language.

No student will be placed in the EL Program without having received written permission from the student's parent(s). The notice to the parent(s) shall be in English and in the non-English language of the EL student. ~~All EL students are entitled to services. Parents may however choose to opt their children out of the school district's program or out of a particular EL service within an EL program.~~ Additionally, the student's parent(s) will be given the opportunity to participate and provide input into the student's program and will be regularly informed of the student's progress. Finally, the student's parent(s) shall be given the opportunity to participate in the determination that their student has the language skills necessary to **be socially and academically successful** ~~compete with mainstream English language speakers~~, as identified below, and the student may exit the program.

The EL student's English proficiency assessment records shall be maintained by the District in accordance with State and Federal laws and District student records policies and procedures.

### Assessing Academic Achievement and English Language Proficiency

An EL student may not be exempted from academic assessments based on their EL status. **However, an EL student, who has been enrolled in a U.S. school for less than twelve (12) cumulative months, may be exempted during the first test administration.** The District shall administer State-required tests to EL students unless a determination has been made that an individual student's results on the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. ~~If an EL student is exempted from taking a State required test, the student shall be administered a DPI approved alternative assessment.~~

All EL students' assessment results, as well as a student's alternative assessment results, shall be communicated to the student's parent(s) and to the DPI as required by law.

EL students must annually be administered assessment testing for English proficiency determination. The District will update WISEdata if appropriate.

### Exit Procedures

Once a student has been placed in the EL Program, the student will be provided with programs and services and will be evaluated on an annual basis until it is determined that the student has the language skills necessary to **be socially and academically successful** ~~compete with mainstream English speakers~~ in age and grade-appropriate settings in all areas of language development without the use of adapted or modified English materials.

EL students with the language skills necessary to compete will:

- A. understand and speak English in relation to the full range of demands of the classroom and the academic language needed to succeed;
- B. read, comprehend and write English as evidenced by successful classroom performance and average District score on standardized achievement tests;
- C. meet or exceed District guidelines in their academic subjects.

Students may be identified as reaching these English proficiency standards by either:

- A. receiving an ELP 5 per DPI or higher on an annual assessment, in which case the student is automatically classified as English Language Proficient in WISEdata; or
- B. **receiving an overall composite of 4.5-4.9 and re-evaluate with the Multiple Indicator Protocol ("MIP") to determine whether the student demonstrates full English proficiency. If choosing to use the MIP the District must implement it as described in the Department of Public Instruction's English Language Policy Handbook. The Coordinator of EL may also consider reclassification of an EL student in grade Kindergarten or above as fully English proficient if the District has sufficient evidence on file establishing:**
  - ~~1. the student has attained at least an ELP 4.5-4.9 on an annual assessment; and~~
  - ~~2. the student can demonstrate his/her understanding of the English language; and~~
  - ~~3. the file contains at least two (2) pieces of evidence establishing academic English language proficiency; and~~
  - ~~4. the parents and educators agree that the student has reached full English proficiency.~~

Parents must be notified and consulted prior to the formal reclassification of a student. Parents who disagree with an ELP assessment shall be given the opportunity to review the ELP assessment with the EL Coordinator. The EL Coordinator may recommend additional assessment and confirm the formal reclassification of the student.

Upon exit from the EL Program, the reclassification/exit decisions will be monitored and reviewed, and documentation maintained, for two (2) years. **The MIP may be used as one (1) of the multiple monitoring indicators during those two (2) years.** The documentation will include, at a minimum, ~~±-grade level, ELP composite score,~~ and two (2) or more pieces of evidence.

### Re-entry

During the two (2) year monitoring period, if the student is unable to compete with mainstream English speakers in age and grade-appropriate settings in all areas of language development, the student will be allowed to re-enter a bilingual or ESL program.

The EL Coordinator will be responsible for assuring that parents are involved in each entry, exit, and re-entry decision, that these guidelines are followed and that EL reclassification/exit and the re-entry decisions abide by Department of Public Instruction standards.

### **Counseling Services for Students Who Are Limited English Proficient Students** ~~will be provided.~~

The District believes that all students should have an opportunity to have the guidance of a counselor in course selection and career planning. A student who has limited English proficiency should be able to communicate ~~their~~ ~~his/her~~ ambitions with a counselor so that there is no discrimination or bias in class placement or career planning. A counselor should not make any predictions of success or failure based on a student's classification as limited English proficiency.

If any materials, interpreters, or resource people are used to recruit students to a particular career path or vocational choice, the counselors and teachers must be sure that such materials and/or presentations can be made accessible to a student, as well as a parent, who is limited English proficient.

If a counselor knows that a parent has limited English proficiency, and communication with a parent is necessary based upon concerns about their child, the counselor should attempt to utilize an interpreter to assist in a discussion regarding the matters being discussed.

To contact someone regarding limited English proficiency, please contact:

Kelly Blum  
Coordinator of Student and Instructional Services  
920-459-3560 (Telephone Number)  
920-459-6465 (Fax Number)  
3330 Stahl Rd, Sheboygan, WI 53081

### **Testing**

The parent(s) of EL students shall be notified of student testing arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. The notifications shall be consistent with legal requirements and presented in such manner as to ensure that the student's parent(s) understands them.

The District shall assess the English proficiency and academic progress of EL students in accordance with legal requirements. Decisions regarding the administration of State-required tests to EL students shall be made on a case-by-case basis. Testing accommodations may be made based on student needs, provided the validity of the test is maintained. The District shall administer State-required tests to an EL student unless a determination has been made that the results of the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. Any EL student exempted from taking a State-required test shall be administered an alternative assessment approved by the Department of Public Instruction.

The results of both State-required tests and alternate assessments shall be consistent with District policies in making instructional, promotion, and graduation decisions. Test results may not be used as the sole criterion in re-classifying an EL student from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation, or eligibility for post-secondary education opportunities.

Revised 9/25/18  
Revised 10/28/19  
Revised 12/10/19

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Legal	P.I. 13, Wis. Admin Code
	115, Wis. Stats.
	118.13, Wis. Stats.
	118.30(2), Wis. Stats.

Book	Policy Manual
Section	2000 Program
Title	INDEPENDENT EDUCATIONAL EVALUATION (IEE)
Code	po2460.03*pdw
Status	First Reading
Adopted	October 24, 2017
Last Revised	June 22, 2023

### 2460.03 - **INDEPENDENT EDUCATIONAL EVALUATION (IEE)**

An independent educational evaluation (IEE) is an evaluation conducted by a qualified examiner who is not an employee of this District. A parent has the right to an IEE at public expense if the parent disagrees with an evaluation that the District conducted. For purposes of this policy, "evaluation" means the procedures used to determine whether a child has a disability and the nature and extent of the special education and related services the child needs. In the event the District receives a parent request for an IEE, the District must either provide the IEE at District expense pursuant to this policy or request a due process hearing to show that its evaluation is appropriate. The IEE must meet District criteria for IEEs, which is the same criteria that the District uses when it conducts its own evaluations. If the District requests a due process hearing and the hearing officer determines that the District's evaluation is appropriate, the parent still has the right to an IEE, but not at public expense. Parents may only request one publicly funded IEE for each evaluation completed by the District.

#### **Procedures to Obtain an IEE at Public Expense**

- A. The parent should submit to the District a written request for an IEE, and should include in such request an explanation of their reasons for objecting to the evaluation obtained by the District. However, the District will not deny parents a publicly funded IEE because they fail to provide the District with such a written request or fail to provide reasons for requesting an IEE.
- B. If a parent requests an IEE, the District will provide the following information:
  1. A list of the names and addresses of IEE examiners located in the area. The list will consist of IEE examiners who, in the District's judgment, are qualified to perform the evaluation requested by the parents. If a qualified examiner is not located in the area, the District will identify a qualified examiner elsewhere in the State of Wisconsin.
  2. A description of the District's criteria for selection of IEE examiners.
- C. Minimum qualifications for IEE examiners. The District will not pay for an IEE unless the IEE complies with the following criteria or the parents can show unique circumstances that justify a publicly funded IEE that does not meet the criteria.
  1. The prospective IEE examiner (the "examiner") must hold a valid license from the State of Wisconsin in the field related to the known or suspected disability. The examiner must have extensive training in the evaluation of the area(s) of concern and be able to interpret instructional implications of the evaluation results. In instances where no "applicable license" exists, the evaluator must provide documentation of extensive and recent training and experience related to the known or suspected disability.
  2. The examiner must be located within 100 miles of the District, and must conduct the evaluation within District boundaries.
  3. The examiner may only charge fees for educational evaluation services that, in the sole judgment of the District, are reasonable.
  4. The examiner must be permitted to directly communicate and share information with members of the IEP Team. The examiner must also agree to release the assessment and results, including parent and teacher surveys, prior to receipt of payment for services.
  5. If the District evaluation included an observation of the child in one (1) or more educational settings, the IEE shall include at least one (1) observation in that setting. Evaluators shall make at least one (1) contact with the child's general education teacher for the purpose of determining how the student is progressing in the general curriculum. In addition, evaluators are encouraged to make additional contacts with other involved general or special education teachers. If the purpose of the evaluation is to address a learning disability, an observation of the child is a required evaluation component.
  6. The same criteria apply to both public and independent examiners.



- D. The maximum allowable cost for an examiner will be the average cost per day or per hour for a similarly qualified staff member employed by the District during the current school year, as determined by the Director of Student Services (not to exceed \$400). In the unusual event the examiner is one not typically employed by the District, such as a medical doctor, psychiatrist, clinical psychologist, or other similar professional, reimbursement of costs will be limited to reasonable and customary charges as determined by the District and its insurance carrier. The District shall not be responsible for reimbursement of travel costs or other related costs incurred by the parents in connection with their arrangement of, or their attendance at the IEE, unless the parent can demonstrate that necessary services are not available in the community.
- E. If unique circumstances justify an IEE that exceeds the maximum allowable cost; the District must ensure the IEE is publicly funded. The District will review these circumstances on a case-by-case basis. If the total cost for an IEE exceeds the District's cost criteria and it is determined through appropriate procedures that there is no justification for excess cost, the cost of the IEE will be publicly funded up to the District's maximum allowable cost. If a District determined the cost exceeds the cost criteria, then the District must without unnecessary delay, initiate a due process hearing to demonstrate the evaluation obtained by the parent did not meet appropriate agency criteria. If the parents show that unique circumstances justify an IEE that exceeds the maximum allowable cost, the Board may approve additional expenditures. If the total cost of the IEE exceeds the maximum allowable costs and if, in the District's sole judgment, there is no justification for the excess cost, the cost of the IEE will be funded up to the District's maximum allowable cost and no further. The parents shall be responsible for any remaining cost.

For more information, parents may request a copy of Bulletin 99.02 "Independent Educational Evaluations (IEEs)" from the District or from the Department of Public Instruction, Division of Learning Support: Equity and Advocacy.

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Book	Policy Manual
Section	2000 Program
Title	SCHOOL PERFORMANCE AND STATE ACCOUNTABILITY REPORT CARDS
Code	po2700.01*pdw
Status	First Reading
Adopted	October 22, 2013
Last Revised	June 22, 2023

### 2700.01 - **SCHOOL PERFORMANCE AND STATE ACCOUNTABILITY REPORT CARDS**

The Board believes that a vital component of the District's educational programs is ensuring that parents and other individuals are informed of the performance of the schools and the School District. To this end, the Board has adopted this policy.

#### **School Performance Report (SPR)**

The Board will publish an annual school and school district performance report including all information prescribed by statute. By January 1st of each year, the Board shall notify the parents of each student enrolled in the District of the right to request a school and School District performance report. Parents shall be notified that the performance report will be provided to the parent electronically unless the parent requests a written copy of the report. By May 1st, the Board shall distribute copies of the report to those who have requested, the report including, students enrolled in charter schools located in the District, that have requested the report.

Per the Wisconsin Department of Public Instruction, the District shall use links to the [WISEdash Public Portal](#) to meet the electronic State School Performance Report requirements.

#### **Title I Provisions of the School/District Accountability Report Card**

In any year that the District receives Title I funding, its school/District accountability report card(s) must also include the following information regarding the delivery of Title I services as described in Policy 2261.03.

#### **State Accountability Report Card**

A copy of each school's accountability report card as prepared by the Wisconsin Department of Public Instruction shall be provided **by the District** to the parent of each student enrolled in or attending the on an annual basis. The report shall be **provided** ~~sent simultaneously~~ with the ~~notice required in Policy 8146~~ — Notification of Educational Options.

Revised 12/13/16

Revised 5/25/21

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Legal	115.38, Wis. Stats.
	115.385, Wis. Stats.
	20 U.S.C. 6311

Book	Policy Manual
Section	5000 Students
Title	OPEN ENROLLMENT PROGRAM (INTER-DISTRICT)
Code	po5113*pdw
Status	First Reading
Adopted	October 22, 2013
Last Revised	June 26, 2023

### 5113 - OPEN ENROLLMENT PROGRAM (Inter-District)

The District will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time Laws and the Administrative Rules established by the Department of Public Instruction (DPI).

Subject to the exception that the Board of Education, each January, shall act upon any annual space availability determinations for purposes of nonresident open enrollment into the District, the Board authorizes the Superintendent, or designee of the Superintendent, to make all other decisions and determinations that are necessary or permitted in connection with any open enrollment application or any open enrollment student under this policy and under any related Board approved rule. However, this delegation of authority shall not be construed to prohibit the Superintendent from bringing any such decision or determination of the Board as he/she deems necessary or prudent.

The Sheboygan Area School District (SASD) shall allow nonresident students residing within the State of Wisconsin to attend school full time within the SASD. Nonresident high school students may take up to two (2) courses in the SASD and attend the SASD part time. Resident students shall be permitted to attend school in other districts. Procedures for implementing open enrollment are delineated in 423 Rule.

The SASD shall continue open enrollment among the schools within the SASD boundaries. Intra district open enrollment will be completed before inter district open enrollment is implemented.

SASD policies 411, Equal Opportunities and 411.2, Student Nondiscrimination shall apply to all applicants under this program.

### PROCEDURES

#### DEFINITIONS OF TERMS

The following definitions will apply to the District's Open Enrollment Program.

#### A Nonresident District

A school district located in Wisconsin which is not a student's district of residence.

#### B Nonresident Student

A student who does not reside within the geographic boundaries of the District and who seeks admission to this District under the Open Enrollment Program.

#### C Tuition Student

A nonresident student who attends school in the District and pays tuition in accordance with State law.

#### D Full-Time Enrollment

A student is enrolled for the entire school day and receives all required education in this District.

#### E Class Size

The District's determination of the maximum number of students who can be accommodated properly in a particular classroom without jeopardizing the quality of the instructional program and mitigating circumstances for a particular school, class, or program, including enrollment projections established by the District Administrator.

## **Program Size**

The enrollment or size restrictions in a specific program within a class or building. The District reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.

## **Resident Student**

A student who is a resident of this District and is consequently entitled to attend school in this District in accordance with Policy 5111 - Eligibility of Resident/Nonresident Students.

### **Alternative Application under Certain Circumstances**

The parent of a student may apply for open enrollment at another time period other than the February to April time period if the student meets one of the following criteria, and shall describe the criteria that the student meets in the application:

- ~~A. The resident school board determines that the student has been the victim of a violent criminal offense, as defined by the department by rule.~~
- ~~B. The student is or has been a homeless student in the current or immediately preceding school year.~~
- ~~C. The student has been the victim of repeated bullying or harassment and all of the following apply:
 
  - ~~1. The student's parent has reported the bullying or harassment to the resident school board.~~
  - ~~2. Despite the action taken, the repeated bullying and harassment continues.~~~~
- ~~D. The place of residence of the student's parent or guardian and of the student has changed as a result of military orders.~~
- ~~E. The student moved into this state.~~
- ~~F. The place of residence of the student has changed as a result of a court order or custody agreement or because the student was placed in a foster home or with a person other than the student's parent, or removed from a foster home or from the home of a person other than the student's parent.~~
- ~~G. The parent of the student, the resident school board, and the nonresident school board agree that attending school in the nonresident school district is in the best interest of the student.~~

### **Full-time Open Enrollment Program**

#### **Annual Space Determinations**

During a January meeting, the Board shall establish the availability of space by determining the number of regular education and special education spaces in the schools, programs, classes, or grades. In setting space availability, the Board may choose to set no limitations or may set limits on availability using the following criteria:

1. District practices, policies, procedures, or other factors regarding class size ranges for particular programs or classes.
2. District practices, policies, procedures, or other factors regarding faculty-student ratio ranges for particular programs, classes, or buildings.
3. Enrollment projections, which account for factors that include but are not necessarily limited to, likely short and long term economic development in the community, housing starts, current and future needs for special programs, laboratories, or other initiatives.

#### **Processing of Open Enrollment Applications**

A parent of a nonresident student may submit an application to attend school in the District during the applicable regular open enrollment period or through the alternative open enrollment process. The application must be submitted using the form designated by the Wisconsin Department of Public Instruction.

Upon receipt of an application, the District Administrator shall confirm that the application is complete or request that it be completed before being further considered.

Parents shall be notified of the determination on their applications on or before the first Friday following the first Monday in June following receipt of the application, or within the timeframe otherwise established by law. If approved, the parent shall be notified of the approval and the specific assignment within the District. If, upon enrollment, the student is appropriately placed in a different grade level, the student shall be so assigned unless applications for that grade level have been denied or there is no longer space available at that grade level.

Any notice of a decision to deny shall include the following:

1. Specific reason(s) for denial and whether the student has been placed on the waiting list.

- 2+ Notice of the parents' right to appeal, the address to send the appeal, and information on where to locate the form required for appeal.

### Application of Space Determinations and Random Selection Process

If there are more applications than spaces, the Board will fill the available spaces by random selection. Random selection shall be conducted among the student applications for each grade level. The order of grade level selection shall also be randomly determined. The following considerations will be included in the random selection process:

#### 1+ Preferences

- a+ If the Board has not guaranteed approval in its determination of space availability to currently attending students, it shall grant preference to such students in the random selection process.
- b+ If the Board has not guaranteed approval in its determination of space availability to the siblings of currently attending students, it shall grant preference to such students in the random selection process.

If in any selection process there are more students eligible for preferred treatment than there are spaces available, the Board shall conduct random selection from among the students granted preference. Both currently attending students and siblings of currently attending students who are not guaranteed approval shall be granted equal preference.

- 2+ The sibling of a student selected in the random selection process shall be granted preference to any spaces available that the sibling has applied for, but the sibling may not be approved if there are no remaining spaces for the sibling.
- 3+ The District will establish a numbered waiting list of all applicants. When all available slots have been filled by randomly selecting names from all applicants, the remaining names will be drawn randomly and placed on the waiting list in order of selection, with those students granted a preference under this policy to be included first on the waiting list in random order followed by any other student applicants in random order.

After the date specified in 118.51(3)(a)3., Wis. Stats., the nonresident school board may approve applications it had initially denied if any of the following cause spaces to become available:

- a+ A parent notifies the nonresident school board that the student will not attend the nonresident school district.
- b+ A parent fails to provide the notification accepting open enrollment as required in 118.51(3)(a)6., Wis. Stats.
- c+ The Board determines that additional spaces have become available since its determination at the January Board meeting.

The District shall notify the parent of a student accepted from the waiting list of that student's eligibility to attend the District, unless the student has already enrolled in a different nonresident school district or has since become a resident of the District. The notice shall state the following:

- a+ the school or program the student has been assigned to;
- b+ a date, at least ten (10) calendar days from the date of the notice, by which the parent must accept the open enrollment approval. Failure to timely accept shall be considered rejection and the approval shall be considered rescinded.

~~The student is enrolled in the nonresident district as a full-time student and all educational services are delivered by or through the nonresident district.~~

### C. Decisional Criteria for Nonresident Applications

Decisions on nonresident open enrollment applications will be based only on the following criteria:

1. Space availability as defined in this policy.
2. Whether an applicant for a pre-kindergarten, four (4) year old kindergarten, early childhood or school operated day care program resides in a district which offers the program for which application is made.
3. Whether the nonresident student has been expelled from any school district within the current school year or the two (2) preceding school years, or is pending any disciplinary proceeding, based on any of the following activities:
  - a. Conveying or causing to be conveyed any threat of false information concerning an attempt to alleged attempt being made or to be made to destroy school property by means of explosives.

- b. Engaging in conduct while at school or under school supervision that endangered the health, safety, or property of others.
- c. Engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any school employee or Board member.
- d. Possessing a dangerous weapon (as defined in 939.22(10), Wis. Stats.) while on school property or under school supervision.

Notwithstanding the Board's acceptance of a nonresident student's application, the Board may withdraw acceptance if, prior to the beginning of the first school year in which the nonresident student will attend a school in the District, the student is determined to fall under paragraph C. 3.

The Board may request a copy of a nonresident student's disciplinary records from the resident school board.

The resident board shall provide to the nonresident board a copy of any expulsion order or findings, a copy of any pending disciplinary proceedings, a written explanation of said proceeding, the length of the expulsion or possible outcomes of a pending proceeding, and/or such records as permitted by law.

4. Whether the special education program or related services described in the nonresident student's Individualized Education Program ("IEP") are available in the District. Whether a service is available depends on whether existing staff in the District are qualified to provide the service or whether the District has facilities and/or equipment required for the service. A service is not available in the District if that service is currently provided to resident students through contract with a third party. Whether a service is available is not a function of whether there is space available in any program or service. A service may be unavailable even if no space limitations have been established.

5. Whether there is space available in the District to provide the special education or related services identified in the nonresident student's IEP, after consideration of class size limits, student-teacher ratios, and enrollment projections.

6. Whether the nonresident student has been referred to the nonresident student's resident board under 115.777(1), Wis. Stats. or identified by the nonresident student's resident school board under 115.77(1m)(a), Wis. Stats., but not yet evaluated by an individualized education program team.

7. If a nonresident student's IEP is developed or changed after starting in the District, and it is then discovered that the District does not have necessary programs available or does not have space in special education program, the District may notify the student's parent and the student's resident board. If such notice is provided, the nonresident may be transferred to their resident school district.

8. If the Board has made a determination that a nonresident student attending the District under the Open Enrollment Program is habitually truant from the District during either semester of the current school year, the Board may prohibit the student from attending in the succeeding semester or school year, after complying with the requirements of PI 36.09(2).

The habitual truancy determination shall be made on the sole basis of enrollment in the nonresident district. Open enrollment may not be denied based on the student's truancy from any other district.

#### **D. Reapplication Procedures**

The Board will not require accepted nonresident students to reapply under the open enrollment policy as long as the student is continuously enrolled in the District.

#### **E. Transportation**

The parents of a student attending a nonresident school district will be solely responsible for providing transportation to and from the school site.

The Board will permit a neighboring district to bus resident students from within its boundaries for attendance at the nonresident neighboring district. The District Administrator shall develop procedures for implementing this provision.

#### **Habitually Truant**

Habitually truant means being absent from school without an acceptable excuse for part or all of five or more school days during any semester.

#### **Lottery**

A random drawing process used to determine which students will be approved for open enrollment when the requests outnumber the spaces available. The random drawing process will be used, as needed, for open enrollment within the SASD, for nonresident open enrollment, for nonresident students on waiting lists, and for resident students who request open enrollment to other districts in the event of statutory limits.

#### **Nonresident District**

~~A school district located in Wisconsin that is not a student's district of residence.~~

### ~~Part-time Open Enrollment~~

~~The high school student is enrolled in the resident district and permitted to attend a nonresident district for no more than two courses. Part-time open enrollment to a nonresident district is not available to resident students enrolled in a private or home-based private educational program.~~

### ~~Program Size~~

~~The enrollment or size restrictions established in a specific program within a class or building. The SASD reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.~~

### ~~School Working Capacity~~

~~The maximum number of students who can be scheduled to attend a school, calculated according to a standard formula for all schools at that level. The capacity of a building may be adjusted due to a change in the use of existing space such as the conversion of a classroom to a computer lab or single use room.~~

### ~~Senior Status~~

~~A student who has gained 12th grade status and a resident of the SASD at the time of gaining such status shall be permitted to complete 12th grade without payment of tuition, even though the student is no longer a resident of the SASD.~~

### ~~Sibling~~

~~A sibling is one that shares a parent through birth or adoption. This includes step-siblings who reside in the same household.~~

### ~~Tuition Student~~

~~A nonresident student who is enrolled in the SASD with tuition paid in accordance with State law.~~

## **ALTERNATIVE APPLICATION PROCEDURES**

The parent of a nonresident student who wishes to attend a school in the District may apply at any time throughout the year by submitting an application under the alternative application procedure if the student satisfies at least one (1) of the statutory criteria and has not applied to more than three (3) nonresident school districts. (See AG 5113 and AG 5113B – Open Enrollment for Students with Disabilities.)

Applications from a nonresident student under the alternative application procedures received after the Board's January meeting, at which it sets open enrollment space availability numbers for the subsequent year, may be approved for the current year if the Board has not imposed a space limitation for the student's current year grade level and also has not imposed a space limitation for the subsequent school year in the student's subsequent grade level. Alternative applications received prior to the 3rd Friday in September may be approved if the Board has approved all applications for that grade level that were received during the regular period, including the offer of enrollment to applicants placed on the waiting list, if any.

## **DELEGATION TO DISTRICT ADMINISTRATOR**

The Board delegates to the District Administrator the authority to approve or deny open enrollment applications including under the alternative procedures consistent with the criteria in this policy and based on the Board's space determinations approved in January of each year.

## **ANNUAL REVIEW**

The Board shall review its Open Enrollment Program annually.

## **General Provisions**

A. A Student, who has been accepted under this program, who has not met the academic prerequisites for participation in a particular program in which the student wishes to enroll shall not be placed in that program.

B. The District's Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity shall apply to all applicants under this program. In addition, the District will not discriminate on the basis of an applicant's intellectual, academic, artistic, athletic, or other ability, talent, or accomplishment, or based on a mental or physical disability, except as provided for in statute authorizing this program.

## **Application of Emergency Orders**

All timelines or other procedures described in this policy and in any implementing administrative guidelines are subject to modification in the event that the State of Federal government issues emergency or other temporary orders affecting any of the subject matter of this policy. The policy automatically incorporates the contents of any such order or proclamation, including any subject matter of this policy. The policy automatically incorporates the contents of any such order or proclamation, including any discretionary authority provided, and delegates by policy and authority to exercise that discretion to the District Administrator.

### ~~Tuition Waivers~~

~~Students are permitted to attend a nonresident district for an established period of time under state law if they qualify for any of the following waivers:-~~

#### ~~A. Remainder of Current School Year Waiver~~

~~If a student moves on or after October 1 of the current school year and was a resident and enrolled in the nonresident district on either the third Friday in September or the second Friday in January of the current school year, and enrolled in the nonresident district for at least 20 school days, then the student has the right to attend the nonresident district for the remainder of the current school year.-~~

#### ~~B. Additional Year Waiver~~

~~If a student moves after the first Monday in February and prior to July 1, then the student may qualify for an additional year waiver and therefore be permitted to attend the nonresident district. To qualify, the student must have been a resident of the nonresident district on the second Friday in January, and enrolled continuously in the nonresident district from the second Friday in January through the end of the school year. The student must also continue to be a resident of Wisconsin.-~~

~~C. Current Year or Additional Year Waiver If a student moves on or after July 1 and prior to October 1, then the student may qualify for a current year or an additional year waiver and therefore permitted to attend the nonresident district. To qualify, the student must have been a resident of the nonresident district on the second Friday in January, enrolled continuously in the nonresident district from the second Friday in January through the end of that school year, and a resident of the nonresident district on July 1. The student must also continue to be a resident of Wisconsin. The nonresident district determines if the waiver is designated as a current year or additional year waiver.-~~

#### ~~D. Current Year Permissive Waiver~~

~~If a student moves on or after July 1 and prior to October 1 and was not a resident of the nonresident district on the second Friday in January of the prior school year, the student may qualify for a current year permissive waiver. To qualify, the student must have been a resident and enrolled on July 1 of the current school year. If the student was not a resident of the nonresident district on July 1, then a waiver can't be approved.-~~

### ~~FULL-TIME ENROLLMENT~~

~~A nonresident student may apply for full time enrollment in a public school in the District under the open enrollment program. Applications may be completed and submitted using DPI's online system or by completing the DPI's paper application form and submitting the paper application to the Superintendent or his/her designee. Upon receipt of any paper copy of a nonresident student's application to attend a school or program in the District, office staff shall affix a date stamp (or a written and initialed date) to the application. The application will be reviewed and processed according to District policy and rule.-~~

~~The SASD shall allow nonresident students residing within the State of Wisconsin to attend school full time within the SASD, and resident students shall be permitted to attend school in other districts.-~~

### ~~A. ACCEPTANCE/REJECTION CRITERIA~~

~~The SASD shall consider the following criteria when accepting or rejecting a nonresident student's application for full time enrollment.-~~

#### ~~1. Acceptance of Students Currently Attending the District~~

~~The SASD is permitted and has elected to accept students who are currently attending the SASD under open enrollment or tuition waiver, and currently attending siblings of such students under Wisconsin State Statute 118.51 (3)(a)-~~

~~Students who are approved through the open enrollment process are not required to reapply for open enrollment. These students are assured continued enrollment regardless of space availability unless they commit a violation of school rules, which equals an expellable offense, as described under "Student Expulsions/Discipline Related" or if determined to be Habitual Truant as described under "Habitual Truancy" (Board Policy 430).-~~

~~Students enrolled in the SASD through a Remainder of Current School Year Waiver, Additional Year Waiver, Current Year Waiver or Additional Year Waiver, or Current Year Permissive Waiver are allowed to continue their enrollment through the tuition waiver period. However, to attend beyond the tuition waiver period, students are required to apply for open enrollment at the next possible time that the application process is available or Alternative Application under Certain Circumstances. Students attending under a tuition waiver and who apply for open enrollment will be accepted unless they have been found to be habitually truant in the SASD during any semester of attendance in the current or previous school year. The SASD, at its discretion, may reject their open enrollment application for this reason.-~~



**~~2~~X Space Availability**

~~The District shall consider the availability of space in the schools, programs, classes or levels within the District. When determining space availability, consideration may be given to desired class size limits, desired student teacher ratios, overall building capacity, future enrollment projections, desired program size limitations and known or projected limitations on available staffing and other resources. Based upon a review of the relevant considerations, the Board of Education may annually establish, at a Board of Education meeting held in January, space limitations applicable to nonresident open enrollment.~~

~~Space availability for open enrollment will be determined by establishing an open enrollment ceiling based on the differential between the projected enrollment for the upcoming school year and 90% of the school's or program's working capacity at elementary and middle schools and 100% of the school's or program's working capacity at high schools, as established by the Board of Education. Spaces available for nonresident open enrollment are determined for each building and special education program. This is done by comparing projected enrollment, which has been adjusted to accommodate intra-district open enrollment, with the open enrollment ceiling. The space available within the SASD will be determined by February 1. The first day inter-district open enrollment applications can be accepted is the first Monday in February.~~

~~The following students will be included in the working capacity when determining space availability:~~

- ~~a. Students currently attending under full-time open enrollment and not subject to reapplication.~~
- ~~b. Students currently attending through a current-year tuition agreement.~~
- ~~c. Students who are no longer residents of the SASD but who qualify under a tuition waiver.~~
- ~~d. Students who currently attend the SASD and their currently attending siblings pursuant to Wisconsin State Statute 118.51(3)(a) 2.~~
- ~~e. Students attending under an Alternative Application under Certain Circumstances (defined above and in 118.51(3m)).~~

**~~3~~X Preference**

~~Preference will be given for the 'spaces' determined under the formula for space availability.~~

- ~~a. Preferences are granted only if space is available.~~
- ~~b. If one (1) student is accepted under the full-time open enrollment process, then preference will be given to their siblings who applied at the same time.~~
- ~~c. If one (1) student from a family is selected in the lottery, then preference will be given to the remaining siblings who applied at the same time.~~
- ~~d. Regardless of the space availability, the SASD shall accept continuing students previously accepted under open enrollment.~~

**~~4~~X Guarantee**

~~The District grants a guarantee of approval under the space availability criteria to applicants during the regular application period who are students currently attending school in the SASD (excluding part-time attendance by a student who is enrolled in another public school district, a private school, a tribal school or home-based private educational program). In order to be guaranteed, the student must apply at the next possible time the open enrollment application process is available under the February-April application period or Alternative Application under Certain Circumstances.~~

**~~5~~X Lottery**

~~If the SASD receives more nonresident applications for a particular school or program than there are spaces available at that school or program, the Board of Education directs the Superintendent or his/her designee to determine which students to accept based on a random lottery.~~

**~~6~~X School Choice**

~~If the parent requests a specific school(s) or program(s) and space is not available, the SASD will approve the application and assign the student to a school or program where space is available and place the student on a waiting list for the specific schools(s) or program(s) applied for if no space is available. However, if the parents do not wish to have their child considered for another school or program, the SASD may (whichever is applicable) deny the application, deny the application and place the student on a waiting list, or offer another school or program where space is available.~~

**~~7~~X Schools & Programs with Waiting Lists**

~~A. The SASD is permitted and has elected to create a waiting list of students whose applications were rejected due to lack of space availability under Wisconsin State Statutes 118.51 (3) (a) 3 and 118.51 (5) (d). In the event an opening becomes available, students will be selected from the waiting list pursuant to the lottery procedure and the administration of open enrollment waiting lists.~~

- ~~a. The District creates and administers waiting lists for applications received during the regular application period that are initially denied due to space limitations.~~
- ~~b. The District does not administer waiting lists for current year open enrollment applications submitted by nonresident students under the alternative application procedure after the third Friday in September.~~
- ~~c. The District does create and administer waiting lists for the assignment of accepted open enrollment applicants to specific schools/programs for which the applicant has expressed a preference.~~

~~If nonresident students decline acceptance at either their preferred choice or at an alternative location offered by the SASD, they will not be included on the waiting list. These students will need to reapply at the next possible time the open enrollment application process is available.~~

#### ~~8. Random Drawing Process Used When There Are More Regular Period Applications than Available Spaces~~

- ~~a. If there is sufficient space available in the relevant levels/programs to approve all of the timely open enrollment applications that the District has received during the regular application period, regardless of whether some of the applications may be denied due to the application of other District acceptance/denial criteria, the random process identified in this section will not be used and no level based (i.e., elementary, middle, high) or program based waiting lists will be created or maintained.~~
- ~~b. If there are more regular period applications than spaces available for a particular level or special education program, then the following selection procedure shall be used:~~

~~1. Unless the District determines that the application will be denied under some other applicable criteria (i.e., other than space availability), the District will accept the applications of all students who are guaranteed space under Board policy. Eligible currently attending students (who, by DPI rule, are to be included in the count of occupied spaces in the Board's space availability designations) will be accepted without reducing the number of spaces that have been designated as available for open enrollment.~~

~~2. All remaining timely applications (i.e., all applications not guaranteed space under District policy), by level and even if the application is potentially subject to denial under other applicable denial criteria, will be subject to a random selection process with respect to space availability. As the first step in that process, and in the presence of at least two staff members, a random order of consideration will be established:~~

~~The individual applications will be listed and an electronic random number generator will assign a number to each application. The applications shall then be ordered numerically according to the random numbers, with the lowest number being the first considered application and the highest number being the last considered application.~~

~~3. A student who is a child with a disability shall be included in the random selection that determines the District wide order of consideration of remaining applications to assign available spaces by level prior to consideration of the availability of and space within the special education required by the student's individualized education program (IEP).~~

~~4. If, after approving the applications of all students who are guaranteed approval there is no level based space left in the District (i.e., all levels are full), then all remaining applications shall be placed on level based waiting lists, retaining the order of consideration established above (but within the applicable level based list). Applications denied for any additional reason (i.e., at least one reason in addition to a lack of available space) will be removed from the waiting lists before applicants are notified of their position on any waiting list. The level based waiting lists will thereafter be administered as described below.~~

~~5. If, after approving the applications of all students who are guaranteed approval there is remaining space available in one or more level(s)/program(s), the District will proceed to consider each of the applications in the order established through the random process described above.~~

- ~~c. As each application is considered, and if no other basis exists for denying the application, the application will either be accepted and assigned to an available space or denied and placed on the appropriate waiting list(s).~~
- ~~d. As any such application is accepted and assigned to an available space (i.e., there is a space available for the applicant), the District shall give immediate consideration to the application(s) of any remaining sibling applicants in the same family who applied for open enrollment at the same time. The application of any sibling who is entitled to such preferential consideration shall be denied and immediately placed on the applicable waiting list(s) if there is no remaining space in such sibling's level and/or in any special education program or service that may be required for the sibling.~~

- ~~a. Before finalizing the assignment of space, the list of applications that will be accepted, and the initial waiting lists, the District will consider whether any application that has tentatively been assigned to any space or placed on any waiting list is subject to denial due to the application of any criteria other than a lack of level-based or special education space. If so, then:~~
- ~~1. Any such application that has tentatively been assigned to an available space will be denied for the separate reason(s), and the space tentatively assigned to the application will be assigned to an applicant who is listed first on the applicable waiting list; and~~
  - ~~2. Any such application that was tentatively placed on a waiting list shall be denied for both the space availability reasons and for the separate reasons(s) and removed from the waiting list before applicants are notified of their position on the waiting lists.~~
- ~~f. Students with Disabilities Whose Applications Are Potentially Subject to Both Regular Education and Special Education Space Availability Restrictions. For any student with a disability whose application would be accepted but for a space limitation in the student's level (regular education space) and/or in a necessary program/service (special education space), as such a student's name is reached in the random selection process or in the administration of the waiting lists, the District will hold any general education space or special education space to which the student can be assigned until the student's name is reached on the other applicable list. The purpose of placing this hold is to ensure that such a student with a disability is not disadvantaged as they wait for a space to potentially open on the other waiting list (i.e., either the general education or special education waiting list, as applicable). These holds will be maintained until the last day that the District administers its open enrollment waiting lists, at which point the hold shall be released and the space that had been held may be assigned to another student.~~
- ~~g. Exception When Space Limitations Exist only in Special Education. If there is sufficient space available, by level, to accommodate all of the timely applications received during the regular application period, but space limitations exist in one or more special education areas, the random process described above may be limited to special education and to the creation of special education waiting lists.~~

#### ~~9. Administration of Open Enrollment Waiting Lists~~

~~Parents of students accepted for open enrollment notify the SASD of their child's intent to attend. Parents may provide this notification in writing, via phone, fax, or email. This notification must be received by the SASD on or before the last Friday in June. Failure to provide this notification to SASD may deprive the student of open enrollment.~~

- ~~a. As any spaces become available, applications that have not been denied for any reason other than lack of space will be accepted from the waiting list(s). The District may accept students from a waiting list starting on the second Monday in June and ending on the second Friday in August.~~
- ~~b. Parents/guardians will be notified in writing if a space becomes available, including notification of the school or program to which the student has been assigned and the procedures and date by which the parent or guardian must notify the District if the student will attend school in the District. Verbal notice may be provided to the parent or guardian who submitted the application, but verbal notice will be confirmed through a written communication.~~
- ~~Students selected from the waiting list for open spaces shall inform the SASD of acceptance and intent to attend within 10 calendar days from receiving notice or immediately if notified after the start of the school term.~~
- ~~c. If the parent or guardian does not respond in the allotted time, the student's application will be placed at the end of the waiting list and the space will be offered to the next student on the waiting list.~~
- ~~d. For any applicant who is a student with a disability who has been assigned to both a level based waiting list and a special education waiting list, if the student is selected from one such list but not from the other(s), the District will hold the space which became available for the student on a list until either a space on the other waiting list(s) becomes available for the student (at which point the student will be notified that he/she may attend school in the district) or the District reaches the end of the period for which it maintains waiting lists (at which point the space that has been held for the student shall be assigned to the next applicant, if any, on the applicable waiting list).~~
- ~~e. To simplify the administration of the waiting lists, the District may contact the parent or guardian who submitted the application to determine whether they wish to voluntarily be removed from the waiting list(s). If the parent or guardian indicates that they would like to be removed, the District will provide written confirmation of the decision/action to the parent or guardian.~~
- ~~f. After the beginning of the school term but on/before the third Thursday in September and after the student begins attending their resident district, the student may transfer to the nonresident district (SASD) if offered a space from the waiting list. However, if the student has already begun attending a different nonresident district (not SASD), the student may not transfer to the nonresident district that has offered the space from the waiting list.~~

**~~BX ALTERNATIVE APPLICATION UNDER CERTAIN CIRCUMSTANCES~~**

~~A parent or guardian of a student who wishes to attend school in a nonresident school district may submit an open enrollment application (provided by DPI) outside of the regular open enrollment application period or in lieu of it if the application is for the current school year, the student meets one of the following criteria, and the parent describes the criteria that the student meets in the application:~~

- ~~1. The resident school board determines that the student has been the victim of a violent criminal offense in a school in the resident school district. The application must be made within 30 days of the resident school board's determination.~~
- ~~2. The student is or has been a homeless student in the current or immediately preceding school year.~~
- ~~3. The student has been the victim of repeated bullying and harassment and all of the following apply: (a) the student's parent or guardian must have reported the bullying or harassment to the school board or designee under a bullying/harassment complaint process (b) in spite of action taken by the board or designee the repeated bullying and harassment continues.~~
- ~~4. The place of residence of the student's parent or guardian and of the student has changed as a result of military orders. The application must be made within 30 days of the date on which the military orders changing the place of residence were issued.~~
- ~~5. The student moved into Wisconsin. The application must be made within 30 days after moving into the state.~~
- ~~6. The student's residence has changed as a result of a court order or custody agreement or because the student was placed in or removed from a foster home or with a person other than the student's parent. The application must be made within 30 days after the student's change in residence.~~
- ~~7. The student's attendance in a school in the nonresident school district is considered to be in the best interest of the student. The application must explain the reasons for requesting this exception and why attendance at the nonresident school district is in the best interest of the student.~~

~~When the District receives an open enrollment application that has been submitted under the alternative open enrollment criteria outlined above, whether it is submitted by a nonresident student or a resident student, the application shall be forwarded to the Superintendent or his/her designee for review and recommendations.~~

~~The District will notify the parent in writing, and within 20 calendar days after receiving the application, whether it has approved or denied the application. If the District approves the application, it will identify the specific school or program the student may attend.~~

~~If the District approves the application, the student may immediately begin attending the District (nonresident) and must begin attending the District no later than the 15th day following receipt of the notice of approval. If the student has not enrolled in or attended the District by the 15th day after receiving notice of approval, the District may notify the parent that the student may not attend the District.~~

~~"Best Interests" Determinations under the Alternative Open Enrollment Application Criteria and Procedures.~~

~~If a parent or guardian applies for open enrollment under the alternative open enrollment application criteria and procedures and relies on the "best interests of the student" criteria, the District shall review the information and rationale provided by the parent(s) or guardian(s) and make a determination as to whether the District agrees with the parent(s) or guardian(s) that attending school in the District pursuant to the application is in the student's best interests. If the District determines that attendance would not be in the student's best interests, the application shall be denied on that basis.~~

**~~CX ASSIGNMENT OF ACCEPTED APPLICANTS TO A SCHOOL/PROGRAM~~**

~~The District shall assign nonresident students accepted for full time open enrollment to a school or program. Any preferences identified by the applicant cannot be guaranteed. In making such assignments, the District may give preference in attendance at a particular school or program to residents of the District. Any admission requirements and pre-requisites for attendance in any specialized school or program that apply to resident students also apply to non-resident students. In addition, any nonresident open enrollment student must meet the in person/physical attendance requirements established by law.~~

**~~PART-TIME ENROLLMENT~~****~~ACCEPTANCE/REJECTION CRITERIA~~**

~~A nonresident student enrolled in a public high school in another district may attend school in the SASD on a part time basis in accordance with Wisconsin State Statute 118.52.~~

~~The student and his/her parent or guardian wishing to participate in the part time open enrollment program are solely responsible for (1) following all application procedures, (2) providing express notice to the applicable school districts that confirms the student's intent to attend a course into which the student has been accepted, and (3) must meet relevant deadlines, as such requirements~~

are further defined in state law, any applicable state regulations, or the policies and procedures of the applicable school districts. Failure to submit a timely and complete application or a failure to follow other mandatory procedures is grounds for loss of the opportunity to participate in the course(s).

The Superintendent or his/her designee shall be responsible for (1) ensuring that the District appropriately processes all resident and nonresident student applications for the part-time open enrollment program; (2) determining whether the District will approve or deny individual applications based on the criteria established in state law, any applicable state regulations, and applicable District policies and procedures; and (3) determining whether each course identified on an application satisfies any of the District's high school graduation requirements. The District shall notify the applicant, in writing, if a course will not satisfy a graduation requirement.

Transportation to and from any course(s) taken under this policy shall be the sole responsibility of the student's parent or guardian, unless state or federal law otherwise requires a school district to provide transportation.

The following criteria will be used for acceptance or rejection of applications:

#### ~~A. Space Availability~~

A high school student may enroll in no more than two (2) courses at any time and only in those courses that have space available. Traditional courses (those that are staffed at 28.5 students to one instructor ratio) will be closed for open enrollment when an enrollment of 27 students is reached.

Classes that use specialized equipment, ELL classes, AP classes, music performance classes, or any other unique course, will establish a cap for nonresident transfers that is 90% of the typical maximum enrollment. Part-time nonresident students with disabilities will be accepted under the same space requirements as full-time nonresident students with disabilities.

#### ~~B. Preferences~~

1. First preference for space available will be given to resident private or home-based private school students who wish to take one or two courses at one of the high schools. Private or home-based private educational school students must meet the standards for admission to high school and must be residents of the SASD.

2. Remaining space will be available to nonresident students who apply within the legal timeframes and meet all other criteria of part-time open enrollment and all criteria required of resident students.

3. If the SASD receives more nonresident applications for a particular course than there are spaces available in that course, the Board of Education shall determine which students to accept based on a lottery.

#### ~~C. Other Criteria~~

1. SASD students with disabilities will be denied enrollment in another district if the course(s) conflicts with the student's IEP.

2. The resident district must pay tuition for courses taken by nonresident students, calculated in a manner determined by the DPI. A nonresident student will be rejected by the SASD if undue financial hardship to the SASD is incurred.

3. The SASD will notify any resident student requesting part-time enrollment in a course in another district, prior to the course beginning, if the course does not satisfy high school graduation requirements.

#### ~~D. Records~~

Academic records of part-time students will be forwarded to the resident school upon completion of the course(s).

### **~~STUDENT EXPULSIONS/DISCIPLINE RELATED~~**

As provided in Wisconsin State Statutes 118.51(5)2. and 120.13(1)(f), the SASD, at its discretion, may deny enrollment of a nonresident student that is currently expelled from any of the following:

- A. Another Wisconsin public school district;
- B. A public school located in another state; or
- C. An independent charter school located in Wisconsin.

The SASD will consider certain disciplinary issues that fall into the following categories, even when the student is not under an expulsion order that extends into the year in which the student would begin to attend the SASD or where a disciplinary proceeding involving the student is pending for any of the following reasons:

- A. Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt to be made to destroy any school property by means of explosives;
- B. Engaging in conduct while at school or while under the supervision of a school authority which endangered the health, safety, or property of others.

- ~~C~~ Engaging in conduct while not at school or while not under the supervision of a school authority which endangered the health, safety, or property of others at school or under the supervision of a school authority or of any employee of the school district or member of the Board of Education; or
- ~~D~~ Possessing a dangerous weapon, as defined in Wisconsin State Statute 939.22(10), while at school or while under the supervision of a school authority.

In cases involving student conduct (or, where applicable, alleged conduct) that falls into one of the above listed categories, the SASD may deny an application for the following reasons:

- ~~A~~ If the student has been expelled from school by any public school district during the current or two preceding school years;
- ~~B~~ If a disciplinary proceeding involving a violation of a school code of conduct is pending; or
- ~~C~~ If any of the aforementioned circumstances occur after the student has been accepted for enrollment and prior to the beginning of the school year in which the student first attends school in the District under open enrollment, the student's acceptance for open enrollment may be withdrawn.

If any of the aforementioned circumstances pertain to nonresident students applying or accepted for open enrollment, they will retain their expulsion status and only be permitted to attend certain SASD schools if space is available including any required special education services. Their status as an expelled student will remain until their expulsion order has ended.

Also, if approved and enrolled, the nonresident student's activities will be restricted to the approved school and they will not be permitted to participate in other SASD activities such as co-curricular programs and other school events for the term of the expulsion order unless administrative approval is obtained.

## ~~HABITUAL TRUANCY~~

### ~~A~~ **Habitual Truancy of Open Enrollment Student Applicant:**

As provided in Wisconsin Statute 118.51 (5)(3.), the Board will consider as part of their criteria for accepting or rejecting full time open enrollment applications from nonresident students whether the nonresident school board determined that the student was habitually truant from the nonresident school district during any semester of attendance at the nonresident school district in the current or previous school year. 'Habitually truant' means being absent from school without an acceptable excuse for part or all of five or more school days during any semester.

### ~~B~~ **Habitual Truancy of Current Open Enrollment Student:**

If the Board determines that a student attending the District under the full time open enrollment law is habitually truant from the District during either semester in the current school year, the Board may prohibit the student from attending the District under the open enrollment law in the succeeding semester or school year (Board Policies 430 and 431).

### ~~C~~ **Open Enrolled Students to Virtual Charter School and Student's Failure to Participate:**

In the event an open enrolled student to the virtual charter school fails to respond to school assignments or directives three times within a semester and is referred to the school board, the school board may take action authorized by state law and Board Policies 430 and 431 to include transfer back to his or her resident school district.

### ~~D~~ **Prohibiting a Child's Attendance in a Succeeding Semester or School Year:**

Before a nonresident School Board may prohibit a child's attendance in a succeeding semester or school year under 118.51(11), Stats., the nonresident School Board shall do all of the following:

- ~~1~~ Provide the following notifications to the parent and the child when the child enrolls in the nonresident school district:
  - ~~a~~ The School Board's truancy and attendance policy.
  - ~~b~~ The open enrollment consequences of habitual truancy.
  - ~~c~~ A clear explanation of what constitutes truancy, including what constitutes "part of a school day."
  - ~~d~~ A description of the notifications, including the manner of delivery, a parent will receive when a child is absent, is truant, or is habitually truant. Each notification shall inform the parent that the child's open enrollment may be terminated if the child is habitually truant.
  - ~~e~~ How and where the parent can view the child's attendance record.
- ~~2~~ Each notification provided under 118.16(2), Stats., shall notify the parent or child of the consequences of habitual truancy on open enrollment.
- ~~3~~ Provide the parent and child with a list of all unexcused absences and trancies that resulted in the board's proposed action to prohibit the child's attendance in a succeeding semester or school year.

- ~~4. Allow the parent or child to explain why they believe there was any error in making an absence as truancy, using the process described in the board's policy.~~

### ~~**Appeals to Open Enrollment Decisions Made Based on Habitual Truancy or Virtual Charter Student's Failure to Participate:**~~

~~A nonresident student's parent or guardian may appeal to the DPI a rejection of the student's full time open enrollment in a nonresident school district based on the student's habitual truancy or a transfer back to the resident school district based upon the failure to participate.~~

### ~~**STUDENTS WITH DISABILITIES**~~

~~Upon receipt of a request for open enrollment of a nonresident student with a disability, the SASD will request student records from the student's resident district or currently attending district if different than the resident district. The records will be reviewed with the primary focus being the student's most recent special education evaluation and current Individual Educational Plan (IEP).~~

#### ~~**A. Students with Disabilities but No Current IEP**~~

~~Where an application is submitted by a student with a disability but there is no current IEP available for the student, the District will use the procedures defined in law (Wisconsin Administrative Code Public Instruction) to determine whether the District has the appropriate special education program, related services or space available.~~

~~The SASD will accept nonresident students that meet criteria delineated in this policy for all students, as well as the following criteria specific to students with disabilities:~~

- ~~1. The open enrollment application contains information that accurately reflects the student as a student with a disability with a current IEP.~~
- ~~2. The special education and related services in the student's IEP are available in the SASD.~~
- ~~3. There is space available in the school, special education program, related services, and integrated environments identified in the student's IEP.~~
- ~~4. The student has an evaluation, IEP, and placement that are current, complete, and procedurally correct at the time of the open enrollment application.~~
- ~~5. The resident district approves the open enrollment request.~~

#### ~~**B. Students Referred for a Special Education Evaluation**~~

~~An open enrollment application shall be denied if the nonresident student has been referred or identified as having a possible disability but has not yet been evaluated by an IEP team in the resident district. To the extent permitted by DPI, and assuming other acceptance criteria are and continue to be met, such a student's parent or guardian may request that the District reconsider a denial under this criteria if the IEP (or a finding of no disability) is forwarded to and reviewed by the District prior to the close of the period during which the District would normally continue to process and accept applications from any waiting lists and if the District concludes that such reconsideration would not be prejudicial to any other applicant.~~

~~The SASD is responsible for providing a free appropriate public education (FAPE) to all open enrolled nonresident students. This includes assurances that special education and related services are provided at public expense, meet the standards of the DPI, and are provided in conformity with the IEP. This includes the provision of transportation if required as a related service. Reevaluations of nonresident students will include representation from the resident district.~~

~~If a nonresident student receives his/her initial individualized education program (IEP) while attending the District under open enrollment, or if a nonresident student's IEP changes after the student begins attending school in the District, or if the District has approved an application for a student without an IEP and it is subsequently determined that the student is a child with a disability for whom there is either a record of a previous special education evaluation or a prior IEP based upon such evaluation, then the student may be returned to his/her resident district if the District determines either that the special education or related services required for the student are not available in the District or that there is no space available.~~

~~An increase in special education program and related service enrollments that are due to placements of additional resident students will not jeopardize the nonresident student's enrollment in the SASD.~~

~~SASD students with disabilities that apply for open enrollment to other districts may be denied if the services in the IEP that are provided by the SASD are not available in the nonresident district or space is not available in the special education program or related services. Transportation, if a related service, would be the responsibility of the nonresident district.~~

### ~~**APPEAL PROCESS**~~

~~If the SASD rejects an application for full time open enrollment during the normal open enrollment application period, the student's parents or guardians may appeal the decision to the DPI within 30 days of the receipt of the notice of denial. State law requires the DPI to affirm the school board's decision unless it finds that the decision is arbitrary or unreasonable.~~

~~For an alternative open enrollment application, a nonresident school district's denial may not be appealed to the DPI.~~

**REAPPLICATION**

Once a nonresident student is accepted as an open-enrolled student in the SASD, he/she may continue to attend within the SASD in succeeding school years without reapplying.

Nonresident students will transition to the same middle and high school as their attendance area peers. If resident students transition to more than one middle or high school, then the nonresident students will be afforded a choice of schools.

**PRIVATE SCHOOL OR HOME-BASED PRIVATE EDUCATIONAL PROGRAM**

Prior to attending as an accepted open-enrolled student in a nonresident district, but in no case later than the first day of the school year, private school or home-based private educational program students must enroll in their resident district.

**VOIDING OF OPEN ENROLLMENT STATUS**

If an open-enrolled student does not attend on or before the third Friday in September or if the student is expelled, the open enrollment status ends. Also, if an open-enrolled student withdraws from SASD, or enrolls in another school district, charter school, private school, or home-based private educational program, in or out of Wisconsin, open enrollment is terminated and the student will not be permitted to re-enroll without reapplying and being approved through the open enrollment process.

Furthermore, parents/guardians of newly accepted students have an obligation to notify the SASD of their child's intent to attend by the last Friday in June. If they fail to do so and a student(s) is accepted from the waiting list, the original acceptance may be voided and the student may not be permitted to attend the SASD.

**TRANSPORTATION**

The parents/guardians of nonresident students, private school students and home-based private program students attending a school full-time in the SASD are responsible for student transportation to and from the school. Low-income assistance may be available for students who meet the State requirements. If the nonresident open-enrolled student is a student with a disability and transportation is required in the student's IEP, the SASD is responsible for transporting the student.

**RIGHTS OF NONRESIDENT STUDENTS**

Nonresident students, with the exception of nonresident expelled students, have all the rights and privileges and are subject to the same rules and regulations as students residing in the SASD, which includes payment of school fees required of resident students. Although nonresident expelled students may be accepted by the SASD for open enrollment, they retain status as an expelled student until the end of the expulsion order term. They are also subject to various restrictions as identified under the "Student Expulsion/Discipline Related" section of this policy.

Participation in interscholastic athletics must comply with pertinent regulations of the Wisconsin Interscholastic Athletic Association (WIAA) and any relevant league standards regarding the eligibility of transfer students for participation in interscholastic athletics.

Nonresident students also have the right to request and be considered for transfer to another school in the SASD through the intra-district open enrollment process unless they are an open-enrolled expelled student.

A student may return to his or her resident school at any time. The parent shall notify both the resident and the nonresident school district of this decision in writing.

**RELEASE OF RESIDENT STUDENTS APPLYING FOR OPEN ENROLLMENT**

The Board of Education shall release any resident student who wishes to apply for open enrollment in another school district. The maximum number of students who may be released in any given school year will comply with statutory limitations, if any. If there are more requests than can be accommodated within the statutory limits, a lottery will be used to determine those students eligible. An application may be denied if the resident student is ineligible for open enrollment under state law (e.g., the student does not meet the age requirements for school attendance or for early admission, the District does not have the same program offered by the nonresident district, etc.) or the application is determined to be invalid (e.g., the application is incomplete, untimely, or in excess of the number of allowable applications).

If the student has applied for open enrollment under the alternative open enrollment application criteria and procedures authorized by law, the District shall deny the student's open enrollment if the District determines that none of the criteria relied on by the student to submit the application apply to the student. However, prior to denying an alternative application on the basis that the parent or guardian did not provide enough information to allow the District to assess whether the student has been the victim of repeated bullying or whether open enrollment would be in the best interests of the student, the District shall offer the parent or guardian an opportunity to provide additional information.

**RELEASE OF RECORDS**

The Superintendent or his/her designee will ensure that the records of a resident student who transfers to a nonresident district are sent promptly to the other district.

**EARLY ADMISSION TO KINDERGARTEN AND FIRST GRADE**



Nonresident children applying for open enrollment that are not age eligible will not be considered for early admission. Wisconsin State Statute 118.14 mandates that a child must be four years old on or before September 1 to enter a four-year-old kindergarten and five years old on or before September 1 to enter a five-year-old kindergarten and six years old on or before September 1 to enter first grade.

## **TIMELINES**

### **January**

Spaces available for intra-district open enrollment are determined for each school by comparing projected enrollment for the fall term with open enrollment ceilings.

Parents requesting intra-district open enrollment must submit applications prior to February 1.

Spaces available for nonresident open enrollment are determined for each school and special education program. This is done by comparing projected enrollment, which has been adjusted to accommodate intra-district open enrollment, with the open enrollment ceiling.

### **By First Friday in March**

The SASD notifies applicants for intra-district open enrollment, approving or denying the application.

### **February through April**

Nonresident parents submit applications to the SASD and resident parents submit applications to other districts requesting open enrollment.

Applications cannot be submitted before the first Monday in February and no later than 4:00 PM on the last weekday in April.

### **April/Early May**

The SASD cannot act on any application before May 1.

Expulsion and special education records will be sent to the resident school district. Records will be sent no later than the first Friday following the first Monday in May.

The SASD will request records of students who have applied for open enrollment to the SASD. The nonresident district must send the records no later than the first Friday following the first Monday in May. If the student is not attending the resident district, SASD will request records from the school district the student is currently attending.

### **Early June**

The SASD will notify the nonresident applicants, in writing, that the application has been accepted or denied on or before the first Friday following the first Monday in June. The notice will state the reason(s) for denial.

Nonresident applicants will also be notified if they were placed on a waiting list due to lack of space.

The SASD will notify accepted nonresident applicants, in writing, on or before the first Friday following the first Monday in June of the specific school or program that the student may attend in the following school year.

The SASD will notify resident applicants and the nonresident school district, in writing, if it is denying the application of a student requesting open enrollment in another district on or before the second Friday following the first Monday in June. The notice will state the reason(s) for denial.

### **June/Early July**

Parents may appeal a rejection or denial to the DPI within 30 days of the receipt of the notice of denial.

### **June**

Nonresident parents must notify the SASD on or before the last Friday in June to verify that the student who has been accepted will indeed attend school in the SASD in the following school year.

As any spaces become available, applications that have not been denied for any reason other than lack of space will be accepted from the waiting list(s). The District may accept students from a waiting list starting on the second Monday in June and ending on the second Friday in August.

### **On or Before July 7**

The SASD will report the names of students it has accepted for open enrollment, including those continuing open enrolled students, to the resident school districts.

### **On or Before July 15**

Parents requesting part time attendance for a course beginning in the first semester must apply no later than six weeks before the starting date of the course. This includes students within the SASD requesting courses at another high school, private and home based private students who live in the SASD, and nonresident students.

### **August**

The SASD will notify applicants of acceptance or rejection for part time attendance no later than one week before the start of the course.

The SASD will notify resident students requesting part time attendance in another district if their applications are being denied, or if the course does not satisfy high school graduation requirements.

### **August and September**

Private school or home based private educational program students must enroll in their resident district no later than the first day of school.

Nonresident parents must notify SASD within 10 calendar days of receiving an offer from the waiting list whether the student will attend. If a nonresident student is offered a space from the waiting list after the beginning of the school term, the parent must immediately notify SASD whether the student will attend.

### **November**

Parents requesting part time attendance for a course beginning in the second semester must apply no later than six weeks before the starting date of the course. This includes students within the SASD requesting courses at another high school, private and home based private educational students who live in the SASD, and nonresident students.

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Legal

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## 5200 - **ATTENDANCE**

State law requires the Board to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

### **Parent Notification of Absence required**

The District Administrator shall require, from the parent or guardian of each student or from an adult student, who has been absent for any reason a written, signed, dated statement or phone call stating the reason for the absence and the time period covered by the absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence;
- C. repeated unexplained absence and tardiness.

### **School Attendance Officer**

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities ~~as s/he is required to perform~~ by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following.

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
- B. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent.
- C. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

### **Excused Absences**

As required under State law, a student shall be excused from school for the following reasons:

#### **A. Physical or Mental Condition**

The student is temporarily not in proper physical or mental condition to attend a school program.

#### **B. Obtaining Religious Instruction**

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

### C. **Permission of Parent or Guardian**

The student has been excused by **their his/her** parent or guardian before the absence for any or no reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. to attend the funeral
3. legal proceedings that require the student's presence
4. college visits
5. job fairs
6. vacations

### D. **Religious Holiday**

For observance of a religious holiday consistent with the student's creed or belief.

### E. **Suspension or Expulsion**

The student has been suspended or expelled.

### F. **Program or Curriculum Modification**

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

### G. **High School Equivalency – Secured Facilities**

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and **the student's his/her** parent(s) or guardian agree that the student will continue to participate in such a program.

### H. **Child at Risk**

The student is a "child at risk" as defined under State law and is participating in a program at a technical college on either a part-time or full-time basis leading to high school graduation, as provided under State law.

### I. **Election Day Official**

A high school student, **including students enrolled in private schools and students enrolled in home-based private education,** age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: (1) the student has the permission of **their his/her** parent to serve as an election official on election day; (2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and (3) the student has at least a 3.0 grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0 grade point average or the equivalent, or no longer meets the established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

A student **may** be excused from school, as determined by the School Attendance Officer, or **the School Attendance Officer's his/her** designee, for the following reasons:

#### A. **Quarantine**

Quarantine of the student's home by a public health officer.

#### B. **Illness of an Immediate Family Member**

The illness of an immediate family member.

### C. Emergency

An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.

### Unexcused Absences

Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

### Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this District the Board shall require that the school be notified in advance of such absences by written (including email) or personal (phone or face-to-face) request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the school principal.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized by a parent with authority to do so.

### Truancy Plan

The Board will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board's policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years.

The Truancy Plan will include, at a minimum, the following:

- A. procedures to be followed for notifying the parents or guardians of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents or guardians
- B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
- C. methods to increase and maintain public awareness of and involvement in responding to truancy within the school district
- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies
- G. methods to involve the truant child's parent or guardian in dealing with and solving the child's truancy problem

A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats., will also be considered truant.

A student will be considered a habitual truant if the student s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

### Notice of Truancy

The School Attendance Officer shall notify a truant student's parent or guardian of the student's truancy and direct the parent or guardian to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by electronic communication, personal contact, telephone call, or 1st class mail, and a written record of this notice shall be kept. The School Attendance Officer shall attempt to give notice by personal contact, telephone call, or, unless the parent has refused to receive electronic communication, notice by 1st class mail may be given. This notice must be given every time a student is truant until the student becomes a habitual truant.

### Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent or guardian, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by electronic communication. The notice must contain the following:

- A. a statement of the parent's or guardian's responsibility under State law to cause the student to attend school regularly
- B. a statement that the parent, guardian, or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk
- C. a request that the parent or guardian meet with the appropriate school personnel to discuss the student's truancy

The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent or guardian the date for the meeting may be extended for an additional five (5) school days.

- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent or guardian if ~~upon failure s/he fails~~ to cause the child to attend school regularly as required by State law

The School Attendance Officer will also continue to notify the parent or guardian of a habitual truant's subsequent unexcused absences.

### **Referral to the District Attorney**

Truancy cases will be referred to the District Attorney as provided in the County Truancy Committee Plan. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent or guardian to discuss the student's truancy or attempted to meet with the student's parent or guardian and received no response or were refused
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at ~~his/her~~ grade level
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent or guardian, which was requested in the Notice of Habitual Truancy to the parent or guardian, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

### **Make-up Course Work and Examinations**

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up ~~course work~~ and examinations missed during the absence when they return to school. It is the student's responsibility to contact ~~their his/her~~ teachers to determine what course work and examinations must be made-up. Teachers shall have the discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

### **District Administrator Guidelines**

The District Administrator shall develop administrative guidelines concerning the attendance of students which:

- A. ensure a school session which is in conformity with the requirement of the law;
- B. ensure that students absent for an excusable reason have an opportunity to make-up work they missed;
- C. govern the keeping of attendance records in accordance with State law;
- D. facilitate implementation of the Truancy Plan;
- E. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- F. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities

Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 and Chapter 115, Wis. Stats.;

- G. provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned;
- H. ensure that all parents and students are informed of the District's Attendance Policy and related guidelines;
- I. enable the School Attendance Officer to perform his/her duties under State law and this policy; and
- J. address unexcused absences.

Revised 12/13/16

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- Legal                    118.15, Wis. Stats.
- 118.153, Wis. Stats.
- 118.16, Wis. Stats.
- 118.162, Wis. Stats.

Book	Policy Manual
Section	5000 Students
Title	STUDENT ACCIDENTS/ILLNESS/CONCUSSION & SUDDEN CARDIAC ARREST
Code	po5340*pdw
Status	First Reading
Adopted	October 22, 2013
Last Revised	June 22, 2023

### 5340 - **STUDENT ACCIDENTS/ILLNESS/CONCUSSION & SUDDEN CARDIAC ARREST**

The Board believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

#### **Accidents**

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident. However, any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for their his/her acts or omissions in rendering such emergency care.

The District Administrator may provide for an in-service program on first aid and CPR procedures.

The administrator in charge must submit an accident report to the District Administrator on all accidents.

#### **Illness**

School personnel shall not diagnose illness or administer medication of any kind except in accordance with Policy 5330 and AG 5330.

#### **Concussion**

A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking, or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty sleeping.

At the beginning of a season of any athletic sport, the athletic director shall distribute a concussion and head injury information sheet to each coach and to each student participant. No student will be permitted to participate in any athletic activity unless that student, or if the student is under age nineteen (19) his/her parent, has returned a signed concussion and head injury information sheet. A student is only required to return one (1) signed sheet per school year in order to participate in athletics.

A coach shall remove from competition or practice any student that the coach determines is exhibiting signs, symptoms, or behavior consistent with a concussion or head injury or who the coach suspects has sustained a concussion or head injury. Any student removed from participation under this section may not return to participation until a written release to participate from a health care professional is provided.

Parents who inform coaches and teachers that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional for full or limited participation in class, practice, activity, or competition. Prior to receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-related physical activities.

#### **Sudden Cardiac Arrest**

Sudden cardiac arrest is a medical event that involves a sudden increase in the heart's ventricular beat that prevents the heart from distributing blood to the brain, lungs, and other organs. It occurs without warning and in youth athletics participants who appear healthy and have passed pre-participation physical examinations, Severe damage and death can occur very quickly without immediate treatment.



In an effort to educate parents, students, and coaches regarding this condition, information regarding sudden cardiac arrest shall be included along with distribution of the required information concerning concussions and shall be distributed to all participants age 12 and older and to coaches prior to participation on youth athletic activity. The information shall contain the following information as provided by the Wisconsin Department of Public Instruction:

A. Information about the risks associated with continuing to participate in a youth activity after experiencing one (1) or more symptoms of sudden cardiac arrest, including fainting, difficulty breathing, chest pain, dizziness, and abnormal racing heart rate;

B. Information about electrocardiogram testing, including the potential risks, benefits, and evidentiary basis behind electrocardiogram testing; and

C. information how to request, from a student's health care provider, the administration of an electrocardiogram in addition to a comprehensive physical examination.

The District shall provide the information regarding sudden cardiac arrest developed by the Department of Public Instruction and the Wisconsin Interscholastic Athletic Association.

118.29, 118.293, 118.2935, Wis Stats.

Revised 2/24/15

Revised 10/29/19

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Legal

118.29, 118.293, Wis. Stats.

Book	Policy Manual
Section	5000 Students
Title	BULLYING
Code	po5517.01*pdw
Status	First Reading
Adopted	October 22, 2013
Last Revised	June 22, 2023

#### 5517.01 - **BULLYING**

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips, athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; immigration status; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name-calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."

The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity;
5. cyberbullies hack into or otherwise gain access to another's electronic accounts (e-mails, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on websites.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy 5517 - Student Anti-Harassment.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as **hazing**, consult Policy 5516.

### Complaint Procedures

Any student who believes ~~s/he~~ ~~they~~ ~~has~~ ~~have~~ been or ~~are~~ ~~is~~ the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Complaints against a Board member shall be filed with the Board President unless the complaint is against the President in which case the complaint shall be filed with the Board Vice President, another Board member or with the District Administrator depending on **the complainant's preference**, who is authorized to contact District legal counsel for assistance in handling the complaint.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this Policy shall be investigated promptly by the Principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment, discrimination, and/or may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 – Student Anti-Harassment or Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. Additionally, complaints alleging sexual harassment on the basis of sex are also covered by and subject to the investigation procedures in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities. If the investigation under Policy 5517 - Student Anti-harassment, Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity or Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities does not substantiate harassment based on one or more of the Protected Classes, the complaint of bullying shall still be investigated under this Policy.

With regard to complaints received against the District Administrator (or a member of the Board), the investigation shall be referred to the Board attorney who shall conduct a prompt investigation. The Board attorney is authorized to designate an outside third party to conduct the investigation. The Board attorney or designee will arrange such meetings as may be necessary with all concerned parties within five (5) business days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The Board attorney or designee conducting the investigation shall notify the complainant and parents as appropriate, (in writing,) when the investigation is concluded and the findings made.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

### **Retaliation/False Reports**

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

### **Notification**

Notice of this policy will be **annually** distributed to all students enrolled in the School District, **and** their parents **and/or guardians and employees**. The policy will also be **provided distributed** to organizations in the community having cooperative agreements with the schools. Additionally, the policy **or a summary** will be **posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.**

The School District will also provide a copy of the policy to any person who requests it.

### **Records and Reports**

Records **of investigation** will be maintained **on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy, in accordance with Policy 8330 - Student Records and State law.**

An annual summary report shall be prepared and presented to the Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.

The complaint procedure established by the District Administrator as set forth in AG 5517.01 shall be followed.

Revised 4/28/15  
Revised 8/29/17  
Revised 10/24/17  
T.C. 12/21/21

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Legal 118.46, Wis. Stats.



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Section	8000 Operations
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#### 8146 - NOTIFICATION OF EDUCATIONAL OPTIONS

The Board recognizes the need to provide alternative means by which students achieve the goals of the District.

Annually, by January 31 ~~On an annual basis,~~ a list of all educational options available to children who reside in the District, will be provided to parents as a class 1 notice and on the District's website. These options include ~~including~~ public schools ~~school~~, private schools participating in a parental choice program, charter schools, virtual schools, full-time open enrollment, Early College Credit Program, Start College Now Program, part-time open enrollment ~~in a nonresident school district,~~ youth apprenticeship programs offered under 106.13, Wis. Stats, and options for students enrolled in a home-based private education program, ~~will be provided to parents.~~ (See ~~see~~ Policy 2370 - Educational Options Provided by the District) In the class 1 notice, as well as the notice on the District website, the Board shall identify the most recent report card accountability rating that has been assigned to each school within the District boundaries, including charter schools and private schools participating in a parental choice program. This notice shall also inform parents of the availability of the full school and School District accountability reports. (See also Policy 2700.01- School Performance and State Accountability Report Cards)

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 Revised 12/12/17  
 Revised 12/11/18

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Legal	115.385(4), Wis. Stats.
	118.15, Wis. Stats.
	118.55, Wis. Stats.
	118.57, Wis. Stats.